

**ZAYANTE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS – REGULAR MEETING**

May 11, 2023

7700 E. Zayante Rd

Community Room – 7:00 pm

1.0 CALL TO ORDER/ROLL CALL:

Chairperson of the Board of Directors calls the meeting to order. District Secretary calls the roll of Board of Directors. Establishment of a quorum.

2.0 FLAG SALUTE

3.0 ADDITIONS/DELETIONS TO AGENDA (GC §54954.2):

Additions to the Agenda, if any, may only be made in accordance with California Government Code Section 54954.2 (Ralph M. Brown Act) which includes, but is not limited to, additions for which the need to take action is declared to have arisen after the agenda was posted, as determined by two-thirds vote of the Board of Directors (or if less than two-thirds of the members are present, a unanimous vote of those members present).

4.0 PUBLIC COMMENT (GC §54954.3):

This portion of the agenda is reserved for Oral Communications by the public for items which are not on the agenda. Any person may address the Board of Directors at this time, on any subject that lies within the jurisdiction of the District. Normally, presentations must not exceed (3) minutes in length, and individuals may only speak once during Oral Communications. No actions may be taken by the Board of Directors on any Oral Communications presented. However, the Board of Directors may request that the matter be placed on a future agenda. *Please state your name and town/city of residence at the beginning of your statement for the record. If you would like to comment while using Zoom, use the chat function to express interest in making public comments.*

5.0 Public Hearing

This portion of the agenda is reserved for hearing of items listed as required by law. Hearings are opened for comment and then closed for public comment. Normally, presentations must not exceed (3) minutes in length, and individuals may only speak once during public hearings.

5.1 2023 Fee Schedule – Receive public comment on Fee Service Schedule.

6.0 CORRESPONDANCE:

6.1 – none

7.0 CONSENT AGENDA: Consent Agenda items will be acted upon by one motion. These are routine, non-controversial items into a group whereby all are passed with a single motion and vote. No lengthy

separate discussion on items unless a Board Member, Staff, or member of the public requests removal of the item for separate action under Sections 8.0 or 9.0.

7.1 Approval of April 20, 2023 minutes

7.2 Approve ZFPD Claims Disbursements for the Month of March 1, 2023 through March 31, 2022 in the Amount of: \$.

- Payroll \$ 14,644 Pay periods 8 & 9
- Strike Team Pay \$ 00,000
- Benefits \$ 999.38
- Station Repairs \$ 13,769.91
- General Fund: \$ 27,602.65

○ Total Expenditures \$ 57,015.94

7.3 Approve Revenues for the Month of April 1, 2023 through April 30, 2023 in the Amount of: \$

- Parcel Taxes \$ 150.00
- Refunds \$ 0.00
- Insurance \$ 0.00
- Donations \$ 12,170.01

7.4 Personnel Actions: None

8.0 CHIEFS REPORT: DISTRICT ACTIVITY, STATUS OF APPARATUS AND PERSONNEL, SLV DISTRICT FIRE COUNCIL, SCCFAIG, EMSIA, SCCFCA

9.0 UNFINISHED BUSINESS: Members of the public will be given the opportunity to address each scheduled item prior to Board action. The Chairperson of the Board may establish an item limit for members of the public to address the Board on agenized items.

9.1 Shared Services – Felton Fire Protection District

9.2 Fire Station repairs update

9.3 Policy 4000 review

10.0 NEW BUSINESS:

10.1 Resolution #509-06-23 – Accept unanticipated Revenue -McKinney Fire reimbursement \$56,763.32

10.2 Facility Use Application Review – for 7-22-2023

10.3 2023 Fee Schedule Adoption– Resolution #510-07-23

11.0 CLOSED SESSION: The Brown Act allows a legislative body during a meeting to convene a closed session in order to meet privately with its advisors on specifically enumerated topics. Examples of business which may be conducted in closed session include personnel evaluations or labor negotiations, pending litigation, and real estate negotiations (See Sections 54956.7 through 54957 and Sections 54957.6 and 54957.8). Under Section 54963, it is a violation of the Brown Act for any person to disclose confidential information acquired in a closed session.

11.1 SCCFAIG/Workers Comp case review Adams v. SCFAIG/Zayante Fire District (Gov. Code 54956.9)

12.0 RE-AJOURN OPEN SESSION & REPORTING OF ACTIONS: The legislative body must reconvene the public meeting after a closed session and publicly report specified closed session actions and the vote taken on those actions (Section 54957.1).

