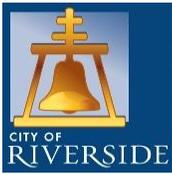


PERFORMANCE
AUDIT

Riverside Fire
Department
**Fire Prevention
Division ~ Fire/Life
Safety Inspections**

AU14-11

Office of the City Manager
Internal Audit Division
Cheryl Johannes, Internal Audit Manager



Internal Audit

PERFORMANCE AUDIT ~ Summary

Fire Prevention Division ~ Fire/Life Safety Inspections

Objective of Review

- Evaluate the efficiency of the current fire inspection processes;
- Ensure compliance with California Fire Code regulations and City Codes regarding issuance of operational and construction permits; and
- Follow-up on the invoicing and collection process for inspection fees since our last review in March 2011.

Background

The Fire Department suppression crews and the Fire Prevention Division fire inspectors conduct fire/life safety inspections to enforce the State and City fire codes.

During inspections, Fire Safety Inspectors and Fire Suppression crews determine whether structures require one or more permits and/or have fire/life safety violations.

Of the 13,776 fire inspections assigned to the Fire Inspectors and Suppression Crews in 2013, only 375 were not completed (less than 3%). Completed inspections generated \$836.4K in revenue to the General Fund.

Since our last audit in 2011, the Division has implemented a number of process improvements to increase fire inspection efficiencies and productivity, and strengthen internal systems and controls. In addition, a number of performance measures were implemented to evaluate and demonstrate fire inspection workload, output, efficiency and productivity. The capability of property owners to pay for invoiced inspection fees and citations online has significantly reduced manual payment processing and recording, and greatly reduced the number of outstanding/unpaid invoices/citations.

The collaboration with IT to design and implement Mobile Vision, a web-based application, for suppression crews and fire inspectors to access/interface with Vision FIRE (the current records management system) and PIXI (the *Prevention Inspection Xfer Interface*) as well as Permits Plus has improved the integrity of data and productivity.

Through the utilization of current technology, the Department will be able to streamline processes and procedures. Funding for a new records management system was approved by the City Council in January 2013; a vendor (FIREHOUSE Software) was selected. Once software is implemented and mobile units (iPads) are utilized, much of the current duplication of data entry will be eliminated; Fire Inspectors will be able to complete 100% of their assigned annual inspections, which will increase Fire inspection revenue. Inspection forms will be automated, eliminating the need for paper forms. Full implementation is expected in 2015.

Penalty fees not applied to past due invoices result in a loss of potential revenue.

Inspection fee invoices are not processed and recorded in a financial system, therefore late fee penalties are not applied to outstanding invoices. Penalty fees for late payments were approved by the City Council.¹ Not applying a penalty fee to past due invoices results in a loss of revenue.

During the course of our review we facilitated several meetings between the Fire Marshal, IT staff and Finance staff to encourage dialogue and develop a realistic, mutually agreeable solution for systematic invoicing and aging of inspection fees. The goal is to ensure past due invoices reflect penalty fees and are processed by Finance as part of the standard collection effort.

¹ Resolution 22227, June 2011

OBJECTIVE, SCOPE and METHODOLOGY

In accordance with the Internal Audit Work Plan for FY2013/14, we have completed a review of the Fire Department's Fire Prevention Division. The objective of the review was to assess the efficiency and effectiveness of the fire inspection process; to ensure compliance with regulatory agencies and the municipal code. The review covered Fire Prevention inspections, citations and related data for the calendar year 2013 and the first half of 2014.¹ We relied upon the following to assess the overall fire/life safety operations and to plan/prepare for our review:

- Discussions and documents from the Interim Fire Chief, Administration Deputy Chief and the Fire Marshal;
- *Standard Operating Procedure (S.O.P.)2.04 (Fire Prevention Inspection) and 2.14 (Fire Company Inspections)*;
- *California Fire Code Standards* adopted by the City Council;
- *California Health and Safety Code* (Section 13146) related to standards for inspection requirements in State Fire Marshal regulated business/buildings based on occupancy classifications/use;
- *National Fire Preventions Association* website/guidelines;
- City Municipal Code, Chapter 16.32 (*Fire Prevention*) and Chapter 9.48 (*Disclosure of Hazardous Materials*);
- *Vision 20/20: National Strategies for Fire Loss Prevention* paper released in March 2009, which outlines model performance measures for local, state and national fire prevention program managers;
- Revenue and expenditure data from the City's financial system (IFAS) for the past four fiscal years ending June 2013;
- Current billing and collection data from Permits Plus;
- Information from *DataTickets*, a collection agency for unpaid Administrative Citations;
- Current *Fee Schedule* maintained by the Finance Department for all City billed services, specifically Public Safety – Fire, page 21;
- CUPA agreement with Riverside County Department of Environmental Health;
- Demonstration by IT of in-house designed mobile inspection software utilized by the fire suppression crew and fire inspectors (MobileVision);
- Ride-along with Station One fire suppression crew to observe fire/life safety inspection processes/procedures; and
- Ride-along and interview with a Fire Prevention Officer to observe daily fire/life safety inspection processes/procedures.

