



## DOUGLAS COUNTY FIRE DISTRICT No. 2

### POLICY MANUAL

# COST RECOVERY FEES

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## **Purpose**

The Board of Directors hereby adopts a policy as authorized by Oregon Revised Statutes to enable the District to charge private parties the reasonable estimate of the actual cost of providing service.

## **Policy**

### I. Cost Recovery Fees

A. The District desires to establish a published system of regulations, including fees and charges to recover the District's reasonable estimate of the actual costs of providing services that are not taxes subject to property tax limitations as established by the Oregon Constitution, including labor and materials, repairs and depreciation of capital assets, and other overhead in order not to incur a burden on taxpayers during the delivery of services to specific users including, but not limited to business owners, developers, and non-District residents.

### II. Adoption and Enactment of Fees and Charges.

A. The Board hereby adopts the rules, fees, and charges specified as set forth in the Fee Schedule attached hereto as Appendix A. The Board shall retain the discretionary authority to enact any and all of the adopted fees and charges described in Appendix A.

### III. Imposition of Fees and Charges

A. Fees and charges shall not be imposed as a penalty, but shall be calculated to recover the reasonable estimate of the actual costs to the District of providing the requested services.

### IV. Types of Fees and Charges

A. Fees and charges for services provided shall be of the following types:

1. Service Fees (responses to fires and other public safety incidents)
2. Permit Fees (operational permits)
3. Maintenance Fees (business inspections)



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#### 4. New Development and Construction Fees (plan reviews)

##### V. Revision and Update of Fees

A. The Board will review the fees and charges referenced in Appendix A. every two-years. The Board may amend any such fees and charges as future circumstances may require.

Annual adjustments to this fee schedule will be tied to the Portland CPI-U. An average of the CPI-U will be taken from the preceding 12-month period and rounded to the nearest dollar.

##### VI. Authority and Responsibility for Application of Rules for Cost Recovery

A. The Fire Chief is authorized to apply rules for costs recovery referenced in Appendix A. in accordance with this Board Policy. The Fire Chief or designee shall be responsible for reviewing all the cost recovery invoices for services provided by the District.

##### VII. Invoicing of Cost Recovery and Charges

A. The Fire Chief may at his/her discretion in those instances when extenuating circumstances exist waive the invoicing of fees and charges for cost recovery. Invoices shall be addressed to the registered property owner, responsible party contacted at the incident scene, building occupant, insurance carrier or the person requesting services as decided by the Fire Chief or designee.

##### VIII. Validity

A. The Board declares that should any section, paragraph, sentence, or word of this policy be declared invalid for any reason, it is the intent of the District that it would have passed all other portions of this policy independent of the elimination of any such portion as may be declared invalid.

##### IX. Billing Fees Rationale

###### A. Automatic Monitored Fire and Medical Responses

1. Cost recovery fees may be imposed for responses to repetitive false (nuisance) fire and medical alarms. No cost recovery fee shall be imposed for the first four (4) fire or medical responses to any residential or commercial occupancy during a calendar year. No cost recovery fees shall be charged if the fire alarm is a result of a fire. No cost recovery fees shall be charged if the medical alarm results in medical treatment by EMS personnel. Cancelled en-route



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responses are considered billable responses since the apparatus were deployed and thus an incident report must be generated. Fees will be based upon the reasonable estimate of the actual average cost of a fire alarm response.

#### B. Fire Code Enforcement Fees

1. Requests for plans review, project consultation, missed appointments, and fireworks permits may result in costs recovery fees being imposed. Fees will be based upon the reasonable estimate of the actual average cost of providing such services.
2. Cost recovery fees will not be imposed for the initial fire and life safety inspection or the first subsequent re-inspection to verify abatement of identified fire code violations. The second re-inspection (third visit to the occupancy) and all subsequent re-inspections for previously noted fire code violations may result in cost recovery enforcement fees being imposed. Fees will be based upon the reasonable estimate of the actual average cost of conducting a re-inspection.
3. Obtaining inspection warrants will result in cost recovery fees. All staff times, trip charges, and other expenses required to obtain the inspection warrant and all subsequent fire inspections to complete the inspection process will be invoiced as cost recovery fees.
4. Requests from contractors or business owners for new development, construction or maintenance inspections after normal business hours will result in cost recovery fees.

