

AGENDA
EL DORADO HILLS COUNTY WATER DISTRICT
(FIRE DEPARTMENT)
BOARD OF DIRECTORS
EIGHT HUNDRED ELEVENTH MEETING
Thursday, January 16, 2020
5:00 p.m. (Note Special Start Time)
(1050 Wilson Blvd., El Dorado Hills, CA)

- I. Call to Order, Pledge of Allegiance

Adjourn to Closed Session

- II. Closed Session Items

- A. Closed Session pursuant to Government Code Section 54956.9(D)(1):
Conference with legal counsel regarding existing litigation: Thomas and Helen Austin v. The County of El Dorado, et. al.; El Dorado County Superior Court Case No. 21050633
- B. Closed Session pursuant to Government Code Section 54957(b)(1); Public Employee Performance Evaluation: Fire Chief
- C. Closed Session Pursuant to Government Code Sections 54956.9(d)(2) and 54956.9 (d)4); potential litigation; one matter

6:00 p.m. Reconvene to Open Session and Closed Session Reports

- III. Presentation

- A. Badge Pinning for Engineer Ramsey

- IV. Consent Calendar (All matters on the Consent Calendar are to be approved by one motion unless a Board member requests separate action on a specific item.)

- A. Approve Minutes of the 810th Board meeting held December 19, 2019
- B. Approve Financial Statements for December 2019

End Consent Calendar

- V. Oral Communications

- A. EDH Professional Firefighters
- B. EDH Firefighters Association
- C. Any person wishing to address the Board on any item that is not on the Agenda may do so at this time. No action may be taken on off-agenda items unless authorized by law. Comments shall be limited to three minutes per person and twenty minutes for all comments unless otherwise authorized by the Board.

- VI. Correspondence

- VII. Attorney Items

- VIII. Committee Reports

- A. Administrative Committee (Directors Bennett and Hartley)
- B. Finance Committee (Directors Giraudo and White)

- IX. Fire Chief's Report
- X. Operations Report
 - C. Operations Report (Receive and file)
 - D. Review and update regarding Joint Powers Authority
- XI. Fiscal Items
- XII. New Business
 - A. Receive and file a study Prepared by Lutz & Associates on the Community Risk Reduction Division.
 - B. Review and approve Department surplus items
- XIII. Old Business
- XIV. Oral Communications
 - A. Directors
 - B. Staff
 - C. Schedule upcoming committee meetings
- XV. Adjournment

Note: Action may be taken on any item posted on this agenda.

This Board meeting is normally recorded.

EL DORADO HILLS COUNTY WATER DISTRICT

EIGHT HUNDRED TENTH MEETING OF THE BOARD OF DIRECTORS

Thursday, December 19, 2019

5:30 p.m.

District Office, 1050 Wilson Boulevard, El Dorado Hills, CA 95762

I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND RECESS TO CLOSED SESSION

President Giraudo called the meeting to order at 5:30 p.m. and led the Pledge of Allegiance. Directors in attendance: Bennett, Durante, Giraudo, Hartley, and White. Staff in attendance: Chief Johnson and Director of Finance Braddock. Counsel Cook was also in attendance.

Meeting adjourned to closed session at 5:30 p.m.

The meeting reconvened at 6:28 p.m. The Board reported out on Closed Session item A as noted below and took no action during closed session on items B, C, D or E.

II. CLOSED SESSION ITEMS

- A. **Closed Session pursuant to Government Code Section 54956.9(D)(1): Conference with legal counsel regarding existing litigation: LisaMarie Mason v. El Dorado Hills County Water District, et. al.; United States District Court Case No. 2:18-cv-00223-MCE-AC – President Giraudo read the following statement:**

As a result of mediation by a natural third party, the parties have resolved their dispute and the lawsuit will be dismissed. The parties have agreed to treat the terms of the settlement agreement as confidential, except for meeting the District's legal obligation to disclose the settlement amount of \$335,000. The settlement will have no impact on the District's General Fund. The plaintiff is no longer employed by the Fire District. Consistent with our practice of refraining from comment on personnel matters, the District has nothing further to say on this matter. The El Dorado Hills Fire Department is committed to protecting the privacy rights of our employees and providing a harassment free work environment.

- B. **Closed Session pursuant to Government Code Section 54956.9(D)(1): Conference with legal counsel regarding existing litigation: Thomas and Helen Austin v. The County of El Dorado, et. al.; El Dorado County Superior Court Case No. 21050633**
- C. **Closed Session pursuant to Government Code Section 54957(b)(1); Public Employee Performance Evaluation: Fire Chief**
- D. **Closed Session Pursuant to Government Code Sections 54956.9(d)(2) and 54956.9 (d)4); potential litigation; one matter**

- E. **Closed Session pursuant to Government Code Section 54957(b)(1); Conference with Legal Counsel; Consideration of Issues Related to Hiring/Appointment of Public Employee; Position: Fire Marshall**

III. Presentation

- A. **Promotional badge pinning and swear in** – Chief Johnson presented badges to recently promoted Captains Baldwin and Belleci.

IV. CONSENT CALENDAR

- A. **Approve Minutes of the 809th Board meeting held November 21, 2019**
B. **Approve Financial Statements for November 2019**

Director Durante made a motion to approve the consent calendar, seconded by Director White and unanimously carried.

V. ORAL COMMUNICATIONS

- A. **EDH Professional Firefighters** – Mathew Eckhardt, Vice President, gave a recap of the highlights and changes of 2019.
B. **EDH Firefighters Association** – None
C. **Public Comment** – None

VI. CORRESPONDENCE – None

VII. ATTORNEY ITEMS – None

VIII. COMMITTEE REPORTS

- A. **Administrative Committee (Directors Bennett and Durante)**
1. **Approve payment for Training Center Special Use Permit** – Chief Hall explained the special use permit is required to proceed with the Training Center project. The calculated cost of the permit is \$50,692.22.

Director Durante made a motion to approve payment for the Training Center Special Use Permit, seconded by Director White and unanimously carried.

- B. **Finance Committee (Directors Girauo and White)**
1. **Review and approve Rescue Shared Services Agreement** – Chief Johnson presented the proposed 5-year Shared Services agreement with Rescue Fire Protection District. Director Durante asked why the term of the contract is five years. Chief Johnson explained the term is to avoid having to do a contract extension each year. Director White pointed out that there is the ability by either party to terminate the contract unilaterally with a 30-day notice. Director Girauo stated that Rescue FPD will be paying the District \$75,000 per year for services provided to them. Chief Johnson described the services that the District is currently providing. Director Durante asked how the \$75,000 was calculated. Chief Johnson

explained that without tracking staff time hour for hour, it is difficult to come up with an accurate cost. The \$75,000 represents what Rescue FPD can afford and what we are likely giving them in services.

Director Hartley made a motion to approve the Rescue Shared Services Agreement for a 5-year term, seconded by Director White and unanimously carried.

- IX. FIRE CHIEF'S REPORT** – Chief Johnson reported the following to the Board:
- Staff has engaged with a surveyor to look at mapping for Rescue annexation application to LAFCO
 - JPA Chair is now held by Chief Johnson and the Assistant Chair is held by Deputy Chief Lilienthal
 - Chief Cordero was named the new Fire Chief for El Dorado County

Chief Johnson presented a recap of the following recent events and noted that all were successful. He further thanked all that participated in making these events happen:

- “Movember” Golf Tournament
- Snowball Event
- Department Holiday Party
- 56th Annual Santa Run
- Toys for Tots
- Firefighter Thrace Ramsey was promoted to Engineer
- Honor Guard performed the flag fold at funeral for Sacramento Firefighter

X. OPERATIONS REPORT

- A. Operations Report (Receive and file)** – Received and filed
- B. Review and update regarding Joint Powers Authority** – Chief Johnson reported that he will serve as the Chair of the JPA Board for 2020. He explained the focus for 2020 will be building relationships, working on communications and focusing on the last few years of the contract. Director Giraud asked for an update on inter-facility transfers. Staff reported that the number of transfers has improved.

XI. FISCAL ITEMS

- A. Receive and file 2018/19 Final Audit Report (edited)** – Director of Finance Braddock presented the final audit report, explaining the report is the same as what was presented by Audit Partner Brian Nash with the exception of a modification to the training facility footnote on page 31.

XII. NEW BUSINESS

- A. **Review and approve resolution 2019-17 updating the development impact fee schedule for inflation** – Director of Finance Braddock explained the resolution is to adjust the current development impact fee schedule for inflation. She further explained this process is allowed for and described in the adopted Nexus Study, and the County Board of Supervisors will need to approve the new fee schedule once this resolution is adopted. Counsel Cook explained this is the first time we have done an adjustment for inflation and the process should be straight forward but may take some time at the County level.

Director Hartley made a motion to approve resolution 2019-17 updating the development impact fee schedule for inflation, seconded by Director Bennett and unanimously carried (Roll Call: Ayes: 5; Noes: 0).

- B. **Election of Board President and Vice President for 2020** – Director Giraudo thanked his fellow Board Members and Counsel Cook for their support and guidance during his tenure as Board President. He also noted the next year will be Director Hartley’s 20th year serving on the Board.

Director Giraudo made a motion to nominate Director Hartley for 2020 Board President, seconded by Director White and unanimously carried.

Director Hartley made a motion to nominate Director White for 2020 Board Vice President, seconded by Director Bennett and unanimously carried.

- C. **Reorganization of Committees for 2020** – Item deferred to January Board meeting.

- D. **Review and establish meeting dates for 2020** – After some discussion, the Board agreed to keep the meetings at 5:30 p.m. on the third Thursday of each month for 2020.

XIII. OLD BUSINESS

- A. **Review and approve Communications Study Service Agreement with Federal Engineering** – Chief Hall presented the proposed contract with Federal Engineering to complete a communications study for the District. He explained the agreement has been reviewed and edited by Counsel Cook. Director Durante requested that Staff continue to include the Administrative Committee in this process going forward.

Director Bennett made a motion to approve the Communications Study Service Agreement with Federal Engineering, seconded by Director White and unanimously carried.

XIV. ORAL COMMUNICATIONS

- A. **Directors** – Director Bennett congratulated Chief Johnson on becoming JPA

Board Chair. She also thanked department staff for putting on such a wonderful Santa Run event. Director White thanked his fellow Directors and all Department Staff for a great first year on the Board, also noting how much the community appreciates the Santa Run. Director Hartley noted how important the Santa Run event is to the community and the culture of the Department. Director Giraudo personally thanked each member of the Executive Staff as well as all Administrative Staff members, Fire Prevention and the El Dorado Hills Professional Firefighters Local 3604 for all their hard work and all they do for this Department.

B. Staff – Chief Johnson personally thanked each of his Executive Staff for all of their hard work and contributions to this Department. He further thanked Local 3604 for their partnership. He then thanked Issac English for his participation in the Santa Run. He also thanked Steve and Peggy Willis, Noel Stack, Counsel Cook, and the Board of Directors for their service to the public and our community.

C. Schedule upcoming committee meetings – None

XV. ADJOURNMENT

Director Hartley made a motion to adjourn the meeting, seconded by Bennett, and unanimously carried.

The meeting adjourned at 7:30 p.m.

Approved:

John Giraudo, President

Jessica Braddock, Board Secretary

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending December 31, 2019



	FINAL Full Year Budget FY19/20	Actual December 2019	Actual YTD December 31, 2019	Variance YTD Actual to Full Year Budget	(Target 50%) YTD Actual % of Full Year Budget	Notes/Comments
Revenue						
3240 · Tax Revenue						
3260 · Secured Tax Revenue	18,522,265	8,222,347	9,377,497	(9,144,768)		} Property Tax Revenue on target to Budget
3270 · Unsecured Tax Revenue	335,334	19,435	320,979	(14,355)		
3280 · Homeowners Tax Revenue	154,410	23,628	23,628	(130,782)		
3320 · Supplemental Tax Revenue	160,000	34,804	155,199	(4,801)		
3330 · Sacramento County Revenue	17,859	139	139	(17,720)		
3335 · Latrobe Revenue				-		
3335.2 · Latrobe Special Tax	36,840	15,897	18,522	(18,318)		
3335.3 · Latrobe Base Transfer	79,000		-	(79,000)		
3340 · Property Tax Administration Fee	(398,750)	(377,298)	(377,298)	21,452		
Total 3240 · Tax Revenue	18,906,958	7,938,952	9,518,667	(9,388,291)	50%	
3505 · Misc. Revenue, Vacant Lot	-	18,619	(28,001)	(28,001)	-100%	Timing of recovery
3506 · Misc. Revenue, Fire Prev. Fees	120,000	43,448	93,051	(26,949)	78%	Partially offset by higher Interest charges
3510 · Misc. Operating Revenue						
3512 · JPA Revenue	1,150,000	-	575,000	(575,000)	50%	
3513 · Rental Income (Cell site)	28,980	4,515	22,890	(6,090)	79%	Additional Cell Site Rent Collected for Verizon 85 Tower
3515 · OES/Mutual Aid Reimbursement	216,000	170,563	196,987	(19,013)	91%	Timing/Severity of Fire Season
3520 · Interest Earned	380,000	2,131	96,946	(283,054)	26%	Timing of Collection
3510 · Misc. Operating Revenue - Other	20,000	-	24,763	4,763	124%	Workers' Comp Reimbursements
Total 3510 · Misc. Operating Revenue	1,794,980	177,210	916,586	(878,394)	51%	
Total Operating Revenue	\$ 20,821,938	\$ 8,178,229	\$ 10,500,304	\$ (10,321,634)	50%	
3550 · Development Fee						
3560 · Development Fee Revenue	1,000,000	353,270	836,693	(163,307)	84%	} December revenue higher than average
3561 · Development Fee Interest	-	17,303	93,135	93,135	100%	
Total 3550 · Development Fee	1,000,000	370,573	929,828	(70,172)	93%	
3568 · Proceeds from Insurance	-	-	-	-	0%	
3570 · Proceeds from Sale of Assets	-	-	-	-	0%	
Total Revenue	\$ 21,821,938	\$ 8,548,802	\$ 11,430,132	\$ (10,391,806)	52%	

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending December 31, 2019



	FINAL Full Year Budget FY19/20	Actual December 2019	Actual YTD December 31, 2019	Variance YTD Actual to Full Year Budget	(Target 50%) YTD Actual % of Full Year Budget	Notes/Comments
Expenditures						
6000 · Salaries & Wages						
6001 · Salaries & Wages, Fire	6,675,922	539,171	3,344,882	3,331,041	50%	
6011 · Education/Longevity Pay	598,048	39,226	272,296	325,751	46%	
6016 · Salaries & Wages, Admin/Prev	916,847	73,550	401,510	515,337	44%	Savings due to Fire Marshal vacancy
6017 · Volunteer Pay	21,060	-	1,170	19,890	6%	Intern stipends less than anticipated in budget
6018 · Director Pay	14,000	1,200	6,900	7,100	49%	
6019 · Overtime						
6019.1 · Overtime, Operational	1,445,613	(27,413)	760,691	684,922	53%	
6019.2 · Overtime, Outside Aid	180,000	141,462	163,533	16,467	91%	
6019.3 · Overtime, JPA	200,000	5,495	66,640	133,360	33%	
Total 6019 · Overtime	1,825,613	119,543	990,864	834,749	54%	Strike Team Season
6020 · P.E.R.S. Retirement	2,843,912	135,096	1,944,623	899,288	68%	Annual required lump sum payments made in Jul-19
6030 · Workers Compensation	611,933	43,011	258,063	353,870	42%	
6031 · Life Insurance	6,895	517	2,531	4,364	37%	
6032 · P.E.R.S. Health Benefits	1,843,059	147,164	976,105	866,954	53%	Timing of payments - Dec payment made in Nov
6033 · Disability Insurance	21,948	1,741	9,848	12,100	45%	
6034 · Health Cost of Retirees	1,041,804	62,456	705,663	336,141	68%	Annual lump sum payment made in Oct
6040 · Dental/Vision Expense	226,620	8,425	63,496	163,124	28%	Timing of reimbursements
6050 · Unemployment Insurance	15,120	70	795	14,325	5%	
6070 · Medicare	146,004	11,420	73,275	72,729	50%	
Total 6000 · Salaries & Wages	16,808,784	1,182,589	9,052,022	7,756,763	54%	
6100 · Clothing & Personal Supplies						
6101 · Uniform Allowance	56,800		25,554	31,246	45%	
6102 · Other Clothing & Personal Supplies	285,920	4,379	27,247	258,673	10%	Timing of turnout purchases/active shooter gear
Total 6100 · Clothing & Personal Supplies	342,720	4,379	52,802	289,918	15%	
6110 · Network/Communications						
6111 · Telecommunications	43,780	3,343	15,063	28,717	34%	
6112 · Dispatch Services	60,000		-	60,000	0%	Billed quarterly

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending December 31, 2019



	FINAL Full Year Budget FY19/20	Actual December 2019	Actual YTD December 31, 2019	Variance YTD Actual to Full Year Budget	(Target 50%) YTD Actual % of Full Year Budget	Notes/Comments
6113 · Network/Connectivity	59,367	3,117	18,459	40,908	31%	Timing of station internet upgrade
Total 6110 · Communications	163,147	6,460	33,522	129,625	21%	
6120 · Housekeeping	39,011	5,180	20,967	18,044	54%	
6130 · Insurance						
6131 · General Insurance	60,000	(20,213)	58,561	1,439	98%	Annual Insurance renewal in October 2019
Total 6130 · Insurance	60,000	(20,213)	58,561	1,439	98%	
6140 · Maintenance of Equipment						
6141 · Tires	28,000	2,139	10,559	17,441	38%	
6142 · Parts & Supplies	35,000	494	8,112	26,888	23%	
6143 · Outside Work	150,000	15,386	64,352	85,648	43%	
6144 · Equipment Maintenance	48,600	4,503	7,524	41,077	15%	
6145 · Radio Maintenance	27,780	3,029	18,415	9,365	66%	
Total 6140 · Maintenance of Equipment	289,380	25,551	108,962	180,418	38%	Timing of maintenance
6150 · Maintenance, Structures & Ground	268,594	14,927	49,095	219,499	18%	Timing of maintenance
6160 · Medical Supplies						
6161 · Medical Supplies	5,500	-	506	4,994	9%	
Total 6160 · Medical Supplies	5,500	-	506	4,994	9%	
6170 · Dues and Subscriptions	16,655	524	7,541	9,114	45%	
6180 · Miscellaneous						
6181 · Miscellaneous	12,000	1,830	3,052	8,948	25%	Feb Dinner timing
6182 · Honor Guard	5,375	257	1,067	4,308	20%	
6183 · Explorer Program	3,500	332	1,010	2,490	29%	
6184 · Pipes and Drums	4,500	-	-	4,500	0%	
Total 6180 · Miscellaneous	25,375	2,419	5,129	20,246	20%	
6190 · Office Supplies	23,472	2,184	16,141	7,331	69%	
6200 · Professional Services						
6201 · Audit	15,900	1,220	14,300	1,600	90%	Audit completed in Nov-19
6202 · Legal/Human Resources	261,770	22,521	116,804	144,966	45%	

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending December 31, 2019



	FINAL Full Year Budget FY19/20	Actual December 2019	Actual YTD December 31, 2019	Variance YTD Actual to Full Year Budget	(Target 50%) YTD Actual % of Full Year Budget	Notes/Comments
6203 · Notices	2,500	-	384	2,116	15%	
6204 · Other Professional Services	217,575	2,912	43,663	173,912	20%	Radio Engineering Study timing
6205 · Elections/Tax Administration	-		-	-	0%	
6206 · Public Relations	3,253	295	295	2,958	9%	
Total 6200 · Professional Services	500,998	26,948	175,446	325,553	35%	
6210 · Information Technology						
6211 · Software Licenses/Subscriptions	116,912	6,287	81,738	35,174	70%	
6212 · IT Support/Implementation	113,000	9,389	46,024	66,976	41%	
6213 · IT Equipment	79,550	-	6,257	73,293	8%	Firewall upgrade capitalized (\$20k); Timing of Server OS Upgrade
Total 6210 · Information Technology	309,462	15,675	134,019	175,443	43%	
6220 · Rents and Leases						
6221 · Facilities/Equipment Lease	35,333		-	35,333	0%	Timing of Employee Development Center Lease
6222 · Solar Lease	68,124	5,680	33,889	34,235	50%	
Total 6220 · Rents and Leases	103,457	5,680	33,889	69,568	33%	
6230 · Small Tools and Supplies	108,686	573	35,422	73,264	33%	
6240 · Special Expenses						
6241 · Training	145,107	3,630	31,849	113,258	22%	Timing: some delays due to development of training document
6242 · Fire Prevention	80,550	22,013	60,087	20,463	75%	Interwest: Timing of Prevention Month & Santa Run
6243 · Licenses	-	400	400	(400)	100%	
Total 6240 · Special Expenses	225,657	26,043	92,336	133,321	41%	
6250 · Transportation and Travel						
6251 · Fuel and Oil	68,171	7,958	37,489	30,681	55%	
6252 · Travel	18,000	4,152	15,552	2,448	86%	CallJac Conference - will seek reimbursement
6253 · Meals & Refreshments	18,555	2,980	9,181	9,374	49%	
Total 6250 · Transportation and Travel	104,726	15,091	62,223	42,503	59%	
6260 · Utilities						
6261 · Electricity	16,872	406	1,193	15,679	7%	Timing of annual true-ups
6262 · Natural Gas/Propane	20,000	791	4,118	15,882	21%	More natural gas used in winter season

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending December 31, 2019



	FINAL Full Year Budget FY19/20	Actual December 2019	Actual YTD December 31, 2019	Variance YTD Actual to Full Year Budget	(Target 50%) YTD Actual % of Full Year Budget	Notes/Comments
6263 · Water/Sewer	20,000	3,487	9,625	10,375	48%	
Total 6260 · Utilities	56,872	4,684	14,936	41,936	26%	
Total Operating Expenditures	\$ 19,452,497	\$ 1,318,694	\$ 9,953,517	\$ 9,498,980	51%	
Operating Revenue - Operating Expenditures	\$ 1,369,441	\$ 6,859,534	\$ 546,787	\$ 822,654		
6560 · Pension UAL Lump Sum Payment	1,500,000	-	1,000,000	500,000	67%	Lump sum payment made to PARS in Jul-19
6570 · OPEB UAL Lump Sum Payment	-	-	-	-	0%	
6720 · Fixed Assets	1,050,023	71,159	236,177	813,846	22%	
Total Expenditures	\$ 22,002,520	\$ 1,389,853	\$ 11,189,694	\$ 10,812,826	51%	
Total Revenue - Total Expense	\$ (180,582)	\$ 7,158,949	\$ 240,438	\$ 421,021		
Less: Development Fee Revenue	(1,000,000)		(929,828)			
Add: Development Fee Qualified Expenditures	526,500		83,405			
Total Revenue - Total Expense Net of Dev Fees	\$ (654,082)		\$ (605,985)			

