

CONTRA COSTA COUNTY

Administration Building | 1025 Escobar St., Martinez, CA



AGENDA

Tuesday, May 12, 2026

1:00 PM

FIRE PROTECTION DISTRICT

Board of Directors

DIANE BURGIS, CHAIR

JOHN GIOIA

CANDACE ANDERSEN

KEN CARLSON, VICE CHAIR

SHANELLE SCALES-PRESTON

LEWIS BROSCHARD, FIRE CHIEF, (925) 941-3300

*MONICA NINO, COUNTY ADMINISTRATOR AND CLERK OF THE
BOARD OF SUPERVISORS, (925) 655-2075*

The public may attend the Board meeting in person and remotely via call-in or Zoom. Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at www.contracosta.ca.gov. Meetings of the Board are closed-captioned in real time. For real time translation of the Board of Supervisors meeting, please go to the Wordly website: <https://attend.wordly.ai/join/UPPW-1508>.

Persons who wish to address the Board during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing 1 855-758-1310. A caller should indicate they wish to speak on an agenda item by pushing "#2" on their phone. Persons who wish to address the Board in person should complete the form provided for that purpose. Access via Zoom is also available using the following link: <https://cccounty-us.zoom.us/j/81863939331>. Those participating via Zoom should indicate they wish to speak on an agenda item by using the "raise your hand" feature in the Zoom app. To provide contact information, please contact Clerk of the Board at clerkoftheboard@cob.cccounty.us or call 925-655-2000. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the Board will continue the meeting in person without remote access.

Public comments generally will be limited to two minutes per speaker. In the interest of facilitating the business of the Board, the total amount of time that a member of the public may use in addressing the Board on all agenda items is 10 minutes. Your patience is appreciated.

A lunch break or closed session may be called at the discretion of the Board Chair. Staff reports related to open session items on the agenda are also accessible online at www.contracosta.ca.gov.

1:00 P.M. Convene and call to order

1. CLOSED SESSION

A. PUBLIC EMPLOYMENT Gov. Code § 54957

Title: Fire Chief, Contra Costa County Fire Protection District

2. CONSIDER CONSENT ITEMS (Items listed as C.1 through C.7 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Director. Items removed from the Consent Calendar will be considered with the Discussion Items.

3. PRESENTATIONS

PRESENTATION recognizing May 17-23, 2026 as Emergency Medical Services Week, with the theme of "Improving Outcomes, Together." (Aaron McAlister, Deputy Fire Chief)

4. DISCUSSION ITEMS

D.1. CONSIDER appointing Aaron J. McAlister as Fire Chief of the Contra Costa County Fire Protection District (the "District") at Step 5 of the salary range (\$26,624.71/month), including all benefits as provided in the Fire Management Resolution that apply to the position of Fire Chief, and including all vacation and personal holiday leave accruals equivalent to 20 total years of service, effective upon adoption. (Diane Burgis, Chair)

[26-2030](#)

- D.2.** HEARING to consider adopting Contra Costa County Fire Protection District Ordinance No. 2026-07 to establish fees for permits, inspections, plan reviews, and other services performed by the District. (Aaron McAlister, Deputy Fire Chief) [26-2031](#)
- Attachments:** [Ordinance No. 2026-07](#)
[Exhibit A NBS User Fee Study Summary CCCFPD](#)
[Exhibit B Fire Prevention Bureau Fee Schedule](#)
- D.3.** CONSIDER accepting a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives. (Aaron McAlister, Deputy Fire Chief) [26-2032](#)
- Attachments:** [Fire Chief's Report May 2026](#)
[Hospital Transport of Care Times Charts May 2025 - Apr 2026](#)
- 5. PUBLIC COMMENT (2 Minutes)**
- 6. CONSENT ITEMS**
- C.1.** ADOPT Resolution No. 2026-06 designating the week of May 17-23, 2026 as Emergency Medical Services Week, with the theme of "Improving Outcomes, Together", as recommended by the Fire Chief. (No fiscal impact) [FPD-RES](#)
[2026-06](#)
- C.2.** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute, on behalf of the Fire Chief, a purchase order amendment with Bound Tree Medical, LLC, to increase the payment limit by \$350,000 to a new payment limit of \$700,000 for pre-hospital emergency medical supplies, equipment, and pharmaceuticals with no change to the term ending December 31, 2026. (100% CCCFPD General Operating Fund) [26-2033](#)
- C.3.** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with Stryker Sales, LLC, in an amount not to exceed \$67,000 subject to the terms and conditions of Stryker's Terms Addendum, for defibrillation and chest compression equipment maintenance, for the period April 1, 2026 through March 31, 2034. (100% CCCFPD EMS Transport Fund) [26-2034](#)
- C.4.** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with Emergency Technical Decon, Inc. in an amount not to exceed \$700,000 for personal protective equipment inspections and repairs, for the period April 1, 2026 through March 31, 2029. (100% CCCFPD General Operating Fund) [26-2035](#)
- C.5.** APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept funding from the Bay Area Air Quality Management District's BAY REPAIR Grant Program, in an amount not to exceed \$3,000,000, for the East Richmond Heights Shaded Fuel Break Project. (100% Local grant, no match) [26-2036](#)

- C.6.** APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept grant funding from the California Fire Safe Council for the State Fire Capacity Grant Program in an amount not to exceed \$100,000 to update the Contra Costa County Wildfire Protection Plan, a strategic wildfire planning document. (33% State, 67% Measure X) [26-2037](#)
- C.7.** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with the U.S. Department of the Navy to use the former Concord Naval Weapons Station for public safety training purposes, for the period June 1, 2026 through May 31, 2027. (No fiscal impact) [26-2038](#)

ADVISORY COMMISSION

The Contra Costa County Fire Protection District Advisory Fire Commission is scheduled to meet next on Monday, June 8, at 7:00 p.m. at their Administrative Office, 4005 Port Chicago Highway, Suite 250, Concord, CA 94520.

AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.

GENERAL INFORMATION

The Board meets in all its capacities pursuant to Ordinance Code Section 24-2.402.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Clerk of the Board to a majority of the members of the Board of Directors less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar Street, First Floor, Martinez, CA 94553, during normal business hours.

All matters listed under CONSENT ITEMS are considered by the Board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board before the Board votes on the motion to adopt. Each member of the public will be allowed two minutes to comment on the entire consent agenda.

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for public testimony. Each speaker during public testimony will be limited to two minutes. After public testimony, the hearing is closed and the matter is subject to discussion and action by the Board. Comments on matters listed on the agenda or otherwise within the purview of the Board of Supervisors can be submitted to the office of the Clerk of the Board via mail: Board of Directors, 1025 Escobar Street, First Floor, Martinez, CA 94553 or to clerkoftheboard@cob.cccounty.us.

Time limits for public speakers may be adjusted at the discretion of the Chair.

The County will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at (925) 655-2000.

Anyone desiring to submit an inspirational thought nomination for inclusion on the Board Agenda may contact the Office of the County Administrator or Office of the Clerk of the Board, 1025 Escobar Street, Martinez, California.

Subscribe to receive to the weekly Board Agenda by calling the Office of the Clerk of the Board, (925) 655-2000 or using the County's on line subscription feature at the County's Internet Web Page, where agendas and supporting information may also be viewed: <https://contra-costa.legistar.com/Calendar.aspx>

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Pursuant to Government Code section 84308 (the Levine Act), members of the Board of Supervisors are disqualified and not able to participate in any agenda item involving contracts (except for contracts exempt from the Levine Act under Government Code section 84308(a)), franchises, discretionary land use permits and other entitlements, if the Board member received, within the previous 12 months, more than \$500 in campaign contributions from the applicant or contractor, an agent of the applicant or contractor, or any financially interested participant who actively supports or opposes the County's decision on the agenda item. Members of the Board of Supervisors who have received, and applicants, contractors or their agents who have made, campaign contributions totaling more than \$500 to a Board

member within the previous 12 months are required to disclose that fact for the official record of the subject proceeding. Disclosures must include the amount of the campaign contribution and identify the recipient Board member, and may be made either in writing to the Clerk of the Board of Supervisors before the subject hearing or by verbal disclosure at the time of the hearing.

Glossary of Acronyms, Abbreviations, and other Terms

Contra Costa County has a policy of making limited use of acronyms, abbreviations, and industry-specific language in its Board of Supervisors meetings and written materials. For a list of commonly used language that may appear in oral presentations and written materials associated with Board meetings, please visit <https://www.contracosta.ca.gov/8464/Glossary-of-Agenda-Acronyms>.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2030

Agenda Date: 5/12/2026

Agenda #: D.1.

To: Board of Directors

From: Diane Burgis, District III Supervisor

Report Title: APPOINTMENT OF AARON J. MCALISTER AS FIRE CHIEF - CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPOINT Aaron J. McAlister as Fire Chief of the Contra Costa County Fire Protection District (the “District”) at Step 5 of the salary range (\$26,624.71/month), including all benefits as provided in the Fire Management Resolution that apply to the position of Fire Chief, and including all vacation and personal holiday leave accruals equivalent to 20 total years of service, effective upon adoption.

FISCAL IMPACT:

The cost of this position for the remainder of the fiscal year is approximately \$79,324 with the total ongoing cost projected at \$634,595 annually. Funding for this position is included in the District operating budget.

BACKGROUND:

In anticipation of the scheduled retirement of Fire Chief Lewis Broschard III in March 2026, the Board of Directors launched an executive recruitment facilitated by Peckham & McKenney, a public-sector executive recruiting firm, on Monday, February 23rd for a four-week period ending on March 20, 2026. Following the recruitment period, the District convened an interview panel on April 22, 2026 composed of Board Chairperson Diane Burgis, Director Candace Andersen, Contra Costa County Administrator Monica Nino, IAFF Local 1230 President Vince Wells and Santa Clara County Fire Chief Suwana Kerdkaw to review qualified applicants. Today’s action recommends the appointment of Deputy Fire Chief Aaron J. McAlister as Fire Chief effective immediately following adoption.

Aaron J. McAlister has over 30 years of experience in the fire service and has served the District since 2016 - most recently as Deputy Fire Chief of Administration, overseeing Communications/Fire Dispatch, Information Systems, Support Services, Finance, and Human Resources. Prior to that, he served as Assistant Fire Chief and played a key role in strengthening the District’s operational readiness, facilities, staffing, and regional coordination. McAlister holds a Master of Arts in Homeland Security from the Center for Homeland Defense and Security at the Naval Postgraduate School and a Bachelor of Science in Criminal Justice from California State University, Sacramento. He is a Certified Fire Chief through the California State Fire Marshal and holds a Chief Fire Officer credential from the Center for Public Safety Excellence.

CONSEQUENCE OF NEGATIVE ACTION:

The position will remain vacant until the Board of Directors makes a formal appointment.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2031

Agenda Date: 5/12/2026

Agenda #: D.2.

To: Board of Directors

From: Lewis Broschard, Chief, Contra Costa County Fire Protection District

Report Title: HEARING to consider adopting Ordinance No. 2026-07, to revise and increase fees for fire prevention services including fire safety inspections, permitting of specific operations, and plan review services within the Contra Costa County Fire Protection District.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

Hold a HEARING to consider adopting Contra Costa County Fire Protection District Ordinance No. 2026-07 to establish fees for permits, inspections, plan reviews, and other services performed by the District.

1. OPEN the public hearing to consider adopting Contra Costa County Fire Protection District Ordinance No. 2026-07, to establish fees for permits, inspections, plan reviews, or other services performed by the District; CLOSE the public hearing; and CONSIDER staff's presentation, all public comments and testimony, including all written comments, and all objections received prior to the close of the public hearing.
2. DETERMINE that the fees established by Ordinance No. 2026-07 are calculated to recover, and do not exceed, the District's reasonable costs for performing the services and activities for which the fees will be charged.
3. ADOPT Ordinance No. 2026-07.

FISCAL IMPACT:

Adoption of this Ordinance will update the District's Fire Prevention Bureau fees so that they more accurately reflect the reasonable cost of providing plan review, inspection, permitting, and regulatory services.

The 2026 User Fee Study determined that the District currently recovers approximately \$3.7 million annually in Fire Prevention fees, representing about 45% of the estimated \$8.3 million cost of providing these services. Adoption of the revised fee schedule will improve the District's cost recovery and better align fee revenues with the costs incurred in providing these services.

Revenue generated from the revised fees will support the District's Fire Prevention Bureau operations including plan review, code enforcement, inspections, and permitting activities.

BACKGROUND:

The Contra Costa County Fire Protection District conducts fire safety inspections, issues operational permits, and performs plan review services pursuant to the California Fire Code, California Health and Safety Code, and

other applicable regulations.

The Health and Safety Code authorizes fire protection districts to charge reasonable fees to recover the costs associated with enforcing fire and life safety regulations and providing related services. These services include but are not limited to:

- Fire safety inspections of regulated occupancies
- Plan review for new construction and tenant improvements
- Inspection and acceptance testing of fire protection systems
- Issuance of operational permits for regulated activities

The District first adopted a Fire Prevention Fee Schedule in 1986, and the Board has periodically updated the schedule to reflect changes in the cost of providing services. The most recent comprehensive revision occurred in 2021.

Since that time, the cost of providing Fire Prevention services has increased due to rising personnel, equipment, and administrative costs. To ensure compliance with California law requiring that regulatory fees not exceed the reasonable cost of service, the District retained NBS Government Finance Group to conduct a comprehensive User Fee Study.

USER FEE STUDY

The 2026 User Fee Study analyzed the costs associated with the District's Fire Prevention Bureau services, including activities performed by the Engineering Unit and the Code Enforcement Unit.

The study evaluated:

- Personnel costs (salary, wages, and benefits)
- Operating and administrative costs
- Indirect support and overhead costs
- Staff time required to perform individual services

Using these factors, the study established a fully burdened hourly rate of \$353 per hour for Fire Prevention Bureau services and \$395 per hour for overtime services.

This hourly rate represents the average cost of providing Fire Prevention services and serves as the basis for calculating the cost of individual inspections, plan reviews, and permits.

COST RECOVERY FINDINGS

The study determined that the District's Fire Prevention Bureau currently recovers approximately 45 percent of the cost of providing services through fees, with the remaining costs subsidized by other District funding sources.

At full cost recovery, the study estimates that the District could recover approximately \$8.3 million annually, compared to approximately \$3.7 million currently collected.

The revised fee schedule included with this ordinance is designed to better align fees with the District's cost of service while maintaining flexibility for the Board to establish cost recovery levels consistent with local policy goals.

As explained more fully in the 2026 User Fee Study, staff have determined that the fees (1) are calculated to recover the reasonable costs to the District for issuing licenses and permits, performing investigations, inspections, audits, and other activities performed by Fire Prevention Bureau staff, (2) that said fees are no more than necessary to recover the reasonable costs of the District's activities for which the fees are charged, and (3) to the extent any fee is a regulatory fee, that the manner in which those costs are allocated to payors of the fees bears a fair and reasonable relationship to each payor's burdens on, and benefits received from, the District's regulatory activities.

REVISIONS TO THE FEE SCHEDULE

The updated Fire Prevention Bureau fee schedule incorporates several structural changes recommended in the study, including:

Engineering Fees

- Addition of Wildland Urban Interface fire protection plan review fees
- Consolidation of water supply review categories
- Updated building construction and tenant improvement review categories
- Conversion of fire protection system fees to square-footage based calculations
- Addition of UL 9540A Energy Storage System review fees

Code Enforcement Fees

- Updated operational permit categories to align with current California Fire Code requirements
- Revised inspection fee structures
- Addition of weed abatement related fees
- Clarification and simplification of permit categories

These revisions improve transparency, align the fee schedule with current Fire Code requirements, and better reflect the services currently provided by the Fire Prevention Bureau.

Notice of the public hearing was published in accordance with Government Code section 6066, and the 2026 User Fee Study and other required information was made available at least 10 days before the hearing date at both the District office and the Clerk of the Board of Supervisors office. Staff recommend that the Board take the actions specified in the recommendations of this staff report in order to adopt Ordinance No. 2026-07.

CONSEQUENCE OF NEGATIVE ACTION:

If the Board does not adopt the proposed ordinance, the District's existing Fire Prevention Fee Schedule will remain in effect. As a result, the District will continue recovering only a portion of the cost of providing fire prevention services.

This would require the District to continue subsidizing these regulatory services with other revenues, reducing resources available for other fire protection and emergency response activities.

ATTACHMENTS:

Ordinance No. 2026-07

Exhibit A - NBS User Fee Study Summary

Exhibit B - Fire Prevention Bureau Fee Schedule

ORDINANCE NO. 2026-07

(Uncodified)

**ORDINANCE OF THE CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
ADOPTING FEES FOR PERMITS, INSPECTIONS, PLAN CHECKING, AND OTHER
SERVICES**

The Contra Costa County Board of Supervisors, as and constituting the Board of Directors of the Contra Costa County Fire Protection District, ordains as follows:

SECTION I. Authority.

This ordinance is enacted, in part, pursuant to Health and Safety Code Sections 13114, 13131.5, 13143.2, 13145, 13146, 13862, 13869, 13869.7, 13875, 13916, and 17921, Government Code Section 6103.7, and Ordinance No. 2025-14 (adoption of the California Fire Code with local amendments). The fees established by this ordinance are based on the “Contra Costa County Fire Protection District User Fee Study,” dated March 31, 2026, prepared by NBS Government Finance Group (the “2026 User Fee Study”).

SECTION II. Notice and Hearing.

This ordinance was adopted pursuant to the procedures set forth in Health and Safety Code Section 13916, and other applicable laws. All required notices have been properly given and a public hearing has been held before the Board of Directors of the Contra Costa County Fire Protection District.

SECTION III. Permit, Inspection, Plan Review, and Other Fees.

Each person who applies for, requests, or receives a permit, inspection, plan review, or other service furnished by the Fire Protection District shall, at the time of application, request, or receipt, pay the applicable fee or fees listed in Exhibit A or Exhibit B, which are attached to this ordinance and are incorporated herein by this reference. As used in this section, “person” means any natural person, firm, association, joint venture, Joint Stock Company, partnership, organization, club, company, corporation, trust, or other type of entity.

SECTION IV. Hourly Cost Recovery Rate.

The 2026 User Fee Study established a fully burdened hourly rate representing the average cost of providing Fire Prevention Bureau services.

For services not specifically listed in Exhibit A or Exhibit B attached hereto, the District may charge the following hourly rates on a time-and-materials basis to recover its reasonable costs of service:

Service Type	Rate
Normal business hours	\$353 per hour
Overtime / after hours	\$395 per hour

These rates may be applied to plan review, inspection services, or other Fire Prevention Bureau services provided by the District where the services are not otherwise covered by a fee included in Exhibit A or Exhibit B attached hereto. The Fire Protection District’s “normal business hours” are weekdays, Monday through Friday, from 8 a.m. to 5 p.m., excluding District holidays. Services performed during District holidays or outside of normal business hours are considered “Overtime / after hours” services.

SECTION V. Repeal.

Except as specified in Section VI (Severability), below, Contra Costa County Fire Protection District Ordinance No. 2021-18 is repealed as of the effective date of this ordinance.

SECTION VI. Severability.

If any fee or provision of this ordinance is held invalid or unenforceable by a court of competent jurisdiction, that holding shall not affect the validity or enforceability of the remaining fees or provisions, and the Board declares that it would have adopted each part of this ordinance irrespective of the validity of any other part.

If a court of competent jurisdiction determines that any provision of this ordinance is invalid or unenforceable, then the provisions of Ordinance No. 2021-18 that would have been repealed by this ordinance shall be deemed not to have been repealed and shall remain in full force and effect.

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SECTION VII. Effective Date.

This ordinance becomes effective 60 days after passage. Within 15 days of passage, this ordinance shall be published once in the East Bay Times, a newspaper published in this County. This ordinance shall be published in a manner satisfying the requirements of Government Code Section 25124, with the names of supervisors voting for and against it.

PASSED ON _____, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: MONICA NINO,
Clerk of the Board of Supervisors
and County Administrator

Board Chair

By: _____
Deputy Clerk of the Board of Supervisors



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

FINAL Report for:
User Fee Study
March 31, 2026

Prepared by:



Corporate Headquarters
32605 Temecula Parkway, Suite 316
Temecula, CA 92592
Toll free: 800.676.7516

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1. EXECUTIVE SUMMARY

NBS performed a User Fee Study (Study) for the Contra Costa County Fire Protection District (District). The purpose of this report is to present the findings and recommendations of the various fee analyses performed as part of the Study and provide the District with the information needed to update and establish user and regulatory fees for service. Throughout the process, the Study afforded much effort to ensure that not only are the fees and charges reasonable and equitable, but that they also meet industry standards and uphold the statutory requirements of the State of California.

California cities, counties, and special districts may impose user and regulatory fees for services and activities they provide through provisions set forth in the State Constitution, Article XIII C § 1. Additionally, Health and Safety Code 13916 sets the parameters under which a district board may charge fees to recover the costs of enforcing regulations. Under this legal framework, a fee may not exceed the reasonable cost of providing the service or performing the activity. For a fee to qualify as such, it must relate to a service or activity performed at the request of an individual or entity upon which the fee is imposed, or their actions specifically cause the local government agency to perform additional activities. In this instance, the service or underlying action causing the local agency to perform the service is either discretionary and/or is subject to regulation. As a discretionary service or regulatory activity, the user fees and regulatory fees considered in this Study fall outside of the definition and statutory requirement to impose general taxes, special taxes, and fees as a result of property ownership.