#### C. Open Burning Violation Responses

1. Cost recovery fees may be imposed for any response to open burning violations. District personnel will maintain an educational approach to initial open burning responses, but fees shall be invoiced for egregious violations and any open burning during a District-wide Burn Ban due to fire season or extreme fire danger. Open burning violations shall include violations of the Oregon Fire Code (OFC), Oregon Revised Statutes (ORS) or Department of Environmental Quality (DEQ) regulations. Fees will be based upon the reasonable estimate of the actual average cost of an open burning response.

#### D. Transportation Route Responses

1. Transportation routes include any roadway, waterway or railroad right-of-way against which no taxes or assessments for fire protection are levied by the District, or any aircraft crash. Cost recovery fees may be imposed for responses to incidents on or related to transportation routes. Transportation route response billing will be limited to incidents requiring more than one (1) fire



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apparatus (1) at the scene of any incidents occurring on roadways, waterways, railroad rights-of-way, or involving aircraft crashes. Transportation route responses will be billed using dispatch time records to determine the commitment of apparatus and personnel based upon Appendix A. rates. Miscellaneous supplies and services, if applicable, will be based upon scene documentation by the officer in charge.

#### E. Responses to Unprotected or Inadequately Protected Areas

1. Cost recovery fees may be imposed for any service provided in unprotected or inadequately protected areas inside and/or outside District boundaries. These responses will be billed on a per hour basis using dispatch time records to determine the commitment of apparatus and personnel. Miscellaneous supplies and services, if applicable, will be based upon scene documentation by the officer in charge.

#### F. Public Records Requests

1. Requests for production of public documents shall be in writing and shall state the name and mailing address of the requestor. The Fire Chief, or designee, shall be responsible for reviewing requested materials prior to their release, and will determine if records are statutorily exempt from disclosure including consultation with legal counsel, if appropriate. Public records requests received from an opposing party or its legal counsel during pending litigation will be referred to District legal counsel.

2. Inspection of public records is permitted, but does not include the right to enter restricted areas of the District's offices or any other District premises. Original records will not be removed from District property. The District will not manipulate data to produce documents that do not exist, create lists from existing databases or accept standing requests for information that has not been created or retained at the time of the request. A staff member shall be present at all times while any public records are being inspected and the requestor shall pay for such time.

3. No charge will be imposed upon District residents, patients, or victims when requesting a basic incident report, requiring up to one-quarter of an hour to complete, for incidents involving them specifically. The non-charge will require confirmation of identification and must comply with Federal and Oregon HIPPA laws.

4. If locating a document will require more than one-quarter of an hour to complete, or will require extensive research or labor, the District will provide to the requestor an estimate of when materials will be available and the costs associated with the request. The District will require a deposit equal to the total amount of the prescribed fee if the costs of producing the documents



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will exceed one-quarter of an hour of staff time. If the actual costs exceed estimated costs, the District shall present an invoice for the balance of the costs. All fees are due prior to the release of the public records requested.

#### G. Facility Rental and Training Classes Fees

1. Occasionally, District facilities are rented out for training purposes or meetings by outside agencies. Often classroom space in a District facility is traded for seat(s) in the class presented by the outside instructors. Arrangements for facility use will be approved by the Fire Chief or designee. Occasionally, District class attendance is opened to other agencies to offset the costs of ongoing training. Any profits obtained through outside class participants will be deposited into the Training Fund and be utilized to replace, repair, or enhance the District's capital assets involved in providing these training opportunities.

