



AGENDA

Regular Board of Directors Meetings are held
Third Wednesday of the Month

SPECIAL BOARD MEETING
Wednesday, August 3, 2022
6:30 p.m.

HYBRID TELECONFERENCE TEAMS MEETING LINK

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTFjNmMwYTQtZmJjNy00MmUzLTlIMGUtN2QyMDM5ZWU4NTM4%40thread.v2/0?context=%7b%22Tid%22%3a%227546519e-2cd5-4e2c-bed5-ac3d46eec8ff%22%2c%22Oid%22%3a%22b510e640-8ba3-421f-a075-694cad7ace01%22%7d

Board Members

Felicity Carlson	President
Sidney Bazett	Vice President
Eric Aiston	Board Member
Monique Scobey	Board Member
Ellie Wooten	Board Member

CALL TO ORDER

1. Roll Call
 2. Pledge of Allegiance
-

AGENDA

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Board; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Board. The Board reserves the right to waive said rules by a majority vote.

ADOPTION OF THE AGENDA

The Board will make any necessary additions, deletions, or corrections to the Agenda and motion to adopt the Agenda.

3. Adopt the Agenda
-

RECOGNITIONS AND PRESENTATIONS

Board of Directors expresses appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens.

OPEN FORUM FOR NON-AGENDA ITEMS

Members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors.

APPROVAL OF CONSENT AGENDA

The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business to be discussed and acted upon individually.

No Consent Agenda Items

GENERAL BUSINESS

For purposes of the Brown Act §54954.2 (a), items below provide a brief description of each item of business to be transacted or discussed. Recommendations of the staff, as shown, do not prevent the Board from taking other action.

4. **PUBLIC HEARING** – First reading of First Responder Fee Ordinance (A. Pichly, D. Martin) - Action Item
 5. **APPROVE** – Fire Prevention Specialist Position (A. Pichly, C. Greek, D. Martin) – Action item
-

BOARD INFORMATION ITEMS

At this time, the Board and staff are provided the opportunity to speak on various issues. Direction by the President may be given; however, no action may be taken unless the Board agrees to include the matter on a subsequent agenda.

6. General Matters to/from Board Members and Staff
-

AGENDA

PUBLIC COMMENT

At this time, members of the public may speak on any closed session agenda item. Closed sessions may be called as necessary for personnel, litigation, and labor relations or to meet the negotiator prior to the purchase, sale, exchange, or lease of real property. Members of the public may address the Board prior to closing the meeting.

CONVENE TO CLOSED SESSION

NO CLOSED SESSION.

ADJOURNMENT

Please contact the District office at (530) 677-2231 or admin@cameronpark.org if you require public documents in alternate formats or accommodation during public meetings. For the public's information, we are taking email requests at admin@cameronpark.org for future notification of Cameron Park Community Services District meetings.

Agenda Transmittal

DATE: August 3, 2022

FROM: André Pichly, General Manager
Dusty Martin, Fire Chief

AGENDA ITEM #4: **FIRST READING OF ORDINANCE NO. 2022-01 WHICH ESTABLISHES THE FIRST RESPONDER FEE ORDINANCE**

RECOMMENDED ACTION: Receive, Discuss and Provide the First Reading of Ordinance No. 2022-01 establishing First Responder Fees for Cameron Park and Schedule Second Reading and Adoption at the August 17, 2018 regular Board Meeting; Approve Resolution No. 2022-23 Authorizing the First Responder Fees

BUDGET ACCOUNT: FIRE DEPARTMENT, BUDGET UNIT 3000

BUDGET IMPACT: TBD – Ability to Offset Costs of First Responder Services that include Medical Aid

Recommended Action:

- Receive, discuss and provide the first reading of Ordinance No. 2022-01
- Schedule second reading of the Ordinance and adoption for the August 17, 2022 Board meeting.
- Approve Resolution No. 2022-23, Authority to Charge fees for providing first responder Advanced Life Support Paramedic (ALS) services at the August 17, 2022 Board meeting.

Background:

A First Responder User Fee, authorized under Section 13916 of the California Health and Safety Code, is cost recovery for providing first responder Advanced Life Support Paramedic (ALS) services to the community.

On February 17, 2021, the Cameron Park CSD Board of Directors, approved resolution 2021-01, an agreement between the Cameron Park CSD and DTA, to complete a First Responder Fee Study.

The First Responder Fee is designed to cover enhanced services of Advanced Life Support on engines. It is only charged on medical aids where engine personnel assist in patient care.

The fee is developed by an average of hourly costs for crew members, equipment costs, administrative and station support costs, multiplied by the average time spent on scene (including enroute and return time) of medical aids by first responders, as specifically outlined in the Nexus Study prepared for the CSD, by DTA Consulting.

On March 8, 2022, a final report was presented to the Fire and Emergency Services Committee for review and discussion. The Board of Directors approved the DTA First Responder Fee Analysis at the March 16, 2022 regular board meeting.

DISCUSSION:

The Nexus Study prepared by DTA indicates that a fee of \$213.75 (rounded to \$214) per engine response to medical aids, should be charged to recoup the costs.

Staff recommended that if the First Responder Fee is implemented, it be reviewed on an annual basis with the Fiscal Year Budget development process in order to determine whether the fee continues to be appropriate, meets its intended goals, and conforms to the mission of the Cameron Park Community Services District.

Staff also recommended that the collection of the First Responder Fee be conducted in a manner where patients, who have a demonstrated inability to pay the fee, qualify for a partial or full fee waiver through the CSD Board, to which the Board agreed.