The District’s main reason for conducting this Study was twofold: (1) first, to ensure that existing fees do not exceed the costs of service, and (2) second, to provide an opportunity for the Board of Directors to re-align fee amounts with localized cost recovery policies.

1.1 Findings

This Study examined user and regulatory fees managed by the District’s Fire Prevention Bureau. The Study identified an estimated \$8.3 million in eligible costs for recovery from fees for service compared to approximately \$3.7 million the District is currently collecting each year from fees. The following table provides a summary of the Study’s results:

Table 1. Report Summary

Fee Category	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Cost Recovery Surplus / Deficit	Existing Cost Recovery Percentage
Engineering	\$ 3,173,851	\$ 5,754,223	\$ (2,580,372)	55%
Code Enforcement	524,773	2,554,340	(2,029,567)	21%
Total	\$ 3,698,624	\$ 8,308,563	\$ (4,609,939)	45%

As shown in Table 1 above, the District is recovering approximately 45% of the costs associated with providing user and regulatory fee-related services. Should the Board adopt fees at 100% of the full cost recovery amounts determined by this Study, an additional \$4.6 million in costs could be recovered.

However, Section 2.2.3 later explains, there may be other local policy considerations that support adopting fees at less than the calculated full cost recovery amount. Since this element of the Study is subjective, NBS provided the maximum potential of fee amounts at 100% full cost recovery for the District to consider. Once the Board of Directors has reviewed and evaluated the results of the Study, the District can set fees at appropriate cost recovery levels according to local policy goals and considerations.

1.2 Report Format

This report documents the analytical methods and data sources used in the Study, presents findings regarding current levels of cost recovery achieved from user and regulatory fees, discusses recommended fee amounts, and provides a comparative survey of fees to neighboring agencies for similar services. The report is organized into the following sections:

- Section 2 - Outlines the general framework, approach, and methodology of the Fee Study.
- Section 3 - Discusses the results of the cost of service analysis. The analysis includes: (1) fully burdened hourly rate; (2) calculation of the costs of providing service; and (3) cost recovery performance of each fee category.
- Section 4 - Presents the conclusions of the analysis provided in the preceding sections.
- Appendices to this report - Include additional details of the analysis performed.

2. INTRODUCTION AND FUNDAMENTALS

2.1 Scope of Study

The following is a summary of the fees evaluated during the Study:

- Fire Prevention Bureau
 - Engineering Unit
 - Code Enforcement Unit

The fees examined in this report specifically exclude development impact fees, utility rates, and any special tax assessments which fall under a different set of statutory and procedural requirements from the body of user and regulatory fees analyzed in this Study. The Study also excludes facility and equipment rental rates, as well as most fines and penalties imposed by the District for violations of its requirements or codes.¹

2.2 Methods of Analysis

Three phases of analysis were completed for the Study:



2.2.1 COST OF SERVICE ANALYSIS

This cost of service analysis is a quantitative effort that compiles the full cost of providing governmental services and activities. There are two primary types of costs considered: direct and indirect costs. Direct costs are those that specifically relate to an activity or service, including the real-time provision of the service. Indirect costs are those that support the provision of services in general but cannot be directly or easily assigned to a singular activity or service.

Direct Costs:

- **Direct personnel costs** – Salary, wages and benefits expenses for personnel specifically involved in the provision of services and activities to the public.
- **Direct non-personnel costs** – Discrete expenses attributable to a specific service or activity performed, such as contractor costs, third-party charges, and materials used in the service or activity.

Indirect Costs:

- **Indirect personnel costs** – Personnel expenses supporting the provision of services and activities. This can include line supervision and departmental management, administrative

¹ According to the California Constitution Article XIII C § 1 (e) (4) and (5), the District is not limited to the costs of service when charging for entrance to or use of government property, or when imposing fines and penalties.

support within a department, and staff involved in technical support activities related to the direct services provided to the public.

- **Indirect non-personnel costs** – Expenses other than labor involved in the provision of services. In most cases, these costs are allocated across all services provided by a department, rather than directly assigned to individual fee/rate categories.
- **Overhead costs** – These are expenses, both labor and non-labor, related to agency-wide support services. Support services include general administrative services such as Administration, Finance, Human Resources, etc. The amount of costs attributable to the District included in this Study were sourced from the District’s Budget.

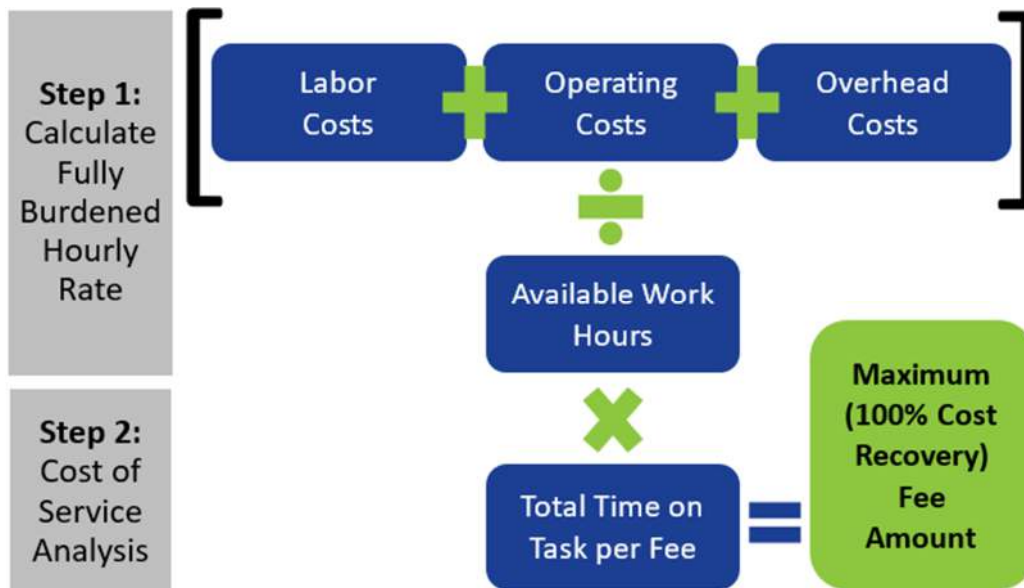
All cost components in this Study use annual (or annualized) figures, representing a twelve-month cycle of expenses incurred by the District in the provision of all services and activities District-wide.

Nearly all the fees reviewed in this Study require specific actions on the part of District staff to provide the service or conduct the activity. Since labor is the primary underlying factor in these activities, the Study expresses the full cost of service as a fully burdened cost per labor hour. NBS calculated a composite, fully burdened, hourly rate for the Fire Prevention Bureau. This rate serves as the basis for further quantifying the average full cost of providing individual services and activities. Determining the fully burdened labor rate requires two data sets: (1) the full costs of service, and (2) the number of staff hours available to perform those services. NBS derived the hours available based on the complete list of all District employees and/or available service hours of its contracted professionals (where applicable).

The District supplied NBS with the total number of paid labor hours for each employee involved in the delivery of services included in this Study. These available hours represent the amount of productive time available to provide both fee-recoverable and non-fee recoverable services and activities. Available labor hours divided into the annual full costs of service equal the composite, fully burdened, labor rate. Some agencies may also use the resulting rates for purposes other than setting fees, such as calculating the full cost of general services or structuring a cost recovery agreement with another agency or third party.

NBS also assisted the District with the framework for estimating the staff time for the services and activities listed in the District’s fee schedule. Time tracking records for the fee programs studied as part of this analysis, when available, can prove useful in identifying time spent providing general categories of service (e.g., division administration, plan review, inspection, public information assistance, etc.). However, the District does not systematically track the service time of activities for all individual fee-level services provided. Therefore, NBS relied on interviews and questionnaires to develop the necessary data sets of estimated labor time. In many cases, the District provided estimates of the average amount of time (in minutes and hours) it took to complete a typical service or activity considered on a per-occurrence basis.

It should be noted that the development of these time estimates was not a one-step process but required careful review by both NBS and department managers to assess the reasonableness of such estimates. Based on the results of this review, the District reconsidered its time estimates until all parties were comfortable that the fee models reasonably reflected the average service level provided by the District. Finally, the fully burdened labor rate(s) calculated in earlier steps were applied at the individual fee level time estimates, yielding an average total cost of providing each fee for service or activity. The graphic on the next page provides a visual representation of the steps discussed in this section.



2.2.2 FEE ESTABLISHMENT

The fee establishment process includes a range of considerations, including the following:

- **Addition to and deletion of fees** – The Study provided the Fire Prevention Bureau with the opportunity to propose additions and deletions to their current fee schedules, as well as re-name, re-organize, and clarify which fees were to be imposed. Many of these fee revisions allowed for better adherence to current practices, as well as the improvement in the calculation, application, and collection of the fees owed by an individual. Some additions to the fee schedule were simply the identification of existing services or activities performed by District staff for which no fee is currently charged.
- **Revision to the structure of fees** – In most cases, the focus was to re-align the fee amount to match the costs of service and leave the current structure of fees unchanged. However, in several cases, fee categories and fee names had to be simplified or re-structured to increase the likelihood of full cost recovery or to enhance the fairness of how the fee is applied to the various types of fee payers.
- **Documentation of the tools used to calculate special cost recovery** – The District’s fee schedule should include the fully burdened rate developed by the Study. Documenting this rate in the fee schedule provides an opportunity for the Board of Directors to approve the rate for cost recovery under a “time and materials” approach. It also provides clear publication of the rate so that all fee payers can readily reference the basis of any fee amounts. The fee schedule should provide language that supports special forms of cost recovery for activities and services not included in the adopted master fee schedule. In these rare instances, published rates are used to estimate a flat fee or bill on an hourly basis, which is at the bureau director’s discretion.

2.2.3 COST RECOVERY EVALUATION

The NBS fee model compares the existing fee for each service or activity to the average total cost of service quantified through this analysis. Here are the possible outcomes of the fee analysis:

- Cost recovery rate of 0% - This signifies that there is currently no current recovery of costs from fee revenues (or insufficient information available for evaluation).
- Cost recovery rate of 100% - This means that the fee currently recovers the full cost of service.
- Cost recovery rate between 0% and 100% - This indicates partial recovery of the full cost of service through fees.
- Cost recovery rate greater than 100% - This means that the fee exceeds the full cost of service. User fees and regulatory fees should not exceed the full cost of service.

In all cases, the cost recovery rate achieved by a fee should not be greater than 100%. In most cases, imposing a fee above this threshold could change the definition of the charge from a cost-of-service based fee to a tax which has other procedural requirements, such as ballot protest or voter approval.

A general method of selecting an appropriate cost recovery target is to consider the public and private benefits of the service or activity in question, such as:

- To what degree does the public at large benefit from the service?
- To what degree does the individual or entity requesting, requiring, or causing the service benefit?

When a service or activity benefits the public at large, there is generally little to no recommended fee amount (i.e., 0% cost recovery), reinforcing the fact that a service which truly benefits the public is best funded by general resources of the District, such as revenues from the General Fund (e.g., taxes). Conversely, when a service or activity wholly benefits an individual or entity, the cost recovery is generally closer to or equal to 100% of cost recovery from fees collected from the individual or entity.

In some cases, a strict public-versus-private benefit judgment may not be sufficient to finalize a cost recovery target. Any of the following factors and considerations may influence or supplement the public-versus-private benefit perception of a service or activity:

- If optimizing revenue potential is an overriding goal, is it feasible to recover the full cost of service?
- Will increasing fees result in non-compliance or public safety problems?
- Are there desired behaviors or modifications to behaviors of the service population helped or hindered through the degree of pricing for the activities?
- Does current demand for services support a fee increase without adverse impact to the community served or current revenue levels? In other words, would fee increases have the unintended consequence of driving away the population served?
- Is there a good policy basis for differentiating between the type of user (e.g., residents vs. non-residents, residential vs. commercial, non-profit entities, and business entities)?
- Are there broader District objectives that merit a less than full cost recovery target from fees, such as economic development goals and local social values?

NBS provided the cost of service calculation based on 100% full cost recovery and the framework for the District's use to adjust the amount of cost recovery in accordance with its broader goals as they pertain to code compliance, cost recovery, economic development, and social values.

2.2.4 DATA SOURCES

The following data sources were used to support the cost of service analysis and fee establishment phases of this Study:

- The District's Adopted Budget for Fiscal Year 2025-26
- A complete list of all District personnel, salary/wage rates, regular hours, paid benefits, and paid leave amounts
- Prevailing fee schedules
- Annual workload data

The District's adopted budget serves as an important source of information that affects the cost of service results. NBS did not audit or validate the District's financial documents and budget practices, nor was the cost information adjusted to reflect different levels of service or any specific, targeted performance benchmarks. This Study accepts the District's budget as a legislatively adopted directive describing the most appropriate and reasonable level of District spending. NBS consultants accept the Board of Directors' deliberative process and the District's budget plan and further assert that through this legislative process, the District has yielded a reasonable and valid expenditure plan to use in setting cost-based fees.

3. FIRE PREVENTION BUREAU

The Fire Prevention Bureau provides the highest level of fire prevention services through comprehensive inspections and code enforcement, plan review, engineering services, fire investigations, exterior fire hazard control & public education.

Under the direction of the Fire Marshal, the Fire Prevention Bureau has four main units:

- The Engineering Unit is primarily responsible for plan review, new construction inspections, and fire and life safety systems acceptance testing to ensure compliance with the California Fire and Building Codes, Fire District Ordinance and Standards, and applicable NFPA standards.
- The Code Enforcement Unit is primarily responsible for inspecting existing occupancies for compliance with Fire Code, CCR Title 19, Health & Safety Code, Fire District Ordinance, and applicable NFPA standards.
- The Community Risk Reduction Unit is responsible for programs related to Public Education and Exterior Fire Hazard Control which provides for the inspection of both public and private properties to ensure compliance with the Fire District’s weed abatement standards.
- The Fire Investigation Unit is responsible for determining origin and cause of fires and the investigations of fire related incidents of both criminal and accidental nature, pursuant to the mandate for fire origin and cause determination as outlined in the Fire Code and California Health and Safety Code.

The primary focus of this User Fee Study is on the Engineering Unit and Code Enforcement fees for service.

3.1 Cost of Service Analysis

NBS developed a composite, fully burdened, hourly rate for the Fire Prevention Bureau as shown in Table 2 below:

Table 2. Fully Burdened Hourly Rate

Cost Element	Fire Code Complaints/ Enforcement	Other	Direct PC/Inspect Services	Total
Labor	\$ 1,683,710	\$ 124,213,950	\$ 3,367,533	\$ 129,265,193
Recurring Non-Labor	155,178	12,820,306	460,719	13,436,203
Overhead	125,269	9,241,618	250,547	9,617,435
Division Administration	884,624	65,880,271	1,837,025	68,601,920
Department Total	\$ 2,848,781	\$ 212,156,145	\$ 5,915,824	\$ 220,920,751
Cost Recovery Targeted from Fees	85%	0%	100%	4%
Amount Targeted for Consideration in Billings/Fees	2,421,464	-	5,915,824	8,337,289
Amount Requiring Another Funding Source	427,317	212,156,145	-	212,583,462
Fully Burdened Hourly Rate				\$ 353
<i>Reference: Direct Hours Only</i>				23,588
Overtime Rate				\$ 395

Section 2.2.1, *Cost of Service Analysis*, further describes the types of expenditures and allocated costs considered in the development of the rate. As shown, the District’s total annual costs are approximately

\$220.9 million. The cost of service analysis identified approximately \$8.3 million of the District’s costs as the targeted amount for recovery in the District’s Fire Prevention Bureau’s fees for service, while approximately \$212.6 million are recommended for recovery through funding sources other than fees. All subsequent cost of service calculations at the individual fee level assumes a fully burdened hourly rate of **\$353** during regular business hours, and **\$395** after business hours.

Based on District Staff interviews, the analysis segregated the total cost of services into three primary service categories provided by the District: Fire Code Complaints/Enforcement, Other, and Direct Plan Check/Inspection Services. To assist the reader in understanding the underlying costs and assumptions used to calculate the fully burdened hourly rate, the following provides summary descriptions of each cost category:

- **Fire Code Complaints/Enforcement** – Staff time devoted to responding to Fire Code complaints. The purpose of these services is of community wide benefit to bring those in violation of State and local laws into compliance. In doing so, the District may have a specific “notice of violation” and enforcement process that includes a fine or penalty assessed to gain compliance. Typically, some portion of costs for provision of these services are not linked to recovery from fees, and instead would be recovered through the imposition of fines and penalties. District staff estimated that approximately 85% of these costs associated with complaint investigation and resolution are indirectly in support of the regulatory fees subject to this study.
- **Other** – The District’s budget includes costs associated with the Operations Division that provides “All Risk” emergency and non-emergency services to the community. These costs are not eligible for recovery through the District’s user and regulatory fees for service.
- **Direct Plan Check/Inspection Services** – Work activities associated with an active fire prevention plan check, inspection, or permit application. 100% of these costs are recoverable in the District’s user and regulatory fees for service.

3.2 Fee Establishment

Section 2.2.2, *Fee Establishment*, provides additional discussion on the Study’s approach to adding, deleting, and revising fee categories. Overall, the fee schedules were not significantly restructured, but rather fee names and categories were modified for better readability, and to better align with the District’s specific needs as well as current practices and service offerings. Each fee category on the list was designated by the District as either a fixed, one-time fee amount, or as an hourly-based fee. Notable changes include:

Engineering Fees:

- **Wildland Urban Interface:** Addition of new fee category per California Fire Code.
- **Water Supply:** Combined Private Fire Service Mains, Flush, and Hydrostatic Test into one service category. Added a category for water flow testing additional hydrants.
- **Building Construction:** Combined New Buildings and Tenant Improvements into one service category and added additional square footage tiers to account for typical project types.
- **Fire Protection Systems:** Changed charge type from a per head basis to a square footage basis to mirror Building Construction.

- **Fire Alarm Systems:** Deleted Dedicated Function Fire Alarm System.
- **Energy Storage System:** Added a UL 9540A Review category.

Code Enforcement Fees:

- **Operational Permits:** Added and deleted fees based on updated California Fire Code.
- **State Mandated Inspections:** Streamlined fee names and calculation methods for greater defensibility.
- **Weed Abatement:** Added fee section

3.3 Cost Recovery Evaluation

Appendix A.1 and A.2 presents the results of the detailed cost recovery analysis of fees for the District’s Fire Prevention Bureau. In the Appendices, the “Cost of Service per Activity” column establishes the maximum adoptable fee amount for the corresponding service identified in the “Fee Name” list.

Currently, the District is recovering approximately 45% of the total cost of providing services from fees. As Table 3 shows, the District collects approximately \$3.7 million per year in revenue at the current fee amounts. At full cost recovery and the same demand level for these services, the District would recover approximately \$8.3 million.

Table 3. Cost Recovery Outcomes

Fee Category	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Cost Recovery Surplus / Deficit	Existing Cost Recovery Percentage
Engineering	\$ 3,173,851	\$ 5,754,223	\$ (2,580,372)	55%
Code Enforcement	524,773	2,554,340	(2,029,567)	21%
Total	\$ 3,698,624	\$ 8,308,563	\$ (4,609,939)	45%

NBS provided a full cost of service evaluation and the framework for considering fees, while the District determined the appropriate cost recovery levels at or below full cost amounts.

4. CONCLUSION

Based on the outcomes of the Cost of Service Analysis, Fee Establishment, and Cost Recovery Evaluation presented in this Study, the proposed Master Fee Schedule has been prepared for implementation and included in the District's Staff Report.

As discussed throughout this report, the intent of the proposed fee schedule is to improve the District's recovery of costs incurred to provide individual services, as well as adjust fees where the fees charged exceed the average costs incurred. Predicting the amount to which any adopted fee increases will affect District revenues is difficult to quantify. For the near-term, the District should not count on increased revenues to meet any specific expenditure plan. Experience with the revised fee amounts should be gained first before revenue projections are revised. However, unless there is some significant, long-term change in activity levels at the District, proposed fee amendments should enhance the District's cost recovery performance over time, providing it the ability to stretch other resources further for the benefit of the public at-large.

The District's Master Fee Schedule should become a living document, but handled with care:

- A fundamental purpose of the fee schedule is to provide clarity and transparency to the public and to staff regarding fees imposed by the District. Once adopted by the Board of Directors, the fee schedule is the final word on the amount and method in which fees should be charged and supersedes all previous fee schedules. If it is discovered that the master document is missing certain fees, those fees will eventually need to be added to the master fee schedule and should not exist outside the consolidated, master framework.
- The District should consider adjusting these user fees and regulatory fees on an annual basis to keep pace with cost inflation. For all fees and charges, for example, the District could use a Consumer Price Index adjustment that is applied to the new fee schedule. Conducting a comprehensive user fee Study is not an annual requirement, and only becomes worthwhile over time as shifts in organization, local practices, legislative values, or legal requirements result in significant change.

As a final note, it is worth mentioning the path that fees, in general, have taken in the State of California. In recent years, there is more public demand for the precise and equitable accounting of the basis for governmental fees and a greater say in when and how they are charged. It is likely that into the future, user and regulatory fees will require an even greater level of analysis and supporting data to meet the public's growing expectations. An agency's ability to meet these new pressures will depend on the level of technology they invest in their current systems. Continuous improvement and refinement of time tracking abilities will greatly enhance the District's ability to set fees for service and identify unfunded activities in years to come.

