



# Big Bear Fire Authority

**BIG BEAR FIRE AUTHORITY  
NOTICE & AGENDA OF ADMINISTRATIVE COMMITTEE SPECIAL MEETING  
September 6, 2023  
2:00 P.M.**

To: Vice Chair Bob Rowe  
Director Rick Herrick  
Director Kendi Segovia  
Director Larry Walsh

Fire Chief Jeff Willis  
Assistant Chief/Fire Marshal Mike Maltby  
Director of Business Services Kristin Mandolini  
Board Secretary Chardelle Smith  
Authority Counsel Joey Sanchez  
Local Media

CC: Board Chair Bynette Mote  
Director Perri Melnick  
Director Randall Putz  
Director John Russo  
Director Al Ziegler

NOTICE IS HEREBY GIVEN, that a meeting of the Administrative Committee of Big Bear Fire Authority will be held on Tuesday, September 6, 2023, at 2:00 p.m. This meeting will be held in the Emergency Operations Conference Room at Big Bear Fire Department located at 41090 Big Bear Boulevard, Big Bear Lake, California; said meeting being called pursuant to Section 54956 of the Government Code of the State of California for the purpose of considering the following matters:

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**OPEN SESSION**

**CALL TO ORDER**

**MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE**

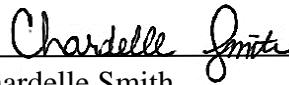
**ROLL CALL**

**DISCUSSION ITEMS**

**1. Review of Proposed Cost Recovery Fees and Charges**

**ADJOURN**

I hereby certify under penalty of perjury, under the laws of the State of California, the foregoing agenda was posted in accordance with the applicable legal requirements. Dated this 31st day of August, 2023.

  
\_\_\_\_\_  
Chardelle Smith  
Board Secretary

*The Big Bear Fire Authority wishes to make all of its public meetings accessible to the public. If you need special assistance to participate in this meeting, please contact Board Secretary Chardelle Smith at 909-866-7566. Notification prior to the meeting will enable the Fire Authority to make reasonable arrangements to ensure accessibility to this meeting.*



# BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. 1

**MEETING DATE:** September 6, 2023

**TO:** Board Chair and Directors of Big Bear Fire Authority

**FROM:** Jeff Willis, Fire Chief *JW*

**PREPARED BY:** Chardelle Smith, Board Secretary *CS*

**SUBJECT:** **REVIEW OF COST RECOVERY FEES AND CHARGES**

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## **BACKGROUND**

Ordinance BBFA2014-002, *Cost Recovery Fees and Charges*, was adopted in 2014 to recover costs of services as allowed by State law. On August 8, 2023, the Board directed review of the preliminary draft Fire Prevention Fee Feasibility Study to the Administrative Committee for further review. The draft fee schedule was composed by independent consultant AP Triton.

## **DISCUSSION**

The State of California has enacted legislation related to the recovery of costs for services charged by public municipalities. These costs, direct or allocated, must be related to the services being provided. The costs are accumulated and used to develop an hourly rate for the assessment of the various fees being charged by the jurisdiction. The development of the fee schedule applies this hourly rate against the amount of time necessary to perform the task.

Costs included in these calculations are salaries and benefits, amortizable vehicle costs, vehicle operating costs, technology costs, telephones and other communications costs, training and certification costs, uniforms, and any other costs allocated by the Authority. A 10% administrative fee is permissible to be added to the calculation of costs to recover.

This fee study primarily sets the maximum allowed charges the Authority can recover through cost recovery ordinance. It is anticipated when looking at the allowable fee schedule that the committee will want to reduce allowable charges for certain categories and maintain recommended cost in other categories.

## **STAFF RECOMMENDATION**

Staff recommends the Administrative Committee discuss and provide further direction to staff.



# Big Bear Fire Department

## Big Bear, CA

August 2023

# FIRE PREVENTION FEE FEASIBILITY STUDY

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## Introduction

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The Big Bear Fire Department (BBFD) engaged AP Triton, LLC (Triton) to conduct a Fire Prevention Fee Feasibility study.

During discussions with the leadership of the Department, it became apparent that the desired approach to the development of this study was to implement an accepted methodology to recover costs associated with providing plan check, inspection, and permitting processes.

The proposed and accepted Scope of Work developed by Triton incorporated analyses and processes typically utilized within a Fire Prevention Fee Study in the State of California. This included detailed analyses of financial and economic information provided by BBFD and a forecast of anticipated revenue.

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# **Section I: CURRENT CONDITIONS**

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## Fire Department Overview

AP Triton begins this report with an evaluation of current conditions, which provides an overview of the Big Bear Fire Department (BBFD) and its Fire Prevention Bureau (FPB) as compiled by Triton's data collection in March 2023. Triton based this evaluation on data provided through on-line websites pertinent to Big Bear City, responses from BBFD received pursuant to formal data requests made by Triton, and telephone conversations with BBFD staff.

Each section provides general information about that element, as well as observations and analyses of any significant issues or conditions. A supporting explanation is provided following each section, where needed. The evaluation begins with a baseline review of the Department's organizational composition.

### Description of Communities Served

The following section represents a general description of the communities served by the Big Bear Fire Department.

#### Big Bear City

Big Bear City is an unincorporated community in San Bernadino County, California, generally situated to the east side of the jurisdiction, and generally surrounded by the San Bernadino National Forest. It is 27 miles northeast of the City of San Bernadino and immediately east of the incorporated City of Big Bear Lake.

The community is located at 6,772 feet elevation and covers a land area of 32 square miles and is mostly residential. The U.S. Census Bureau estimated the 2020 population at 12,738. Approximately 23% of the population is under 18 years of age, with 19% age 65 or older. The majority (86.8%) of the population is Caucasian, followed by Hispanic at 24%.

Most of the city and the business district is centered along Big Bear Boulevard. The median household income, 2017–2019, in 2021 dollars was \$65,441 with 13% living in poverty.