El Dorado Hills Fire Department

1/10/2020 11:54 AM

Register: 1000 · Bank of America
 From 12/01/2019 through 12/31/2019
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/01/2019	EFT	De Lage Landen Fin...	6190 · Office Supplies	Account # 988...	230.59	X		253,606.62
12/01/2019	EFT	Technology Credit C...	-split-	Dec-19	5,680.00	X		247,926.62
12/03/2019		Transfer from LAIF	1074 · Local Agency I...	Confirm #1586...		X	600,000.00	847,926.62
12/04/2019	EFT	P.E.R.S. Retirement	-split-	PR19-10-2 Ret...	1,857.27	X		846,069.35
12/04/2019	EFT	ADP (FSA)	-split-		430.44	X		845,638.91
12/05/2019	EFT	P.E.R.S. Retirement	-split-	PR19-12-1	99,380.15	X		746,258.76
12/05/2019	EFT	P.E.R.S. ING	-split-	PR19-12-1	3,665.46	X		742,593.30
12/05/2019	EFT	ADP (FSA)	-split-		284.62	X		742,308.68
12/05/2019	PR19-12-1		-split-	Total Payroll T...	80,868.01	X		661,440.67
12/05/2019	PR19-12-1		1000 · Bank of Americ...	Direct Deposit	269,760.35	X		391,680.32
12/05/2019	PR19-12-1		1000 · Bank of Americ...	Payroll Checks		X		391,680.32
12/09/2019		Transfer from Paypal	1010 · Paypal	Deposit		X	28,850.19	420,530.51
12/09/2019	EFT	P. G. & E.	-split-	Nov-19	252.28	X		420,278.23
12/09/2019	EFT	ADP (FSA)	-split-		11.99	X		420,266.24
12/09/2019	22810	7th Dimension, LLC	6212 · IT Support/Impl...	Inv # 182213	8,848.79	X		411,417.45
12/09/2019	22811	A-CHECK	6202 · Legal/Human R...	Inv # 59-06037...	15.00	X		411,402.45
12/09/2019	22812	Advanced IPM	-split-		240.00	X		411,162.45
12/09/2019	22813	Allstar Fire Equipme...	-split-	Inv# 219658 / ...	3,610.24	X		407,552.21
12/09/2019	22814	Aramark	-split-	Acct. # 792270...	74.90	X		407,477.31
12/09/2019	22815	AT&T	-split-	Nov-19	289.21	X		407,188.10
12/09/2019	22816	Best Best & Krieger	6202 · Legal/Human R...	Inv # 864426	483.60	X		406,704.50
12/09/2019	22817	Big O Tires	6141 · Tires		269.50	X		406,435.00
12/09/2019	22818	Brad Ballenger	6040 · Dental/Vision R...		98.00	X		406,337.00
12/09/2019	22819	CA Assoc. of Profess...	6033 · Disability Insur...	DECEMBER 2...	1,740.50	X		404,596.50
12/09/2019	22820	California Family Fit...	6204 · Other Professio...	Inv # 12032019	174.98	X		404,421.52
12/09/2019	22821	Capital Building Mai...	6120 · Housekeeping	Invoice # 11617	723.06	X		403,698.46
12/09/2019	22822	Cresco-Sacramento	6120 · Housekeeping	Invoice # IVS-...	1,328.74	X		402,369.72
12/09/2019	22823	Domco Plumbing, Inc.	6150 · Maintenance,Str...	Invoice # 116940	5,215.00	X		397,154.72
12/09/2019	22824	Doug Veerkamp	-split-		1,782.45	X		395,372.27
12/09/2019	22825	FasTrak Violation Pr...	6252 · Travel	Violation # T7...	31.00	X		395,341.27
12/09/2019	22826	FedEx	6190 · Office Supplies	Acct 5320-132...	55.13	X		395,286.14
12/09/2019	22827	Fit Guard	-split-		480.00	X		394,806.14
12/09/2019	22828	G & O Body Shop Inc.	6143 · Outside Work	Inv # 0056634	85.00	X		394,721.14
12/09/2019	22829	Gold Country Media	-split-	Invoice # 98525	295.00	X		394,426.14
12/09/2019	22830	InterState Oil Compa...	-split-		4,972.59	X		389,453.55
12/09/2019	22831	Interwest Consulting ...	-split-		12,055.84	X		377,397.71
12/09/2019	22832	James Davidson	6040 · Dental/Vision R...		141.00	X		377,256.71
12/09/2019	22833	Liebert Cassidy Whit...	-split-	Invoice # 1487...	6,420.75	X		370,835.96
12/09/2019	22834	Lehr Auto Electric, Inc	6143 · Outside Work		220.40	X		370,615.56
12/09/2019	22835	L.N. Curtis & Sons	-split-		1,098.25	X		369,517.31

El Dorado Hills Fire Department

1/10/2020 11:54 AM

Register: 1000 · Bank of America
 From 12/01/2019 through 12/31/2019
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/09/2019	22836	Managed Health Net...	6204 · Other Professio...	Invoice # PRM...	654.59	X		368,862.72
12/09/2019	22837	Blue Ribbon Personn...	-split-		7,342.65	X		361,520.07
12/09/2019	22838	National Garage Doo...	-split-	Invoice # 1230...	762.19	X		360,757.88
12/09/2019	22839	North State Tire Co., ...	6141 · Tires	Invoice # K100...	1,754.92	X		359,002.96
12/09/2019	22840	Richardson & Comp...	6201 · Audit	Invoice No. 11...	1,220.00	X		357,782.96
12/09/2019	22841	Roebbelen Construct...	-split-	Invoice # 5	4,920.00	X		352,862.96
12/09/2019	22842	SignChef Inc.	-split-		386.75	X		352,476.21
12/09/2019	22843	Signal Service	6150 · Maintenance,Str...	Invoice # 308145	126.00	X		352,350.21
12/09/2019	22844	Silverado Avionics	6145 · Radio Maintena...	Invoice # 9814	817.79	X		351,532.42
12/09/2019	22845	The Fire Connection	6102 · Other Clothing ...	Invoice # 13040	1,154.46	X		350,377.96
12/09/2019	22846	Standard Insurance Co.	6031 · Life Insurance	Policy # 00 359...	516.80	X		349,861.16
12/09/2019	22847	WageWorks	6204 · Other Professio...	Invoice # INV1...	96.15	X		349,765.01
12/09/2019	22848	Bobbi Bennett	-split-	Nov-19	200.00	X		349,565.01
12/09/2019	22849	Greg F. Durante (Di...	-split-	Nov-19	200.00	X		349,365.01
12/09/2019	22850	Charles J. Hartley	-split-	Nov-19	200.00	X		349,165.01
12/09/2019	22851	John Giraud	-split-	Nov-19	300.00	X		348,865.01
12/09/2019	22852	Timothy J. White	-split-	Nov-19	300.00	X		348,565.01
12/09/2019	22853	Connie Bair	6040 · Dental/Vision R...		150.00	X		348,415.01
12/09/2019	22854	Brian Bresnahan	6040 · Dental/Vision R...		150.00	X		348,265.01
12/09/2019	22855	David Kennedy	6040 · Dental/Vision R...		100.00	X		348,165.01
12/09/2019	22856	John Niehues	6040 · Dental/Vision R...		150.00	X		348,015.01
12/09/2019	22857	Dwight Piper	6040 · Dental/Vision R...		150.00	X		347,865.01
12/09/2019	22858	Sean Ward	6040 · Dental/Vision R...		150.00	X		347,715.01
12/09/2019	22859	Jon A. Zellhoefer	6040 · Dental/Vision R...		150.00	X		347,565.01
12/09/2019	22860	Wells Fargo Bank	2026 · EDH Associate...	Deposit to Acct...	5,353.40	X		342,211.61
12/09/2019	22861	Chase Bank	2029 · Other Payable	Nov 7, 21	425.00	X		341,786.61
12/10/2019	EFT	U.S. Bank Telepay	2010 · Accounts Payable	Ref # 1214121...	19,714.72	X		322,071.89
12/10/2019	EFT	Nationwide Retireme...	-split-	PR19-12-1	21,048.92	X		301,022.97
12/11/2019	EFT	ADP (FSA)	-split-		1,525.17	X		299,497.80
12/12/2019		Deposit	3330 · Sacramento Cou...	Deposit		X	139.19	299,636.99
12/12/2019	EFT	P. G. & E.	-split-	Nov-19	253.52	X		299,383.47
12/12/2019	EFT	ADP (FSA)	-split-		310.00	X		299,073.47
12/13/2019	EFT	ADP	6204 · Other Professio...	PR19-11-1; PR...	983.31	X		298,090.16
12/13/2019	EFT	ADP HCM	6204 · Other Professio...	Workforce No...	255.60	X		297,834.56
12/15/2019			6204 · Other Professio...	Service Charge	280.55	X		297,554.01
12/15/2019	EFT	Verizon Wireless	-split-	Nov-19	304.82	X		297,249.19
12/15/2019	EFT	Verizon Wireless	-split-	Nov-19	1,292.34	X		295,956.85
12/15/2019	EFT	Verizon Wireless	-split-	Nov-19	70.28	X		295,886.57
12/15/2019	EFT	Verizon Wireless	-split-	Nov-19	884.54	X		295,002.03
12/17/2019		Transfer from LAIF	1074 · Local Agency I...	Confirm # 158...		X	650,000.00	945,002.03

El Dorado Hills Fire Department

1/10/2020 11:54 AM

Register: 1000 · Bank of America
 From 12/01/2019 through 12/31/2019
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/18/2019		Transfer from Paypal	1010 · Paypal	Deposit		X	13,352.06	958,354.09
12/18/2019	EFT	P.E.R.S. Retirement (...)	6204 · Other Professio...	Safety/Non-Saf...	300.00	X		958,054.09
12/18/2019	EFT	El Dorado Disposal S...	-split-	11/01/19-11/30...	861.38	X		957,192.71
12/19/2019		Deposit	-split-	Deposit		X	4,390.65	961,583.36
12/19/2019	EFT	P.E.R.S. ING	-split-	PR19-12-2	3,303.52	X		958,279.84
12/19/2019	EFT	P.E.R.S. Health	-split-	January 2020	210,110.21	X		748,169.63
12/19/2019	EFT	P.E.R.S. Retirement	-split-	PR19-12-2	95,072.28	X		653,097.35
12/19/2019	EFT	ADP (FSA)	-split-		359.50	X		652,737.85
12/19/2019	22862	Aramark	6120 · Housekeeping	Acct. # 792270...	31.20	X		652,706.65
12/19/2019	22863	Big O Tires	6141 · Tires		115.02	X		652,591.63
12/19/2019	22864	Blue Ribbon Personn...	-split-		1,437.45	X		651,154.18
12/19/2019	22865	Caltronics Business ...	6190 · Office Supplies	Invoice # 2921...	598.12	X		650,556.06
12/19/2019	22866	Cummins Pacific Sac...	6143 · Outside Work	Invoice # Y5-2...	11,918.69	X		638,637.37
12/19/2019	22867	Dennis Ferguson	6242 · Fire Prevention		53.68	X		638,583.69
12/19/2019	22868	FedEx	6190 · Office Supplies	Acct 5320-132...	44.44	X		638,539.25
12/19/2019	22869	Ferrell Gas	6262 · Natural Gas/Pro...	Account # 886...	287.10	X		638,252.15
12/19/2019	22870	Fit Guard	6144 · Equipment Mai...		226.28	X		638,025.87
12/19/2019	22871	Folsom Lawn & Pow...	6233 · Station Tools/S...	Invoice # 228765	35.77			637,990.10
12/19/2019	22872	Hefner, Stark & Mar...	-split-	Statement # 38...	13,008.00	X		624,982.10
12/19/2019	22873	The Home Depot Pro	-split-		790.50	X		624,191.60
12/19/2019	22874	InterState Oil Compa...	-split-		2,953.88	X		621,237.72
12/19/2019	22875	Interwest Consulting ...	6242 · Fire Prevention	Invoice # 55313	5,754.25	X		615,483.47
12/19/2019	22876	Kaiser Foundation H...	-split-	Account # 320...	65.00	X		615,418.47
12/19/2019	22877	Kronos	-split-	Invoice # 1153...	5,508.50	X		609,909.97
12/19/2019	22878	L.N. Curtis & Sons	-split-	INV338045 / I...	705.07	X		609,204.90
12/19/2019	22879	Larry R. Fry	-split-		353.73	X		608,851.17
12/19/2019	22880	Lehr Auto Electric, Inc	6143 · Outside Work	Invoice # SI38...	376.22	X		608,474.95
12/19/2019	22881	Longyear & Lavra L...	6202 · Legal/Human R...	Invoice # 19645	2,486.59			605,988.36
12/19/2019	22882	Motorola Solutions Inc	-split-	Customer Acct....	63,747.81	X		542,240.55
12/19/2019	22883	Nick Sharples Produ...	6242 · Fire Prevention	Invoice # 1488	1,150.00	X		541,090.55
12/19/2019	22884	PowerGen Inc.	-split-		7,610.23	X		533,480.32
12/19/2019	22885	Preferred Alliance, Inc.	6202 · Legal/Human R...	Invoice # 0152...	42.00	X		533,438.32
12/19/2019	22886	Riebes Auto Parts	6142 · Parts & Supplies	Invoice # 342177	110.00	X		533,328.32
12/19/2019	22887	Roebbelen Construct...	-split-	Invoice # 6	3,100.00	X		530,228.32
12/19/2019	22888	Rotary	-split-	Dec 2019 Dues...	510.00			529,718.32
12/19/2019	22889	Triangle Well Drilling	6150 · Maintenance,Str...	Invoice # 13427	150.00			529,568.32
12/19/2019	22890	Chima's Towing	6143 · Outside Work	Invoice # 12429	678.00	X		528,890.32
12/19/2019	22891	Chase Bank	2029 · Other Payable	Dec 5, 19	350.00	X		528,540.32
12/19/2019	22892	Wells Fargo Bank	2026 · EDH Associate...	Deposit to Acct...	5,261.10	X		523,279.22
12/19/2019	PR19-12-2		-split-	Total Payroll T...	64,411.43	X		458,867.79

El Dorado Hills Fire Department

1/10/2020 11:54 AM

Register: 1000 · Bank of America
 From 12/01/2019 through 12/31/2019
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/19/2019	PR19-12-2		1000 · Bank of Americ...	Direct Deposit	244,176.32	X		214,691.47
12/19/2019	PR19-12-2		1000 · Bank of Americ...	Payroll Checks		X		214,691.47
12/20/2019	EFT	Nationwide Retireme...	-split-	PR19-12-2	21,048.92	X		193,642.55
12/23/2019	EFT	P. G. & E.	-split-	Nov-19	361.23	X		193,281.32
12/23/2019	EFT	ADP (FSA)	-split-		300.00	X		192,981.32
12/24/2019	EFT	Verizon Wireless	-split-	Nov-19	532.14	X		192,449.18
12/24/2019	EFT	Verizon Wireless	-split-	Nov-19	40.01	X		192,409.17
12/26/2019	EFT	ADP (FSA)	-split-		361.49	X		192,047.68
12/30/2019	EFT	State Compensation ...	6030 · Workers Compe...	Policy # 11048...	43,010.58	X		149,037.10
12/31/2019		Transfer from LAIF	1074 · Local Agency I...	Confirm #1588...		X	600,000.00	749,037.10
12/31/2019		Deposit	3513 · Rental Income (...)	Deposit		X	2,100.00	751,137.10
12/31/2019	EFT	ADP (FSA)	-split-		48.76			751,088.34

EL DORADO HILLS FIRE DEPARTMENT
“YOUR SAFETY ... OUR COMMITMENT”



MONTHLY OPERATIONS REPORT
DECEMBER 2019

*All times are collected using a combination of Active 911 and Crystal Reports. The times are provided with the best accuracy possible given the limitations of technology in our system. The current system does not allow for accurate data collection.

Response (Per District) - 2019 vs. 2018

Response District	# of Responses <u>DEC. 2019</u>	# of Responses <u>Y.T.D. 2019</u>	# of Responses <u>DEC. 2018</u>	# of Responses <u>Y.T.D. 2018</u>
84	77	861	63	776
85	80	871	71	803
86	41	528	46	568
87	97	1,143	70	1,049
91	1	77	4	64
92	4	33	2	24
Mutual Aid	67	743	45	877
Transfer	22	246	18	243
TOTALS	389	4,502	319	4,404

Report: Tools - Queries – Incident Report Queries – NFIRS Incident Queries – Incidents By District (Summary)
 Note: Run all Districts on 1 page each (manually add subdistricts)

Response (Per Unit) – 2019 vs. 2018

Unit Number	# of Responses <u>DEC. 2019</u>	# of Responses <u>Y.T.D. 2019</u>	# of Responses <u>DEC. 2018</u>	# of Responses <u>Y.T.D. 2018</u>	# of Responses <u>TOTAL 2018</u>
E-84	91	943	64	872	872
T-85/E-85	106	1,168	103	1,146	1,146
E-86	60	700	58	813	813
E-87	112	1,248	78	1,163	1,163
E-91/P-91	17	276	20	241	241
M-85	211	2,332	179	2,307	2,307
B-85	53	669	61	704	704

Report: Tools - Queries – Incident Report Queries – NFIRS Incident Queries – Incidents By Unit By District
 Note: Run all Units (Monthly/YTD/Yearly) Report total number per report

Emergency Response Summary – Medic Units Response Time - El Dorado December 2019

URBAN RESPONSE.

11-minutes, 90% of time

Response Time Between 00:00:00 - 00:00:59	2.25%
Response Time Between 00:01:00 - 00:01:59	3.37%
Response Time Between 00:02:00 - 00:02:59	7.49%
Response Time Between 00:03:00 - 00:03:59	18.35%
Response Time Between 00:04:00 - 00:04:59	37.08%
Response Time Between 00:05:00 - 00:05:59	55.43%
Response Time Between 00:06:00 - 00:06:59	65.92%
Response Time Between 00:07:00 - 00:07:59	73.41%
Response Time Between 00:08:00 - 00:08:59	82.77%
Response Time Between 00:09:00 - 00:09:59	89.51%
Response Time Between 00:10:00 - 00:10:59	92.88%

Response (By Type of Call) – December 2019

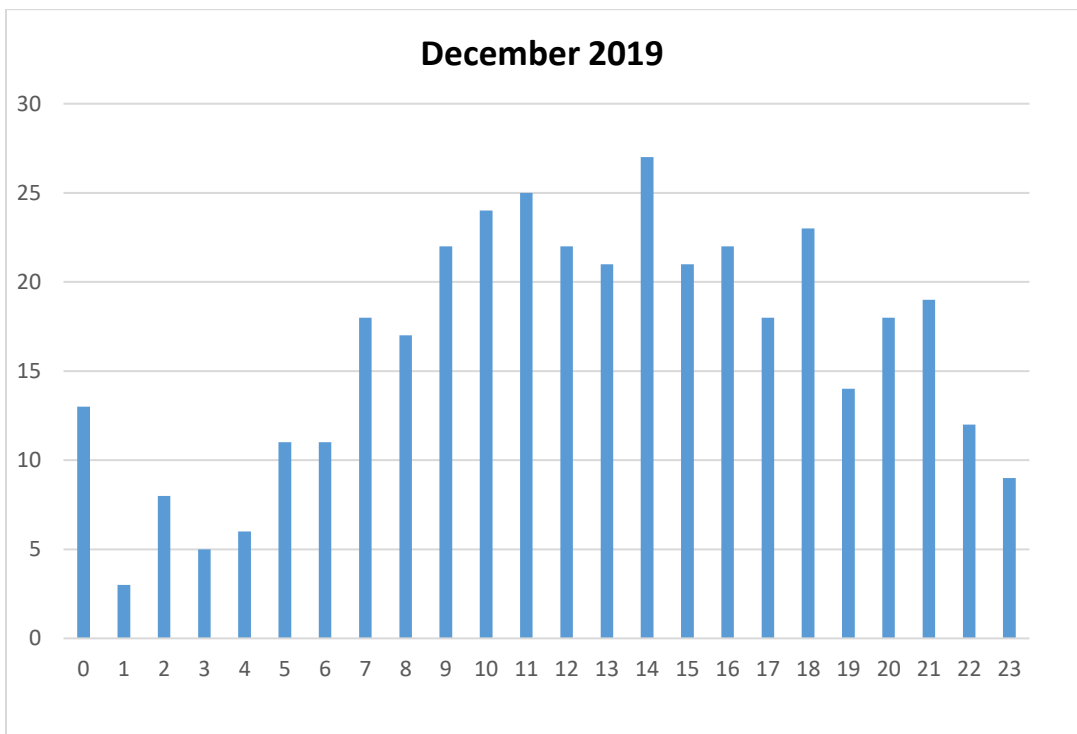
RESPONSE DISTRICT	FIRE CALLS	EXPLOSIONS	EMS, RESCUE, ACCIDENT	HAZARDOUS CONDITION	SERVICE CALLS	GOOD INTENT CALLS	FALSE ALARMS	SEVERE WEATHER CALLS	SPECIAL, OTHER CALLS
84	2	0	42	2	8	12	11	0	0
85	0	0	54	3	12	6	5	0	0
86	0	0	32	1	5	1	2	0	0
87	0	0	68	2	12	8	7	0	0
91	0	0	1	0	0	0	0	0	0
92	0	0	3	0	0	0	1	0	0
A/M	1	0	63	1	2	21	1	0	0
TOTAL	3	0	263	9	39	48	27	0	0

(Totals exclude transfers by M85)

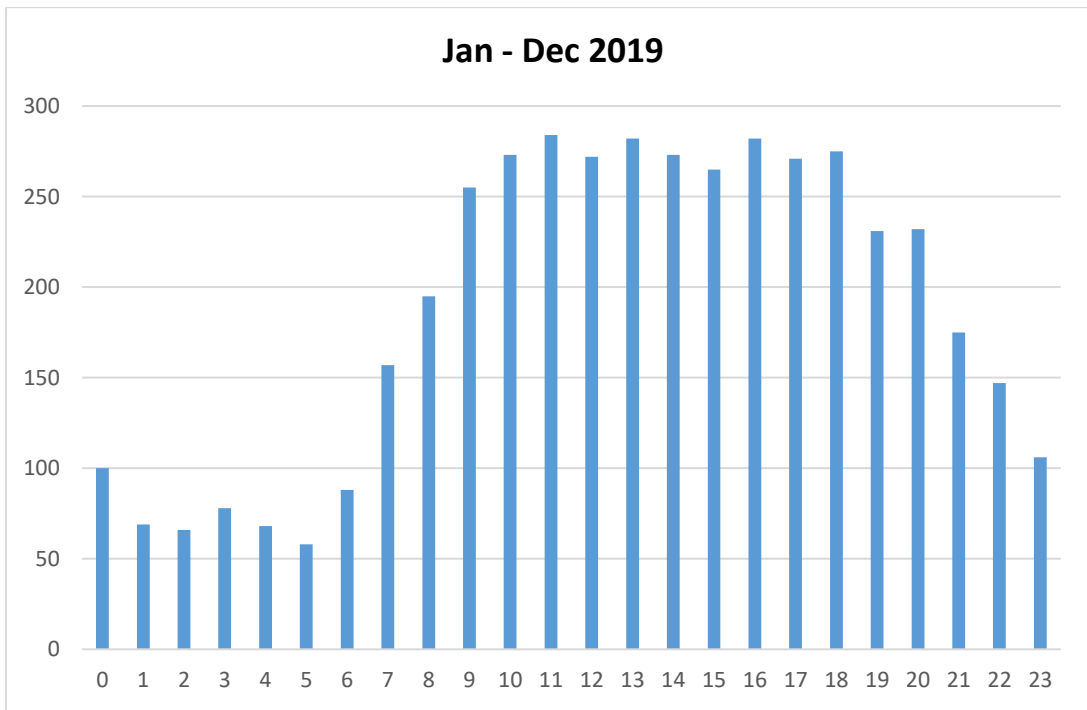
Incident Type	Incident Description	Number of Incidents
111	Building fire	2
142	Brush or brush-and-grass mixture fire	1
321	EMS call, excluding vehicle accident with injury	4
321C	EMS call, Cardiac	17
321G	EMS call, General Medical	140
321N	EMS call, Cancelled at Scene No Pt. Contact	6

321R	EMS call, Respiratory	17
321T	EMS call, Trauma, excluding veh. accident with injury	37
321X	EMS call, Transfer	20
322	Motor vehicle accident with injuries	11
323	Motor vehicle/pedestrian accident (MV Ped)	1
324	Motor Vehicle Accident with no injuries	9
381	Rescue or EMS standby	1
412	Gas leak (natural gas or LPG)	4
424	Carbon monoxide incident	1
441	Heat from short circuit (wiring), defective/worn	1
445	Arcing, shorted electrical equipment	3
500	Service Call, other	2
510	Person in distress, Other	4
521	Water evacuation	2
522	Water or steam leak	1
531	Smoke or odor removal	1
540	Animal problem, Other	1
550	Public service assistance, Other	1
551	Assist police or other governmental agency	1
554	Assist invalid	24
571E	ENGINE/TRUCK Cover assignment, standby, moveup	2
611	Dispatched & cancelled en route	4
611A	Dispatched & canceled en route Fire Alarm	2
611F	Dispatched & canceled en route to Fire	5
611M	Dispatched & canceled en route Medical	16
611S	Dispatched & canceled en route Special Duty	1
611T	Dispatched & canceled en route Traffic Collision	5
622	No Incident found on arrival at dispatch address	7
631	Authorized controlled burning	4
651	Smoke scare, odor of smoke	1
652	Steam, vapor, fog or dust thought to be smoke	2
671	HazMat release investigation w/no HazMat	1
700	False alarm or false call, Other	2
733	Smoke detector activation due to malfunction	5
735	Alarm system sounded due to malfunction	4
736	CO detector activation due to malfunction	6
743	Smoke detector activation, no fire - unintentional	2
744	Detector activation, no fire - unintentional	3
745	Alarm system activation, no fire - unintentional	4
746	Carbon monoxide detector activation, no CO	1

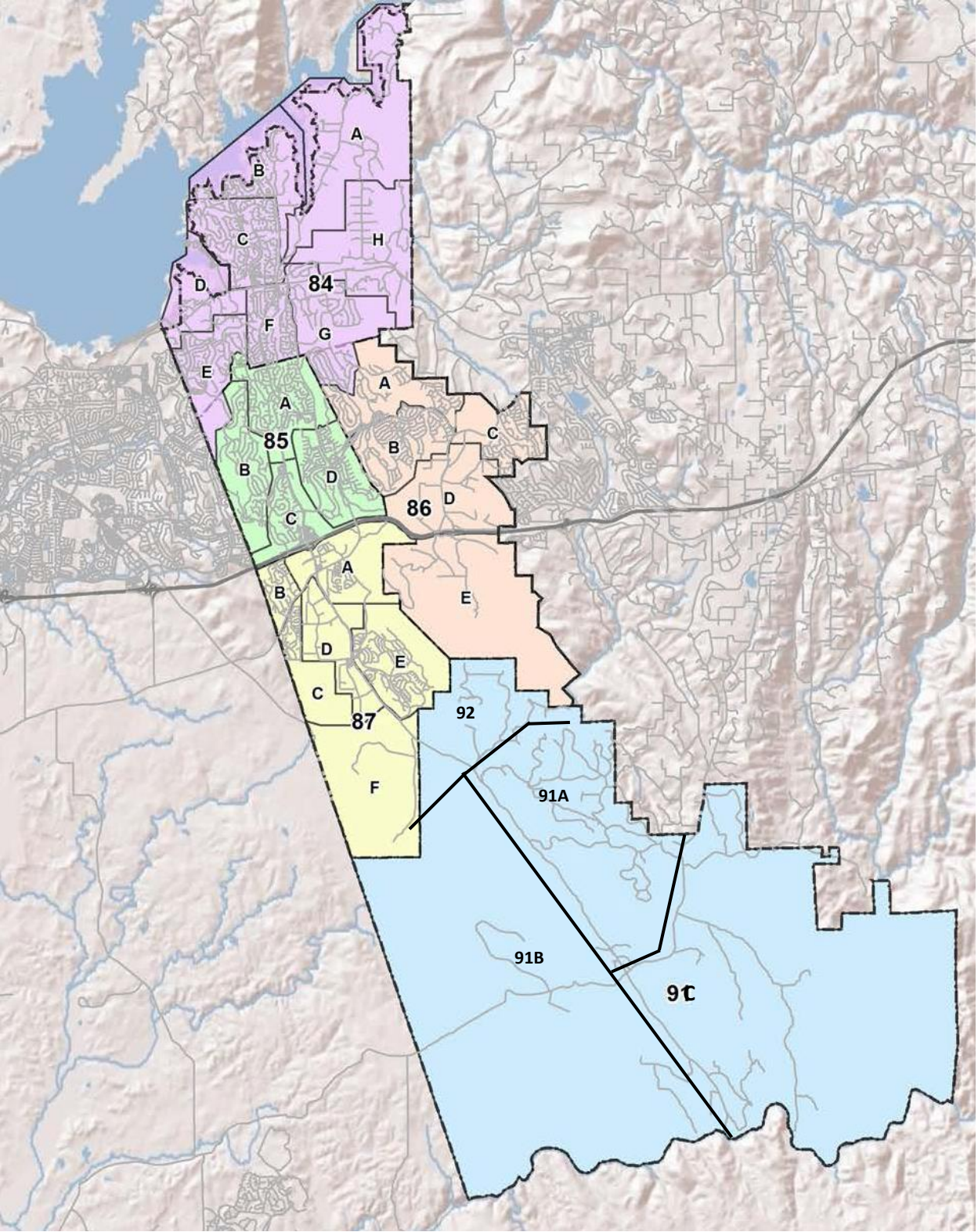
Incidents by Hour of the Day



Hour of Day



Hour of Day



Big Rig Motor Vehicle Accident

December 10, 2019



Structure Fire 38843 Ridgeview Dr.

