



UKIAH VALLEY FIRE DISTRICT

AGENDA

(to be held both at the physical and virtual locations below)

Civic Center Council Chambers ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482

To participate, go to the following link: <https://us06we.zoom.us/j/97717635120>
To view the meeting (without participating) go to: <http://www.cityofukiah.com/meetings/>

- Call (toll-free) 1-669-444-9171
- Enter the access code: 977 1763 5120
- To Raise your hand: Enter *9
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US: +16699009128..97717635120# or +12532158782..97717635120#

February 13, 2024
6:00 PM

1. **CALL TO ORDER AND ROLL CALL**

2. **PLEDGE OF ALLEGIANCE**

3. **ANNOUNCEMENTS**

4. **PUBLIC COMMENT ON NON-AGENDA ITEMS**

If you wish to speak on a matter that is not on this agenda that is within the subject matter jurisdiction of the Ukiah Valley Fire District Board, you may do so at this time. Please limit your comments to 3 minutes per person and a total of 10 minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.

5. **APPROVAL OF MINUTES**

5.a. Approval of the Minutes of December 12, 2023, a Regular Meeting

Recommended Action: Approve the Minutes of December 12, 2023, a Regular Meeting

Attachments:

1. 2023-12-12 Minutes

5.b. Approval of the Minutes of January 09, 2024, a Special Meeting

Recommended Action: Approve the Minutes of January 09, 2024, a Special Meeting.

Attachments:

1. 2024-01-09 Special Minutes

6. **UNFINISHED BUSINESS - DISCUSSION/ACTION**

7. **NEW BUSINESS - DISCUSSION/ACTION**

7.a. Discussion and possible action of utilizing the Pelham Training University Paramedic Program

Recommended Action: Approve the use of Reserve Measure B funds in the amount of \$70,000 to fund two team members' paramedic program through Pelham Training University, along with the corresponding budget amendment.

Attachments: None

- 7.b. Discussion and possible action with utilizing the use of Measure B funds to complete the Training Tower project

Recommended Action: Approve additional funding in the amount of \$60,000 to complete the installation of the new Training Tower utilizing Measure B Reserve funds, along with the corresponding budget amendment.

Attachments: None

- 7.c. Receive the Annual Measure B Report for the year ending June 30, 2023.

Recommended Action: Receive and Discuss the Measure B Report for the year ending June 30, 2023.

Attachments:

1. Measure B Report FY 22-23

- 7.d. Receive the Annual Mitigation Report for the year ending June 30, 2023.

Recommended Action: Discuss and Receive the Mitigation Fee Report for FY 2022-23

Attachments:

1. Mitigation Fee Report FY 22-23
2. 2023-06 Resolution Impact Fee Nexus Study-City
3. 2023-07 Resolution Impact Fee Nexus Study-County

8. COMMUNICATIONS RECEIVED AND FILED - INFORMATION

9. DIRECTOR'S REPORT

10. CHIEFS REPORTS

11. ADJOURNMENT

Please be advised that the Ukiah Valley Fire District complies with ADA requirements and must be notified 72 hours before a meeting if any specific accommodations or interpreter services are needed for you to attend. Materials related to an item on this Agenda submitted to the Ukiah Valley Fire District after distribution of the Agenda Packet, are available for public inspection at the front counter at the Ukiah Valley Fire District Office, 1500 South State Street, Ukiah, CA 95482, during normal business hours Monday through Friday, 8:00 am to 4:00 pm.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted at the following location: Ukiah Valley Fire District Office - 1500 South State Street; Ukiah, California; and online not less than 72 hours prior to the meeting set forth on this agenda. To view the meeting, click on the name of the meeting at: www.cityofukiah.com/meetings.

Stephanie Abba, Clerk of the Board
Dated: February 9, 2024



UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

KEVIN JENNINGS – MICHAEL GRAHAM – PETE BUSHBY – DAVID B. HAAS

REGULAR MEETING MINUTES

Civic Center Council Chamber ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482

Zoom Link <https://us06web.zoom.us/j/97717635120>

December 12, 2023

6:00 P.M.

1. CALL TO ORDER and ROLL CALL

The Ukiah Valley Fire District Board of Directors met on December 12, 2023, having been legally noticed on December 08, 2023. President Haas called the meeting to order at 6:12 P.M. with the following **Directors Present:** Kevin Jennings, Michael Graham, Pete Bushby, and David Haas. **Directors Absent:** None. **Staff Present:** Douglas Hutchison, Fire Chief; Eric Singleton, Battalion Chief; Matt Keizer, Chief Building & Code Official, Code Enforcement Officer, and Stephanie Abba, Clerk of the Board.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ANNOUNCEMENTS

None.

4. PUBLIC COMMENT ON NON-AGENDA ITEMS

Board Consensus to move this item after Agenda Item 7b

5. APPROVAL OF MINUTES

a. Approval of the Minutes of October 10, 2023, a Regular meeting and November 28, 2023, a Special Meeting

Motion/Second: Bushby/Jennings to approve all Minutes as submitted. Motion **carried** by the following roll call votes: AYES: Jennings, Graham, Bushby, and Haas. NOES: None. ABSENT: None. ABSTAIN: None.

