

**City of Ukiah / Ukiah Valley Fire District
Ukiah Valley Fire Authority
Fire Executive Committee**

Special Meeting
AGENDA

Ukiah Valley Conference Center ♦ 200 South School Street ♦ Ukiah, CA 95482
September 19, 2019 - 5:30 PM

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

2. ANNOUNCEMENTS

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES

4.a. May, 8 2019 Draft Minutes, a Special Meeting

Recommended Action: Approve Minutes of May 8, 2019 a Special Meeting.

Attachments:

1. 2019-09-19 4a 2019-05-08 Minutes - Draft

5. UNFINISHED BUSINESS - DISCUSSION/ACTION

5.a. Job Description Update

Recommended Action: Discussion and Recommendation for Job Description Update.

Attachments: None

6. NEW BUSINESS - DISCUSSION/ACTION

6.a. Fire Impact Fees

Recommended Action: Increase Fire Impact Fees by 5% over the existing hourly amount established in 2017 of \$80.72 per hour.

Attachments:

1. 2019-09-19 6a
2. 2019-09-19 6a-1

7. ADMINISTRATOR AND CHIEFS REPORTS

8. CLOSED SESSION

- Closed Session may be held at any time during the meeting

9. ADJOURNMENT

Please be advised that the Ukiah Valley Fire Authority needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend.

The Ukiah Valley Fire Authority complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the City Council 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 locations: Ukiah Valley Fire District Office - 1500 South State Street; City Hall - 300 Seminary Avenue; and the Ukiah Valley Conference Center - 200 South School Street, Ukiah, California, not less than 72 hours prior to the meeting set forth on this agenda.

Date this 12th day of September, 2019

Stephanie Abba

Clerk of the Board

**CITY OF UKIAH / UKIAH VALLEY FIRE DISTRICT
UKIAH VALLEY FIRE AUTHORITY
FIRE EXECUTIVE COMMITTEE MEETING
Special Meeting
Ukiah Valley Conference Center
200 South School Street, Ukiah, CA 95482**

**May 8, 2019
4:00 p.m.**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

The Fire Executive Committee met for a Special Meeting on May 8, 2019, which was legally noticed on May 4, 2019. Chair Brown called the meeting to order at 4:21 p.m. Roll was taken with the following **Committee Members Present:** Allen Cherry, Jenifer Bazzani, Jim O. Brown, and Juan V. Orozco. **Staff Present:** Doug Hutchison, Fire Chief; Jeff Adair, Division Chief; Kevin Jennings, Division Chief; Sage Sangiacomo, City Manager; Stephanie Abba, Clerk of the Board. **Also Present:** Ukiah Valley Fire Authority Firefighters.

CHAIR BROWN PRESIDING

The Pledge of Allegiance was led by Doug Hutchison, Fire Chief

2. ANNOUNCEMENTS

Chair Brown announced that the next meeting is scheduled for September 11, 2019.

3. PUBLIC COMMENT ON NON-AGENDA ITEMS

No public comment was received.

4. APPROVAL OF MINUTES

a. Minutes of January 9, 2019 a Special Meeting

Motion by Member Bazzani, seconded by Member Orozco to approve the minutes of January 9, 2019, as submitted. Motion **carried** by the following votes: AYES: Cherry, Bazzani, Brown, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

5. UNFINISHED BUSINESS – DISCUSSION/ACTION

No unfinished business

6. NEW BUSINESS – DISCUSSION/ACTION

**a. Badge Pinning Ceremony for Tony Selvitella, FF/EMT & James Kessler, FF/EMT.
Presenter: Doug Hutchison, Fire Chief**

Doug Hutchison, Fire Chief, introduced Tony Selvitella, FF/EMT. The Fire Chief presented the badge and Tony Selvitella's cousin, Brandon Selvitella, pinned the badge onto Tony Selvitella. Tony Selvitella gave a speech.

Doug Hutchison, Fire Chief, introduced James Kessler, FF/EMT. The Fire Chief presented the badge and James Kessler's wife, Brittany Kessler, pinned the badge onto James Kessler. James Kessler gave a speech.

Public Comment

No public comment was received.

b. Formation of an Ad Hoc Committee – Discussion on the formation of an Ad-Hoc Committee to discuss job descriptions updates for Fire Authority positions.

Motion by Member Brown, seconded by Member Bazzani to approve the formation of an Ad-Hoc Committee to discuss job description updates for Fire Authority positions and for Members Cherry and Orozco to serve on the committee. Motion **carried** by the following votes: AYES: Cherry, Bazzani, Brown, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

c. Change the day of the week for the Fire Executive Committee Meetings due to conflicting work days for the Clerk of the Board.

Motion by Member Cherry, seconded by Member Bazzani to approve changing the Fire Executive Committee Meetings from Wednesday to the 2nd Thursday in the following months; January, May, September, and November at 5:30 p.m. Motion **carried** by the following votes: AYES: Cherry, Bazzani, Brown, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

7. ADMINISTRATOR AND CHIEF'S REPORT

Presenters: Doug Hutchison, Fire Chief; Jeff Adair, Division Chief; and Kevin Jennings, Division Chief.

