

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682



Fire & Emergency Services Committee
Tuesday, January 9, 2024
5:30 p.m.

Cameron Park Community Center – Social Room

2502 Country Club Drive
Cameron Park, CA 95682

Agenda

Members: Director Eric Aiston (EA) & Director Dawn Wolfson (DW)
Alternate, Director Sidney Bazett (SB)

Staff: General Manager Alan Gardner, Chief Dusty Martin & Chief Kalan Richards

CALL TO ORDER

ROLL CALL

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 Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.

ADOPTION OF AGENDA

1. APPROVAL OF CONFORMED AGENDA

Conformed Agenda- December 5, 2023

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.

DEPARTMENT MATTERS

2. Nomination of Committee Chair and Vice Chair

STAFF REPORTS

3. Department Report for December 2023 (K. Richards)
4. Fire Prevention update for December 2023 (K. Richards)
5. Review 2024 Fire fees and methodology (item pulled from the December BOD meeting, referred back to committee).

ITEMS FOR FUTURE COMMITTEE AGENDAS

-

ITEMS TO TAKE TO THE BOARD OF DIRECTORS

-

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682



Fire & Emergency Services Committee
Tuesday, December 5, 2023
5:30 p.m.

Cameron Park Community Center – Social Room

2502 Country Club Drive
Cameron Park, CA 95682

Conformed Agenda

Members: Director Eric Aiston (EA) & Director Dawn Wolfson (DW)
Alternate, Director Tim Israel (TI)

Staff: Interim General Manager Jill Ritzman, Chief Dusty Martin

CALL TO ORDER 5:30 PM

ROLL CALL DW / EA

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 Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.

ADOPTION OF AGENDA DW / EA

APPROVAL OF CONFORMED AGENDA DW / EA

Conformed Agenda- November 7, 2023

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.

DEPARTMENT MATTERS

1. Fire Department Fees for Services – Fire Prevention (D. Martin, K. Richards)
2. Five Year Maintenance Plan (K. Richards)

STAFF REPORTS

3. Department Report for November 2023 (K. Richards; hand-carry to meeting)
4. Fire Prevention update for November 2023 (K. Richards)

ITEMS FOR FUTURE COMMITTEE AGENDAS

- N/A

ITEMS TO TAKE TO THE BOARD OF DIRECTORS

- *HVAC Replacement*
- *Fire Prevention Fees*

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT 6:49 PM



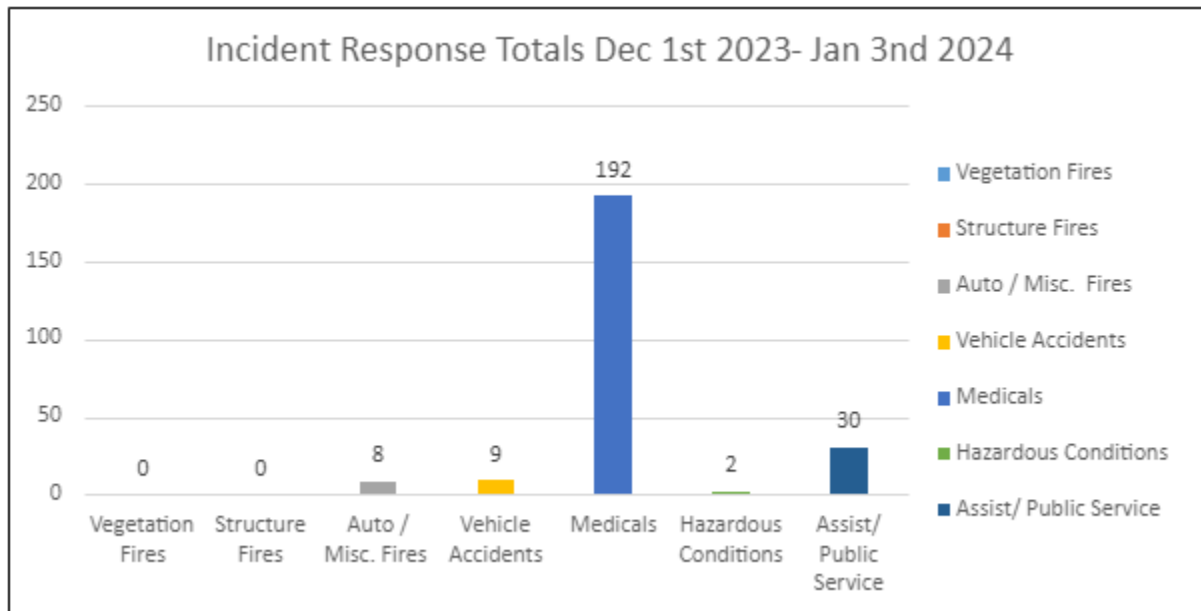
Cameron Park
Community Services District