#### City of Big Bear Lake

The City of Big Bear Lake is a small city in San Bernadino County, California, along the south shore of Big Bear Lake and surrounded by the San Bernadino National Forest. It is 25 miles northeast of the city of San Bernadino and immediately west of the unincorporated town of Big Bear City. The City of Big Bear Lake is home to two ski resorts, Snow Summit and Big Bear Mountain.



The community is located at 6,752 feet elevation and covers a land area of 6.5 square miles near Snow Summit and Big Bear Mountain Ski Resorts. The U.S. Census Bureau estimated the 2021 population at 5,068. The city is a popular year-round resort destination, and the population can surge to over 100,000 during many weekends of the year.

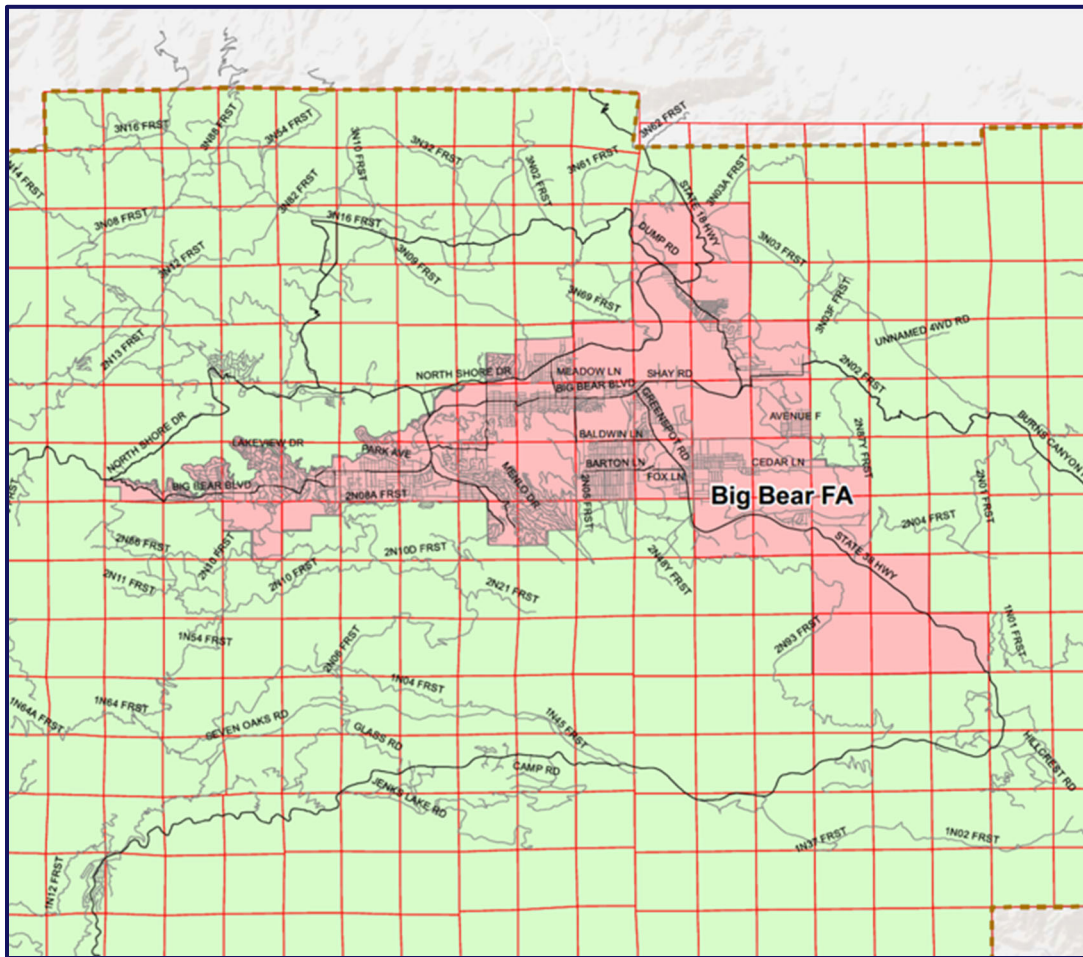
Approximately 21% of the population is under 18 years of age, with 18% age 65 or older. The majority (80%) of the population is Caucasian, followed by Hispanic at 30%. The median household income, 2017–2019, in 2021 dollars was \$57,147 with 18% living in poverty.

### **Description of the Fire Department**

The Big Bear Fire Department (BBFD) is the result of the consolidation of the Big Bear City and Big Bear Lake Fire Departments, which merged to create the Big Bear Fire Authority (BBFA), a Joint Powers Authority (JPA), in 2012. The JPA is a combination of a Community Services District and a Fire Protection District governed by a Board of Directors consisting of 10 elected members and serves a population of over 19,000 within 36.69 square miles (Figure 1).

The mission of the BBFD is, "To protect the lives and property of our community by providing a professional, full-service, all-risk, fire, EMS and emergency response agency, in the most cost-effective manner possible." Services are provided from seven fire stations. Four stations are staffed full-time: Headquarters in Big Bear Lake, Station 282 in Big Bear City, Station 283 in Sugarloaf, and Station 284 in Baldwin Lake. There are also unstaffed fire stations in Moonridge and Boulder Bay

