

PARK CITY FIRE SERVICE DISTRICT POLICIES AND PROCEDURES MANUAL

Order Type: EXECUTIVE RESOLUTION Order Number: IV-H-101

Revision Date: ~~June 1, 2014~~ March 4, 2014 Reference: FINANCIAL

Subject: ADMINISTRATIVE AND OPERATIONAL SERVICE FEES

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RESOLUTION REGARDING PERMIT FEES

By resolution, the Park City Fire Service District (PCFSD) adopted January 1985, and amended ~~July 2010~~ March 2014, a schedule of fees to be charged to public and private enterprises for the issuance of permits and services within the District.

I. Permit Fees:

Fees shall be collected for the following uses/activities for which a permit is required by the International Fire Code, ~~2009~~ 2012 edition.

The Fire Prevention Division shall be responsible for issuance of the following permits:

Blasting/Explosives - Project Permit	\$75.00
Blasting/Explosives - Annual Permit	\$350.00
Candles and Open flame in Assembly Areas	\$25.00
Fireworks Aerial/Ground Display	\$50.00
Fireworks Sales-Inside Retail Occupancies	\$500.00
Fireworks Sales-Outside Retail Occupancies	\$500.00
Liquid or Gas Fueled Vehicles or Equipment in Assembly Buildings	\$50.00
Pyrotechnical Special Effects Material	\$50.00
Temporary Membrane Structures, Tents and Canopies	\$50.00

Annually renewable from date of issue:

Commercial Use Tents	\$50.00
Hazardous Materials Storage/Production – Exempt	\$0.00
Hazardous Materials Storage/Production - Minimal Storage	\$25.00
Hazardous Materials Storage/Production - Storage Site	\$75.00
Hazardous Materials Storage/Production - Dispensing/Use	\$125.00
Hazardous Materials Storage/Production - Production/Processing	\$175.00
Flammable/Combustible Liquids Storage Tanks	\$100.00
Temporary Flammable Gas Storage	\$50.00

Other fees for permits as required by the International Fire Code, ~~2009~~ 2012 edition; annually or per occurrence shall be \$50.00.

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II. Inspection and Plans Review Fees:

The Fire Prevention Division will be responsible for assessing inspection and plan review fees prior to issuing final Fire District approval of projects and/or certificate of occupancy issuance. The fees will be assessed at the following rates.

A. Special and Follow-up Inspections

1. Special inspections, follow-up inspections, installation inspections and other required inspections will be charged at the rate \$75.00 per hour or any portion of an hour.

B. Non-Structural Fire & Life Safety / Project Clearance Plan Reviews

1. Plans reviews to receive project clearance for commercial buildings, hotel/motel buildings, industrial buildings, multi-family housing buildings, etc. will be charged at the rate \$75.00 per hour or any portion of an hour.
2. Plans reviews to receive project clearance for detached single family residences will be charged at the rate \$40.00 per hour or any portion of an hour.

C. Automatic Fire Sprinkler System

1. Plan reviews for automatic fire sprinkler systems will be charged by the number of fire sprinklers that will be installed in the system.
 - a. 10 to 100 fire sprinklers: \$100.00
 - b. 101 to 200 fire sprinklers: \$150.00
 - c. 201 to 300 fire sprinklers: \$200.00
 - d. 301 or greater fire sprinklers: \$250.00 + \$0.50 per fire sprinkler
2. Inspections for Automatic Fire Sprinkler Systems will be charged at the following rates:
 - a. Rough-In (Four-way) Inspection and/or Hydrostatic Test:
 1. Residential ~~\$40.00~~ 50.00
 2. Commercial ~~\$75.00~~ 50.00
 - b. Final Inspections:
 1. Residential ~~\$40.00~~ 50.00
 2. Commercial ~~\$75.00~~ 50.00
3. Follow-up inspections will be charged at the rate of ~~\$75.00~~ 50.00 per hour or any portion of an hour.

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D. Special Automatic Fire Extinguishing Systems

1. Special Automatic Fire Extinguishing Systems plan reviews will be charged at the rate of \$100.00 per system.
2. Special Automatic Fire Extinguishing System inspections will be charged at the rate of ~~\$75.00~~ 50.00 per inspection.

E. Fire Alarm Systems

1. Fire alarm system plan reviews will be charged at the rate of ~~\$150.00~~ 100.00 per system. Fire alarm systems protecting structures larger than two floors, or 10,000 Sq. ft. will be charged an additional ~~\$75.00~~ 50.00 per hour or any portion of an hour.
2. Fire alarm system inspections will be charged at the rate of ~~\$75.00~~ 50.00 per inspection. Fire alarm systems protecting structures larger than two floors, or 10,000 Sq. ft. will be charged an additional ~~\$75.00~~ 50.00 per hour or any portion of an hour for inspection and testing of the system.

III. Standby Fees:

The Fire Chief shall be responsible for issuance of permits, invoices and/or agreements regarding operational costs assessed to public or private enterprises. This may include mutual aid costs, restitution, standby firefighters, officers and equipment including emergency response and suppression costs. These fees or costs will be assessed at the following rates:

A. Fire Prevention

1. ~~\$40.00~~ 50.00 per hour or any portion of an hour for each fire prevention officer.
2. ~~\$50.00~~ 75.00 per hour or any portion of an hour for the Fire Marshal.
3. Any and all overtime accrued will be charged at a rate of 150% of the established hourly rates.

B. Fire Paramedic, EMT, Fire Officers and Chief Officers

1. ~~\$30.00~~ 37.50 per hour or any portion of an hour for each fire Paramedic or EMT.
2. ~~\$40.00~~ 50.00 per hour or any portion of an hour for each fire officer.
3. ~~\$50.00~~ 75.00 per hour or any portion of an hour for each chief officer.
4. Any and all overtime accrued will be charged at a rate of 150% of the established hourly rates.