13.0 ITEMS FOR NEXT AGENDA:

14.0 ADJOURNMENT:

Americans with Disabilities Act

In compliance with the requirements of Title II of the American Disabilities Act of 1990, the Zayante Fire District requires that any person in need of any type of special equipment, assistance or accommodations(s) in order to communicate at the District's Public Meeting, a contact the District at (831) 335-5100, a minimum of 72 hours prior to the scheduled meeting.

Agenda documents and materials relating to an open session agenda item that are provided to the Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying in the offices of the Zayante Fire Protection District, 7700 E. Zayante Rd. Felton, CA. 95018

ZAYANTE FIRE PROTECTION DISTRICT

ORDINANCE NO 510-07-23

AN ORDINANCE ESTABLISHING A SCHEDULE OF FEES FOR INSPECTION SERVICES, PLAN CHECKS, PERMITS, COST RECOVERY, AND OTHER FIRE SERVICE RELATED FEES

WHEREAS, the California Health and Safety Code, Section 13916, authorizes the Board of Directors of the Zayante Fire Protection District (ZFPD) to charge a fee to cover the cost of any service which the ZFPD provides, or for the cost of enforcing any regulation for which a fee is charged;

WHEREAS, the following fees reflect the actual cost borne by the ZFPD in providing the service or enforcing the regulation;

WHEREAS, the current fee schedule is in need of revision and update;

NOW THEREFORE BE IT RESOLVED AND ORDERED THAT, the ZFPD adopts the schedule of fees attached as the current Fire Prevention and Fire Service Fees;

FUTHER BE RESOLVED AND ORDERED THAT, this Ordinance rescinds Ordinance #413-05-15 and any other previous Fee Schedule Ordinances.

Fee Schedule

A fee in accordance with the following schedule shall be paid to the ZFPD at the time of application or upon receipt of an invoice for services rendered for:

Inspection Service

When a fire inspection is requested or required by state or local ordinance, the standard hourly fee shall be charged. This fee is one hundred fifty-eight dollars (\$158) per hour with a one hour minimum for each inspection and staff member. After the first hour, seventy-nine dollars (\$79.00) per half hour shall be charged with a one-half hour minimum. The fee is for actual office hours and field hours per project/inspection.

Such fee shall not be refunded upon failure of an applicant to obtain necessary permits. Failure to apply for necessary permits or services may result in an order from the Fire Chief or their designee to obtain a permit for service.

Plan Review Service/Required Permits

When a plan review is requested or required by state or local ordinance under any of the following categories, the standard hourly fee shall be charged for actual consultant fees, office hours and field hours per project review. Included are fire alarm, sprinkler system and fixed extinguishing system required permits, and other plans as required.

Building Plan Review including commercial and residential construction. The total fee due prior to a building permit being issued is determined by the size of the project. Inclusive in these fees are office time, field inspection time and phone consultation time. Square footage calculations are computed on total floor area which includes all floors, heated and unheated, porches, and garages. Plan review and site visits (inspections) are included in the permit price.

| Development Review Fees | Fee |
|--|------------------------|
| 1. Design Review | \$158.00 per hour |
| 2. Building Plan Review Intake Fee (non-refundable) | \$350.00 |
| 3. Plan Review - All occupancy groups (residential & commercial) | \$1.25 per square foot |
| 4. Tenant improvement review | \$158.00 per hour |

| Miscellaneous Services | Permit Fee | Inspection Fee |
|--|-------------------|-----------------------|
| 1. On-site or Off-site plan check (1 hr min) | | \$158.00 hr. |
| 2. Water Storage Tanks | \$150.00 | \$158.00 hr. |
| 3. Private Hydrants | \$150.00 | \$158.00 hr. |
| 4. Underground Sprinkler ** | \$150.00 | \$158.00 hr. |
| 5. LPG Tanks | \$150.00 | \$158.00 hr. |
| 6. Ansul Systems | \$150.00 | \$158.00 hr. |
| 7. Additional Inspections (1 hr min.) | | \$158.00 hr. |