Disclaimer: In preparing this report and the opinions and recommendations included herein, NBS has relied on a number of principal assumptions and considerations with regard to financial matters, conditions and events that may occur in the future. This information and assumptions, including the District's budgets, time estimate data, and workload information from District staff, were provided by sources we believe to be reliable; however, NBS has not independently verified such information and assumptions. While we believe NBS' use of such information and assumptions is reasonable for the purpose of this report, some assumptions will invariably not materialize as stated herein and may vary significantly due to unanticipated events and circumstances. Therefore, the actual results can be expected to vary from those projected to the extent that actual future conditions differ from those assumed by us or provided to us by others.

APPENDIX A.1

Cost of Service Analysis – Engineering Unit

Contra Costa Fire Protection District
 Fire Prevention - User Fee Study FY 2025
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Estimated Average Labor Time per Activity	Cost Recovery Analysis		Annual Estimated Revenue Analysis			
				FIRE PREVENTION				Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	
				Proc	PC	Insp						Current	Full Cost
				\$ 353	\$ 353	\$ 353							
	ENGINEERING/PLAN REVIEW												
1	Preliminary Plan Review - Consultations - Meetings												
	In office design review/preliminary plan consultation meetings.	per half hour		0.50	0.00	0.00	0.50	\$ 177	\$ 158	89%	2	\$ 316	\$ 353
	Out of office design and/or consultation meetings	hourly (2 hr min)		1.00	0.00	0.00	1.00	\$ 353	\$ 316	89%	8	\$ 2,528	\$ 2,828
2	Land Development												
	Major Subdivision Plan Review (5 or More Lots/Parcels)	flat		0.25	2.42	1.21	3.88	\$ 1,371	\$ 948	69%	17	\$ 16,432	\$ 23,771
	Minor Subdivision Plan Review (1 to 4 Lots/Parcels)	flat		0.25	0.61	1.21	2.07	\$ 730	\$ 474	65%	6	\$ 2,844	\$ 4,379
	Single Family Home Review - access and water supply	flat		0.25	0.61	1.21	2.07	\$ 730	\$ 158	22%	410	\$ 64,722	\$ 298,981
	Multi-Family Home Review - access and water supply	flat		0.25	2.42	1.21	3.88	\$ 1,371	\$ 948	69%	12	\$ 11,376	\$ 16,457
	Commercial Facility review - access and water supply	flat		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	69	\$ 43,450	\$ 64,880
3	Wildland Urban Interface												
	Fire Protection Plan	flat		0.33	0.91	2.42	3.66	\$ 1,294	NEW	%		\$ -	\$ -
	Vegetation Plan	flat		0.33	0.61	1.82	2.75	\$ 973	NEW	%		\$ -	\$ -
	Certificate of Completion Final Inspection	flat		0.33	0.00	1.82	2.15	\$ 759	NEW	%		\$ -	\$ -
4	Temporary Access Roads and Water Supply												
	Temporary Access Road - Residential and Commercial												
	1 and 2 homes	minimum fee		0.25	0.61	1.21	2.07	\$ 730	\$ 316	43%		\$ -	\$ -
	Large developments and commercial projects	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%		\$ -	\$ -
	Temporary Water Supply	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	6	\$ 3,792	\$ 5,662
5	Water Supply - Fire Service Mains - Fire Hydrants												
	Fire Service - Emergency Repair, Private Fire Service Mains, Flush, Hydrostatic Test	flat		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	48	\$ 30,020	\$ 44,826
	Water Flow Information (office only, no field test required)	flat		0.25	0.61	0.00	0.86	\$ 302	\$ 158	52%	1	\$ 158	\$ 302
	Water Flow Information Field Test	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	35	\$ 22,120	\$ 33,030
	Water Flow Field Test additional hydrants	flat		0.00	0.00	1.21	1.21	\$ 428	\$ 158	37%	-	\$ -	\$ -
	Rural Water Supply	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	4	\$ 2,528	\$ 3,775
6	Building Construction - New Buildings and Tenant Improvements												
	0 - 2500 s.f.	flat		0.25	2.42	1.21	3.88	\$ 1,371	\$ 948	69%	114	\$ 108,072	\$ 156,338
	2,501 - 5,000 s.f.	flat		0.25	2.42	1.82	4.49	\$ 1,585	\$ 1,158	73%	19	\$ 22,002	\$ 30,119
	5,001 - 10,000 s.f.	flat		0.25	2.42	2.42	5.09	\$ 1,799	\$ 1,508	84%	-	\$ -	\$ -
	each additional 10,000 sq. ft or fraction thereof	each add'l 10,000 sq.ft.		0.00	0.13	0.13	0.27	\$ 95	\$ 700	%	-	\$ -	\$ -
	100,000	base fee @ 100,000 sq.ft.		0.25	3.63	3.63	7.51	\$ 2,654	\$ 7,808	294%	-	\$ -	\$ -
	each additional 100,000 sq. ft or fraction thereof	each add'l 100,000 sq.ft.		0.25	3.63	3.63	7.51	\$ 2,654	\$ 7,000	%	-	\$ -	\$ -

Contra Costa Fire Protection District
 Fire Prevention - User Fee Study FY 2025
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Estimated Average Labor Time per Activity	Cost of Service Per Activity	Cost Recovery Analysis		Annual Estimated Revenue Analysis		
				FIRE PREVENTION					Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	
				Proc	PC	Insp						Current	Full Cost
				\$ 353	\$ 353	\$ 353							
7	Fire Protection System												
	New Commercial (13 & 13R)												
	0 - 2500 s.f.	flat		0.25	2.42	2.42	5.09	\$ 1,799	\$ 1,274	71%	12	\$ 15,288	\$ 21,589
	2,501 - 5,000 s.f.	flat		0.25	2.42	3.03	5.70	\$ 2,013	\$ 1,283	64%	3	\$ 3,849	\$ 6,039
	5,000 - 10,000 s.f.	flat		0.25	3.03	3.03	6.30	\$ 2,227	\$ 1,303	58%	8	\$ 10,420	\$ 17,814
	each additional 10,000 sq. ft or fraction thereof	each add'l 10,000 sq.ft.		0.00	0.07	0.07	0.13	\$ 48	\$ 39	%	234	\$ 9,008	\$ 11,118
	100,000	base fee @ 100,000 sq.ft.		0.25	3.63	3.63	7.51	\$ 2,654	\$ 1,649	62%	15	\$ 24,728	\$ 39,816
	each additional 100,000 sq. ft or fraction thereof	each add'l 100,000 sq.ft.		0.25	3.63	3.63	7.51	\$ 2,654	\$ 385	%	25	\$ 9,582	\$ 66,150
	Tenant Improvement												
	0 - 2500 s.f.	flat		0.25	1.21	1.21	2.67	\$ 944	\$ 642	68%	275	\$ 176,550	\$ 259,521
	2,501 - 5,000 s.f.	flat		0.25	1.21	1.82	3.28	\$ 1,158	\$ 651	56%	57	\$ 37,107	\$ 65,980
	5,000 - 10,000 s.f.	flat		0.25	1.82	1.82	3.88	\$ 1,371	\$ 671	49%	71	\$ 47,606	\$ 97,368
	each additional 10,000 sq. ft or fraction thereof	each add'l 10,000 sq.ft.		0.00	0.20	0.20	0.40	\$ 143	\$ 39	%	242	\$ 9,319	\$ 34,505
	100,000	base fee @ 100,000 sq.ft.		0.25	3.63	3.63	7.51	\$ 2,654	\$ 1,017	38%	-	\$ -	\$ -
	each additional 100,000 sq. ft or fraction thereof	each add'l 100,000 sq.ft.		0.25	3.63	3.63	7.51	\$ 2,654	\$ 385	%	-	\$ -	\$ -
	Residential Fire Sprinkler System (Single Family Home)	flat		0.25	1.21	2.42	3.88	\$ 1,371	\$ 632	46%	1,156	\$ 730,454	\$ 1,585,024
	Residential Fire Sprinkler System (Multiple Homes)	base fee		0.25	1.21	2.42	3.88	\$ 1,371	\$ 790	58%		\$ -	\$ -
	Each additional home/lot	flat		0.25	0.00	0.61	0.86	\$ 302	\$ 474	157%		\$ -	\$ -
	Spray Booth	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	4	\$ 2,528	\$ 3,775
	Pre-Action Fire Suppression System	minimum fee	[1]	0.25	2.42	2.42	5.09	\$ 1,799	\$ 948	53%		\$ -	\$ -
	Fixed Fire Suppression System- (wet/dry chem, water mist, etc.)	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	3	\$ 1,896	\$ 2,831
	Each additional separate system at same location	minimum fee		0.25	0.61	0.61	1.46	\$ 516	\$ 316	61%	1	\$ 316	\$ 516
	Clean Agent Fire Suppression System	minimum fee	[1]	0.25	2.42	3.63	6.30	\$ 2,227	\$ 1,264	57%	3	\$ 3,792	\$ 6,680
	Fire Pump Installation	minimum fee	[2]	0.25	2.42	6.05	8.72	\$ 3,082	\$ 2,212	72%	8	\$ 17,065	\$ 23,777
	Commercial Cooking (Hood and Duct) Fire Suppression System	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	95	\$ 59,749	\$ 89,218
	Each additional system review	minimum fee		0.25	0.61	0.61	1.46	\$ 516	\$ 316	61%	63	\$ 19,908	\$ 32,510
	Smoke and Heat Vents	minimum fee		0.25	1.21	2.42	3.88	\$ 1,371	\$ 632	46%		\$ -	\$ -
	Smoke Management/Control System	minimum fee		0.25	3.63	4.84	8.72	\$ 3,082	\$ 2,212	72%	1	\$ 2,212	\$ 3,082
	Explosion Control (includes: vents, dust collection, etc.)	minimum fee		0.25	2.42	2.42	5.09	\$ 1,799	\$ 1,264	70%		\$ -	\$ -

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 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Estimated Average Labor Time per Activity	Cost Recovery Analysis		Annual Estimated Revenue Analysis			
				FIRE PREVENTION				Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	
				Proc	PC	Insp						Current	Full Cost
				\$ 353	\$ 353	\$ 353							
8	Fire Alarm System												
	Alarm System - up to 15 devices	flat		0.25	2.42	1.21	3.88	\$ 1,371	\$ 790	58%	481	\$ 379,990	\$ 659,637
	Alarm System - Additional devices over 15	per device		0.00	0.00	0.18	0.18	\$ 64	\$ 10	16%	2,095	\$ 20,945	\$ 134,365
	Fire Alarm Panel Replacement Only	flat		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	32	\$ 20,100	\$ 30,014
	High-Rise Fire Alarm	flat		0.25	4.84	4.84	9.93	\$ 3,510	\$ 2,536	72%		\$ -	\$ -
	Pre-wire inspection	hourly		0.00	0.00	1.00	1.00	\$ 353	\$ 316	89%	-	\$ -	\$ -
9	Flammable and Combustible Liquids Under/Aboveground Tanks-Piping-Dispensing												
	Install Underground Tanks	minimum fee		0.25	1.21	2.42	3.88	\$ 1,371	\$ 632	46%	15	\$ 9,480	\$ 20,571
	Each additional tank	per tank		0.25	0.00	0.61	0.86	\$ 302	\$ 316	105%		\$ -	\$ -
	Remove Underground/Above-Ground Tank	minimum fee		0.25	1.21	2.42	3.88	\$ 1,371	\$ 948	69%	5	\$ 4,740	\$ 6,857
	Install Aboveground Tank	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	25	\$ 15,958	\$ 23,829
	Each additional tank	per tank		0.25	0.00	0.61	0.86	\$ 302	\$ 316	105%		\$ -	\$ -
	Abandon Underground/Above-Ground Tank in Place	minimum fee		0.25	1.21	2.42	3.88	\$ 1,371	\$ 948	69%		\$ -	\$ -
	Fuel Dispensing Modification (EVR, Dispenser change out, other component change out, etc.)	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	9	\$ 5,372	\$ 8,022
	Apply Interior Coating to Flammable Liquid Tanks	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 948	100%		\$ -	\$ -
10	Compressed Gas Systems: LPG-CNG - Medical-Cryogenics												
	Container Exchange Programs; LPG Tank Installation Without Dispensing	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	1	\$ 632	\$ 944
	LPG-CNG-Hydrogen (Tank Install and/or Dispensing)	minimum fee		0.25	1.82	2.42	4.49	\$ 1,585	\$ 948	60%	4	\$ 3,792	\$ 6,341
	Medical or Compressed Gas Systems	minimum fee		0.25	1.21	2.42	3.88	\$ 1,371	\$ 948	69%	8	\$ 7,900	\$ 11,428
	Cryogenics Fixed Installation	minimum fee		0.25	1.21	2.42	3.88	\$ 1,371	\$ 948	69%		\$ -	\$ -
	Compressed Gas Storage	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	17	\$ 10,428	\$ 15,571
11	Energy Storage System												
	Battery Systems/Energy Storage	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	138	\$ 87,216	\$ 130,232
	UL 9540A Review	minimum fee		0.25	1.21	0.00	1.46	\$ 516	NEW	%	-	\$ -	\$ -

Contra Costa Fire Protection District
 Fire Prevention - User Fee Study FY 2025
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Estimated Average Labor Time per Activity	Cost Recovery Analysis		Annual Estimated Revenue Analysis			
				FIRE PREVENTION				Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	
				Proc	PC	Insp						Current	Full Cost
				\$ 353	\$ 353	\$ 353							
12	Special Hazards - Hazardous Materials, Mechanical System, etc.												
	Dust Collection Systems	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 790	84%		\$ -	\$ -
	Explosives Storage	minimum fee		0.25	2.42	2.42	5.09	\$ 1,799	\$ 1,264	70%		\$ -	\$ -
	Hazardous Materials Compliance review	minimum fee		0.25	2.42	0.00	2.67	\$ 944	\$ 316	33%		\$ -	\$ -
	Hazardous Materials - Storage - Dispensing - Open/Closed Systems	minimum fee		0.25	2.42	2.42	5.09	\$ 1,799	\$ 1,264	70%	9	\$ 11,376	\$ 16,192
	Each additional system plan review	hourly (2 hr min)		0.00	1.00	0.00	1.00	\$ 353	\$ 316	89%	12	\$ 3,792	\$ 4,241
	High-Pile or Rack Storage	minimum fee		0.25	2.42	1.82	4.49	\$ 1,585	\$ 948	60%	10	\$ 9,796	\$ 16,381
	Mechanical Refrigeration Systems	minimum fee		0.25	1.21	2.42	3.88	\$ 1,371	\$ 948	69%	2	\$ 2,212	\$ 3,200
	Plant Extraction System	minimum fee		0.25	2.42	1.21	3.88	\$ 1,371	\$ 948	69%		\$ -	\$ -
13	Alternative Means and Methods	minimum fee		0.25	2.42	0.00	2.67	\$ 944	\$ 632	67%	52	\$ 32,864	\$ 49,073
14	Expedite Plan Review Requests and Reviews Expedited as a Result of Working without Approved Plans		[4]										
	Working without approved plans	minimum fee (2 hr min)	[3]	0.00	2.42	0.00	2.42	\$ 956	\$ 632	66%		\$ -	\$ -
	Expedited Plans	minimum fee (2 hr min)	[3]	0.00	2.42	0.00	2.42	\$ 956	\$ 316	33%	745	\$ 235,568	\$ 712,673
15	Demolition Permit Pursuant to Chapter 33 14, CFC	hourly		1.00	0.00	0.00	1.00	\$ 353	\$ 316	89%	52	\$ 16,432	\$ 18,379
16	Copies, Laserfiche Retrieval												
	Photocopies	per page							\$ 0.20				
	Laserfiche Retrieval review	per 1/4 hour							\$ 11				
	Laserfiche Retrieval	per page							\$ 0.20				
	Copies of Photos	per 1/4 hour							\$11 plus Actual Costs				
	Instructional Services	minimum fee		0.00	0.00	2.42	2.42	\$ 855	\$ 632	74%		\$ -	\$ -
17	Additional Charges and Inspection Time												
	Additional inspection during normal business hours	per 1/2 hour		0.00	0.00	0.50	0.50	\$ 177	\$ 158	89%	1,155	\$ 182,490	\$ 204,117
	Additional inspection time after normal business hours, per hour	hourly		0.00	0.00	1.00	1.00	\$ 395	\$ 316	80%		\$ -	\$ -
	Overtime and weekend inspections	hourly (2 hr min)		0.00	0.00	1.00	1.00	\$ 395	\$ 316	80%		\$ -	\$ -
	Re-submittals or revisions	hourly		0.00	1.00	0.00	1.00	\$ 353	\$ 316	89%	1,780	\$ 562,480	\$ 629,141
	Additional plan review time, per half hour	per 1/2 hour		0.00	0.50	0.00	0.50	\$ 177	\$ 158	89%		\$ -	\$ -
18	Plan Archival	per page							\$ 2				

Contra Costa Fire Protection District
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Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Estimated Average Labor Time per Activity	Cost of Service Per Activity	Cost Recovery Analysis		Estimated Volume of Activity	Annual Estimated Revenue Analysis	
				FIRE PREVENTION					Current Fee / Deposit	Existing Cost Recovery %		Annual Estimated Revenues at Current Fee	
				Proc	PC	Insp						Current	Full Cost
				\$ 353	\$ 353	\$ 353							
19	For services requested which have no fee listed in this fee schedule												
	During business hours	hourly		0.00	0.00	1.00	1.00	\$ 353	\$ 316	89%		\$ -	\$ -
	After business hours	hourly (2 hr min)		0.00	0.00	1.00	1.00	\$ 395	\$ 316	80%		\$ -	\$ -
											\$ 3,173,851	\$ 5,754,223	

Notes

- [1] Does not include fire alarm review - see Fire Alarm System section
- [2] Does not include review of generator or separate fuel storage tank
- [3] Plus applicable plan review fees
- [4] All revisions will be performed on an expedited/overtime basis with a 2 hour minimum. Total fees will include all applicable plan review fees plus expedite/overtime fees
 - *Minimum review and inspection fees are based on \$353.00 per hour during normal business hours, unless otherwise noted.
 - *Normal business hours are between 0800hrs and 1700hrs, Monday - Friday.
 - *All overtime fees are assessed at \$395.00 per hour for a two-hour minimum, unless otherwise noted.
 - *Overtime rates apply to weekends, holidays, and all times outside normal business hours.
 - *Expedited plan reviews are conducted after normal business hours.
 - *Total fees assessed will be the sum of all applicable plan review fees including expedite/overtime fees.
 - *Revisions to previously submitted plans, including plans requiring re-submittal and/or client generated changes, will be assessed \$353.00 for each hour of plan review. Reviews conducted and requiring more than one hour of plan review time during normal business hours will be assessed \$177.00 per half hour.