BACKGROUND

The Riverside Fire Department responds to fires, emergency medical calls, hazardous material incidents, and specialized rescues. In addition, the Department provides fire code enforcement, fire prevention inspections and investigations of possible arson. The Department is responsible for

¹ Because the City has engaged a third-party consultant to perform a fee study and make recommendations, we did not assess the accuracy of inspection fees as a percent of actual cost recovery. The Citywide fee study is expected to be completed by year-end, for Council review in early 2015.

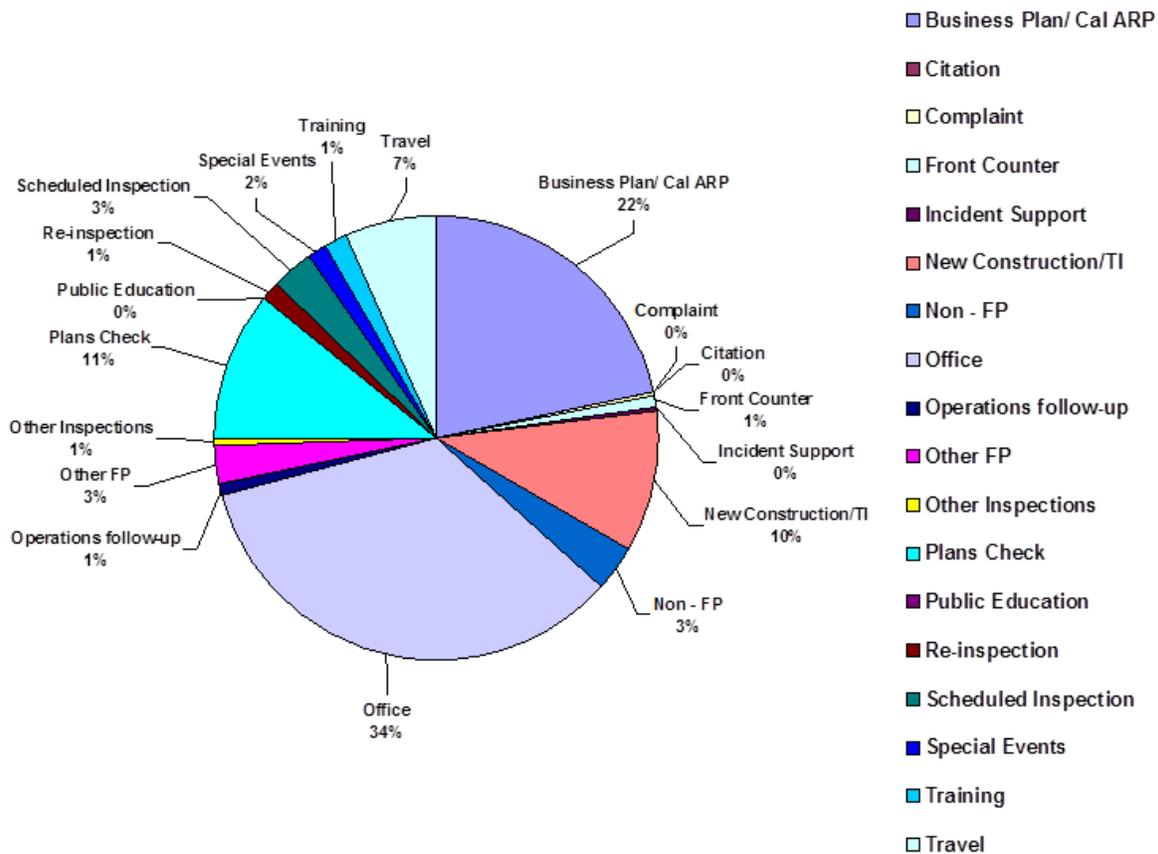
approximately 85 square miles, serving a population of 316,619² with 14 fire stations situated strategically throughout the community.

FIRE PREVENTION DIVISION

Services provided by the Fire Prevention Division are collectively designed to prevent fires from occurring and mitigate damages from fires. The Division operates as a local arm of the State Fire Marshal's Office (SFMO)³, and must enforce minimum standards required by the SFMO.⁴

The Fire Prevention Division operates with a Fire Marshal, six state-certified Fire Safety Inspectors, one Plan Check Engineer, an Administrative Assistant and a Public Information Representative. The Division has been short of Fire Inspectors since 2010 and only recently added to staff.⁵ Functions include building plans review and inspections of buildings, State and City fire code enforcement, fire and life/safety inspections of existing buildings based on the California Health and Safety Code (section 13146), fire safety education and response to fire code complaints and/or inspection referrals from Fire Operations.⁶

Fire Prevention Activities
January-December 2013



² U.S. Census Bureau estimate for 2013.

³ In general, State law is designed so that municipalities can determine exact criteria and frequency of fire inspections depending on local circumstances.

⁴ The State requires annual inspections for high-rises and multi-family residences.

⁵ The Division functioned with six Fire Inspectors in 2009, five from 2010 – 2012 and only four in 2013.

⁶ The Division also oversees the administrative activities associated with false fire alarm invoicing and collections.

