



Yamhill Fire Protection District
PO Box 249 – 275 South Olive St.
Yamhill, Oregon 97148-0249
Phone: (503) 662-4653
Fax: (503) 662-3740
<http://www.yamhillfpd.org>

Serving the people of the Yamhill Fire Protection District since 1896

RESOLUTION # 14 - 15 - 01
Rules for Cost Recovery
FEE SCHEDULE – APPENDIX A
REVISED FEBRUARY 13, 2018

Fees for service shall be limited to cost recovery. Methods of calculating the cost of services shall be identified and generally based upon the average cost or specific cost of providing the service. Cost calculations will include direct costs (apparatus, personnel, and any miscellaneous supplies and services) and indirect costs (administrative costs and overhead). Cost recovery calculation methodology for specific responses will be provided upon request.

The Office of the Oregon State Fire Marshal has established a standardized schedule of costs associated for apparatus and response (OAR 837-130 & Conflagration Act). This model will be used, when applicable, to guide the establishment of costs associated with apparatus usage.

Apparatus Costs

Fire Engine	\$100.00	per hour
Brush Unit	\$ 50.00	per hour
Water Tender	\$ 70.00	per hour
Rescue	\$ 45.00	per hour
Support Vehicle	\$ 35.00	per hour
Command Vehicle	\$ 35.00	per hour
Staff Vehicle	\$ 35.00	per hour

Personnel Costs

Firefighter	\$ 15.00	per hour
Engine/Tender Operator/Overhead	\$ 17.00	per hour
Engine Boss	\$ 18.00	per hour
Strike Team /Task Force Leader	\$ 20.00	per hour
Command Personnel	\$ 70.00	per hour
Inspection Personnel	\$ 50.00	per hour
Support Personnel	\$ 35.00	per hour

Note: If overtime is necessary, staffing costs will be billed at 1.5 times the above rates.

Miscellaneous Supplies and Services

Disposable supplies used will be billed on specific usage and cost of replacement.
Cost of outside vendors or services used will be billed without markup.
Other expenses directly related to the service delivery.

Standardized Administrative Costs and Overhead

\$ 40.00 per processed invoice.

\$ 15.50 per hour Response Availability Cost for incident responses.

\$250.00 per incident for Support Services Cost.

Automatic Monitored Fire and Medical Responses

Nuisance automatic fire and medical alarm responses will be billed a \$125.00 minimum fee, which includes the first 30 minutes of apparatus and staff time. Response requiring multiple units and/or lasting longer than 30 minutes may be billed using established hourly rates for all apparatus and staff committed. In addition, standardized administrative cost and overhead will be added to each invoice for responses greater than the minimum fee.

Fire Code Enforcement Fees

If multiple re-inspections are necessary during fire code enforcement activities, these re-inspections will be billed a \$100.00 per re-inspection fee.

If a commercial establishment denies entry of the Fire District fire code enforcement personnel for inspection purposes, an inspection warrant will be required to proceed. All staff time, trip charges, and other expenses required to obtain the inspection warrant and all subsequent fire inspections to complete the inspection process will be invoiced as cost recovery fees including invoicing fees.

Occasionally, contractors or business owners request a new construction or maintenance inspection after normal business hours. If staff overtime is required, these activities will be billed using a two-hour minimum at \$100.00 per hour per staff member. This fee will include all transportation and overhead charges.

Contractors or property owners requesting driveway inspections will be billed \$125.00. This fee includes 2 visits by the inspector and an address sign. If more than 2 visits are required they will be billed at \$50.00 per hour using a one-minute minimum. If additional address signs are requested by the property owner, they will be billed at \$25.00 per sign. This fee will include all transportation and overhead charges.

Open Burning Violation Responses

Open burning violation responses that are invoiced will be billed a \$125.00 minimum fee which includes the first 30 minutes of apparatus and staff time. Responses requiring multiple units, lasting longer than 30 minutes, or requiring additional site visits may be billed using established hourly rates for all apparatus and staff committed. In addition, standardized administrative costs and overhead will be added to each invoice for responses greater than the minimum fee.

Transportation Route Responses

Transportation route responses will be billed using dispatch time records to determine the commitment of apparatus and personnel. Miscellaneous supplies and services, if applicable, will be based upon scene documentation of the officer in charge. In addition, standardized administrative costs and overhead will be added to each invoice.

Fees for transportation route responses for people living within the Yamhill Fire Protection District will be waived.

Response to Unprotected or Inadequately Protected Areas

Responses to unprotected areas will be billed on a per hour basis using dispatch time records to determine commitment of apparatus and personnel. Miscellaneous supplies and services, if applicable, will be based upon scene documentation of the officer in charge. In addition, standardized administrative costs and overhead will be added to each invoice.

Public Record Requests

Fees for service shall be limited to cost recovery. Methods of calculating the cost of services shall be identified and generally based upon the average cost of providing the time, materials of requested services, and overhead expenses (TMO). The Fire District will calculate fees for service for specific requests when a request is estimated to require more than one-quarter hour of staff time to accomplish. Cost calculations will include direct costs (transportation, personnel, and any miscellaneous supplies and services) and indirect costs (administrative overhead and facility costs).

No charge will be imposed upon District residents, patients, victims when requesting a basic incident report, up to \$25.00, for incidents involving them specifically. This non-charge will require confirmation of identification and must comply with Federal and Oregon HIPPA laws.

General requests estimated at less than one-quarter of an hour to complete (includes labor)

B & W Incident report (up to 5 pages)	\$25.00
Photocopying per B & W page	\$ 0.25
Photocopying per color page	\$ 1.00
CD Creation & Thumb Drive	\$25.00
Certified Copies – per document	\$ 5.00
Storage Retrieval	\$25.00
Postage	Actual

For requests estimated at requiring more than one-quarter of an hour to complete

All requests will be estimated using TMO; staff time, materials, and overhead	
Staff wages will be billed at actual wage costs including benefits	TBA
Invoice cost per mailing	\$40.00

Potential costs included but without additional markup

- Archiving retrieval/restoring fees for off-site storage
- Contracted employee costs of hiring temporary staff if necessary
- Notary fees
- Disposable supplies calculated upon specific usage and cost of replacement
- Other actual costs associated with the request of TMO

Note: If overtime is necessary, staffing costs will be billed at 1.5 times the normal rates.

Rescue Transport Fees

The Office of the Oregon State Fire Marshal standardized cost schedule will be used to determine direct costs of personnel and for apparatus. Supplies will be invoiced at cost. In addition, standardized administrative costs and overhead will be added to each invoice.

Training Center and Training Class Fees

Each request for facility for a class attendance will require an analysis of costs related to the request pertaining to class development, instruction, disposables, and other related costs. The Fire Chief or his/her designee will develop cost analysis for each specific class. Class costs may include depreciation of props of the fee. If outside agencies request instructor(s), fees if applicable, will be based upon a signed contract for service.

CPR/First Aid Class	\$30.00	per student
---------------------	---------	-------------