Authority

Health & Safety: §§ 13114, 13131.5, 13143.2 (b, c, d, e), 13145, 13147, 13143.9, 13146 (a) (1) (b), (d), e), 13862, 13869, 13869.7, 13875, 13916, 17921,
Government Code: § 6103.7, 6253(b)
Fire District Ordinance: No. 2007-47
Title 19, CCR: § 1.12(a) & 3.28
California Fire Code: § 101.1, 101.2, 101.10, 103.3.3.2.3, 105.1, 105.4, 901.2.2

APPENDIX A.2

Cost of Service Analysis – Code Enforcement Unit

Contra Costa Fire Protection District
 Fire Prevention - User Fee Study FY 2025
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis			
				FIRE PREVENTION		Estimated Average Labor Time per Activity	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	
				Proc	Insp						Current	Full Cost
				\$ 353	\$ 353							
II	CODE ENFORCEMENT FEES											
1	Operational Permits	per permit										
	Aerosol Products			0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	Amusement Buildings			0.50	1.50	2.00	\$ 707	\$ 316	45%	1	\$ 316	\$ 707
	Asbestos Removal			0.00	1.50	1.50	\$ 530	\$ 316	60%		\$ -	\$ -
	Automobile Wrecking or Dismantling Yard			0.50	2.25	2.75	\$ 972	\$ 632	65%		\$ -	\$ -
	Aviation Facilities - Permit to use Group-H or Group-S occupancies for aircraft servicing or the repair of aircraft, including aircraft fuel-servicing vehicles.			0.50	1.50	2.00	\$ 707	\$ 632	89%	1	\$ 632	\$ 707
	Battery Systems			0.00	1.50	1.50	\$ 530	\$ 316	60%		\$ -	\$ -
	Carbon Dioxide Systems Used in Beverage Dispensing Applications			0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	Carnivals, Fairs, Festivals, and Exhibitions			0.50	1.88	2.38	\$ 839	\$ 395	47%	2	\$ 790	\$ 1,679
	Cellulous Nitrate			0.50	1.50	2.00	\$ 707	\$ 474	67%		\$ -	\$ -
	Change of Occupancy/Site Inspection/Miscellaneous Inspection			0.50	1.50	2.00	\$ 707	New	%	65	\$ -	\$ 45,949
	Combustible Dust Production											
	Up to 2500 sq.ft.			0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	More than 2500 sq.ft.			0.50	1.50	2.00	\$ 707	\$ 632	89%		\$ -	\$ -
	Combustible Fibers			0.50	1.50	2.00	\$ 707	\$ 632	89%		\$ -	\$ -
	Compressed Gas			0.50	1.50	2.00	\$ 707	\$ 395	56%	6	\$ 2,370	\$ 4,241
	Covered and Open Mall Buildings			0.50	1.50	2.00	\$ 707	\$ 395	56%		\$ -	\$ -
	Cryogenic Fluids			0.50	1.50	2.00	\$ 707	\$ 395	56%		\$ -	\$ -
	Cutting, Welding & Hot Works			0.50	1.50	2.00	\$ 707	\$ 395	56%	3	\$ 1,185	\$ 2,121
	Dry Cleaning			0.50	1.50	2.00	\$ 707	\$ 395	56%		\$ -	\$ -
	Emergency Responder Radio Coverage			0.50	0.00	0.50	\$ 177	\$ 158	89%	12	\$ 1,896	\$ 2,121
	Explosives											
	Up to 100 lbs.			0.50	2.25	2.75	\$ 972	\$ 632	65%	3	\$ 1,896	\$ 2,916
	More than 100 lbs.			0.50	3.75	4.25	\$ 1,502	\$ 948	63%		\$ -	\$ -
	Gunpowder Sales - Permit for the resale of gunpowder											
	Up to 100 lbs.			0.50	1.50	2.00	\$ 707	\$ 2	0%		\$ -	\$ -
	More than 100 lbs.			0.50	1.50	2.00	\$ 707	\$ 10	1%		\$ -	\$ -
	Fire Hydrant and valves			0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -

Contra Costa Fire Protection District
 Fire Prevention - User Fee Study FY 2025
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis			
				FIRE PREVENTION		Estimated Average Labor Time per Activity	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	
				Proc	Insp						Current	Full Cost
				\$ 353	\$ 353							
	Flammable and Combustible Liquids											
	Permit to use or operate a pipeline for the transportation within facilities of flammable or combustible liquids.			0.50	3.00	3.50	\$ 1,237	\$ 395	32%	8	\$ 3,160	\$ 9,897
	Permit to store, handle, or use Class I liquids. In excess of 5 gallons – Inside			0.50	1.50	2.00	\$ 707	\$ 395	56%		\$ -	\$ -
	Permit to store, handle, or use Class I liquids. In excess of 10 gallons – Outside.			0.50	1.50	2.00	\$ 707	\$ 362	51%		\$ -	\$ -
	Permit to store, handle, or use Class II or Class III liquids. In excess of 25 gallons – Inside. In excess of 60 gallons – Outside.			0.50	1.50	2.00	\$ 707	\$ 395	56%		\$ -	\$ -
	Permit to store, handle, or use Class II or Class III liquids. In excess of 60 gallons – Outside.			0.50	1.50	2.00	\$ 707	\$ 395	56%		\$ -	\$ -
	Permit to store, handle, or use class IIIB liquids in tanks or portable tanks for fueling motor vehicles at motor fuel dispensing facilities or where connected to fuel-burning equipment.			0.50	1.50	2.00	\$ 707	\$ 395	56%		\$ -	\$ -
	Permit to remove Class I or Class II liquids from an underground storage tank used for fueling motor vehicles by any means other than the approved, stationary on-site pumps normally used for dispensing purposes.			0.50	1.50	2.00	\$ 707	\$ 395	56%		\$ -	\$ -
	Permit to place temporarily out of service (for more than 90 days) an underground, protected above-ground, or above-ground flammable or combustible liquid tank			0.50	1.50	2.00	\$ 707	\$ 948	134%		\$ -	\$ -
	Permit to change the type of contents stored in a flammable or combustible liquid tank to a material that poses a greater hazard than that for which the tank was designed and constructed.			0.50	1.50	2.00	\$ 707	\$ 395	56%		\$ -	\$ -
	Permit to manufacture, process, blend, or refine flammable or combustible liquids.			0.50	4.50	5.00	\$ 1,767	\$ 632	36%		\$ -	\$ -
	Floor Finishing			0.50	1.50	2.00	\$ 707	\$ 632	89%		\$ -	\$ -
	Fruit and Crop Ripening			0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	Fumigation & Insecticidal Fogging			0.50	1.50	2.00	\$ 707	N/C	%		\$ -	\$ -

Contra Costa Fire Protection District
 Fire Prevention - User Fee Study FY 2025
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis			
				FIRE PREVENTION		Estimated Average Labor Time per Activity	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	
				Proc	Insp						Current	Full Cost
				\$ 353	\$ 353							
	Hazardous Materials											
	1-5 products			0.50	0.75	1.25	\$ 442	\$ 316	72%	2	\$ 632	\$ 884
	6-10 products			0.50	1.50	2.00	\$ 707	\$ 948	134%		\$ -	\$ -
	11 or more products			0.50	3.00	3.50	\$ 1,237	\$ 1,580	128%		\$ -	\$ -
	Hazardous Production Materials (HPM)			0.50	3.00	3.50	\$ 1,237	\$ 1,580	128%		\$ -	\$ -
	High-piled Storage											
	501-5,000 sq.ft.			0.50	2.25	2.75	\$ 972	\$ 632	65%		\$ -	\$ -
	> 5,000 sq.ft.			0.50	3.75	4.25	\$ 1,502	\$ 948	63%		\$ -	\$ -
	Hot Work			0.50	1.50	2.00	\$ 707	\$ 158	22%	5	\$ 790	\$ 3,535
	Indoor Growing Operation			0.50	2.25	2.75	\$ 972	\$ 316	33%		\$ -	\$ -
	Industrial Oven			0.50	6.00	6.50	\$ 2,297	\$ 632	28%		\$ -	\$ -
	Liquid - or Gas-Fueled Vehicles or Equipment in Assembly Buildings			0.50	0.75	1.25	\$ 442	\$ 632	143%		\$ -	\$ -
	LPG											
	Permit to dispense, store, and use LPG			0.50	0.75	1.25	\$ 442	\$ 395	89%		\$ -	\$ -
	Permit to operate a plant/facility			0.50	1.50	2.00	\$ 707	\$ 632	89%		\$ -	\$ -
	Permit to exchange cylinders only – no refilling			0.50	0.75	1.25	\$ 442	\$ 316	72%		\$ -	\$ -
	Lumber Yard and Woodworking Plants			0.50	3.00	3.50	\$ 1,237	\$ 632	51%		\$ -	\$ -
	Magnesium (more than 10 lbs)			0.50	1.50	2.00	\$ 707	\$ 474	67%		\$ -	\$ -
	Miscellaneous Combustible Storage (> 2500 cu. Ft)			0.50	3.00	3.50	\$ 1,237	\$ 632	51%		\$ -	\$ -
	Model Rockets			0.50	0.75	1.25	\$ 442	\$ 316	72%		\$ -	\$ -
	Motor Fuel Dispensing Facilities											
	Permit to operate automotive, marine, and fleet motor fuel-dispensing facilities.			0.50	1.50	2.00	\$ 707	\$ 632	89%	2	\$ 1,264	\$ 1,414
	Permit to dispense liquid fuels from tank vehicles into the fuel tanks of motor vehicles, marine craft, and other special equipment at approved locations. Also includes the limited or temporary fueling operations for special events (e.g., the fueling of watercraft from shore, piers, floats, or barges).			0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	Oil Extraction Process			0.50	4.50	5.00	\$ 1,767	\$ 316	18%		\$ -	\$ -
	Open Air Mall			0.50	24.00	24.50	\$ 8,660	New	%	22	\$ -	\$ 190,510
	Open Flames and Torches			0.50	1.50	2.00	\$ 707	\$ 316	45%	4	\$ 1,264	\$ 2,828
	Open Flames and Candles			0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	Organic Coatings			0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	Public Assemblies											
	Permit to operate place of assembly. Occupancy load 50-100			0.50	0.75	1.25	\$ 442	\$ 395	89%		\$ -	\$ -
	Occupancy load 101-200			0.50	1.13	1.63	\$ 574	\$ 632	110%	5	\$ 3,160	\$ 2,872
	Occupancy load 201-299			0.50	1.50	2.00	\$ 707	\$ 632	89%		\$ -	\$ -
	Occupancy load 300 +			0.50	2.25	2.75	\$ 972	\$ 948	98%		\$ -	\$ -
	Plant Extraction Systems			0.50	4.50	5.00	\$ 1,767	New	%		\$ -	\$ -

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Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis			
				FIRE PREVENTION		Estimated Average Labor Time per Activity	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	
				Proc	Insp						Current	Full Cost
				\$ 353	\$ 353							
	Pyrotechnic Special Effects Material											
	Permit to use or handle fireworks or pyrotechnics			0.75	3.00	3.75	\$ 1,325	\$ 632	48%		\$ -	\$ -
	Permit to use or handle fireworks or pyrotechnics, including fireworks aerial displays.			0.75	9.00	9.75	\$ 3,446	\$ 790	23%	3	\$ 2,370	\$ 10,338
	Permit to use or handle fireworks or pyrotechnics for aerial displays overtime/weekend.			0.75	9.00	9.75	\$ 3,852	\$ 948	25%		\$ -	\$ -
	Permit for proximate fireworks			0.50	6.00	6.50	\$ 2,297	\$ 790	34%	-	\$ -	\$ -
	Pyroxylin Plastics			0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	Refrigeration Equipment			0.50	1.50	2.00	\$ 707	\$ 474	67%	1	\$ 474	\$ 707
	Repair Garages											
	1 – 4 repair bays			0.50	0.75	1.25	\$ 442	\$ 395	89%	6	\$ 2,370	\$ 2,651
	5 – 8 repair bays			0.50	1.13	1.63	\$ 574	\$ 474	83%		\$ -	\$ -
	More than 8 repair bays			0.50	1.50	2.00	\$ 707	\$ 632	89%		\$ -	\$ -
	Rooftop Heliport			0.50	2.25	2.75	\$ 972	\$ 316	33%		\$ -	\$ -
	Spraying or Dipping			0.50	1.50	2.00	\$ 707	\$ 395	56%	9	\$ 3,555	\$ 6,362
	Sprinkler testing and maintenance - 5 year			0.25	1.75	2.00						
	Storage of Scrap Tires and Tire Byproducts - in excess of 2,500 cu. ft. of total volume.			0.50	1.50	2.00	\$ 707	\$ 632	89%	1	\$ 632	\$ 707
	Temporary Membrane Structures and Tents											
	401 sq. ft. to 699 sq. ft.			0.50	0.75	1.25	\$ 442	\$ 158	36%	26	\$ 4,108	\$ 11,487
	700 sq. ft. to 5,000 sq. ft.			0.50	1.13	1.63	\$ 574	\$ 316	55%		\$ -	\$ -
	More than 5,000 sq. ft.			0.50	1.50	2.00	\$ 707	\$ 474	67%		\$ -	\$ -
	Permit to extend the use of a tent, canopy, or air-supported structure for an additional 180 days. (1 extension per structure)			0.50	0.00	0.50	\$ 177	\$ 316	179%		\$ -	\$ -
	Overtime or weekend inspections (2 hour min)	minimum fee		0.50	1.50	2.00	\$ 790	\$ 632	80%		\$ -	\$ -
	Normal business hours additional inspection time or instructional time			0.50	0.50	1.00	\$ 353	\$ 158	45%		\$ -	\$ -
	Additional inspection time or instructional time after normal business hours.			0.50	3.00	3.50	\$ 1,237	\$ 316	26%		\$ -	\$ -
	Tire Rebuilding Plant			0.50	3.00	3.50	\$ 1,237	\$ 632	51%		\$ -	\$ -
	Tire Storage			0.50	1.13	1.63	\$ 574	\$ 395	69%		\$ -	\$ -
	Waste Handling Facility			0.50	3.00	3.50	\$ 1,237	\$ 632	51%		\$ -	\$ -
	Wood Products			0.50	1.50	2.00	\$ 707	\$ 632	89%		\$ -	\$ -

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 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis			
				FIRE PREVENTION		Estimated Average Labor Time per Activity	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	
				Proc	Insp						Current	Full Cost
				\$ 353	\$ 353							
2	LICENSED CARE FACILITY											
	Inspection of a 24-hour licensed care facility, including: Social Rehabilitation Facility, Residential Care Facility, Assisted Living, Residential Care Facility for the Elderly, Halfway Houses, Community Correction Centers, Re-entry Centers, Treatment Programs, Work Furlough, Alcoholism or Drug Abuse Recovery/Treatment Facility, Congregate Living Health Facility, Group Homes, Immediate Care Facility, and Infant Care Facility.	per inspection		0.50	1.50	2.00	\$ 707	\$ 316	45%	4	\$ 1,264	\$ 2,828
	Inspection of a 24-hour Infant Care Facility for children 2 ½ years of age and younger	per inspection		0.50	1.50	2.00	\$ 707	\$ 316	45%	1	\$ 316	\$ 707
	Inspection of a non-24-hour license care facility with occupant load greater than 6, including: Adult Day Care, Adult Day Support Center, Child Day Care, Infant Day Care, and Large Family Day Care Home.	per inspection		0.50	1.50	2.00	\$ 707	\$ 316	45%	46	\$ 14,536	\$ 32,517
	Adult or Day Care Facility (non-ambulatory)	per inspection		0.50	1.50	2.00	\$ 707	\$ 316	45%	16	\$ 5,056	\$ 11,310
	Adult or Child Large Family Day Care Adult or Child Day Care Center	per inspection		0.50	0.75	1.25	\$ 442	\$ 316	72%	13	\$ 4,108	\$ 5,744
	Inspection of a Licensed Clinic	per inspection		0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	STATE FIRE MARSHAL MANDATE											
3	SCHOOLS											
	Schools (E Occupancy)											
	Occupant Load less than 50	per inspection		0.50	0.75	1.25	\$ 442	\$ 395	89%	194	\$ 76,630	\$ 85,712
	Occupant Load 51-149	per inspection		0.50	2.25	2.75	\$ 972	\$ 632	65%	1	\$ 632	\$ 972
	Occupant Load 150-499	per inspection		0.50	6.00	6.50	\$ 2,297	\$ 632	28%	8	\$ 5,056	\$ 18,379
	Occupant Load 500 or greater	per inspection		0.50	24.00	24.50	\$ 8,660	\$ 948	11%	6	\$ 5,688	\$ 51,957
4	HIGH-RISE/MID-RISE - FIRE & LIFE SYSTEM SAFETY INSPECTION											
	High Rise											
	Inspection of a Hi-Rise building (State certification inspection) - Pre 1974.	per inspection		0.50	24.00	24.50	\$ 8,660	\$ 2,528	29%		\$ -	\$ -
	Inspection of a Hi-Rise building (State certification inspection) - Post 1974.	per inspection		0.50	24.00	24.50	\$ 8,660	\$ 632	7%	22	\$ 13,904	\$ 190,510
	Mid Rise											
	Inspection and test of life safety systems (e.g., smoke management), including where such systems are installed in lieu of fire department access or when required for the mitigation of other life safety issues or requirements.	per inspection		0.50	12.00	12.50	\$ 4,418	\$ 632	14%		\$ -	\$ -

Contra Costa Fire Protection District
 Fire Prevention - User Fee Study FY 2025
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis			
				FIRE PREVENTION		Estimated Average Labor Time per Activity	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	
				Proc	Insp						Current	Full Cost
				\$ 353	\$ 353							
5	HOSPITALS – INSTITUTION/JAILS											
	Hospitals (medical, surgical, and psychiatric) and Nursing Homes											
	Inspection of hospital	per inspection		0.50	24.00	24.50	\$ 8,660	\$ 632	7%	14	\$ 8,848	\$ 121,233
	Inspection of nursing home	per inspection		0.50	6.00	6.50	\$ 2,297	\$ 632	28%		\$ -	\$ -
	Out-Patient Clinics											
	Inspection of out-patient clinic with more than 5 patients.	per inspection		0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	Police Services Facilities (holding cells)											
	Inspection of police services facilities and DOJ review (includes the approval of Evacuation & Life Safety Procedures).	per inspection		0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	Adult/Juvenile Detention Facilities											
	Inspection of adult and/or juvenile detention facilities.	per inspection		0.50	12.00	12.50	\$ 4,418	\$ 948	21%	5	\$ 4,740	\$ 22,091
	MULTI-RESIDENTIAL											
6	Motel/Hotel											
	Inspection of a hotel	per inspection		0.50	6.00	6.50	\$ 2,297	\$ 474	21%	57	\$ 27,018	\$ 130,953
	Inspection of a motel	per inspection		0.50	1.50	2.00	\$ 707	\$ 474	67%		\$ -	\$ -
7	Apartment/Condominium											
	Less than 3 stories											
	Less than 3 stories	per inspection		0.50	0.75	1.25	\$ 442	\$ 474	107%		\$ -	\$ -
	3 stories or greater											
	3 - 12 Units	per inspection		0.50	0.75	1.25	\$ 442	\$ 115	26%	1,748	\$ 201,020	\$ 772,289
	13 - 30 Units	per inspection		0.50	1.13	1.63	\$ 574	\$ 158	28%	200	\$ 31,600	\$ 114,871
	31+ Units	per inspection		0.50	3.00	3.50	\$ 1,237	\$ 158	13%	424	\$ 66,992	\$ 524,520
8	Agricultural Burn Permit - BAAQMD 5-401.11											
	Range Management.	flat		0.50	0.75	1.25	\$ 442	\$ 158	36%	78	\$ 12,324	\$ 34,461
	Open Burning: Recreational-Bonfire Permit.	flat		0.50	0.75	1.25	\$ 442	\$ 316	72%		\$ -	\$ -
	Service Burn Permit. Religious.	flat		0.50	0.75	1.25	\$ N/C	N/C	%		\$ -	\$ -
9	Nuisance (Repeated) False Alarms - Engine company response, after three (3) reported false alarms within a 180- day period.	per response	[1]	0.50	1.50	2.00	\$ 707	\$ 475	67%	11	\$ 5,225	\$ 7,776

Contra Costa Fire Protection District
 Fire Prevention - User Fee Study FY 2025
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis			
				FIRE PREVENTION		Estimated Average Labor Time per Activity	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	
				Proc	Insp						Current	Full Cost
				\$ 353	\$ 353							
10	Weed Abatement											
	Initial inspection	flat		0.50	1.13	1.63	\$ 574	New	%		\$ -	\$ -
	First notice of violation	flat		0.50	1.13	1.63	\$ 574	New	%		\$ -	\$ -
	Second notice of violation	flat		0.50	0.38	0.88	\$ 309	New	%		\$ -	\$ -
	Third notice of violation	flat		0.50	0.38	0.88	\$ 309	New	%		\$ -	\$ -
	Record lien on Property	flat		0.50	0.00	0.50	\$ 177	New	%		\$ -	\$ -
11	MISCELLANEOUS INSPECTIONS											
	Administrative Citation		[2,3]					See Muni Code				
	Copy Services		[2]									
	Photocopies letter or legal size per page	per page					\$ 0.20					
	Laserfiche retrieval	each					\$11 plus \$.20 per page					
	Laserfiche retrieval additional time	per 1/4 hour					\$ 11					
	Copies of photos	per 1/4 hour					\$11 plus actual cost of photos					
	Return Check											
	First Check	first check					\$ 25					
	Subsequent Checks	each					\$ 35					
	Defensible Space Inspections											
	AB38 Real Estate	per inspection		0.50	1.50	2.00	\$ 707	NEW	%	171	\$ -	\$ 120,880
	Severity Zone	per inspection		0.50	1.50	2.00	\$ 707	NEW	%	-	\$ -	\$ -
	Change of Occupancy/Site Inspection/Miscellaneous Inspection: Site, miscellaneous, or requested inspection for a change of occupancy, including, but not limited to, inspections conducted when required by Building Official, Planning, or other governmental agency, and where not elsewhere listed.	per inspection		0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	Third or Non-Compliant Inspections: Inspection for third and/or non-compliant inspections, per inspection.	per inspection		0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	Group B/M Occupancy: Inspection of Group B/M Occupancy. Additional inspection time, per 1/2 hour.	per inspection		0.50	0.75	1.25	\$ 442	\$ 158	36%		\$ -	\$ -

Contra Costa Fire Protection District
 Fire Prevention - User Fee Study FY 2025
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis			
				FIRE PREVENTION		Estimated Average Labor Time per Activity	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	
				Proc	Insp						Current	Full Cost
				\$ 353	\$ 353							
12	HOURLY INSPECTION – OVERTIME - INSTRUCTIONAL RATES											
	Additional inspection or instructional time during normal business hours	per 1/2 hour		0.00	0.50	0.50	\$ 177	\$ 316	179%		\$ -	\$ -
	Additional inspection time or instructional time after normal business hours	hourly		0.00	1.00	1.00	\$ 395	\$ 316	80%		\$ -	\$ -
	Overtime and weekend inspections	hourly (2 hr min)		0.00	1.00	1.00	\$ 395	\$ 316	80%		\$ -	\$ -
										\$ 524,773	\$ 2,554,340	

Notes

- [1] Engine company responses in excess of three (3) reported false alarms within a 90-day period.
- [2] NBS did not analyze
- [3] Per Ordinance No. 2012-03. The ordinance is authorized under Government Code Sections 25132 and 53069.4 and applicable Health and Safety Code provisions.
 Administrative penalties for fire code violations set by Resolution.
 *Combination Permit Policy: Highest Permit Fee + 50% of each subsequent required permit
 *Inspection fees are based on \$353.00 per hour. Inspection and/or permit fees will be assessed at the time of the primary application.
 *All inspection/permit fees include one (1) primary and one (1) re-inspection, unless otherwise noted.
 *Occupancies requiring (3) or more inspections for compliance will be assessed an additional \$353.00 non-compliant fee for each inspection.