Agenda Transmittal

Date: January 9th, 2024
From: Kalan Richards, Battalion Chief
Agenda Item #: Fire Department Report
Recommended Action: Receive and File

Cameron Park Fire Department Incident Totals



Total Incident Count Comparatives:

Monthly	November 2023	December 2023	Increase
	171	241	40.94%
Yearly	December 2022	December 2023	Decrease
	286	241	15.73%
YTD	YTD 2022	YTD 2023	Decrease
	3905	2963	24.12%

Rental Income for Engines at Cameron Park

FY 23/24

E89	E88	E288	E289	E388	E389	U289/88	B2705	OES T/F	Total
				8097.92		2514.60		65015.23	
				8097.90		2514.60		65015.23	75627.73

FY 23/24 Batt 5 Vehicle Maint. Per Apparatus

<u>E89</u>	\$2,476.82
<u>E88</u>	\$1,919.74
<u>E289</u>	\$0.00
<u>E288</u>	\$13,603.71
<u>E389</u>	\$8,486.69
<u>E388</u>	\$12,836.92
<u>B2705</u>	\$4,699.90
<u>B2715</u>	
<u>U89</u>	
<u>U88</u>	
<u>U289</u>	\$167.68
<u>Mech. Time</u>	\$1,561.35
<u>Misc</u>	\$996.29
<u>Total</u>	\$46,749.10

Cameron Park Fire Department Operations and Administration Report

1. On January 1st, B2712, E88, E89, E28, and M28 was dispatched to a traffic collision involving a vehicle that had impacted a structure. Upon arrival, it was determined that a pickup truck had rolled down from the top of the driveway and collided with the front deck of the house. The incident resulted in damage to the homeowner's deck and walkway, as well as significant damage to the pickup truck. Fortunately, there were no reported injuries, and no electrical or gas-related concerns were identified. E88 provided assistance to the California Highway Patrol (CHP) at the scene.
2. On December 28th, six CAL FIRE Firefighter 1s who were recently laid off completed their onboarding as intern firefighters with the Cameron Park Fire Department. These firefighters bring valuable experience and training in firefighting and emergency medical services (EMS) to the district. Their presence as intern firefighters enhances the staffing of our engines and elevates the level of service provided to the community.
3. On January 3rd, the El Dorado County Office of Emergency Services delivered multiple yards of sand and sandbags to Station 89. These resources are available to the public for use in instances of rain and flood events. The self-serve sand is accessible 24 hours a day. Additionally, the staff at Station 89 is actively developing a traffic plan and signage to facilitate smoother traffic flow during periods of heavy storms.
4. From December 8th to 10th, the Cameron Park Fire Department and CAL FIRE AEU successfully hosted the 26th annual Santa Parade. We extend our heartfelt gratitude to the public for their incredible support and enthusiastic participation. This event provided the Fire Department and CSD with a valuable opportunity to engage and connect with the majority of our community over three consecutive nights.



