

DEPARTMENT: Fire Protection

BY: Jim Wilson, Fire Chief
PHONE: 966-4330

RECOMMENDED ACTION AND JUSTIFICATION:

Rescind Fire Station Use Policy adopted June 9, 1992 by Resolution 92-290. Review and approve a new County Policy guiding uniform use of County-owned fire stations by MCFD volunteer members and volunteer fire company-affiliated groups. This draft policy was written by County Counsel following an advisory meeting with the Fire Chief, CAO, and the Board Sub-Committee overseeing fire department activities.

Following the approval and implementation of public fire department funding through CSA #3 some community members from throughout the County have questioned the need and methods for continued volunteer fire company fund raising. Currently there is no written policy guiding the Fire Chief or volunteer company officers that outlines how and for what purpose a fire station may be used for fund raising events or other non-operational activities.

As written, this proposed policy will standardize how County-owned fire stations and equipment can be used for any and all volunteer-sponsored events that do not involve fire department operations. The attached Fire Station Use Request Form and After Use Form have been adapted from the standard form used by Public Works when the public requests use of County-owned facilities.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Current County Policy outlining use is outdated and ambiguous. Also, it does not address or include current health and safety regulations. Member use of each fire station has evolved on a company-by-company basis with no standardization or County employee oversight.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Continue non-standardized use of fire stations with no oversight by a County employee.

Financial Impact? () Yes (x) No	Current FY Cost: \$0	Annual Recurring Cost: \$0
Budgeted In Current FY? () Yes (x) No () Partially Funded		
Amount in Budget: \$ _____		List Attachments, number pages consecutively
Additional Funding Needed: \$ _____		Policy (1-3)
Source:		Standard Use Application (4)
Internal Transfer _____		After Use Form (5)
Unanticipated Revenue _____ 4/5's vote		Minute Order-June 9, 1992 (6-8)
Transfer Between Funds _____ 4/5's vote		
Contingency _____ 4/5's vote		
() General () Other		

CLERK'S USE ONLY:

Res. No.: 10-575 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____
 Approved
() Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
Comments:

CAO: 

**MARIPOSA COUNTY FIRE STATION FACILITIES
AND
APPARATUS/EQUIPMENT USE POLICY**

1. General Conditions: These requirements are applicable to all activities sponsored by official and unofficial groups, brigades, auxiliaries, non-profits, etc. acting on behalf of the Mariposa County Fire Department. Any requested use of a County Fire Station Facility or of County-owned apparatus/equipment to be used for fund raising or social activities must submit a facility use form and obtain the approval of the County Fire Chief or his/her designee prior to the event. The County Fire Chief or his/her designee has the authority to deny use of any County Fire Station Facility or County-owned apparatus/equipment to be used for fund raising or social activities if the terms of this policy are not complied with.
2. Advertising: All announcements, press releases, letters and/or posters advertising the use of a County Fire Station Facility or of County-owned apparatus/equipment must be approved by the County Fire Chief or his/her designee prior to release or posting.
3. Department Right to Enter: The Fire Chief or his/her designee shall have the right to enter all facilities at all times during any and all occupancies.
4. Fire Regulations: Exits shall not be obstructed and exit signs shall not be covered. At no time shall group size exceed the facility occupancy load as established by the County and/or State Fire Marshal. Events exceeding these standards are prohibited.
5. Loss or Theft of Personal Property or Equipment: The County of Mariposa shall not be responsible for loss or theft of personal property or for any equipment or items left in or on County property.
6. Insurance: The permittee may be required to file evidence of adequate public liability and property damage insurance and shall name the County of Mariposa as additional insured.
7. Normal Operating Hours: Normal operating hours for use of County Fire Station facilities under County jurisdiction are as follows:

Summer Season (_____ to _____) from 7:00 a.m. to 11:00 p.m.
Winter Season (_____) to (_____) from 8:00 a.m. to 11:00 p.m.
8. Use of County Equipment: County of Mariposa equipment may be available for public use, but must be requested at the time of application for facility use. The permittee shall be responsible for the set-up and take down of all County equipment.
9. Storage Facilities: Storage facilities are not available unless authorized by the Fire Chief or his/her designee.

10. Supervision of Occupancies: The Fire Chief or his/her designee is responsible for the enforcement of the policies, rules, regulations, terms and conditions governing use of the facilities and shall have complete authority over the facilities used and the activities therein.