6. UNFINISHED BUSINESS

No unfinished business was agendized.

7. NEW BUSINESS

a. **Approval of the change of the of time for the meetings according to the Governance Meeting Schedule and Adopt the corresponding Resolution.**

Presenter: Stephanie Abba, Clerk of the Board

Motion/Second: Jennings/Graham to approve the change of the time for meetings to 6:00 p.m. according to the Governance Meeting Schedule and adopt the corresponding resolution. Motion **carried** by the following roll call votes: AYES: Jennings, Graham, Bushby, and Haas. NOES: None. ABSENT: None. ABSTAIN: None.

b. Policy 1023- Establishing Fees and Charges according to the Public Records Act (PRA). Changes to Policy 1023.

Presenter: Stephanie Abba, Clerk of the Board

Motion/Second: Jennings/Bushby to approve the changes to Policy 1023 and Adopt the corresponding resolution. Motion **carried** by the following roll call votes: AYES: Jennings, Graham, Bushby, and Haas. NOES: None. ABSENT: None. ABSTAIN: None.

4. PUBLIC COMMENT ON NON-AGENDA ITEMS

PUBLIC COMMENT: Ted Mayfield, James Sobbizadeh (Measure B & J tax increase)

7. NEW BUSINESS

c. Introduction of the Ordinance of the Ukiah Valley Fire District, Adopting the 2022 Edition of the California Fire Code with Amendments, as well as NFPA 1 Chapter 38 Regulating and Governing the Safeguarding of Life and Property from Fire and Explosion and for Providing for the Issuance of Permits, Repealing all other Ordinances of the Ukiah Valley Fire Authority in Conflict therein and the Resolution Establishing Findings of Fact and Need for Changes or Modifications to the State Building Standards Code because of Local Conditions

Presenters: Doug Hutchison, Fire Chief

Motion/Second: Jennings/Bushby to Approve the Introduction of the Ordinance for the 2022 Edition of the California Fire Code with Amendments as well as NFPA 1 Chapter 38 Regulating and Governing the Safeguarding of Like and Property from Fire and Explosion and for Providing for the Issuance of Permits, Repealing all other Ordinances of the Ukiah Valley Fire Authority in Conflict herewith and the Resolution Establishing Findings of Fact and Need for Changes or Modifications to the State Building Standards Code because of Local Conditions.

Motion **carried** by the following roll call votes: AYES: Jennings, Graham, Bushby, and Haas. NOES: None. ABSENT: None. ABSTAIN: None.

Board Consensus to have a Special Meeting on January 9, 2024, at 6:00 p.m. to conduct the second reading of the Ordinance, adopting the 2022 Edition of the California Fire Code with Amendments as well as NFPA 1 Chapter 38 Regulating and Governing the Safeguarding of Like and Property from Fire and Explosion and for Providing for the Issuance of Permits, Repealing all other Ordinances of the Ukiah Valley Fire Authority in Conflict herewith and Adopting the Resolution Establishing Findings of Fact and Need for Changes or Modifications to the State Building Standards Code because of Local Conditions.

d. Policy 1006 – Board Meetings – Section 1006.00 Annual Organization Meeting. Select one member of the board as President, Vice-President, and Secretary for the Ukiah Valley Fire District board to begin on January 1, 2024.

Motion/Second: Graham/Bushby to nominate President Haas to continue as the President.

Motion/Second: Graham/Jennings to nominate Vice-President Bushby to continue as the Vice-President.

Motion/Second: Graham/Bushby to nominate Director Jennings as the Secretary-Treasurer.

Motion **carried** to accept the nominations and make the appointments by the following roll call vote.
AYES: Jennings, Graham, Bushby, and Haas. NOES: None. ABSENT: None. ABSTAIN: None.

8. **COMMUNICATIONS RECEIVED AND FILED – INFORMATION**

No Communications Received.

9. **DIRECTOR'S REPORT**

No report was given.

10. **CHIEF'S REPORT**

Report Received.

11. **ADJOURNMENT**

There being no further business, the meeting adjourned at 6:56 p.m.

David B. Haas, President

Stephanie Abba, Clerk of the Board



UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

PETER BUSHBY – MICHAEL GRAHAM – KEVIN JENNINGS – MARK HILLIKER – DAVID B. HAAS

SPECIAL MEETING MINUTES

Ukiah Conference Center 200 South School St. Ukiah, CA 95482

January 9, 2024

6:00 P.M.

1. CALL TO ORDER AND ROLL CALL

The Ukiah Valley Fire District Board of Directors met on January 9, 2024, having been legally noticed on January 5, 2024. President Haas called the meeting to order at 6:00 P.M. with the following **Directors Present:** Peter Bushby, Michael Graham, Kevin Jennings, and David Haas. **Staff Present:** Douglas Hutchison, Fire Chief; Eric Singleton, Battalion Chief; and Kristine Lawler, Ukiah City Clerk.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Director Bushby.

3. ANNOUNCEMENTS

4. PUBLIC COMMENT ON NON-AGENDA ITEMS

No public comments were received.

