



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Douglas Schulze, City Manager

PREPARED BY: Emery Papp, Senior Planner

MEETING DATE: September 24, 2024

SUBJECT: Consideration of Resolution 2024-153, Authorizing the Funding of a New Full-Time Fire Permit Specialist Position and Directing Staff to Prepare for Future Council Review a Second Amendment to the Cooperative Agreement with Riverside County to Provide Fire Protection, Fire Prevention, Rescue and Medical Emergency Services for the City of Banning

RECOMMENDATION:

Adopt Resolution 2024-153.

BACKGROUND:

At the December 12, 2023 City Council meeting, the Council adopted Resolution 2023-195, the first amendment to the existing Fire Services Contract with Riverside County Fire Department/CAL FIRE, adding one Assistant Fire Marshal, a full-time equivalent employee at the fully burdened hourly rate. As the City continues to grow, the need for additional staffing becomes ever more critical. An increase in fire prevention staff will provide the opportunity for the City to provide inspection-related services to businesses on an annual basis, that is not being conducted at this time.

To facilitate the roll-out of the annual business inspection program, the Community Development Department is requesting the addition of a full-time Fire Permit Specialist to assist the existing contracted fire staff. The fully burdened rate for this position is \$102,013 per year, which would increase the current contract to \$4,599,560 as shown on the attached August 14, 2024 amended contract estimate.

JUSTIFICATION:

A new position for the Fire Permit Specialist should be authorized to allow for the orderly scheduling of regular and routine inspections of qualified businesses and business operations within the City. Implementation of the annual inspection program will positively contribute to the protection of life and property within the City, and reduce exposure to risk and potentially unsafe conditions for employees and customers alike. In order to complete the program implementation, complete staff level support for this program is required to ensure efficiencies and compliance with the Council's policy of completing annual business inspections, while adhering to total cost recovery related to development and business related activities. The proposed Fire Permit Specialist position will schedule inspections, process applications and paperwork, and coordinate activities with other divisions which will effectively serve to provide more field services time to the Assistant Fire Marshal and the Fire Safety Specialist. Additional job requirements can be found in the attached Class Specification Bulletin.

Riverside County Fire/CAL FIRE has requested evidence that the City Council has agreed to fund the position for the additional Fire Permit Specialist, prior to amending the existing Agreement with the City.

Once the adopted Resolution 2024-153 is provided to the County, the parties will draft the second amendment to the Agreement, which staff will bring back to the City Council for its consideration at a future date.

FISCAL IMPACT:

The annual FBR for the Fire Permit Specialist is currently \$102,013 per year. This amount could change in subsequent years based on how the FBR is calculated. Staff anticipates an increase in revenue generated from additional inspections being performed and a greater capture of expenses through the upcoming updated fee schedule project.

ALTERNATIVES:

Do not adopt Resolution 2024-153 and provide alternate direction to staff.

BUDGETED?:

No

CONTRACT/AGREEMENT:

No

ATTACHMENTS:

1. [Resolution 2024-153, Fire Permit Specialist.docx](#)
2. [FIRE PERMIT TECH - County of Riverside - Class Specification Bulletin.pdf](#)
3. [Banning Fire Permit Technician Letter 8-16-24.pdf](#)
4. [2021 06 22_Fire Services_Riverside County thru 06 30 2024.pdf](#)
5. [BANNING 1st Amendment to the Cooperative Agreement and Form 11 07012021-06302025 2024302.pdf](#)
6. [2024 06 25_RivCo - Beaumont_Fire Engine Shared Cost.pdf](#)
7. [Letter of Intent from CM.pdf](#)