



FIRE PREVENTION REPORT

DATE: June 12, 2024
TO: Board of Directors
FROM: Jon Newman, Fire Marshal
SUBJECT: Fire Prevention Fee Schedule – Update Proposal

BACKGROUND

The Fire Prevention Division's purpose is to ensure the public's health and safety by enforcing compliance with fire and building codes. This is accomplished through plan review of all new construction projects, annual inspections of businesses, and state-mandated inspection occupancies. The San Miguel fee schedule for fire prevention-related services was updated in 2021 and amended for updated fees on December 8, 2021, which took effect in January 2022. To attempt to recover as much of the costs of delivering these services as possible, we review them on an annual basis.

DISCUSSION

Fees have been updated based on salary and benefits, operating costs specific to Fire Prevention, and administrative expenses. A cost analysis has been included to justify the increase in fees.

The primary purpose of reviewing architectural, engineering, and life safety system plans is to ensure all new construction is designed and built in compliance with adopted codes and standards. Plan review fees include an initial plan review and all associated site inspections to obtain final occupancy certification. Annual business and multi-family residential inspection fees include an initial site inspection and one additional reinspection to correct violations. The primary purpose of yearly inspections is to educate the community about the benefits of proper safety practices and identify and eliminate hazardous conditions that pose a threat to life and property.

Public Hearing 2 of 2 and the final Reading of Ordinance 24-01 is being conducted at the regular Board meeting on June 12, 2024.

FISCAL IMPACT

The fiscal impact is unknown and cannot be accurately predicted due to fluctuations in the construction industry and economy. Still, it is anticipated that the District will see an increase in revenue if this fee schedule is adopted. Based on the analysis, the Fire Prevention Division would be closer to cost-neutral with these revenue increases. When reviewing the fee schedule each year, a continuous cost-of-service analysis will be provided.

ATTACHMENTS

- A. Cost-of-Service Analysis (Revenue over Expense)
- B. Ordinance 24-01 (with fees attached)

RECOMMENDATION

Adopt Ordinance 24-01, which approves the revised 2024/2025 Fee Schedule to be effective 30 days from June 12, 2024.

**Fire Prevention
Revenue vs. Expense
FY 2021 through 2023**

	FY2021	FY2022	FY2023
Revenue:			
Plans	\$108,877.00	\$190,795.00	\$282,193.98
Inspections	\$70,229.00	\$110,831.00	\$134,234.46
Total Income:	\$179,106.00	\$301,626.00	\$416,428.44
Expenses:			
Deputy Fire Marshal			
Salary	\$92,520.00	\$96,240.00	\$100,092.00
Benefits	\$75,813.00	\$80,409.00	\$84,000.00
Total Deputy Fire Marshal	\$168,333.00	\$176,649.00	\$184,092.00
Fire Inspector (2)			
Salary	\$160,920.00	\$167,376.00	\$174,072.00
Benefits	\$136,336.00	\$144,946.00	\$151,484.00
Total Fire Inspector	\$297,256.00	\$312,322.00	\$325,556.00
Accounting Specialist (25%)			
Salary	\$15,600.00	\$16,224.00	\$16,875.00
Benefits	\$13,933.25	\$15,077.50	\$15,494.25
Total Accounting Specialist	\$29,533.25	\$31,301.50	\$32,369.25
Administrative Assistant (25%)			
Salary	\$14,430.00	\$15,009.00	\$18,600.00
Benefits	\$13,191.50	\$14,309.25	\$16,585.25
Total Administrative Asst.	\$27,621.50	\$29,318.25	\$35,185.25
Total Salaries and Benefits:	\$522,743.75	\$549,590.75	\$577,202.50
Other Expenses:			
Minor Equipment	\$3,990.05	\$6,966.40	\$1,546.35
Office Supplies	\$675.40	\$597.85	\$859.00
Personnel Development	\$1,209.85	\$2,009.90	\$3,100.51
Publications and Media	\$2,233.00	\$688.00	\$5,570.79
Special District Expenses	\$2,350.00	\$25,857.00	\$30,278.15
Travel and Subsistence	\$15.00		\$250.00
Vehicle	\$2,369.00	\$2,371.00	\$2,568.25
Utilities	\$728.00	\$1,073.25	\$4,295.71
Total Other Expenses:	\$13,570.30	\$39,563.40	\$48,468.76
Total Expenses:	\$536,314.05	\$589,154.15	\$625,671.26
Net Profit/Loss:	-\$357,208.05	-\$287,528.15	-\$209,242.82
Fire Mitigation Fees:	\$328,815.00	\$504,030.00	\$265,444.00
Related to Growth			