Staff also recommended that a fee schedule for medical supplies used on calls, be created to enable the CSD to recoup these costs. The Board of Directors directed staff to draft a First Responder Fee Ordinance and bring it back for readings and adoption.

CONCLUSION:

The proposed First Responder Fee Ordinance should achieve the Board's intention to recover costs associated with calls for medical aid from the individual(s) benefiting from that medical aid provided by the Cameron Park Fire Department.

Attachments:

A – Proposed Ordinance No. 2022-01

B – Proposed Resolution No. 2022-23



ORDINANCE NO. 2022-01**AN ORDINANCE OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT
ESTABLISHING AND ADOPTING A DISTRICT SCHEDULE OF FIRST RESPONDER
SERVICE FEE**

The Board of Directors ("the Board") of the Cameron Park Community Services District of El Dorado County, State of California ("the District") do ordain as follows:

Section I. Purpose and Intent: Pursuant to California Health and Safety Code section 13916 et seq., the District is authorized to charge and collect fees to cover the costs of any service which the District provides or the costs of enforcing any regulation for which the fee is charged. It is the purpose and intent of this Ordinance to establish and impose District-wide fees for the delivery of emergency medical services by a fire apparatus of the Cameron Park Fire Department to augment the funding of paramedic fire support services and to upgrade facilities to meet community needs.

Section II. Fee Schedule: The Board has engaged the firm of DTA to analyze a fee study to determine that the fee schedule reflects the reasonable costs, including staff time, for providing advanced and basic life support services throughout the District. The Board held public hearings on the proposed first responder fee of \$213.75 (subject to increases for annual inflation) on July 20, 2022, and August 17, 2022, where the Board heard and considered any objections or protests to the proposed fee schedule. The District hereby adopts the fee schedule generated by DTA, which is attached as Attachment "A" and incorporated herein by reference: Cameron Park Community Services District First Responder Fee. The fees incorporated herein shall be adjusted annually for inflation effective each fiscal year. This Ordinance shall supersede any prior schedule of emergency medical services fees within the District.

Section IV. Limited Amendment: If any section or attachment of this Ordinance or portion thereof is held invalid or unenforceable by any court and such judgment becomes final, then that section may be amended by the District's Board by a majority vote to conform to the judgment of such court, provided such amendment is consistent with purpose and intent of this Ordinance.

Section V. Effective Date and Publication: This Ordinance shall take effect thirty (30) days after its adoption. The Cameron Park Board Secretary is directed to publish this Ordinance as adopted in a newspaper of general circulation in the District. In lieu of publication of the full text of the Ordinance within fifteen (15) days after its passage, a summary of the Ordinance may be published at least five (5) days prior to and fifteen (15) days after adoption by the District Board and a certified copy shall be posted in the office of the District, and Cameron Park Fire Department Office, pursuant to Government Code Sections 25120 through 25132.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District at a regularly scheduled meeting on the 17th day of August, 2022 by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Director Felicity Wood Carlson
Board President

Andre Pichly, General Manager
Board Secretary



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FIRST RESPONDER FEE ANALYSIS

CAMERON PARK FIRE DEPARTMENT
C/O CAL FIRE AND CAMERON PARK
COMMUNITY SERVICES DISTRICT

Report Date: November 29, 2021

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CAMERON PARK FIRE DEPARTMENT FIRST RESPONDER FEE ANALYSIS



Prepared for:

Cameron Park Fire Department

C/O CAL FIRE

Attention: Sherry Moranz, Assistant Chief, CAL FIRE

Jill Ritzman, General Manager, Cameron Park Community Services District

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I EXECUTIVE SUMMARY

The Cameron Park Fire Department (the “Department”) operates under a cooperative fire protection agreement between the Cameron Park Community Services District (“CPCSD”) and the State of California’s CAL FIRE. CAL FIRE is contracted by CPCSD to operate and staff two fire stations that are owned by CPCSD, Stations E88 and E89, which serve an estimated resident population of 18,000.

The Department is interested in determining the cost of providing first responder services in order to introduce a new First Responder Fee to recover these costs. A First Responder Fee is typically charged for the response of an engine or ambulance to an emergency medical call to provide Basic Life Support or Advanced Life Support care in cases where there is no transport to a hospital for further services and thus no mechanism by which to recover these costs through billing insurance or otherwise.

To assist with developing this new First Responder Fee, the Department engaged DTA to develop a cost of services (or user fee) analysis (the “Analysis”). DTA has prepared this Analysis using the Department’s operating budget, three years of call data related to medical calls, and operational information provided by staff to determine the fee level that best suits the Department’s needs in recovering their expenditures related to providing these services.

Figure 1: Cameron Park Fire Department Stations



II STATE LAW

Proposition 26 (the "Proposition") was approved by California voters in November of 2010 and introduced, for the first time, a definition of what constitutes a local tax, as follows:

"As used in this article, 'tax' means any levy, charge or exaction of any kind imposed by a local government..."

By this definition, any local government revenues would be categorized as a local tax and consequently require a majority approval of the voters if the revenues are to be used for general governmental purposes, or a two-thirds (2/3) voter approval if the revenues are to be used for a particular purpose.

Fortunately for local agencies, this all-encompassing definition is mitigated by seven (7) exemptions in the Proposition. The exemption that is applicable for this Analysis is Section 1. (e).(2) of Article XIII C, which states that a fee imposed for a specific government service or product delivered directly to the payor which does not exceed the reasonable costs to the local government providing the service or product is not a tax. In the case of responding to a medical call, the services provided are specific to the individual patient, not to the public in general. Therefore, this type of user fee may be implemented and/or raised by a Board of Director's action up to the limit of actual cost, as stated in Government Code Section 66014(a).