As noted in the above graph⁷, a considerable amount of a Fire Inspector's time (34%) is currently consumed with administrative/office functions. With the implementation of FIREHOUSE and FIREHOUSE Inspector for iPad, there should be a significant reduction in administrative workload; activities should become "paperless" and more efficient. This reduction in administrative workload should ensure all inspections assigned for the year are completed.

FIRE INSPECTIONS

Structure/building (site) inspections are completed by Fire Safety Inspectors as well as Fire Suppression crews, which conduct regular inspections of businesses in their response area for fire safety, hazardous material handling, and pre-fire planning purposes. The engine companies are assigned to inspect over 24K structures/buildings considered to be low risk sites. Over 2.5K high risk sites are assigned to Fire Safety inspectors.

Inspection priorities are:

- New construction
- Hazardous Materials sites
- State-mandated sites – schools, hospitals, high-rises, multi-family units
- Fire Operations follow-up
- Requested inspections
- Special events

One of the key codes the Department is required to follow in regards to fire prevention is the California Building Code (CBC). In order to classify occupancies by fire safety and relative hazard, CBC categorizes structures into 13 occupancy codes. The Department uses these codes to designate structures according to these categories in order to identify how frequently it needs to inspect and permit certain entities. Refer to *Appendix C*.

Besides inspections required for certain types of structures, California Fire Code requires the Department to issue permits for some construction and certain operations as follows:

- *Operational permits* allow the applicant to conduct an operation/business for which a permit is required by CFC Section 105.6 for either a prescribed period OR until renewed or revoked;
- *Construction permits* which allows the applicant to install or modify systems and equipment for which a permit is required by CFC Section 105.7.

In order to protect public safety, CFC Section 105 specifically identifies 47 operational permit categories and 14 items for which construction permits are required. CFC contains specific requirements for extinguishers, exits, electrical and other items. California Code of Regulations Title 19 includes detailed provisions such as emergency planning requirements for office buildings and hotels. In addition to State fire safety requirements, the City has established requirements for additional permits as deemed necessary; these are memorialized in City Code and resolutions.

⁷ The activities graph was prepared by the Fire Prevention Division based on data from their internal database.

CUPA and Riverside County

Senate Bill 1082, introduced by Senator Charles Calderon (D-Whittier) and passed in 1993, created the Unified Hazardous Waste and Hazardous Materials Management Regulatory Program (Unified Program), which requires the administrative consolidation of six hazardous materials and waste programs (Program Elements) under one agency, a Certified Unified Program Agency (CUPA). The six Program Elements consolidated under the Unified Program are:

- Hazardous Waste Generator and Onsite Hazardous Waste Treatment Programs (a.k.a. Tiered Permitting);
- Aboveground Petroleum Storage Tank Spill Prevention Control and Countermeasure Plan (SPCC);
- Hazardous Materials Release Response Plans and Inventory Program (a.k.a. Hazardous Materials Disclosure or "Community-Right-To-Know");
- California Accidental Release Prevention Program (Cal ARP);
- Underground Storage Tank Program (UST); and
- Uniform Fire Code Plans and Inventory Requirements.

The goal of the Unified Program is to create a more cohesive, effective and efficient program. Under the Unified Program, application and required submission forms are standardized and consolidated, inspections are combined where possible, annual fees for each program element are merged into a single fee system, and enforcement procedures are made more consistent.

Local agencies administering one or more of the six Program Elements had the option to either apply for CUPA status with the California Environmental Protection Agency (Cal EPA) or retain their programs by becoming a Participating Agency (PA) under another CUPA's jurisdiction. Counties were required to apply for CUPA designation. The California Environmental Protection Agency designated Riverside County as a CUPA. The City of Riverside also applied to be a CUPA but was denied. The Riverside County CUPA currently oversees two Participating Agencies - Corona Fire and Riverside Fire Department, who conduct hazardous materials inspection programs within their respective city. Riverside County CUPA implements the Unified Program in all other unincorporated and incorporated areas of the County.

As a CUPA PA, the Riverside Fire Department/Fire Prevention Division is responsible for administering the following CUPA/hazardous materials program elements:

- Hazardous Materials Business Plans (HMP). Authority: California Health & Safety Code (H&SC), Chapter 6.95, Article 1 and Title 19 of the California Code of Regulations (CCR);
- Above Ground Storage Tank (AST) Program. Authority: H&SC, Chapter 6.67;
- California Accidental Release Prevention (CalARP) Program. Authority: H&SC Chapter 6.95, Article 2 and Title 19 CC; and
- Uniform Fire Code Plans and Inventory Requirements.

With the current CUPA program, Riverside County invoices businesses annually; the City receives the permit fee from the County only upon payment/collection from the property owner/business to the County. Currently there are many businesses within the City's jurisdiction, according to Riverside County CUPA records, that have been invoiced for the annual CUPA permit but have not remitted payment. These businesses may be operating in a non-compliant and hazardous manner. The County has taken no action to follow-up with collections or legal action.