5. APPROVAL OF MINUTES

6. UNFINISHED BUSINESS – DISCUSSION/ACTION

a. **2nd Reading and Discussion of Ordinance 2023-01, an Ordinance of the Ukiah Valley Fire District Adopting the 2022 Edition of the CA Fire Code with Amendments, as well as National Fire Protection Agency (NFPA) 1 Chapter 38, Regulating and Governing the Safeguarding of Life and Property from Fire and Explosion and for Providing for the Issuance of Permits, Repealing all other Ordinances and Parts of Ordinances of the Ukiah Valley Fire District in Conflict Herewith. Also, the Adoption of Resolution 2024-01, Establishing Findings of Fact and Need for Changes or Modifications to the State Building Standards Code because of Local Conditions.**

Presenter: Doug Hutchison, Fire Chief.

Motion/Second: Jennings/Bushby to adopt an Ordinance of the Ukiah Valley Fire District adopting the 2022 edition of the California Fire Code with amendments, as well as National Fire Protection Agency (NFPA) 1 Chapter 38, regulating and governing the safeguarding of life and property from fire and explosion and for providing for the issuance of permits, repealing all other ordinances and parts of ordinances of the Ukiah Valley Fire District in conflict herewith. Motion **carried** by the following roll call votes: AYES: Bushby, Graham, Jennings, Hilliker and Haas. NOES: None. ABSENT: None. ABSTAIN: None.

ORDINANCE No. 2024-01

AN ORDINANCE OF THE UKIAH VALLEY FIRE DISTRICT ADOPTING THE 2022 EDITION OF THE CALIFORNIA FIRE CODE WITH AMENDMENTS, AS WELL AS NATIONAL FIRE PROTECTION AGENCY (NFPA) 1 CHAPTER 38, REGULATING AND GOVERNING THE SAFEGUARDING OF LIFE AND PROPERTY FROM FIRE AND EXPLOSION AND FOR PROVIDING FOR THE ISSUANCE OF PERMITS, REPEALING ALL OTHER ORDINANCES AND PARTS OF ORDINANCES OF THE UKIAH VALLEY FIRE DISTRICT IN CONFLICT HEREWITH.

Motion/Second: Jennings/Graham to adopt the resolution (2024-01) establishing Findings of Fact and Need for Change or Modifications to the State Building Standards Code because of Local Conditions. Motion **carried** by the following roll call votes: AYES: Bushby, Graham, Jennings, Hilliker and Haas. NOES: None. ABSENT: None. ABSTAIN: None.

7. **NEW BUSINESS – DISCUSSION/ACTION**

8. **COMMUNICATIONS RECEIVED AND FILED - INFORMATION**

City Clerk, Kristine Lawler, stated that no communications had been received.

9. **DIRECTOR'S REPORT**

Presenter: Director Bushby.

10. **CHIEF'S REPORT**

Presenter: Doug Hutchison, Fire Chief.

Report was received.

11. **ADJOURNMENT**

There being no further business, the meeting adjourned at 6:15 p.m.

Kristine Lawler, CMC/CPMC



AGENDA SUMMARY REPORT

SUBJECT: Discussion and possible action of utilizing the Pelham Training University Paramedic Program

DEPARTMENT: Fire

PREPARED BY: Eric Singleton, Battalion Chief

PRESENTER: Doug Hutchison, Fire Chief

ATTACHMENTS:

None

Summary: The Ukiah Valley District Board will consider approving a budget amendment in the amount of \$70,000 utilizing Reserve Measure B funds to fund two team members' paramedic training at Pelham Training University, along with a corresponding budget amendment.

Background: The Ukiah Valley Fire Authority (UVFA) maintains Advanced Life Support (ALS) on all full-time staffed equipment through the utilization of paramedics, which expands our scope of practice to better serve all citizens within the Ukiah Valley. In compliance with the local EMS agency, Coastal Valleys, ALS requires a paramedic to be on the scene. Currently, the UVFA has three paramedics on duty daily to cover all staffed equipment.

Discussion: UVFA has been experiencing a shortage of paramedics within our staffing ranks, causing additional overtime costs due to hiring back personnel to cover the paramedic position on the engines or ambulance. This shortage is felt throughout California and the nation, which started with the COVID-19 pandemic shutting down schools nationwide. Additionally, there has been a noticeable decline in interest in careers within emergency medicine, thus causing issues when trying to fill our vacancies. UVFA staff has had to develop new innovative ways to fill our current and future needs. The staff found that our current system sends team members to our local paramedic program, which takes two semesters of didactic training and two semesters of clinical and field internship time. Thus, completing the program takes approximately one and a half to two years. This also adds additional costs in overtime, covering the shifts of the team members attending school. UVFA also fully funds our team member's tuition for the paramedic program. Through research, the staff was able to locate a Paramedic Program in Indiana, Pelham Training University, which could be completed in five months. Unlike the local program, which has the didactic program stretching out over two semesters and then clinical and field internships, providing classroom instruction once to twice a week, Pelham is an intensive program that goes five days a week and includes some weekends, which allows them to complete the process faster. This process would allow us to send a team member to school and have them come online as a paramedic in five months, cutting down on additional costs in overtime and curbing fatigue due to team members working additional shifts consistently. This approach will give us the necessary paramedic staffing for our department needs in a shorter time rather than drawing out the program for two years. The program costs \$35,000 per student, which covers tuition and living expenses. Though the upfront cost is high, it is comparable to our local program when including overtime drawn out over a two-year period. Our initial plan is to send two people through the program, which starts in mid-March, with the program expected to be completed in mid-August.