Ordinance 24-01

An Ordinance of the San Miguel Consolidated Fire Protection District Which Adopts New and Increased Miscellaneous Fees and Charges, and Making Certain Finding and Taking Certain Actions Relating Thereto

WHEREAS, the San Miguel Consolidated Fire Protection District (the “District”) provides certain fire and emergency response services to persons and property within the District’s service area; and

WHEREAS, the District is proposing to adopt a schedule containing new and/or increased fees and charges (the “fees”) for various services provided by the District; and

WHEREAS, the District provided notice and held a public hearing in accordance with the requirements set forth under Health and Safety Code section 13916; and

WHEREAS, the District conducted a cost-of-service analysis in order to determine the amount of each fee and has made its findings available to the public for inspection at least ten (10) days prior to the date of the public hearing; and

WHEREAS, based on the findings of the District’s analysis, the proposed fees do not exceed the District’s reasonable costs of providing services, products, or regulatory activity (including inspections for permitting) for which they are imposed, and the fees will only be imposed on persons who are provided such services, products, or regulatory activities; and

WHEREAS, at the public hearing, the Board of Directors considered the proposed fees and the data supporting such fees, heard and considered all oral testimony, written materials, and written protests or objections concerning the establishment and imposition of the new or increased fees;

NOW THEREFORE, the Board of Directors of the San Miguel Consolidated Fire Protection District do ordain as follows:

SECTION 1. Recitals. The Recitals set forth above are true and correct statements and are incorporated as an operative part of this Ordinance and made findings and determinations to the Board of Directors by this reference.

SECTION 2. Adoption. The Board of Directors hereby adopts the fees set forth in Exhibit “A” hereto.

SECTION 3. Findings. The Board of Directors Council hereby finds and determines that the Fees adopted pursuant to this Ordinance (1) are imposed for a specific government activity, service, or product, provided directly to the payor; (2) are no more than necessary to recover the estimated reasonable costs of the governmental activity, service, or product, for which the Fees are imposed; and (3) the manner in which those costs are allocated to the payor bear a fair or reasonable relationship to the payor’s burdens on, or benefits received from, the governmental activity, service, or product, for which the Fees are imposed. The Fees are not taxes within the meaning of the California Constitution, article XIII C, §1(e).

SECTION 4. Rules and Regulations. The Board of Directors may make rules or regulations and, from time to time, may amend, revoke, or add rules and regulations not consistent with this

The ordinance, as they may deem necessary or expedient in respect to billing for the Fees adopted hereby; provided, however, that no such action shall result in any Fee being increased or exceeding the cost of providing the service, product, or regulatory activity for which it is imposed.

SECTION 5. Severability. If any section, subsection, clause, or phrase in this Ordinance or the application thereof to any person or circumstances is for any reason held invalid, the validity of the remainder of this Ordinance or the application of such provision to other persons or circumstances shall not be affected thereby. The District hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses, or phrases or the application thereof to any person or circumstance be held invalid.

SECTION 6. Implementation of Fees The Board of Directors authorizes the Administrative Officer/Finance Officer, and any other appropriate District Staff as designated by the Administrative Officer/Finance Officer, to take all actions necessary to effectuate the intent of this Ordinance and to implement the Fee Schedule adopted pursuant to this Ordinance.

SECTION 7. Further Action. The Board Clerk is hereby ordered and directed to cause this ordinance to be published. First read at a regular meeting of the Board of Directors of the San Miguel Consolidated Fire Protection District, held on May 8, 2024. A second reading occurred at a regular meeting on June 12, 2024.

BE IT FURTHER RESOLVED that this Ordinance supersedes Ordinance 2023-2 adopted July 12, 2023.

PASSED AND ADOPTED, and ordered published in the manner required by law, at the hearing and meeting on the 12th day of June, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Upon its passage and ratification by the County of San Diego, the Board Clerk shall transmit a copy of this Ordinance to the California Department of Housing and Community Development pursuant to Health and Safety Code Section 13869.7.

That this ordinance and the rules, regulations, provisions, requirements, orders, and matters established and adopted hereby shall take effect and be in full force and effect 30 days from and after the date of its final passage and adoption.