Riverside's Fire Prevention Division is not responsible for conducting inspections for all of the elements of the CUPA/HazMat program; therefore, businesses in Riverside may incur inspections from County and City Fire Prevention inspectors during the course of a year, which could be disruptive to day-to-day operation. Ideally, a city business should expect a single annual HazMat inspection by the City's Fire Department that combines all the different HazMat program elements. The City's Fire Department has petitioned California EPA to become a CUPA rather than continue as a PA under the Riverside County CUPA. If approved, business owners and the Riverside Fire Prevention Division will benefit with improved efficiencies and more timely receipt of CUPA/HazMat permit fees.

The Fire Department/Fire Prevention Division anticipates that a Deputy Fire Marshall (currently a vacant position) would oversee the CUPA program once the State EPA approves the City's petition for full CUPA Authority, regulating all HazMat programs within the City's jurisdiction.

Inspecting City Structures/Properties

Inspection records (inspection dates, hazard notices, current emergency plans, etc.) for each commercial structure/business and multi-family structures in Riverside (excluding home-based businesses) are currently retained electronically in the VisionFIRE database; hard copy files are maintained at City Hall and/or at the fire station closest to the business/structure.

Annually, a list of structures to be inspected is provided to fire stations and fire inspectors. Each Fire Inspector is assigned specific areas within the City based on fire station areas and total number of assigned inspections. Fire crews at each fire station are also assigned inspections; these are generally more of the low-risk businesses/structures (professional offices, small retail shops, restaurants, etc.). The inspectors act as advisors to the station captains and assist with fire prevention training as needed.

During an annual inspection, the inspector determines whether the structure requires one or more permits or if there are any violations of the State and City fire codes. Permits may be required due to various business activities that take place within the structure ~ flammable liquids or other hazardous materials are used, the structure has the capacity to hold over 50 people, etc. If a business/structure fails an inspection, they are required to correct identified fire code violations within the timeframe noted by the fire inspector. If fire code violations are found, an inspector will issue a written inspection report and schedule a re-inspection to confirm that the violations have been corrected. Most violations must be corrected within 10-15 days. If a fire code violation is not resolved and all normal enforcement efforts have been exhausted, violations are pursued through legal action; issuance of a citation.

While the Fire Inspectors are annually assigned specific structures to inspect, not all inspections are completed. Incomplete inspections impact annual revenue. Incomplete inspections roll over to the next year as a priority; however, a new list of annual inspections is assigned as well. The chart in *Appendix A* reflects the number of assigned and completed inspections for 2013. *Appendix A.1* illustrates the annual increase in the number of various inspections, while the number of fire inspectors fluctuated. The Division is currently staffed with six certified full-time Fire Prevention Inspectors. Implementation of new mobile technology (FIREHOUSE software and iPads) in FY2015 should increase fire inspection productivity; meeting the Division goal of 100% completed annual inspections.



Database of Properties/Structures

The Fire Prevention Division requires a consistent, accurate and stable database system to effectively manage its inspection needs. This database should include all properties/businesses that the Division is responsible for inspecting. Additionally, each property should be assigned one of the State Fire Marshal's (SFM) occupancy codes and any applicable operational permits. The property's occupancy code and operational permit types are critical in determining the types and frequency of fire inspections.

The Fire Prevention Division manages a third-party database, VisionFIRE. The database contains historic and current property information utilized by the Fire Prevention personnel. Business License Division within the Finance Department also retains a records management system⁸ that lists each licensed business by property address, registered owner and type of business.⁹ Currently the two databases are *not* integrated. The Fire Marshal believes the existing VisionFIRE database is reasonably reliable¹⁰. We noted that address accuracy between the two databases is questionable. There are no business address standards, such as street suffix abbreviations (similar to that used by the U.S. Postal Service); therefore, we found that it was not possible to methodically reconcile the two databases by address in order to ensure completeness and accuracy in VisionFIRE. If an owner of a business changes, that information recorded in HdL Prime is *not* systematically transferred to VisionFIRE. At time of a fire safety inspection, the name and address of the business owner may be incorrect in VisionFIRE, causing any fire inspection invoice to be inaccurate when mailed to the owner on record. A delay invoicing the correct business owner also delays receipt of fees (revenue), and increases the number of uncollected/outstanding invoices.

Invoicing and Collections

The Fire Department is allowed to charge fees to defray costs for their inspections and permit services. Permits may not be issued until the required fees have been paid. A fee schedule for inspections and permits has been approved by the City Council and posted on the City's website. See *Appendix B*.

Permits Plus is utilized to create invoices for inspection fees. Invoices outstanding (past due) over 90 days are sent to Accounting to initiate a collection process. As agreed to in our March 2011 audit, at fiscal year-end the Accounting Division within the Finance Department is provided an aging report of outstanding inspection fee invoices to determine if the amount is material for an Accounts Receivable (A/R) accrual. In June 2012, Accounting recorded an A/R accrual in the amount of \$55K. No accrual was recorded for fiscal year 2013; the amount was considered immaterial by the City Controller.

In our review of inspection fee invoices processed in Permits Plus between January 2011 and May 2014, we noted there were 768 invoices outstanding in the amount of \$69K; and 1,762 invoices totaling \$111.5K were sent to collections. Accounting has not yet determined if an accrual for outstanding fire inspection invoices is material enough to warrant recording an accrual on the FY2014 year-end financial records.

⁸ HdL Prime is a business license software application.