The Fire Chief or his/her designee has the authority to terminate the permittee's use for failure to comply.

The Fire Chief or his/her designee will respond to any condition where County facilities or equipment are not functioning properly. Staff is not assigned to events or rentals unless the permittee pays for such assignment. If a condition requiring call out results from the permittee's actions, charges will be assessed at the discretion of the Fire Chief.

11. Additional Conditions: The Fire Chief or his/her designee may specify that additional conditions be met for approval and/or may place additional conditions on the activity to be held (example: portable toilets, dumpsters, etc.), if deemed necessary, or if determined to be a health or safety issue.
12. Public Assemblage Permit: Pursuant to Mariposa County Code, activities involving the assemblage of more than 250 persons will require a Public Assemblage Permit. Permission to use the facility for such activities will not be granted unless a Public Assemblage Permit has been approved by the Mariposa County Sheriff.
13. Alcoholic Beverages: Use, possession, or storage of alcoholic beverages at a County Fire Station Facility is prohibited.
14. Food and Refreshments: Food and refreshments will only be permitted in certain designated areas as determined by the Fire Chief or his/her designee. It is the permittee's responsibility to comply with Mariposa County Health Department standards.
15. Alteration or Modification: Permittee shall obtain in advance permission from the Fire Chief or his/her designee to make any alteration or modification of the premises which may temporarily alter the configuration of an engine bay and render the station unprepared to mobilize apparatus or equipment in case of an emergency call.
16. Responsibility for Conduct: Permittee shall be responsible for the orderly conduct of all persons using the premises by its invitation, whether expressed or implied, during all times covered by the permit. The Fire Chief reserves the right to remove, or cause to be removed from the premises, any person or persons due to undesirable or objectionable conduct.
17. Damage or Loss: The permittee shall be responsible for any damage to or loss of County equipment or property. Any permittee causing damage, loss or extensive clean-up will be required to pay any costs in connection with such damage, loss or clean-up.

18. Decorations: The use of cellophane, adhesive tape, nails, staples, screws, etc., in walls, woodwork, tables or other equipment/facilities is prohibited. Masking tape, if used, must be removed following the event. All decorations must be fireproof or made of fire retardant materials. Nothing shall be attached to light fixtures. Candles or other open flame devices are prohibited.
19. Verbal Agreements: No verbal agreements for use of the facilities and/or apparatus shall be made or honored.
20. Admission Charges: Ticket sales and admission charges are allowed only if indicated in the facility use form and approved by the Fire Chief or his/her designee. County residents cannot be excluded from a special event or other activities. Admission charges are voluntary donations.
21. Kitchens: Use of kitchens shall be subject to the County Health regulations relating to such use.
22. Supplies: It is the permittee's responsibility to ensure that supplies, such as toilet paper, trash bags, and/or cleaning supplies are sufficient to support the permittee's activity. Any additional supplies must be requested in advance.
23. Cancellation of Permittees Use of Facility(ies):
 - A. Mistreatment of the facility, equipment or apparatus.
 - B. Failure to meet requirements and/or conditions regarding the use of the facility(ies).
 - C. Failure to notify the Fire Chief or his/her designee of the cancelation of any date(s) covered by permit.
 - D. The facility is rendered unusable by unsafe conditions, natural disasters or other unforeseen events, such as fire.
24. Removal of Items: Nothing shall be removed from any facilities or premises without prior approval. Signs and bulletins shall not be removed.
25. Weapons: Unauthorized use and/or display of firearms or other dangerous weapons are prohibited.
26. Accounting: Each volunteer entity shall provide the Fire Chief an annual accounting of the benefits that they have received from fund raising efforts which have taken place at fire stations in Mariposa County. The Fire Chief will then report the benefits received from each volunteer entity to the Board of Supervisors at the close of each calendar year.

MARIPOSA COUNTY FIRE DEPARTMENT

Administration Office
P.O. Box 162
Mariposa, CA 95338

5082 Bullion St.
Phone: (209) 966-4330

FACILITY USE REQUEST FORM

Submit request form 30 DAYS prior to requested date for processing. Approval use and keys may be given only after all paperwork is submitted to Mariposa County Fire Department.