ATTEST

Shayna Rians, Board Clerk

Jesse A. Robles, Board President



San Miguel Fire & Rescue
Proposed 2024 Fee Schedule
New Fee Proposals
Exhibit "A"

Basic Description	Proposed Fee <i>(Admin Fee Included)</i>
Mapping	\$16
Fair Share (\$0.20 per square foot)	20¢/sq ft
Letters	\$171
Project Availability Form for Minor Subdivision or Minor Use Permit	\$313
Project Availability Form for Major Subdivision	\$527
TPM or Minor Subdivision Service Letter Renewal	\$313
TM or Major Subdivision Service Letter Renewal	\$527
Final Map / Mylar Review	\$313
Release of Map Covenants	\$384
Cellular Sites	\$313
Major Use Permit (P or MUP) or Site Plan (S or STP)	\$527
Fuel Modification Plans or Environmental Review – Mitigated Negative Declaration	\$527
Minor Grading Plan (5 acres or less)	\$313
Administrative (AD), Variance (VAR), Vacation Review (VAC), or Zoning (ZAP) Service Letter	\$313
Improvement Plans – Planned Residential Development (PRD) Service Letter	\$384
Site Plan Review (single occupancy) conceptual and consultation	\$384
Grading Plan (more than 5 acres)	\$384
New Residential Construction	\$634
Residential Addition or Remodel	\$456
Residential Plan Resubmittal/Stamp Transfer (new or remodel)	\$242
Residential Building Plans for Planned Residential Developments	\$705
Residential Building Plans for Planned Residential Developments (each additional unit)	\$384
Tenant Improvement	\$491
Detached Garages & Outbuildings	\$491
Commercial, Industrial & Multi-family Building Plans (up to 52,000 sq ft)	\$955
Commercial, Industrial & Multi-Family Building Plans (each additional 52,000 sq ft)	\$563
Commercial, Industrial & Multi-Family Building – Additional Field Inspection (after 2 nd inspection)	\$242
Commercial, Industrial & Multi-Family Plan Resubmittal/Stamp Transfer	\$313
Residential Fire Sprinkler System (13-D or 13-R)	\$491
Residential Fire Sprinkler Plans (each additional unit or riser)	\$384
Residential Fire Sprinkler Plan (resubmittal)	\$242
Commercial Fire Sprinkler System	\$990
Underground for Fire Sprinkler System or Hydrant	\$456

Commercial Fire Sprinkler or Underground Plans (resubmittal)	\$313
Commercial Sprinkler Tenant Improvement	\$491
Special Fire Protection Installations, Hood & Duct Systems, Remote Extinguishing Systems	\$491
Special Hazard Installations, High Piled Storage, Underground & Aboveground Storage Tanks, Spray Booths, Industrial Ovens, etc.	\$670
Fire Alarm System (up to 52,000 sq ft)	\$598
Fire Alarm System (over 52,000 sq ft)	\$883
Fire Alarm Resubmittal	\$242
Overtime Inspection (Charged per hour at time & a half)	\$285
Knox Installation	\$214
Expedited Plan Review	1.5 x plan review rate
Fireworks	\$741
Defensible Space Inspection	\$242
Annual Permit Inspection	\$252
Additional Inspections	\$185
Burn Permits	\$162
Licensed Care Pre-inspection (<26 residents)	\$162
Licensed Care Pre-inspection (>26 residents)	\$230
Licensed Care Initial Fire Clearance (1-6 residents)	No Charge per State Fire Marshal
Licensed Care Initial Fire Clearance (7-50 residents)	
Licensed Care Initial Fire Clearance (>50 residents)	
Annual Licensed Day Care Inspection (0-14 individuals)	\$162
Annual Licensed Day Care Inspection (15-50 individuals)	\$252
Annual Licensed Day Care Inspection (>50 individuals)	\$319
Annual Licensed Residential Care Inspection (7-30 individuals)	\$207
Annual Licensed Residential Care Inspection (>30 individuals)	\$319
Annual Apartment/Condominium Inspection (1-15 dwelling units)	\$207
Annual Apartment/Condominium Inspection (16-30 dwelling units)	\$342
Annual Apartment/Condominium Inspection (each additional 15 dwelling units)	\$162
Annual School Inspection (private schools and pre-schools)	\$274
Annual Business Inspection <3000 sq ft (Change tier to 0 - 999 sq. ft.)	\$118
Annual Business Inspection 3000-10,000 sq ft (Change tier to 1000 - 2999 sq. ft.)	\$140
Annual Business Inspection >10,000 sq ft (Change tier to 3000 - 6499 sq. ft.)	\$207
Annual Business Inspection 6500 - 10,000 sq ft	\$319
Annual Business Inspection 10,001 - 25,000 sq ft (New tier)	\$566
Annual Business Inspection >25,000 sq ft	\$790
Apparatus Stand-by Cost	\$536
Landscape Plan Reviews	\$384