#### H. Application Processing and Testing Fees

1. The preparation by the District of entry level fire and EMS testing involves different administrative and overhead costs associated with the application, testing process, pre-employment process, and career overview pertinent to the position opening(s). Some of the costs associated with testing processes are among others:

##### a) Application Process

(1) Minimum Qualifications

(2) Application Process

(3) Job Bulletin

##### b) Testing Process

(1) Written and/or Practical Exam

(2) Oral Board Interviews and Optional Informational Sessions

##### c) Pre-Employment Process

(1) Employment Interview

(2) Background Investigation



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(3) Physical Ability Test

(4) Medical Exam

d) Candidate Information

(1) Review of submitted applications

(2) Verification of Minimum Job Requirements

e) Career Overview

(1) Position Recruiting Information and Advertising

(2) Establishment of Salary/ Benefits

#### I. Vehicle Maintenance Fees

1. Occasionally, requests for vehicle maintenance are received from outside agencies. Requests for vehicle maintenance shall be approved by the Fire chief or designee. They shall be in writing and shall state the name and contact information of the requestor, and the extent and agreed costs recovery fees of the maintenance work to be performed.

#### J. Self-Contained Breathing Apparatus Maintenance / Testing Fees

1. Occasionally, requests for self-contained breathing apparatus (SCBA) maintenance and/or testing are received from outside agencies. Requests for SCBA maintenance and/or testing shall be approved by the Fire Chief. They shall be in writing and shall state the name and contact information of the requestor; and the extent and agreed costs recovery fees of the maintenance and/or testing work to be performed.

#### X. Appeals

A. Appeals shall be initiated by contacting accounts receivable at (541) 673-5503 and if not resolved, appeals shall be then presented to the Fire Chief in writing within thirty (30) days from the date of the invoice being received. Decisions of the Fire Chief are final.

#### XI. Collection Procedures

A. Fees will normally be billed within sixty (60) days five (5) business days of the service delivery



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date. If arrangements for payment are not made within sixty (60) days thirty (30) days of billing, the invoice shall be considered delinquent and the District will proceed with the collections as deemed appropriate by the Fire Chief. All costs related to collections procedures shall be added to the District invoiced fees when collection services are required.



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### APPENDIX A

#### Douglas County Fire District No. 2 Fee Schedule

Fees and charges for services shall be limited to costs recovery. Methods of calculating the cost of services shall be identified and generally based upon the average cost or specific cost of providing the service. Cost calculations will include direct costs (apparatus, personnel, and any miscellaneous supplies and services) and indirect costs (administrative costs and overhead). Costs recovery calculation methodology for specific responses will be provided upon request.

#### I. Responses to Fire or Public Safety Incidents

A. The District has established a standardized schedule of costs associated with the response of its resources to incidents (ORS 476.290 & ORS 478.310) at any locations against which no taxes or assessments for fire protection are levied by the District. This model will be used when applicable to guide the establishment of costs associated with the response and use of District resources.

Note: The District will not bill for the response of its resources to incidents at any of the above locations when said response is part of an automatic or mutual aid agreement between the District and the agency providing fire services to the location of the incident.

#### II. Apparatus Costs (per apparatus)

A. Ladder Truck / Heavy Rescue	\$304.00	per hour
B. Fire Engine / Heavy Squad	\$202.00	per hour
C. Ambulance	\$142.00	per hour
D. Brush Unit	\$121.00	per hour
E. Water Tender	\$101.00	per hour
F. Boat	\$101.00	per hour
G. Rescue / Water Rescue	\$ 91.00	per hour
H. Support Vehicle	\$ 41.00	per hour





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- |                    |          |          |
|--------------------|----------|----------|
| I. Command Vehicle | \$ 31.00 | per hour |
| J. Staff Vehicle   | \$ 31.00 | per hour |

#### III. Personnel Costs (per person)

- |                          |         |          |
|--------------------------|---------|----------|
| A. Suppression Personnel | \$66.00 | per hour |
| B. EMS Personnel         | \$51.00 | per hour |
| C. Command Personnel     | \$76.00 | per hour |
| D. Inspection Personnel  | \$66.00 | per hour |
| E. Support Personnel     | \$46.00 | per hour |
| F. Volunteer Personnel   | \$26.00 | per hour |

Note: If overtime is necessary, personnel costs will be billed at 1.5 times the above rates.

#### IV. Miscellaneous Supplies and Services

- A. Disposable supplies used will be billed on specific usage and cost of replacement.
- B. Cost of outside vendors or services used will be billed without markup.
- C. Other expenses directly related to the service delivery

#### V. Standardized Administrative Cost

- A. \$ 41.00 per processed invoice.