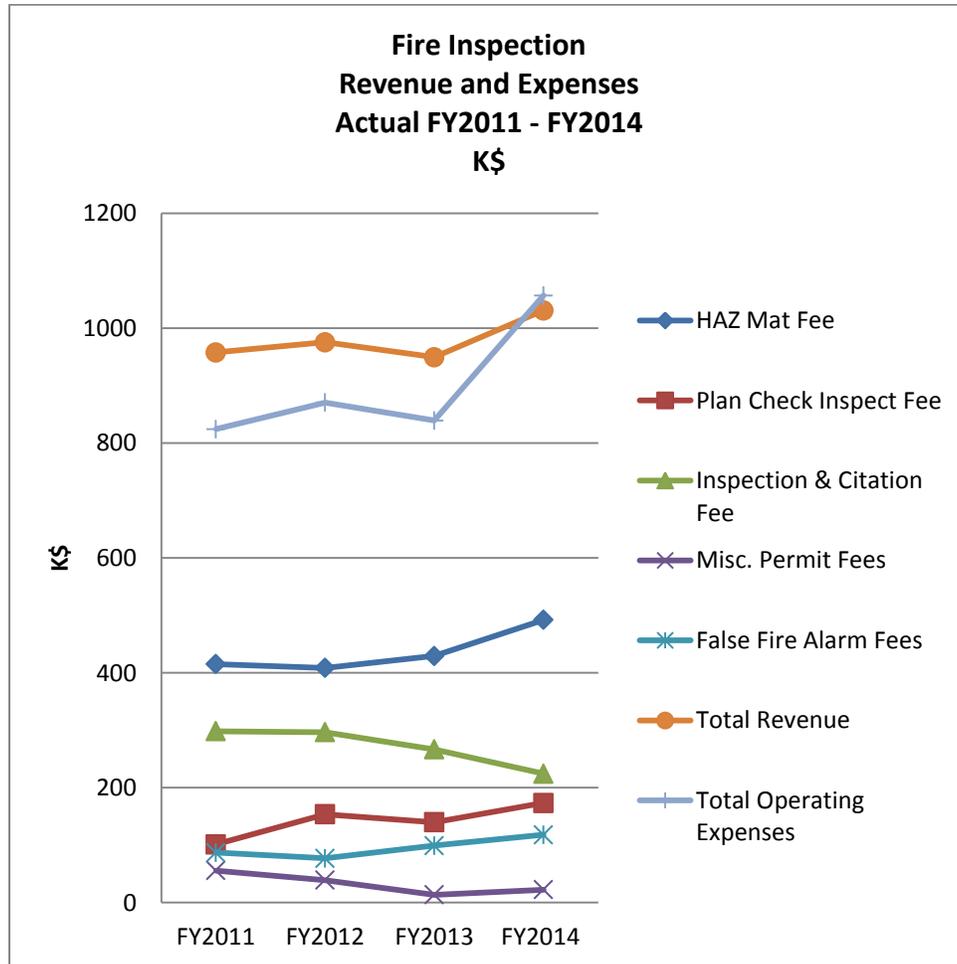
⁹ As of May 31, 2014 there were 14,395 active/current businesses listed in the City's Business License database (HdL).

¹⁰ Our review did not include testing the VisionFIRE database to the HdL Prime database for completeness/accuracy.

It was determined by the Fire Department management that the collection rate by a contracted collection agency (DataTickets¹¹ dba Revenue Experts) was not meeting expectations; as of January 2014, the Fire Prevention Division began forwarding all outstanding invoices to Accounting/Collections. As of June 30, 2014, the collection rate by the City's Accounting/Collections staff has been very successful, with over 30% of the initial \$15,700 in outstanding fees collected.

FINANCIAL IMPACT

As noted in the following graph, annual total operating expenditures have slightly surpassed revenue from permits/fees for fiscal year 2014. As operating expenditures (mainly Personnel costs) continue to increase, opportunities to reduce costs and increase revenue should be explored.



Source: IFAS Revenue GL Object 2412* and Expenses Section 350500

¹¹ In reviewing the monthly invoices from DataTickets, Internal Audit noted charges that were not part of the initial contract/agreement. Further investigation found that DataTickets had overbilled the City. We notified the Fire Department and contacted DataTickets regarding this error. DataTickets confirmed the billing error and remitted a full refund of \$1600 to the City in August 2014.

OBSERVATIONS and RECOMMENDATIONS

While there were no internal control findings that require management's immediate attention, we have noted below observations and recommendations that we believe warrant the City's and Fire Department's consideration.

INSPECTION LATE PAYMENT PENALTY FEES

During the time period of January 2011 through May 2014, we noted that 10,831 inspection fee invoices totaling \$760K were paid to the City. Our review of these payments found that late penalty fees were not applied to past due invoices. According to the Council-approved *Fee Schedule for Public Safety - Fire*, a late fee of 20% of the base fee is due when payment is 30 days past due; 100% of base fee when payment is 60 days past due. By not applying late fees as is authorized (refer to *Appendix D*), the Fire Department is not using all of the tools and methods available to encourage timely payments and to collect all inspection fee revenue it is due.