December 23, 2019







EL DORADO HILLS FIRE DEPARTMENT

QUARTERLY TRAINING REPORT OCTOBER - DECEMBER 2019

“YOUR SAFETY ... OUR COMMITMENT”

TRAINING HOURS

TOTAL HOURS FOR ALL PERSONNEL = 4945

SIGNIFICANT TRAINING

- EDH probationary firefighters continue to progress well in their training. They are scheduled to complete probation in the next quarter. Training has been evaluating two Rescue probationary firefighters as well with good progress.
- Crews attended a multi-agency, multi-company, multi-story commercial structure fire response drill. This was held in the Town Center with approval of local property management. Crews were required to complete several tasks including fire attack, ventilation, search & rescue, access issues, and building familiarization. The shift batallion chief was in attendance to train with his respective crews,
- Crews took part in a multi-company confined space rescue drill. The elevator shaft prop at Station 84 proved an ideal location for this training. Approximately 50-feet down, rescuers descended on rescue ropes to recover a “victim”. Our Technician-level personnel were able to use this drill as a means to stay current on this annual requirement.
- All crews took part in annual driver training refresher. Crews drove various Department apparatus through the cone course that is set up at Station 86.
- December was auto extrication training month. This was timely training as EDHFD has been dispatched to several incidents recently that challenged responders on extricating a real victim from significant traffic collisions.
- Two EDHFD Captains attended hands-on training at the PG&E facility in Winters, CA. The attendees brought this training back to the department and shared it with all line personnel.



EL DORADO HILLS FIRE DEPARTMENT

"Serving the Communities of El Dorado Hills, Rescue and Latrobe"

DATE: January 9, 2020
TO: Board of Directors
AGENDA ITEM: XII.A
SUBJECT: Receive and File a Study Prepared by Lutz & Associates on the Community Risk Reduction Division

SUMMARY

In March 2019, the Department retained Lutz & Associates Consulting (LAC) to complete a study of the Community Risk Reduction Division (CRRD) and offer observations and recommendations to improve service delivery to the community. LAC has completed its study and has provided a 14-page report with supplemental information that provides analysis and recommendations for the Governing Board to consider during future strategic planning and budget deliberations. Mr. Jeff Lutz and Ms. Julie Kunze from LAC are present at the board meeting to present their report and to discuss their observations and recommendations with the Governing Board.

DISCUSSION

The CRRD provides a number of community programs and services to the residents, businesses and visitors in the El Dorado Hills and Latrobe area. Those programs and services include, but are not limited to, the following areas: fire and life safety inspections, plan review and construction inspections for residential and commercial development, community education, wildfire preparedness and defensible space, and fire investigation. CRRD is currently staffed by four full-time employees of the Department.

The report prepared by LAC was completed in November 2019. LAC staff met with a number of Department employees to discuss the services and activities provided by CRRD. LAC staff also reviewed a number of CRRD related documents to obtain a comprehensive understanding of the services currently provided to the community. The report provides LAC observations, findings and recommendations for improving training, policies and procedures, best practices, staffing and long-term planning efforts in CRRD.

LAC offers twelve recommendations to improve services in CRRD. Those recommendations are found on Page 13 of the report.

FISCAL IMPACT

The study findings and recommendations contain no fiscal impacts at this time. All recommendations found in the report will be analyzed by staff for consideration during future budget deliberations by the Governing Board.

RECOMMENDATION

Staff recommends that the Governing Board receive and file the study prepared by Lutz & Associates regarding the Department's Community Risk Reduction Division.

Submitted by:

Ronald A. Phillips
Interim Fire Marshal

Approved by:

Maurice Johnson
Fire Chief



EL DORADO HILLS FIRE DEPARTMENT COMMUNITY RISK REDUCTION DIVISION STUDY



Prepared by:



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PROJECT APPROACH AND RESEARCH	3
COMMUNITY RISK REDUCTION DIVISION PROGRAMS AND SERVICES	6
OBSERVATIONS	7
RECOMMENDATIONS	13
EXHIBITS AND LINKS	15

SUMMARY

In March of 2019, the El Dorado Hills Fire Department (EDHFD) retained Lutz & Associates Consulting (LAC) to conduct an overview study of the Community Risk Reduction Division (CRRD) and provide observations and recommendations on the overall operation of the Division.

This document provides observations, findings and recommendations for improving training, policies and procedures, best practices, staffing, and long-term planning. It is presented in several sections giving insight to resources utilized during the review and recommendations for additional studies/analysis to improve the Division.



PROJECT APPROACH AND RESEARCH

To gain an understanding of the EDHFD and the community it serves, LAC staff met with members of EDHFD to discuss the Department's organization and processes regarding community risk reduction and how fire prevention services are handled within the Department. LAC met with the Fire Chief, Fire Marshal, and the Director of Finance. In addition, the Fire Marshal provided LAC staff with a detailed tour of the jurisdiction. This tour helped us to gain a more complete picture of risks associated with the community.

As part of the overall evaluation, LAC reviewed the various standards associated with fire prevention, life safety, and community risk reduction programs currently used throughout the United States fire service. Among the best-practices currently being used to establish program goals and objectives, LAC utilized the following documents for comparison:

International Accreditation Service, Inc. (IAS)¹

LAC utilized the IAS accreditation model that demonstrates that fire prevention and life safety departments have met the national standard and are qualified to provide public safety services for their communities. Based on IAS Accreditation Criteria for Fire Prevention and Life Safety Departments (AC426®) this model¹ involves an assessment of the Department's goals, policies, and procedures for code administration, plan review and inspection.

Commission on Fire Accreditation International (CFAI)²

LAC utilized selected components of the *Fire & Emergency Service Self-Assessment Manual (9th Edition)* to conduct a review and appraisal of the El Dorado Hills Fire Department CRR programs. CFAI accreditation is a process of agency self-assessment. We specifically reviewed the core competencies found within Category 5 (Programs): Community Risk Reduction, Public Education and Fire Investigations for application by the EDHFD.

National Fire Protection Association®³

LAC utilized the current editions of the following National Fire Protection Association® standards as guidelines in determining minimum levels of service for EDHFD community risk reduction services:

1 International Accreditation Service. (2017) Accreditation Criteria for Fire Prevention and Life Safety Departments. (AC426). Brea, CA: Author

2 Center for Public Safety Excellence. (2015). Fire & Emergency Service Self-Assessment Manual (9th Edition). Chantilly, VA: Author.

3 National Fire Protection Association®. Quincy, MA: Author

- 921 Guide for Fire and Explosion Investigations (2017)
- NFPA 1031 Standard for Professional Qualifications for Fire Inspector and Plans Examiner (2014)
- NFPA 1033 Standard for Professional Qualifications for Fire Investigators (2014)
- NFPA 1035 Standard for Fire and Life Safety Educator (2015)
- NFPA 1730 Standard on Organization and Development of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation, and Public Education Operations (2019)

NFPA 1730 addresses the organization and deployment of a fire prevention organization, which includes code enforcement, plans examination, investigation, and public education. NFPA 1730 was prepared by the NFPA Technical Committee on Fire Prevention Organization and Deployment. It was issued by the Standards Council on May 26, 2015, with an effective date of June 15, 2015.

NFPA 1730 specifies the minimum criteria addressing the effectiveness and efficiency of the public fire prevention organization of fire prevention inspection and code enforcement, plan review, investigations, and public education operations to the public by fire departments and other organizations. The document addresses functions and objectives of fire prevention organizations service delivery, capability and resources, as well as the strategic and policy issues involving the organization and deployment of fire prevention programs. While this standard does not specify or require staffing levels for programs, it does outline performance measures that represent best practices throughout the nation's fire service.

A new standard, NFPA 1300 Standards on Community Risk Assessment and Community Risk Reduction Plan Development, 2020 edition, has been released and specifically addresses community risk planning. This new standard serves as a guide for developing a community risk assessment that can be used for implementing community risk reduction programs⁴.

Documents Provided and Reviewed

1. Policies:
 - a) 400 Fire Inspections (Draft 2015)
 - b) 401 Permits (Draft 2015)
 - c) 402 Fire Investigations (Draft 2015)
 - d) 403 Code Enforcement (Draft 2015)
 - e) 404 Alternative Materials and Methods Requests (Draft 2015)
 - f) 405 Public Education (Draft 2015)
 - g) 406 Fireworks Displays (Draft 2015)
 - h) 407 Hazardous Materials Disclosures (Draft 2015)
 - i) 408 Maximum Occupancy – Overcrowding (Draft 2015)
 - j) 409 Juvenile Firesetter Referrals (Draft 2015)

⁴ Recommendation 1

- k) 410 Fire Watch Services (Draft 2015)
- 2. Standard Operating Guidelines:
 - a) APARTMENT AND CONDOMINIUM IDENTIFICATION (April 10, 2013)
 - b) BUSINESS INSPECTION PROGRAM (April 10, 2013)
 - c) FIRE CAUSE AND ORIGIN INVESTIGATION (April 10, 2013)
 - d) RESIDENTIAL HAZARD REDUCTION INSPECTIONS (PRC 4291) (April 10, 2013)
 - e) HYDRANTS (April 10, 2013)
 - f) REMOTE ACTIVATION OF AUTOMATIC GATES ON FIRE APPARATUS ACCESS ROADWAYS (April 11, 2013)
 - g) JUVENILE FIRESETTER PROGRAM (April 10, 2013)
 - h) PERMIT APPROVAL PROCESS – TRAKIT (April 10, 2013)
 - i) PREMISES IDENTIFICATION (April 10, 2013)
 - j) PUBLIC EDUCATION PROGRAM (June 10, 2013)
 - k) STREET NAMING (April 10, 2013)
 - l) VACANT LOT PROGRAM (April 10, 2013)
- 3. 2018/19 Final Budget
- 4. Job Descriptions:
 - a) Administrative Assistant (2/16/2019)
 - b) Fire Marshal (October 2015)
 - c) Fire Prevention Inspector I (Undated)
 - d) Fire Prevention Specialist (August 2015)
- 5. El Dorado Hills Fire Department Prevention Workload Study (3/28/2019)
- 6. El Dorado Hills Fire Department Fire Prevention Activities (2017-2018)
- 7. El Dorado Hills County Water District Ordinance 2016-37 (10/20/2016)
- 8. El Dorado Hills County Water District Ordinance 34 (2/19/2009)
- 9. El Dorado Hills Fire Department Record Retention and Destruction Policy (04/16/2015)
- 10. El Dorado Hills Fire Department Public Salary Schedule (10/09/2018)
- 11. VERY HIGH FIRE HAZARD SEVERITY ZONES IN LRA (3/12/2009)
- 12. FIRE HAZARD SEVERITY ZONES IN SRA (11/7/2007)
- 13. El Dorado County Ordinance 5101: Vegetation Management and Defensible Space

CRRD PROGRAMS AND SERVICES



EDHFD provides the usual programs associated with fire prevention and community risk reduction services for a jurisdiction its size. These programs include but are not limited to, fire inspections, plan check and development review, public education, vegetation management, and fire investigation. This model of service delivery fits well into the “Four E’s of Fire Prevention,” Engineering, Education, Enforcement, and Evaluation. The traditional fire prevention model of 3 E’s has been updated in today’s current fire service community risk reduction programs by adding the “Evaluation” component. Community risk reduction evaluation can take the form of formative, process, impact or outcome measures⁵ and is a critical element to a successful community risk reduction program.

The Division utilizes a Fire Marshal/Inspector (subordinate) type structure⁶ typical of many fire prevention programs throughout the country. This structure provides good oversight of employees and programs, with minimal impact on the rest of the Department. The current staffing for the CRRD is identified in the table below.

Position Description	<i>FTE Authorized</i>	<i>FTE Filled</i>
<i>Fire Marshal/Division Chief</i>	<i>1.0</i>	<i>1.0</i>
<i>Fire Prevention Specialist</i>	<i>1.0</i>	<i>1.0</i>
<i>Fire Inspector I/II</i>	<i>1.0</i>	<i>1.0</i>
<i>CRR Technician</i>	<i>1.0</i>	<i>1.0</i>
<i>Total</i>	<i>4.0</i>	<i>4.0</i>

⁵ Vision 20/20 <https://strategicfire.org/community-risk-reduction/crr-an-overview/>

⁶ Current EDHFD Organizational chart

OBSERVATIONS

Development Services, Plan Review and New Construction Inspections

The EDHFD has adopted the 2016 California Fire Code, with local amendments, through Ordinance 2016-377. These local amendments have been properly filed with the California Building Standards Commission (CBSC) as required. It is noted that the current triennial code adoption cycle is underway and the EDHFD is actively participating in the code development process within the El Dorado County Fire Prevention Officers Association. It is recommended that the EDHFD continue this code development process and adopt local amendments applicable to reducing risks within the jurisdiction. Further, it is recommended that the EDHFD continue to file these local amendments and code adoption ordinance with the CBSC. Please see CBSC guidance document⁸ provided with this report for instructions.

The EDHFD is actively engaged in the local development review process within the jurisdiction. The current process appears to be working well with local Fire Marshal input and approval during the permitting process. Pre-development plans are routed to the Department for review and input by the County and the intake and comment process appears to be working well. However, the fee payment process we observed at the time of our visit lacked efficiency and the staff was keenly aware of the inefficiencies and was working to improve this area.

The EDHFD reviews plans submitted to the Department for compliance with the 2016 California Fire Code (CFC) and local Standard Operating Guidelines (SOGs) as adopted prior to permit issuance by the County. This process includes plan review utilizing all members of the CRRD, as qualified, by the type of plans. However, it was observed in our review that many SOGs are outdated and in need of updating to current requirements and to ensure correlation with the 2016 CFC⁹.

As is noted throughout this report and consistent within all CRRD program elements we reviewed, policies and procedures are outdated and not correlated to current best practices within the fire service. EDHFD should update all existing policies and consider using a policy management system, such as Lexipol, to reflect the actual goals and objectives of the Department. Once a system is selected, all policies need to be reviewed annually by staff and updated as necessary¹⁰.

LAC observed that EDHFD adopted a fee schedule¹¹ in 2009 that has not been updated. As such, as fully-burdened employee wages and benefits costs have increased, the rate of cost recovery for CRRD services has not kept pace. It was noted in the current FY 2018/19 final budget that the total fee revenue for Fire Prevention is estimated at \$75,000. Although a fully-burdened cost projection has not been

7 2016 California Fire Code adoption ordinance

8 California Building Standards Commission Bulletin 10-01

9 Recommendation 7

10 Recommendation 7

11 El Dorado Hills County Water District Ordinance 34 (2/19/2009)

provided for our review, the amount of revenue estimated would appear to be far below a full cost recovery for services provided. A review of the fee schedule and updating to acceptable levels of cost recovery would be in order¹².

LAC reviewed workload summaries for 2017 and 2018 provided by the Fire Marshal for development, plan check, and new construction. Although the workload may appear to be onerous at first glance, the total amount of work overall appears to be well within acceptable levels and national standards. Inefficiencies noted in this report may be contributing to the perception of excess work; however, with improvements in the overall process, development review, new construction plan review and associated inspections are within the capacity of current staff. It is recommended that the Department establish performance goals and standards related to this area that are acceptable to the Board of Directors and are reported on a monthly basis¹³.

Health and Safety Code sections 13145 - 13146 allows fire districts to enforce all building standards adopted by the State Fire Marshal. This includes residential fire sprinklers and many other administrative functions. Prior to October 1, 2019, EDHFD was not engaged in plan check, permitting and inspections of residential fire sprinkler systems within the jurisdiction. Working with the County Building Official, the EDHFD Fire Chief reached an agreement¹⁴ to transfer all residential fire sprinkler plan review and inspection services to the Department. LAC believes this to be a much-needed improvement in customer service and consistent with best practice throughout the state fire service.

Based on the current staffing and workload, and future projections provided by EDHFD, additional staffing is warranted to handle this expected workload and meet customer service objectives established by the EDHFD Board of Directors and the community.

Fire Prevention Inspections and Code Enforcement

Fire code enforcement is a critical element in any successful CRRD. Almost every aspect of a thorough fire prevention program is affected by code enforcement in some way. It plays a major role in fire and life safety inspections, plan review, hazardous materials and investigations.

Triennial fire code adoption is one of the first steps to a successful program. As stated above, it has been noted that EDHFD has worked on and adopted the most current fire code and submitted to the State as required. A secondary step is the issuance of construction and annual operating permits in compliance with the CFC, Section 105. The issuance of operational permits ensures that processes and equipment are installed, maintained and operated correctly. Permits also provide revenue through

12 Recommendation 6

13 Recommendation 4

14 El Dorado County Building Official letter

an adopted fee schedule to offset the cost of doing the plan check and/or inspection. Currently the EDHFD does not issue Operational Permits as allowed by CFC Chapter 1.

Discussions with EDHFD staff have indicated that the goal of the Division is to do all business inspections annually. The EDHFD lacks a comprehensive records management system that could be used to track inspections. Such a system would help to provide a much-needed source for program accountability and analysis to determine workload¹⁵. While some fire departments/districts do attempt to do all inspections each year, many have moved to a risk-based inspection program that reduces the inspection frequency in lower risk occupancies. Since the Department has not completed a community risk assessment, this approach is not feasible at this time. However, if the EDHFD does conduct a community risk assessment as recommended¹⁶ changes may allow for a shift in workload that would free up time to focus on other Division needs such as more public education and community outreach. The results of the community risk assessment can then be used to develop a risk-based inspection policy that is consistent with progressive fire service agencies throughout the country.¹⁷



Workload within the CRRD can vary greatly and can be influenced by many factors, including, but not limited to, the economy and time of year. Many fire jurisdictions struggle to determine the “average” number of inspections a CRRD employee should be assigned annually. Discussions with the Fire Marshal provided insight on the addition of programs, public outreach, permitting, and inspection that indicate that the current staffing within the division will be inadequate. Based on an average of 250 - 300 inspections assigned to a full-time inspector annually, the addition of one additional inspector, at minimum, will be needed (this includes the changes that could be made with a risk-based inspection program). Complaints, phone calls, meetings, and training are an expected part of the position and included in this projection.

EDHFD has over 2,500 vacant lots in the Vacant Lot inspection program. Currently, the EDHFD is attempting to manage this program with available staff. EDHFD should consider self-certification for vacant lots that are consistently cleared with inspections conducted once every three or five years. Also, LAC believes that engine companies can do more public education and weed abatement activities to lessen the burden on CRRD staff when available. A Community Risk Assessment should be conducted to determine the frequency and level of risk associated with these lots and the priority of the Department given the resources allocated¹⁸.

15 Recommendation 12
16 Recommendation 1
17 Recommendation 5
18 Recommendation 1

Wildland Urban Interface

There are many areas located within the El Dorado Hills and Latrobe communities that are at significant risk to the threat of wildfire. Over 17,000 properties located within the district have been identified as being within either a State Responsibility Area (SRA) Moderate or High Fire Hazard Severity Zone, according to hazard maps prepared by the California Department of Forestry and Fire Protection (CALFIRE) in 2007. Additionally, several Local Responsibility Area (LRA) Wildland Urban Interface zones exist in areas outside SRA designated land in El Dorado Hills.

Wildfires remain a high risk throughout the State of California and the communities of El Dorado Hills and Latrobe. El Dorado County has a Community Wildfire Protection Plan (CWPP) that has been well vetted and approved by the County. LAC reviewed this plan for applicability for the community of El Dorado Hills. Additionally, in June of 2019, the County adopted Ordinance 5101; Vegetation Management and Defensible Space. The District has not adopted this ordinance, but it is recommended that formal adoption be considered¹⁹.



Although the Department has not conducted a formal Community Risk Assessment ²⁰ (CRA), wildfires remain a high risk and steps should be undertaken to reduce these risks to the community.

Currently, the Department is not staffed with a dedicated person to manage the Wildland Urban

Interface program adequately. It was noted that the Department has outdated SOGs²¹ for vacant lots and residential hazard reduction inspections, and no program has been developed to pro-actively manage these risks due to lack of available staff time.

Given the high risk to the community from wildfire, the Department should consider developing a comprehensive Wildland Urban Interface (WUI) program, with dedicated staff, within the Community Risk Reduction Division that is risk-based, and supported with fees acceptable to the Board of Directors as well as grant funding when available ²². Minimum code requirements (defensible space) should be enforced uniformly throughout the communities of El Dorado Hills and Latrobe in compliance with Public Resources Code, Section 4291 (in SRA and LRA). An updated Fuel Modification policy should be established to apply to new developments as well as existing lots.

¹⁹ Recommendation 3

²⁰ Recommendation 1

²¹ Recommendation 7

²² Recommendation 2

Public Education

LAC was provided with a summary of public education events by the EDHFD for 2017 and 2018. While the actual number of these events appear to be very low in comparison to the size and population of the jurisdiction as a whole, the Department seems to be managing these events appropriately given the available staff. Public education is a key component of reducing risk within the jurisdiction and as such the Department should continue to utilize all qualified staff members in this public engagement. Use of social media accounts by administrative staff to get the word out is also beneficial. Continued use of on-duty available Operations personnel should also be encouraged to boost positive public outreach. Utilizing suppression personnel provides for opportunities to interface with stakeholders during non-emergency situations and promote positive public relations. Monthly reports should be provided to the Board of Directors to track these events and publicize the results when warranted. It was noted during our review that the Public Education policy was still in draft form and has not been formally adopted by the Board. The Department should take steps to update this policy to reflect existing community risks and goals and objectives of the Department²³.