#### VI. Automatic Monitored Fire and Medical Responses

- A. Nuisance automatic fire and medical alarm responses will be billed at \$127.00 minimum fee, which includes the first 30 minutes of apparatus and staff time. Response requiring multiple units and/or lasting longer than 30 minutes may be billed using established hourly rates for all apparatus and



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staff committed. In addition, standardized administrative costs and overhead will be added to each invoice for responses greater than the minimum fee.

#### VII. Fire Code Enforcement Fees

A. The following standardized schedule of costs for Fire Prevention Bureau services will be used when applicable to guide the establishment of costs associated with service delivery.

##### B. Administrative

###### 1. Plan Review

a) The review of new development and construction documents and fire protection systems shop drawings (including deferred submittals) to ascertain that the work indicated and described is in accordance with the requirements of the OFC will be billed at \$84.00 per hour.

###### 2. Project Consultation

a) The first hour is free. Additional hour per project will be billed at \$84.00 per hour.

###### 3. Missed Appointments

a) Missed appointments including not showing to previously scheduled project consultation meetings; not showing or been ready for previously requested new development and construction inspections, and/or fire protection systems acceptance tests will be billed at \$101.00

##### C. Permits

###### 1. Fireworks

a) The issuing of fireworks permits including sales and use, and/or the inspection of locations with permits issued by the Oregon State Fire Marshal (OSFM) in accordance with the OFC will be billed as follows:

(1) Public Display Permits - \$278.00

(2) Retail Sales Permits – Booth \$112.00 / Tent \$ 139.00



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#### D. Inspections

##### 1. New Development, Construction Inspection Requests

a) Inspections in accordance with the OFC to determine the extent of project compliance with applicable design and construction provisions of the code regarding new developments, the construction of buildings, and the installation of fire protection systems will be billed at \$84.00 per hour per inspection type.

##### 2. Inspection Warrants

a) If a commercial establishment denies entry to District fire code enforcement personnel for inspection purposes and inspection warrant shall be obtained to proceed. All staff time, trip charges, and other expenses required to obtain the inspection warrant, and all subsequent fire inspections to complete the inspection process will be invoiced as cost recovery fees including invoicing fees.

##### 3. After Hours Inspections

a) Occasionally, contractors or business owners request a new construction or maintenance inspection after normal business hours. If staff overtime is required, these activities will be billed using a two-hour minimum at \$101.00 per hour per staff member. This fee will include all transportation and overhead charges.

##### 4. Open Burning Violation Responses

a) Open burning violation responses that are invoiced will be billed at \$127.00 minimum fee, which includes the first thirty (30) minutes of apparatus and staff time. Responses requiring multiple units, lasting longer than thirty (30) minutes, or requiring additional site visits may be billed using established hourly rates for all apparatus and staff committed. In addition, standardized administrative costs and overhead costs will be added to each invoice for responses greater than the minimum fee.

#### VIII. Transportation Route Responses

A. Transportation route responses will be billed using dispatch time records to determine the commitment of apparatus and personnel. Miscellaneous supplies and services, if applicable, will be based upon scene documentation by the officer in charge. In addition, standardized administrative costs and overhead costs will be added to each invoice.



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#### IX. Response to Unprotected or Inadequately Protected Areas

A. Cost recovery fees may be imposed for any service provided in unprotected or inadequately protected areas inside and/or outside District boundaries. These responses will be billed on a per hour basis using dispatch time records to determine the commitment of apparatus and personnel. Miscellaneous supplies and services, if applicable, will be based upon scene documentation by the officer in charge. In addition, standardized administrative costs will be added to each invoice.

#### X. Public Records Requests

A. All Public Records requests must be submitted on approved District's Request for Disclosure of Public Records Form and follow Board Policy 2.5.

B. Fees for services shall be limited to costs recovery. Methods of calculating the cost of services shall be identified and generally based upon the average cost of providing the time, materials of requested services, and overhead expenses (TMO). The District will calculate fees for services for specific requests when a request is estimated to require more than one-quarter of an hour of staff time to accomplish. Cost calculations will include direct costs (transportation, personnel and any miscellaneous supplies and services) and indirect costs (administrative, overhead and facility costs).

