

## **Menlo Park Fire Protection District Board Fee Waiver Policy**

It is Board Policy to strive for 100% cost recovery for District services that are provided to Applicants as identified in the District's Fee Schedule. Per the California Government Code 13919, "a District Board may waive payment of a fee authorized pursuant to Section 13916 when it determines that payment would not be in the public interest." To that end, the Board has adopted this fee waiver policy to identify the Board's procedures of how to administer fee waivers when appropriate.

The District authorizes Staff to automatically waive fees for the following instances:

- False Alarms that occur at Schools, Federal, State, and Local Government Facilities
- Event Permits conducted by Non-Profits
- Events Permits conducted by Churches for charity purposes
- Residential, Institutional and Day Care Licensing and Occupancy fees for Government Facilities (Does not include sub-leased facilities on Government land)
- Reports and Documents for Government Agencies

Applicants that fall within this category are required to provide the Board with documentation in order to obtain their approval for having their fees waived.

- All Fees that are for Documented Charities or for Charity Events in which a true public good or humanitarian effort is being undertaken
- Event Permit Fees for organizations that provide reciprocity to the Fire District

Any Applicant that does not meet the above criteria may still request a fee waiver from the Fire District Board of Directors by following the subsequent procedure.

Applicants shall submit their request for a fee waiver at a Board meeting during the public comment section of the agenda. The Board shall consider the request and then have Staff prepare a response to be reported out at the following meeting. The Board's decision is final.