During the course of our review we facilitated several meetings between the Fire Marshal, IT staff and Finance staff to encourage dialogue and develop a realistic, mutually agreeable solution for systematic invoicing and aging of inspection fees. The goal is to ensure past due invoices reflect penalty fees and are processed by Finance as part of the standard collection effort.

Various options were explored:

- 1) Manually or systematically invoice businesses via the IFAS/AR module. Transactions (invoices) will be recorded in the financial system. This will ensure that "aging" occurs and late fees are applied to invoice balances;
- 2) Interface PIXI to IFAS/AR module in order to eliminate the need for manual entry (as noted in the above option) of information to create systematic invoices;
- 3) Investigate the capabilities of the FIREHOUSE billing/invoicing module and IFAS/AR interface; or
- 4) Upload invoice data from Permits Plus (following invoice generation) to the Finance Department's collection system.

As of December 2014, IT and Finance/Accounting are working with administrative staff in Fire Prevention on option number 4. Tests are being conducted with import/export of files, checking integrity of data, etc. Once implemented, penalty fees will be automatically applied¹² to past due invoices and collected upon payment, potentially increasing inspection fee revenue.

CUPA

We encourage the Department to engage the City Manager, the City Attorney and the City Council in the petitioning with the State EPA for City control of the CUPA program. Riverside as a CUPA would provide better local control over hazardous materials programs, better customer service, and cost savings. Being a CUPA combines the various State hazardous materials laws into one program, with the City of Riverside's Hazardous Materials Ordinance and Fire Code also regulating hazardous materials. This would allow for a streamlined program. For businesses, this means fewer inspectors, fewer inspections, and lower fees.

¹² Finance/Accounting & Collections has agreed to implement the penalty fee charge effective January 1, 2015.

FUTURE Program ~ FIRE PREVENTION SELF-INSPECTION for LOW-RISK STRUCTURES/BUILDINGS

Self-inspection or self-certification programs are gaining support with municipal Fire Departments as a result of the economy's impact on resources. We found during our initial research that many municipal Fire Prevention Divisions in California and other states are considering or have implemented a voluntary "self-inspection" or "self-certification" program for eligible businesses within their municipality. "As early as 1983, the Foothill Fire District in Rancho Cucamonga began to explore new ways to ensure annual fires safety inspections in small, non-hazardous businesses. The fire district created the first self-inspection program for businesses in the state of California. The program consisted of a checklist to be completed by the business owner. The jurisdiction found that they could share the responsibility of a fire inspection with the owners and tenants, save fire department time and personnel costs and impart a fire prevention educational component to the public. This pilot program established a foundation that is still being used to guide many self-inspection programs operating today."¹³

The program provides an opportunity for the Fire Department and the community to form a partnership in fire and life safety. The "self-certification" is usually targeted at properties/businesses that are at a lower risk for fire – classification types B (business/service). Many of these properties require either an annual inspection or one every three years. These inspections are usually assigned to the station fire crews.

We discussed self-inspection/certification with the Fire Marshal (who also researched the concept of a self-inspection program for a 2011 executive whitepaper) and the Deputy Chief/Administration; they agreed to engage management in a discussion regarding this type of program. The community's support in such a program will need to be considered, as well as weighing the administrative costs and associated benefits.

CONCLUSION

The City's Fire Prevention Division has made significant progress over the past few years, including implementation of numerous programs and enhancement of the fire inspection processes and databases. Implementation of a new records management system (FIREHOUSE) and related new mobile tools will further enhance productivity of the overall fire/life safety function/service.

We met with the Interim Fire Chief, Administration Deputy Chief and Fire Marshal several times during the course of our review to clarify information and discuss opportunities and options to improve inspection fee processes/procedures and potentially increase revenue. A revised draft report was provided to the new Fire Chief as well. Feedback was considered prior to finalizing this report.

We extend our appreciation to the Fire Department management and dedicated staff that assisted us during this operational assessment. We are available for additional review/assessment services as the Division implements FIREHOUSE in 2015.

- Cheryl Johannes, Internal Audit Manager

¹³ 1983 paper by Vera A. Arthur, a fire protection specialist in California.

AUDITING STANDARDS

Our review was conducted in accordance with the *Standards for the Professional Practice of Internal Auditing* of the Institute of Internal Auditors. Those standards require that the audit is planned and performed to afford a reasonable basis for judgments and conclusions regarding the department, Division, program, activity or function under review. An audit also includes assessments of applicable internal controls and compliance with requirements of laws and regulations when necessary to satisfy the audit objectives. We believe our audit provides a reasonable basis for our conclusions.

