**FISCAL POLICY GUIDELINES**

TITLE: **Fee Schedules** ORGINATED BY: Dirch Foreman

NUMBER: **141** BOARD APPROVED: 1/17/17, 09/19/17, 10/18/22

1. **PURPOSE**

Pursuant to ARS 48-805.B.14 and ARS 48-814, fire districts are allowed to establish and set fee schedules for services both within and outside the jurisdictional boundaries of the fire district for providing fire protection services and services for the preservation of life, including emergency fire and emergency medical services, plan reviews, standby charges, fire cause determination, user’s fees or facilities benefit assessments or any other fee schedule that may be required. Utilizing this authority, the following fee schedule is established by Highlands Fire District. The fee schedule does not include service fees provided under the Division of Forestry Cooperative Fire Rate Agreement (CFRA). The District is authorized to collect fees comparable to the CFRA.

1. **FEE SCHEDULES**
2. Fire, HazMat, Rescue, Standby: Members of the public who reside outside the Fire District and receive services from the Fire District will be billed by Fire Recovery USA according to the most current fee schedule adopted by Fire Recovery USA. The current fee schedule is presented as “Exhibit A”.

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| Stand by personnel/fire watch | $75.00 per hour  (2 person, 3 hour minimum) |
| Bear Jaw Crew | $43.00 per hour per person |
| Water Tender Response | $350.00 per hour |
| Miscellaneous equipment, including foam & sorbents | $300 per event |
| Damaged or destroyed equipment | Replacement cost plus 50% |
| Service calls outside the District such as burning, lockouts, snake removal, bee removal, welfare checks | $200.00 per hour |

1. Facility Use Fee Schedule:

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| --- | --- | --- | --- |
| FACILITY  FEE SCHEDULE | Type 1 User | DISTRICT or affiliate group | fee waived |
| Public Service Organization |
| Private use by District Resident |
| Type 2 User | Government/Non-profit Agency | $75 per day |
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| Type 3 User | Private use by Non-resident  Commercial Use (approved by Chief) | $125 per day |

1. Training Fees:

Appropriate fees may be charged to recover the costs of the specified training. This cost must be approved by the Fire Chief or the Fire Chief’s appointee on an individual, case by case basis.

1. CPR Course Fees:

* Members of the public who reside within the Fire District will not be charged for CPR classes; however, students must pay $15.00 to purchase a Student Manual if needed.
* Members of the public who reside outside the Fire District are charged $25.00 for new/expired or renewal of CPR Certification, plus $15.00 to purchase a Student Manual if needed.

1. Public Record Fees:

* **Non-commercial purpose** - Pursuant to A.R.S. § 39-121.01(D)(1), any person may examine any public record during regular office hours free of charge. A fee for copying and/or postage may be charged and must be paid in advance. The cost for hard copies is $.25 per page or $10.00 if reproduced on CD/DVD, plus actual costs of postage or $.25 per page for fax. Generally, copies of reports for governmental agencies are gratis.
* **Commercial purpose** – Pursuant to ARS § 39-121.03, a person requesting public records for a commercial purpose must provide a statement setting forth the commercial purpose. Fees will be charged for the cost of obtaining the record; the cost of time, material, equipment, and personnel time in reproducing the record; and the value of the reproduction on the commercial market as best determined by the Fire Board. All associated fees will be determined upon individual request.