**Figure 1: Big Bear Fire Department Service Area**



**Overview of the Fire Prevention Bureau**

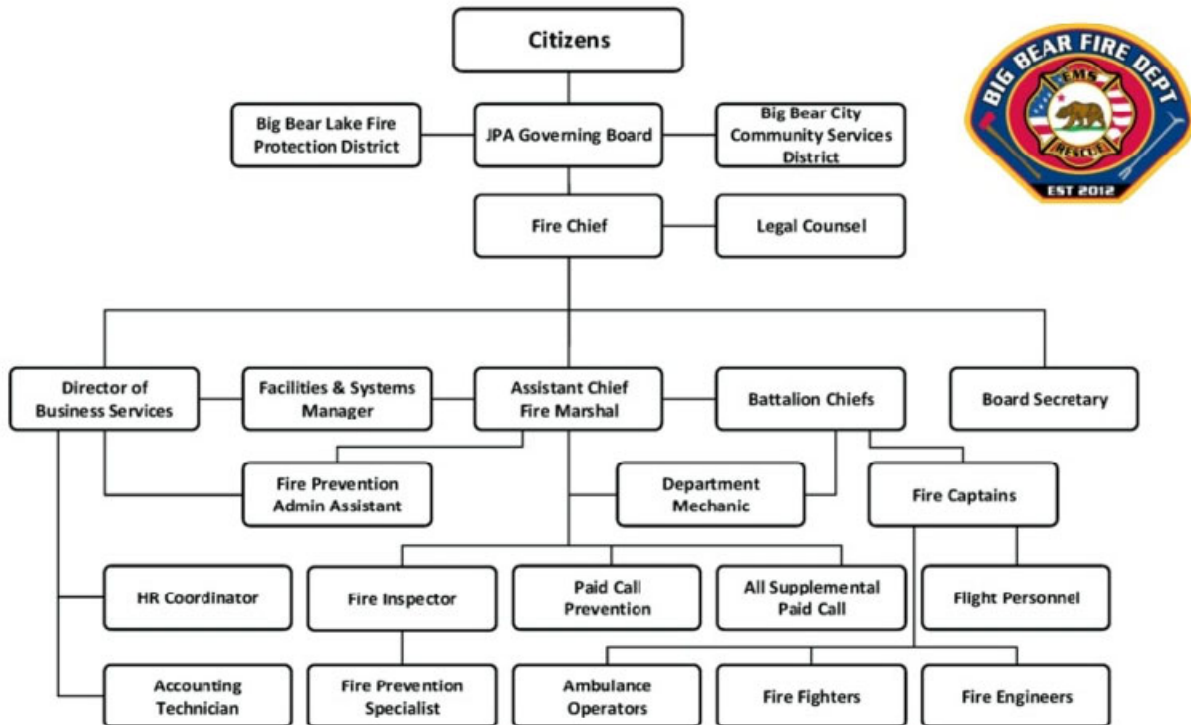
The Fire Prevention Bureau (FPB) provides several risk reduction services to the communities served including subdivision and plan reviews, construction inspections, building inspections, fire permit issuance, and fire investigation. In the summer, 2023, the department implemented a vegetation management/defensible space program to address the wildfire risk to homes throughout the jurisdiction. In addition, the FPB would like to expand the limited public education and preplanning efforts as staffing permits.

The FPB is staffed with 3.5 positions. The Assistant Fire Chief is also the appointed Fire Marshal and reports directly to the Fire Chief. The department recently hired two new positions to manage vegetation and defensible space programs. These two new positions are the Fire Inspector and Fire Prevention Admin Assistant. The 0.5 plan review staff member is a retired Assistant Fire Marshal, working 38 hours per pay period. A portion of the Fire Chiefs Executive Assistant is dedicated to the Public Information Officer (PIO) function. Fire investigations are performed by on-duty fire captains with assistance from three specially trained company staff, as required. Frontline companies also supplement and support the FPB by performing a limited number of inspections. FPB services are provided from Headquarters and the other fully staffed fire stations.

**Figure 2: Big Bear Fire Department Headquarters**



**Figure 3: Big Bear Fire Department Organizational Chart**



**Workload**

Fire Prevention work conducted by BBFD includes:

- Plan Review & Construction Inspection for Big Bear City, including Sugarloaf, Baldwin Lake, Lake Williams, and Erwin Lake
  - Approximately 150–170 reviews/inspections per year
  - Resubmittals and additional inspections
- Fire alarm, fire suppressions systems, general fire hazard, underground tank, and other fire- related inspections
  - Approximately 70 inspections/year
- Inspections for occupancy, state fire clearance, and residential fire sprinkler systems
- Self-inspection processing
- Special Event Permits

- Other Permits: welding/cutting, some fire rings, tents or canopies over 400 square feet, some hazmat, underground tank installation or removal, religious burning, carnivals and fairs, pyrotechnic activities, and assembly occupancies
- Defensible space inspections
- FD Records Requests

## Applicable Laws and Ordinances

The State of California identifies commercial and residential occupancies requiring annual inspection after the reviews of the initial design and construction phase. The statutes also allow for the assessment of plan review and construction fees associated with new projects and improvements.

### State Law

California Health and Safety Code, Section 13146, outlines the local fire agency's authority and responsibility to inspect certain occupancies, namely:

- Multi-family dwellings, Group R-1, and Group R-2 must be inspected **annually**. (13146.2)
- Residential Care Facilities, Group R2.1, and Group R-4 must be inspected upon request of a licensee for a re-inspection and upon receipt of a licensing request. (H&S 13146.2 and 17921(b))
- Public and Private Schools, K-12, Group E-1, must be inspected annually. (H&S 13146.3)
- Detention facilities, Group I-3 must be inspected every two years by the SFM unless the Fire Chief indicates in writing to the SFM that the department will handle the inspections. The Fire Chief must submit inspection reports to the SFM and Board of Corrections within 30 days of inspection. If the SFM conducts the inspection, they may assess a fee to the Jurisdiction . (H&S 13146.1)

Section 13146(f) authorizes local jurisdictions to assess fees for services in accordance with CA Gov Code 66016.6, which requires evidence to support that the fee does not "exceed the estimated reasonable cost of providing the service."

