



FRESNO COUNTY FIRE

PROTECTION DISTRICT

Honor, Integrity, Cooperation & Professionalism

MEMORANDUM

Date: 06/10/2021

To: Board Directors

Attn: Mike Del Puppo
President

From: Fire District Staff

Subject: 2021 Protection/Planning Fee Schedule revision

BOARD OF DIRECTOR'S BRIEFING PAPER

ISSUE:

Staff requests that the Board make a motion and approve Resolution 2021-04 to revise the currently adopted Protection and Planning Fee Schedule. This will replace any previous fee schedule.

BACKGROUND:

A revision is needed to the current Protection and Planning Fee Schedule to address increases in District wages and expenses, since the previous fee revision.

DISCUSSION:

A standardized method for calculating fees charged for Protection and Planning services within the District was designed and approved in Ordinance 2017-01. This method analyzed employee costs; equipment costs; travel times and time needed to complete requested services. This analysis led to a Time Motion Study being developed to determine a billable hourly rate for services rendered.

As part of this analysis, staff analyzed time spent completing Protection and Planning service requests. A specific time allocation was made to routine Protection and Planning service requests that accounted for, as appropriate; plan review; travel time, on-site inspections, and an administrative fee. Our time

analysis combined with the revised service descriptions and the time motion study, resulted in the revised Protection and Planning Fee Schedule.

ALTERNATIVES:

The only alternative to the proposed Protection and Planning Fee Schedule revision is to delay the implementation of revised fees. A delay in revising the fee schedule will result in ambiguity for project proponents relating to application of the current fee schedule. A delay would also result in the District not accurately charging for services rendered to project proponents.

IMPACTS (*Consider potential consequences related to each of the following areas of concern for proposed alternatives*):

- Fiscal – The revised fee schedule does not create any new cost to the District. The revised fee schedule should allow for the District to better account for and recoup actual expenses for services provided to project proponents.
- Operational – No known impact
- Legal – No known impact
- Labor – No known impact
- Sociopolitical – No known impact
- Policy – No known impact
- Health and safety – No known impact
- Environmental – No known impact
- Interagency – No known impact


RECOMMENDATION:

Staff recommends that the Board of Directors approve the revised Protection and Planning Fee Schedule. That any Board of Director makes a motion to approve and pass the revised Protection and Planning Fee Schedule, Resolution 2021-04.

APPROVED:



Eric Watkins, Senior Inspector



Date