Fire Investigation

LAC reviewed both policy 402 Fire Investigations, and SOG Fire Cause and Origin Investigation. Both documents are outdated and need to be reviewed and updated by EDHFD for correlation and applicability to Department current needs and available staffing²⁴. Additionally, the Department should engage all investigators in current training and qualifications in conducting and properly documenting all fires within the jurisdiction. All Fire Investigators should be trained to NFPA 1033 and 921 as a minimum and have the State Fire Marshal courses to provide cause and origin. To conduct true fire and arson investigation, staff should be certified under either CSFM or the International Association of Arson Investigators. This will ensure the ability of investigation staff to perform at the highest level both at fire investigations and during criminal proceedings, when needed.

23 Recommendation 7

24 Recommendation 7

Training

LAC discussed the current level of staff training in the CRRD with the FM. While it appears that some training does take place, there is no formalized training policy for the Division. The Department should develop a training policy/manual that includes a “Task Book” type approach to ensure that all employees are being trained on all types of inspections/complaints in a consistent manner²⁵. This approach will also ensure that the training is compatible with job descriptions²⁶ and actual work being performed. Furthermore, it will provide for a higher degree of safety for both the employees and the public.

Although there are no current mandates regarding levels of training or certification a Fire Marshal, Plans Examiner, or Fire Inspector must possess, it should be encouraged for existing employees to complete license or certification ²⁷ in fire code knowledge/skills to ensure that they have the required skill set for the workload demand. This in turn provides the Department with credibility in the community.

Five-Year Plan, Goals and Objectives

The EDHFD does not have a formally adopted Strategic Plan. Strategic plans are extremely beneficial to a department in order to plan for improvements in the services they provide to the community. Within these plans, the Department can properly mesh the hazards and risks in a well thought out manner that represents the needs of the community. Within the Strategic Plan, the Department can identify short and long-term goals for all the programs and services it provides. This plan should be community-based and include a comprehensive review of strengths, weaknesses, opportunities and threats. It is recommended that the El Dorado Hills Fire Department develop a community-based Strategic Plan that represents the goals and objectives acceptable to the Department and present this plan to the Board of Directors when complete for formal adoption²⁸. CRRD goals and objectives should be included in this plan with appropriate personnel identified for accountability.

25 Recommendation 8
26 Recommendation 8
27 Recommendation 8
28 Recommendation 11

RECOMMENDATIONS

1. It is recommended that the El Dorado Hills Fire Department conduct a Community Risk Assessment (CRA) in accordance with NFPA 1300 and report the results to the Board of Directors for approval.
2. It is recommended that the El Dorado Hills Fire Department develop a comprehensive Wildland Urban Interface (WUI) program within the Community Risk Reduction Division that is risk-based and supported with fees acceptable to the Board of Directors as well as grant funding when available.
3. It is recommended that the El Dorado Hills Fire Department adopt and/or implement the Vegetation Management and Defensible Space Ordinance adopted by the County of El Dorado.
4. It is recommended that the El Dorado Hills Fire Department establish performance standards for the community risk reduction program in accordance with nationally accepted best practices and are authorized by the Board of Directors. These performance standards and results should then be reported to the Board on a monthly basis.
5. It is recommended that the El Dorado Hills Fire Department develop, adopt and publish a risk-based Inspection Policy that is both reflective of the community risks at large as well as the level of risk acceptable to the Board of Directors.
6. It is recommended that the El Dorado Hills Fire Department update the adopted fee resolution from 2009 to represent levels of cost recovery acceptable to the Board of Directors.
7. It is recommended that the El Dorado Hills Fire Department complete a comprehensive review of all Standard Operating Guidelines and Policies within the Community Risk Reduction program to ensure all are up to date and reflective of the Department's goals and objectives as authorized by the Board of Directors.
8. It is recommended that the El Dorado Hills Fire Department update job classifications within the Community Risk Reduction Division in order to develop a well-rounded, experienced staff that is prepared to grow professionally within the Department.
9. It is recommended that the El Dorado Hills Fire Department develop, adopt and publish a Training Policy that supports the Department's current as well as long term needs for development of fire prevention staff.
10. It is recommended that the El Dorado Hills Fire Department formalize education and certification requirements for all positions within the scope of Community Risk Reduction Division. All positions should have well-defined and credentialed knowledge, skills, and abilities.
11. It is recommended that the El Dorado Hills Fire Department develop a community-based Strategic Plan that represents the goals and objectives acceptable to the community and present this plan to the Board of Directors when complete for formal adoption.
12. It is recommended that the El Dorado Hills Fire Department ensure that the records management system/process tracks all inspections and assures they are being completed within their desired inspection frequency. Employees should be held accountable for workload during annual performance reviews.

This completes the scope of work identified in our March 4, 2019 agreement. If you have any questions or we can be of further assistance, please do not hesitate to contact us.

We would like to thank you and your staff for the cooperation we received in conducting this study.

Thank you for your business!

Jeffrey G. Lutz, Owner
Lutz & Associates Consulting, LLC

EXHIBITS

1. International Accreditation Service. (2017) Accreditation Criteria for Fire Prevention and Life Safety Departments. (AC426). Brea, CA: Author
2. 2019 EDHFD Organizational chart
3. 2016 California Fire Code adoption ordinance
4. California Building Standards Commission Bulletin 10-03
5. El Dorado Hills County Water District Ordinance 34
6. El Dorado County Building Official memo
7. El Dorado County Ordinance 5101

LINKS:

1. Vision 20/20: <https://strategicfire.org/>
2. Center For Public Safety Excellence: <https://cpse.org/>
3. National Fire Protection Association: <https://www.nfpa.org/>



Exhibit 1

International Accreditation Service, Inc.
3060 Saturn Street, Suite 100
Brea, CA 92821 USA
t: 562.364.8201
t: 866.427.4422
f: 562.699.8031
www.iasonline.org

ACCREDITATION CRITERIA FOR FIRE PREVENTION AND LIFE SAFETY DEPARTMENTS

AC426

**April 2017
(Effective June 1, 2017)**

PREFACE

The attached accreditation criteria have been issued to provide all interested parties with guidelines on implementing performance features of the applicable standards referenced herein. The criteria were developed and adopted following public hearings conducted by the International Accreditation Service, Inc. (IAS), Accreditation Committee and are effective on the date shown above. All accreditations issued or reissued on or after the effective date must comply with these criteria. If the criteria are an updated version from a previous edition, solid vertical lines (|) in the outer margin within the criteria indicate a technical change or addition from the previous edition. Deletion indicators (→) are provided in the outer margins where a paragraph or item has been deleted if the deletion resulted from a technical change. These criteria may be further revised as the need dictates.

IAS may consider alternate criteria provided the proponent submits substantiating data demonstrating that the alternate criteria are at least equivalent to the attached criteria and otherwise meet applicable accreditation requirements.

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ACCREDITATION CRITERIA FOR FIRE PREVENTION AND LIFE SAFETY DEPARTMENTS

1.0 INTRODUCTION

- 1.1 **Scope:** These criteria set forth requirements for obtaining and maintaining International Accreditation Service, Inc. (IAS), Fire Prevention and Life Safety Departments accreditation. These criteria supplement the IAS Rules of Procedure for Fire Prevention and Life Safety Department Accreditation.
- 1.2 **References and Normative Documents:** Publications listed below refer to current editions (unless otherwise stated).
 - 1.2.1 *International Fire Code*[®] (IFC) current edition, and related standards, or the duly adopted model code.
 - 1.2.2 *International Building Code*[®] (IBC), current edition, and related construction codes published by the International Code Council, or the duly adopted model code.
 - 1.2.3 *Fire & Emergency Services Self-Assessment Manual* (FESSAM), 8th edition, Commission on Fire Accreditation International, Center for Public Safety Excellence.
 - 1.2.4 IAS Rules of Procedure for Fire Prevention and Life Safety Department Accreditation.
 - 1.2.5 NFPA Standards 1031, 1033, 1035 and 1037, National Fire Protection Association.

2.0 DEFINITIONS

- 2.1 **Accreditation:** Formal third-party recognition that a body fulfills specified requirements and is competent to carry out specific conformity assessment and regulatory tasks.
- 2.2 **Accreditation Committee:** A committee appointed by the IAS Board of Directors to monitor the work of and to develop accreditation criteria for IAS.
- 2.3 **Accreditation Review Committee (ARC):** A committee established by the IAS Board of Directors to render accreditation decisions on several IAS accreditation programs including the Fire Prevention and Life Safety Department Accreditation program.
- 2.4 **Alternative Materials, Design and Methods of Construction and Equipment:** A material or method of construction not prescribed in the adopted code, where the fire code official finds that the proposed design is satisfactory and complies with the intent of the provisions of the applicable code, and that the material, method, or work offered is, for the purpose intended, at least the equivalent of that prescribed in the code in quality, strength, effectiveness, fire resistance, durability and safety.
- 2.5 **Appeal:** Request for reconsideration of any administrative decision by the fire prevention department. Administrative decisions include:
 - 2.5.1 Refusal to accept an application for issuance of a permit;
 - 2.5.2 Refusal to proceed with plan review or inspections;
 - 2.5.3 Corrective action requests;
 - 2.5.4 Refusal to agree with the designer's code interpretation;

- 2.5.5 Decisions to deny, suspend or halt construction work, if empowered to do so;
 - 2.5.6 Any other action that impedes the attainment of a permit for construction or certificate of occupancy;
 - 2.5.7 Any communication from the department indicating a requirement resulting from any code enforcement activity.
- 2.6 **Applicant:** An individual or corporation applying for a construction or operational permit within the scope of regulation of the department.
 - 2.7 **Approved:** Acceptable to the fire code official.
 - 2.8 **Approved Agency:** An established and recognized agency regularly engaged in conducting tests or furnishing inspection services, when such agency has been approved by the fire code official. Accreditation by the International Accreditation Service as a testing laboratory, special inspection agency, or product certification agency meets the intent of this section.
 - 2.9 **Building Department/Code Administration and Enforcement Agency:** Governmental body which performs functions related to enforcement of laws related to construction or use of buildings.
 - 2.10 **Certification:** The confirmation of certain characteristics of a project, product, person, or organization. This confirmation is often, but not always, provided by some form of external review, education, or assessment. One of the most common types of certification is professional certification, where a person is certified as being able to competently complete a job or task, usually by the passing of an examination.
 - 2.11 **CFAI – The Commission on Fire Accreditation International:** A private non-profit organization that publishes a self-assessment process for organizations seeking accreditation for a fire service department.
 - 2.12 **Complaint:** Expression of dissatisfaction, other than appeal, by any person or organization, concerning some matter related to the department, a contractor, work started without permits, or other matters where a response is expected.
 - 2.13 **Construction Documents:** Written, graphic and pictorial documents prepared or assembled to describe the design, location and physical characteristics of a building project as set forth in the adopted code.
 - 2.14 **Control:** The direction, regulation and coordination of procedures and related documents to assure consistency of operations.
 - 2.15 **CPSE – The Center for Public Safety Excellence:** A private non-profit organization that provides oversight to the Commission on Fire Accreditation.
 - 2.16 **Exhibits:** Documents, illustrations, records, charts and other forms of physical evidence offered to provide proof of performance and activity by a department seeking accreditation.
 - 2.17 **External/Internal Pressures and Influences:** Interferences with the due process of administration or operations of the department.

- 2.18 **Fire Code Administrator/Fire Code Official:** Governmental officer or other designated authority having jurisdiction (AHJ) charged with the administration and enforcement of fire prevention and life safety codes and standards as adopted in a particular jurisdiction. At the state level these officials are designated as fire marshals, fire administrators or directors.
- 2.19 **Fire Prevention and Life Safety Department:** The unit of Federal, state or local government, or such other regulatory body legally authorized to enforce fire prevention and life safety codes and standards.
- 2.20 **Historic Buildings:** Buildings that are listed in or are eligible for listing in the National Register of Historic Places, or designated as historic under appropriate national, state or local law.
- 2.21 **Internal Quality Audits:** Internal studies to identify the extent to which documented procedures are followed and the effectiveness of current processes.
- 2.22 **Jurisdiction:** A governmental unit that has authority to adopt and enforce construction and/or fire codes.
- 2.23 **Labeled/Listed:** Equipment or material to which has been attached a label, seal, symbol or other identifying mark of a nationally recognized testing laboratory, inspection agency or other organization concerned with product evaluation that maintains periodic inspection of equipment, materials or products and whose labeling indicates either that the equipment, materials or products meet identified standards or have been tested and found suitable for a specified purpose.
- 2.24 **Management/Operational Audits or External Studies:** Independent evaluations conducted by a qualified entity to measure the operational consistency and overall efficiency of the department.
- 2.25 **Management Reviews:** A regularly scheduled assessment of the department by management, to include the status of actions from previous reviews; changes in external and internal issues that are relevant to the quality management system; information on the performance and effectiveness of the quality management system; the adequacy of resources; the effectiveness of actions taken to address risks and opportunities; and opportunities for improvement.
- 2.26 **Permit:** An official document issued by the authority having jurisdiction which authorizes performance of a specified activity.
- 2.27 **Quality Assurance Plan:** Documents which set forth the policies and practices aimed at ensuring the quality of the department's services through the observation of work in progress or sampling of completed work.
- 2.28 **Quality Assurance Program:** The department's system for maintaining minimum quality levels of service through a collection of self-imposed standards through activities such as internal quality audits, document creation and control, management reviews, etc. (see Section 4.3.3).
- 2.29 **Registered Design Professionals:** Individuals registered or licensed to practice their respective design professions as defined by the statutory requirements of the professional registration laws of the state or jurisdiction in which the project is to be constructed.

- 2.30 **Registered/Licensed Contractor:** Any contractor who has registered with the appropriate state agency or local jurisdiction pursuant to fulfilling the competency requirements in the jurisdiction for which the registration is issued. Registered contractors may contract only in such jurisdictions.
- 2.31 **Service Goals:** Goals set for performance in each area of service offered by the fire prevention and life safety department. Goals are quantified (expressed as a number, rating or grade) and established in cooperation with users of services provided by the fire prevention department (citizens, architects, engineers, contractors, etc.), as well as elected and appointed governmental officials.
- 2.32 **Special Inspection:** Inspection required of materials, installation, fabrication, erection or placement of components and connections requiring special expertise to ensure compliance with approved construction documents and referenced standards (see IBC Section 1704).
- 2.33 **Structure:** That which is built or constructed.
- 2.34 **Third Party:** A competent, independent entity recognized to perform specified tasks subject to approval by the governmental authority having jurisdiction.

3.0 ELIGIBILITY

Accreditation services are available to fire prevention and life safety departments that provide any of the following services (or any combination thereof):

- 3.1 Permitting
- 3.2 Plan review
- 3.3 Fire inspections
- 3.4 Existing occupancy inspection
- 3.5 Fire investigations.

4.0 REQUIRED BASIC INFORMATION

The applicant shall provide evidence of compliance with each of the following clauses:

- 4.1 **Governance and Administration:** Evidence that there is an established administrative structure and environment for achievement of the department's mission, purposes, goals, strategies, and objectives. The department shall be legally identifiable.
- 4.1.1 There shall be a governing authority that reviews and approves programs to ensure compliance with basic governmental and department policies. Historical and political information on the jurisdictions served shall be provided, including a copy of the Charter and incorporation details.
 - 4.1.2 There shall be a method of selecting the fire prevention department head that utilizes appropriate qualifications and credentials.
 - 4.1.3 The administrative structure shall be formalized. A chart as indicated by Section 4.7.2.1 shall be maintained by the department.

- 4.1.4 The governing authority shall have policies in place that preclude individual members of the governing board, committee, council or staff members from influencing administration or enforcement operations of the department.
- 4.1.5 Policies or statutes shall be in place to address external/internal pressures and influences (as defined in Section 2.17) that may impair the enforcement of codes.
- 4.1.6 There shall be evidence of standard operating procedures and details of the process in place to control uniformity of operations and forms (see Section 4.3.3).
- 4.1.7 There shall be an established communication process in place between the governing body and the administrative structure of the department.
- 4.1.8 The role and composition of various policy making, planning and special purpose bodies shall be defined by the fire prevention and life safety department organizational chart.
- 4.1.9 **Complaints and Appeals**
 - 4.1.9.1. Documented procedures shall be in place to record, investigate and resolve complaints against the department and complaints about contractors, work without permits and other similar violations.
 - 4.1.9.2. There shall be evidence of the establishment of and rules of procedure for a board of appeals as required by Section 108 of the IFC or other documented procedure for hearing and deciding appeals in accordance with other duly adopted code.

4.2 **Community Risk Assessment/Reduction:** The purpose of the risk assessment category is to evaluate the systematic hazard analysis process for describing and qualifying the risk associated with the community's potential hazards.

- 4.2.1 The characteristics of the community shall be documented by collecting historical data.
- 4.2.2 A process shall be instituted by which risks are defined and department goals for mitigation are established.
- 4.2.3 Geographical boundaries shall be identified. Environmental and topographic information shall be provided that includes the following: area (in square miles), geographical and topographical features, wind zones, flood risk, seismic and/or other geological risk zones, as well as any other local environmental health and safety concerns. A map showing boundaries of the jurisdiction shall be provided.
- 4.2.4 Demographics, such as population, land use, topography, climate and occupancy groups shall be provided.
- 4.2.5 The department shall provide information on economic considerations such as growth trends and projections, current housing count and future needs projections, median housing prices, property tax rates, and major contributors to local economy (tourism, manufacturing, education, military, specific industry locations).

- 4.2.6 Historical data from fire reports, responses (emergent and non-emergent) and target hazards, where available, shall be provided. Information on building ages, fire protection provided, occupancy types, occupant loads, economic impact and hazardous chemicals/processes, where available, shall be provided.
- 4.2.7 A description of activities related to mitigation from exposure hazards, such as hazardous materials, urban wildland interface, brushfires, floods or other, shall be provided.

4.3 **Goals and Objectives:** The purpose of the goals and objectives category is to evaluate the department's ability to identify and develop operational priorities that are effective in servicing the community's needs.

- 4.3.1 The department shall be guided by written goals and specific objectives that are consistent with the mission of the department and are appropriate for the jurisdiction being served.
- 4.3.2 The department shall have documented service goals, established with stakeholder input, for each area of service provided by the fire prevention and life safety department (as defined in Section 2.31). A system shall be in place to regularly measure progress in meeting service goals. As part of this system, targets should be established for improvements in three separate areas of overall service: timeliness (turnaround time); quality (error rate); and professionalism [quality of interactions with staff and with the public (e.g., knowledge, attitude, responsiveness and helpfulness of staff members) as perceived by users of department services.]
- 4.3.3 The department shall establish and maintain a comprehensive quality assurance program (as defined in Section 2) which shall contain, at minimum, the following components:
 - 4.3.3.1. The department's official quality policy and quality assurance plan.
 - 4.3.3.2. A collection of standard operating procedures (SOPs) to ensure tasks are performed and services are provided in a uniform and consistent manner intended to meet the department's goals. In addition to the SOPs which address standard daily operations, the SOPs should include procedures for each of the following quality-related tasks:
 - 4.3.3.2.1. Writing/revising a standard operating procedure
 - 4.3.3.2.2. Internal audits
 - 4.3.3.2.3. Handling of nonconformities
 - 4.3.3.2.4. Corrective and preventive action
 - 4.3.3.2.5. Management review
 - 4.3.3.2.6. Document and data control
 - 4.3.3.3. Annual (or more frequent) internal quality audits (not to be confused with financial audits).
 - 4.3.3.4. Management reviews as defined in Section 2.

Note 1: A typical period for conducting a management review is once every 12 months.

Note 2: Results of management reviews should feed into the department's planning system and should include the goals, objectives and action plans for the coming year.

4.3.3.5. Controlled policies, forms, checklists, etc.

4.3.4 A matrix of staff certifications shall be provided and must include names, job titles, required certificates, current status and expiration dates. Certifications required of staff shall be issued by a national model code promulgation organization, such as the International Code Council, the National Fire Protection Association, or other acceptable certification organization, as determined by local ordinance or state laws.

4.4 **Finance:** The department shall demonstrate the ability to fund operational priorities, effectiveness in servicing the community needs, and a healthy prognosis for long-range delivery of services.

4.4.1 Financial planning and resource allocation shall be based on department planning involving broad staff participation.

4.4.2 The governing body and regulatory agencies shall give the department appropriate direction in budget and planning over matters within their scope of service.

4.4.3 The policies, guidelines and process for developing the annual budget shall be well defined and followed.

4.4.4 The budget process shall involve input from appropriate persons or groups, including staff and other members of the department.

4.4.5 Financial planning shall address the strategic or master plan goals and objectives.

4.4.6 The annual budget and short- and long-range financial plans shall directly reflect department objectives.

4.4.7 Capital expenditures shall reflect department objectives. The department shall allocate adequate equipment and supplies to the fire prevention function and maintain a process for ensuring defective equipment is replaced.

4.4.8 Budgeted expenditures shall be in line with projected financial resources.

4.4.9 Financial management of the department shall exhibit sound budgeting and control, and proper recording and auditing.

4.4.10 Management of financial resources shall adhere to generally accepted accounting practices (GAAP) for budgeting and accounting. There shall be appropriate safeguards in the expenditure of funds, fiscal reports for administrative decision making and sufficient flexibility to meet contingencies.

Note: A department that has already received the Certificate of Achievement for Excellence in Financial Reporting (Certificate) from the Government Finance Officers Association (GFOA) for their Comprehensive Annual Financial Report (CAFR) may submit that certificate and their Comprehensive Annual Financial Report as prima facie compliance with these criteria.

4.4.11 Specific assignments of responsibility for financial administration shall be clearly defined by policy.

- 4.4.12 Any projected operating deficit (expenditures exceeding revenues in a budget year) shall be explained, and a plan developed to eliminate the deficit.
- 4.4.13 Periodic financial reports shall be reviewed by the department.
- 4.4.14 Independent financial audits shall be conducted. Deficiencies shall be noted and plans made to resolve them.
- 4.4.15 The department and any subsidiary entities or auxiliaries shall have policies and programs on financial risk management that protect the department and its assets. Programs designed to develop financial support from outside sources shall be closely coordinated with planning and reflect the objectives of the department. All fund-raising activities shall be governed by the department, comply with GAAP and financial principles, and be subject to public disclosure and periodic independent financial audits.
- 4.4.16 Organizations permitted to use the department name and/or reputation of the department that are revenue producing shall conform to department requirements of financial operation.
- 4.4.17 Financial resources shall be appropriately allocated to support the established department mission, the stated long-term plan, goals and objectives, and maintenance of the quality of programs and services.
- 4.4.18 Programs and activities shall be based on current and anticipated revenues and be adequate to maintain adopted levels of service.
- 4.4.19 Plans shall exist for the payment of long-term liabilities and debts.
- 4.4.20 Future maintenance costs shall be projected and plans made to fund them.
- 4.4.21 Financial plans shall avoid the use of one-time funding sources to cover ongoing costs unless plans have been provided to create continuity.
- 4.4.22 Contingency funds shall be maintained in accordance with GAAP recommendations and shall anticipate budgetary restrictions.
- 4.4.23 The financial audit method (e.g., internal or third party) shall be identified.

4.5 **Program Activities:** This category is defined as the services, activities and responses provided by the department for the community or facility that are designed, organized, and operated in compliance with the department's mission, goals and objectives.

There shall be an adequate, effective, and efficient program directed toward fire prevention; life safety; risk reduction of hazards; the detection, reporting, and control of fires and other emergencies; the provision of occupant safety and exiting.

4.5.1 **Code Enforcement:** If the department is tasked with the code administration and enforcement function as part of the mission, the following apply:

4.5.1.1. The authority having jurisdiction shall have an adopted fire prevention code. Evidence of adoption of current national construction and/or fire codes (i.e., within the last two published

editions) or state-mandated codes based on current national model fire codes shall be provided.

Note: The accreditation certificate for accredited departments will reflect the code version effective during onsite evaluation.