Authority

Health & Safety Code: §§ 12101, 12640, 13109, 13113, 13116, 13131.5, 13143.2 (b), (c), (d), (e), 13143.9, 13145, 13146(a)(1)(b), (c), (e), 13146.1, 13146.2 (a), (b), 13146.3, 13916, 13235, 13862, 13869, 13869.7, 13875, 13874, 17921, 17951, 17962
Government Code: §§ 6103.7, 6253(b)
California Fire Code: §§ 101.1, 101.2, 101.10, 103.3.3.2.3, 105.1, 105.4, 901.2.2
Title 19, CCR: §§ 1.12, 3.28, 982, 1565.1, 1033, 1034, and 1035.
Fire District Ordinance: No. 2007-47

APPENDIX B

Comparative Survey

COMPARATIVE SURVEY

1	Berkeley Fire Department	Plan Review	\$500 per hour		
		Inspection	\$500 per hour		
2	San Francisco Fire Department	Plan Review	Fees Based on Total Building/Project Valuation		
		Inspection	\$544 fee for two hours & \$136 per hour after		
3	San Ramon Valley Fire Protection District	Plan Review	\$328 per hour		
		Inspection	\$927 incl 1 each plan review, re-submittal, 1 inspection and 1 reinspection & \$328 per hour after		
4	Contra Costa County Fire Protection District - current	Plan Review	\$316 per hour	Contra Costa County Fire Protection District - proposed	
		Inspection	\$316 per hour	Plan Review	\$353 per hour
				Inspection	\$353 per hour
5	Sacramento Metro Fire Protection District	Plan Review	\$319 per hour		
		Inspection	\$319 per hour		
6	San Mateo Consolidated Fire Department	Plan Review	\$392 per hour		
		Inspection	\$392 per hour		
7	San Jose Fire Department	Plan Review	\$395 per hour		
		Inspection	\$442 per hour		
8	Vacaville Fire Department	Plan Review	\$315 per hour		
		Inspection	\$315 per hour		
9	Richmond Fire Department	Plan Review	\$251 per hour		
		Inspection	\$251 per hour		
10	Hayward Fire Department	Plan Review	Fees based on total valuation x .35		
		Inspection	\$262 flat rate		
11	Santa Clara City Fire Department	Plan Review	35% of Building Permit fee (min \$1,025)		
		Inspection	\$292 per hour		
12	Vallejo Fire Department	Plan Review	25% of building permit fee		
		Inspection	\$194.44 ea (after hours \$194.44 per hour)		
	AVG Per Hour Costs				
		Plan Review	\$352 *		
		Inspection	\$353 **		

*Those jurisdictions surveyed that base their plan review on building valuation or charge additional fees are not included in the average costs, minimum hour requirements not considered.

** Does not consider minimum hour requirements

Exhibit B

Engineering Unit Fee Schedule

Fee No.	Fee Name	Fee Unit / Type	Fee	
ENGINEERING/PLAN REVIEW				
1	Preliminary Plan Review - Consultations - Meetings			
	In office design review/preliminary plan consultation meetings.	hourly	per half hour \$ 177	
	Out of office design and/or consultation meetings	(2 hr min)	\$ 353	
2	Land Development			
	Major Subdivision Plan Review (5 or More Lots/Parcels)	flat	\$ 1,371	
	Minor Subdivision Plan Review (1 to 4 Lots/Parcels)	flat	\$ 730	
	Single Family Home Review - access and water supply	flat	\$ 730	
	Multi-Family Home Review - access and water supply	flat	\$ 1,371	
	Commercial Facility review - access and water supply	flat	\$ 944	
3	Wildland Urban Interface			
	Fire Protection Plan	flat	\$ 1,294	
	Vegetation Plan	flat	\$ 973	
	Certificate of Completion Final Inspection	flat	\$ 759	
4	Temporary Access Roads and Water Supply			
	Temporary Access Road - Residential and Commercial			
	1 and 2 homes	minimum fee	\$ 730	
	Large developments and commercial projects	minimum fee	\$ 944	
	Temporary Water Supply	minimum fee	\$ 944	
5	Water Supply - Fire Service Mains - Fire Hydrants			
	Fire Service - Emergency Repair, Private Fire Service Mains, Flush, Hydrostatic Test	flat	\$ 944	
	Water Flow Information (office only, no field test required)	flat	\$ 302	
	Water Flow Information Field Test	minimum fee	\$ 944	
	Water Flow Field Test additional hydrants	flat	\$ 428	
	Rural Water Supply	minimum fee	\$ 944	
6	Building Construction - New Buildings and Tenant Improvements			
	0 - 2500 s.f.	flat	\$ 1,371	
	2,501 - 5,000 s.f.	flat	\$ 1,585	
	5,001 - 10,000 s.f.	flat	\$ 1,799	
	each additional 10,000 sq. ft. or fraction thereof	each add'l 10,000 sq.ft.	\$ 95	
	100,000	base fee @ 100,000 sq.ft.	\$ 2,654	
	each additional 100,000 sq. ft. or fraction thereof	each add'l 100,000 sq.ft.	\$ 2,654	
	7	Fire Protection System		
		New Commercial (13 & 13R)		
		0 - 2500 s.f.	flat	\$ 1,799
2,501 - 5,000 s.f.		flat	\$ 2,013	
5,000 - 10,000 s.f.		flat	\$ 2,227	
each additional 10,000 sq. ft. or fraction thereof		each add'l 10,000 sq.ft.	\$ 48	
100,000		base fee @ 100,000 sq.ft.	\$ 2,654	
each additional 100,000 sq. ft. or fraction thereof		each add'l 100,000 sq.ft.	\$ 2,654	
Tenant Improvement				
0 - 2500 s.f.		flat	\$ 944	
2,501 - 5,000 s.f.	flat	\$ 1,158		
5,000 - 10,000 s.f.	flat	\$ 1,371		
each additional 10,000 sq. ft. or fraction thereof	each add'l 10,000 sq.ft.	\$ 143		
100,000	base fee @ 100,000 sq.ft.	\$ 2,654		
each additional 100,000 sq. ft. or fraction thereof	each add'l 100,000 sq.ft.	\$ 2,654		
	Residential Fire Sprinkler System (Single Family Home)	flat	\$ 1,371	
	Residential Fire Sprinkler System (Multiple Homes)	base fee	\$ 1,371	
	Each additional home/lot	flat	\$ 302	
	Spray Booth	minimum fee	\$ 944	
	Pre-Action Fire Suppression System	minimum fee	\$ 1,799	
	Fixed Fire Suppression System- (wet/dry chem, water mist, etc.)	minimum fee	\$ 944	
	Each additional separate system at same location	minimum fee	\$ 516	
	Clean Agent Fire Suppression System	minimum fee	\$ 2,227	
	Fire Pump Installation	minimum fee	\$ 3,082	
	Commercial Cooking (Hood and Duct) Fire Suppression System	minimum fee	\$ 944	
	Each additional system review	minimum fee	\$ 516	
	Smoke and Heat Vents	minimum fee	\$ 1,371	
	Smoke Management/Control System	minimum fee	\$ 3,082	
	Explosion Control (Includes: vents, dust collection, etc.)	minimum fee	\$ 1,799	
8	Fire Alarm System			
	Alarm System - up to 15 devices	flat	\$ 1,371	
	Alarm System - Additional devices over 15	per device	\$ 64	
	Fire Alarm Panel Replacement Only	flat	\$ 944	
	High-Rise Fire Alarm	flat	\$ 3,510	
	Pre-wire inspection	hourly	\$ 353	
9	Flammable and Combustible Liquids Under/Aboveground Tanks-Piping-			
	Install Underground Tanks	minimum fee	\$ 1,371	
	Each additional tank	per tank	\$ 302	
	Remove Underground/Above-Ground Tank	minimum fee	\$ 1,371	
	Install Aboveground Tank	minimum fee	\$ 944	
	Each additional tank	per tank	\$ 302	

	Abandon Underground/Above-Ground Tank in Place	minimum fee	\$ 1,371
	Fuel Dispensing Modification (EVR, Dispenser change out, other	minimum fee	\$ 944
	Apply Interior Coating to Flammable Liquid Tanks	minimum fee	\$ 944
10	Compressed Gas Systems: LPG-CNG - Medical-Cryogenics		
	Container Exchange Programs; LPG Tank Installation Without Dispensing	minimum fee	\$ 944
	LPG-CNG-Hydrogen (Tank Install and/or Dispensing)	minimum fee	\$ 1,585
	Medical or Compressed Gas Systems	minimum fee	\$ 1,371
	Cryogenics Fixed Installation	minimum fee	\$ 1,371
	Compressed Gas Storage	minimum fee	\$ 944
11	Energy Storage System		
	Battery Systems/Energy Storage	minimum fee	\$ 944
	UL 9540A Review	minimum fee	\$ 516
12	Special Hazards - Hazardous Materials, Mechanical System, etc.		
	Dust Collection Systems	minimum fee	\$ 944
	Explosives Storage	minimum fee	\$ 1,799
	Hazardous Materials Compliance review	minimum fee	\$ 944
	Hazardous Materials - Storage - Dispensing - Open/Closed Systems	minimum fee	\$ 1,799
	Each additional system plan review	hourly	\$ 353
	High-Pile or Rack Storage	minimum fee	\$ 1,585
	Mechanical Refrigeration Systems	minimum fee	\$ 1,371
	Plant Extraction System	minimum fee	\$ 1,371
13	Alternative Means and Methods	minimum fee	\$ 944
14	Expedite Plan Review Requests and Reviews Expedited as a Result of Working without Approved Plans		
	Working without approved plans	minimum fee (2 hr min)	\$ 956
	Expedited Plans	minimum fee	\$ 956
15	Demolition Permit Pursuant to Chapter 33 44, CFC	hourly	\$ 353
16	Copies, Laserfiche Retrieval		
	Photocopies	per page	\$ 0.20
	Laserfiche Retrieval review	per 1/4 hour	\$ 11
	Laserfiche Retrieval	per page	\$ 0.20
	Copies of Photos	per 1/4 hour	\$11 plus Actual Costs
	Instructional Services	minimum fee	\$ 632
17	Additional Charges and Inspection Time		
	Additional inspection during normal business hours	per 1/2 hour	\$ 158
	Additional inspection time after normal business hours, per hour	hourly	\$ 316
	Overtime and weekend inspections	hourly	\$ 316
	Re-submittals or revisions	hourly	\$ 316
	Additional plan review time, per half hour	per 1/2 hour	\$ 158
18	Plan Archival	per page	\$ 2
19	For services requested which have no fee listed in this fee schedule		
	During business hours	hourly	\$ 353
	After business hours	hourly (2 hr min)	\$ 395

Notes

[1] Does not include fire alarm review - see Fire Alarm System section
[2] Does not include review of generator or separate fuel storage tank
[3] Plus applicable plan review fees
[4] All revisions will be performed on an expedited/overtime basis with a 2 hour minimum. Total fees will include all applicable plan review fees plus expedite/overtime fees

*Minimum review and inspection fees are based on \$353.00 per hour during normal business hours, unless otherwise noted.
*Normal business hours are between 0800hrs and 1700hrs, Monday - Friday.
*All overtime fees are assessed at \$395.00 per hour for a two-hour minimum, unless otherwise noted.
*Overtime rates apply to weekends, holidays, and all times outside normal business hours.
*Expedited plan reviews are conducted after normal business hours.
*Total fees assessed will be the sum of all applicable plan review fees including expedite/overtime fees.
*Revisions to previously submitted plans, including plans requiring re-submittal and/or client generated changes, will be assessed \$353.00 for each hour of plan review. Reviews conducted and requiring more than one hour of plan review time during normal business hours will be assessed \$177.00 per half hour.

Authority
Health & Safety: §§ 13114, 13131.5, 13143.2 (b, c, d, e), 13145, 13147, 13143.9, 13146 (a) (1) (b), (d), (e), 13862, 13869, 13869.7, 13875, 13916, 17921,
Government Code: § 6103.7, 6253(b) **Fire District Ordinance:** No. 2026-07 **Title 19, CCR:** § 1.12(a) & 3.28
California Fire Code: § 101.1, 101.2, 101.10, 103.3.3.2.3, 105.1, 105.4, 901.2.2

Code Enforcement Fee Schedule

Fee No.	Fee Name	Fee Unit / Type	FEE
II	CODE ENFORCEMENT FEES		
1	Operational Permits	per permit	

Aerosol Products		\$ 707
Amusement Buildings		\$ 707
Automobile Wrecking or Dismantling Yard		\$ 972
Battery Systems		\$ 530
Carbon Dioxide Systems Used in Beverage Dispensing Applications		\$ 707
Carnivals, Fairs, Festivals, and Exhibitions		\$ 839
Cellulose Nitrate		\$ 707
Change of Occupancy/Site Inspection/Miscellaneous Inspection		\$ 707
Combustible Dust Production		
Up to 2500 sq.ft.		\$ 707
More than 2500 sq.ft.		\$ 707
Combustible Fibers		\$ 707
Compressed Gas		\$ 707
Covered and Open Mall Buildings		\$ 707
Cryogenic Fluids		\$ 707
Cutting, Welding & Hot Works		\$ 707
Dry Cleaning		\$ 707
Emergency Responder Radio Coverage		\$ 177
Explosives		
Up to 100 lbs.		\$ 972
More than 100 lbs.		\$ 1,502
Gunpowder Sales - Permit for the resale of gunpowder		
Up to 100 lbs.		\$ 707
More than 100 lbs.		\$ 707
Fire Hydrant and valves		\$ 707
Flammable and Combustible Liquids		
Permit to use or operate a pipeline for the transportation within facilities of flammable		\$ 1,237
Permit to store, handle, or use Class I liquids. In excess of 5 gallons – Inside		\$ 707
Permit to store, handle, or use Class I liquids. In excess of 10 gallons – Outside.		\$ 707
Permit to store, handle, or use Class II or Class III liquids. In excess of 25 gallons – Inside.		\$ 707
Permit to store, handle, or use Class II or Class III liquids. In excess of 60 gallons – Outside.		\$ 707
Permit to store, handle, or use class IIIB liquids in tanks or portable tanks for fueling motor		\$ 707
Permit to remove Class I or Class II liquids from an underground storage tank used for fuel		\$ 707
Permit to place temporarily out of service (for more than 90 days) an underground, prot		\$ 707
Permit to change the type of contents stored in a flammable or combustible liquid tank t		\$ 707
Permit to manufacture, process, blend, or refine flammable or combustible liquids.		\$ 1,767
Floor Finishing		\$ 707
Fruit and Crop Ripening		\$ 707
Fumigation & Insecticidal Fogging		\$ 707
Hazardous Materials		
1-5 products		\$ 442
6-10 products		\$ 707
11 or more products		\$ 1,237
Hazardous Production Materials (HPM)		\$ 1,237
High-piled Storage		
501-5,000 sq.ft.		\$ 972
> 5,000 sq.ft.		\$ 1,502
Hot Work		\$ 707
Indoor Growing Operation		\$ 972
Industrial Oven		\$ 2,297
Liquid - or Gas-Fueled Vehicles or Equipment in Assembly Buildings		\$ 442
LPG		
Permit to dispense, store, and use LPG		\$ 442
Permit to operate a plant/facility		\$ 707
Permit to exchange cylinders only – no refilling		\$ 442
Lumber Yard and Woodworking Plants		\$ 1,237
Magnesium (more than 10 lbs)		\$ 707
Miscellaneous Combustible Storage (> 2500 cu. Ft)		\$ 1,237
Model Rockets		\$ 442
Motor Fuel Dispensing Facilities		
Permit to operate automotive, marine, and fleet motor fuel- dispensing facilities.		\$ 707
Permit to dispense liquid fuels from tank vehicles into the fuel tanks of motor vehicles, n		\$ 707
Oil Extraction Process		\$ 1,767
Open Air Mall		\$ 8,660
Open Flames and Torches		\$ 707
Open Flames and Candles		\$ 707
Organic Coatings		\$ 707
Public Assemblies		
Permit to operate place of assembly. Occupancy load 50-100		\$ 442

	Occupancy load 101-200		\$ 574
	Occupancy load 201-299		\$ 707
	Occupancy load 300 +		\$ 972
	Plant Extraction Systems		\$ 1,767
	Pyrotechnic Special Effects Material		
	Permit to use or handle fireworks or pyrotechnics		\$ 1,325
	Permit to use or handle fireworks or pyrotechnics, including fireworks aerial displays.		\$ 3,446
	Permit to use or handle fireworks or pyrotechnics for aerial displays overtime/weekend.		\$ 3,852
	Permit for proximate fireworks		\$ 2,297
	Pyroxylin Plastics		\$ 707
	Refrigeration Equipment		\$ 707
	Repair Garages		
	1 – 4 repair bays		\$ 442
	5 – 8 repair bays		\$ 574
	More than 8 repair bays		\$ 707
	Rooftop Heliport		\$ 972
	Spraying or Dipping		\$ 707
	Sprinkler testing and maintenance - 5 year		
	Storage of Scrap Tires and Tire Byproducts - in excess of 2,500 cu. ft. of total volume.		\$ 707
	Temporary Membrane Structures and Tents		
	401 sq. ft. to 699 sq. ft.		\$ 442
	700 sq. ft. to 5,000 sq. ft.		\$ 574
	More than 5,000 sq. ft.		\$ 707
	Permit to extend the use of a tent, canopy, or air-supported structure for an additional		\$ 177
	Overtime or weekend inspections (2 hour min)	minimum fee	\$ 790
	Normal business hours additional inspection time or instructional time		\$ 353
	Additional inspection time or instructional time after normal business hours.		\$ 1,237
	Tire Rebuilding Plant		\$ 1,237
	Tire Storage		\$ 574
	Waste Handling Facility		\$ 1,237
	Wood Products		\$ 707
2	LICENSED CARE FACILITY		
	Inspection of a 24-hour licensed care facility, including: Social Rehabilitation Facility, Resid	per inspection	\$ 707
	Inspection of a 24-hour Infant Care Facility for children 2 ½ years of age and younger	per inspection	\$ 707
	Inspection of a non-24-hour license care facility with occupant load greater than 6, includ	per inspection	\$ 707
	Adult or Day Care Facility (non-ambulatory)	per inspection	\$ 707
	Adult or Child Large Family Day Care Adult or Child Day Care Center	per inspection	\$ 442
	Inspection of a Licensed Clinic	per inspection	\$ 707
	STATE FIRE MARSHAL MANDATE		
3	SCHOOLS		
	Schools (E Occupancy)		
	Occupant Load less than 50	per inspection	\$ 442
	Occupant Load 51-149	per inspection	\$ 972
	Occupant Load 150-499	per inspection	\$ 2,297
	Occupant Load 500 or greater	per inspection	\$ 8,660
4	HIGH-RISE/MID-RISE - FIRE & LIFE SYSTEM SAFETY INSPECTION		
	High Rise		
	Inspection of a Hi-Rise building (State certification inspection) - Pre 1974.	per inspection	\$ 8,660
	Inspection of a Hi-Rise building (State certification inspection) - Post 1974.	per inspection	\$ 8,660
	Mid Rise		
	Inspection and test of life safety systems (e.g., smoke management), including where sus	per inspection	\$ 4,418
5	HOSPITALS – INSTITUTION/JAILS		
	Hospitals (medical, surgical, and psychiatric) and Nursing Homes		
	Inspection of hospital	per inspection	\$ 8,660
	Inspection of nursing home	per inspection	\$ 2,297
	Out-Patient Clinics		
	Inspection of out-patient clinic with more than 5 patients.	per inspection	\$ 707
	Police Services Facilities (holding cells)		
	Inspection of police services facilities and DOJ review (includes the approval of Evacuatio	per inspection	\$ 707
	Adult/Juvenile Detention Facilities		
	Inspection of adult and/or juvenile detention facilities.	per inspection	\$ 4,418
	MULTI-RESIDENTIAL		
6	Motel/Hotel		
	Inspection of a hotel	per inspection	\$ 2,297
	Inspection of a motel	per inspection	\$ 707
7	Apartment/Condominium		
	Less than 3 stories		
	Less than 3 stories	per inspection	\$ 442

	3 stories or greater		
	3 - 12 Units	per inspection	\$ 442
	13 - 30 Units	per inspection	\$ 574
	31+ Units	per inspection	\$ 1,237
8	Agricultural Burn Permit - BAAQMD 5-401.11		
	Range Management.	flat	\$ 442
	Open Burning: Recreational-Bonfire Permit.	flat	\$ 442
	Service Burn Permit. Religious.	flat	\$ N/C
9	Nuisance (Repeated) False Alarms - Engine company response, after three (3) reported f	per response	\$ 707
10	Weed Abatement		
	Initial inspection	flat	\$ 574
	First notice of violation	flat	\$ 574
	Second notice of violation	flat	\$ 309
	Third notice of violation	flat	\$ 309
	Record lien on Property	flat	\$ 177
11	MISCELLANEOUS INSPECTIONS		
	Administrative Citation		See Administrative Citation Ordinance
	Copy Services		
	Photocopies letter or legal size per page	per page	\$0.20
	Laserfiche retrieval	each	\$11 plus \$.020 per page
	Laserfiche retrieval additional time	per 1/4 hour	\$11
	Copies of photos	per 1/4 hour	\$11 plus actual cost
	Return Check		
	First Check	first check	\$25
	Subsequent Checks	each	\$35
	Defensible Space Inspections		
	AB38 Real Estate	per inspection	\$ 707
	Severity Zone	per inspection	\$ 707
	Change of Occupancy/Site Inspection/Miscellaneous Inspection: Site, miscellaneous, or e	per inspection	\$ 707
	Third or Non-Compliant Inspections: Inspection for third and/or non-compliant inspec	per inspection	\$ 707
	Group B/M Occupancy: Inspection of Group B/M Occupancy. Additional inspection time	per inspection	\$ 442
12	HOURLY INSPECTION – OVERTIME - INSTRUCTIONAL RATES		
	Additional inspection or instructional time during normal business hours	per 1/2 hour	\$ 177
	Additional inspection time or instructional time after normal business hours	hourly	\$ 395
	Overtime and weekend inspections	hourly (2 hr min)	\$ 395

Notes

[1] Engine company responses in excess of three (3) reported false alarms within a 90-day period.

