

Chelsea Area Fire Authority

SECTION: ADMINISTRATION	CREATED: 1-21-2014
SUBJECT: FEE STRUCTURE AND BILLING	REVIEWED: 8-2019 REVISED: 3-18-2022
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PURPOSE

To provide a standardized policy for billing of services provided by the Chelsea Area Fire Authority. This procedure is to be followed by all members and officers of the Chelsea Area Fire Authority.

DEFINITIONS

See Number 2, False Alarms

REFERENCES

The authority for the Fire Authority to charge for services comes from Public Act 33 of 1951, as amended, compiled laws 41.801 et seq.

PROCEDURES

The incident commander shall be responsible for obtaining all required information from an incident and providing the necessary copies to the Billing Officer.

The Billing Officer shall be responsible for:

- Submit all information to the Authorities billing service/s.
- Appropriate files shall be maintained for all billing and related matters.
- Monitor funds received and which municipality they are to be credited back to.
- Respond to any disputes and forward any requests for challenges to the CAFA Board.

INCIDENTS WHERE SERVICES ARE CHARGED:

1. **Motor Vehicle Crashes and/or Fires for non-residents where this department responded and provided any of the 5 levels of service:**

Level 1 \$485

Evaluate driver/occupants for injury, provide care and/or treatment, evaluate and/or mitigate hazards and/or provide traffic control.

Level 2 \$595

Includes level 1 services as well as cleanup and material used such as absorbents or other products used to cleanup and/or dispose of gasoline or other automotive fluids. This includes vehicle crashes and/or non-vehicle crashes.

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Level 3 \$705

Motor vehicle fires includes all motorized vehicles, trailers, aircraft, boats, snowmobiles, watercraft, off road and/or any other motorized vehicles.

Level 4 \$1,400

Includes Level 1 & 2 services as well use of extrication equipment. This includes but not limited to heavy & light rescue tools, ropes, airbags, cribbing, shoring equipment etc. It also includes cleanup and material used such as absorbents or other products used for cleanup and/or dispose of gasoline or other automotive fluids.

Level 5 \$1,600

Includes levels 1, 2 & 4 services and when a helicopter landing site is set-up and/or a medical helicopter is landed and /or used for transport.

2. False Alarms

False alarm means the activation of an alarm system through mechanical failure, malfunction, improper installation or the negligence of the owner or lessee of an alarm system or of his employee or agent, but shall not include an alarm caused by a hurricane, tornado, earthquake or other violent condition beyond the control of the owner or lessee of an alarm system or of his employee or agent.

Alarms: Smoke, Heat, Sprinklers, Carbon Monoxide; and other extinguishing system malfunctions.

Any Responsible Party shall pay the Chelsea Area Fire Authority the service charge provided for following circumstances exist:

(1) The department initiated a response to the location from which the false alarm was initially activated and there was no evidence of fire or hazardous fumes;

(2) The fire department initiated a response to the location from which the false alarm was initially activated due to a malfunction in the system;

(3) The fire department initiated a response to the location from which the false alarm was initially activated; which activation was caused by a mistake;

(4) The fire department initiated a response to the location from which the alarm was initially activated, which false alarm was activated by a person working on the alarm system, where the fire department were not previously notified.

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These incidents **shall** be billed based on the ordinance.

- First response / send a letter of notification / no bill
- Second response within 1 year of the first letter being sent out. ***\$100 dollars***
- Third response within 1 year of the second response being sent out. ***\$500 dollars*** and each time after that occurrence.
 - Billing will cease after there are no incidents in 1 years' time.

Brush Fires / Outside Burn Complaints

- Those fires that become uncontrolled whether or not a permit has been obtained shall be billed at actual cost as long as it's due to negligence, illegal activities (see #12), or it is violation of the Burn Ordinance.

3. Site Plan Reviews/ Fire Inspections

a. Site Plan Reviews

- i. A preliminary plan review will be charged to the permit holder. \$150 for the initial review. Any review over 6 hours will be charged an additional \$25/hr.
- ii. A final and any re-submittal plan reviews will be \$100. There is no cap to the number of reviews.

• Building Inspections

- i. No fee for initial inspections. If a violation is found, the responsible party will have a specified amount of time to get any/all violations corrected. Once CAFA returns for a re-inspection and the violation(s) are not up to code, there will be:
 - **\$100 fee for each non-corrected violation found with a cap of \$500**
 - **If CAFA has to return for any subsequent re-inspections, there will be a \$250 fee for each non-corrected violation with a cap of \$1,000.**

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4. Fire Investigations \$250 Per Hour

Fire Investigations will only be assessed to the responsible party(ies) where it was deemed to be illegal activity which contributed to the fire. It includes all cost for personnel for determining fire cause and its origin. It includes all the necessary tools and equipment and any special needs for determining its cause.

- 5. Hazardous conditions and leaks or spills. Bill at actual cost.**
- 6. All aircraft emergencies include but not limited to fires, crashes, investigations, hazardous conditions and/or cleanup. These incidents shall be billed at actual cost.**
- 7. Train/rail emergencies shall be billed at actual cost.**
- 8. Utility and energy transmission system good intent calls. No billing.**
- 9. Carbon monoxide air monitoring for residents of the Chelsea Area Fire Authority service area. No billing.**
- 10. Miscellaneous/investigative incidents (i.e., smoke or odor investigations inside or outside areas). No billing for residents of the Chelsea Area Fire Authority service area.**
- 11. Technical Rescue incidents includes but not limited to rope rescue, confined space, trench rescues and building collapse bill at actual cost for non-residents and any resident that meets #13.**
- 12. Structure fires for residents of the Chelsea Area Fire Authority service area there is no billing unless directly contributed from #13.**
- 13. Uncontrolled fires/ uncontrolled burn permits that results in CAFA coming to location to extinguish and/or assists in extinguishing the fire – fees and fines at actual costs.**
- 14. All incidents where illegal activities are involved shall be billed at actual cost.**
- 15. Anytime an EMS/FIRE Agency send a transporting vehicle with one (1) person assigned to it (aka ECHO Unit), and CAFA drives the other agency's vehicle for any circumstance other than a Priority 1, Chelsea Area Fire Authority will generate an invoice to that agency for \$175.**

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All invoices shall include (EXCEPT FOR SITE PLANS) and driving for other agencies when they provide one person on their vehicle:

1. Administrative fee \$50
2. Photos \$10 each
3. Dispatch fee \$35
4. Fuel surcharge \$25
5. Exemptions authorized by Chelsea Area Fire Authority Board.

APPEAL PROCESS

When a bill is created from CAFA, it is sent to a billing company that CAFA is under contract with, other than fire inspections (directly billed). The bill is then distributed to any/all parties involved. The billing company has an appeal process for any party that wishes to dispute the dollar amount in question.

When the billing company is notified of a dispute, the dispute is forwarded to the Fire Chief of CAFA. The bill and any documentation (fire report/ems run sheet) are reviewed to see if there is any reason for the bill to be written off, reduced to a lower cost, or remain as is.

If the responsible party(ies) are still unaccepting of the results, they will be able to dispute it again. If this were to occur, the dispute will be brought to the next scheduled CAFA Board meeting and will be presented to the CAFA Board for their decision. The party(ies) will be invited to state their case. At that point, the bill will be finalized and the billing company will be notified to act accordingly.

RESPONSIBILITIES

It is the responsibility of all CAFA personnel to follow this guideline. Failure to follow this guideline could result in discipline leading up to and possibly including termination.