III ANALYSIS

A Cost Data

DTA received and analyzed costs related to providing first responder services to calculate the true cost of providing these services. The costs provided to DTA included:

A.1 Direct cost of medical first responder personnel

The first step in determining the true cost of providing first responder services is to determine the base hourly rate of the staff directly responsible for providing medical services. The total annual salary and benefits of these staff members is divided by annual hours of 1,667, which is a customary industry standard average number of hours that takes into consideration the annual number of holidays, vacation and sick time, and other possible time off, as shown below in Table 1.

Table 1: Direct Cost of Medical First Responder Personnel

Direct Cost	Total Annual Salary and Benefits of Each Position ¹	Base Hourly Rate (Salary and Benefits/1,667 Annual Hours) ¹
Paramedic Fire Captain (4 positions)	\$202,191.00	\$121.29
Paramedic Apparatus Engineer (6 positions)	\$176,544.00	\$105.91

Note:

1. Based on the highest salary currently paid for each position.

A.2 Non-Personnel Direct Costs

In addition to personnel, several costs are directly related to providing first responder medical services. These costs were identified and converted into an amount that could be added to the hourly cost of personnel as a method of capturing direct non-personnel costs as an hourly rate, as shown in Table 2 below.

Table 2: Non-Personnel Direct Costs

Direct Cost ¹	Total Amount ²
Clothing/Uniforms	\$1,471.38
Computer Software	\$1,839.23
Computer Hardware	\$2,207.07
Contract Services - Other (Dispatch Services & IT Support)	\$22,806.42
Fire & Safety Supplies	\$735.69
Fire Turnout Gear	\$22,806.42
Fuel	\$22,070.72
Government Fees/Permits	\$735.69
Maintenance - Buildings	\$8,092.60
Maintenance - Equipment	\$18,392.27
Maintenance - Grounds	\$2,207.07
Maintenance - Radio/Phones	\$1,471.38
Maintenance - Tires & Tubes	\$7,356.91
Maintenance - Vehicle	\$14,713.82
Memberships/Subscriptions	\$625.34
Radios	\$2,207.07
Phones/Internet	\$9,563.98
Utilities - Water	\$7,356.91
Utilities - Electric/Gas	\$18,288.98
Total Non-Personnel Direct Medical Services Costs	\$164,948.95
Total Number of Direct Personnel Annual Hours (10 Total Positions x 1,667 Annual Hours Each)	16,670
Non-Personal Direct Cost (per Hour)	\$9.89

Notes:

1. Allocation based on medical calls representing 74% of total call volume.
2. Source: Cameron Park CSD General Fund Fire Account (3000)'s FY 2021-22 Budget.

A.3 Indirect costs

Finally, DTA evaluated the indirect costs of the Department. Indirect, or overhead, costs include personnel involved in overall management of the Department, such as the Battalion Chiefs and administrative staff, as well as other overall station management costs. The total indirect costs shown in Table 3 below are approximately 37% of the total direct costs of the Department. This percentage is applied to the direct hourly cost as a method of converting indirect costs to an hourly rate allocation in determining the true hourly cost of providing medical services, as reflected in Table 4 on the following page.

Table 3: Indirect Costs

Indirect Cost	Total Amount ¹
Indirect Personnel Costs	
Battalion Chiefs (2 positions) ²	\$207,274.00 ²
Part-Time Administrative Staff	\$34,118.94
Cal Fire Administrative Cost ³	\$195,567.95 ³
Cameron Park CSD Management Cost ⁴	\$162,643.92 ⁴
Cameron Park CSD Administrative Overhead Costs ³	\$96,697.08
Educational Materials	\$735.69
Equipment-Minor/Small Tools	\$1,471.38
Stations Supplies	\$5,517.68
Professional Services	\$1,471.38
Staff Development	\$9,196.14
Total Indirect Costs	\$714,694.16
Direct Costs (Personnel and Other Direct Expenses)	\$1,950,746.78
Indirect Costs as Percentage of Direct Costs	36.64%

Notes:

1. Source: Cameron Park CSD General Fund Administration Account (1000)'s and Fire Account (3000)'s FY 2021-22 Budget
2. Battalion Chiefs oversee all Fire Department operations, including both medical and fire response activities, so are included at 50% of total salary and benefits.
3. Allocation based on medical calls representing 74% of the Cameron Park CSD's total call volume.
4. Allocation based on (i) the Fire & Emergency Services representing 62.3% of the Cameron Park CSD's FY 2021-22 Expenditures, and (ii) the medical calls representing 74% of the Cameron CSD's total call volume.

B True Hourly Rate Calculation

The purpose of categorizing and analyzing all direct and indirect cost data is to translate these costs into a comprehensive true hourly cost of providing medical services. This calculation of the true hourly cost is shown below in Table 4.

Table 4: True Hourly Cost of Providing Medical Services

Position	Base Hourly Rate (Salary and Benefits/1,667 Annual Hours)	Direct Costs Hourly Rate Allocation	Indirect Costs Hourly Rate Allocation ¹	True Hourly Cost, Including Direct and Indirect Overhead Costs
Paramedic Fire Captain	\$121.29	\$9.89	\$48.06	\$179.25
Paramedic Apparatus Engineer	\$105.91	\$9.89	\$42.43	\$158.23
Total True Hourly Cost				\$337.48

Note:

1. Indirect costs are 36.64% of direct costs; therefore, 36.64% of the total direct hourly rate has been calculated as a method of translating indirect costs to an hourly rate allocation in order to calculate a true hourly cost of providing medical services.