[3] Per Ordinance No. 2026-08. The ordinance is authorized under Government Code Sections 25132 and 53069.4 and applicable Health and Safety Code provisions. Administrative penalties for fire code violations set by Resolution.

*Combination Permit Policy: Highest Permit Fee + 50% of each subsequent required permit

*Inspection fees are based on \$353.00 per hour. Inspection and/or permit fees will be assessed at the time of the primary application.

*All inspection/permit fees include one (1) primary and one (1) re-inspection, unless otherwise noted.

*Occupancies requiring (3) or more inspections for compliance will be assessed an additional \$353.00 non-compliant fee for each inspection.

Authority

Health & Safety Code: §§ 12101, 12640, 13109, 13113, 13116, 13131.5, 13143.2 (b), (c), (d), (e), 13143.9, 13145, 13146(a)(1)(b), (c), (e), 13146.1, 13146.2 (a), (b), 13146.3, 13916, 13235, 13862, 13869, 13869.7, 13875, 13874, 17921, 17951, 17962

Government Code: §§ 6103.7, 6253(b)

California Fire Code: §§ 101.1, 101.2, 101.10, 103.3.3.2.3, 105.1, 105.4, 901.2.2

Title 19, CCR: §§ 1.12, 3.28, 982, 1565.1, 1033, 1034, and 1035.

Fire District Ordinance: No. 2026-07



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2032

Agenda Date: 5/12/2026

Agenda #: D.3.

To: Board of Directors

From: Lewis Broschard, Chief, Contra Costa County Fire Protection District

Report Title: Fire Chief's Report - May 12, 2026

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

ACCEPT a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

At the request of the Contra Costa County Fire District Board of Directors, the Fire Chief is providing a report on the status and progress of the various District activities and initiatives.

CONSEQUENCE OF NEGATIVE ACTION:

The Board would not receive the most up-to-date information regarding ongoing Fire District activities and initiatives.



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

May 12, 2026

TO: Board of Directors

FROM: Aaron McAlister, Deputy Fire Chief

RE: Fire Chief's Report

Operations Section Update

- **Wildfire Preparation.** Annual fire trail maintenance is underway, using dozers and graders to ensure reliable access and create firebreaks in our wildland areas. The work typically takes about 6 weeks, depending on weather and trail conditions.
- **Firefighting Helicopter:** The seasonal firefighting helicopter arrived in the district on April 30, and our contract started on May 1. This resource will provide daily aerial fire suppression to the county. The service is contracted to a new company that owns a similar yet more capable helicopter. This helicopter has enhanced capabilities, including a 380-gallon water tank capacity and the ability to perform crew shuttles if needed. The Fire District is planning to occasionally reposition the helicopter to Buchanan Field, when necessary, such as on Red Flag days, to improve response times to Central and West County. We received verbal confirmation that PG&E support will remain at \$1 million as in previous years, and a contract will be presented to the board at a future date.
- **2026 Wildfire Awareness Week:** A wildfire awareness press event was planned for May 5, 2026, but had to be canceled due to inclement weather. The rescheduled event took place on Monday, May 11, 2026. The aim is to raise awareness about wildfire hazards and encourage the public to act now to protect property, reduce combustible materials near buildings, and stay prepared in case of a wildfire.
- **2026 Pre-Fire Season Meeting:** The Fire District hosted a pre-fire season meeting with all agencies in the County, CA OES, and CalFire to provide annual updates and for new Chief Officers to meet face-to-face and discuss mutual operations in a non-emergency setting. Staff also attended a similar meeting with California State Parks to review emergency operations in the Mt. Diablo State Park

Training & Safety

- Captain Train to Qualify Promotional Process. This advanced training for future Fire Captains is underway. The fire district invests 3 weeks in developing 27 candidates through realistic training, education, and testing across all areas required of a company officer.
- 2026 Girls Empowerment Camp. The Fire District, in partnership with the Contra Costa Fire Foundation, hosted the second annual Girls Empowerment Camp (GEC). The GEC is a free two-day program for teens aged 14-18. GEC introduces participants to the fire service and offers a realistic, hands-on overview of firefighting, as well as exposure to all aspects of public safety career opportunities. Additionally, the program provides campers with life skills and professional guidance to help them pursue careers in public safety.

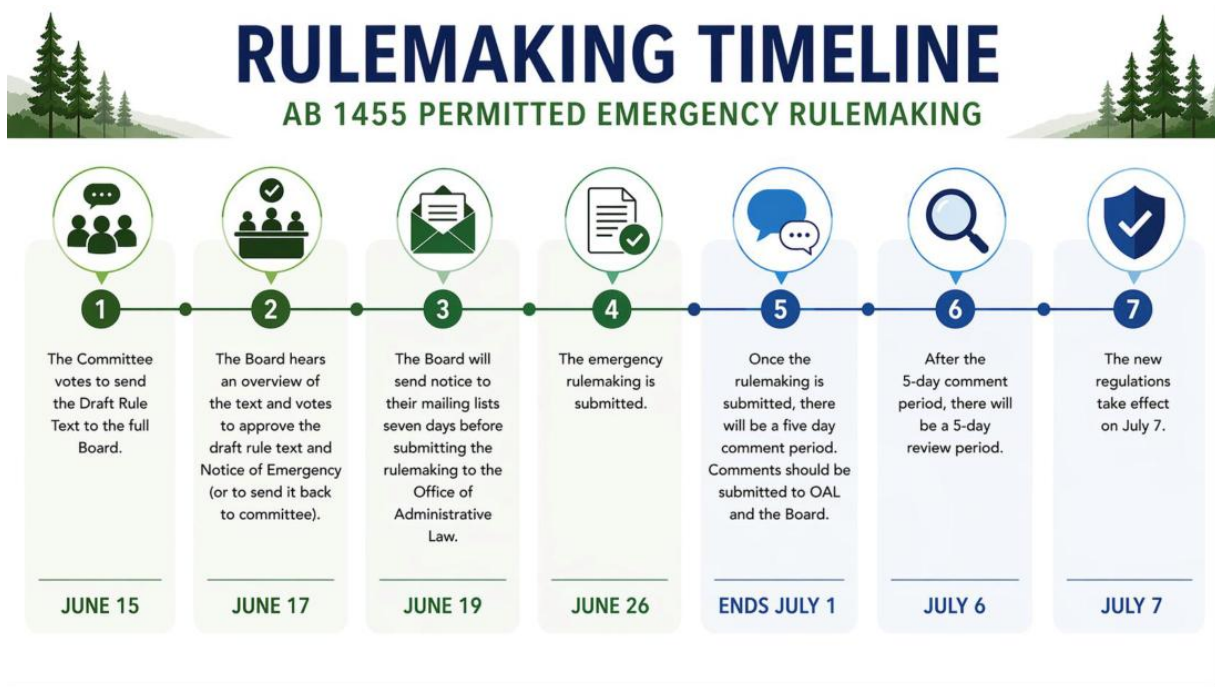


Community Risk Reduction Section

Fire Prevention Bureau

- Sonic Firetech Demonstration: On April 29, 2026, the Fire District hosted a demonstration of an emerging technology that uses sound waves to remove oxygen from the fire triangle, which consists of fuel, heat, and oxygen. This demonstration drew fire service leaders from the region, the State Fire Marshal's Office, and received coverage from numerous media outlets. This technology appears to offer advantages in environments where water or chemicals could cause additional problems when used to extinguish fires.

- The Board of Forestry releases proposed Zone Zero regulations. The State Board of Forestry published draft regulations in late April 2026. The regulations have undergone several revisions. The Fire District will summarize these regulations and provide additional information on our website.



Administration Section Update

- Hydration & Wellness Initiative. The Fire District will be in Sacramento on May 14, 2026, to accept a proclamation from Senator Grayson and the State Senate recognizing First Responder Wellness Week. The Fire District received grant funding that supports many of our wellness initiatives throughout the district.

Support Services Division

New Fire Stations / Major Facilities Construction

- Fire Station 90 (Brentwood) The Fire District has submitted the planning application to the City of Brentwood. The City has asked several clarifying questions to the District regarding the lot-line adjustments needed for the project.
- Fire Station 9 (Pacheco) The Fire District is moving forward with the Request for Proposal (RFP) process. We are also continuing to coordinate geotechnical studies and hazard assessments in preparation for the demolition of the existing fire station, scheduled for early next year. Additionally, the Fire District is working with the architect for the temporary Fire Station 9 to prepare for its own RFP process.

- Fire Station 94 (Downtown Brentwood) Interior framing is underway at Fire Station 94, and the building is beginning to take shape. The project continues to progress according to schedule.
- Contra Costa County Regional Fire Communication Center (CCRFCC) (Pleasant Hill). The “big move” is scheduled for June 3, 2026. This is a highly technical process, as we need to continue providing critical dispatch services while we bring up the new dispatch center and take down the former center. Much planning and coordination have gone into this effort. A public ribbon-cutting ceremony is set for June 12 at 10 am.



- EV Firefighting Tool: The apparatus shop is currently mounting the Fire District's two specialized cold cut cobra units into two Fire District-owned, Code 3-capable vehicles. These units are designed to respond to electric vehicle (EV) fires and will be strategically positioned.



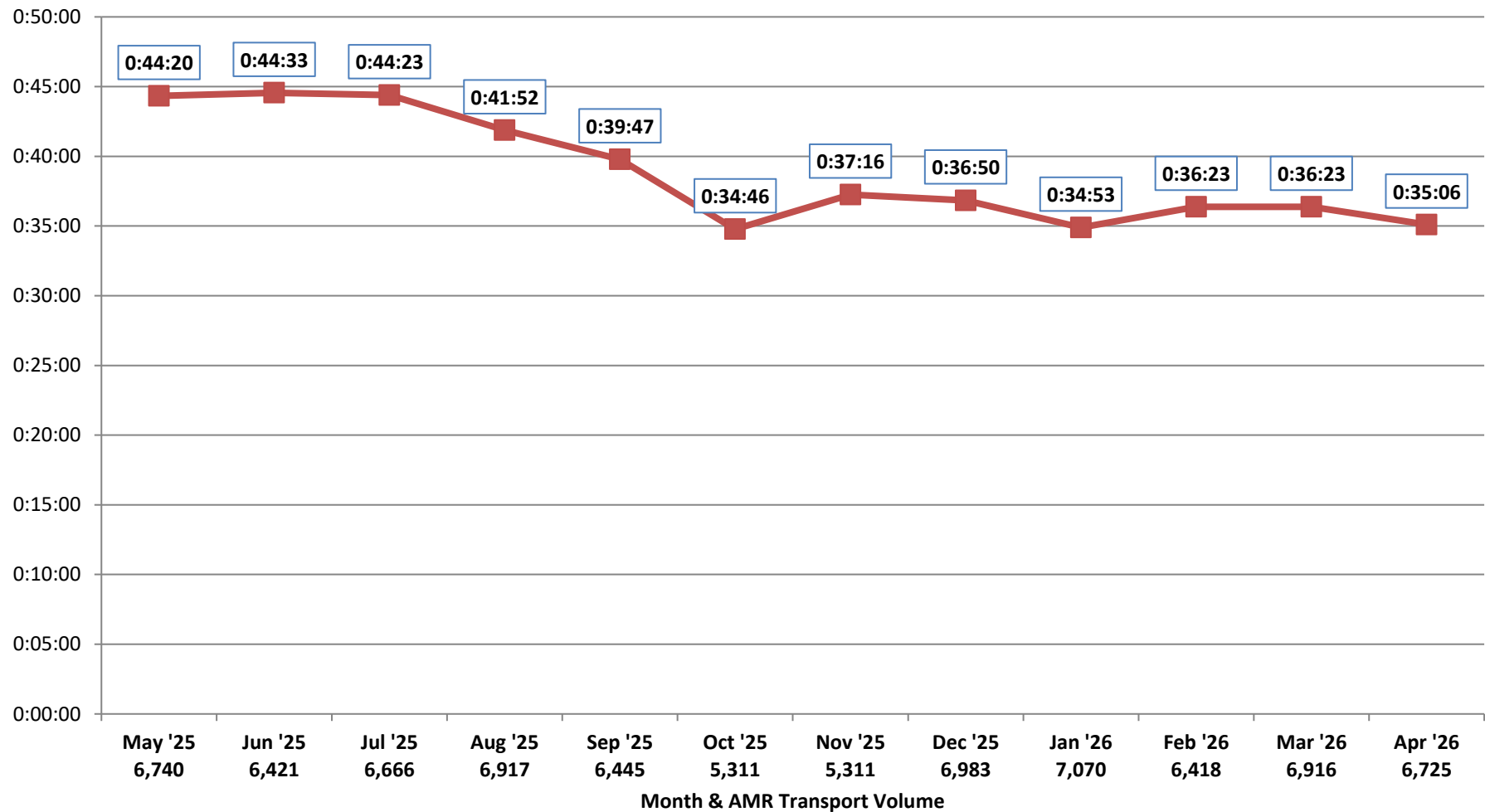


Patient Transfer of Care Times by Facility 90th PERCENTILE OF ALL FACILITIES

May 2025 - April 2026

79,174 Transports (6,598 per Month)

Source: AMR MEDS (ePCR Database)



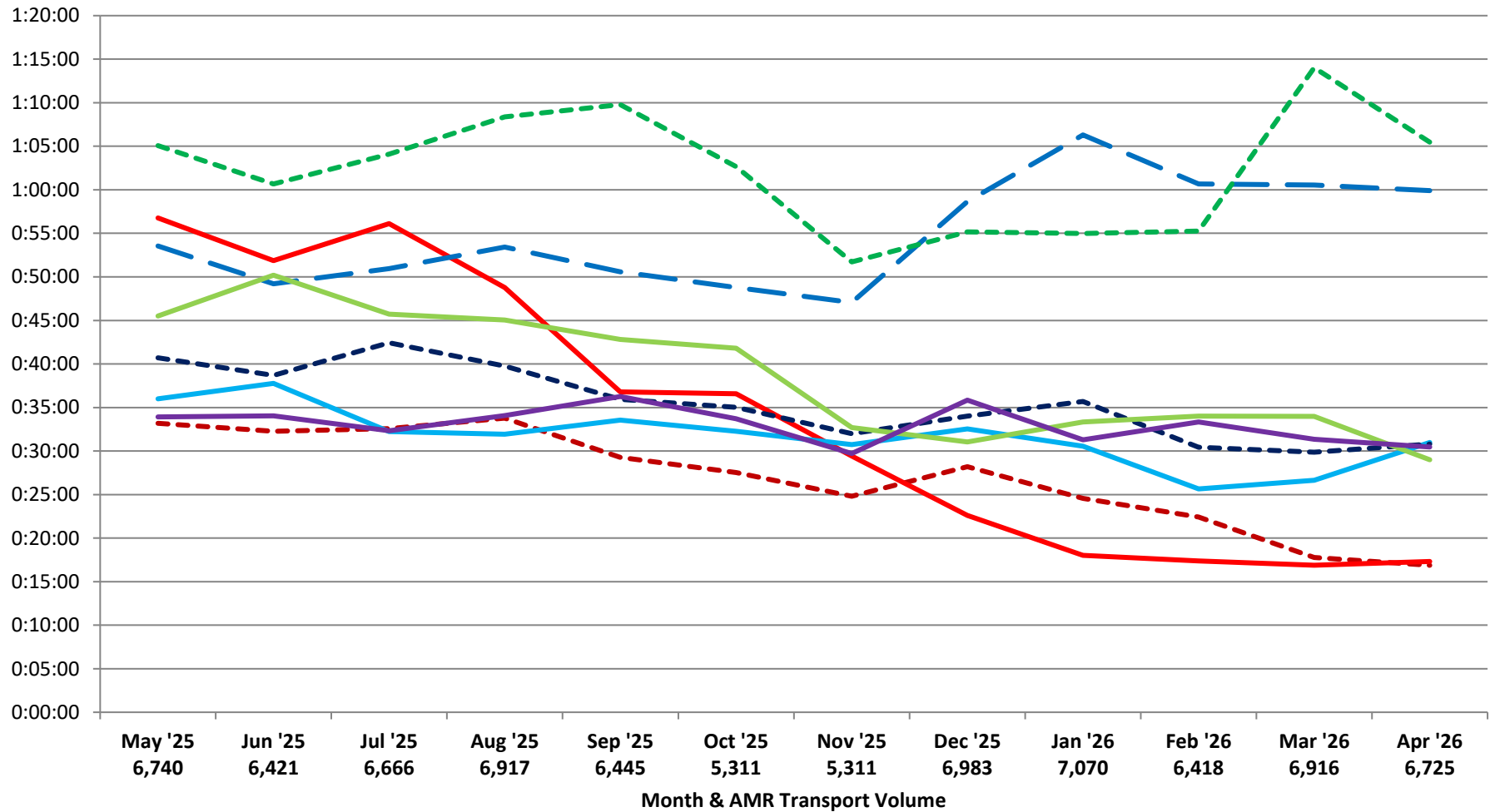


Patient Transfer of Care Times by Facility (90th Percentile)

May 2025 - April 2026

Source: AMR MEDS (ePCR Database)

- - - John Muir - Concord
- John Muir - Walnut Creek
- Kaiser Hospital - Antioch
- - - Kaiser Hospital - Richmond
- - - Kaiser Hospital - Walnut Creek
- Contra Costa Regional Medical Center
- Sutter Delta Medical Center
- - - PES - Contra Costa Regional Medical Center





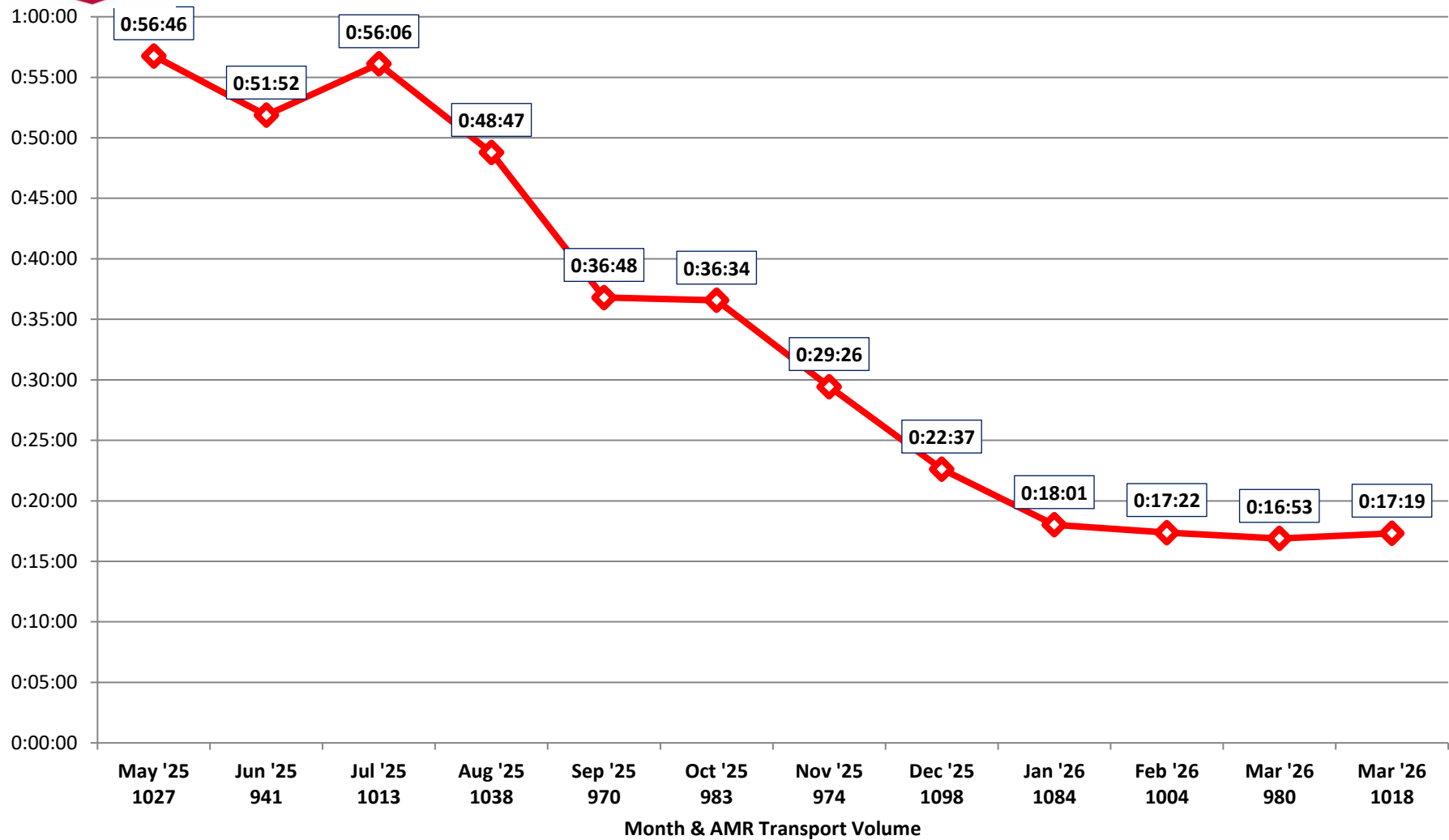
Patient Transfer of Care Times by Facility (90th Percentile)

John Muir - Walnut Creek

May 2025 - April 2026

12,130 Total Transports (1011 per Month)

Source: AMR MEDS (ePCR Database)





