

PUBLIC RECORDS REQUEST

Requester's Information

Name - _____

Date: ___ / ___ / ___

Address - _____

Telephone Number - (____) _____ - _____

Request of:

Lebanon Fire District

1050 West Oak St.

Lebanon, OR 97355

(541) 451-1901

Attn: Records Department

I (we) _____ (name(s)), request that Lebanon Fire District and its employees make available (for inspection, copies) public records described as follows:

1. _____
(Name or description of record)
2. _____
(Name or description of record)
3. _____
(Name or description of record)

Check one that applies:

I wish to arrange an opportunity to personally inspect the requested records

I wish to receive copies of the requested records.

manual copies faxed copies electronic (e-mail/disk)

I know that fees will apply to receiving the copies requested, and agree to pay the fees as outlined per Lebanon Fire District Ordinance.

(Requester's Signature)

LEBANON FIRE DISTRICT
RATE AND FEE SCHEDULE APPENDIX A

Methods of calculating the cost of services shall be identified and are 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 District adopts the current rates and fee schedule established by the Office of the State Fire Marshal (OSFM) (OAR 837, Division 130 and the State Fire Marshal's Oregon Fire Service Mobilization Plan and any applicable Conflagration Act). This model will be used, when applicable, to set the rates regarding billing of actual costs associated with District resource usage and may include equipment rates.

District personnel costs will be billed at actual wage costs including benefits.

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 shall be charged at the actual cost.

Standardized Administrative Costs and Overhead

\$15 per processed invoice.

\$16 per hour Response Availability Cost for incident responses.

\$50 per incident for Support Services Cost.

False Fire Alarm Fees

Repetitive and false automatic fire alarm responses will be billed a **\$185** minimum fee, which includes the first 30 minutes of apparatus and staff time. Responses requiring multiple units and/or lasting longer than 30 minutes may be billed on a per hour basis using the OSFM rates and fee schedule established by this Appendix A. In addition, standardized administrative costs and overhead will be added to each invoice.

Fire Code Inspection and Enforcement Fees

Fire code inspections and enforcement fees will be billed on a per hour basis using the OSFM rates and fee schedule established by this Appendix A. In addition, standardized administrative costs and overhead will be added to each invoice. The District will charge the following fees for fire code inspections and enforcement.

Initial Inspection and First Follow-up.....	No Charge
Each Additional Inspection (1-hour minimum).....	\$96/hour

Fire Protection System Renewal – Deficiency (first) Notice.....	No Charge
Fire Protection System Renewal – Each Additional Notice.....	\$100

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.

Fire Code Permitting Fees

The District may charge the following fees to recover the actual cost of processing permit applications authorized under the fire code.

Fireworks Sales Permit Application.....	\$100
Fireworks Display Permit Application.....	\$100
All other fire code permits.....	\$100/hour

Open Burning Violation Responses

Open burning violation responses that are invoiced will be billed on a per hour basis using the OSFM rates and fee schedule established by this Appendix A. In addition, standardized administrative costs and overhead will be added to each invoice.

Transportation Route Responses

Transportation route responses will be billed on a per hour basis using the OSFM rates and fee schedule established by this Appendix A. In no event shall the District charge persons who pay taxes directly to the District for this service. 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.

Response to Unprotected or Inadequately Protected Areas

Responses to unprotected areas will be billed on a per hour basis using the OSFM rates and fee schedule established by this Appendix A. 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.

Assisted Living, Residential Care, and Nursing Facilities

Responses that are invoiced will be billed on a per hour basis using the OSFM rates and fee schedule established by this Appendix A. 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 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 may include direct costs (transportation, personnel, and any miscellaneous supplies and services) and indirect costs (administrative overhead and facility costs). The District shall acknowledge public records request within five (5) business days of receiving the request.

Inspection of public records is permitted but does not include the right to enter restricted areas of the District's offices. Original records will not be removed from the District property. The District will not manipulate data or create new documents to respond to a request. A staff member shall be present at all times while any public records are being inspected and the requestor may be charged for such staff time.

No charge will be imposed upon District residents, patients, victims when requesting a basic incident report, up to \$15, for incidents involving them specifically. This non-charge will require confirmation of identification and must comply with Federal and Oregon HIPAA laws.

General requests estimated at less than one-quarter of an hour to complete (includes labor) B and W Incident report.....	\$15
Photocopying per page.....	\$0.25
Digital copies (USB).....	\$25

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.

Potential costs included but without additional markup:

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

Ambulance Transport Fees

The District funds ambulance transport services through user fees, rather than general tax dollars. The District may charge the following fees for certain types of ambulance transport.

Specialty Care Transport.....	\$3,000
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Advanced Life Support.....	\$1,650
Basic Life Support.....	\$1,650
Mileage Charge (per patient loaded mile).....	\$20
Aid Call Rate.....	\$500
Sit-up Transport Rate (second patient who is sitting up for transport).....	\$825
Extrication Charge.....	\$500
Engine Response Fee.....	\$500
Non-Emergency Facility Response Fee.....	\$175/hour
Infectious Precautions.....	\$175/hour
Infection Decontamination.....	\$175/hour
Wait Time, per minute (after first 30 minutes).....	\$175/hour
Public event standby (one medic unit staffed with two personnel).....	\$200/hour

Facility Rental and Training Class Fees

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

Acquired Structure Live Fire Event

Each request for assistance from the District to demolish an existing home by fire will be evaluated on an individual basis. The District will charge the property owner the following for acquired structure live fire events.

Hazmat Response Fees

The District shall charge cost-based fees for responses to situations involving hazardous materials. Such fees will be based on the rates and fee schedule in Appendix A, as well as other documented actual costs of such response. In addition, standardized administrative costs and miscellaneous supplies and services may be billed.

Utility Assistance Fees

The District shall charge cost-based fees for responses to assist utilities. Such fees will be based on the rates and fee schedule in Appendix A, as well as other documented actual costs of such response. In addition, standardized administrative costs and miscellaneous supplies and services may be billed.

Plan Review Fees

The District shall charge fees for plan reviews. In addition, standardized administrative costs and miscellaneous supplies and services may be billed.

Fire plan review (1-hour minimum).....	\$100/hour
Land use/Site Plan review (1-hour minimum).....	\$100/hour
Special event permit (1-hour minimum).....	\$100/hour

Technical Rescue Fees

The District shall charge cost-based fees for technical or specialty rescues, training, or equipment. In no event shall the District charge persons who pay taxes directly to the District for this service. Such fees will be based on the rates and fee schedule in Appendix A, as well as other documented actual costs of such response. In addition, standardized administrative costs and miscellaneous supplies and services may be billed.