- 4.5.1.1.1. The department shall submit a list of duly adopted fire and construction codes used as a basis for the services provided.
- 4.5.1.1.2. The department shall explain procedures followed for the fire code and related standards.
- 4.5.1.1.3. The department shall have procedures for maintaining awareness of local amendments to any technical provisions of the fire code and related standards.
- 4.5.1.1.4. The department shall have or plan to have preparations coordinated with other departments to respond after natural hazard events to identify unsafe buildings and conduct safety inspections.
- 4.5.1.1.5. The department shall have a policy and procedures for the review of alternative materials and methods requests, and performance-based design proposals.
- 4.5.1.2. The code enforcement program shall be designed to ensure compliance with applicable fire protection laws (including mandated types and frequency of inspections) and department objectives.
- 4.5.1.3. There shall be adequate, qualified staffing to meet department objectives.
- 4.5.1.4. There shall be a plan review system in place to ensure buildings are built in accordance with adopted codes and ordinances and that all fire protection systems are designed, installed and tested in accordance with adopted fire codes and referenced standards.
 - 4.5.1.4.1. There shall be specific policies and procedures for conducting plan reviews.
 - 4.5.1.4.2. The number of reviews completed annually by category shall be documented, such as residential, commercial buildings, site development plan reviews and others, such as fire sprinklers, alarms, etc., new buildings, alterations, new or modified fire protection systems.
 - 4.5.1.4.3. A description of the system used to track and coordinate plan review processes and activities shall be provided.
 - 4.5.1.4.4. Details of the process followed to conduct partial and phased plan reviews and deferred submittals, if offered, shall be provided.
 - 4.5.1.4.5. The department shall track the number of plan reviews completed in the last 12 months that resulted in rejection or correction of designs.
 - 4.5.1.4.6. The department shall track the most common reasons for rejections or corrections of designs.

- 4.5.1.4.7. The department shall provide evidence of participation in interdepartmental coordination of plan review (or inspections and occupational licensing, etc.) that are under a separate department, and shall describe how approvals are coordinated.
- 4.5.1.5. Evidence of establishment of standard operating procedures, details of the process in place to control uniformity of operating procedures, and procedural documents and forms shall be submitted.
 - 4.5.1.5.1. The department shall submit copies of its policies, procedures, reports and checklists in use.
 - 4.5.1.5.2. The number of inspections performed annually by category (such as residential, commercial buildings, fire sprinklers, alarms, etc.) shall be documented along with the percentage of work rejected and corrected.
 - 4.5.1.5.3. The department shall have a method of tracking rejections and corrections on an individual inspector basis.
 - 4.5.1.5.4. The department shall have determined the most typical reasons for rejections and corrections of inspections.
 - 4.5.1.5.5. The department shall demonstrate its use of and requirements for special inspectors, if this activity is under the fire prevention department.
 - 4.5.1.5.6. The department shall have procedures for acceptance of approved fabricators.
 - 4.5.1.5.7. The department shall develop and follow appropriate policy and procedures for recognition of third-party inspection and testing agencies.
 - 4.5.1.5.8. The department shall have special inspector reporting requirements.
 - 4.5.1.5.9. The department shall have procedures for clear, concise and accurate reporting of inspection results and procedures in place to guard against the alteration of inspection report records.
 - 4.5.1.5.10. The department shall provide evidence of its achievement of stated service goals for plan review and inspection (as defined in Section 2.31). A quality (error rate) service goal with no life-safety errors shall be established.
 - 4.5.1.5.11. Details shall be provided, as applicable, of the documented procedure in place to record, investigate and resolve complaints against contractors, and complaints involving work without permits and other similar violations.
 - 4.5.1.5.12. The method of issuance of Certificates of Occupancy (CO) or Certificates of Completion (CC) or temporary certificates of occupancy, as applicable, shall be provided. Method of reviewing Fire Protection System Commissioning reports, as applicable, shall be provided.
- 4.5.1.6. There shall be an information system in place to record activities and transactions, and to determine the effectiveness of the fire prevention program and its efforts in risk reduction.

- 4.5.1.7. There shall be a periodic appraisal made to determine if there is a balancing of the fire hazard risk against the fire prevention capabilities of the department and/or system, and if not, what actions need to be taken to balance the relationship.
- 4.5.1.8. The department shall provide copies of contracts with third-party firms, or individuals, for any activities that are outsourced, if applicable. The department shall provide description of how applicants are made aware that activities may be outsourced.
- 4.5.1.9. There shall be an existing building inspection program in place to ensure buildings and facilities are used and maintained in accordance with adopted fire codes and referenced standards.
 - 4.5.1.9.1. There shall be specific policies and procedures for conducting periodic fire code compliance inspections based on the community risk assessment.
 - 4.5.1.9.2. The number of compliance inspections done annually by occupancy category shall be documented, such as assembly, business, educational, factory, high-hazard, institutional, residential and storage. All inspections required to be conducted by policy, ordinance, statute or regulation shall be conducted on schedule. Any inspections not conducted at their appointed times shall be identified, and a remediation plan created and executed.
 - 4.5.1.9.3. A description of the system used to track and coordinate periodic compliance inspections activities shall be provided.
 - 4.5.1.9.4. The department shall track the violations found on periodic compliance inspections for the last 12 months and shall have a tracking system to ensure the timely and appropriate follow up for documented non-compliance/violations.
- 4.5.2 **Public Education:** If the department is tasked with the public education function as part of the mission, the following apply:
 - 4.5.2.1. There shall be a public education or community outreach program that includes individual, business and community participation.
 - 4.5.2.2. The department shall have qualified staffing adequate to accomplish this component of the program's mission, goals, and objectives.
 - 4.5.2.3. The department shall show evidence of a systematic approach to designing, implementing, and evaluating community safety education programs equivalent to that prescribed by the U.S. Fire Administration. Such a process includes a community risk analysis, development of community partnerships, creation of intervention strategies, and implementation of those strategies and evaluation of the results.
- 4.5.3 **Fire Investigation:** If the department is tasked with the fire investigation function as part of the mission, the following apply:
 - 4.5.3.1. There shall be methods and procedures in place to investigate the cause and origin of all reported fires.

- 4.5.3.2. The department shall have competence requirements for qualifying staff adequate to accomplish its stated objectives.
- 4.5.3.3. There shall be adequate equipment and supplies allocated to the fire cause and investigation program and a process for ensuring defective equipment is replaced.
- 4.5.3.4. There shall be agreements and support from other agencies to aid the department in accomplishing its goals and objectives.
- 4.5.3.5. There shall be an information system in place to document fire investigation activities and to provide data for analyzing program results.
- 4.5.3.6. There shall be standard operating procedures or general operating guidelines for the fire cause and investigation program that conforms to NFPA 921 or other nationally recognized standards for fire investigation.
- 4.5.3.7. There shall be a periodic appraisal made on the effectiveness of the fire investigation program.
- 4.5.4 **Additional Program Activities:** If the department is tasked with any other program activities that are not contained within the scope of Section 4.5, the department shall report its commitment to those program functions using the same principles, as applicable, that have been established in Section 4.5.

4.6 **Physical Resources:** Physical Resources addressed in this section shall be defined as the buildings, structures, mobile equipment and other capital expenditures or outlay that make up the physical assets of the department.

- 4.6.1 **Facilities:** Fixed facility resources shall be designed, maintained, managed, and adequate to meet the department's goals and objectives.
 - 4.6.1.1. Space allocations shall be adequate for department administrative functions, operational programs and supportive needs.
 - 4.6.1.2. Buildings and grounds, if under the direct control of the department, shall be clean and in good repair. Maintenance shall be conducted in a systematic and planned fashion.
 - 4.6.1.3. Physical facilities shall be adequate and properly designed in accordance with stated service level objectives.
 - 4.6.1.4. Facilities shall be in compliance with Federal, state and local regulations.
- 4.6.2 **Vehicles and Mobile Equipment:** Vehicles, transportation equipment and tools and equipment shall be designed and purchased to be adequate to meet the department's goals and objectives.
 - 4.6.2.1. Vehicle types shall be appropriate for the functions served (such as those used in field operations, staff support services, specialized services, and administration).
 - 4.6.2.2. There shall be a replacement schedule for vehicles and other tools and equipment.

- 4.6.2.3. A vehicle maintenance program shall have been established. Vehicles shall be maintained in accordance with manufacturer's recommendations and recommended intervals. Attention shall be given to the safety/health/security aspects of equipment operation and maintenance.
- 4.6.3 **Tools and Equipment:** Tools and equipment shall be adequately designed, purchased, available and maintained to meet the department's goals and objectives (e.g., books, manuals, tools, gauges, meters and equipment used for plan review, inspection, investigation and other functions).
- 4.6.3.1. The department shall have in place a method of identification and calibration of available tools and equipment used, as applicable.
- 4.6.3.2. Appropriate personal protective equipment (PPE) shall be provided to and utilized by employees in accordance with applicable labor laws.

4.7 **Human Resources:** The category of human resources addressed in this section shall be defined as all aspects of personnel administration except those of training and competency.

- 4.7.1 General human resource administration practices shall be in place and shall be consistent with applicable statutes and regulations.
- 4.7.2 Fire prevention departments shall have a sufficient number of staff with the range of expertise to carry out their assigned functions.
- 4.7.2.1. The department shall have an organizational chart providing employee names, titles, functions and lines of authority for all full- and part-time staff positions within the department.
- 4.7.2.2. The department shall have job descriptions for all full-time and part-time staff positions, including information on minimum qualifications, education, training, technical knowledge, skills, and experience, and certification/licensing requirements and shall provide detailed requirements, if applicable, for qualifications/certifications and/or licensing.
- 4.7.2.3. The department shall provide the number of plan reviewers currently employed.
- 4.7.2.4. The department shall provide the number of inspectors currently employed.
- 4.7.2.5. The department shall provide information on its registered design professionals (i.e., number employed, full- or part-time, by profession), if any.
- 4.7.3 There shall be administrative policies and practices for human resource administration based on local, state and Federal requirements.
- 4.7.4 The recruiting, selection, hiring and promotion process shall comply with all local, state and Federal regulations including equal opportunity and discrimination statutes.
- 4.7.5 There shall be a policy defining and prohibiting sexual, racial, disability, or related harassment of employees/members. The policy shall be communicated to all employees/members and enforced.
- 4.7.6 There shall be evidence of a process in place to conduct employee performance evaluations on, at a minimum, an annual basis. (Performance evaluations shall encourage professional

development by providing for the establishment of clearly defined performance goals, and include a mechanism to follow up on progress made toward stated goals.)

4.8 **Training and Competency:** This category shall be defined as the specific programs, resources and capabilities within a department that exist to support the operational programs. These resources thereby contribute to the accomplishment of organizational mission goals and objectives.

4.8.1 Training and education programs and activities shall be identified to support the department's needs.

4.8.1.1. The department shall have a process in place to identify training needs. The process shall identify tasks, activities, knowledge, skills, and abilities required to address anticipated workload and required skill sets.

4.8.1.2. Information shall be provided indicating state-mandated and locally-mandated minimum continuing education requirements. Information shall also be provided regarding jurisdictional continuing education requirements which exceed minimum requirements.

4.8.1.3. A list of additional qualification/certification requirements over and above the state or local requirements for staff, if any, such as a professional engineering (P.E.) license, contractor license, etc., shall be provided.

4.8.1.4. Documentation shall be provided addressing participation of individuals in code development activities, with a description of the levels of participation required.

4.8.2 **Verification of Professional Credentials and Licenses:** There shall be a policy and procedures for verification of individuals' qualifications, education, etc.

4.8.2.1. There shall be a procedure for verifying builder and contractor licenses and insurance.

4.8.2.2. There shall be a procedure for verification of licenses of registered design professionals.

4.8.2.3. There shall be a procedure in place to verify special inspector and special inspection agency credentials. Special inspection agencies are required to demonstrate competence, to the satisfaction of the fire code official, for inspection of the particular type of construction or operation requiring special inspection. Special inspection agencies accredited by nationally recognized accreditation bodies as complying with ISO/IEC Standard 17011 shall satisfy this requirement.

4.8.3 The department shall have training requirements for personnel in post-disaster assessment and posting of structures.

4.9 **Essential Resources:** Essential resources are defined in this section as those mandatory services or systems required for the department's operational programs to function. They may be given the same value of importance as a primary program. Appropriate adjustments may be necessary in the self-assessment to adapt the typical components listed below to the local situation.

- 4.9.1 **Administrative Support Services:** The administrative support service component of the department shall be adequate, effective and efficient to provide the department with all appropriate support functions such as research, planning, purchasing, coordination, control and feedback.
- 4.9.1.1. The general administrative support process shall be adequate and appropriate for the size, function, complexity and mission of the department.
 - 4.9.1.2. The management process, including organizational and procedure analysis, shall be adequate and effective.
 - 4.9.1.3. The management support service system shall be adequate and responsive to the process and department needs.
 - 4.9.1.4. The administrative services functions and activities shall be adequately staffed and managed.
 - 4.9.1.5. Fire prevention and life safety departments shall have timely access to legal counsel and prosecution support.
- 4.9.2 **Office Systems:** Office systems shall be adequate to meet the needs of the department. This includes clerical support, records systems, business communications, computers and supplies.
- 4.9.2.1. General office resources shall be adequate to support departmental needs.
 - 4.9.2.2. The management information system shall be sufficient to support the needs of the department.
 - 4.9.2.2.1. Details of computer software and programs in use shall be provided.
 - 4.9.2.2.2. The department shall have available information technology (IT) support.
 - 4.9.2.2.3. The department shall provide information on the accessibility of information and records, minimum retention times for records and details on safe storage of records. Application for performance-based requirements, alternative methods or materials and the final decision of the fire code official regarding the applications shall be in writing and shall be retained in the department records.
 - 4.9.2.2.4. Control of access to records: The department shall have proper safeguards in place to prevent unauthorized access or modifications of records. Policy and procedures shall address the release of public information in accordance with local, state and Federal regulations as applicable.
 - 4.9.2.2.5. The department shall have policies guiding appropriate employee and contract personnel use of wireless voice and data communication, such as cell phones, wireless networks, etc.
 - 4.9.2.3. Public reception and public information components shall sufficiently support the customer service needs of the department.
 - 4.9.2.4. Organizational documents, forms and manuals shall be maintained and kept current.
 - 4.9.2.5. The department shall provide, if applicable, copies of reports or findings from audits of management or operations conducted within the past six years.

4.10 External Systems Relations: External systems relations are defined as the relationships with agencies that act together as an integrated system. The growth of multi-unit systems and the increase of interagency agreements between various types of government necessitates increasing attention to these relationships and the agreements between legally autonomous operating units.

4.10.1 The department's master or strategic plan shall encompass those external agency operational systems that impact, or may impact, the department's mission, operations or cost effectiveness.

4.10.1.1. The department's master or strategic plan shall define the relationships of external agencies and provide strategies which show how these external department systems will prove beneficial to the mission or cost effectiveness of the department.

4.10.1.2. There shall be a process for interagency policy development, revision and the implementation of agreements.

4.10.1.3. There shall be system organizational charts, policy statements and functional activity descriptions that define the role of system members and their relationship to the department.

4.10.1.4. A conflict resolution policy shall exist between the department and external agencies with which it has a defined relationship.

4.10.2 The department shall have well developed and functioning external agreements such as those for work done on contract for other jurisdictions by local agreements.

4.10.2.1. External agency agreements shall be identified, updated and support organizational objectives. The agreements shall have been incorporated into operational practices and documentation.

4.10.2.2. The department shall have researched, analyzed and given consideration to other functional agreements that may aid in the achievement of the goals and objectives of the department.

4.10.2.3. There shall be an established process by which these agreements are managed, reviewed, and revised.

5.0 ADDITIONAL INFORMATION (AS APPLICABLE)

Any other regulatory requirements for the jurisdiction – state or national.

6.0 LINKS TO ADDITIONAL REFERENCES

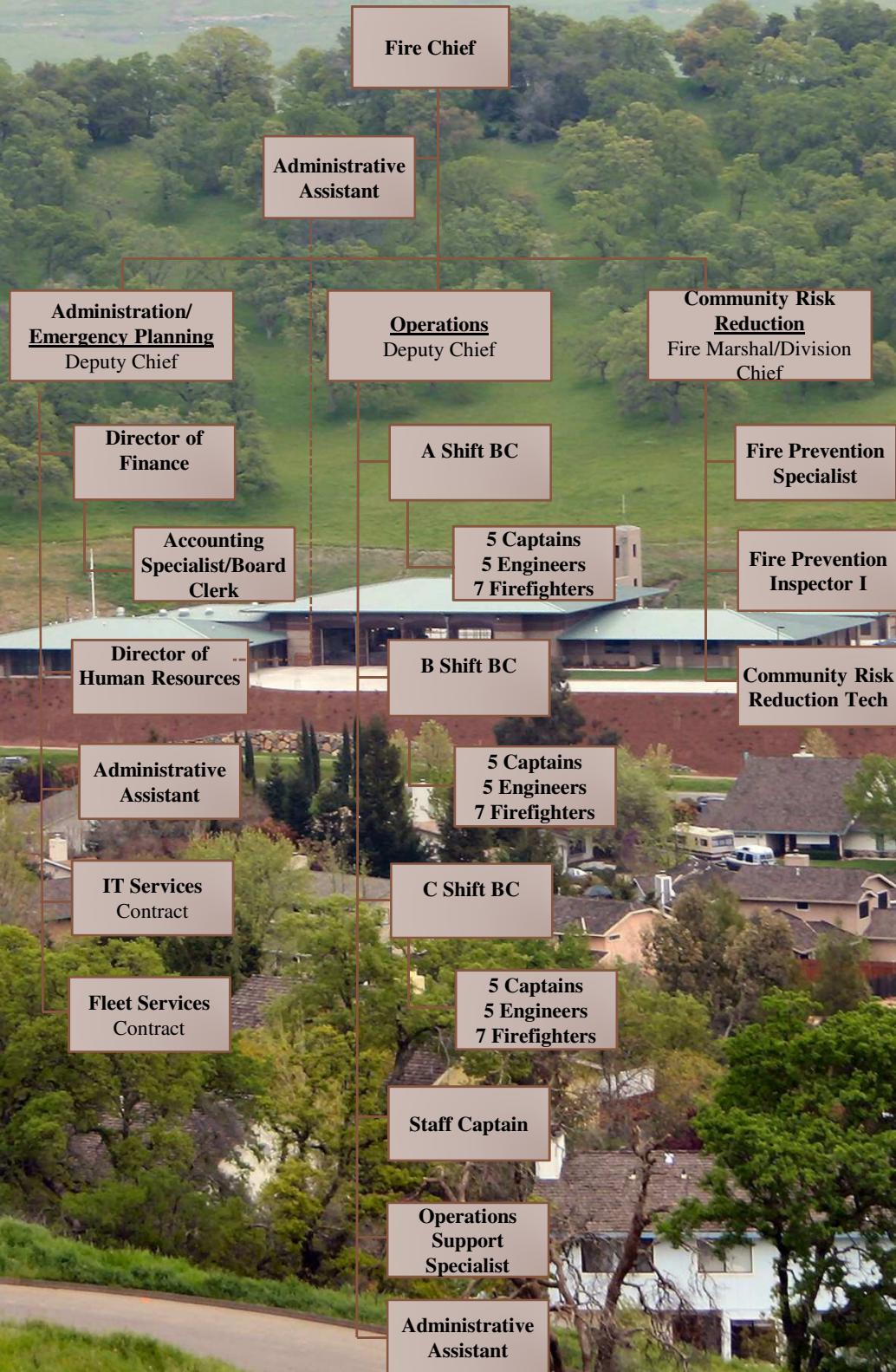
6.1 IAS – www.iasonline.org

6.2 International Code Council – www.iccsafe.org

These criteria were previously issued May 2011, August 2012, June 2013, February 2015 and November 2015



El Dorado Hills Fire Department Organization Chart



EL DORADO HILLS COUNTY WATER DISTRICT

Ordinance No. 2016-37

BE IT ORDAINED BY THE BOARD OF DIRECTORS OF EL DORADO HILLS COUNTY WATER DISTRICT

AS FOLLOWS:

AN ORDINANCE OF EL DORADO HILLS COUNTY WATER DISTRICT ADOPTING THE 2016 EDITION OF THE CALIFORNIA FIRE CODE, BASED UPON THE 2015 EDITION OF THE INTERNATIONAL FIRE CODE, REGULATING AND GOVERNING THE SAFEGUARDING OF LIFE AND PROPERTY FROM FIRE AND EXPLOSION HAZARDS ARISING FROM THE STORAGE, HANDLING AND USE OF HAZARDOUS SUBSTANCES, MATERIALS AND DEVICES, AND FROM CONDITIONS HAZARDOUS TO LIFE OR PROPERTY IN THE OCCUPANCY OF BUILDINGS AND PREMISES IN EL DORADO HILLS COUNTY WATER DISTRICT; PROVIDING FOR THE ISSUANCE OF PERMITS AND COLLECTION OF FEES THEREFORE; REPEALING ORDINANCE NO. 36 OF EL DORADO HILLS COUNTY WATER DISTRICT AND ALL OTHER ORDINANCES AND PARTS OF THE ORDINANCES IN CONFLICT THEREWITH.

BE IT ORDAINED by the Board of Directors of the El Dorado Hills County Water District, also known as El Dorado Hills Fire:

Section 1: **FINDINGS**

Section 2: **ADOPTION OF CODE**

Section 3: **CALIFORNIA FIRE CODE, AMENDMENTS**

Section 4: **ESTABLISHING LIMITS**

Section 5: **CONFLICT**

Section 6: **SEVERABILITY**

Section 7: **EFFECTIVE DATE AND PUBLICATION**

SECTION 1: FINDINGS

The El Dorado Hills County Water District makes certain changes (listed below) to the California Fire Code, 2016 Edition, pursuant to Health and Safety Code Section 13869.7, 17958.7 and 18941.5 during this code adoption process. Such changes are necessary because of local climatic, geological and/or topographic conditions, as specified by the Matrix attached at the end of this ordinance. The El Dorado Hills County Water District has adopted, pursuant to Section 18941.5 of the California Health and Safety Code, the findings of facts relative to these conditions by Resolution #2016-10 of the El Dorado Hills County Water District dated August 18, 2016.

These changes include amendments and additions to the California Fire Code in the following sections:

111.4, 503.2, 503.2.1, 503.2.5, 503.2.6, 503.4.2 through 503.4.5, 507.5.1, 604.1.2, 903.2, 903.2.a, 903.2.b, 903.2.1, 903.2.c, 903.2.3, 903.2.4, 903.2.7, 903.2.9, 903.2.10, 907.2.a, 907.2.b, 907.2.c, 907.2.d, 5601.2, Table 6104.3 Footnote "d", 6112.1, 6112.2, 6112.3, 6113.1, 6113.2, Appendix B105.1, Table B105.1(1), B105.2, & Table B105.2. These changes are itemized in SECTION 2: **ADOPTION OF CODE** of this ordinance.

These changes also include the following CA Fire Code Sections and Appendices not adopted by the California State Fire Marshal; 101.1 through 101.5, 102.6 through 102.8, 102.10 through 102.12, 103.1 through 104.1, 104.3 through 104.4, 104.6 through 104.6.4, 104.8, through 104.9.2, 104.10.1 through 104.11.3, 105.2.3, 105.3.1 through 105.3.2, 105.6.10, 105.6.17 through 105.6.19, 105.6.28, 105.6.29 through 105.6.37, 105.6.39 through 105.6.44 105.7.17 through 105.7.18, 106.1, 107.1 through 108.3, 109.3.2 through 109.4.1, 112.1, 113.1 through 113.5, 113.6, 113.6.1, 302, 303.1 through 303.9, 305.1 through 305.5, 307.1 through 307.5, 308.1 through 308.4.1, 403.1, 403.5 through 403.12, 503, Appendix D104.1 through D104.3, D105.1 through D105.4, D106.1, D107.1, D107.2, Appendix F and N, based on the 2015 edition of the International Fire Code as published by the International Code Council.

SECTION 2: ADOPTION OF CODE

That a certain document, three (3) copies of which are on file in the office of the Secretary of the Board of Directors of the El Dorado Hills County Water District, being marked and designated as the California Fire Code, 2016 edition, in its entirety, with the following amendments: 111.4, 503.2, 503.2.1, 503.2.5, 503.2.6, 503.4.2 through 503.4.5, 507.5.1, 604.1.2, 903.2, 903.2.a, 903.2.b, 903.2.1, 903.2.C, 903.2.3, 903.2.4, 903.2.7, 903.2.9, 903.2.10, 907.2.a, 907.2.b, 907.2.c, 907.2.d, 5601.2, Table 6104.3 Footnote "d", 6112.1, 6112.2, 6112.3, 6113.1, 6113.2, Appendix B105.1, Table B105.1(1), B105.2, & Table 105.2; and the following CA Fire Code Sections and Appendices not adopted by the California State Fire Marshal: 101.1 through 101.5, 102.6 through 102.8, 102.10 through 102.12, 103.1 through 104.1, 104.3 through 104.4, 104.6 through 104.6.4, 104.8, through 104.9.2, 104.10.1 through 104.11.3, 105.2.3, 105.3.1 through 105.3.2, 105.6.10, 105.6.17 through 105.6.19, 105.6.28, 105.6.29 through 105.6.37, 105.6.39 through 105.6.44 105.7.17 through 105.7.18, 106.1, 107.1 through 108.3, 109.3.2 through 109.4.1, 112.1, 113.1 through 113.5, 113.6, 113.6.1, 302, 303.1-303.9, 305.1-305.5, 307.1, through 307.5, 308.1 through 308.4.1, 403.1, 403.5 through 403.12, 503, Appendix D104.1 through D104.3, D105.1 through D105.4, D106.1, D107.1, D107.2, Appendix F and N, based on the 2015 edition of the International Fire Code as published by the International Code Council and the 2016 California Fire Code, be and is hereby adopted as the Fire Code of the El Dorado Hills County Water District, in the State of California regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises as herein provided; providing for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions, penalties, conditions and terms of said Fire Code on file in the office of the El Dorado Hills County Water District are hereby referred to, adopted, and made a part hereof, as if fully set out in this ordinance, with the additions, insertions, deletions and changes, if any, prescribed in Section 3 of this ordinance.