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C. Equipment

1. \$25.00 per hour or any portion of an hour for each motor-cycle or all-terrain vehicle (ATV).
2. \$25.00 per day for each bicycle used at a medical standby not associated with an emergency medical or fire incident.
3. \$50.00 per hour or any portion of an hour for each all-terrain utility vehicle (UTV).
4. \$100.00 per day for each ambulance staged at a medical standby not associated with an emergency medical or fire incident.
5. \$100.00 per hour for each ambulance that must remain mobile and travel throughout the venue.
6. \$100.00 per hour or any portion of an hour for each pumper under 1,000 GPM, ~~ambulances,~~ or other special equipment such as water tankers, utility units, grass/brush units, support units, etc.
7. \$200.00 per hour or any portion of an hour for each pumper 1,000 GPM or over.
8. \$250.00 per hour or any portion of an hour for each ladder truck, tele-squirt, snorkel, etc.

D. Minimum Fees

1. If a scheduled standby crew is cancelled after arriving at an event, there shall be a fee assessed equal to four hours for personnel and one hour for the apparatus.
2. If a scheduled event runs short of the original scheduled time, there shall be a minimum charge of four hours for each crew member or the actual time at the event, whichever is greater. The apparatus will be billed for actual time at the event.
3. If an event is scheduled less than seven days before the event, personnel fees may be charged at double the hourly rate. The apparatus fees will be charged at the regular rate.
4. If a patient is treated and transported from the stand by event, the patient will be billed normal ambulance transport rates established by the State of Utah.
5. If the standby event requires two or more medical or fire units, a supervising fire officer may be required during the event.
6. The responsible officer may waive, decrease or increase fees and costs depending on the use and/or activity and Fire Code requirements.

IV. Contracting Fire District Services:

The PCFSD may contract fire protection and emergency services to private entities outside of District boundaries, not covered under specific mutual aid agreements. Contractual arrangements will be made by the Fire Chief and District Legal Services.

Contracted emergency service fees will be established on a case by case basis and reviewed and/or renewed annually. All contracts and other pertinent documents must be approved by the District Administrative Control Board prior to implementation.

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V. Impact Fee Assessment Program:

It shall be the policy of the PCFSD to assess Impact Fees on all new construction, which takes place within the boundaries of the District. Impact Fees will be assessed at the rate of:

- A. Detached - Single Family Residence: \$611.00
- B. Attached - Duplex & Multi-Family Residence: \$262.00 per lot, building unit or residence
- C. Commercial / Hotel / Retail Building: \$0.34 per square foot
- D. Officer Space: \$0.34 per square foot
- E. Institutional Space: \$0.80 per square foot
- F. Churches: \$0.19 per square foot
- G. Industrial: \$0.10 per square foot
- H. Impact fees will be assessed and collected as a condition of subdivision or site plan approval and prior to issuance of PCFSD Fire Clearance Form.

VI. Community Education Class Fees:

It shall be the policy of the PCFSD to assess class and material fees prior to issuing any certificate. The fees will be assessed at the following rates.

- A. Heart Saver CPR / AED - \$40.00 (Class and course materials)
- B. Heart Saver First Aid - \$35.00 (Class and course materials)
- C. Heart Saver CPR/AED and First Aid Combo - \$60.00 (Class and course materials)
- D. BLS for Healthcare Providers - \$60.00 (Class, course materials and practical skills assessment)
- E. Skills Check for Healthcare Providers - \$25.00 (Offered prior or after a regularly scheduled class)
- F. Skills Check for Healthcare Providers - \$40.00 (NOT associated with a regularly scheduled class)
- G. ACLS or PALS - \$200.00 (Class and Course materials)
- H. BLS Instructor - \$ 150.00 (Class and course materials)
- I. BLS Instructor Refresher - \$60.00 (Class and materials)
- J. Fire/EMS Instructor - \$40.00 per hour. (Hourly rate for adjunct PCFSD Fire/EMS Instructors)
- K. EMT-Basic Course - \$800.00 (Class and course materials. Does not include any Utah BEMS fees)
- L. Certification Card - \$3.00 (Issued to Training Sites)
- M. Replacement Certification Cards - \$ 10.00 (To replace lost certification cards issued by Training Center)

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VII. Community Fuel Reduction / Chipping Fees:

It shall be the policy of the PCFSD to assess operational fees and costs prior to performing any fuel reduction / chipping operations. The fees will be assessed at the following rates.

- A. First occurrence for chipping services - \$0.00
- B. Second occurrence for chipping services - \$100.00
- C. Each additional occurrence for chipping services after the second request - \$150.00

VIII. Fees for Records:

It shall be the policy of the PCFSD to assess fees to cover staff time for research, retrieve, and other direct administrative fees associated with record requests

- A. Request per incident/record - \$20.00 per record
- B. Request for incident/record(s) on computer disk - additional \$10.00 per record
- C. Request for photographs or other files associated with an incident - reasonable charges for producing such materials with a price to be agreed upon by both parties prior to the reproduction of said materials

XI. Employment Testing and Administrative Fees:

It shall be the policy of the PCFSD to assess fees to cover staff time and other direct administrative fees associated with advertisement, application review and testing for recruitment of new employees.

- A. Each application - \$25.00 per record

ADOPTED by the Administrative Control Board of the Park City Fire Service District
this 4th day of March 2014.

Michael Howard, Chair
Administrative Control Board

ATTEST:

SEAL