

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of: February 11, 2015

To: Board of Directors  
From: Mark Mills, Fire Chief *MEM*  
Subject: Fire Inspector Position

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**RECOMMENDATION:**

That the Board directs staff to create an additional full time fire inspector position and pursue retaining the part-time inspector for that position.

**BACKGROUND:**

One inspector has provided the Fire Prevention services of the Department since the inception of the position in 2008. At that time, the Department provided Fire Prevention services to the Towns of San Anselmo and Fairfax. The Fire Prevention office processed an average of 225 plan reviews and 400 inspections per year.

In 2010, the Fire Prevention office began to handle plan submittals and inspections in Sleepy Hollow and in 2012, took over prevention activities in the Town of Ross. The addition of these two entities resulted in plan reviews soaring from 201, in 2008, to 468 in 2014 (Attachment A). Inspections for the same time period jumped from 401 to over 1008 (Attachment B).

**DISCUSSION:**

The additional workload that has been placed on the Fire Prevention office has exceeded the capacity of one inspector. A part-time inspector was hired to work two days a week in October of 2013. The workload has increased throughout the year to the point where the part time inspector needed to be utilized for the entire week just to keep current on submitted plans and the requisite site inspections.

Under the current fee schedule, the total fees collected year to date is 32% over budget projections at midyear. The additional funds required for the position will be collected throughout the remainder of the fiscal year, which will result in a net zero budgetary impact. Additional fees and increased permits that are included in the proposed fee schedule would increase the revenue generated by the Fire Prevention office to offset future costs as well.

AGENDA ITEM # 3  
Date 2/11/15

**FISCAL IMPACT:**

Current budget projections conservatively predict a \$43,500 increase in Fire Prevention service fees. The additional cost to move the part time inspector to full time will be \$19,968, which results in a net surplus for the year of \$23,532 in the Fire Prevention office.

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# Plan Submittals Recap for 2008-20014

1's= Planning  
2's= Building  
3's= Fire Permits

## 2008

1"s	19
2's	97
3's	84
Voided	0
Misc	<u>1</u>
	201

## 2009

1"s	57
2's	109
3's	57
Voided	0
Misc	<u>2</u>
	225

## 2010

1"s	62
2's	158
3's	76
Voided	0
Misc	<u>0</u>
	296

\*This is the year RVFD took over Sleepy Hollow sprinkler and started doing plan reviews for them.

## 2011

1"s	40
2's	127
3's	77
Voided	1
Misc	<u>0</u>
	245

## 2012

1"s	82
2's	184
3's	92
4's	0
Voided	<u>2</u>
	358

\*Took over Ross July 1

## 2013

1"s	79
2's	241
3's	87
Voided	9
Misc	<u>3</u>
	419

\*Full year with Ross

## 2014

1"s	102
2's	202
3's	107
Voided	4
Misc	<u>3</u>
	468

## Field Inspections 2008-2014

1's Building  
2's Fire  
3's Resale

4's State Mandated

<u>2008</u>	
1's	116
2's	203
3's	260
4's	82
Total	<u>401</u>

<u>2012</u>	
1"s	220
2's	222
3's	289
4's	7
Total	<u>738</u>

\*Took over Ross July 1

<u>2009</u>	
1"s	131
2's	135
3's	266
4's	82
Total	<u>614</u>

<u>2013</u>	
1"s	289
2's	218
3's	318
4's	102
Total	<u>927</u>

\*Full year with Ross

<u>2010</u>	
1"s	190
2's	184
3's	240
4's	40
Total	<u>654</u>

<u>2014</u>	
1"s	302
2's	282
3's	322
4'3	102
Total	<u>1008</u>

\*This is the year RVFD took over Sleepy Hollow sprinkler

<u>2011</u>	
1"s	153
2's	187
3's	257
4's	7
Total	<u>604</u>