SECTION 3: CALIFORNIA FIRE CODE, AMENDMENTS

The following Sections are hereby amended or added:

California Fire Code, Chapter 1 Amendments - Scope and Administration:

Section 105 - Permits

Section 105.6.28 of Chapter 1 of the Fire Code of the El Dorado Hills County Water District is amended to read as follows:

105.6.28 - LP Gas. An operational permit is required for:

1. Storage and use of LP-gas.

Exception: A permit is not required for individual containers with ~~500~~ 100-gallon water capacity or less or multiple container systems having an aggregate quantity not exceeding ~~500~~ 251 gallons serving occupancies in Group R-3.

Section 109 - Violations

Section 109.4 of Chapter 1 of the Fire Code of the El Dorado Hills County Water District is amended to read as follows:

Section 109.4 Violation penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than \$1,000.00 and/or by imprisonment not exceeding 6 months, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense. (Health & Safety Code Section 13145 and 17995).

Section 111 - Stop Work Order

Section 111.4 of Chapter 1 of the Fire Code of the El Dorado Hills County Water District is amended to read as follows:

111.4. Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than \$500 or not more than \$1,000. (Health & Safety Code Section 13145 and 17995).

Section 113 - Fees

Sections 113.6 and 113.6.1 of Chapter 1 of the Fire Code of the El Dorado Hills County Water District are added to read as follows:

113.6 Permit, Plan Review and Inspection Fees. A schedule of fees adopted by the Fire District Board of Directors for Plan Review, Inspections and the issuance of Permits by the Fire District may be found in the most current the El Dorado Hills County Water District fee schedule (Health & Safety Code 17951).

113.6.1 Cost Recovery Fees. Fire service fees may be charged to any person, firm, corporation or business that through negligence, violation of the law, or as a result of carelessness, is responsible for the cause of the Fire District to respond to the scene of an incident. A district board may charge a fee to cover the cost of any service which the district provides or the cost of enforcing any regulation for which the fee is charged. (Health and Safety Code 13916).

The fee shall not exceed the actual cost of suppressing the fire and/or responding to the scene of an incident.

California Fire Code, Chapter 5 Amendments - Fire Service Features

Section 503 - Fire Apparatus Access Roads

Section 503 of the CA Fire Code is **adopted in its entirety** as part of the Fire Code of the El Dorado Hills County Water District. Only the additions or amendments to Section 503 are listed below:

503.2 Specifications. All fire apparatus access roads shall be installed and arranged in accordance with Sections 503.2.1 through 503.2.8.

[California Code of Regulations, Title 19, Division 1, §3.05(a)] Fire Department Access and Egress. (Roads)

(a) Roads. Required access roads from every building to a public street shall be all-weather hard-surfaced (suitable for use by fire apparatus) right-of-way not less than 20 feet (6096 mm) in width. Such right-of-way shall be unobstructed and maintained only as access to the public street.

***Exception:** The enforcing agency may waive or modify this requirement if in his opinion such all-weather hard surfaced condition is not necessary in the interest of public safety and welfare.*

503.2.1 Dimensions. For one and two family dwelling units (R3) applications, fire apparatus access roads shall have an unobstructed width of not less than 20 feet plus one-foot shoulder on each side, except for *approved* security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 15 feet.

For applications other than (R3), fire apparatus access roads shall have an unobstructed width of not less than 20 feet, plus one-foot shoulder on each side, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 15 feet or as approved by the fire code official.

All Driveways, as defined by Title 14 SRA Fire Safe Regulations, shall be not less than 12 feet wide.

503.2.5 Dead ends. For one and two family dwelling units (R3) applications, dead-end fire apparatus access roads shall comply with Title 14 SRA Fire Safe Regulations and shall have a turnaround constructed at its terminus.

For applications other than (R3), dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) in length shall be provided with an *approved* area for turning around fire apparatus.

503.2.6 Bridges and elevated surfaces. Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance with the current El Dorado County Transportation Division bridge standard. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted at

both entrances to bridges when required by the *fire code official*. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces which are not designed for such use, *approved* barriers, *approved* signs or both shall be installed and maintained when required by the *fire code official*.

503.4.2 Fire Apparatus Access Gates. Fire Apparatus Access Road Gates shall meet the standards identified in the Fire Department's Gate Standard.

Section 503.4.3 of the Fire Code of the El Dorado Hills County Water District is added to read as follows:

503.4.3 Roads from 20 to 29 feet in width. Fire apparatus access roads, 20 to 29 feet wide, shall be posted on both sides as a fire lane, with no parking allowed on either side of the roadway.

Section 503.4.4 of the Fire Code of the El Dorado Hills County Water District is added to read as follows:

503.4.4 Roads from 30 to 35 feet in width. Fire apparatus access roads, 30 to 35 feet wide, shall be posted on one side as No Parking, Fire Lane, with parking allowed only on the opposite side of the roadway.

Section 503.4.5 of the Fire Code of the El Dorado Hills County Water District is added to read as follows:

503.4.5 Roads 36 feet and greater in width. Fire apparatus access roads, 36 feet and greater in width, may allow parking on both sides of the roadway.

The Following Sections of the California Fire Code, Appendix D - Fire Apparatus Access Roads are adopted and amended to read as part of Chapter 5 as follows:

Section D104 - Commercial and Industrial Developments

D104.1 Buildings exceeding three stories or 30 feet in height. Buildings or facilities exceeding 30 feet or three stories in height shall have at least two means of fire apparatus access for each structure.

D104.2 Buildings exceeding 62,000 square feet in area. Buildings or facilities having a gross *building area* of more than 62,000 square feet shall be provided with two separate and *approved* fire apparatus access roads.

D104.3 Remoteness. Where two access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses.

Exception: Fire apparatus roads cannot be installed because of location on property, topography, waterways, nonnegotiable grades or similar condition, and an approved alternative means of fire protection is provided.

Section D105 - Aerial Fire Apparatus Access Roads

D105.1 Where required. Buildings or portions of buildings or facilities exceeding 30 feet in height above the lowest level of fire department vehicle access shall be provided with *approved fire apparatus access roads* capable of accommodating fire department aerial apparatus. *Overhead utility and power lines shall not be located within the aerial fire apparatus access roadway.*

D105.2 Width. Aerial fire apparatus access roads shall have a *minimum unobstructed width of 26 feet, exclusive of shoulders, in the immediate vicinity of any building or portion of building more than 30 feet in height.*

D105.3 Proximity to building. At least one of the required access routes meeting this condition shall be located within a *minimum of 15 feet and a maximum of 30 feet from the building, and shall be positioned parallel to one entire side of the building.*

D105.4 Obstructions. Overhead utility and power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus road and the building. Other obstructions shall be permitted to be placed with the approval of the fire code official.

Section D106 - Multiple-Family Residential Developments

D106.1 Projects having more than 100 dwelling units. Multiple- family residential projects having more than 100 *dwelling units* shall be equipped throughout with two separate and *approved fire apparatus access roads.*

Section D107 - One- or Two-Family Residential Developments

D107.1 One- or two-family dwelling residential developments. Developments of one- or two- family *dwelling*s shall be provided with separate and *approved fire apparatus access roads* and shall meet the requirements of **D107.2 Remoteness**, when required by the Fire Chief.

Section 507 - Fire Protection Water Supplies

Sections 507.5.1 of Chapter 5 of the Fire Code of the El Dorado Hills County Water District are amended to read as follows:

Section 507.5.1 Where required. Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more the ~~400~~ 150 feet from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the fire code official.

Exception: For Group R-3 and Group U occupancies, *equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.1*, the distance requirement shall be not more than 600 feet (183m).

California Fire Code, Chapter 6 Amendments - Building Services and System

Section 604 - Emergency and Standby Power Systems

Sections 604.1.2 of Chapter 6 of the Fire Code of the El Dorado Hills County Water District are amended to read as follows:

Section 604.1.2 Installations. Emergency power systems and standby power systems shall be installed in accordance with this code, NFPA 110 and NFPA 111. All buildings, other than one- and two-family dwelling units, and agricultural buildings not used for commercial purpose, with stand-by power shall have a shunt trip device that disconnects all power sources to the building, approved by the Fire Code Official. Existing installations shall be maintained in accordance with the original approval.

California Fire Code, Chapter 9 Amendments - Fire Protection Systems

Section 903 -Automatic Sprinkler Systems

Section 903.2 of Chapter 9 of the Fire Code of the El Dorado Hills County Water District is amended to read as follows:

903.2 Where required. Approved, NFPA 13 automatic sprinkler system shall be required and installed in all buildings or structures, greater than 3600 square feet, when constructed or relocated within the jurisdiction.

Exceptions:

1. One- and two-family dwelling units (R-3 Occupancies). (See Section R313 of the 2016 CA Residential Code that requires all one and two family dwellings to be equipped with an NFPA 13D sprinkler system)
2. Agricultural buildings, except any agricultural building which is used for commercial purposes (e.g. retails sales, food service, and/or special events)

Sections 903.2.a and 903.2.b of Chapter 9 of the Fire Code of the El Dorado Hills County Water District are added to read as follows:

903.2.a Status of existing buildings greater than 3,600 square feet. In existing buildings 3600 square feet or greater, other than one- and two-family dwelling units, and agricultural buildings not under Special Use Permit for commercial purposes, where the floor area of the building or structure is increased by an addition of more than thirty percent (30%) or 1,000 square feet, whichever is less, such building or structure shall be made to conform to Section 903.2.

903.2.b Status of existing buildings less than 3,600 square feet. In existing buildings 3,600 square feet or less, other than one-and two-family dwelling units, and agricultural buildings not under Special Use Permit for commercial purposes, where the floor area of the building or structure is increased to a total square footage over 3,600 square feet, by an addition of more than thirty percent (30%) or 1,000 square feet, whichever is less, such building or structure shall be made to conform to Section 903.2.

The following sections are amended by changing California Fire Code requirements to 3,600 square feet for fire sprinkler installation, as follows (the complete text of the section is not provided):

903.2.1	Group A	<u>All Group A</u> - 3,600 square feet or greater
903.2.c	Group B	<u>All Group B</u> - 3,600 square feet or greater
903.2.3	Group E	<u>All Group E</u> - 3,600 square feet or greater
903.2.4	Group F	<u>All Group F</u> - 3,600 square feet or greater *2,500 square feet or greater for manufacturing of mattresses and upholstered furniture
903.2.7	Group M	<u>All Group M</u> - 3,600 square feet or greater
903.2.9	Group S-1	<u>All Group S-1</u> - 3,600 square feet or greater *2,500 square feet for storage of mattresses and upholstered furniture
903.2.10	Group S-2	<u>All group S-2</u> - 3,600 square feet or greater

Section 907 - Fire Alarm and Detection Systems

Sections 907.2.a, 907.2.b and 907.2.c, 907.2.d of Chapter 9 of the Fire Code of the El Dorado Hills County Water District are added to read as follows:

907.2.a An approved fire alarm/detection system shall be installed in all buildings with a floor area less than 3,600 square feet.

Exceptions:

1. One and two family dwellings (R-3 Occupancies and other occupancies classified as “U”).
2. Agricultural buildings, except any agricultural building which is used for commercial purposes (e.g. retails sales, food service, and/or special events).
3. Buildings with a floor area less than 500 square feet may be exempt, as determined by the Fire Chief, based on building construction material and features, location, occupancy type, and distance to exposures.

907.2.b Status of existing buildings. In existing buildings without an approved automatic sprinkler system, other than one- or two-family dwelling units, agricultural building not under Special Use permit for commercial purposes where a fire alarm detection system does not exist and the floor area of the building or structure is increased or modified by more than thirty percent (30%) or 1,000 square feet, whichever is less, such building or structure shall be made to conform to Section 907 when required by the Fire Chief. Buildings with a floor area less than 500 square feet may be exempt, as determined by the Fire Chief, based on building construction materials and features, location, occupancy type, and distance to exposures.

907.2.c Monitoring. All fire alarm detection systems shall be connected directly through and monitored by a U.L. approved central, proprietary or remote station service, which gives audible and visual signals at a constantly attended location. All sprinklered buildings shall be monitored.

907.2.d Type I Hood Installations. The requirement of installation, or replacement, of a Type I Hood System shall require a monitoring fire alarm system to be installed, or for the hood system to be connected to an existing Fire Alarm system for that building.

California Fire Code, Chapter 56 Amendments - Explosives and Fireworks

Section 5601.2 is amended as follows: Permits required.

Section 5601.2 of Chapter 56 of the Fire Code of the El Dorado Hills County Water District is amended to read as follows:

5601.2 - Permits required. Permits shall be required as set forth in Section 105.6 and regulated in accordance with this section. Where explosives permits are required, they shall be issued by the Fire Chief, or his/her representative, and the El Dorado County Sheriff's Department. Where fireworks permits are required, they shall be issued by the Fire Chief and the El Dorado County Board of Supervisors.

California Fire Code, Chapter 61 Amendments - Liquefied Petroleum Gases

Table 6104.3 Footnote "d" of Chapter 61 of the Fire Code of the El Dorado Hills County Water District is amended to read as follows:

6104.3 Footnote "d" - 500-gallons 251 gallons. Installation of DOT tanks, with setbacks from structures less than 10 feet, must be approved by the Fire AHJ.

Section 6112 is added as follows: High Elevation Liquefied Petroleum Gas Installations (4,000' and Above).

Section 6112 of Chapter 61 of the Fire Code of the El Dorado Hills County Water District is added to read as follows:

6112.1 Regulators. Two-stage regulator system shall be installed in accordance with manufacturer requirements.

1. Two stage regulator systems shall be installed on all LPG installations.
2. The first stage regulator shall be installed under the hinged gauge cover supplied with the tank. The atmospheric pressure aperture of the regulator shall be pointed downward. The first stage regulator shall be plumbed to the riser of the yard piping with soft copper tubing to allow flexibility should tank shifting occur. The riser from the yard piping shall be located not more than 3 inches (horizontally) from the walls of the tank.
3. The second stage regulator and riser pipe shall be installed under the eave of the building, as close as practicable to the building wall. This riser shall be securely supported/braced to the wall approximately 10 inches below the regulator so as to prevent bending of the pipe by lateral snow/ice loads.
4. A protective cover, approved by the gas supplier and Building Official, shall be installed over the second stage regulator and securely supported to the ground or diagonally to the wall.

5. The riser pipes for the yard piping shall not be imbedded in concrete. Concrete placed around such riser shall be held back at least 1 inch from all sides of the pipe.
6. At the time of application for any building permit, which involves the installation of a LPG system, the applicant shall submit a LPG system plot plan in 3 copies (or digitally as PDF). The LPG plot plan shall include, but not be limited to, the tank location, proposed tank capacity in U.S. gallons, route of yard piping, location of the riser pipe at the building, property boundaries, an outline of all existing/proposed buildings on the lot and a depiction of the ridge line of any building to be supplied with LPG. This shall also be forwarded to the appropriate fire district to serve as a locator map in event of an emergency.
7. Location of the centerline of LPG tanks shall be permanently marked by the use of snow stakes, one at each end. Such stakes shall be of sufficient height to be visible through anticipated maximum snow depth at the respective location. Installation and maintenance of these snow stakes is the responsibility of the LPG user.
8. Propane appliances and accessories shall not be permitted in any new installation below the first floor or below grade, whichever is more restrictive.

Section 6112.2 of Chapter 61 of the Fire Code of the El Dorado Hills County Water District is added to read as follows:

6112.2 Vertical Riser Piping.

1. Minimum of Schedule 80 - iron piping.
2. Riser shall be within 3 inches horizontally of the tank.
3. Swing joints shall be installed above and below tank level to provide for the tank movement. (Street elbows shall not be used.)
4. A listed flexible riser constructed of copper or stainless steel tubing and protected by a steel covered sheathed material may be used instead of swing joints. The flexible alternative shall provide sufficient slack to allow for tank movement.

Section 6112.4 of Chapter 61 of the Fire Code of the El Dorado Hills County Water District is added to read as follows:

6112.3 Marking and Locations.

1. An approved sign shall be located directly above the riser shut off valve on the building in a visible location.
2. The liquefied petroleum gas supplier shall affix a weatherproof identification tag to the inside of the tank valve protecting cover. This tag shall contain the supplier's name and emergency telephone number.
3. Tank installation shall be permanently marked by a metal or wood material snow marker, with a minimum dimension of 2 inches by 2 inches. The snow marker shall be of sufficient height to rise above the annual snow depth and shall be a minimum of 10 feet in height. The snow markers shall be painted yellow and located on opposite ends of the tank.

Section 6113 of Chapter 61 of the Fire Code of the El Dorado Hills County Water District is added to read as follows:

Section 6113.1 & 6113.2 of Chapter 61 of the Fire Code of the El Dorado Hills County Water District is added to read as follows:

6113.1 Permits and Plans. Permits shall be required and plans shall be submitted for all underground tank installations and approved by the Fire AHJ.

6113.2 Underground LPG Tank Ownership. Underground LPG tanks shall be prohibited from being sold to end-users and shall be retained by the LPG company under a lease-type system to ensure proper annual maintenance requirements are met and recorded.

Appendix B - Fire Flow Requirements for Buildings

Appendix B is adopted in its entirety, with the following amendments below:

Section B105.1, Table B105.1(1) of Appendix B of the Fire Code of the El Dorado Hills County Water District is amended to read as follows:

Table B105.1(1) – Required Fire-Flow for One- and two- family dwellings, Group R-3 and R-4 buildings and townhouses:

FIRE-FLOW CALCULATION AREA (square feet)	AUTOMATIC SPRINKLER SYSTEM (design standard)	MINIMUM FIRE-FLOW (gallons per min)	FLOW DURATION (hours)
0 - 3,600	No automatic sprinkler system	1,000	1
3,601 and greater	No automatic sprinkler system	Value in Table B105.1(2)	Duration in Table B105.1(2) at the required fire-flow rate <u>(min. 2 hours)</u>
0 - 3,600	§ 903.3.1.3 of the CA Fire Code or §313.3 of the CA Residential Code	500 1,000	$\frac{1}{2}$ 1
3,601 and greater	§ 903.3.1.3 of the CA Fire Code or §313.3 of the CA Residential Code	$\frac{1}{2}$ value of Table B105.1(2) 1,000 min. <u>(min.1500 GPM where required by the Fire Code Official)</u>	$\frac{1}{2}$ 2

Table B105.2 of Appendix B of the Fire Code of the El Dorado Hills County Water District is amended to read as follows:

Table B105.2 - Buildings other than one- and two- family dwellings, Group R-3 and R-4 buildings and townhouses:

AUTOMATIC SPRINKLER SYSTEM (design standard)	MINIMUM FIRE-FLOW (gallons per min)	FLOW DURATION (hours)
No automatic sprinkler system	Value in Table B105.1(2)	Duration in Table B105.1(2)
§ 903.3.1.1 of the CA Fire Code	25% - 50% of the value in Table B105.1(2) * (min. 1500 GPM where required by the Fire Code Official)	Duration in Table B105.1(2) at the reduced flow rate
§ 903.3.1.2 of the CA Fire Code	25% - 50% of the value in Table B105.1(2) *	Duration in Table B105.1(2) at the reduced flow rate

*No footnotes adopted

SECTION 4. ESTABLISHING LIMITS

That the geographic limits referred to in certain sections of the Fire Code of the El Dorado Hills County Water District are hereby established as follows:

Sections 5704.2.9.6.1- Geographic limits in which flammable or combustible liquids in above-ground tanks outside of buildings is prohibited:

The limits, referred to in Sections 5704.2.9.6.1 of the Fire Code of the El Dorado Hills County Water District in which the storage of Class I flammable liquids or Class II combustible liquids in above- ground tanks outside of buildings is restricted, are hereby established as the limits of the El Dorado Hills County Water District, County of El Dorado.

The storage of Class I flammable liquids or Class II combustible liquids in above-ground tanks outside of buildings is allowed in an AHJ approved Commercial, Industrial Zone with a Special/Conditional Use Permit issued by the County of El Dorado.

Sections 5706.2.4.4 - Geographic limits in which flammable or combustible liquids in above-ground tanks is prohibited:

The limits, referred to in Sections 5706.2.4.4 of the Fire Code of the El Dorado Hills County Water District in which the storage of Class I flammable liquids or Class II combustible liquids in above- ground tanks is restricted, are hereby established as the limits of the El Dorado Hills County Water District, County of El Dorado.

The storage of Class I flammable liquids or Class II combustible liquids in above-ground tanks is allowed in an AHJ approved Commercial, Industrial Zone with a Special/Conditional Use Permit issued by the County of El Dorado.

Section 5806.2- Geographic limits in which storage of flammable cryogenic fluids in stationary containers is prohibited:

The limits referred to in Section 5806.2 of the Fire Code of the El Dorado Hills County Water District in which storage of flammable cryogenic fluids in stationary containers is prohibited are hereby established as the limits of the El Dorado Hills County Water District, County of El Dorado.

The storage of flammable cryogenic fluids in stationary containers is allowed in an AHJ approved Commercial, Industrial Zone with a Special/Conditional Use Permit issued by the County of El Dorado.

Section 6104.2 - Geographic limits in which storage of liquefied petroleum gases is to be restricted for the protection of heavily populated and congested areas:

The limits, referred to in Section 6104.2 of the California Fire Code, in which storage of liquefied petroleum gas in excess of an aggregate of 2,000-gallon water capacity is restricted, are hereby established as limits of the El Dorado Hills County Water District, County of El Dorado.

1. The storage of liquefied petroleum gas in excess of an aggregate of 2,000-gallon water capacity when located at least one-half (1/2) mile from property zoned or designated for residential use and at least one-half (1/2) mile from existing residential development with a density greater than one (1) dwelling unit per acre and at least one-half (1/2) mile from any hotel or motel is allowed when AHJ approved and a Special/Conditional Use Permit is issued by the County of El Dorado.
2. Dispensing within established limits. Within the limits established by law restricting the dispersion of liquefied petroleum gas for the protection of heavily populated or congested areas, the aggregate capacity of any one installation shall not exceed a water capacity of 2,000 gallons. The dispensing of liquefied petroleum gas in excess of an aggregate of 2,000-gallon water capacity when located at least one-half (1/2) mile from property zoned or designated for residential use and at least one-half (1/2) mile from existing residential development with a density greater than one (1) dwelling unit per acre and at least one-half (1/2) mile from any hotel or motel is allowed when AHJ approved and a Special/Conditional Use Permit is issued by the County of El Dorado.

SECTION 5: CONFLICT

That ORDINANCE NO. 36 of the El Dorado Hills County Water District, and all other ordinances or parts of ordinances herewith are hereby repealed.

SECTION 6: SEVERABILITY

If any Ordinance, article, subsection or subdivision thereof, provision, sentence, clause or phrase of this code, or any application thereof, is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not

affect the remaining provisions of this code, which can be given effect without the invalid portions and, therefore, such invalid portions are declared to be severable. The El Dorado Hills County Water District hereby declares that it would have enacted this Ordinance and each of its articles, sections, subsections, or subdivisions thereof, provisions, sentences, clauses or phrases irrespective of the fact that one or more of them is declared invalid.

SECTION 7: EFFECTIVE DATE AND PUBLICATION

This Ordinance shall take effect thirty (30) days after its adoption. The El Dorado Hills County Water District Board Secretary is directed to publish this ordinance in a newspaper of general circulation in the District. In lieu of publication of the full text of the ordinance, a summary of the ordinance may be published by the Board Secretary within fifteen (15) days after its passage and a certified copy shall be posted in the office of the El Dorado Hills County Water District, pursuant to Government Code Section 36933(c) (1).

The above Ordinance was introduced at a meeting of the Board of Directors of the El Dorado Hills County Water District on the September 15, 2016 and it was then read for the first time. The Ordinance was read for the second time on the October 20, 2016 and approved by the following vote:

PASSED AND ADOPTED by the Board of Directors of the El Dorado Hills County Water District this, 20th day of October, 2016.