Recommended Action: Approve the use of Reserve Measure B funds in the amount of \$70,000 to fund two team members' paramedic program through Pelham Training University, along with the corresponding budget amendment.

BUDGET AMENDMENT REQUIRED: YES

CURRENT BUDGET AMOUNT: 91721400.57100 \$0

PROPOSED BUDGET AMOUNT: 91721400.57100 \$70,000

FINANCING SOURCE: 91721400 Reserve funds Measure B

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Doug Hutchison, Fire Chief

Approved:

Doug Hutchison, Fire Chief



AGENDA SUMMARY REPORT

SUBJECT: Receive the Annual Measure B Report for the year ending June 30, 2023.

DEPARTMENT: Fire

PREPARED BY: Olga Keough, Controller

PRESENTER: Doug Hutchison, Fire Chief, Eric Singleton, Battalion Chief

ATTACHMENTS:

1. Measure B Report FY 22-23

Summary:

The Ukiah Valley Fire District approved Resolution 2003-7, proposing the imposition of a special tax and ordering a Special Tax Election to be consolidated with the general election of November 4, 2003, for the purpose of submitting to the voters of the District the question whether or not such a tax should be levied.

Background:

On November 4, 2003, a special tax election was held and passed. The tax went into effect on July 1, 2004, as authorized by Health and Safety Code Section 13911 and Government Code Section 500075, and is to be used for the specific purpose of replacing fire suppression vehicles, emergency equipment, and personnel safety equipment and training. A special account was created into which the proceeds are deposited.

Discussion:

Staff will provide the Ukiah Valley Fire District Board with the Measure B Annual Report for FY 2022/23.

Recommended Action: Receive and Discuss the Measure B Report for the year ending June 30, 2023.

BUDGET AMENDMENT REQUIRED:

CURRENT BUDGET AMOUNT:

PROPOSED BUDGET AMOUNT:

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH:

Approved:

Approved: 

Doug Hutchison, Fire Chief

Doug Hutchison, Fire Chief

**Ukiah Valley Fire District
Supplementary Information
For the Year Ended June 30, 2023**

Measure B Special Tax

Resolution 2003-7, approved by the taxpayers on November 4, 2003, established a special tax rate (Measure B), effective July 1, 2004. The special tax assessment is to be used for the specific purpose of replacing fire suppression vehicles, emergency equipment, personnel safety equipment, and training. **The rate of tax is \$10 per unit and is accounted for by the District in separate accounts internally.**

The following is a summary of the activity for the year ended June 30, 2023:

Additions:

Measure "B" Assessments	\$ 286,295
Reimbursements	64,221
Investment Income	2,464

Total Additions	352,980
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Deductions:

Capital Outlay	162,507
Contract Services	6,862
Capital Lease Payments	51,469

Total Deductions	220,838
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Increase (Decrease) of Measure "B" Related Funds	132,142
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Beginning Balance, Measure "B" Related Funds	473,582
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Ending Balance, Measure "B" Related Funds	\$ 605,724
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AGENDA SUMMARY REPORT

SUBJECT: Receive the Annual Mitigation Report for the year ending June 30, 2023.

DEPARTMENT: Fire

PREPARED BY: Olga Keough, Controller

PRESENTER: Eric Singleton, Battalion Chief

ATTACHMENTS:

1. Mitigation Fee Report FY 22-23
2. 2023-06 Resolution Impact Fee Nexus Study-City
3. 2023-07 Resolution Impact Fee Nexus Study-County

Summary: On November 28, 2023, the Ukiah Valley Fire District adopted Resolution 2023-05, requesting the County of Mendocino and the City of Ukiah to adopt and implement the Fire Impact Fee Program on behalf of the Fire District.

Background: An annual report is required as a part of Resolution 2023-05.

Discussion: Discuss and Receive the Mitigation Report for FY 2022-23.

Recommended Action: Discuss and Receive the Mitigation Fee Report for FY 2022-23

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Doug Hutchison, Fire Chief

Approved:

Approved: 
 Doug Hutchison, Fire Chief

Doug Hutchison, Fire Chief

**Ukiah Valley Fire District
Supplementary Information
For the Year Ended June 30, 2023**

Mitigation Fees

Resolution 2008-5, approved by the Board of Directors on June 11, 2008, established a Mitigation Fee effective July 1, 2009. The fees collected are to be used for the specific purpose of providing capital improvements and equipment to serve new development projects. The rate of the fee is \$.39 per square foot of a proposed structure and is accounted for by the District in separate accounts internally.