C Call Data

The final step in the Analysis was an in-depth review of the Department’s call data. Due to possible impacts of COVID-19 on 2020 call data, given many residents’ hesitancy to call 911 for medical attention during this time, DTA received and analyzed call data from both stations for the years 2018, 2019, and 2020. By averaging these three (3) years of data and analyzing the overall range of data clustering, DTA calculated an estimated arrival time and on-scene time to determine the total amount of time required of staff involved directly in medical calls, as shown below in Table 5.

Table 5: Medical Call Data Analysis

Position	Estimated Arrival Time per Call (in Hours)	Estimated Time On Scene per Call (in Hours, including RTQ)	Estimated Total Time per Medical Call (in Hours) ¹
Paramedic Fire Captain	0.13	0.50	0.63
Paramedic Apparatus Engineer	0.13	0.50	0.63

Note:

1. Subject to change.

IV CALCULATION OF THE FEE

The calculation of the Fee is based on applying the true hourly cost of providing services, as shown in Table 4, multiplied by the total estimated time per medical call shown in Table 5. The calculation of the Fee is shown below in Table 6.

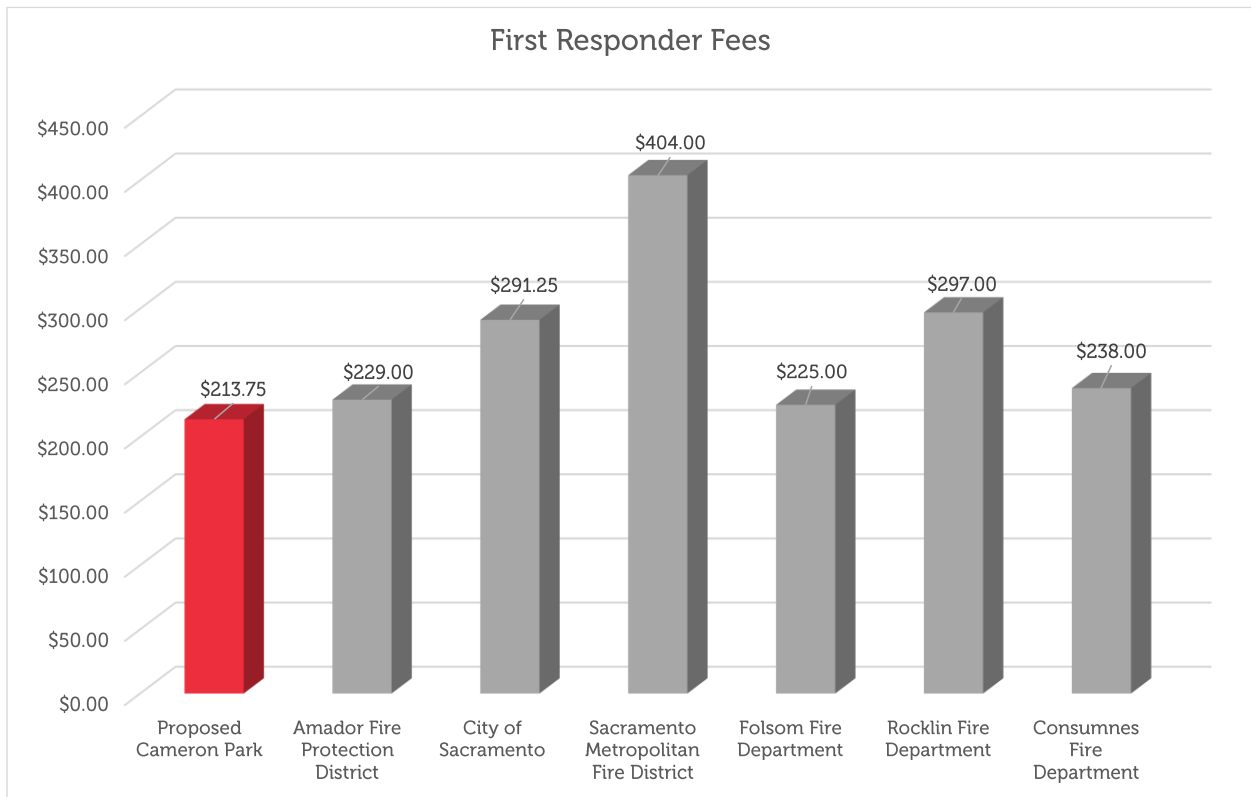
Table 6: Calculation of First Responder Fee

Position	True Hourly Cost (Including Direct and Indirect Overhead Costs)	Total Estimated Time per Call	Total Actual Cost of Services
Paramedic Fire Captain	\$179.25	0.63	\$113.53
Paramedic Apparatus Engineer	\$158.23	0.63	\$100.22
Total	\$337.48	0.63	\$213.75

V COMPARATIVE ANALYSIS

First Responder Fees, sometimes called "Treat/No Transport Fees" by other fire agencies, have become more common in California in recent years as a way to recover the true costs of providing medical services. A summary of First Responder Fees identified in nearby communities is shown below in Figure 2. The comparable fees shown below are for standalone fire agencies that serve larger populations and thus likely have higher staffing and overhead costs. As stated previously, Government Code Section 66014(a) limits a proposed fee for service to the agency's actual cost of providing that service. The Department's smaller size compared to nearby fire agencies and cost efficiencies of contracting staff through Cal Fire contribute to an overall lower cost of providing these services compared to nearby agencies, which is reflected in the proposed First Responder Fee as compared to the other agencies' fees.