AYES: 4

NOES: 0

ABSENT: 1

ABSTAIN: 0

ATTEST:



Jessica Braddock, Board Secretary

ATTEST:


John Hidahl, Board President

BUILDING STANDARDS COMMISSION

2525 Natomas Park Drive, Suite 130
Sacramento, California 95833-2936
(916) 263-0916 FAX (916) 263-0959



Exhibit 7

BUILDING STANDARDS BULLETIN 10-03

DATE: December 22, 2010

TO: LOCAL BUILDING OFFICIALS
INTERESTED PARTIES

SUBJECT: APPLICABILITY OF CALIFORNIA BUILDING STANDARDS AND
LOCAL GOVERNMENT AMENDMENTS THERETO

This Building Standards Bulletin supersedes Building Standards Bulletin 09-02, issued on February 1, 2009, which included an attachment with reprints of referenced state laws and regulations. Except for editorial improvements, the basic information provided in Building Standards Bulletin 09-02 remains valid. However this new bulletin does not include reprints of the referenced state laws and regulations. All state laws and regulations referenced herein are available online as identified below.

This bulletin is to bring attention to requirements of state law establishing the application of the California Building Standards Code in Title 24 of the California Code of Regulations (abbreviated as CCR, T-24 hereafter), and how local government must enforce its provisions as applicable, and how local government may enact more restrictive requirements for local conditions, adopt administrative regulations and approve alternatives.

CODE AVAILABILITY:

All state laws referenced herein may be viewed at the state website <http://www.leginfo.ca.gov/>. Referenced California Code of Regulations, Title 25 (abbreviated as CCR, T-25 hereafter), and provisions may be viewed at the Office of Administrative Law website <http://www.oal.ca.gov/>. The eleven Parts of CCR, T- 24 may be accessed through the California Building Standards Commission website <http://www.bsc.ca.gov/>, except for Part 3, the California Electrical Code.

APPLICABILITY:

The applicability of CCR, T-24, known as the California Building Standards Code, is identified in the California Health and Safety Code (HSC), which is state law. Within the HSC there are two portions of law addressing the application of the CCR, T-24. First is the

California Building Standards Law¹ found in Division 13, Part 2.5, and second is the State Housing Law² found in Division 13, Part 1.5. These portions of law establish that the CCR, T-24 as published by the California Building Standards Commission that incorporates the latest editions of

¹ H&SC § 18901

² H&SC § 17950, "...to apartment houses, hotels, motels, and dwellings, and buildings and structures accessory thereto..."

selected model codes is the applicable code for all occupancies³ throughout the state, not the model codes by themselves.

Additionally, the Department of Housing and Community Development has adopted regulations implementing the State Housing Law in the California Code of Regulations, Title 25, Division 1, Chapter 1, Subchapter 1 (CCR, T-25), for residential structures subject to the State Housing Law. These regulations, the CCR, T-24, and the requirements of the State Housing Law, are applicable in all parts of the State.⁴

LOCAL GOVERNMENT ADOPTION OF THE CCR, T-24 BY ORDINANCE:

- The CCR, T-24 is applicable to all occupancies throughout California, whether or not the local government takes an affirmative action to adopt the CCR, T-24.⁵
- The State Housing Law requires local building department enforcement of the Law, building standards, and implementing regulations of the Department of Housing and Community Development for residential structures.⁶
- Local governments should work closely with counsel to develop an adopting ordinance⁷ any expressed findings for any amendment of the CCR, T-24, and provide for enforcement of the CCR, T-24.

LOCAL GOVERNMENT AMENDMENTS:

Local governments may amend the building standards contained in the CCR, T-24 for all occupancies, and the regulations of the Department of Housing and Community Development in CCR, T-25 applicable to residential structures. The provisions of law that permit these local government amendments contain subtle differences.

Local Government Amendments under the Building Standards Law:

The Building Standards Law takes a straight forward approach to amendments by local governments:⁸

- The governing body of the local government must make express findings that amendments to the building standards, including green building standards, contained in CCR, T-24 are necessary because of local climatic, geological or topographical conditions.⁹
- The local government amendments must provide a more restrictive building standard, including green building standard, than that contained in CCR, T-24.¹⁰

³ The term "occupancy" as used in the California Building Standards Code is the method of classifying all buildings and structures.

⁴ H&SC § 17950, "...to apartment houses, hotels, motels, and dwellings, and buildings and structures accessory thereto..."

⁵ H&SC §§ 17950 and 18938 (b)

⁶ H&SC, § 17960 and 18948

⁷ GC, § 50020, et seq.

⁸ H&SC, § 18941.5

⁹ H&SC, §§ 18941.5 and 17958.7

¹⁰ H&SC, § 18941.5

- The amendments are not effective until copies of both the express findings and the amendments, with the amendments expressly marked and identified as to the applicable findings, have been filed with the California Building Standards Commission.¹¹

Local Government Amendments under the State Housing Law:

The State Housing Law provides for amendment of building standards related to residential construction and for amendment of CCR, T-25.

- The governing body of the local government must make an express finding that amendments to either the building standards, including green building standards, for residential construction contained in CCR, T-24, or the regulations of the Department of Housing and Community Development contained in CCR, T-25, are reasonably necessary because of local climatic, geological or topographical conditions.¹² There is an exception in CCR, T-25, § 52 to the requirement for an express finding where alternate abatement procedures are determined by the local enforcement agency to be the equivalent of those contained in CCR, T-25.
- Unlike the California Building Standards Law, there is no specific requirement in the State Housing Law that local government amendments provide either more restrictive building standards, including green building standards, than those contained in CCR, T-24, or more restrictive regulations than those contained in CCR, T-25.¹³
- The amendments are not effective until copies of both the express findings and the amendments, with the amendments expressly marked and identified as to the applicable findings have been filed with the California Building Standards Commission.¹⁴

Local Government Amendments under the Fire Protection District Law of 1987:

Local government amendments to building standards in the CBSC adopted by the State Fire Marshal for fire and panic safety that are more stringent are permitted under this provision of state law for fire protection districts organized under HSC, Division 12, Part 2.7. Again, there are differences in how these amendments are implemented.

- The "governing body" shall be deemed to be the district board and the district shall be deemed to be the local agency.¹⁵
- The district board must make an express finding that amendments to building standards for fire and panic safety that are contained in CCR, T-24 are necessary because of local climatic, geological or topographical conditions.¹⁵
- The district is required to notify the city, county, or city and county where the amendments will apply of the proposed amendments, and receive their comments.¹⁵
- Upon adoption, the amendments are required to be presented for ratification to the city, county,

¹¹ H&SC, §17958.7

¹² H&SC, §§ 17958, 17958.5 and 17958.7

¹³ H&SC, §§ 17958, 17958.5 and 17958.7

¹⁴ H&SC, §17958.7

¹⁵ H&SC, § 13869.7

or city and county where it will apply.¹⁵

- The amendment is not effective until ratification by the city, county, or city and county. Copies of both the express findings and the amendments, with the amendments expressly marked and identified as to the applicable findings, must be filed with the Department of Housing and Community Development by the city, county, or city and county where it will apply, along with the adopting ordinance and any findings of the city, county, or city and county.¹⁶

Filings with the California Building Standards Commission:

- The absence of a filing with the California Building Standards Commission of local government amendments implies that the CCR, T-24 is applicable within that local jurisdiction, without amendment.¹⁷
- The California Building Standards Commission may acknowledge by letter the filings by local governments that meet the requirements of H&SC, § 17958.7.
- The California Building Standards Commission is not authorized by law to evaluate the merits of the express findings of a local government as to the local climatic, geological or topographical conditions necessitating their amendments.
- The California Building Standards Commission will reject, by letter, the filings by local governments proposing to adopt and amend model codes. Only the CCR, T-24, incorporating model codes and including California Amendments by the state adopting agencies, and the related regulations of the Department of Housing and Community Development, are subject to adoption and amendment by local governments.¹³
- The California Building Standards Commission may reject, by letter, the filings by local governments where no express findings are submitted with proposed amendments. No express findings may be deemed to have been submitted under the following circumstances:
 - There is, in fact, no express findings submitted with the proposed amendments.
 - The proposed amendments are not expressly marked and identified as to the applicable express findings.¹⁸
 - There is no evidence by signature(s), certification of the city/county clerk, transmittal letter or other reasonable means to validate that the express findings were a lawful action of the governing body of the local jurisdiction.

Local Administrative Regulations:

Local regulations necessary to carryout procedures by a city, county, or city and county relating to civil, administrative, or criminal procedures and remedies available for enforcing code violations,

¹³ HSC, § 18941.5, 17950 and 17958.7

¹⁵ H&SC, § 13869.7

¹⁶ HSC, § 18941.5, 17950 and 17958.7

¹⁷ HSC, § 18941.5, 17950 and 17958.7

¹⁸ H&SC §§ 17950 and 18941.5

and that do not establish building standards may be enacted without meeting the requirements of HSC sections 18941.5, 17958, 17958.5 and 17958.7.

Local Approval of Alternatives:

Local building departments have authority under H&SC, § 17951(e) to allow alternative materials and methods of construction that are not specifically adopted in the CCR, T-24. Said section is from the State Housing Law with application to the design and construction of hotels, motels, lodging houses, apartments, condominiums, and dwellings. Thus, an alternative material or method of construction not specifically adopted in the CCR, T-24 may be approved on a case-by-case basis for housing construction under the conditions stated in HSC section 17951(e), without the need for a local ordinance or code amendment.

If you have any questions concerning this bulletin, or if additional clarification would be helpful, please contact our office at 916-263-0916 or through our contact e-mail address cbsc@dgs.ca.gov.

Dave Walls
Executive Director

**EL DORADO HILLS COUNTY WATER DISTRICT
ORDINANCE No. 34**

**AN ORDINANCE ESTABLISHING A SCHEDULE OF FEES GOVERNING THE COST
OF SERVICES AND ENFORCEMENT OF REGULATIONS**

WHEREAS, the Board of Directors of the El Dorado Hills County Water District ("the District") has on this date considered this ordinance to adopt a schedule of fees covering the cost of certain services provided; and

WHEREAS, the proposed ordinance was advertised and noticed as required by law and a public hearing was set for February 19, 2009; and

WHEREAS, the collection of such fees is specifically authorized by California Health and Safety Code Section 13916; and

WHEREAS, the surrounding fire protection districts of El Dorado County and Sacramento County have adopted similar fee schedules; and

WHEREAS, the fees established by this Ordinance are comparable to, or less than, the fees imposed by such neighboring jurisdictions and represent a reasonable estimate of costs incurred by the District in providing the listed services; and

WHEREAS, in order to reliably and economically provide the listed services and to ensure that the costs incurred thereby are recaptured from those requesting such services or compelling such enforcement, the District deems it necessary to adopt this Ordinance establishing a fee schedule to be utilized henceforth.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The El Dorado Hills County Water District hereby adopts a program to recover costs incurred in providing certain services and enforcing certain regulations. The fees charged shall not exceed the reasonable costs incurred by the District in providing such services and/or enforcing such regulations. The initial Fee Schedule is attached hereto as Exhibit A. The Fee Schedule may be amended from time to time to add additional services/regulations or to adjust the fee amounts to accurately reflect costs incurred by the District.

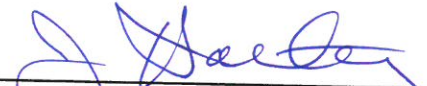
The foregoing was passed and adopted by the Board of Directors at a meeting of said Board held on the 19th day of February, 2009, by the following vote:

AYES: Durante, Hartley, Hidahl, Thomsen, Winn
NOES: None
ABSENT: None

ATTEST:



Connie Bair, Board Secretary



Jim Hartley, Board President



El Dorado Hills Fire Department

FEE SCHEDULE

Date: _____ APN: _____
 Project: _____ Permit #: _____
 Address: _____
 Name: _____ Phone #: _____

PLAN REVIEW FEES		Hourly Rate =	\$ 85.00	per hour
New Building Submittal Fee	# of Buildings>	\$	255.00	\$ -
New Building Plan Review	# Sq. Ft.>	\$	0.10	\$ -
New Building Re-Submittal Fee	# Sq. Ft.>	\$	0.05	\$ -
Tenant Improvement Submittal Fee	# of Buildings>	\$	170.00	\$ -
Tenant Improvement Plan Review (per sf)	#Sq. Ft.>	\$	0.09	\$ -
Residential Care Facility	# of hours>	\$	85.00	\$ -
Fire Flow Letter/Initial Consultation	# of hours>	\$	127.50	\$ -
Subdivision, Minor Fee, 4 lots or less	each	\$	170.00	\$ -
Subdivision, Major Fee, >4 lots	each	\$	255.00	\$ -
Additional per lot	# of lots>	\$	10.00	\$ -
Civil Plan Review - Building	# of hours >	\$	85.00	\$ -
Civil Plan Review - Development	# of hours >	\$	85.00	\$ -
Building Demolition	# of hours >	\$	85.00	\$ -
Driveway Elevation Plan Review	# of hours>	\$	85.00	\$ -
Water Storage Tank/Rural Water System	# of hours>	\$	85.00	\$ -
Development Consultation	# of hours >	\$	85.00	\$ -
Design Waiver Review	# of hours >	\$	85.00	\$ -
Fire Sprinkler System <25 Heads	Per System	\$	170.00	\$ -
25 - 99 Heads	Per System	\$	255.00	\$ -
≥100 Heads	Per System	\$	340.00	\$ -
Per Head Over 100	Per Head >100	\$	1.00	\$ -
Fire Alarm System Base Fee	# of systems>	\$	170.00	\$ -
Per Fire Alarm Device	#of devices>	\$	2.00	\$ -
False Alarm Fee (≥3X's per 12 mo. period at same location)	# of times>	\$	85.00	\$ -
Fixed Fire Protection System	# of systems>	\$	170.00	\$ -
Kitchen Hood System	# of systems>	\$	85.00	\$ -
Spray Booth	# of booths>	\$	85.00	\$ -
Medical Gas System	# of systems	\$	85.00	\$ -
Hazardous Material Facility	# of hours>	\$	85.00	\$ -
Liquefied Petroleum Gas(per tank)				
Aggregate Capacity 26 - 500 gal.	# of Tanks>	\$	85.00	\$ -
Aggregate Capacity 501-1999 gal..	# of Tanks>	\$	127.50	\$ -
Aggregate Capacity >1999 gal.	# of Tanks>	\$	255.00	\$ -
LPG Underground Installations	# of Tanks>	\$	127.50	\$ -
Rack or High Pile Storage	# of hours>	\$	85.00	\$ -
Residential Set-back Reduction Letter	# of hours>	\$	85.00	\$ -
Additional Site Inspections	# of Inspections>	\$	85.00	\$ -
Temporary Structures (Tents, Canopies, etc.)	# of hours>	\$	85.00	\$ -
General Plan Review	# of hours>	\$	85.00	\$ -
Expedited Plan Review	# of hours>	\$	127.50	\$ -
Sub Total		\$		\$ -



El Dorado Hills Fire Department

FEE SCHEDULE

NON-COMPLIANT OCCUPANCY INSPECTION FEES

Referral Inspections	# of inspections>	\$ 85.00	\$ -
Sub-Total			\$ -

MISCELLANEOUS FEES

Fire Hydrant Flow Test	One Hydrant	\$ 85.00	\$ -
Additional Hydrants	#Of hyd.>	\$ 25.00	\$ -
Fire Watch Services			
per firefighter per hour (2 hour minimum)	#Of FFs> #Of hrs.>	\$ 50.00	\$ -
per apparatus per hour (2 hour minimum)	#Of app.> #Of hrs.>	\$ 400.00	\$ -
Appeals Fee (any appeal application for the Fire Code Board of Appeals)		\$ 85.00	\$ -
Inspections outside of normal Business hours (2 hour minimum)	#Of hrs.>	\$ 127.50	\$ -
Design Review Consultation	#Of hrs.>	\$ 85.00	\$ -
Residential Fire Safe Plan Approval	#Of hrs.>	\$ 85.00	\$ -
Fire Supression & Investigation Fee Fee for fires or emergencies out of agencies Jurisdictional Sphere of Influence (Fee determined by the Prevailing OES Reimbursement Fee Schedule)			\$ -
Sub-Total			\$ -

OUTSIDE CONSULTING FEES


Incident Report	# of reports>	\$ 20.00	\$ -
Inspection Report	# of reports>	\$ 20.00	\$ -
Investigation Report (up to 5 pages)	# of reports>	\$ 20.00	\$ -
Each additional page	# of pages>	\$ 4.00	\$ -
Photograph (3x5)	# of pics.>	\$ 20.00	\$ -
Photograph (8x10)	# of pics.>	\$ 40.00	\$ -
Digital Photographs	# of pics.>	\$ 40.00	\$ -
Sub-Total			\$ -
TOTAL AMOUNT DUE			\$ -

Note: Omissions and errors on plans shall not be valid. Plans shall demonstrate compliance with all applicable code requirements. If required by the Fire Marshal the plan(s) submitted may be required to be reviewed by an outside agency or firm. Third party plan review costs shall be the responsibility of the submitter.



PLANNING & BUILDING DEPARTMENT

2850 Fairlane Court, Placerville, CA 95667
Phone (530) 621-5355, Fax (530) 642-0508

Date: July 22, 2019
To: Honorable Board of Supervisors
From: Tiffany Schmid, Director 
Subject: El Dorado Hills Fire Department Residential Sprinkler Plan Review & Inspection

On April 23, 2019 the Fire Chief of the El Dorado Hills Fire Department met with the Planning and Building Department and provided the attached letter regarding intent to begin reviewing residential fire sprinkler plans and conducting inspections of those systems within the jurisdiction of the El Dorado Hills Fire Department effective July 1, 2019.

The Fire Chief cites his authority, as well as the best interest of the County, its residents, the community builders and the Fire Department as the basis for the decision.

By way of background, the requirement to install residential fire sprinklers became effective in 2010 through Section R313 of the California Residential Building Code. At this time the County's Building Official worked collaboratively with the 12 Fire Districts in the County to consolidate the plan review and inspection service within the County's Planning and Building Department. This consolidation provided a simplified and streamlined process for our customers by offering them a single source and unified approach for residential sprinkler permitting regardless of which Fire District the project was in.

Recognizing that the County has no authority to preclude the Fire Chief from performing this service, nor he to preclude the County, our focus remains on our citizens. While we do not believe that it is in the best interest of the County, its residents, and the community builders, for the El Dorado Hills Fire Department to be the only Fire Department to perform this service while the County remains performing the service for the other 11 Districts, we intend to cease performing this service within the El Dorado Hills Fire Department's jurisdiction to avoid creating confusion for our customers and duplicative processes.

We intend to ask the Fire Chief to provide us with their fee to perform this service, so we can appropriately collect it on their behalf, as well as a Resolution, or similar document, from the El Dorado Hills Fire Department Board of Directors authorizing the Chief of the El Dorado Hills Fire Department to take this action.

Until we receive this information we will continue to perform this service. Unfortunately, this will result in a period of time where there are duplicate and redundant processes for our customers. Upon receipt of the requested information the County will begin to discontinue performing residential fire sprinkler plan checks and inspections in the El Dorado Hills Fire Department jurisdiction. I will provide notification to your Board once this occurs.

Please let me know if you would like me to agendaize this for a future Board meeting.

C: Don Ashton, Chief Administrative Officer
David Livingston, County Counsel



ORDINANCE NO. 5101

**AN ORDINANCE ADDING CHAPTER 8.09
VEGETATION MANAGEMENT AND DEFENSIBLE SPACE
TO TITLE 8: PUBLIC HEALTH AND SAFETY**

**THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO DOES
ORDAIN AS FOLLOWS:**

CHAPTER 8.09 – VEGETATION MANAGEMENT AND DEFENSIBLE SPACE

Section 8.09.010. – Title.

This chapter shall be known and may be referred to in all proceedings as the County Vegetation Management and Defensible Space Ordinance. The purpose of the ordinance is to provide for the removal of hazardous vegetation and combustible materials situated in the unincorporated areas of the county so as to reduce the potential for fire and to promote the safety and welfare of the community.

Section 8.09.020: Findings

- A. The Board of Supervisors of El Dorado County (hereinafter “County”) finds and declares that the uncontrolled growth and/or accumulation of weeds, grasses, hazardous vegetation and combustible materials or obstructions on sidewalks, streets, and on lands or lots within the County is dangerous or injurious to neighboring property and the health, safety and welfare of residents of the County. Such growth and accumulation constitute a public nuisance in that it creates fire hazards, reduces the value of private property, promotes blight and deterioration, invites plundering, constitutes an unattractive nuisance and creates a hazard to the health, safety and general welfare of the public.
- B. It is the intent of the County that this Ordinance shall apply to an annual program for the abatement of the growth and/or accumulation of weeds, grasses, shrubs, dormant brush, slash, tree limbs, hazardous vegetation and combustible materials on all improved parcels and designated unimproved parcels within the County and maintenance of those parcels to prevent vegetation from growing back;

- C. The County is located in a wildland/suburban interface in which many of the native and non-native plant species within the jurisdictional boundaries of the County are highly flammable during dry periods and have contributed to significant wildfires resulting in catastrophic fire losses to life, property and the environment. The risk of significant wildfires continues to increase for numerous reasons.
- D. The County has a diverse and complex landscape which includes mountains, forests and other brush, or grass covered wildlands which have the potential to fuel a catastrophic fire event;
- E. Of paramount importance to the Board of Supervisors and the citizens of the County is the protection of lives and property from the threat of fire and the safety of fire and law enforcement personnel during wildfires;
- F. It is the purpose of this Ordinance to establish a hazardous vegetation and combustible material abatement program that protects the lives and property of the citizens of the County and;
- G. It is the County's intent to make fire safe communities, thus giving citizens better opportunities for affordable fire insurance.

Section 8.09.030: Definitions

Accumulation of Weeds, Grasses, Hazardous Vegetation and Combustible Materials means allowing the growth of weeds, grasses, hazardous vegetation and accumulation of combustible materials as defined below.

Combustible Material means accumulation of garbage, rubbish, waste or material of any kind other than hazardous vegetation that is flammable and endangers the public safety by creating a fire hazard.

Defensible Space means a defensible space, in the context of fire control, is a natural and/or landscaped area around a structure that has been maintained and designed to reduce fire danger.

Enforcement Officials – A fire chief or chief administrative officer or her/his designee.

Fire Chief means the Chief of any fire department/district located wholly or partially located in El Dorado County.

Garbage includes, but is not limited to, the following: waste resulting from the handling of edible foodstuffs or resulting from decay, and solid or semisolid putrescible waste, and all other mixed, non-recyclable wastes which are generated in the day-to-day operation of any business, residential, governmental, public or private activity, and may include paper, plastic, or other synthetic material, food or beverage containers.

Hardwood generally indicates trees which have broad leaves - deciduous trees (such as oak, alder, dogwood, and madrone).

Hazardous Vegetation means vegetation that is flammable and endangers the public safety by creating a fire hazard including but not limited to seasonal and recurrent weeds, stubble, brush, dry leaves, needles, tumbleweeds, chaparral, sagebrush, manzanita, and under growth vegetation.

Improved Parcel means a portion of land of any size, the area of which is determined by the Assessor's maps and records and may be identified by an Assessor's Parcel Number upon which a structure is located.

Real Estate Transaction means the transfer of property between individuals or entities.

Rubbish includes, but is not limited to, non-putrescible wastes, such as paper, cardboard, grass clippings, tree or shrub trimmings, leaves and needles, wood chips used in landscaping or within five feet of a structure, bedding, crockery, rubber tires, construction waste and similar waste materials.

Slash means the woody debris remaining on the ground after fuels management work: slash including but not limited to trees tops, branches, bark, chunks, cull logs, uprooted stumps, and uprooted trees.

Softwood means the wood from a conifer (such as pine, cedar, fir, or spruce) as distinguished from that of broadleaved trees.

Structure means the term "structures," as used in this chapter, is defined to include buildings which qualify for occupancy per the County building code, such as residential dwellings (which includes trailers and mobile homes, whether situated in a park or installed on private property), commercial buildings, industrial buildings, government buildings, and any accessory buildings thereto deemed appropriate for a site address by the County Surveyor. Any shed, pump house or any enclosure that is 120 square feet or less in floor area is exempt.

Unimproved Parcel means land of any size, the area of which is determined by the Assessor's maps and records and may be identified by an Assessor's Parcel Number upon which no structure is located.

Vegetation means plants considered collectively, especially those found in a particular area or habitat. For the purposes of this ordinance any tree less than 6 inches in diameter is considered vegetation.

Waste means all putrescible and non-putrescible solid, semi-solid, and liquid wastes, including residential, commercial, and municipal garbage, trash, refuse, paper, rubbish, ashes, industrial wastes, construction and demolition debris, discarded home and industrial appliances, manure, vegetable or animal solid and semi-solid wastes, and other discarded solid wastes and semisolid wastes.