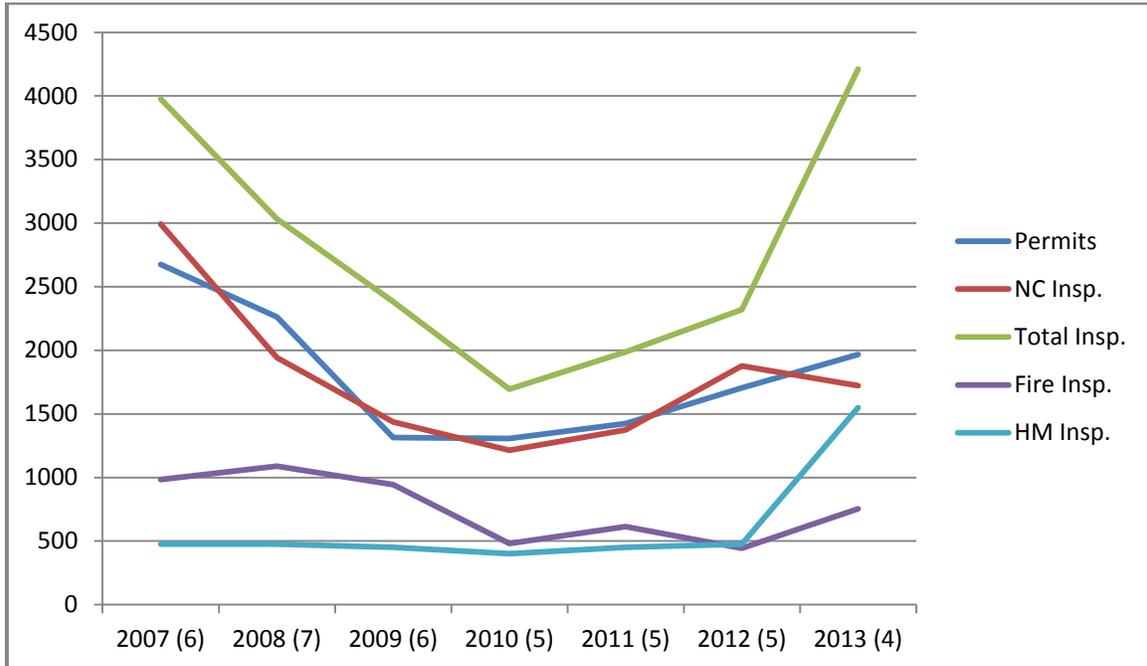
APPENDIX A

		City of Riverside Fire Department 2013 Fire Prevention Statistics						
		2009 New Const	2010 New Const	2011 New Const	2012 New Const	2013 New Const	2013 Fire Insp	2013 Haz Mat Insp
Prev 31	Munoz	431	296	243	271	581	250	136
Prev 32	Moore	306	273	342	608	225	2	751
Prev 33	Payne	162	129	342	180	737	343	36
Prev 34	Albanese	228	230	193	239	72	66	6
Prev 35	Douglas	0	0	0	0	0	88	0
Prev 37	Forst	310	285	254	579	108	4	621
Totals		1437	1213	1374	1877	1723	753	1550
Plan Check		2009	2010	2011	2012	2013		
Fire		616	622	706	860	842	Operations Inspections	
Building		598	583	613	753	949	8043	
Planning		99	101	104	92	175	Violation Notice	
Totals		1313	1306	1423	1705	1966	919	
		False Alarms Processed	Citations Issued	Special Event Permits	High Piled Stk Permits	Violation Notices	Total Dept. Inspections	
		1098	117	166	18	701	12,253	
		Fire Prevention Inspections						
		New Const	1723					
		High Piled	18					
		Fire/Sfty Insp	753					
		Haz Mat	1550					
		Special Event	166					
		Total Insp	4210					
				2013 Fire Prevention Revenue				
				Plans Check/Fire Permits	173,377			
				High Piled Stock Permits	4,058			
				New Construction Inspections	325,647			
				Fire/Life Safety Inspections	77,476			
				Haz-Mat (BEP/CUPA) Insp	433,277			
				Special Events Permits Issued	16,402			
				False Alarms Billed	99,650			
				Citations Billed	21,900			
				Total	1,151,787.00			
<p>Note: We operated with 4 Fire Inspectors in 2013. We have hired 2 additional Fire Inspectors for a total of 6 for 2014.</p>								

APPENDIX A.1

City of Riverside Fire Department

2007 – 2013 Fire Prevention Trends



Note: The number of Inspectors for each year is shown in parenthesis ()

2007 – 2013 Permit and Inspection Volume by Year

ITEM TYPE	2007	2008	2009	2010	2011	2012	2013
Permits Issued	2675	2261	1313	1306	1423	1705	1966
New Construction Inspections	2993	1943	1437	1213	1374	1877	1723
Fire/Safety Inspections	983	1090	945	482	614	443	753
BEP (CUPA) Inspections	475	475	450	400	450	475	1550
Total Inspections	3976	3033	2382	1695	1988	2320	4210

The data is for Fire Prevention personnel ONLY. *Italics = estimated number (data not available).*

APPENDIX B

Fire Prevention Inspection Fee Schedule¹⁴

Occupancy Group Code	Fee \$
A2, A3, A4, & S	79.00
A1, E, F, I, & H	158.00
A5 - outdoor amusement park	316.00
B - multi story each floor	40.00
B, C, L, & U - single story 0-299 square feet	20.00
300-9,999 square feet	40.00
over 9,999 square feet	79.00
M - retail sales 0-9,999 square feet	79.00
over 9,999 square feet	158.00
R- apartment/hotel 1 - 10 rooms	79.00
11 - 20 rooms	158.00
21 - 30 rooms	237.00
over 30 rooms	316.00
R3-residential licensed facility 1 - 6 persons	79.00
7 - 30 persons	158.00
over 30 persons	198.00
Business Emergency Plan & Vacant Facilities	20.00

Late Payment Penalty:

20% of base fee when payment is 30 days past due

100% of base fee when payment is 60 days past due

¹⁴ Based on FY2011-12 City Council approved fee schedule; 80% cost recovery.