Fees cannot be charged for activities related to some occupancies:

- State owned or occupied buildings and state institutions (Title 19 1.07 - local ordinance do not apply)
- Public Schools K-12: E (Title 19 1.07)
- Community Colleges (Education Code 66700, CCs are part of public school system)
- Camps, C (Title 19 1.07)
- Hospitals, I-2 (Title 19 1.07)

- Large Family (home) Day Care: R-3 (Title 19 1.07)
- Board & Care, R-3.1 except requested pre-inspection consulting fee (H&S 1566.2 & 1569.84)

## Local Ordinances

The Big Bear Fire Authority adopts the California Fire Code, with amendments by Ordinance BBFA2020-001. Section 104.12, *Cost Recovery*, references the California Health & Safety Code for recovery of costs associated with fire suppression, investigation, plan review, administrative costs, and rescue or emergency medical costs. In addition, Section 104.13 adds provisions for collection of costs associated with securing an emergency. Fees are specifically referenced for:

- Appeals (109.7): \$250
- Violation penalties (110.4): up to \$1,000

The BBFA also adopts Ordinance BBFA2021-002, *Penalties for Violations of the Fire Code*:

- Misdemeanor violation (Section 4A): \$500–\$1,000
- Infraction violations (Section 4B): Up to \$100 for first, \$500 for section with 1 year, and \$1,000 for third in same year
- Administrative citations (Section 4C)—same as 4B
- Late fee of \$25 and 10% interest monthly (Section 4D)
- Civil Remedies and Penalties (Section 5): up to \$1,000 per violation per day
- Administrative Citations & Penalties for Dangerous Fireworks and Illegal Use of Safe & Sane Fireworks (Section 6): \$1,250 for first, \$2,250 for second, and \$3,250 for three or more citations in a one-year period.

Ordinance BBFA2014-002, *Cost Recovery Fees and Charges*, was adopted in 2014 to recover costs of services as allowed by State law. Although it is almost 10 years old and does not recover current costs, fees are assessed in several categories of work including:

- Permits for special events and dangerous operations
- Responses
  - False alarm responses
  - Fire suppression and rescue
  - Hazardous substances
- Special standby
- Special inspections
  - Plan Review
  - Educational classes
  - Reports
  - Copies
  - Penalties for missed inspections
  - Investigations
  - Research and appeals



## Fire Prevention

The Authority has a Fire Prevention Bureau that is presently authorized at five positions, consisting of the Assistant Chief/Fire Marshal, a Fire Inspector, a Fire Prevention Specialist, a Paid Call Prevention position, and an Administrative Assistant position shared with the Director of Business Services. From the salary and benefit information provided, it appears the Fire Prevention Specialist position is vacant as there is no compensation information listed.

### Revenues

Currently, the Authority obtains revenues through Ordinance No. BBFA 2014-002 and the related Schedule of Fees and Charges for Cost Recovery. Cost recovery from this ordinance has been sporadic during the FY 2019 to FY 2023 time period reviewed, some of which may be attributable to the COVID-19 pandemic lock down. Revenues include permits for various listed activities, responses to false alarm incidents, responses to actual fire incidents, special event standby activities, special inspections, reports, copied materials, penalties, public education programs, research, and investigations.

### Expenditures

The Authority does not separately account for its costs related to its Fire Prevention efforts, resulting in Triton's inability to identify the expenditures on a historical basis.

The following figure provides historical revenues for the Prevention Bureau of the Authority.

**Figure 2: Big Bear Fire Authority Historical Fire Prevention Revenues (FY 2019–Budgeted FY 2023)**

Revenues	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Projected
Inspection Reports	23,561	71,715	51,631	122,105	6,833
Licenses & Permits	4,510	2,704	1,780	2,533	2,361
Public Training	1,746	1,170	—	—	2,145
Plan Review	16,836	17,794	22,785	26,942	28,079
<b>Total Revenues</b>	<b>46,653</b>	<b>93,383</b>	<b>76,196</b>	<b>151,580</b>	<b>39,418</b>

These revenues offset the costs of operating the Prevention Bureau and reduce the demand on General Fund tax revenues.

## Costs Associated with Providing Fire Prevention Services

### Developing Hourly Cost Structure

The State of California has enacted legislation related to the recovery of costs for services charged by municipalities and special districts. These costs, direct or allocated, must be related to the services being provided. The costs are accumulated and used to develop an hourly rate for the assessment of the various fees being charged by the jurisdiction. The development of the fee schedule applies this hourly rate against the amount of time necessary to perform the task.

Costs to be included in these calculations are salaries and benefits, amortizable vehicle costs, vehicle operating costs, technology costs, telephones and other communications costs, training and certification costs, uniforms, and any other costs allocated by the Authority. A 10% administrative fee is permissible to be added to the calculation of costs to recover.

**Figure 3: Personnel Costs FY 2023 Budget**

Bureau Personnel	Assist Chief Fire Marshal	Fire Inspector	Paid Call Plan Reviewer	Administrative Assistant
<b>Salaries &amp; Wages<sup>1</sup></b>	<b>\$175,865</b>	<b>\$101,857</b>	<b>\$46,000</b>	<b>\$57,388</b>
Workers' Compensation	10,714	10,714	—	10,714
Medicare Tax @ 1.45%	2,550	1,477	667	832
Pension	105,079	60,859	—	34,289
Health Insurance	31,234	31,234	—	31,234
Dental Insurance	707	707	—	707
Vision	373	373	—	373
Short-Term Disability	677	677	—	677
Life Insurance	338	338	—	338
Other Employee Benefits	5,000	5,000	—	5,000
<b>Total Benefits</b>	<b>\$156,672</b>	<b>\$111,379</b>	<b>\$667</b>	<b>\$84,164</b>
<b>Total Salaries and Benefits</b>	<b>\$332,537</b>	<b>\$213,236</b>	<b>\$46,667</b>	<b>\$141,552</b>
Work Schedule/Annual Hours	2,080	2,080	1,976	2,080
<b>Hourly Rate</b>	<b>\$159.87</b>	<b>\$102.52</b>	<b>\$23.62</b>	<b>\$68.05</b>

<sup>1</sup> Agency-supplied Salary and Benefit Schedule.

