



South Placer Fire District

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Board of Directors

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Fire Chief
Eric Walder

We Provide Exceptional Service to our Community

August 11, 2020

Penryn Fire Protection District
PO Box 219
Penryn, CA 95663

Re: Request for Proposal for Administrative Services

Board President Bergstrom and Chief Higgins,

South Placer Fire District (SPFD) has reviewed your request for administrative services and has prepared a proposal for your consideration. We recognize both Districts have a long history of working collaboratively together through the Western Placer County Fire Chiefs Closest Resource Agreement to provide the highest level of service possible to our communities. It is also evident that the Penryn Fire District needs immediate assistance with the administrative and operational oversight of your District.

Considering the expedited nature of this request, SPFD is submitting the attached estimated proposal prepared with limited information on the scope of the need. SPFD would request a future contract negotiation with the PFPD if your Board of Directors choose to move forward with pursuing services. During these negotiations, SPFD reserves the right to amend the attached proposal as items that are discovered affect SPFD's responsibilities.

Respectfully Submitted,

Eric G. Walder, EFO
Fire Chief

**PROPOSAL FOR ADMINISTRATIVE SERVICES
FOR
PENRYN FIRE PROTECTION DISTRICT**



1. The proposed approximate cost for Administrative Services and Battalion Chief Coverage is **\$165,000** for services outlined below. It is desirable that the length of the proposed contract be for an initial 1-year period.

a. Fire Administrative Services

SPFD Fire Chief will attend the Penryn Fire Protection District's Board of Directors meetings. If the Chief's absence is required, the Deputy Chief will attend. The Chief, working with staff, will prepare all Board documents and agendas. The Fire Chief will meet with the Board Chair to set the agenda in advance of the Board meeting. Fire Chief will assist the Board in budgeting and administering the budget throughout the fiscal year. Fire Chief will assure that the scope of work needed in administration of the District is identified and handled by the appropriate administrative staff. This includes human resources, payroll, accounts receivable, accounts payable, public inquiries and complaints. A complete review of the current PFPD administrative operation is needed to identify all needs and extent of contract.

b. Fire Prevention Services

Fire prevention services include the oversight of the following areas: code enforcement, fire investigations, oversight of current public education program, new development meetings, plan submittal and review (utilizing Interwest Consulting Group as a 3rd party reviewer), and new construction inspections. Code enforcement includes oversight of existing engine company inspections of commercial occupancies, enforcement of open burning policies, weed abatement regulations, and California Fire Code violations. Cost for these services will not be borne by SPFD and shall be covered by the fees charged by PFPD and are not considered part of the base contract price. All fees received by PFPD for Fire Prevention services conducted by employees of the SPFD will be passed through to SPFD. *PFPD will adopt a fee schedule that is equal to SPFD's fee schedule. See Attached Exhibit #1.

c. Incident Management

The SPFD handles incident command by employing shift work battalion chiefs that are in command of the personnel and equipment assigned to their shift. During business hours there is a Deputy Fire Chief and Fire Chief that respond to assist with major incidents or cover the District operations when there is a need. Additionally, both the Chief and the Deputy Chief are available from their residences off-duty and reside within 10 miles of the District boundary.

d. Labor Management

The Fire Chief, Deputy Chief and Battalion Chiefs will work within the Current Penryn Fire District MOU and District policies to effectively manage the District's work force. Outside labor legal attorney services may be used if necessary. No costs for labor relations, grievances or legal fees will be borne by SPFD.

e. Training

Oversight and coordination of existing training program.

SOUTH PLACER FIRE DISTRICT COMMAND STAFF

Fire Chief – Eric G. Walder, EFO

Chief Walder has served the South Placer Fire District for the past 29 years, for the past five years as the Fire Chief.

- Bachelor of Science in Public Safety Administration – Grand Canyon University
- National Fire Academy Executive Fire Officer
- CSFM Certified Fire Officer
- CSFM Certified Chief Fire Officer
- CalOES Fire and Rescue – Region IV Coordinator
- Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE)
 - Operations Team Member
- California State Licensed Paramedic

Deputy Chief – Karl Fowler, CFI

Chief Fowler has been in the Fire Service for over 34 years. He has served the South Placer Fire District for 28 years and was also the former Fire Chief of the Loomis Fire District.

- Bachelor of Arts Degree Fire Service Management – CSU Sacramento
- CSFM Certified Chief Officer
- CSFM Certified Fire Officer
- Placer County Operational Area Coordinator – 1st Alternate
- Strike Team/Task Force Leader Qualified
- CSFM CFI Fire Investigator
- Sierra Sac Valley Arson Task Force - Member

Division Chief/Fire Marshal – Jeff Ingolia

- 26 years of fire service experience
- Bachelor of Arts, Public Safety Administration
- ICC Certified Fire Inspector II
- CSFM Fire Investigator II
- Sierra Sac Valley Arson Task Force – Member

Battalion Chief Jason Brooks - A Shift

- 30 years of fire service experience
- Bachelor of Science in Occupational Studies in Emergency Management –CSU –Long Beach
- CSFM Certified Fire Officer
- CSFM Certified Chief Fire Officer
- NWCG Strike Team/Task Force Leader
- NWCG Division/Group Trainee

Battalion Chief Matt Feeley – B Shift

- 25 years of fire service experience
- Bachelor of Science – Administrative Management and Fire Prevention Technology
Cogswell University
- CSFM Certified Chief Fire Officer
- CSFM Certified Fire Officer
- NWCG Strike Team/Task Force Leader

Battalion Chief Darren McMillin – C Shift

- 30 years of fire service experience
- Associate of Arts Degree - Fire Science
- CSFM Certified Chief Fire Officer
- CSFM Certified Fire Officer
- NWCG Strike Team/Task Force Leader
- Type 2 Public Information Officer