The following is a summary of the activity for the year ended June 30, 2023:

Additions:

Mitigation Fee Revenues	\$ 59,428
Investment Income	529

Total Additions	<u>59,957</u>
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Deductions:

Contract Services	12,150
Capital Lease Payments	14,639

Total Deductions	<u>26,789</u>
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Increase (Decrease) of Mitigation Fee Related Funds	33,168
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Beginning Balance, Mitigation Fee Related Funds	<u>104,802</u>
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Ending Balance, Mitigation Fee Related Funds	<u><u>\$ 137,970</u></u>
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**RESOLUTION NO. 2023-06
OF THE BOARD OF DIRECTORS
OF THE UKIAH VALLEY FIRE DISTRICT
November 28th, 2023**

**RESOLUTION APPROVING THE UKIAH VALLEY FIRE DISTRICT FIRE
IMPACT FEE NEXUS STUDY AND REQUESTING THE CITY OF UKIAH
ADOPT AND IMPLEMENT THE PROPOSED FIRE IMPACT FEE PROGRAM
ON BEHALF OF THE DISTRICT**

WHEREAS, the Board of Directors of the Ukiah Valley Fire District ("District") recognizes that continuing development within the District places added responsibilities and costs to the District; and

WHEREAS, AB 1600 was adopted and codified in California Government Code Section 66000, allowing the establishing, increasing, or imposing of a development fee as a condition of approval where the purpose and use of the fee were identified, and reasonable relationship to the development project was demonstrated; and

WHEREAS, the District Board of Directors ("District Board") desires to establish a new Fire Impact Fee program ("Fees or Fee Program") for the District to fund fire protection facilities, apparatus, and equipment necessary to mitigate the impacts caused by new development with the District's service area; and

WHEREAS, the District Board has received and considered the District's Fire Impact Fee Nexus Study prepared by SCI Consulting Group dated August 2023 Final Report ("Nexus Study") that provides the required information to establish a new Fire Impact Fee program.

NOW, THEREFORE, IT IS HEREBY RESOLVED that:

- 1) The District Board hereby receives and approves the Nexus Study.
- 2) After considering the Nexus Study, this Resolution, and after considering the testimony received at their November 28, 2023 meeting, the District hereby makes the following findings:
 - a) The District does not have existing fire protection facilities and equipment that could provide an adequate level of services to new development within the District's service area, and
 - b) The District does not have sufficient funds available to construct additional facilities and purchase additional equipment from fund balances, capital facility funds, property tax sources, fire suppression assessments, or any other available sources, and
 - c) The lack of additional fire protection facilities and equipment to service new development projects would create a situation that is dangerous to public health and safety if fire protection mitigation fees are not levied within the District, and
 - d) The Fee Program and the Fees proposed in the Nexus Study and approved pursuant to this Resolution are for the purposes of funding the cost of fire protection

and emergency response facilities, apparatus, and equipment attributable to new residential and nonresidential development in the District's service area; and

- e) The fee proposed in the Nexus Study and approved pursuant to this Resolution will be used to expand the District's facilities and equipment, replace and expand the District's apparatus and vehicles to serve new development, and
 - f) The uses of the Fees proposed in the Nexus Study and approved pursuant to this Resolution are reasonably related to the types of development projects on which the fees are imposed in that fee revenue from the development projects will be used to expand the District's facilities and equipment, and replace and expand the District's apparatus and vehicles to meet the additional demand generated by the new residents and employees and new structural area created by the development projects, and
 - g) The Fees proposed in the Nexus Study, and approved pursuant to this Resolution, bear a reasonable relationship to the need for fire protection and emergency response facilities, apparatus, and equipment in that each development project will create additional need for the District's fire protection and emergency response services and a corresponding need for new or expanded facilities, apparatus, and equipment. The Fees will be imposed on different types of development projects in proportion to the additional service population generated and structural area created by new development projects, and
 - h) The Nexus Study demonstrates that there is a reasonable relationship between the amount of the fee and the cost of the fire protection facilities, apparatus, and equipment attributable to the development on which the fee is imposed in that the costs are based upon the level of existing development served by the District's existing fire protection facilities and applied proportionately land use categories in proportion to the need they create for expanded fire facilities, apparatus, and equipment.
- 3) The District finds pursuant to the California Environmental Quality Act ("CEQA"), this action is not a "project" because the Resolution provides a mechanism for funding fire protection and emergency response facilities, apparatus, and equipment but does not involve a commitment to any specific project for such purposes that may result in a potentially significant impact on the environment. (CEQA Guidelines § 15378.)
- 4) The District does hereby approve the following Fees on new development which shall be collected upon issuance of a building permit:

<u>Land Use</u>	<u>Fire Impact Fees</u>
<u>Residential Development</u>	<u>Per Living Area Sq. Ft.</u>
Single Family Housing	\$1.07
Multi-Family Housing	\$1.22
Mobile Home	\$1.15
ADU => 750 sq. ft.	\$1.07

ADU < 750 sq. ft.

Exempt

Nonresidential Development

Per Building Sq. Ft.