<b>Operation Personnel</b>	<b>Fire Captain</b>	<b>Fire Engineer</b>	<b>Firefighter</b>
<b>Salaries &amp; Wages<sup>2</sup></b>	<b>\$122,391</b>	<b>\$92,759</b>	<b>\$80,685</b>
Workers' Compensation	10,714	10,714	10,714
Medicare Tax @ 1.45%	1,775	1,345	1,169
Pension	73,128	55,424	48,209
Health Insurance	31,234	31,234	31,234
Dental Insurance	707	707	707
Vision	373	373	373
Short-Term Disability	677	677	677
Life Insurance	338	338	338
Other Employee Benefits	5,000	5,000	5,000
<b>Total Benefits</b>	<b>\$123,946</b>	<b>\$105,812</b>	<b>\$98,421</b>
<b>Total Salaries and Benefits</b>	<b>\$246,337</b>	<b>\$198,391</b>	<b>\$179,106</b>
Work Schedule/Annual Hours	2,756	2,756	2,756
<b>Hourly Rate</b>	<b>\$89.38</b>	<b>\$71.99</b>	<b>\$64.99</b>

<sup>2</sup> Agency-supplied Salary and Benefit Schedule.

Other recoverable operating costs applicable to providing the services of the Fire Prevention program are identified in the following figure.

**Figure 4: Other Recoverable Costs**

Expenditures	Assets Cost	Years	Annual Costs	Applicable Percentage	Recoverable Costs
<b>Prevention Bureau Costs</b>					
Amort. of Inspector's Vehicle	55,000	7	7,857	100%	7,857
Amort. of Fire Marshal Vehicle	120,000	7	17,143	25%	4,286
Amort. of Desktop Computers	3,000	5	600	100%	600
Amort. of Tablet Computers	3,200	5	640	100%	640
Software Costs			750	100%	750
Cell Phones			700	100%	700
Uniforms			1,500	100%	1,500
Office Supplies			1,500	100%	1,500
Utilities			2,222	100%	2,222
<b>Total Costs</b>					<b>20,055</b>
Administrative Fee				10%	2,006
<b>Total Prevention Bureau Costs</b>					<b>22,061</b>
Annual Work Hours					2,080
<b>Cost per Hour</b>					<b>\$10.60</b>

Expenditures	Assets Cost	Years	Annual Costs	Applicable Percentage	Recoverable Costs
<b>Operations Costs</b>					
<b>Amortization of Frontline Fire Apparatus</b>					
Pierce Tower	1,700,000	20	85,000	5%	4,250
Pierce Arrow	1,100,000	15	73,333	5%	3,667
Pierce Arrow	980,000	15	65,333	5%	3,267
Software & Other Tech. Costs	90,100		90,100	5%	4,505
Clothing & Personal Equip.	38,100		38,100	5%	1,905
Utilities			222,200	5%	11,110
<b>Total Costs</b>					<b>28,704</b>
Administrative Fee				10%	2,870
<b>Total Operations Costs</b>					<b>31,574</b>
Annual Work Hours					2,756
<b>Cost per Hour</b>					<b>\$11.46</b>

**Figure 5: Summarized Recoverable Costs**

<b>Prevention Bureau Costs</b>	<b>Salaries &amp; Benefits</b>	<b>Time Allocated to Prevention Activities</b>	<b>Costs Applicable to Prevention Bureau</b>
Fire Marshal	332,537	25%	83,134
Fire Inspector	213,236	100%	213,236
Paid Call Plan Reviewer	46,667	100%	46,667
Administrative Assistant	141,552	100%	141,552
<b>Total Salaries &amp; Benefits</b>			<b>\$484,589</b>
Vehicle Costs			12,143
Technology			1,990
Other			5,922
<b>Total Bureau Costs</b>			<b>\$504,644</b>

<b>Operations Costs</b>	<b>Salaries &amp; Benefits</b>	<b>Time Allocated to Prevention Activities</b>	<b>Costs Applicable to Prevention Bureau</b>
<b>Salaries &amp; Benefits—Line Positions</b>	<b>4,317,160</b>	<b>5%</b>	<b>\$215,858</b>
Vehicle costs			11,184
Technology			4,505
Other			13,015
<b>Total Operations Costs</b>			<b>\$244,562</b>

<b>Total Costs Related to Fire Prevention Bureau</b>			<b>\$749,206</b>
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Frontline companies spend approximately 5% of their time performing company inspections. Total costs related to the Operations personnel have been accumulated and allocated at a 5% rate, which has been added to the hourly cost of the fire inspector to recover those costs. The following figure combines the above calculations to develop an hourly cost recovery rate by position.

**Figure 6: Calculation of Hourly Cost Recovery Rate by Position**

<b>Bureau Personnel</b>	<b>Assist Chief Fire Marshal</b>	<b>Administrative Assistant</b>	<b>Paid Call Plan Reviewer</b>	<b>Fire Inspector</b>
Hourly Rate	\$159.87	\$68.05	\$23.62	\$102.52
Other costs allocated	\$10.60	\$10.60	\$10.60	\$10.60
Total costs	\$170.47	\$78.65	\$34.22	\$113.12
Administrative fee @ 10%	\$17.05	\$7.87	\$3.42	\$11.31
<b>Total Hourly Cost – Prevention Bureau Personnel</b>	<b>\$187.52</b>	<b>\$86.52</b>	<b>\$37.64</b>	<b>\$124.43</b>

<b>Operation Personnel</b>	<b>Fire Captain</b>	<b>Fire Engineer</b>	<b>Firefighter</b>	<b>Frontline Combined</b>
Hourly Rate	\$89.38	\$71.99	\$64.99	
Percent of time spent	5%	5%	5%	
Allocated hourly rate	\$4.47	\$3.60	\$3.25	
Other costs allocated	\$11.46	\$11.46	\$11.46	
Total costs	\$15.93	\$15.06	\$14.71	
Administrative fee @ 10%	\$1.59	\$1.51	\$1.47	
<b>Total Hourly Cost – Operations Personnel</b>	<b>\$17.52</b>	<b>\$16.57</b>	<b>\$16.18</b>	
<b>Total Hourly Cost—Frontline Company</b>				<b>\$50.27</b>

<b>Combined Rate for Fire Inspector</b>	<b>\$174.70</b>
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The hourly rates are applied against the time provided by the BBFA staff that each of the positions are projected to spend on each type of Prevention Bureau activity.