** When different from sprinkler contractor

| Inspection Permit Fees | Fee |
|--|------------|
| 1. Fire Alarm System | |
| a) 1 – 9 Devices | \$395.00 |
| b) 10 + Devices | \$474.00 |
| 2. Sprinkler Systems | |
| a) 1 – 5 Heads | \$158.00 |
| b) 6 – 20 Heads | \$316.00 |
| c) 21 – 50 Heads | \$395.00 |
| d) 51 – 100 Heads | \$553.00 |
| e) 101 – 150 Heads | \$711.00 |
| f) 150 + Heads | \$869.00 |
| 3. Residential Underground Supply (when different from sprinkler contractor) | \$158.00 |
| 4. Commercial Underground Supply | \$316.00 |
| 5. Fixed Extinguishing System | \$395.00 |

| Work Without Permits and Missed Appointments | Fee |
|--|-------------|
| 1. <u>Work Without Permits</u> | DOUBLE FEES |
| 2. <u>Missed Field Appointments (not cancelled 24 hrs prior)</u> | \$158.00 |

| False Alarms | Fee |
|---------------------------------------|--------------------|
| 1. <u>False Alarms (annually)</u> | |
| a) First Response | No Charge |
| b) Second Response | No Charge |
| c) Third and each Additional Response | \$182 per response |

| Administrative Fees | Fee |
|---|-----------------------------------|
| 1. <u>Incident, Investigations and PCR Reports</u> (PCR's as permitted by privacy laws) | \$25.00 per report |
| 2. <u>File Copies</u> | \$0.25 per page |
| 3. <u>Returned Check Fee</u> | \$25.00 + County Fees |
| 4. <u>Late Payments Past 30 Days</u> | 5% of the total invoice per month |
| 5. <u>Deposition/Interview</u> | \$158.00 per hour |
| 6. <u>Administrative Fee</u> | 15% |

| Other Charges | Fee |
|--------------------------------|------------------------------------|
| 1. Chipper Program | |
| a) Chipper Rental | \$50.00 per hour |
| b) Staff | \$100.00 per hour per staff member |
| 2. Zayante Fire Community Room | |
| a) Resident | \$175.00 per day (5 hours) |
| b) Nonresident | \$225.00 per day (5 hours) |
| 3. Kitchen Use | |
| a) Resident | \$275.00 per day (5 hours) |
| b) Nonresident | \$325.00 per day (5 hours) |

Meeting Room Facility Fees are required to be paid in advance of the use of the facility. Charges for damages or other loss will be charged at actual cost for repairs plus an administrative fee of 100%. Applications for facility use are reviewed by the Board of Directors at their regular, monthly meeting. Applications may be filed up to 30 days in advance of the event. Applications for events with more than 100 people, amplified music or other sound system, or use of alcohol, must be filed a minimum of 45 days prior to the event.

HOURLY EQUIPMENT AND PERSONNEL FEES

The ZFPD will seek cost recovery for the following types of incidents:

1. Hazardous materials releases
2. Flagrant false alarms
3. Incident involving illegal activities
4. Incident resulting from negligence

The following components will be factored into the recovery charge:

1. Personnel costs
2. Mobile equipment costs
3. Tools, materials and supply costs
4. Dispatch and communications cost

5. Specialty equipment

Recovery costs will be based on actual cost to provide the service plus a 20% administrative fee.

Personnel

Personnel costs will be calculated utilizing a “fully loaded” actual cost. The hourly rate will include actual salary and benefit costs based on the position and the current OES/FEMA rate schedule. Overtime premium will be charged based on actual personnel response and/or required cover.

Mobile Equipment

Mobile equipment will be charged at the current OES/FEMA schedule of hourly equipment rates plus mileage with a \$50.00 minimum charge. All other equipment will be charged at actual cost.

Materials and Supply Costs

Materials and supplies will be charged at the actual cost of replacement including tax and freight.

Dispatch and Communications Costs

The cost of dispatch will be actual cost as determined by the ZFPD agreement with Santa Cruz Consolidated Emergency Communications Center. Other telecommunication charges will be billed based on actual costs.

Waiver of Fees

Any request for the waiver of fees will be presented to the ZFPD Board of Directors in writing and agendaized for the next regular Board meeting. A majority vote of the Board is required to waive fees.

This Ordinance shall become effective sixty (60) days after passage of the Board of Directors. This Ordinance shall remain in full force and effect until a subsequent superseding Ordinance becomes effective.

PASSED AND ADOPTED this 15th day of June 2023, by the Board of Directors of the Scotts Valley Fire Protection District by the following vote:

AYES

NOES

ABSENT

ABSTAIN

ATTEST:

Jeff Maxwell
Board Secretary

Garry Herceg
Board President

APPROVED AS TO FORM:

ZFPD Legal Counsel