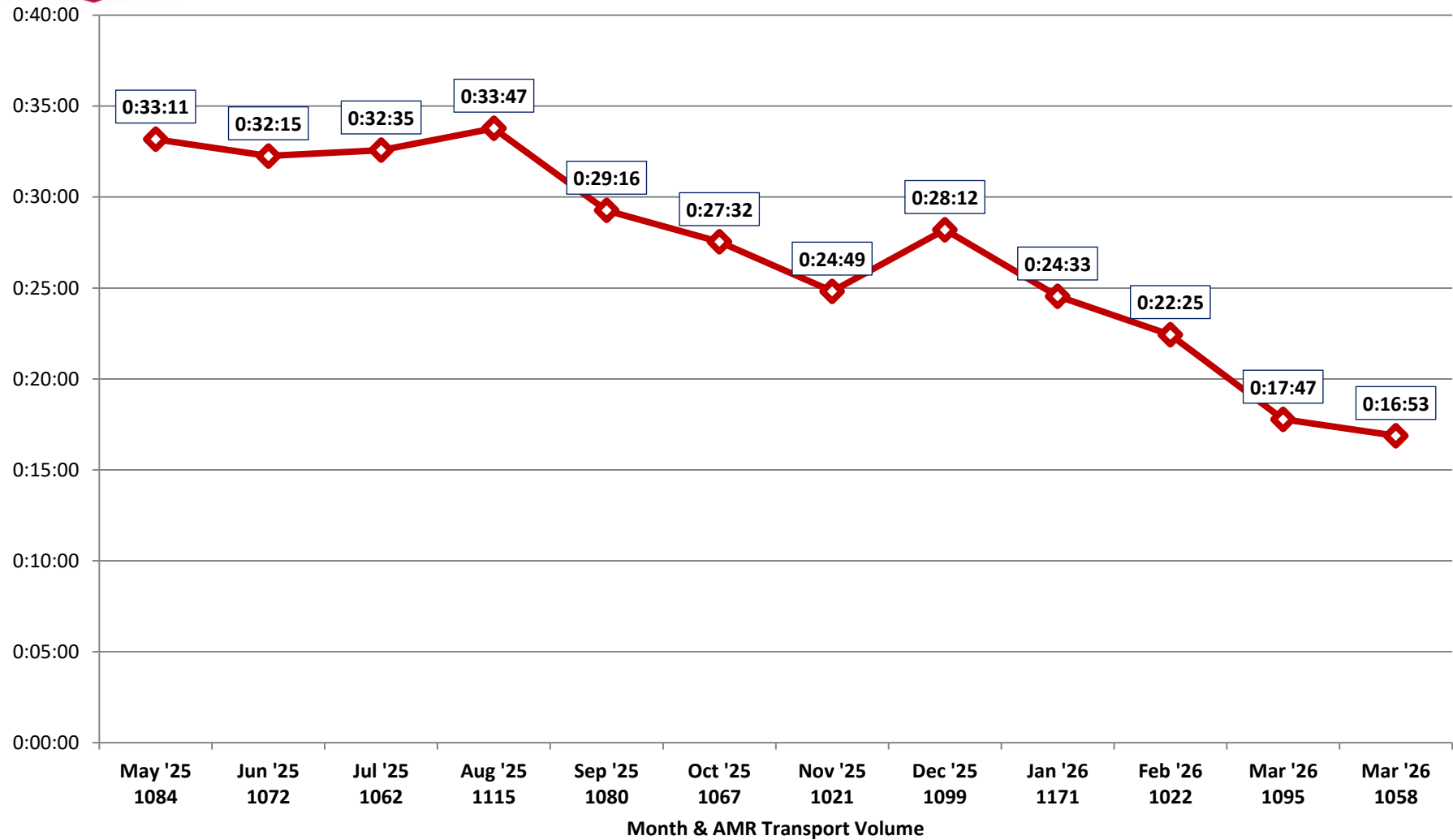
Patient Transfer of Care Times by Facility (90th Percentile)

John Muir - Concord

May 2025 - April 2026

12,946 Total Transports (1079 per Month)

Source: AMR MEDS (ePCR Database)





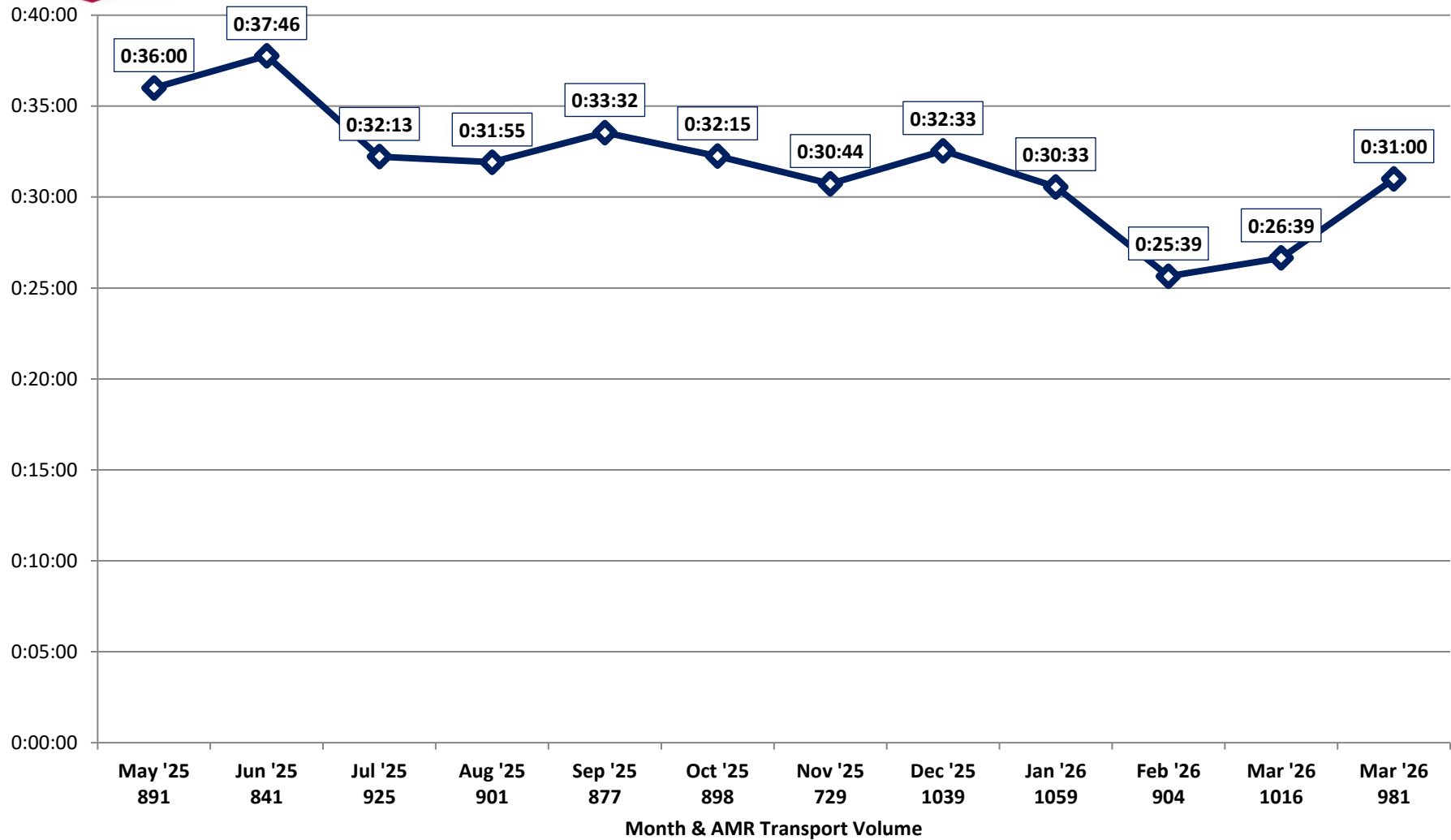
Patient Transfer of Care Times by Facility (90th Percentile)

Kaiser - Antioch

May 2025 - April 2026

11,061 Total Transports (922 per Month)

Source: AMR MEDS (ePCR Database)





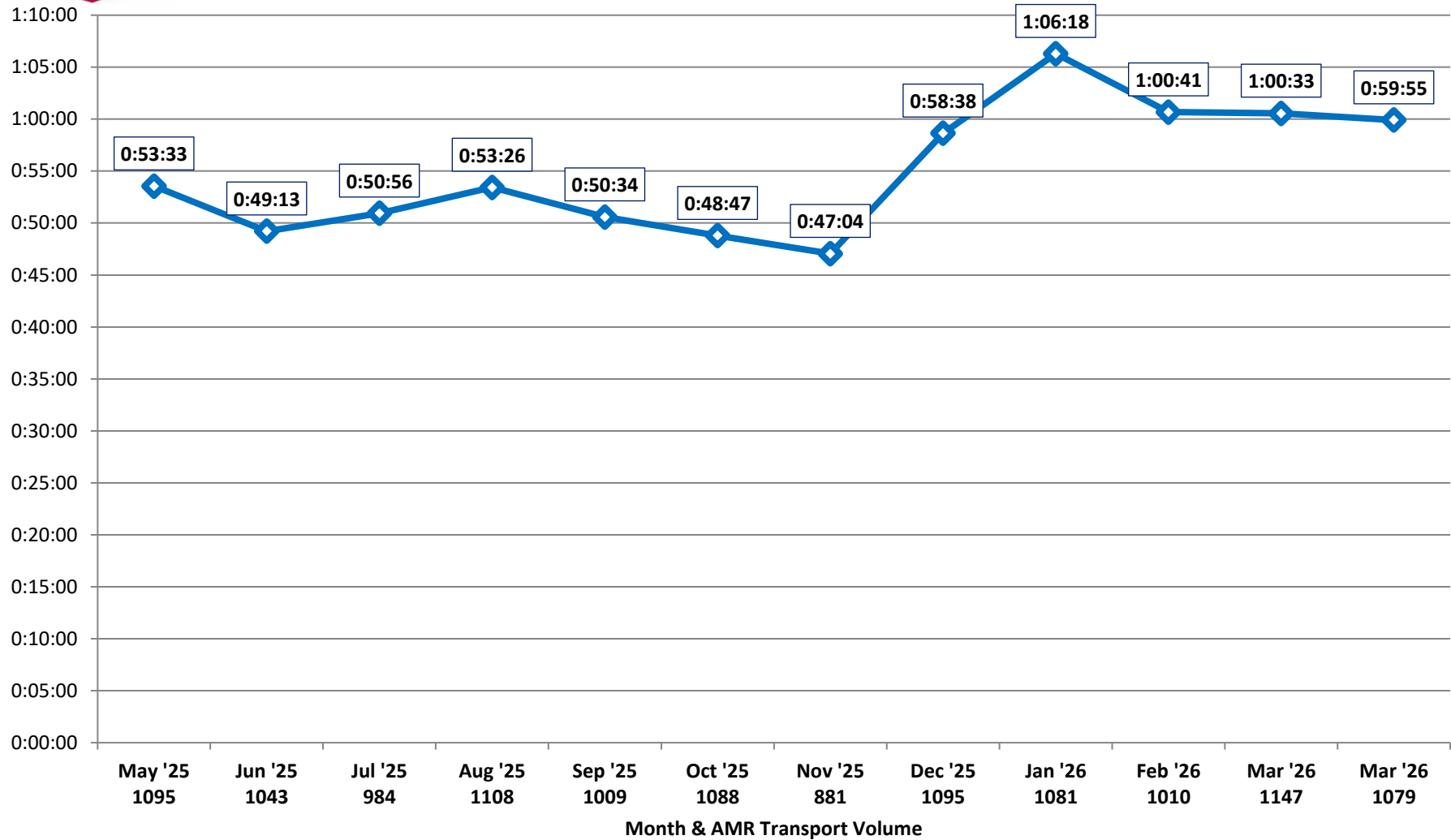
Patient Transfer of Care Times by Facility (90th Percentile)

Kaiser - Richmond

May 2025 - April 2026

12,620 Total Transports (1,052 per Month)

Source: AMR MEDS (ePCR Database)





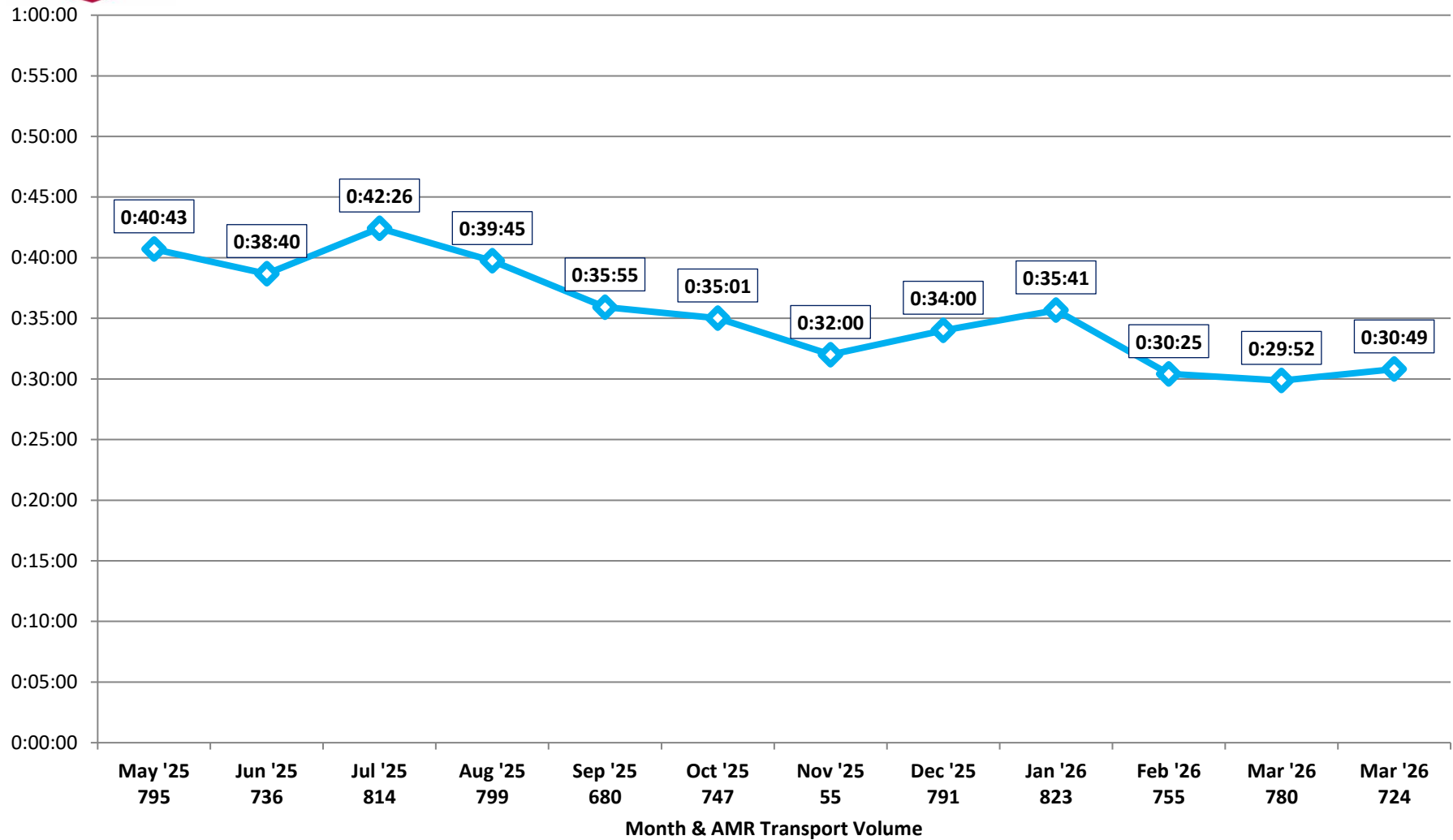
Patient Transfer of Care Times by Facility (90th Percentile)

Kaiser - Walnut Creek

May 2025 - April 2026

8,499 Total Transports (708 per Month)

Source: AMR MEDS (ePCR Database)





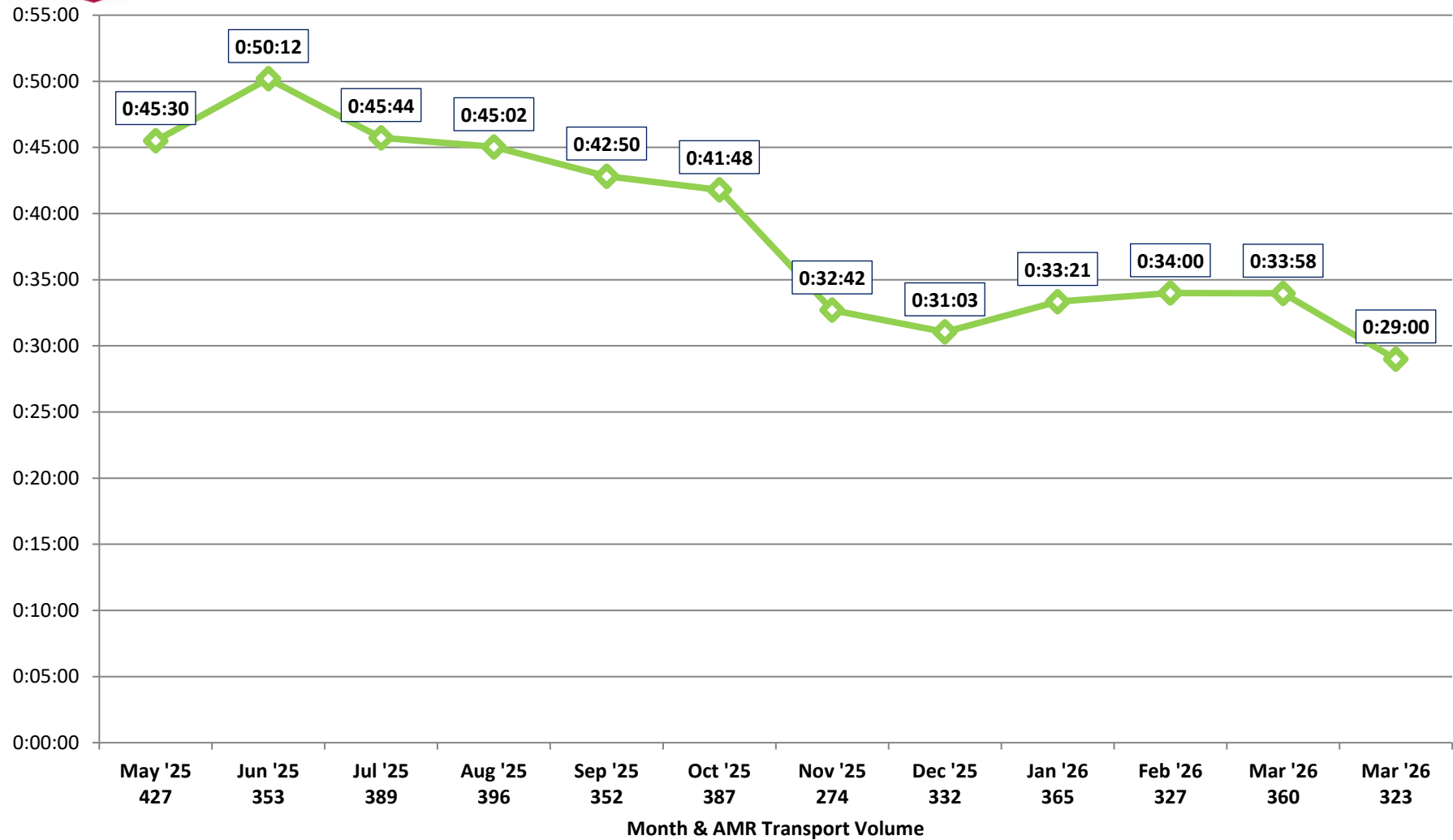
Patient Transfer of Care Times by Facility (90th Percentile)

Contra Costa Regional Medical Center

May 2025 - April 2026

4,285 Total Transports (357 per Month)

Source: AMR MEDS (ePCR Database)