C. No charge will be imposed upon District residents, patients, victims when requesting a basic incident report, up to \$26.00, for incidents involving them specifically. This non-charge will require confirmation of identification and must comply with Oregon Public Records Law, and with Federal and Oregon HIPPA laws.

D. General requests estimated at less than one hour to complete (includes labor)

- |  |         |
|--|---------|
| 1. Incident Report (IR) or Patient Care Report (PCR) | \$26.00 |
| 2. Fire Investigation Report (FIR)                   | \$26.00 |
| 3. Inspection Reports (INR)                          | \$26.00 |
| 4. Building/Occupancy Records (BOR)                  | \$26.00 |
| 5. CD and Thumb Drive Creation                       | \$ 5.00 |



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E. For requests estimated at requiring more than one-quarter of an hour to complete

1. All requests will be estimated using TMO; staff time, materials, and overhead
2. Staff wages will be billed at actual wage costs including benefits. TBA
3. Invoice costs per mailing \$41.00

F. Potential costs included, but without additional markup

1. Archiving retrieval/restoring fees for off-site storage
2. Contracted employee costs of hiring temporary staff if necessary
3. Notary fees
4. Disposable supplies calculated upon specific usage and cost of replacement
5. Other actual costs associated with the request of TMO

**Note:** If overtime is necessary; staffing costs will be billed at 1.5 time normal rates.

### XI. Facility Rental and Training Classes Fees

A. Each request for facility rental or class attendance will require an analysis of costs related to the request pertaining to class development, instruction, disposable supplies, and other related costs. The Chief Training Officer(s) will develop costs analysis for each specific class. Class costs may include depreciation of props as a portion of the fee. If outside agencies request instructor(s), fees if applicable, will be based upon a signed contract for service taking into account the actual hourly wage costs; Training Room Rental \$51.00 per day; training materials will be invoiced at cost.

### XII. Application Processing and Testing Fees

A. Fees for entry-level testing processes will require an analysis of costs related to costs associated with each specific testing process, as well as testing supplies, and other related costs. The Chief Examiner will develop a cost analysis for each specific testing process. Costs may include:

1. Application Processing Fee \$26.00 per application
- Testing Fee \$41.00 per test



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B. Application processing fees must be paid when submitting completed application(s).

C. Testing fees must be paid before taking the written test.

Note: If you are unable to pay the fees due to a financial hardship, you will be provided the option of completing a fee waiver.

### XIII. Vehicle Maintenance Fees

A. Each request for vehicle maintenance will require an analysis of costs related to the request pertaining to maintenance, fabrication, parts, disposables, and other related costs. The Fleet Manager will develop a cost analysis for each specific vehicle maintenance request. Costs may include:

1. Vehicle Maintenance      \$121.00 per hour
2. Fabrication                      \$121.00 per hour
3. Parts and disposable supplies will be invoiced at cost.

### XIV. Self-Contained Breathing Apparatus Maintenance / Testing Fees

A. Each request for SCBA maintenance and/or testing will require an analysis of costs related to the request pertaining to maintenance, testing, parts, disposables, and other related costs. The SCBA Program Manager will develop a cost analysis for each specific SCBA maintenance and/or testing request. Costs may include:

1. Flow Tests                              \$26.00 per unit
2. Maintenance                              \$41.00 per hour
3. Filling Air Bottles
  - a) (Low pressure)                      \$1.00
  - b) (High pressure – 30 minutes)      \$2.00
  - c) (High pressure – 60 minutes)      \$3.00
4. Cascade System                              \$5.00



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5. Parts and disposable supplies will be invoiced at cost.

XV. Lift Assist Fees

A. Outside Fire District Boundaries

1. A charge for an ambulance and two (2) EMS personnel (as outlined in Appendix A, Section II, C and Section III, B of this policy) will be billed for each lift assist provided to citizens who reside and/or work outside of the Fire District boundaries. Medical Aid calls that are later determined to be lift assists will also be subject to this fee. Fees may be reduced or waived as deemed appropriate by the Fire Chief on a case by case basis.

Approved By:

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Board Member

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Board Member

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Board Member