Retail / Commercial

\$0.89

Office

\$1.19

Industrial

\$0.95

Agriculture

\$0.57

Warehouse / Distribution

\$0.62

Nursing Homes

\$3,974.06 per bed

- 5) The District Board formally requests that the City Council adopt and implement this approved Fire Impact Fee program on behalf of the District with the District agreeing to be responsible for the proper accounting for and expenditure of said moneys and further agreeing to hold the City harmless from and to defend it from any action, claim, or damages related to said fees, including any challenge to the validity of or use thereof.
- 6) The District Board formally requests that the resolutions or ordinances adopted by the City Council to establish the Fire Impact Fee program on behalf of the District authorize an automatic annual inflationary adjustment.

PASSED AND ADOPTED by the Board of Directors of the Ukiah Valley Fire District, at a regularly scheduled meeting held on the 28th of November, Two-thousand and Twenty-three, by the following vote of said District Board:

AYES: Directors Jennings, Graham, Bushby, and President Haas
NOES: None
ABSTAIN: None
ABSENT: None



David B. Haas, President

ATTEST:



Kristine Lawler, CMC

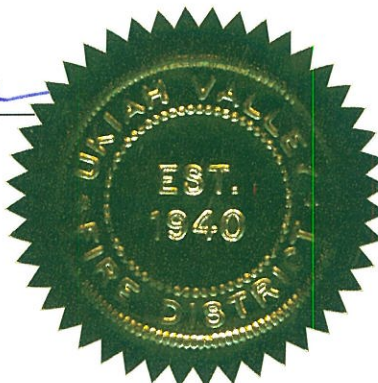
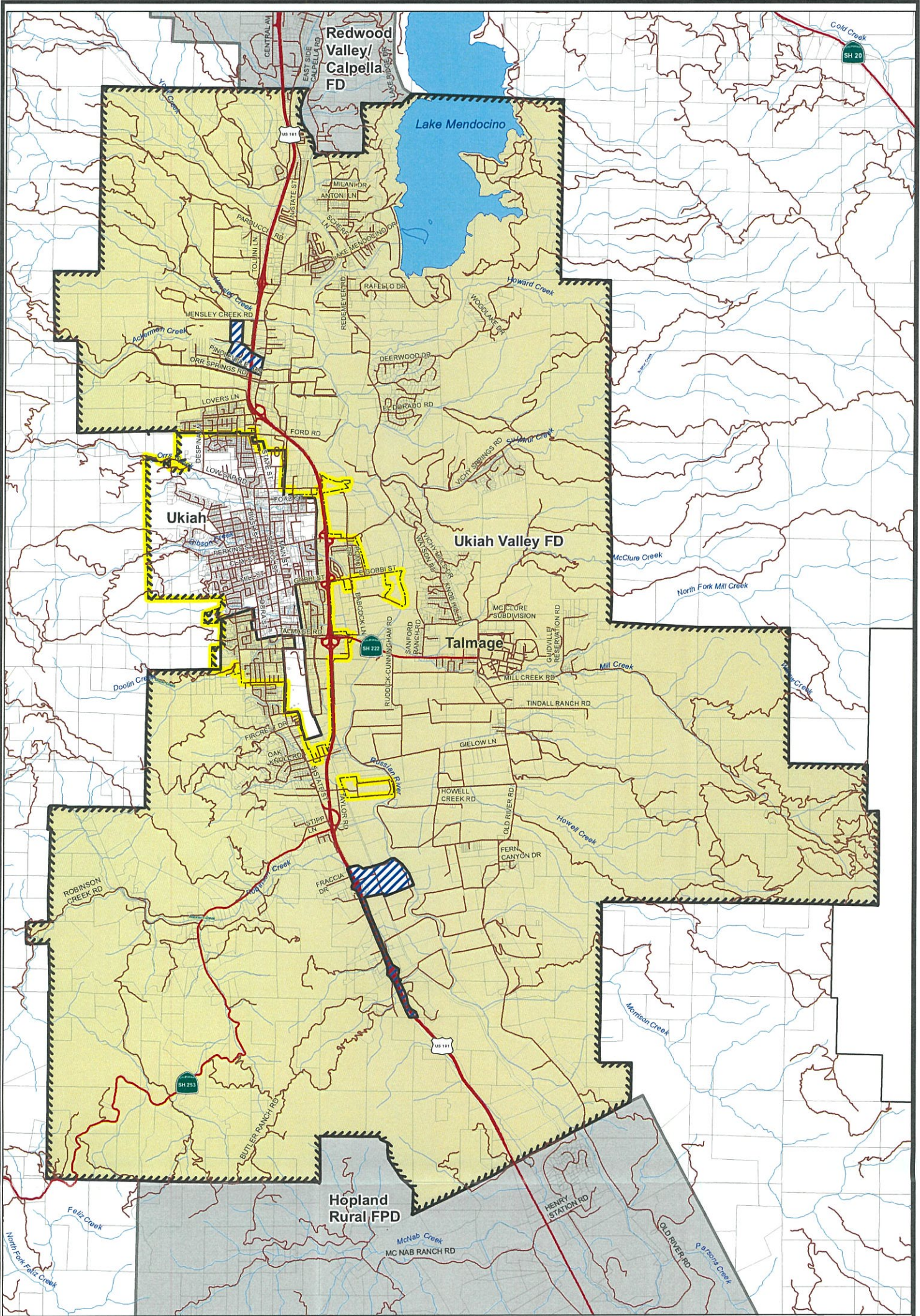


EXHIBIT "A"



Ukiah Valley Fire District

Source: This map was prepared by the Mendocino County Department of Information Services GIS Program, September 2021.
Note: This map is not a survey product and should not be used to determine legal boundaries.