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## **Section II:**

# **ESTIMATED COST RECOVERY**

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## Estimated Cost Recovery

### Developing Individual Codes to Identify the Schedule of Inspectable Occupancies

The State of California provides guidance on the types of commercial and residential properties that may be inspected after the initial plan review and completion of construction. Senate Bill 1205, adopted in 2018, added Section 13146.4 to Chapter 854 of the Health & Safety Code. This requires the fire chief, or their designee, to annually inspect every building used as public or private schools, hotels, motels, lodging houses, and apartment houses.

California statutes allow for the assessment of plan review and construction inspection fees as well as a significant number of other inspections and permits. The calculation of these fees must be made to recover only the costs of providing the service to the community.

The Assistant Chief/Fire Marshal provided AP Triton with an estimate of the type and number of inspections and permits typically performed and issued during the year and the time required to complete those tasks. Applying the calculated hourly rates to the estimated hours, Triton has estimated the costs BBFA may recover from Fire Prevention Bureau activities. The Bureau indicated certain site reviews associated with new subdivisions and parcel reviews, would be less than ten per year.<sup>1</sup> Triton used a quantity of five to create the total estimated cost recovery.

Utilizing the hourly rates applied to the Bureau's estimated completion time per type of task and quantity by listed item, the following figure estimates the total of the costs that may be recovered using the Bureau's current inspection and permit list.

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<sup>1</sup> Properties an acre or larger in size seeking to be subdivided in 7,500-ft<sup>2</sup> lots with intent to place a single purpose structure upon it as part of new development.



**Figure 7: Estimated Cost Recovery**

<b>Expenditures</b>	<b>Quantity</b>	<b>Estimated Cost Recovery</b>
Site Reviews	285	\$124,032
System Reviews & Inspections	66	\$30,470
Architectural Reviews & Inspections	37	\$35,528
Hazardous Materials	11	\$7,983
Services	37	\$18,888
Annual Fire Code Inspections	—	—
Special Permits/Inspections	—	—
Special Standby	—	—
Unnecessary Responses	—	—
Public Education	24	\$4,153
Fire Code Permits	—	—
Miscellaneous Fees, Reviews & Inspections	—	—
Administrative Fees	96	\$8,306
<b>Total Estimated Cost Recovery</b>		<b>\$229,360</b>

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**Section III:**  
**CONCLUSIONS & RECOMMENDATIONS**

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## Conclusions and Recommendations

This section of the study contains various findings and recommendations with the intent of providing Big Bear Fire Authority with a schedule of fees for various services provided by the Fire Prevention Division and a methodology for calculating modifications to the schedule as costs change.

### Conclusions

- Big Bear Fire Authority has incurred costs associated with reviewing plans, conducting construction inspections, and annual inspections of occupancies inspectable under California statutes, and will continue to do so in the future.
- These same statutes allow for BBFA to recover some or all of these costs through the assessment of fees for these services.
- BBFA has provided AP Triton with a representation of its costs associated with its Fire Prevention Bureau, which Triton used to calculate an hourly rate.
- The Fire Department's Prevention Bureau also provided Triton with its anticipated time to perform each of the tasks.
- The Fire Prevention Division does not have a comprehensive fee schedule for inspectable occupancies.
- BBFA has an opportunity to recover a portion of their Fire Prevention Division costs. An estimate of cost recovery through adoption of the fees recommended in Appendix A is just under \$300,000, as shown in Figure 7.

### Recommendations

- The Fire Prevention Bureau (FPB) should develop a comprehensive inventory of inspectable occupancies within its jurisdiction.
- The FPB should complete a review of the costs associated with providing its services inclusive of the administrative fee percentage and make any adjustments to its fee schedule.
- The FPB should provide its fee schedule to the governing Board in the appropriate format and request the Board to adopt the fee schedule (Appendix A).
- The FPB should take the steps necessary to develop a calendar for inspecting those properties identified in the inventory.

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# Appendices

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## Appendix A: Recommended Fees & Master Fee Schedule

**BIG BEAR FIRE AUTHORITY** has established the following fees for various services provided. In addition to the set fees, an additional fee may be charged for standby personnel and equipment as required by the Fire Department at the rates per **Section X.XX**:

<b>SITE REVIEWS: Including initial plan review, one resubmittal, and normal field inspections. Excessive resubmittals shall be billed at the established hourly rate with a 1-hour minimum.</b>		<b>Fee Amount</b>
<b>X.01</b>	<b>New Construction Site Review—Fire Flow &amp; Construction Requirements</b>	574.48
<b>X.02</b>	<b>Parcel Development/Subdivision</b>	1,186.00
<b>X.03</b>	<b>Land Use Review</b>	593.00
<b>X.04</b>	<b>Water Flow Test</b>	217.96
<b>X.05</b>	<b>Residential Flammable Liquid Tank Review</b>	448.74
<b>X.06</b>	<b>Hazardous Tree Abatement—Admin Fee</b>	473.08
<b>X.07</b>	<b>Hazardous Tree Removal—Tax Lien</b>	910.30
<b>X.08</b>	<b>Hazardous Tree Remove—Contract Fee</b>	Actual Cost
<b>SYSTEMS REVIEWS AND INSPECTIONS Including initial plan review, one resubmittal, and two field inspections. Excessive resubmittals shall be billed at the established hourly rate with a 1-hour minimum.</b>		
<b>X.09</b>	<b>Fire Sprinkler System—NFPA 13 New</b>	
.1	Up to 100 heads with 1 riser	424.60
.2	More than 100 heads with 1 riser	462.74
.3	Each additional riser	217.92
<b>X.10</b>	<b>Fire Sprinkler Systems—NFPA 13/13R TI</b>	
.1	Up to 25 heads without calculation	424.60
.2	26 to 99 heads without calculation	293.20
.3	26-99 heads—INSPECTION ONLY	161.80
.4	More than 100 heads or calculations required	199.44
.5	More than 100 heads—INSPECTION ONLY	199.44
<b>X.11</b>	<b>Fire Sprinkler System—NFPA 13D New</b>	
.1	One/Two family dwelling	293.20
.2	One/Two family dwelling—INSPECTION ONLY	161.80
<b>X.12</b>	<b>Underground Fire Protection System</b>	
.1	Single hydrant OR single riser connection	311.68
.2	Each additional connection to hydrant or riser	124.16