Reports were received.

8. CLOSED SESSION

No Closed Session was held.

9. ADJOURNMENT

There being no further business, the meeting adjourned at 4:45 p.m.

Stephanie Abba, Clerk of the Board



MEETING DATE/TIME: September 19, 2019/5:30 P.M.

STAFF REPORT

SUBJECT: Fire Impact Fees

RECOMMENDED ACTION: Approve an increase in fees

Summary: Starting with the Fire Executive Committee and further involving the Ukiah City Council and the Ukiah Valley Fire District Board, a discussion must be started and information shared to keep our Fire Impact Fees in alignment with current costs and subject divisions for inspection purposes. Adjusting fees and increasing the items in which a fee can and should be charged is totally appropriate in a cost recovery method or model. Attachment 1.

Background: In 2017 the Fire Impact fee schedule for the City of Ukiah was adjusted to more accurately reflect the cost of the Fire Marshal / Prevention Officer position using at the time the fully encumbered rate for the position. Fees were increased from \$50.00 per hour which were established back in 1996. The approved fee was increased to \$80.72 per hour, which actually at the time reflects the fully encumbered rate of the position. It is now time to re-visit the encumbered rate and adjust accordingly.

Discussion: Time has passed and the cost for the position of Fire Marshal / Prevention Officer have risen. By not increasing the fees currently assessed against a project, we are essentially "gifting public money". By charging the fully encumbered hourly rate covers the minimum cost of the position and services included within the Prevention Office. Utilizing fee schedules from various departments offering the same or approximately the same services our agency can see how far behind in most categories we may be or that we need to add to our inspection process other categories which are not currently covered. Covering the actual costs is the driving factor in a fee adjustment decision. The revenue generated helps defer the overall cost of the position. The effort is not to be necessarily a money making division, but just to cover the actual cost encumbered, and to increase the various inspection categories to adequately reflect what are necessary inspection categories or sections. The requested increase shall be 5% over the existing hourly amount established in 2017.

Proposed Budget Amount: N/A

Previous Contract or Purchase Order Numbers: N/A

Financing Source: N/A

Current Budget Amount: N/A

Coordinated with: Doug Hutchison, Fire Chief

	Category	Current Rate	Proposed	
1	Minor Subdivision	\$80.72 / hr.	83.95 / hr.	
2	Plan review for minor subdivision, 5 parcels and \$5.00 per parcel	\$80.72 / hr.	\$83.95 / hr. 1 hr. min.	
3	Site Development & Use Permit	\$80.72 / hr.	\$83.95 / hr. 1 hr. min.	
4	Plan Review for Building Permit	\$80.72 / hr. 1 hr. min.	\$83.95 / hr. 1 hr. min.	
5	Fire Sprinkler Sys. NFPA 13 & 13R	\$0.01 / sf. \$250.00 min.		
6	Fire Sprinkler Sys. Modification (tenant improvement)	\$0.01 / sf. \$100.00 min.	\$125.95 Plan Check \$83.95 Inspection \$42.00	
7	System Supervisory Alarm	\$80.72 / hr.	\$83.95 / hr.	
8	Other Automatic Fire Extinguishing Systems	\$121.00	\$125.95 Plan Check \$83.95 Inspection \$42.00	
9	Fire Alarm Systems	\$121.00	\$125.95 Plan Check \$83.95 Inspection \$42.00	
10	Combustible Flammable Liquid Storage Tanks.	\$100.00 1st tank \$25.00 for ea. Add.	remains the same	
11	Inspections & Tests not previously included above	\$80.72 / hr. 1 hr. min.	\$125.95 / flat rate Plan checks & inspections	
12	Inspections & Tests after hours when available.	\$75.00 / hr.	125.93 / hr. overtime rate. 1 hr. min.	
13	Over the counter, "Rapid Review"	\$80.72 / hr. 1 hr. min.	\$83.95 1 hr. min.	

14	Tents and Membrane	\$121.00	\$125.95	
	Structures		Plan Check = \$83.95	
			Inspection = \$45.00	
15	Alarm Malfunctions		\$200.00 for each	
	3 per calander year		occurance after the	
	no charge		first three	
16	Mitagation fees,		Res. =	
	per sf.		Comm. =	
17	Day Cares,		\$83.95 / each.	
	Small, 8 - 14 people		1 hr. min.	
	Large, 14 or more			
18	Institutional,		\$83.95 / hr.	
	residential care, more		1 hr. min.	
	than 6, less than 50			
19	Institutional,		\$83.95 / hr.	
	50 or more people.		1 hr. min.	
20	Solar instalation,		\$125.95	
	Residential,		\$83.95 Plan Check	
	commercial.		\$45.00 Inspection	
21	Annual State Mandated		\$83.95 / hr.	
	Inspections,		1 hr. min.	
	R1, R2, E's, I,s, A's.			
	(hotels, motels, schools			
	institutions - jails, large			
	assemblies.			