APPENDIX C

Fire Prevention Inspection Assignments

Fire Prevention Inspectors

Fire code complaints, Operations Division referral inspections, new construction, tenant improvement, residential fire sprinkler, installation/modification of fire suppression systems, Fire Code/Business Emergency Plan inspections (aka HazMat Inspections), high-rise building fire inspections and:

“E” occupancies – Public and private schools

“I” occupancies – Hospitals, Jails, places of detention

Fire Prevention and Fire Operations

“A” occupancies – Theaters, restaurants, bars, churches

“F” occupancies – Factory, manufacturing, assembling

“H” occupancies – High hazard commodities

“L” occupancies – Laboratories

“S” occupancies - Storage

Fire Operations (Excluding BEP HazMat inspections):

“B” occupancies – Offices, small businesses

“R” occupancies – Hotel, motel, apartments, licensed residential

“M” occupancies – Mercantile, stores, markets, gas stations

“U” occupancies – Barns, tanks, sheds, retaining walls

Frequency of Inspections

All non-State Fire Marshal Office (SFMO) regulated businesses/buildings are inspected every three years.

SFMO regulated business/buildings are inspected¹⁵ based on occupancy type/use:

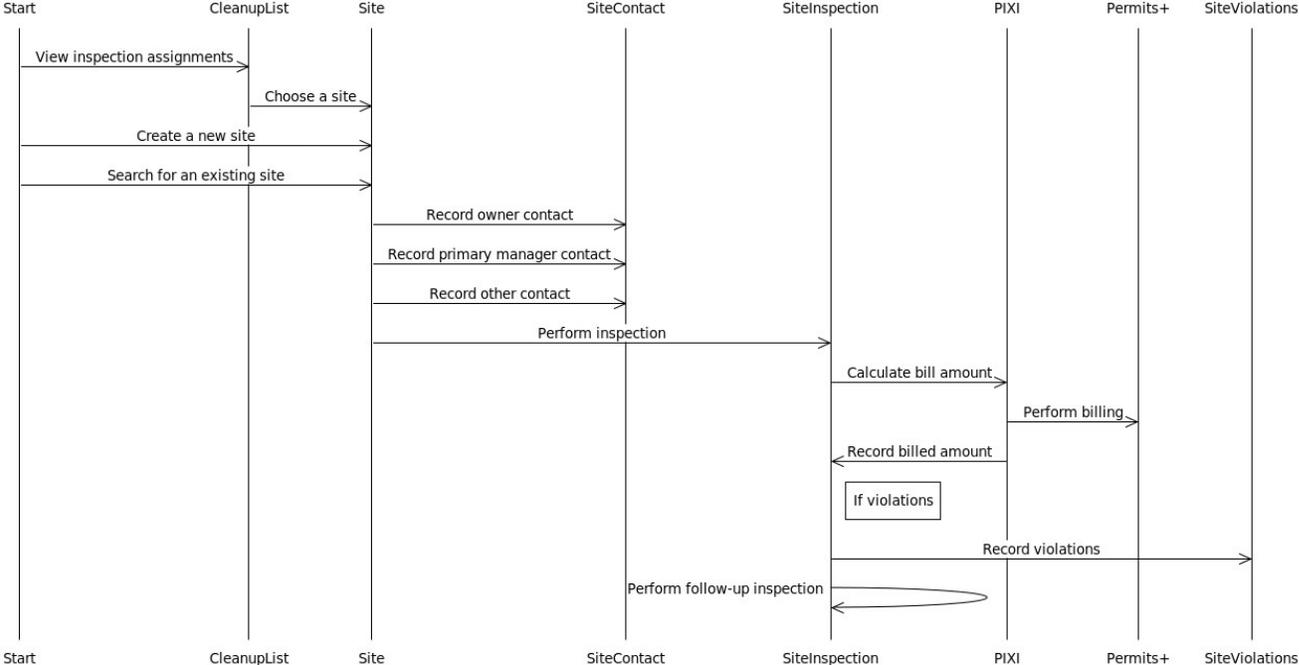
- E and H are required to be inspected annually;
- Hospitals are required to be inspected annually;
- Places of detention (I) are required to be inspected every two years;
- R occupancies are required to be inspected annually.

¹⁵ Per California Health and Safety Code, Section 13146.

APPENDIX D

The following diagram provided by IT captures the various sequences of events occurring during site fire/life safety inspections. The labels across the top (and bottom) represent various objects in the system. The arrowed lines represent activities performed by users and the new system. Note: "PIXI" and "Permits+" labels and activities represent integration points, not new system functionality.

Fire Inspections - Sequence Diagram



Note: PIXI (*Prevention Inspection Xfer Interface*) was designed by IT and implemented in 2010. PIXI tables/rules are used to create the Fire Inspection fee invoices/billings.