Figure 2: First Responder Fees



VI IMPLEMENTATION

As outlined in Section II, rendered medical services are specific to an individual patient, not the public, so a First Responder Fee may be approved and routinely updated by a Board of Director's action up to the limit of actual cost, as stated in Government Code Section 66014(a).

It is generally recommended that fees be increased annually by CPI or other appropriate indicator and that a new analysis or fee study be completed every five (5) years to ensure that the annual escalation of fees keeps pace with actual increases in the Department's costs. Notably, some fire agencies that have implemented First Responder Fees also simultaneously introduce a fee relief structure for patients who may not have the ability to pay the fees.



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Attachment C

Resolution No. 2022-23
THE BOARD OF DIRECTORS
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT
EXERCISES ITS STATUORY AUTHORITY TO ESTABLISH AND ADOPT A
DISTRICT SCHEDULE OF A FIRST RESPONDER SERVICE FEE
August 17, 2022

WHEREAS, the Cameron Park Community Services District (DISTRICT) has the authority pursuant to Section 13916 et seq., of the California Health and Safety Code, to charge and collect fees to cover the costs of any service which the District provides or the costs of enforcing any regulation for which the fee is charged; and

WHEREAS, it is the purpose and intent of this Ordinance to establish and impose District-wide fees for the delivery of emergency medical services by a fire apparatus of the Cameron Park Fire Department to augment the funding of paramedic fire support services and to upgrade facilities to meet community needs, **and**

WHEREAS, the Board commissioned and approved to a fee study to analyze and determine that the fee schedule reflects the reasonable costs, including staff time, for providing advanced and basic life support services throughout the District, **and**

WHEREAS, the Board held public hearings on the proposed first responder fee of \$213.75 (subject to increases for annual inflation) on July 20, 2022, and August 17, 2022, where the Board heard and considered any objections or protests to the proposed fee schedule.

NOW THEREFORE, the Board of Directors of the Cameron Park Community Services District resolves as follows:

1. The District hereby resolves to adopt the Cameron Park Community Services District First Responder Fee, which shall be adjusted annually for inflation effective each fiscal year. The Ordinance shall supersede any prior schedule of emergency medical services fees within the District.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District at a meeting on the 17th day of August 2022, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Director Felicity Wood Carlson, President
Board of Directors

André Pichly, General Manager
Secretary to the Board



Agenda Transmittal

DATE: August 3, 2022
FROM: Dusty Martin, Fire Chief
André Pichly, General Manager

AGENDA ITEM #5: Fire Prevention Specialist Position

RECOMMENDED ACTION: APPROVE

Introduction:

Staff is recommending the expansion of the Fire Marshal's program, beginning with the creation of a Fire Prevention Specialist position, which is a standard in the Fire Department industry. Staff has identified a funding source for the new position, from the Fire Marshal fees that are collected through the inspection process.

As the program grows and inspections increase, additional funding will support adding positions to ultimately and adequately provide the community with a full scope prevention program.

Discussion:

Since the February 1, 2022, Budget and Administration Committee meeting, staff have presented reports requesting the Committee discuss and forwarded to the Board of Directors a draft job description. At the February 16, 2022, Board of Directors meeting staff presented their report for consideration and approval. The Board had several questions, and asked the General Manager and Fire Chief to respond to those questions and bring responses to the May 10th Budget and Administration Committee meeting.

The GM and Fire Chief returned with their responses, but the Budget and Administration Committee expressed concerns regarding the Fire Prevention Specialist (a CSD employee) being assigned to Station 89 under the supervision of the Fire Marshal (a CALFIRE employee).

In response to this concern, the GM and Fire Chief returned to the June 14th meeting of the Budget & Administration Committee and provided modified language in the job description to read:

- General Description of the Position: *Under supervision of the Fire Marshal at the direction of the General Manager (or his/her designee) this position is assigned work in the Fire Prevention Program . . .*
and
- Supervision Exercised/Received: *Receives supervision from Fire Marshal under the direction of the General Manager (or his/her designee).*

The GM and Fire Chief believe that the articulation of the general description of the position and how this employee would be supervised describes how this position will be assigned and managed. In addition, the GM and Fire Marshall (the CALFIRE employee that will directly supervise this CSD employee) will maintain an open dialogue and schedule regular meetings to the benefit of the District, CALFIRE, and the Fire Prevention Specialist.

Approving this position will allow the District to achieve the following objectives:

- Ensure that mandated and other required fire and life safety inspections, are conducted to adhere to State and Local laws and to provide for the safety of firefighters and the public;
- Ensure that opportunities for professional development are available for staff to compete for promotional opportunities at the District or elsewhere in the community.

As of June 30, 2022, the Fire Marshal program generated \$59,818 in fees. Filling the Fire Prevention Specialist position will allow for additional inspections and associated revenue.

The Weed Abatement Position was being paid \$43,610.80 (32 hr/wk @ \$23.95) annually.

- \$39,852.80 base pay (1664 hours), \$2,096 in pension, Medicare \$1662
- The CCI grant, which expired in March 2022, was funding \$15,000 of the Weed Abatement Position.

The Fire Prevention Specialist Position would make between \$58,913 up to \$75,374 annually.