	<u>ALL DATES/TIMES REQUESTED</u>
<u>FACILITY REQUESTED:</u>	
<u>PERSON IN CHARGE:</u>	
<u>CONTACT NUMBER(S):</u>	
<u>GROUP:</u>	
<u>ADDRESS:</u>	
<u>EVENT:</u>	
<u>ATTENDANCE EXPECTED:</u>	
<u>FEE CHARGED FOR EVENT:</u>	
<u>SPECIAL REQUEST:</u>	
<u>INSURANCE (If Required):</u>	
<u>LIMITS of LIABILITY:</u>	

*ASSEMBLAGE PERMIT REQUIRED? Yes No

***Public Assemblage Permit required for all functions serving 250 OR MORE.**

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

USE, POSSESSION, OR STORAGE OF ALCOHOLIC BEVERAGES AT A COUNTY FIRE STATION FACILITY IS PROHIBITED AND WILL RESULT IN IMMEDIATE TERMINATION OF AGREEMENT.

AFTER USE OF FACILITY PLEASE FILL OUT A FACILITY REPORT FORM AND RETURN WITH KEY.

*INSURANCE – If insurance is required, County of Mariposa is to be named as additional insured.
Copy to MCFD and Personnel/Risk Management

KEY CHECKED OUT ON: _____

Show facility request form at key check out to show proof of reservation.

MCFD FIRE STATION
AFTER-USE FACILITY REPORT FORM

TO ALL GROUPS: Fill out AFTER use, return to office with key.

FACILITY: _____

DATE: _____ Used Rented

GROUP NAME: _____

Person in Charge: _____

Title: _____ Phone: _____

Number Attended: _____

FACILITY CONDITION BEFORE USE: (BRIEF)

COMMENTS ON FACILITY: (broken items, any problems,
vandalism, etc.)

Signature: _____

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: DAN TINNEL, FIRE CHIEF
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD
RE: RENTAL OF FIRE STATIONS

mw/bl

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA
ADOPTED THIS Order on June 9, 1992

ACTION AND VOTE:

10:47 a.m. Dan Tinnel, Fire Warden;
B) Resolution Adopting Procedures for Renting
Fire Stations

BOARD ACTION: (M)Erickson, (S)Baggett, Res. 92-290
adopted directing that the fire stations only be
available for County or Fire Department functions; and
allowing rental procedures to come back to the Board
for individual stations that desire to have their
facilities available for rent.

cc: PWD/Parks & Rec
Policy File
File

DEPARTMENT: Fire Protection BY: Dan Tinnel PHONE: 966-4330

RECOMMENDED ACTION AND JUSTIFICATION:

Requesting direction regarding the policy for renting fire stations. A draft policy is attached and recommended to be included in the policy for renting County facilities.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Currently there is no policy on renting County fire stations. During the recent campaigns it was brought to the Board's attention that a policy should be in place regarding these facilities.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

COSTS: (X) Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required add'l funding \$ _____
D. Source: _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

SOURCE: () 4/5ths Vote Required
A. Internal transfers \$ _____
B. Unanticipated revenues \$ _____
C. Reserve for Contingency \$ _____
D. Description: _____
Balance in Reserve for Contingency if approved: \$ _____

CLERK'S USE ONLY:
Res. No.: 92-290
Ord. No.: _____
Vote - Ayes: _____ Noes: _____
Absent: _____ Abstained: _____
() Approved () Denied
(X) Minutes Order Attached

ADMINISTRATIVE OFFICER'S
RECOMMENDATION:
This item on agenda as:
 Recommended
 Not Recommended
 For Policy Determination
 Submitted With Comment
 Returned for Further Action

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS
County of Mariposa, State of CA

By: _____
Deputy

Comment: _____

A.O. Initials: MM

POLICY FOR RENTING FIRE STATIONS

Certain Mariposa County Fire Department fire stations may be rented for private use based on the following guidelines.

1. All guidelines and fee schedules of the County of Mariposa Department of Public Works, Parks and Recreation Division are followed. Plus:
2. Prior written notice is given to the Mariposa County Fire Chief.
3. A member of the Mariposa County Fire Department must be present at the facility. The group using the facility will be required to compensate the fire fighter at \$9.50 per hour.
4. Under no circumstances will alcohol be served in a fire department facility.
5. Because of safety, apparatus bays may not be used as rental facilities.
6. Because of space limitations and/or proximity to other county lease facilities, not all county fire stations are available for rental use. The following fire stations are available: Bear Valley/Mt. Bullion, Lushmeadows, Hunters Valley and Bootjack.