

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: June 10, 2015

To: Board of Directors
From: Mark E. Mills, Fire Chief
Subject: Reduction of Fees

RECOMMENDATION:

That the Board adopts Resolution 15-05 pertaining to fee reductions for non-profit organizations.

DISCUSSION:

The Ross School holds a bi-annual auction as a fundraiser to benefit the School. The Ross Grammar School Parent – Teacher Association is a 501(c) (3) non-profit organization and they have provided their Internal Revenue Service documentation. The School has not applied for operational or tent permits in the past. The new fee schedule addresses the need for an event permit and tent/canopy permit. Significant staff time is required to process both permits and conduct the necessary inspections.

Staff was directed to develop a resolution that provides clear instruction, enforceability, and a fair fee reduction to eligible organizations. Staff utilized an existing resolution from the Town of Ross as a template to develop the resolution.

FISCAL IMPACT:

The maximum amount of the fee waiver shall not exceed 25% of the fee or \$1,000, whichever is less.

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION NO. 15-05

A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT ESTABLISHING A POLICY FOR PROVIDING A FEE WAIVER OR REDUCTION.

WHEREAS, the Ross Valley Fire Department recognizes the value of community services provided by local non-profits to residents and visitors of the jurisdiction; and

WHEREAS, the Fire Board wants to assist such local non-profits in maximizing the use of their funds for program purposes; and

WHEREAS, the Fire Board has received requests to waive fees for services from the jurisdiction; and

WHEREAS, a waiver of fees will allow such local non-profits to maximize the use of their funds for program purposes; and

WHEREAS, a policy for such fee waivers will establish consistent criteria to consider fee waiver requests and increase the efficiency of processing and handling the requests.

NOW THEREFORE BE IT RESOLVED, the Fire Board of the Ross Valley Fire Department does hereby find, resolve, and order as follows:

SECTION 1: The Fire Chief may grant a fee waiver or reduction of fees ("fee waiver") based on the following criteria:

- 1) The applicant for the fee waiver is a non-profit organization that: (a) is recognized by the IRS as holding current tax exempt status, (b) was formed for civic or educational purposes, and (c) has an office or service location within the jurisdictional limits.
- 2) The applicant has submitted a written request that describes the public benefit to be derived from the event or project for which the applicant has requested the fee waiver.
- 3) Department general fund monies will be used to cover the cost of providing the jurisdictional services subject to the fee waiver.
- 4) The maximum amount of the fee waiver shall not exceed 25% of the fee or \$1,000, whichever is less.

SECTION 2. The decision of the Fire Chief shall be provided to the applicant in writing. The applicant may appeal a decision of the Fire Chief on a fee waiver application to the Fire Board in writing within ten days after the date of the Fire Chief's decision. The written appeal shall be timely filed with the Board Clerk.

SECTION 3. No more than one fee waiver shall be granted for a project regardless of the number of fees or permits issued for such project.

The foregoing resolution was duly and regularly adopted by the Ross Valley Fire Department Fire Board at its regular meeting held on the ____ day of _____, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

John Reed, President

ATTEST:

JoAnne Lewis, Administrative Assistant