- \$42,848 - \$57,616 base pay (2080 hours)
- \$3,252-\$4377 in pension
- \$1,648-\$2,216 for vacation pay
- \$11,165 for health coverage (includes health, dental, and vision)

Conclusion:

The Budget and Administration Committee is forwarding this item to the Board of Directors for consideration and approval, and staff recommends the approval of the job description of a Fire Prevention Specialist as a full time position mirroring the Parks Maintenance Foreman pay scale to reflect the change in job descriptions and job responsibilities.

Attachments:

- 5a. Fire Prevention Specialist Job Description
- 5b. CSD Salary wage scale
- 5c. 22-23 Org Chart

Job Title:	Fire Prevention Specialist	Department/Group:	Fire Department
Location:	Cameron Park Fire Department	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	Level/Salary Range	Position Type:	

Applications Accepted By:**OFFICE ADDRESS:**

Cameron Park Community Services District
3200 Country Club Drive
Cameron Park, CA 95682
www.cameronpark.org

BENEFITS:

- Full-Time with all Benefits
- Part-Time with all Benefits
- Less than Part-Time with no Benefits
- Seasonal with no Benefits

Job Description**GENERAL DESCRIPTION OF POSITION**

Under supervision of the Fire Marshal at the direction of the General Manager (or his/her designee) this position is assigned work in the Fire Prevention Program to conduct inspections of public occupancies and enforce applicable sections of Title 19 and Title 24 of the California Code of Regulations; conduct inspections of public assembly buildings, commercial, industrial, and specialized and hazardous occupancies; conduct field inspections of developments, buildings, water systems, fire warning alarm systems, and fire extinguishing systems to ensure compliance with all applicable fire laws, ordinances, and other regulations pertaining to fire protection and life safety; examine applications and project plans for buildings, and monitor assigned budget. This position will assist with the administration of the District's Weed and Rubbish Abatement Program, provide information on fire and life safety; design, construct, and display fire prevention materials; maintain fire and life safety and other public education information materials; develop cooperative relationships with homeowners, contractors, and landowners; and assist or act as a Public Information Officer

SUPERVISION EXERCISED/RECEIVED

Receives supervision from Fire Marshal under the direction of the General Manager (or his/her designee).

ESSENTIAL JOB DUTIES:

- Greets and assists the public, on the telephone and in person, with local and county information; answers questions about the Fire Prevention Program and Weed and Rubbish Abatement Ordinance.
- Performs a variety of office tasks and related functions as needed including, but not limited to, word-processing, data entry, social media posting and other administrative support.
- Maintains a professional work ethic, and confidentiality as required.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, district staff, fire department personnel, contractors, and the public.
- Performs grant research and implementation.
- Basic understanding of fire prevention codes, laws, policies and procedures.
- Performs routine to fire and life safety inspections on new and existing buildings to include construction inspections, state mandated inspections; performs and assists with the District's Weed and Rubbish Abatement Ordinance.
- Reviews and approves plans presented by contractors, engineers, architects, and property owners to ensure compliance with the portions of the California Health and Safety Code that apply, the California Code of Regulations Title 14, Title 19, and Title 24 as adopted by the California State Fire Marshal, the District's Weed and Rubbish Abatement Ordinance, all pertinent local El Dorado County, CA ordinances, and locally amended ordinances

pertaining to fire protection systems, civil, plumbing, electrical, mechanical, other pertinent work, and structural work to be performed.

- Performs as the fire department liaison for the creation and maintenance of Firewise Communities in Cameron Park.
- Performs other related duties as required.

KNOWLEDGE OF:

- Proper grammatical usage, punctuation, and spelling; basic mathematical functions; Standard office procedures, practices, and equipment, including a computer and applicable software programs – Word, Outlook, Excel, Publisher, Adobe, etc.; and social media and publishing software.
- Building and fire codes related to fire prevention inspections.
- Basic inspection techniques (e.g., observation, documentation, interpretation, code compliance) to conduct an inspection program ensuring compliance with State and local laws, codes, and standards.
- Basic fire protection engineering for inspections to ensure safe operating conditions and compliance with appropriate laws, regulations, and ordinances.
- Fire prevention programs and regulations to reduce fuel loading and ignition sources to educate the public about fire-safe landscapes (e.g., defensible space).
- Building codes and fire laws to ensure proper compliance and education to the public.
- Fire prevention requirements (e.g., equipment, industrial operations, clearance) to plan and conduct inspections ensuring compliance with Federal and State laws and local ordinances.

SKILL TO:

- Safely operate/drive different makes and models of District vehicles in a variety of conditions (e.g., inclement weather, rugged terrain) to travel as needed for job assignments.
- Tactfully and diplomatically mitigate complaints from the public to accomplish program goals.
- Work effectively in a team to complete tasks, event/incident planning, problem solving, and decision making.
- Develop and deliver effective oral and written presentations for information exchange and education of the public, employees, and others.
- Plan, organize, and prioritize tasks to ensure efficient completion of assignments.
- Operate computers and software programs effectively (e.g., e-mail, spreadsheets, presentations) to provide accurate reports and information exchange with the public, district, and fire department employees.
- Communicate performance standards and expectations to personnel for successful job performance.
- Read and interpret maps, street signs, reference manuals, training materials, policies, procedures, reports, and correspondence for successful job performance.
- Create graphic visual reports and conduct presentations (e.g., PowerPoint) for successful job performance.
- Produce accurate and timely social media content.
- Effectively organize and manage time to accomplish the timely completion of multiple assignments, deadlines, projects, and goals.