- Ukiah Valley FD
- Ukiah Valley FD SOI
- Adjacent Fire Districts
- City of Ukiah
- Highways
- Roads
- Streams



**RESOLUTION NO. 2023-07
OF THE BOARD OF DIRECTORS
OF THE UKIAH VALLEY FIRE DISTRICT
November 28th, 2023**

**RESOLUTION APPROVING THE UKIAH VALLEY FIRE DISTRICT FIRE
IMPACT FEE NEXUS STUDY AND REQUESTING THE MENDOCINO
COUNTY OF BOARD OF SUPERVISORS ADOPT AND IMPLEMENT THE
PROPOSED FIRE IMPACT FEE PROGRAM ON BEHALF OF THE DISTRICT**

WHEREAS, the Board of Directors of the Ukiah Valley Fire District ("District") recognizes that continuing development within the District places added responsibilities and costs to the District; and

WHEREAS, AB 1600 was adopted and codified in California Government Code Section 66000, allowing the establishing, increasing, or imposing of a development fee as a condition of approval where the purpose and use of the fee were identified, and reasonable relationship to the development project was demonstrated; and

WHEREAS, the District Board of Directors ("District Board") desires to establish a new Fire Impact Fee program ("Fees or Fee Program") for the District to fund fire protection facilities, apparatus, and equipment necessary to mitigate the impacts caused by new development with the District's service area; and

WHEREAS, the County of Mendocino ("County") has, by Ordinance No. 4175, established and implemented a procedure for the adoption of such Fees and to ensure the imposition and collection of these Fees in connection with the issuance of building permits. The Fees are to be allocated to the District for the acquisition of capital facilities and equipment in order to ensure the provision of the capital facilities and equipment necessary to maintain current levels of fire protection services that are required as the result of new development projects within the boundaries of the District's service area pursuant to County Code Chapter 5.36; and

WHEREAS, the District Board has received and considered the District's Fire Impact Fee Nexus Study prepared by SCI Consulting Group dated August 2023 Final Report ("Nexus Study") that provides the required information to establish a new Fire Impact Fee program.

NOW, THEREFORE, IT IS HEREBY RESOLVED that:

- 1) The District Board hereby receives and approves the Nexus Study.
- 2) After considering the Nexus Study, this Resolution, and after considering the testimony received at their November 28, 2023, meeting, the District, hereby makes the following findings:
 - a) The District does not have existing fire protection facilities and equipment that could provide an adequate level of services to new development within the District's service area, and
 - b) The District does not have sufficient funds available to construct additional facilities and purchase additional equipment from fund balances, capital facility funds, property tax sources, fire suppression assessments, or any other available sources, and

- c) The lack of additional fire protection facilities and equipment to service new development projects would create a situation that is dangerous to public health and safety if fire protection mitigation fees are not levied within the District, and
 - d) The Fee Program and the Fees proposed in the Nexus Study and approved pursuant to this Resolution are for the purposes of funding the cost of fire protection and emergency response facilities, apparatus, and equipment attributable to new residential and nonresidential development in the District's service area, and
 - e) The fee proposed in the Nexus Study and approved pursuant to this Resolution will be used to expand the District's facilities and equipment, replace and expand the District's apparatus and vehicles to serve new development, and
 - f) The uses of the Fees proposed in the Nexus Study and approved pursuant to this Resolution are reasonably related to the types of development projects on which the fees are imposed in that fee revenue from the development projects will be used to expand the District's facilities and equipment, and replace and expand the District's apparatus and vehicles to meet the additional demand generated by the new residents and employees and new structural area created by the development projects, and
 - g) The Fees proposed in the Nexus Study, and approved pursuant to this Resolution, bear a reasonable relationship to the need for fire protection and emergency response facilities, apparatus, and equipment in that each development project will create additional need for the District's fire protection and emergency response services and a corresponding need for new or expanded facilities, apparatus, and equipment. The Fees will be imposed on different types of development projects in proportion to the additional service population generated and structural area created by new development projects, and
 - h) The Nexus Study demonstrates that there is a reasonable relationship between the amount of the fee and the cost of the fire protection facilities, apparatus, and equipment attributable to the development on which the fee is imposed in that the costs are based upon the level of existing development served by the District's existing fire protection facilities and applied proportionately land use categories in proportion to the need they create for expanded fire facilities, apparatus, and equipment.
- 3) The District finds pursuant to the California Environmental Quality Act ("CEQA"), this action is not a "project" because the Resolution provides a mechanism for funding fire protection and emergency response facilities, apparatus, and equipment but does not involve a commitment to any specific project for such purposes that may result in a potentially significant impact on the environment. (CEQA Guidelines § 15378.)
- 4) The District does hereby approve the following Fees on new development, which shall be collected upon issuance of a building permit:

<u>Land Use</u>	<u>Fire Impact Fees</u>
<u>Residential Development</u>	<u>Per Living Area Sq. Ft.</u>
Single Family Housing	\$1.07
Multi-Family Housing	\$1.22
Mobile Home	\$1.15
ADU => 750 sq.ft.	\$1.07
ADU < 750 sq.ft.	Exempt
<u>Nonresidential Development</u>	<u>Per Building Sq. Ft.</u>
Retail / Commercial	\$0.89
Office	\$1.19
Industrial	\$0.95
Agriculture	\$0.57
Warehouse / Distribution	\$0.62
Nursing Homes	\$3,974.06 per bed

- 5) The Fees imposed under the County Ordinance 4175 shall only be used to expand the availability of capital facilities and equipment to provide fire services to new development projects; and
- 6) The District shall place all funds collected under Ordinance 4175 and all interest subsequently accruing on these funds in a separate budget accounting category, known as "Ukiah Valley Fire District Fire Impact Fee," only for those purposes of providing capital improvements and equipment to serve new development projects; and
- 7) The District shall spend funds from the "Ukiah Valley Fire District Fire Impact Fee" budget accounting category only for those purposes of providing capital improvements and equipment to service new development projects; and
- 8) The District shall submit an annual report no later than October 31st of each year to the Clerk of the Board of Supervisors. The report shall include, but not be limited to: the balance in the account at the end of the prior fiscal year, the Fees received, the amount and type of expenditures made, and the ending balance in the fund. In addition, the annual report shall specify the actions the District's plans to take to mitigate the facility and equipment needs caused by the new development projects in a capital fire facilities and equipment plan adopted at a notice public hearing. The District shall make available, upon request by the Clerk of the Board, a copy of the annual audited report; and
- 9) The District shall make its records that justify the basis for the Fee amounts available to the public upon request; and
- 10) The District shall agree to indemnify and defend the County and its officers, agents, and employees from any claim, action, or proceeding that arises from or is in any way related to the Fees; and

11) For the fifth fiscal year following the first deposit into the "Ukiah Valley Fire District Fire Impact Fee" account and every five (5) years thereafter, the District shall make all of the following findings with respect to any cash portion of the fees remaining unexpended or uncommitted in the account:

- (a) Identify the purpose to which the fee is to be put;
- (b) Demonstrate a reasonable relationship between the fee and the purpose for which it was charged;
- (c) Identify all sources and amounts of funding anticipated to complete financing all incomplete improvements, and
- (d) Designate the approximate dates on which complete funding is expected to be deposited into the account.

If the findings in subsections (12) (a) through (d) above are not made, the District shall refund, on a prorated basis, to the current record owner or owners of the development projects for which the fees were paid the unexpended and uncommitted portion of the fees and any interest accrued for which a need cannot be demonstrated.

IT IS HEREBY FURTHER RESOLVED that:

- 1) The District Board of Directors ("District Board") adopts the capital fire facilities and equipment plan, attached as Exhibit A, in compliance with Government Code Section 66002 at a noticed public hearing and
- 2) The District will add a 10% charge to the fee that reflects the District's reasonable costs of administering the fee and complying with all laws, ordinances, and regulations related to the fee, including the requirements imposed by the County's Fire Protection Mitigation Fee Ordinance; and
- 3) The Fee Program may be amended annually or from time to time in accordance with the procedures and based upon the findings for such fees set forth in Government Code Section 66000 et seq., or any applicable successor statutes; and
- 4) Subject to the County Board's approval, on July 1st of each fiscal year, beginning in July 2024, the Fire Chief, or his/her designee shall make automatic annual adjustments to the Fees by a percentage equal to the percentage change in the "Engineering News Record's Construction Cost Index-20 Cities annual Average" for the proceeding twelve (12) month period calculated from January 1 to December 31. This adjustment will offset the effects of inflation-related construction cost increases (or any deflation-related decreases). If this index should cease publication, the Fire Chief shall use any appropriate official index published by the Bureau of Labor Statistics, or successor, or similar agency as may then exist or may then be most nearly equivalent thereto. Land costs may be evaluated annually and adjusted as necessary based on the current market conditions at the time. The Fire Chief shall present the new Fees or adopting by resolution of the District Board after at least one public hearing; and

- 5) The District Board formally requests that the County impose the specified fire impact fee on the District's behalf and that the County Board authorize the District to collect the fee from applicants prior to issuance of a building permit for new construction with the District's service area; and
- 6) If any portion of this Resolution is found by a court of competent jurisdiction to be invalid, such finding shall not affect the validity of the remaining portions of this Resolution.

PASSED AND ADOPTED by the Board of Directors of the Ukiah Valley Fire District, at a specially scheduled meeting held on the 28th of November, Two-thousand and Twenty-three, by the following roll call vote of said District Board:

AYES: Directors Jennings, Graham, Bushby, and President Haas
NOES: None
ABSTAIN: None
ABSENT: None



David B. Haas, President

ATTEST:



Kristine Lawler, CMC



EXHIBIT A

Ukiah Valley Fire District Capital Improvement Plan

EXHIBIT "A"