Business Manager – Kathy Medeiros

- 24 years of experience in Human Resources and Accounting (private and public sector)
- Bachelor of Science degree in Accounting Information Systems – CSUS

Administrative Assistant/Fire Inspector – Katrina Hoop

- 25 years of fire service administration experience
- CSFM Inspector I
- Assists with all prevention activities – plan checking, inspections, code enforcement, variances, weed abatement, and development meetings

District Secretary – Barbara Leak

- 20 years fire service administration experience
- Bachelor of Science Degree in Business Administration – CSU, Chico

South Placer Fire District Fee Schedule

EXHIBIT#1

Section "A" – Permits to Operate

1. Battery System / Underground Propane Tank	\$350.00
2. Candles / Open flame in assembly area's	\$350.00
3. Carnivals, circus, fairs, & large public events	\$350.00
4. Combustible material storage (inc. high)	\$350.00
5. Compressed Gases	\$350.00
6. Cryogens	\$350.00
7. Explosives or blasting agents	\$525.00
9. Special burn permits	\$350.00
10. Fireworks – Public Display – Includes high level, low level and ground devices.	
• 200 or less devices	\$700.00
• 201 or more devices	\$875.00
11. Fireworks – Special Pyrotechnic Affects (effects used in Motion pictures, television, theatrical & group entertainment.)	\$700.00
13. Temporary membrane structures / tents	
• Under 3000 sq. ft.	\$350.00
• Over 3000 sq. ft.	\$525.00
14. Tire storage	\$350.00

Section "B" – Fire / Life Safety Inspections

1. Pre-inspection visit for residential care or child day care facility (H&S Code section 13235)	
• Facilities with 25 or fewer persons	\$175.00
• Facilities with 26 or more persons	\$175.00
2. Special inspection request not otherwise specified in this fee schedule.	\$175.00/hour
	<i>- 1 hour minimum</i>
3. Notice of Violation due to non-compliance. (per each inspection)	\$350.00

Section "C" – Commercial /Residential Plan Review

1. Minimum intake fee (not shown elsewhere)	\$175.00
2. Design & site plan review / consultation Conference (required for Will Serve Letter)	\$175.00/hour
3. Residential and Commercial Variance request	\$350.00
4. Fire Alarm system:	
• New installation	\$1400.00 min.
• Upgrade	\$700.00 min.
	<i>(plus \$2.00 per initiating device)</i>
5. Halon or other specialty fire suppression system.	\$1050.00
6. Hood and duct fire suppression system	\$875.00
7. Compressed system gas:	
• Hazardous Materials	\$700.00
• Medical gas	\$700.00
8. Smoke management system	\$1400.00 min.
	<i>(actual fees based upon the number of reviews needed)</i>
9. Spray booths	\$875.00 min.
	<i>(includes fire protection system)</i>
10. Fire pump	\$1,400.00 min.
11. Fire Sprinkler System – New Installation – Commercial:	
• 1-99 heads	\$1050.00
• 100 – 199 heads	\$1225.00
• 200 or more plus ϕ .50 per head	\$1400.00
12. Fire Sprinkler System – Tenant Improvement:	
• 1-50 heads	\$437.50
• 51 or more plus ϕ .50 per head	\$700.00
13. Civil Improvements	
• 1 to 3 hydrants	\$1,400.00
• 4 or more hydrants	\$2,100.00 min.
	<i>Item 13 includes review of submitted plans, consultation, comments, review of initial re-submitted for approval, underground piping inspection, roadways hydrostatic test, underground piping flush and initial fire flow test.</i>
14. Building Review/Tenant Improvement Review:	
• 1 – 4,999 square feet	\$350.00
• 5,000 – 49,999 square feet	\$700.00
• 50,000 – plus square feet	\$1,400.00 min.

Item 14 includes review of submitted plans, consultation, comments, review of initial re-submittal for approval, and initial site inspections.

15. Site Plan Review	\$175.00
16. Re-inspection due to changes to approved plans without approval, hydrostatic test failure, incomplete work and additional requests for inspections.	\$175.00
	<i>- 1 hour minimum</i>
17. Subdivision / lot splits	
• 1 – 4 lots	\$700.00
• 5 – 24 lots	\$1050.00
• 25 or more lots	\$1,400.00 min.
18. Administrative charge for resubmittals upon 2 nd or subsequent revision / submittals.	\$350.00
19. Technical report / alternate material or method request	\$350.00/hour
	<i>- 2 hour minimum</i>
20. Fire flow / hydrant test	\$350.00
21. Expedited Plan Review	\$350.00

Section "D" – Miscellaneous

1. Copies of fire reports (victim or allied agency request – NO CHARGE)	\$50.00
2. Audio or video tape reproduction – per tape	\$75.00
3. Photograph reproduction – jpeg files on CD	\$75.00
4. Environmental hazard research	\$175.00 min.
	<i>- 1 hour minimum plus field hours</i>
5. Incident Cost Recovery	<u>Actual Response Cost</u>
	<i>- 1 hour minimum</i>
6. False Alarm cost recovery – A fee will be charge for the third false alarm at the same location with any 180-day period; or anytime a false alarm is generated by an individual working on a fire alarm or fire sprinkler system.	\$350.00
7. Standby personnel – per hour (1 ½ time rate)	<u>Actual Response Cost</u>
	<i>- 1 hour minimum</i>
8. Illegal burn response	<u>Actual Response Cost</u>
	<i>- 1 hour minimum</i>
9. Special projects not otherwise specified elsewhere in this fee schedule.	\$175.00 minimum
10. "Service provider Contract"	Per contact agreement