ABILITY TO:

- Read and understand written materials (e.g., reference manuals, training materials, policies) to effectively educate a variety of audiences (e.g., public, media, personnel).
- Utilize mobile communication devices (e.g., cell phones, two-way radios, tablets) to communicate with a variety of audiences (e.g., public, media, personnel).
- Explain appropriate rules, laws, and codes as they relate to inspections and fire prevention to promote compliance.
- Enforce appropriate rules, laws, and codes as they relate to inspections and fire prevention to ensure compliance.
- Read the topography of the land analyzing the relationship between the natural landscape and fire behavior to advise stakeholders and the public (e.g., homeowners, land owners, builders) regarding fire and life safety

requirements (e.g., defensible space, applicable codes, building placement on property) ensuring compliance with State and local laws, codes, and standards.

- Assert yourself on behalf of the district to ensure enforcement of and compliance with State and local laws, codes, and standards.
- Be resourceful (e.g., locating vendors, funding, networking) to accomplish job assignments.
- Demonstrate patience when dealing with coworkers and the public to facilitate cooperation and effective communication.
- Use situational awareness to maintain personal and public safety.
- Maintain confidentiality regarding sensitive information and situations encountered during the performance of the job.
- Perform intermediate mathematics (e.g., algebra, percentages, ratios) to complete various tasks, including inspections, budgets, grant proposals, inventory control, and other calculations.
- Communicate in writing to convey clear and concise ideas and information to various audiences (e.g., public, media, personnel).
- Speak professionally (e.g., courteously, precisely, effectively) to the public, media, and personnel to provide information (e.g., complex issues, specifics, instructions).
- Make formal and informal public presentations on various topics (e.g., defensible space, fire and life safety, volunteer training) to communicate and educate a variety of audiences with varying levels of understanding.
- Demonstrate computer literacy by utilizing computer software (e.g., Microsoft) to create documents and reports.
- Perform administrative duties (e.g., filing, inventory, completing paperwork) necessary to meet operational needs.
- Maintain cooperative relationships with various entities (e.g., personnel, public, contractors, stakeholders, media, allied agencies) to complete tasks and reach common goals.
- Position can require sitting, standing, walking, reaching, twisting, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.
- Ability to walk on uneven terrain and hike up and down hills. Ability to climb in and out of a pickup truck.

REQUIRED EDUCATION AND EXPERIENCE:

- Minimum of eighteen (18) years of age
- School diploma or equivalent GED Certificate
- Possess and able to maintain a valid California Class C Driver License
- Must have Hazardous Materials First Responder Awareness training within twelve (12) months of date of hire
- Must obtain CSFM Community Risk Educator within twelve (12) months of the date of hire and successful completion of Task Book within twenty-four (24) months of the date of hire
- Must have or obtain a valid CPR certification within 90 days of hire
- Must be able to pass a drug screening and Department of Justice (DOJ) background check

PREFERRED SKILLS AND/OR CERTIFICATIONS

- Associates Degree or higher.
- 1 year as a Fire Department Member or support person
- COMMUNITY RISK EDUCATOR CERTIFICATION
- COMMUNITY RISK SPECIALIST CERTIFICATION
- COMMUNITY RISK OFFICER CERTIFICATION
- CSFM FIRE INSPECTOR I CERTIFICATE
- CSFM CERTIFIED PLANS EXAMINER CERTIFICATION OR EQUIVALENT

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

ATTACHMENT 5B

	Current Entry	Current Top												
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
			0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025
				0.05		0.05		0.05		0.05		0.05		0.05

ANNUAL RATE **FY22/23** **COLA (3% from MOU 2022-2024, effective beginning December 2021 for 3 years)**

	NEGOTIATED = 135,000													
General Manager														
Parks Superintendent	64,168.00	65,769.60	67,412.80	69,118.40	70,824.00	72,612.80	74,422.40	76,294.40	78,166.40	80,142.40	82,160.00	84,198.40	86,299.20	
Finance/Human Resources Officer	64,168.00	65,769.60	67,412.80	69,118.40	70,824.00	72,612.80	74,422.40	76,294.40	78,166.40	80,142.40	82,160.00	84,198.40	86,299.20	
Accounting Specialist I/Admin Assist II Board clerk	39,769.60	40,747.20	41,766.40	42,806.40	43,888.00	44,969.60	46,092.80	47,257.60	48,443.20	49,649.60	50,876.80	52,166.40	53,476.80	
Accounting Specialist II	55,224.00	55,515.20	56,908.80	58,302.40	59,779.20	61,276.80	62,816.00	64,396.80	65,998.40	67,620.80	69,326.40	71,094.40	72,841.60	
Receptionist	33,092.80	33,862.40	34,777.60	35,630.40	36,545.60	37,440.00	38,396.80	39,332.80	40,331.20	41,329.60	42,369.60	43,409.60	44,512.00	
Maintenance Worker II	35,110.40	35,963.20	36,857.60	37,793.60	38,750.40	39,728.00	40,705.60	41,724.80	42,764.80	43,825.60	44,928.00	46,051.20	47,195.20	
Recreation Coordinator	39,769.60	40,747.20	41,766.40	42,806.40	43,888.00	44,969.60	46,092.80	47,257.60	48,443.20	49,649.60	50,876.80	52,166.40	53,476.80	
Recreation Supervisor	55,224.00	55,515.20	56,908.80	58,302.40	59,779.20	61,276.80	62,816.00	64,396.80	65,998.40	67,620.80	69,326.40	71,094.40	72,841.60	
CC&R Enforcement Officer	55,224.00	55,515.20	56,908.80	58,302.40	59,779.20	61,276.80	62,816.00	64,396.80	65,998.40	67,620.80	69,326.40	71,094.40	72,841.60	
Parks and Facilities Supervisor	55,224.00	55,515.20	56,908.80	58,302.40	59,779.20	61,276.80	62,816.00	64,396.80	65,998.40	67,620.80	69,326.40	71,094.40	72,841.60	
Parks Maintenance Foreman	42,848.00	43,908.80	45,011.20	46,155.20	47,278.40	48,484.80	49,712.00	50,918.40	52,208.00	53,518.40	54,849.60	56,222.40	57,616.00	
Fire Preventions Specialist	42,848.00	43,908.80	45,011.20	46,155.20	47,278.40	48,484.80	49,712.00	50,918.40	52,208.00	53,518.40	54,849.60	56,222.40	57,616.00	