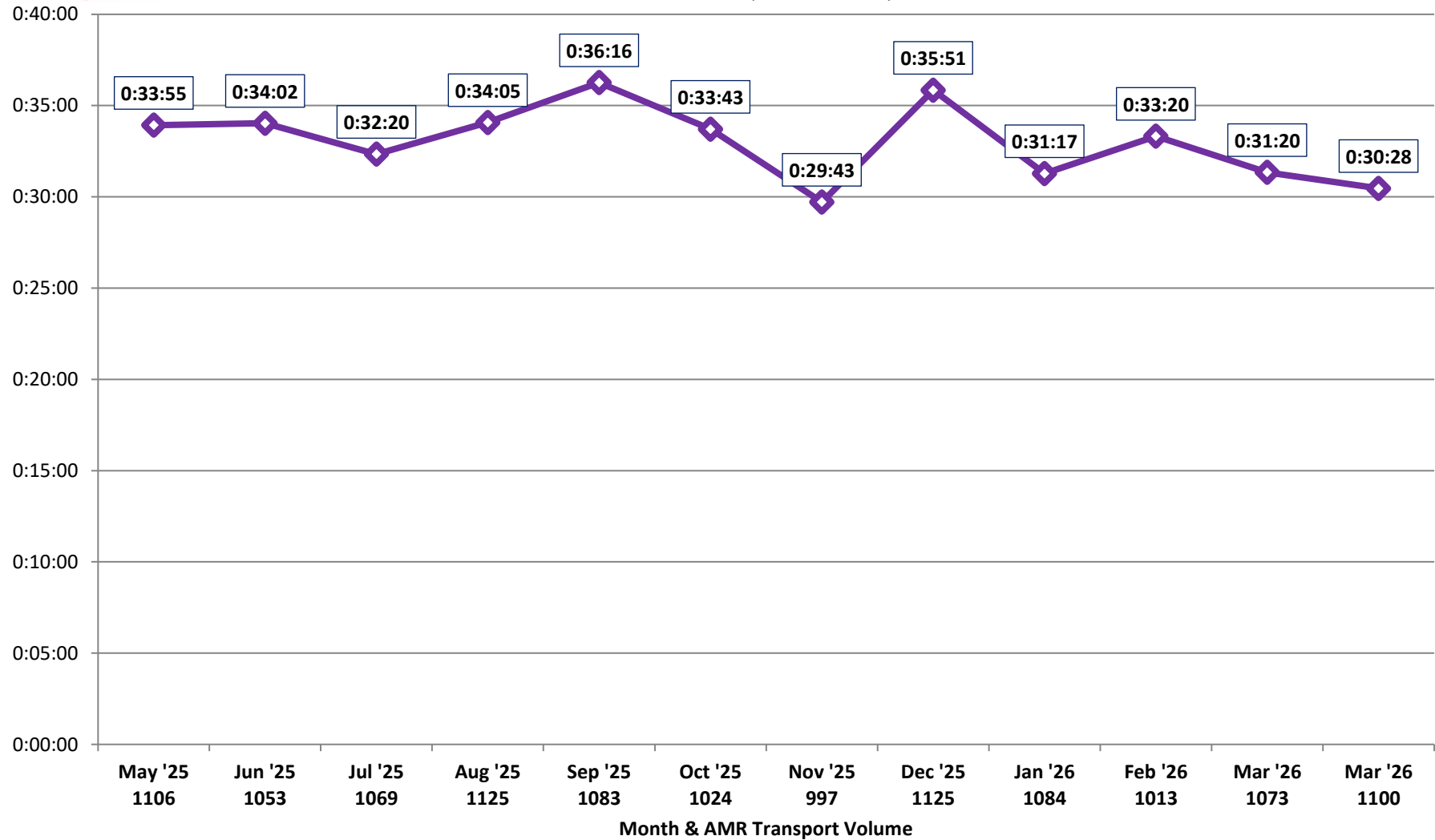
Patient Transfer of Care Times by Facility (90th Percentile)

Sutter Delta Medical Center

May 2025 - April 2026

12,852 Total Transports (1071 per Month)

Source: AMR MEDS (ePCR Database)





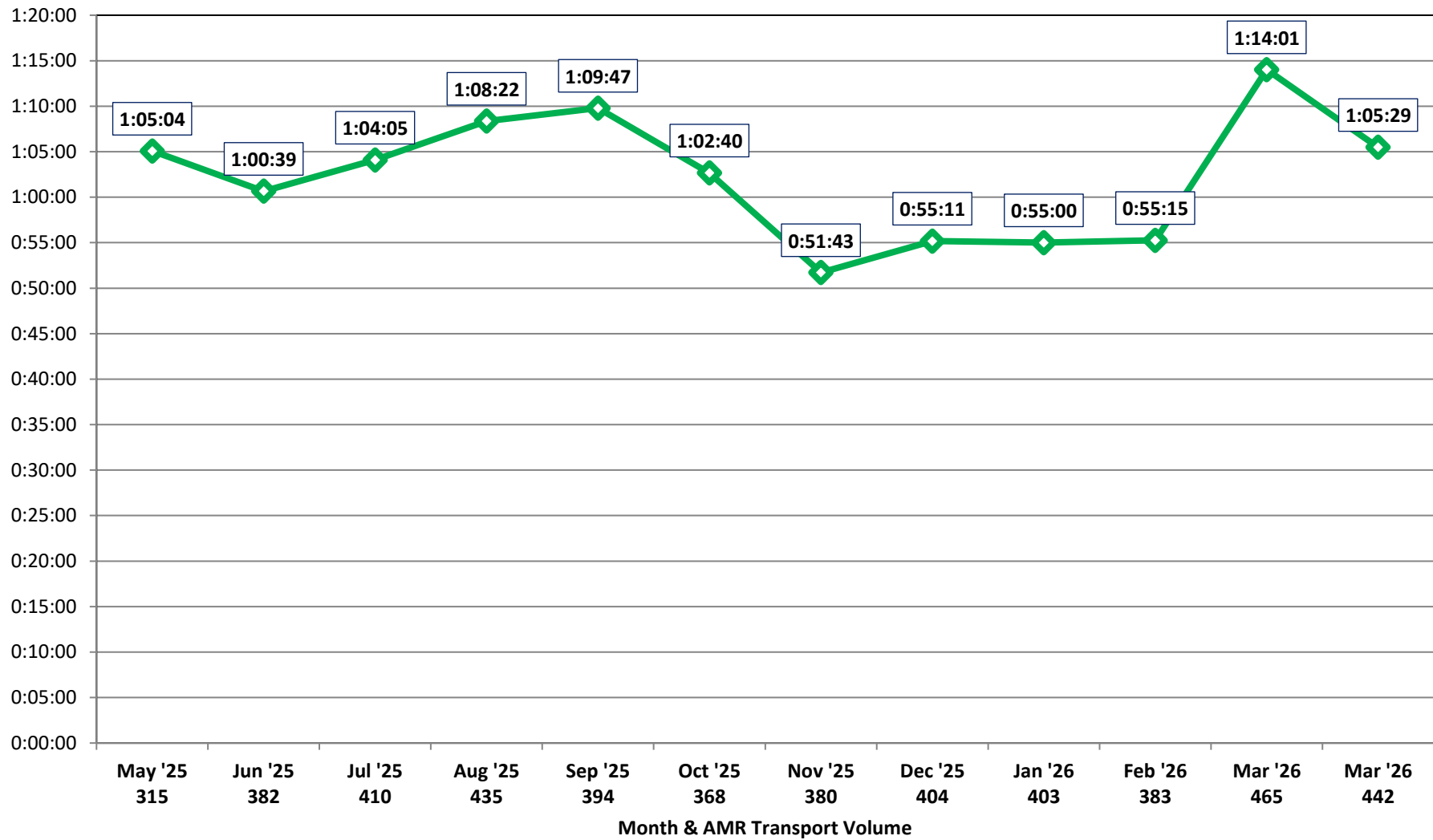
Patient Transfer of Care Times by Facility (90th Percentile)

CCRMC - PES

May 2025 - April 2026

4,810 Total Transports (398 per Month)

Source: AMR MEDS (ePCR Database)





CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: FPD-RES 2026-06

Agenda Date: 5/12/2026

Agenda #: C.1.

To: Board of Supervisors

From: Lewis Broschard, Chief, Contra Costa County Fire Protection District

Report Title: National Emergency Medical Services (EMS) Week May 17-23, 2026

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

ADOPT Resolution designating the week of May 17-23, 2026, as Emergency Medical Services (EMS) Week, with the theme of "Improving Outcomes, Together".

FISCAL IMPACT:

There is no fiscal impact for this action.

BACKGROUND:

Emergency Medical Services (EMS) are a critical part of our community's public safety system. Every day, EMS professionals respond to urgent calls for help - providing lifesaving care, compassion, and stability during some of the most stressful moments in people's lives.

The Contra Costa County Fire Protection District is proud of the men and women who serve as EMTs, paramedics, dispatchers, nurses, physicians, and support staff across our EMS system. These dedicated professionals work tirelessly to protect lives, reduce suffering, and improve outcomes for residents throughout the county.

In partnership with American Medical Response (AMR) through our EMS Alliance, CCCFPD provides one of the most integrated and high-performing emergency medical systems in the state.

National Emergency Medical Services (EMS) Week is May 17-23, 2026. This resolution honors local EMS responders (emergency medical technicians, paramedics, firefighters, police, emergency nurses, emergency physicians, emergency medical dispatchers, EMS educators, EMS administrators, and others) for the critical role they play in our EMS system.

CONSEQUENCE OF NEGATIVE ACTION:

EMS Week will not be officially recognized.

The Board of Supervisors of Contra Costa County, California

IN THE MATTER OF recognizing May 17-23, 2026 as EMERGENCY MEDICAL SERVICES (EMS) WEEK,

WHEREAS, Emergency Medical Services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide compassionate, lifesaving care to those in need twenty-four (24) hours a day, seven (7) days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating May 17-23, 2026 as Emergency Medical Services Week.

NOW, THEREFORE, BE IT RESOLVED: that the Contra Costa County Fire Protection District Board of Directors does hereby designate the week of May 17-23, 2026, as Emergency Medical Services (EMS) Week. The theme of the 52nd Anniversary of EMS Week is “Improving Outcomes, Together.” We encourage the community to observe this week with appropriate programs, ceremonies, and activities.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2033

Agenda Date: 5/12/2026

Agenda #: C.2.

To: Board of Directors

From: Lewis Broschard, Chief, Contra Costa County Fire Protection District

Report Title: Blanket Purchase Order increase payment limit CY 2026 - Bound Tree Medical, LLC.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Purchasing Agent, to execute, on behalf of the Fire Chief, a purchase order amendment with Bound Tree Medical, LLC, to increase the payment limit by \$350,000 to a new payment limit of \$700,000 for additional pre-hospital emergency medical supplies, equipment, and pharmaceuticals for the period January 1, 2026 through December 31, 2026.

FISCAL IMPACT:

This request will increase the Bound Tree Medical, LLC contract by an additional \$350,000, which will be 100% funded by the CCCFPD General Operating Fund.

BACKGROUND:

The Contra Costa County Fire Protection District (District) strives to provide timely and efficient first responder emergency medical services (EMS) to residents within the District and to persons who visit, do business in, or travel through its jurisdiction.

On July 8, 2025, the Board approved and authorized the execution of a purchase order with Bound Tree Medical, LLC in an amount not to exceed \$350,000 for pre-hospital emergency medical supplies, first aid supplies, equipment, and pharmaceuticals for the period January 1, 2026 through December 31, 2026. This blanket purchase order is maintained for the purchase of all related EMS supplies for the District's first responder advanced life support and basic life support programs.

Contra Costa Emergency Services Agency (CCEMSA) adopted the video laryngoscope as a requirement to comply with best practices and to improve EMS services within the county. As a result, the District replaced all the current laryngoscope blades and associated equipment and place the new video-capable laryngoscope blades in service at the beginning of this year, using up a large portion on the \$350,000 previously approved. In addition, the District is replacing outdated AED's, and with the increasing costs of goods, the payment limit needs to be increased to allow the District to continue purchasing standard EMS supplies for the remainder of the year.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the District will not be able to procure the necessary pre-hospital emergency medical supplies, first aid supplies, equipment, and pharmaceuticals within the desired timeframe, which would affect operational efficiency and could disrupt the District's operations.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2034

Agenda Date: 5/12/2026

Agenda #: C.3.

To: Board of Directors

From: Lewis Broschard, Chief, Contra Costa County Fire Protection District

Report Title: Contract for Emergency Medical Equipment Maintenance Service Plan

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with Stryker Sales, LLC, in an amount not to exceed \$67,000, subject to the terms and conditions of Stryker's Terms Addendum, for maintenance of defibrillation and chest compression equipment, for the period April 1, 2026, to March 31, 2034.

FISCAL IMPACT:

Contractual expenditures of up to \$67,000 are fully budgeted in the CCCFPD EMS Transport Fund.

BACKGROUND:

The Contra Costa County Fire Protection District (District) uses highly technical emergency medical equipment to provide care on the scene of medical emergencies. LifePak defibrillators are utilized by Emergency Medical Technicians (EMT's) and Paramedics to analyze the heart's rhythm and, if necessary, deliver an electrical shock (defibrillation) to help the heart re-establish an effective rhythm. They can also be used as a pacing device and conduct 12-lead electrocardiograms. LUCAS chest compression systems provide consistent chest compressions to cardiac arrest patients. Maintenance of this equipment is provided by the manufacturer, Stryker Corporation.

Stryker's Terms Addendum includes a limitation of liability capping liability at the amount of fees paid in the 12 months prior to the claim arising.

CONSEQUENCE OF NEGATIVE ACTION:

Without this service contract, the EMS equipment will not be properly maintained. The maintenance of this emergency medical equipment is essential to provide proper emergency medical care.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2035

Agenda Date: 5/12/2026

Agenda #: C.4.

To: Board of Directors

From: Lewis Broschard, Chief, Contra Costa County Fire Protection District

Report Title: Emergency Technical Decon - Turnout Cleaning, Inspections and Repairs

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with Emergency Technical Decon, Inc. in an amount not to exceed \$700,000 for personal protective equipment cleaning, inspections and repairs, for the period April 1, 2026 through March 31, 2029. (100% CCCFPD General Operating Fund)

FISCAL IMPACT:

100% CCCFPD General Operating Fund

BACKGROUND:

Personal Protective Equipment (PPE) is essential for firefighter safety, offering vital protection from heat, smoke, chemicals, and physical hazards. Regular inspections, cleaning, and prompt repairs are crucial to ensure this gear remains effective and reliable.

Emergency Technical Decon (ETD) was chosen because it provides a highly specialized and standards-compliant solution for turnout gear maintenance that matches the operational and safety requirements of the Contra Costa County Fire Protection District. ETD is an NFPA 1850/1851 Underwriters Laboratory (UL) Verified Independent Service Provider (ISP), ensuring adherence to nationally recognized standards for cleaning, inspecting, and repairing firefighting PPE.

In addition to meeting compliance requirements, ETD provides critical capabilities to address emerging risks in modern fire environments. Lithium-ion battery fires present unique contamination hazards, releasing toxic gases, heavy metals, and persistent carcinogenic compounds that can deeply embed into turnout gear. These contaminants are often more difficult to remove using traditional water-based extraction methods. Based on vendor research and discussions, many providers using conventional water-based processes either do not accept gear exposed to lithium-ion battery fires or have limited ability to effectively decontaminate such exposure.

ETD utilizes exclusive Liquid CO₂ (LCO₂) technology, a non-water-based process that penetrates fabric layers and more effectively removes embedded contaminants, including those associated with lithium-ion battery fires.

Additionally, ETD offers a comprehensive full-service program that includes:

- No-cost shipping containers and round-trip shipping
- Advanced inspections and certified repairs

- Detailed record-keeping for compliance tracking

Overall, ETD was selected because it provides a compliant, innovative, and safety-focused solution that addresses both traditional and emerging contamination risks while helping preserve equipment durability.

The Director of Purchasing has approved a sole-source request for this vendor.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the Fire District will be unable to clean or repair firefighter personal protective equipment.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2036

Agenda Date: 5/12/2026

Agenda #: C.5.

To: Board of Directors

From: Lewis Broschard, Chief, Contra Costa County Fire Protection District

Report Title: Bay Area Air Quality Management District (BAAQMD) BAY REPAIR Grant - East Richmond Heights Shaded Fuel Break

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept funding from the Bay Area Air Quality Management District’s BAY REPAIR Grant Program, in an amount not to exceed \$3,000,000, for the East Richmond Heights Shaded Fuel Break Project.

FISCAL IMPACT:

The grant application request will not exceed \$3,000,000. The BAY REPAIR Grant Program does not require a local match; however, Contra Costa County Fire Protection District staff time and resources may be identified as in-kind contributions. No additional General Fund impact is anticipated.

BACKGROUND:

The Bay Area Air Quality Management District’s BAY REPAIR Grant Program supports projects that improve air quality, public health, and climate resilience by reducing emissions and mitigating wildfire risk.

The Contra Costa County Fire Protection District (District) proposes the East Richmond Heights Shaded Fuel Break Project (Project), which will establish a strategically located shaded fuel break across approximately 57 acres in and around the communities of East Richmond Heights, Villa Mira Vista, and Hasford Heights. The Project is located within a Very High Fire Hazard Severity Zone and is designed to reduce hazardous fuel loading while preserving mature tree canopy.

The Project will reduce wildfire intensity and spread potential by removing ladder fuels and excess vegetation, improving defensible space, and enhancing firefighter access. Implementation methods will include a combination of goat grazing, hand crews, chipping, and mechanized equipment, consistent with best practices to minimize soil disturbance and maintain ecological integrity.

This grant will also fund the District's acquisition and deployment of specialized equipment to support fuels mitigation activities while minimizing air quality impacts. This includes a tracked (Trax) chipper capable of accessing steep, difficult terrain, allowing for efficient on-site processing of woody material, and air curtain burners (air burners) designed to significantly reduce smoke emissions and particulate matter compared to traditional open-pile burning. These technologies will enable the District to conduct fuel reduction work in a manner that aligns with regional air quality goals by reducing haul trips, limiting open burning, and improving combustion efficiency.

This Project provides regional benefits, as wildfire risk extends across jurisdictional boundaries. The communities of Richmond, El Cerrito, San Pablo, El Sobrante, and unincorporated Contra Costa County will all benefit from reduced wildfire risk, improved evacuation safety, and decreased exposure to harmful smoke and air pollutants. As outlined in the Richmond Fire Department's letter of partnership, the Project aligns with regional priorities to improve public health outcomes and reduce particulate matter exposure associated with wildfire events.

Expected outcomes include:

- Reduction of hazardous vegetation and available fuel for combustion
- Decreased likelihood of high-intensity wildfire and structure ignition
- Improved defensible space effectiveness for surrounding communities
- Reduced greenhouse gas and particulate emissions from wildfire and structure loss
- Utilization of low-emission fuel reduction equipment to further protect air quality
- Enhanced regional wildfire resilience and public safety

Upon award, the District will initiate community outreach and stakeholder engagement, coordinate with project partners, and procure necessary services and equipment to implement the Project. All work will be completed within the grant performance period.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the District will not be able to pursue BAY REPAIR grant funding and will need to find another funding source for this high-priority wildfire prevention and air quality improvement project.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2037

Agenda Date: 5/12/2026

Agenda #: C.6.

To: Board of Directors

From: Lewis Broschard, Chief, Contra Costa County Fire Protection District

Report Title: 2026 State Fire Capacity Grant Program

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Fire Chief, or designee, to apply and accept, if awarded, funding from the California Fire Safe Council (CFSC) for the State Fire Capacity (SFC) Grant Program in an amount not to exceed \$100,000 to update the Contra Costa County Wildfire Protection Plan (CWPP), a strategic wildfire planning document, last updated in 2019 with the recommendation that the plan be updated every five years.

FISCAL IMPACT:

The project will be funded by \$100,000 (33.33%) State Fire Capacity (SFC) Grant Program, with a required local match of \$150,000 (66.66%) from an existing Measure X allocation, a non-federal local tax initiative under the "Fire/Wildland Mitigation/Fuel Reduction" allocation. The total project cost is \$250,000.

BACKGROUND:

The Contra Costa County Community Wildfire Protection Plan (CWPP) update is a comprehensive initiative to strengthen wildfire resilience across the County. The project will include data collection and analysis, community engagement and outreach, development of mitigation strategies, and preparation of environmental documentation in compliance with the California Environmental Quality Act (CEQA).

Completion of the updated CWPP will position the County and surrounding high-risk areas to effectively implement wildfire mitigation strategies, safeguard communities, preserve natural resources, and enhance regional resilience to wildfire threats.

The 2019 CWPP was prepared by the Diablo Fire Safe Council in collaboration with the Contra Costa County Fire Chiefs Association, the Hills Emergency Forum, and stakeholder committee members. This update effort is supported by Sheryl Drinkwater, President of the Diablo Fire Safe Council, who will participate as a stakeholder. Additional local government entities and non-governmental organizations with a vested interest in wildfire mitigation will also be engaged as stakeholders in the planning process.

The updated CWPP will provide a framework for a coordinated, countywide approach, identifying best practices, opportunities for collaboration, and joint projects to maximize impact in wildfire-prone areas.

If awarded, the Contra Costa County Fire Protection District (District) will be responsible for developing strategies related to community education and outreach to public and non-profit agencies, assisting in new mitigation efforts and technologies, and promoting programs available to residents to enhance preparedness,

mitigation and disaster recovery.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the District will need to identify another funding source to complete this important project. Additionally, a CWPP that is greater than 5 years old reduces the funding chances for future grant opportunities.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2038

Agenda Date: 5/12/2026

Agenda #: C.7.

To: Board of Directors

From: Lewis Broschard, Chief, Contra Costa County Fire Protection District

Report Title: Contract with the U.S. Department of the Navy - Training at Concord Naval Weapons Station

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a license agreement with the U.S. Department of the Navy to use an approximately 80-acre portion of the former Concord Naval Weapons Station for public safety training purposes during the period June 1, 2026, through May 31, 2027.

FISCAL IMPACT:

There is no cost associated with this action.

BACKGROUND:

The U.S. Department of the Navy (Navy) owns the Marine Ocean Terminal Concord (MOTCO) administrative area on the former Concord Naval Weapons Station. The Contra Costa County Fire Protection District (District) and other agencies have used an approximate 80-acre area of the MOTCO administration area for public safety training purposes for several years. In 2017, the District was awarded a FEMA grant to install a live burn prop at the site, which provides essential training for recruit academies and ongoing live fire exercises. The license agreement requires the District to indemnify the Navy and maintain specific insurance coverage. County Counsel has reviewed the indemnity and insurance requirements and has confirmed that the requirements are acceptable. For these reasons, District staff recommend that the Board approve the execution of the license agreement with the United States Department of the Navy.

CONSEQUENCE OF NEGATIVE ACTION:

The District will not be able to enter into an agreement with the Navy for use of the former Concord Naval Weapon Station's MOTCO facilities for public safety training.