Weeds include any of the following:

1. Weeds which bear seeds of a downy or wingy nature;
2. Brush, slash, or weeds which attain such hard growth as to become, when dry, a fire menace to adjacent improved property;
3. Weeds and grasses which are otherwise noxious;
4. Poison oak and poison ivy when the conditions of growth are such as to constitute a menace to the public health;
5. Dry grass, stubble, brush, or other flammable vegetation which endangers the public safety by creating a fire hazard.
6. Vegetation that is not pruned or is otherwise neglected so as to attain such large growth as to become, when dry, a fire menace to adjacent property.
7. A fuel ladder is a term for live or dead vegetation that allows a fire to climb up from the landscape or forest floor into the tree canopy. Common fuel ladders include tall grasses, shrubs, and tree branches, both living and dead.

Section 8.09.040: California Environmental Quality Act (CEQA)

The subject project is Categorical Exempt (Class 4) from provisions of CEQA, pursuant to Section 15304 of the CEQA guidelines.

Section 8.09.050: Legal Authority for the County Ordinance

The County has the legal authority to adopt the provisions contained in this Ordinance as specified below:

- A. The **California Health and Safety Code**, Part 5 Sections 14875-14931, which provides that an accumulation of weeds, grasses, hazardous vegetation and other combustible material may be declared a public nuisance, and provides guidelines for enforcement and abatement by the County of such nuisance as fire hazards, and payment of such abatement costs incurred by the County to remove such hazardous vegetation and combustible material. This Code also provides for penalties for violations of this Ordinance by property owners.
- B. The **California Fire Code** Title 24, Part 9, Chapter 3, Section 304.1.2 and Section 1103.2.4 prohibits combustible waste material creating a fire hazard on vacant lots or open space, which California Fire Code has been adopted by the County.
- C. The **California Code of Regulations Code**, 14 C.C.R., Sections 1270.01-1276.03.
- D. The **California Public Resources Code** Section 4291 which requires a person or entity that owns, leases, controls, operates, or maintains a building or structure in, upon, or adjoining a mountainous area, forest-covered lands, brush-covered lands, grass covered lands, or land that is covered with flammable material, to maintain defensible space of 100 feet from each side and from the front and rear of the structure, and which provides for required fuel modification so as to ensure that a wildfire burning under average weather conditions would be unlikely to ignite the structure on the property.
- E. **Government Code** Section 25845 and 25845.5 which provide that the board of supervisors may establish procedures for the abatement of a nuisance and regarding enforcement mechanisms available for the County to ensure that the costs incurred by the County in abating the nuisance consisting of accumulation of weeds, grasses, hazardous vegetation and other combustible materials are recovered from the property owner who fails to abate such nuisance after notice from the County to do so.

Section 8.09.060: Prohibited Conduct

A person shall not dump, nor permit the dumping of weeds, grasses, hazardous vegetation, refuse, or other combustible material, nor shall a person permit the accumulation of weeds, grasses, hazardous vegetation, refuse, or other combustible material on that person's property or on any other property so as to constitute a fire hazard.

Section 8.09.070: Duty to Remove and Abate Hazardous Vegetation and Combustible Material

- A. It shall be the duty of every owner, occupant, and person in control of any parcel of land or interest therein, which is located within the County to remove, or abate, all hazardous vegetation and combustible material, which constitutes a fire hazard which may endanger or damage neighboring property.
- B. The owner, lessee or occupant of buildings, grounds, or lots within the County shall remove from such property and adjacent streets all waste, garbage, rubbish, weeds, hazardous vegetation or other combustible materials growing or accumulated thereon in accordance with the procedures and methods prescribed in this Ordinance and by the enforcement official.
- C. This ordinance creates minimum rules for vegetation management in the County. Any legal entity, if it wishes, can adopt vegetation management regulations that provide for rules that are more restrictive than the County's. The County with local and/or state partners will conduct inspections in selected areas or in response to residential complaints.
- D. Any Home Owners Association (HOA), Lighting & Landscape District, Subdivision Development, Special District, or other entity that has a developed and approved Wildland Fire Safe Plan in accordance with the County's General Plan requirement, shall be granted a reasonable amount of time to comply with this ordinance not to exceed five (5) years from the date which this ordinance was approved and ratified by the Board of Supervisors.
- E. Prior to the close of any real estate sales transaction within the County, the requirements for property owners to comply with the vegetation management ordinance shall be disclosed to all potential property owners.
- F. All improved Parcels, shall comply with the following requirements:
 - 1. A person or entity who owns, leases, controls, operates, or maintains a building or structure in, upon, or adjoining a mountainous area, forest-covered lands, brush-covered lands, grass-covered lands, or land that is covered with flammable material, shall at all times do all of the following:

- a. Maintain defensible space of 100 feet from each side and from the front and rear of the structure, but not beyond the property line except as provided in paragraph (M). The amount of fuel modification necessary shall take into account the flammability of the structure as affected by building material, building standards, location, and type of vegetation. Fuels shall be maintained in a condition so that a wildfire burning under average weather conditions would be unlikely to ignite the structure. This paragraph does not apply to single specimens of trees or other vegetation that are well-pruned and maintained so as to effectively manage fuels and not form a means of rapidly transmitting fire from other nearby vegetation to a structure or from a structure to other nearby vegetation.
- b. Consistent with fuels management treatment objectives, steps should be taken to minimize erosion. For the purposes of this paragraph, "fuel" means any combustible material, including petroleum-based products and wildland fuels.
- c. A greater distance than that required under paragraph (A) may be required by state law, local ordinance, rule, or regulation. Clearance beyond the property line may only be required if the state law, local ordinance, rule, or regulation includes findings that the clearing is necessary to significantly reduce the risk of transmission of flame or heat sufficient to ignite the structure, and there is no other feasible mitigation measure possible to reduce the risk of ignition or spread of wildfire to the structure.
- d. Clearance on adjacent property shall only be conducted following written consent by the adjacent landowner.
- e. Remove that portion of a tree that extends within 10 feet of the outlet of a chimney or stovepipe.
- f. Maintain a tree, shrub, or other plant adjacent to or overhanging a building free of dead or dying wood.
- g. Maintain the roof of a structure free of leaves, needles, or other vegetative materials.
- h. Before a new permit is final and before the certificate of occupancy a vegetation management inspection will need to be completed. Prior to constructing a new building or structure or rebuilding a building or structure damaged by a fire in an area subject to this section, the construction or rebuilding of which requires a building permit, the owner shall obtain a certification from the local building official that the dwelling or structure, as proposed to be built, complies with all applicable state and local building standards, including those described in subdivision (b) of

Section 51189 of the Government Code, and shall provide a copy of the certification, upon request, to the insurer providing course of construction insurance coverage for the building or structure. Upon completion of the construction or rebuilding, the owner shall obtain from the local building official, who has authority, or designee a copy of the final inspection report that demonstrates that the dwelling or structure was constructed in compliance with all applicable state and local building standards, including those described in subdivision (b) of Section 51189 of the Government Code, and shall provide a copy of the report, upon request, to the property insurance carrier that insures the dwelling or structure.

- i. A person is not required under this section to manage fuels on land if that person does not have the legal right to manage fuels, nor is a person required to enter upon or to alter property that is owned by any other person without the written consent of the owner of the property.
- j. Except as provided in Section 18930 of the Health and Safety Code, the Board of Supervisors may adopt regulations exempting a structure with an exterior constructed entirely of nonflammable materials, or, conditioned upon the contents and composition of the structure, the enforcement official may vary the requirements respecting the removing or clearing away of flammable vegetation or other combustible growth with respect to the area surrounding those structures.
- k. Cultivated and useful grasses and pastures shall not be considered a public nuisance. However, if the County's enforcement official shall determine it necessary to protect adjacent improved property from fire exposure, an adequate firebreak may be required.
- l. The public and entities should be aware of rare plants areas, riparian areas, and raptor nesting trees on the property and try to avoid these sites.
- m. Good Neighbor and Neighborhood Protection Policy including Unimproved Parcels - A one hundred (100) foot wide strip of land around flammable structure(s) located on an adjacent improved parcel (some or all of this clearance may be required on the adjacent improved parcel or the adjacent unimproved parcel depending upon the location of the structure on the improved parcel). For example, a structure could be within 70 feet of its property line. The adjacent property owner shall assist its neighbor by completing fuels management on another 30 feet to create a 100 foot strip of treated land.
- n. Improved and unimproved parcels adjacent to all roadways and determined by the county enforcement official (or designee) to be necessary for the safe ingress and egress to the area served by the roadway or fire access easement and the current

condition of fuels on the improved or unimproved parcel is assessed by the county fire inspector as an extra hazardous fire condition must be treated or abated.

Section 8.09.080: Enforcement Officials

The enforcement official shall have authority to enforce this chapter and issue citations for violations. For purposes of this chapter, the "enforcement official" may be:

- A. The Chief of a Fire Department/District in El Dorado County or his/her designee;
- B. The Chief Administrative Officer or his/her designee.

Section 08.09.090: Inspection

- A. The enforcement official, or personnel acting under his or her direction, may enter upon private or public property whenever necessary to enforce or administer the provisions of this chapter; provided, however, that this right of entry and inspection shall not be construed to grant the right to enter into any dwelling or structure which may be located on the land. Should the County determine that there is a reasonable expectation of privacy of the property owner with respect to the dwelling unit to be inspected, the County may request an inspection warrant pursuant to the provisions of California Code of Civil Procedure section 1822.50 et seq., which warrant shall state the location which it covers and state the purposes of the inspection. When there is no reasonable expectation of privacy, such as with respect to an abandoned dwelling or building, the County's designated enforcement official may enter onto that property without a warrant in order to inspect the property for the purposes of determining whether the provisions of this Ordinance have been violated.
- B. When requested to help in the abatement of a property by CAL FIRE after a second noncompliant inspection, County staff or fire department/district staff, through completing a third inspection, will provide assistance to CAL FIRE to abate the property through the abatement language in this ordinance.

Section 08.09.100: Enforcement

Violations of this Ordinance may be enforced pursuant to the legal authorities specified in Section 8.09.050 of this Ordinance following the procedures and timelines specified in Section 8.09.110 of this Ordinance. As an alternative to such enforcement procedures, the enforcement official retains the discretion to commence a meet and confer process with property owners determined to be in violation of this Ordinance to attempt to agree to a mutually acceptable method for abating the waste, vegetation and combustible material existing on such property. Nothing shall prohibit the enforcement

official from issuing a hazard abatement notice to a property owner and following the enforcement procedure specified in Section 8.09.110 with respect to property owners who do not agree to a mutually acceptable abatement method after discussions with the enforcement official.

Section 08.09.110: Enforcement Procedure

A. Initial Notice of Duty to Remove and Abate Waste, Hazardous Vegetation and Combustible Material:

1. On or before February 15 of each year the enforcement official shall mail written notice to all owners of Parcels within the County emphasis area or countywide stating that all waste, hazardous vegetation and combustible material located on such parcel must be removed and or abated as specified in Section 8.09.070 of this Ordinance on or before June 1 of such year. Such written notice can be mailed to any owner countywide when inspection of the parcel by the enforcement official reveals a violation of this Ordinance. Notice shall be mailed within 15 days after the discovery of such violation by the enforcement official.

B. Hazard Abatement Notice:

If the meet and confer process described in Section 08.09.100 does not occur or does not result in abatement and removal of waste, hazardous vegetation and/or combustible material, the enforcement official may commence proceedings to enforce the provisions of this Ordinance when a violation is identified due to: (a) the failure of an owner of an Unimproved Parcel to remove and abate all waste, hazardous vegetation and combustible material on or before June 1 pursuant to the Notice specified in Section 08.09.100 A, or (b) the failure of an owner of an Improved Parcel to remove and abate all waste, hazardous vegetation and combustible material within the time specified in the Notice described in Section 8.09.110 A. Enforcement proceedings are commenced by the mailing of a Hazard Abatement Notice in the manner prescribed as follows: The enforcement official shall mail the Hazard Abatement Notice to each person or entity that has an ownership interest in the parcel to which the violation pertains. Ownership interest shall be determined based on the last equalized assessment roll available on the date of mailing of the Hazard Abatement Notice. Notification may also be accomplished by posting the Hazard Abatement Notice on the property if the owner's mailing address is not available or not current.

C. The contents of the Hazard Abatement Notice shall include the following:

1. A description of the property by reference to the assessor's parcel number as used in the records of the county assessor, and by reference to the common name of a street or road upon which the property abuts, if the property abuts upon a road or street;
2. A statement that there are weeds, grasses, hazardous vegetation, waste and/or combustible materials upon the property;
3. A request that such weeds, grasses, hazardous vegetation, waste and/or combustible materials be removed or abated by June 1, which shall not be less than 15 calendar days following the mailing or posting of the notice;

4. A statement that if such weeds, grasses, hazardous vegetation, waste and/or combustible materials are not removed or abated by the property owner by June 1, that such materials may be removed under authority of the County , and the costs of such removal and abatement may be made a legal charge against the owner or owners of the property, a lien imposed on and recorded against the property in the amount of such costs, and such costs referred to the County Auditor for collection together with property taxes on such property pursuant to the provisions of Health and Safety Code Sections 14875 through 14931, and Government Code Section 25845;
5. A statement referencing the right of the property owner to appeal the issuance of the Hazard Abatement Notice pursuant to Section 8.09.120 hereof; and
6. With respect to notices which are posted, a title which reads "Notice to Remove Weeds, Grass, Hazardous Vegetation, Waste and/or Other Combustible Materials," the letters of the foregoing title to be not less than one inch in height.
7. Notices which are posted shall be conspicuously posted in front of the property, or if the property has no frontage upon a road or street, then upon a portion of the property nearest to a road or a street most likely to give actual notice to the owner. Notices shall be posted not more than 100 feet in distance apart upon property with more than 200 feet of frontage, and at least one notice shall be posted on each parcel with 200 or less feet of frontage.
8. Such Hazard Abatement Notice also will be sent by certified mail to the property owner of such parcel as her or his name appears on the last equalized assessment roll and to the address shown on such assessment roll.

Section 08.09.120: Appeals Procedure

Any person or entity, who is adversely affected by the Hazard Abatement Notice specified in Section 8.09.100 , may appeal such Hazard Abatement Notice to the Hearing Officer within fifteen (15) calendar days of the postmark on the Hazard Abatement Notice by filing a written appeal with the enforcement official. Timely appeal shall stay any further action for removal or abatement until the date set for hearing, unless the weeds, hazardous vegetation, waste or combustible material at issue presents an imminent fire hazard within 100 feet of any structure. The enforcement official shall set the matter for hearing before the Hearing Officer. The enforcement official shall notify the Appellant by certified mail of the date and time set for such hearing, at least fifteen (15) days prior to said date. If the Appellant resides outside the County, such Notice of Hearing shall be mailed to the Appellant at least twenty (20) days prior to the date set for the hearing. The Appellant shall have the right to appear in person or by agent, designated in writing, at the hearing, and present oral, written, and/or photographic evidence. The Hearing Officer shall issue its order denying or granting the appeal, which shall be in writing and be issued within fifteen (15) days of the date of the hearing. The decision of the Hearing Officer shall be final. Following the hearing notification deadline, the parcel shall be abated within seven (7) days. If abatement has not occurred within the seven (7) days, the County may abate the nuisance. If the property owner is showing progress with cleaning/treatment of the property (e.g. is in the process of cleaning/treatment of the property or has a date for a contractor to complete work) then the inspector can work with the property owner before having the property abated.

Section 08.09.130: Seasonal Designation

In the case of a parcel containing a fire hazard where it has been necessary for the County to abate the nuisance in two (2) consecutive years, and the fire hazard is seasonal or recurring, it shall be the decision of the fire inspector to declare the lot a seasonal public nuisance and the fire hazards may be abated thereafter without the necessity of further hearing.

Section 08.09.140: Removal of Hazardous Vegetation and Combustible Material

If, by June 1 of any year as specified in the original Hazard Abatement Notice, or as extended in cases of appeal, or as specified by the County Board of Supervisors, compliance with this Ordinance has not been accomplished, the enforcement official or her/his designee may order that waste, hazardous vegetation or other combustible material located on the property be removed by public officers and/or employees of the County, or may cause such removal to be carried out by a private contractor selected by the County.

Section 08.09.150: Collection of Costs for Abatement

- A. When proceedings under this chapter result in the removal of weeds, grasses, hazardous vegetation, waste or combustible material from property by the County or its agents or contractors due to the refusal of a property owner to comply with this Ordinance, all costs incurred by the County in performing such removal may be assessed against the property. Such costs shall include the costs of labor, materials and equipment furnished by the County in removing such waste, hazardous vegetation and/or combustible material; the costs incurred by the County for payments to an independent contractor to remove such waste, hazardous vegetation and combustible material from the property; all administrative costs incurred by the County in removing such waste, hazardous vegetation and combustible material including actual costs of investigation, property inspection, boundary determination, measurement, clerical costs, related attorneys' fees, and administrative overhead costs for supervision, insurance, costs of publication, mailing and posting of notices; preparation of contracts with independent contractors to perform the abatement work; review of bids by contractors; administration of contracts for abatement activities; and other budgeted overhead items. If waste, weeds, hazardous vegetation and/or combustible material are ultimately removed from the property by the property owner subsequent to the deadline for removal specified in any Hazard Abatement Notice issued by the County, the County shall be entitled under this Ordinance to assess against the property all such costs incurred securing such compliance with this Ordinance by the property owner up to and including the final date of compliance.
- B. The enforcement official shall keep an account of such administrative and removal costs of abatement, and shall submit to the Board of Supervisors for confirmation an itemized written report showing such unpaid costs and their proposed assessment to the respective properties subject to the Hazard Abatement Notice. The report shall be filed with the Clerk to the Board of Supervisors not less than 15 calendar days in advance of the confirmation hearing required below.

- C. Upon receipt of the report, a public hearing shall be scheduled in June to receive any protests and to confirm the cost report. A statement of the proposed costs and notice of the time, date and place of the hearing, together with reference to the report on file with the clerk, shall be mailed to the owner or owners of each parcel of property proposed to be assessed as shown on the last equalized assessment roll available on the date of mailing of the notice to the address or addresses of the owner or owners shown on the roll or any other address or addresses ascertained to be more accurate. Such notice shall be mailed not less than 15 calendar days in advance of the hearing.
- D. Notice of the time, date and place of the public hearing by the Board shall be published once in a newspaper of general circulation published within the County. With respect to each property proposed to be assessed for which the name of the owner or owners is not shown on the last equalized assessment roll, or no address for an owner is shown on the last equalized assessment roll, the notice shall show the name or names of the owner or owners as such name or names are shown on the last equalized assessment roll, the assessor's parcel number, the street address of the property if the property has an address and the address is known to the enforcement official, the name of the street or road upon which such property abuts if the property abuts upon a street or road, the amount of the proposed assessment and reference to the report on file with the enforcement official. Such publication shall be made not less than 15 calendar days in advance of the hearing.
- E. At the time fixed for receiving and considering the report, the County Board of Supervisors shall conduct a public hearing and shall receive and consider any objections from members of the general public or property owners liable to be assessed for the costs of abatement. The County Board of Supervisors may continue the hearing and delegate to the vegetation management hearing officer or his or her designee the responsibility of hearing individual protests and submitting a recommendation with respect thereto; provided, that the County Board of Supervisors provides an opportunity for individual consideration of each property upon which abatement activities have been conducted by the County upon receipt of a recommendation by the County Board of Supervisors may modify the report if it is deemed necessary. The County Board of Supervisors shall then confirm the report by motion or resolution.

Section 08.09.160: Levying of Abatement Costs Against Property

- A. The costs of abatement incurred by the County once approved by resolution of the County Board of Supervisors shall be mailed to the owner of the property by July 1 demanding payment within thirty (30) days of the date of mailing, or by August 1. If the costs as confirmed are not paid by the responsible property owner by August 1, or within 30 days of the date of mailing of the notice, whichever is later, such costs shall be assessed against the parcel of land as a nuisance abatement lien in accordance with Health and Safety Code Sections 14875 through 14931, Government Code Section 25845.:. The Notice of Lien shall, at a minimum, identify the record owner or possessor of the property, set forth the last known address of the record owner or possessor, set forth the date upon which the abatement of the nuisance was ordered by the County Board of Supervisors and the date that the abatement was complete, and include a description of the real property subject to the lien and the amount of the abatement cost constituting the lien. Recordation of a Notice of Abatement Lien pursuant to this Section shall have the same effect as recordation of a money judgment recorded pursuant

to Code of Civil Procedure Section 697.310 et seq., and shall create a lien which has the same priority as a judgment lien on real property which shall continue in effect until released. On the order of the County Board of Supervisors, or any designee of the County of Board of Supervisors, an abatement lien created under this Ordinance may be released or subordinated in the same manner as a judgment lien on real property may be released or subordinated.

- B. As an alternative to, or in addition to the lien procedure detailed in subsection A above, the abatement costs incurred by the County may be levied against the parcel of land subject to abatement activities by the County as a real property assessment in accordance with Health and Safety Code Division 12, Part 5, Chapter 4, Article 3 commencing with 14912 and 14915-14919 and Government Code Section 25845. Any assessment imposed on real property pursuant to this Section may be collected at the same time and in the same manner as ordinary real property taxes are collected by the County of El Dorado, and shall be subject to the same penalties and the same procedure and sale in case of delinquency as is provided for ordinary real property taxes. Notice of any assessment that is levied on real property pursuant to this Section shall be given to the property owner by certified mail from County, and shall contain the information set forth in Health and Safety Code Division 12, Part 5, Chapter 4, Article 3 commencing with 14912 and 14915-14919 and Section 25845 of the Government Code. The County shall transmit the notice of such assessment levied on real property pursuant to this Section to the County Auditor-Controller of El Dorado County with instructions to collect the assessment on the real property tax rolls for the ensuing fiscal year. Such notice shall be transmitted to the County Auditor-Controller prior to August 10 in any fiscal year.

Section 08.09.170: Penalty – Infraction

- A. Notwithstanding the provisions of any other section of this code, violation of any of the provisions of this chapter, or failure to comply with any of the regulatory requirements of this chapter, is an infraction.
- B. Every violation of this chapter is punishable by:
1. A fine not exceeding \$100.00 for the first violation;
 2. A fine not exceeding \$200.00 for the second violation within three (3) years; and
 3. A fine not exceeding \$500.00 for each additional violation within three (3) years.

Section 08.09.180: Effective Date and Publication

This Ordinance shall take effect thirty (30) days after its adoption. The El Dorado County Clerk to the Board of Supervisors is directed to publish this Ordinance as adopted in a newspaper of general circulation in the County. In lieu of publication of the full text of the Ordinance within fifteen (15) days after its passage, a summary of the Ordinance may be published at least five (5) days prior to and fifteen (15) days after adoption by the County Board of Supervisors and a certified copy shall be posted in the

office of the County, and each fire district in the County, pursuant to Government Code Sections 25120 through 25132.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held on the _____ day of _____, 2019, by the following vote of said Board:

ATTEST

JAMES S. MITRISIN

Clerk of the Board of Supervisors

Ayes:

By _____
Deputy Clerk

Noes:

Absent:

Chair, Board of Supervisors

**APPROVED AS TO FORM
COUNTY COUNSEL**

By: _____

Title: _____



El Dorado Hills Fire Department

1050 Wilson Blvd. • El Dorado Hills, CA 95762 • Phone (916) 933-6623 • Fax (916) 933-5983

Maurice Johnson
Fire Chief

DATE: January 16, 2020
TO: Board of Directors
AGENDA ITEM: XII.B
SUBJECT: Approval of Surplus Asset – Station 85 Admin Kitchen Stove

SUMMARY/DISCUSSION

Per the District's Capital Asset Policy, assets that are no longer needed in service by the District are submitted to the Board of Directors for approval to surplus. If approved, assets are then evaluated for sale or disposal. All sales and disposals shall be approved by the Fire Chief or designee.

Assets recommended for surplus are often identified during the annual physical inventory process or through the regular course of business. In this case, the stove in the Station 85 administrative office kitchen was not operating properly and could not be repaired. A replacement was purchased and the old stove is being temporarily stored in the apparatus bay. Once surplus, the stove will be sold at auction.


FISCAL IMPACT

The stove has no remaining net book value. The fiscal impact of disposing of this asset includes any proceeds received for the sale less any cost of disposal or relocation.

RECOMMENDATION

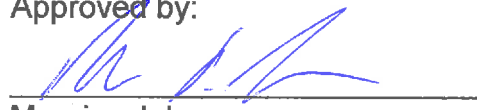
Staff recommends the Board of Directors approve the surplus and auction of the station 85 stove.

Submitted by:



Jessica Braddock
Director of Finance

Approved by:



Maurice Johnson
Fire Chief