HOURLY RATE **FY22/23**

	NEGOTIATED = 135,000													
General Manager														
Parks Superintendent	\$30.85	\$31.62	\$32.41	\$33.23	\$34.05	\$34.91	\$35.78	\$36.68	\$37.58	\$38.53	\$39.50	\$40.48	\$41.49	
Finance/Human Resources Officer	\$30.85	\$31.62	\$32.41	\$33.23	\$34.05	\$34.91	\$35.78	\$36.68	\$37.58	\$38.53	\$39.50	\$40.48	\$41.49	
Accounting Specialist I/Admin Assist II Board clerk	\$19.12	\$19.59	\$20.08	\$20.58	\$21.10	\$21.62	\$22.16	\$22.72	\$23.29	\$23.87	\$24.46	\$25.08	\$25.71	
Accounting Specialist II	\$26.55	\$26.69	\$27.36	\$28.03	\$28.74	\$29.46	\$30.20	\$30.96	\$31.73	\$32.51	\$33.33	\$34.18	\$35.02	
Receptionist	\$15.91	\$16.28	\$16.72	\$17.13	\$17.57	\$18.00	\$18.46	\$18.91	\$19.39	\$19.87	\$20.37	\$20.87	\$21.40	
Maintenance Worker II	\$16.88	\$17.29	\$17.72	\$18.17	\$18.63	\$19.10	\$19.57	\$20.06	\$20.56	\$21.07	\$21.60	\$22.14	\$22.69	
Recreation Coordinator	\$19.12	\$19.59	\$20.08	\$20.58	\$21.10	\$21.62	\$22.16	\$22.72	\$23.29	\$23.87	\$24.46	\$25.08	\$25.71	
Recreation Supervisor	\$26.55	\$26.69	\$27.36	\$28.03	\$28.74	\$29.46	\$30.20	\$30.96	\$31.73	\$32.51	\$33.33	\$34.18	\$35.02	
CC&R Enforcement Officer	\$26.55	\$26.69	\$27.36	\$28.03	\$28.74	\$29.46	\$30.20	\$30.96	\$31.73	\$32.51	\$33.33	\$34.18	\$35.02	
Parks and Facilities Supervisor	\$26.55	\$26.69	\$27.36	\$28.03	\$28.74	\$29.46	\$30.20	\$30.96	\$31.73	\$32.51	\$33.33	\$34.18	\$35.02	
Parks Maintenance Foreman	\$20.60	\$21.11	\$21.64	\$22.19	\$22.73	\$23.31	\$23.90	\$24.48	\$25.10	\$25.73	\$26.37	\$27.03	\$27.70	
Fire Prevention Specialist	\$20.60	\$21.11	\$21.64	\$22.19	\$22.73	\$23.31	\$23.90	\$24.48	\$25.10	\$25.73	\$26.37	\$27.03	\$27.70	

PART TIME POSITIONS (Generally less than 19 hrs per week)	CY 2022													
Admin Assist I (clerical)	15.00	15.38	15.76	16.15	16.56	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.17	
Admin Assist II (Weed Abatement, Board Clerk, Safety)	\$17.77	\$18.21	\$18.66	\$19.12	\$19.68	\$20.17	\$20.57	\$21.08	\$21.70	\$22.24	\$22.80	\$23.37	\$23.95	
Accounting Specialist I	\$18.02	\$18.47	\$18.93	\$19.40	\$19.89	\$20.38	\$20.89	\$21.42	\$21.95	\$22.50	\$23.06	\$23.64	\$24.23	
Parks & Facilities Maintenance Worker I	15.00	15.38	15.76	16.15	16.56	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.17	
Recreation Specialist/Aquatics Coordinator	\$17.36	\$17.79	\$18.23	\$18.68	\$19.23	\$19.71	\$20.10	\$20.60	\$21.20	\$21.73	\$22.27	\$22.83	\$23.40	

SEASONAL POSITIONS (Summer and/or year round periodically)	CY 2022													
Recreation Leader I- Day Camp Staff, Scorekeepers, Kiosk Staff, Concessions, Water Safety instructor (without Lifeguard Certifications)	15.00	15.38	15.76	16.15	16.56	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.17	
Camp Director	16.56	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.17	20.67	21.18	21.7	22.25	
Lifeguard- Swim Instructors + Lifeguard with Title 22 and ARC Lifeguard Certification	15.38	15.76	16.15	16.56	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.17	20.67	
Head Lifeguard	16.15	16.56	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.17	20.67	21.18	21.7	

NOTE: Wage scale to be adjusted as minimum wage changes Prior to January each calendar year

Cameron Park Community Services District Preliminary Fiscal Year 2022-23