Cameron Park
Community Services District



Agenda Transmittal

Date: January 9th, 2023
From: Kalan Richards, Fire Marshal
Agenda Item #: Fire Prevention Report
Recommended Action: Receive and File

Cameron Park Fire Prevention Inspections

<i>Monthly Totals – Dec 2023</i>		
<i>Inspection Hours</i>	<i>Total Violations</i>	<i>Corrected Violations</i>
32	20	8

Cameron Park Fire Department Prevention Report

The Prevention team convened with CSG Consulting for a check-in and workflow meeting. During this session, both teams successfully devised a plan to handle inspection intake requests and enhance communication by centralizing it through a single point at the fire department. Going forward, CSG and the Prevention staff have scheduled recurring meetings every 4-6 weeks to maintain collaboration and progress.



Agenda Transmittal

DATE: January 9, 2024

FROM: Dusty Martin, Fire Chief

AGENDA ITEM #5: FIRE DEPARTMENT FEES FOR SERVICES – FIRE PREVENTION

RECOMMENDED ACTION: INCREASES TO FIRE PREVENTION FEES

Recommendation

Staff is recommending the Fire Prevention hourly rates increase for 2024 (Attachment A) and fees charged per service increase by an equal percentage (Attachment B).

Background

In late 2018, Fire Prevention staff studied staff salary and supply costs and recommended a significant increase from \$65/hour to \$165/hour for calendar year 2019. Fees have not changed since 2019.

Discussion

Fire staff reviewed and adjusted Fire Prevention fees based on current costs to provide services. 2024 Proposed Fire Prevention fees reflect the cost of performing fire prevention duties, including full and part-time wages, employee benefit costs and supply/service costs.

If contracted Fire Prevention services are used (such as Inter-west or CSG Consulting), the property owner is billed for the contractor costs and an administrative fee.

Conclusion

Due to the significant increase in costs in the Fire Prevention program from 2019-2023, staff is recommending a fee increase for 2024.

Attachments:

A. Fire Prevention Hourly Rate Study

B. Fire Prevention Fee Schedule—See included alternative by outside contractor.

Cameron Park Fire 2023-2024 Prevention Fee Nexus				
<u>SALARIES & BENEFITS</u>				
		Fire Marshal Salary and Benefits @ 100%		279,877
		Administrative Support Salary & Benefit		62,540
		Total Salaries and Benefits		\$342,417
<u>SERVICES AND SUPPLIES</u>				
		Bank Charge		2,500
		Clothing/Uniforms		200
		Computer Software		1,000
		Educational Materials		400
		Fire & Safety Supplies		500
		Memberships/Subscriptions		750
		Office Supplies/Expense		350
		Postage		300
		Printing		150
		Professional Services		250
		Publications & Legal Notices		180
		Staff Development		800
		Inspection Software		5,000
		Building maintenance, utilities and services		15,000
		Vehicle costs, maintenance and fuel		5,000
		Total Salaries and Benefits		
		Total Salaries and Benefits		\$342,417
		Total Services and Supplies		\$32,380
		<u>TOTAL EXPENSES</u>		\$374,797
Hourly Rate for Fees (Total Annual Cost/200 working days/8hr days) \$234				

