

## CITY of NOVI CITY COUNCIL

**Agenda Item: 7**  
**May 18, 2009**

**SUBJECT:** To approve a program for the Fire Department to recover costs and fees of classes and services given to the public and local businesses.

**SUBMITTING DEPARTMENT:** Fire

**CITY MANAGER APPROVAL:**

**BACKGROUND INFORMATION:**

Historically, the City of Novi Fire Department has never charged any fees for the delivery of various certification classes and programs given to the public and local businesses. Currently many surrounding municipalities charge user fees for classes which include the hourly cost of instructors, texts and certification cards. Also included in nearby communities cost recovery is the cost for fire reports, fire extinguisher classes and Basic Life Support sports standby.

Novi Fire Department recognizes the value of these services that are currently provided but realizes that these proposed fees are simply a means of recovering the operating costs that have been previously provided at no charge.

CPR classes are provided monthly for the public and the classes are usually twelve students. The texts are \$16 each and the certification cards are \$1.50 each. The CPR mannequins cost about \$1,000 for a set consisting of an adult, child and infant and all three sets currently need replacement. Many medical and dental professionals require certification for their jobs and most of these classes are held during the business day. The monthly night-time CPR classes require the hiring of two instructors for three hours each at \$18.62 per hour. This cannot be accomplished by on-duty personnel who may have to leave for an emergency response. This instructor cost of \$112 is calculated into the fee schedule for CPR classes.

The Fire Department pays Oakland County for the support, managing and upgrading the National Fire Incident Reporting System (NFIRS) database. This system is used across Oakland County and provides access to all Fire Department incident report information that is available to the public. The recovery fee for fire reports is a miniscule portion of the \$18,500 that has been paid to Oakland County Program Managers so far this year.

Other communities do provide fire extinguisher training for local businesses. The cost involved is the fire training equipment and the recharging of fire extinguishers. The best training includes classroom digital videos which also has a sustainability cost.

The sports standby costs are directed to private organizations who operate in Novi and annually request "dedicated" squads and personnel for a total of five seven-hour days in the fall. These squads are for the football games only (hence "dedicated") and cannot leave for other emergencies. They are staffed by two Fire personnel which result in \$260 per day in fire personnel wages alone. There are absolutely no fees proposed for the Novi school system. Their EMS standby is handled by CEMS as part of the ambulance contract.

A proposed Novi fee schedule and survey of nearby communities is attached and shows the adjacent municipal services provided along with existing costs.

**RECOMMENDED ACTION:**

**To approve a program for the Fire Department to recover costs and fees of classes and services given to the public and local businesses.**

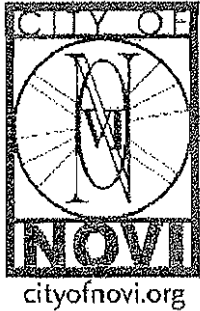
	<b>1</b>	<b>2</b>	<b>Y</b>	<b>N</b>
<b>Mayor Landry</b>				
<b>Mayor Pro Tem Gatt</b>				
<b>Council Member Burke</b>				
<b>Council Member Crawford</b>				

	<b>1</b>	<b>2</b>	<b>Y</b>	<b>N</b>
<b>Council Member Margolis</b>				
<b>Council Member Mutch</b>				
<b>Council Member Staudt</b>				

**Proposed Novi Fee Schedule and Other Communities Fees**

Fire Department	CPR Class Fee	Reports Fee	Exting. Class Fee	Sports Fee
<b>Novi (proposed)</b>	<del>\$40 each individual</del> \$200/10 or \$300/10 for business	\$5 each	\$150/15 students	\$100/game
Dearborn City	No Charge	\$5 each	Does not provide	Varies
Kent County	\$30 each	NA	\$15 /person	\$150/hour
Livonia City	\$10 each	\$5 each	Provides at no charge	Does not provide
Farmington Hills	\$5 below Red Cross fee	\$3 each	Business provide exting.	Does not provide
West Bloomfield Twp.	Indiv. \$10/\$30/\$70 - Groups \$635	\$3 each	Does not provide	\$80/hour
Canton Twp.	\$35 each	\$3 and \$1/page	Provides at no charge	\$200/game
American Red Cross	\$40 Adult/\$75 Professional	NA	NA	NA

# MEMORANDUM



TO: CLAY PEARSON, CITY MANAGER  
FROM: FRANK A. SMITH, FIRE CHIEF *FAS*  
SUBJECT: COST RECOVERY  
DATE: MAY 4, 2009

5-7-09  
To: Mayor and (City Council Members

Something we will be bringing forward.  
*[Signature]*

Based on the suggestion of City Council during last year's budget discussions, I have assembled the necessary data to begin a Fire Department cost recovery program.

In the past, the FD has never charged any fees for participation at a number of events, classes, etc. I would like to begin a program of cost recovery for certain FD functions by July 1, 2009.

There are currently a number of classes and training sessions for the citizens and for businesses that we provide at no cost:

- The first Wednesday of every month, the FD offers CPR to the citizens who register online through the City website. The class is full most of the time and the actual cost to the FD is \$390 for 12 students including instructor pay, books, cards and CPR mannequin upkeep. These classes are always held at night and utilize paid-on-call firefighters for instructors.
- During normal business hours Training Officer Martin teaches the *Heartsaver* class for businesses and the *Basic Life Support (BLS) Provider* for medical and dental businesses. I propose a fee of \$200 for 10 students (who learn adult, child and infant CPR in the *BLS Provider* class). The *Heartsaver* class would cost \$300 for 10 students (medical and dental employees). The FD has discovered that some businesses are "cycling" their employees to their Novi offices for a day so that they may take the free CPR training offered by Novi FD. I propose to continue to offer this valuable CPR training to *all new businesses one time at no cost* for the first 10 employees.
- The FD provides copies of fire reports when requested. The fee for these copies would be \$5 per report.
- The FD currently provides fire extinguisher training for businesses also at no cost. This is done during the day and we have occasionally provided this at the employer's worksite. I propose to hold this training at Fire Station 4 and conduct a digital video presentation including practical use of an extinguisher on the last Friday of each month.

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The cost for this class includes fuel, extinguishers and agent. These classes would cost \$150 for 15 employees. *All businesses that are new to the City of Novi would be offered one free fire extinguisher class for 15 students.*

- The FD provides Basic Life Support (BLS) sports standby during various sporting events. A Squad vehicle, capable of transporting, and two Basic Emergency Medical Technicians (BEMT's) from the FD standby for emergencies. This service is provided for the school system and for private sports groups encompassing a variety of sports. At this time only the private sports associations would be charged for the BLS standby. The proposed fee would be \$100 per game.

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The summary of the proposed fees is shown below:

CPR for individuals	\$40 per student (new businesses get the first class of 10 employees for free)
Heartsaver CPR for business	\$200 for 10 students
BLS Provider CPR for business	\$300 for 10 students
Fire reports	\$5 per report
Fire extinguisher training	\$150 for 15 employees (new businesses get the first class of 15 employees for free)
Sports standby	\$100 per game

It is possible that the number of students, etc. will decrease when the fees begin. As a measure of existing activity, an estimation of current actions would yield about \$10,300 for the proposed fees.

I have also attached a spreadsheet of adjacent communities including current fees.