<b>SYSTEMS REVIEWS AND INSPECTIONS Including initial plan review, one resubmittal, and two field inspections. Excessive resubmittals shall be billed at the established hourly rate with a 1-hour minimum.</b>		
<b>X.13</b>	<b>Underground</b>	
.1	1 to 4 Hydrant/Riser	899.14
.2	5 to 10 Hydrant/Riser	1,436.06
.3	11 or more Hydrant/Riser	2,147.68
<b>X.14</b>	<b>Special Systems</b>	
.1	Commercial cooking hood & duct system (per system)	448.74
.2	Refrigeration System with more than 220 pounds of Group A1 refrigerant	448.74
.3	Spray booth, spraying area with mechanical ventilation	448.74
.4	Dry cleaning plant	448.74
.5	Industrial ovens, vapor recovery, dust collection	448.74
.6	Battery systems	448.74
.7	Smoke control systems	623.44
.8	Emergency Response Radio System	448.74
.9	Photovoltaic System—Commercial (if requested by building official)	623.44
<b>X.15</b>	<b>Tanks/HazMat</b>	
.1	HazMat Tank Installation/Removal (Underground)	
.2	HazMat Tank Installation/Removal (Above Ground)	
.3	Propane Tank Installation/Removal (Underground)	
.4	Propane Tank Installation/Removal (Above Ground)	
<b>ARCHITECTURAL REVIEWS AND INSPECTIONS</b>		
<b>SYSTEMS REVIEWS AND INSPECTIONS Including initial plan review, one resubmittal, and two field inspections. Excessive resubmittals shall be billed at the established hourly rate with a 1-hour minimum.</b>		
<b>X.16</b>	<b>A Occupancy—Assembly</b>	
.1	0—1,500 sq. ft.	623.44
.2	1,501—10,000 sq. ft.	810.96
.3	Greater than 10,000 sq. ft.	1,173.18
<b>X.17</b>	<b>E Occupancy—Educational, other than day care</b>	
		623.44
<b>X.18</b>	<b>Day Care</b>	
.1	E or I-4 portable	448.74
<b>X.19</b>		
<b>X.20</b>	<b>Repair Garage—S1 (include above ground hazardous materials review)</b>	
		810.96

<b>X.21</b>	<b>Structure with restrained occupants</b>	
.1	3 cells or less	529.68
.2	More than 3 cells	704.38
<b>X.22</b>	<b>R1/R2 Occupancy—Residential hotel, motel, apartment, condominium</b>	
.1	0 to 50 dwelling units per building	1,335.06
.2	0 to 50 dwelling units per building—INSPECTION ONLY	879.08
.3	51 to 150 units per building	1,522.58
.4	51 to 150 units per building—INSPECTION ONLY	1,053.78
.5	151 or more units per building	1,360.70
.6	151 or more units per building—INSPECTION ONLY	798.14
<b>X.23</b>	<b>R4 Occupancy—Licensed Day Care/Assisting Living—7 to 16 clients</b>	810.96
<b>X.24</b>	<b>High piled storage—code/commodity compliance</b>	810.96
<b>HAZARDOUS MATERIALS</b>		
<b>SYSTEMS REVIEWS AND INSPECTIONS</b> Including initial plan review, one resubmittal, and two field inspections. Excessive resubmittals shall be billed at the established hourly rate with a 1-hour minimum.		
<b>X.25</b>	<b>H1, H2, H3, H4, or L Occupancy (in addition to chemical classification fee)</b>	
<b>X.26</b>	<b>Aboveground storage tank and equipment</b>	623.44
<b>X.27</b>	<b>Dispensing from underground storage tank</b>	810.96
<b>X.28</b>	<b>Hazardous Material processes/storage for non-H occupancies</b>	623.44
<b>X.29</b>	<b>Chemical Classification Review</b>	
.1	1 to 5 chemicals	448.74
.2	6 to 15 chemicals	636.26
.3	16 to 50 chemicals	998.48
.4	51 to 100 chemicals	1,360.70
.5	More than 100 chemicals	1,910.44
<b>SERVICES</b>		
<b>X.30</b>	<b>Resubmittal Meetings</b>	461.56
<b>X.31</b>	<b>Alternate Method and Material Request—2 hour minimum</b>	823.78
<b>X.32</b>	<b>Written Response to Inquiry</b>	636.26
<b>X.33</b>	<b>Plan Resubmittal—charged on 3<sup>rd</sup> and subsequent submittals</b>	636.26
<b>X.34</b>	<b>Plan Revision</b>	461.56
<b>X.35</b>	<b>Re-stamp of Plans</b>	461.56
<b>X.36</b>	<b>Accelerated Plan Review (recommend additional 50% of fee)</b>	
<b>X.37</b>	<b>Plan Review Time &amp; Materials—1 hour minimum</b>	448.74