Fire Prevention Fees for Services

PLAN REVIEW				
	Units	Amount	Fee	Total
New Building Submittal (2 Inspections)	3 Hours		\$702.00	\$0.00
New Building Plan Review (Sq Feet)	# of Sq. Feet		\$0.14	\$0.00
New Building Re-Submittal Fee (Sq Feet)	# of Sq. Feet		\$0.07	\$0.00
Tenant Improvement Submittal (2 Inspections)	2 Hours		\$468.00	\$0.00
Tenant Improvement Plan Review (Sq. Feet)	# of Sq. Feet		\$0.14	\$0.00
General Plan Review	# of Hours		\$234.00	\$0.00
Expedited Plan Review	# of Hours		\$468.00	\$0.00
Excess Re-Inspections	# of Hours		\$468.00	\$0.00
Fire Flow Letter/Initial Consultation	# of Hours		\$234.00	\$0.00
Site Plan	# of Hours		\$234.00	\$0.00
Subdivision, Minor Fee, 4 lots or less	# of Hours		\$234.00	\$0.00
Subdivision, Major Fee, >4 lots	# of Hours		\$234.00	\$0.00
Additional per lot	# of Lots		\$14.00	\$0.00
Civil Plan Review (building/development)	# of Hours		\$234.00	\$0.00
Building Demolition	# of Hours		\$234.00	\$0.00
Water Storage Tank/Rual Water System Plan	# of Hours		\$234.00	\$0.00
Development Consultation	# of Hours		\$234.00	\$0.00
Design Waiver Review	# of Hours		\$234.00	\$0.00
Fire Sprinkler System <25 Heads (2 Inspections)	2 Hours		\$468.00	\$0.00
25 - 99 Heads	3 Hours		\$702.00	\$0.00
>100 Heads	4 Hours		\$936.00	\$0.00
Per Head Over 100	# of Heads		\$1.40	\$0.00
Sprinkler Minor TI Modification	1 Hour		\$234.00	\$0.00
Fire Alarm System Base Fee (2 Inspections)	2 Hours		\$468.00	\$0.00
Per Fire Alarm Device	# of Devices		\$2.80	\$0.00
Fixed Fire Protection System (1 Inspection)	2 Hours		\$468.00	\$0.00
Kitchen Hood System (1 Inspection)	2 Hours		\$468.00	\$0.00
Medical Gas System	# of Hours		\$234.00	\$0.00
Hazardous Material Facility/ Storage	# of Hours		\$234.00	\$0.00
Underground LPG Tank Installations/ Inspector	1 Hour		\$234.00	\$0.00
Liquefied Petroleum Gas(per tank)	1 Hour		\$234.00	\$0.00
Rack or High Pile Storage	# of Hours		\$234.00	\$0.00
Underground Installations	# of Hours		\$234.00	\$0.00
Additional Site Inspections	# of Hours		\$234.00	\$0.00
Residential Care Facility Inspections	1 Hour		\$234.00	\$0.00
Plan Review Total				0.00
MISCELLANEOUS FEES/PERMITS				
	Units	Amount	Fee	Total
Occupancy Inspection (All Uses)	# of Hours		\$234.00	\$0.00
Fire Hydrant Flow Test	1 Hour		\$234.00	\$0.00
Additional Hydrants	.5 Hour Per		\$117.00	\$0.00
Fire Watch Services (1 Staffed Apparatus)	# of Hours		\$344.40	\$0.00
Fire Watch Services (1 Staffed Utility)	# of Hours		\$162.50	\$0.00
Appeals Fee	# of Hours		\$234.00	\$0.00
Outside consultant services X 20% Admin	Invoiced Amount			\$0.00
Carnivals and Fairs (Permit)	2 Hours		\$468.00	\$0.00
Tents and Air Supported Structures (Permit)	2 Hours		\$468.00	\$0.00
Fireworks (Permit)	2 Hours		\$468.00	\$0.00
Special Effects (Permit)	2 Hours		\$468.00	\$0.00
Explosives (Permit)	2 Hours		\$468.00	\$0.00
Candles and Open Flames (Permit)	2 Hours		\$468.00	\$0.00
Liquefied Petroleum Gas/Cryogenic Gas Tank (P	# of Hours/Tanks		\$234.00	\$0.00
Incident Report			\$14.00	\$0.00
Inspection Report			\$14.00	\$0.00
Investigation Report (up to 5 pages)			\$14.00	\$0.00
Digital Photographs			\$7.00	\$0.00
Defensible Space Home Inspection-owner req.	# of Hours		\$234.00	\$0.00
Weed Abatement Inspection	# of Hours		\$234.00	\$0.00
Weed/ Hazard Abatement Services X 20% Admin				\$0.00
File Search			\$7.00	\$0.00
Billing Trasaction Fee			\$18.50	\$0.00
Will service and Protection Class Letter			\$117.00	\$0.00
Miscellaneous Total				\$0.00
Invoice Total				\$0.00
Invoice Number	2023-2024			