X.38	Inspection Time & Materials—1 hour minimum	810.96
X.39	Reinspection fee—charged when project in not ready for inspection or not approved during initial inspection	
X.40	Penalty for failure to cancel scheduled inspection (recommend 50% of inspection fee)	261.22
X.41	Accelerated inspection—1 hour minimum (recommend additional 50% of inspection fee)	448.74
<b>ANNUAL FIRE CODE INSPECTIONS</b>		
Including two field inspections. Extra re-inspections shall be billed at the established hourly rate with a one-hour minimum.		
X.42	R1/R2 Inspections	798.14
X.43	Detention Facility	623.44
X.44	Care Facility—less than 6 clients	810.96
X.45	Hospitals, Nursing Homes, Mental Hospitals, & Surgical Centers	985.66
X.46	Pre-inspection of Residential Care Facility	636.26
<b>SPECIAL PERMITS/INSPECTIONS</b>		
Including two field inspections. Extra re-inspections shall be billed at the established hourly rate with a one-hour minimum.		
X.47	Blasting Operation	636.26
X.48	Christmas Tree Lot	448.74
X.49	Haunted House	448.74
X.50	Pumpkin Patch	
X.51	Bonfire, Open Fire, Public Burn	448.74
X.52	Carnival, Fair, Circus, Outdoor Assemblage	636.26
X.53	Fireworks	810.96
X.54	Tent, Canopy, temporary membranes	354.98
X.55	Defensible Space Inspection	354.98
X.56	Dead/Dying/Diseased Tree Inspection	354.98
X.57	Other Fuels Management Inspection	354.98
<b>SPECIAL STANDBY</b>		
X.58	Overcrowding	972.84
X.59	Dangerous & Hazardous Operations	798.14
X.60	Movie Shoot	998.48
X.61	Special Event	810.96
X.62	Public Event, by request	810.96



<b>UNNECESSARY RESPONSES</b>		
<b>X.63</b>	<b>False Alarm</b>	
.1	Testing/Maintenance/Alteration without Fire Department notification	174.70
.2	More than 3 alarm system malfunctions within 12-month period	536.92
.3	Intentional or omission of reasonable precaution	722.78
<b>X.64</b>	<b>Illegal or non-permitted campfire, bonfire, outside cooking, or warming fire</b>	
<b>PUBLIC EDUCATION</b>		
<b>X.65</b>	<b>CPR Class</b>	173.04
<b>X.66</b>	<b>Fire Extinguisher Use Training</b>	
<b>X.67</b>	<b>First Aid Certification</b>	173.04
<b>FIRE CODE PERMITS</b>		
Including two field inspections. Extra re-inspections shall be billed at the established hourly rate with a one-hour minimum.		
<b>X.68</b>	<b>Aerosol</b>	461.56
<b>X.69</b>	<b>Amusement Buildings</b>	649.08
<b>X.70</b>	<b>Assembly—less than 300 occupants</b>	623.44
<b>X.71</b>	<b>Assembly—more than 299 occupants</b>	798.14
<b>X.72</b>	<b>Carnivals/Fairs</b>	810.96
<b>X.73</b>	<b>Combustible Material Storage—recommend hourly</b>	810.96
<b>X.74</b>	<b>Compressed Gases</b>	810.96
<b>X.75</b>	<b>Cryogenic</b>	810.96
<b>X.76</b>	<b>Dry Cleaning Plants</b>	810.96
<b>X.77</b>	<b>Dust Producing Operation</b>	448.74
<b>X.78</b>	<b>Explosive/Blasting Agents</b>	998.48
<b>X.79</b>	<b>Flammable Liquids</b>	998.48
<b>X.80</b>	<b>Combustible Liquids</b>	998.48
<b>X.81</b>	<b>Fumigation and Insecticidal Fogging</b>	623.44
<b>X.82</b>	<b>Hazardous Materials</b>	810.96
<b>X.83</b>	<b>High-Piled Combustible Storage</b>	636.26
<b>X.84</b>	<b>Industrial Ovens</b>	448.74
<b>X.85</b>	<b>LP Gas Storage/Exchange</b>	623.44
<b>X.86</b>	<b>Liquid/Compressed Gases—Hazardous</b>	623.44
<b>X.87</b>	<b>Liquid/Compressed Gases—Medical</b>	623.44
<b>X.88</b>	<b>Lumber Yards and Woodworking Plants</b>	810.96

X.89	Misc. Combustible Storage	448.74
X.90	Motor Vehicle Fuel Dispensing	448.74
X.91	Open Flames & Candles	448.74
X.92	Refrigeration Equipment	448.74
X.93	Repair and Service Garage	448.74
X.94	Spraying or Dipping Operation	636.26
X.95	Storage of Scrap Tire, Tire Byproducts, and Tire Rebuilding	448.74
X.96	Hot Work	448.74
X.97	Reinspection	623.44
X.98	Failure to Comply	810.96
<b>MISC. FEES, REVIEWS, AND INSPECTIONS</b>		
X.99	Alternative Method Request/Deferred Submittal Request	461.56
X.100	Cell Tower (outside roof, pole, etc.)	649.08
X.101	Design Review/Consultation Meeting—Hourly Rate (1/2 hour minimum)	461.56
X.102	Evacuation Plan Review/Fire Drill Monitoring	623.44
X.103	File Search (providing research)	461.56
X.104	Technical Research	461.56
X.105	New Business Inspection	623.44
X.106	Perimeter Fencing/Gates Plan Review	274.04
X.107	Hydrants Review	311.68
X.108	Single Family Dwelling Review	536.84
X.109	Public Schools Site Review	461.56
X.110	County Projects Review	461.56
X.111	Over-the-Counter Plan Review—Hourly rate (1 hour minimum)	187.52
X.112	Overtime Inspections/Review—after normal office hours (2 hour minimum)	349.40
X.113	Expedited Plan Review, in addition to normal fee	
X.114	Special Requests or Uncategorized—Hourly rate (1 hour minimum)	448.74
X.115	Board of Appeals Activation	709.96
X.116	Investigation of Construction without a Permit (1 hour minimum)	836.60
<b>ADMINISTRATIVE FEES</b>		
X.117	Per Page Fee (per California Records Act)	
X.118	File Review—Hourly rate (to be prorated to the nearest quarter hour)	86.52
X.119	Fire Prevention Personnel—Hourly rate (to be prorated to the nearest quarter hour)	

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