



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT BOARD REPORT



SUBJECT: Fire Prevention Services –
Memorandum of Understanding

EXHIBIT: F-2, 7 Pages

AUTHOR: Brad Chisholm, Fire Chief

MEETING DATE: May 26, 2026

RECOMMENDED ACTION: Approve a Memorandum of Understanding with North Tahoe Fire Protection District and authorize the General Manager to execute contractual documents.

DISCUSSION: The Olympic Valley Fire Department (OVFD) currently does not have a Fire Prevention Officer on staff. To ensure continuity of professional fire prevention services for the community, staff recommends entering into a Memorandum of Understanding (MOU) with the North Tahoe Fire Protection District (NTFPD) for contracted fire prevention services.

NTFPD employs a credentialed fire prevention staff with the experience and working knowledge of current codes, industry standards, and best practices. Under the proposed MOU, NTFPD would provide services related to plan review, inspections and large-scale temporary outdoor events, as requested by OVPSD.

This arrangement allows the District to leverage NTFPD's established prevention program and technical expertise without the cost and time associated with recruiting, hiring, and credentialing dedicated prevention staff. Staff believes partnering with NTFPD is an efficient and cost-effective approach and is in the best interest of the District and the community.

FISCAL/RESOURCE IMPACTS: NTFPD will charge OVPSD for fire prevention services based on NTFPD's most current Cost Recovery Schedule, while OVPSD will charge permit applicants based on the District's own Cost Recovery Schedule. Because OVPSD's schedule recovers a higher hourly rate than NTFPD's, the difference between the two fee schedules is expected to offset the District's administrative costs for permit processing, contract management, and financial oversight. As a result, the agreement is expected to have minimal net fiscal impact to the District

STRATEGIC PLAN ALIGNMENT:

Focus Area: Prioritize core services in budgeting and staff resources. | **Goal:** Create and maintain a staffing plan that aligns with service demands and succession planning.

ATTACHMENTS: Memorandum of Understanding for Fire Prevention Work Performed by North Tahoe Fire Protection District for Olympic Valley Public Service District

DATE PREPARED: May 20, 2026

**MEMORANDUM OF UNDERSTANDING FOR FIRE PREVENTION WORK PERFORMED BY NORTH
TAHOE FIRE PROTECTION DISTRICT FOR OLYMPIC VALLEY PUBLIC SERVICE DISTRICT**

This Memorandum of Understanding (the “Agreement”) is made as of May 26, 2026 by and among the Olympic Valley Public Service District, a California special district (“OVPSD”), and the North Tahoe Fire Protection District, a California special district (“NTFPD”), hereinafter referred to individually as “Party” and collectively as “Parties.”

RECITALS

WHEREAS, NTFPD provides fire and life safety, rescue and emergency medical services, fire prevention, and public education services pursuant to the California Fire Protection District Act, Health and Safety Code §§ 13800 *et seq.*, in the North Tahoe areas of Placer County, from the El Dorado County line to the Nevada State line and north to the Community of Alpine Meadows (“North Tahoe Service Area”) and employs full-time and part-time fire prevention employees who have credentials and knowledge specific to industry standards, mandates, and best practices;

WHEREAS, OVPSD provides water, sewer, fire and emergency services, solid waste and parks and recreation services pursuant to the California County Water District Law, Water Code §§ 3000 *et seq.*, however, it lacks a credentialed and seasoned Fire Prevention Officer and desires to ensure a professional level of fire prevention service to the Olympic Valley community;

WHEREAS, OVPSD wishes to contract with NTFPD for fire prevention services specific to plan review and inspection; and

WHEREAS, for the duration of this Agreement, the Parties intend for all NTFPD employees to remain solely employees of NTFPD and for NTFPD to provide the Services as an independent contractor to OVPSD;

NOW, THEREFORE, in consideration of the above recitals and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto, intending to be legally bound, agree as follows:

AGREEMENT

- 1. RECITALS.** The above recitals are true and correct and incorporated herein by this reference.
- 2. SCOPE OF SERVICES.** NTFPD shall provide to OVPSD, for the term of this Agreement, fire prevention services specific to plan review and inspection related to new and existing construction, tenant improvements, solar/energy storage systems, generators, and large-scale temporary outdoor events anticipated to have daily attendance exceeding 2,000 attendees. Such services shall be provided upon written request by OVPSD and agreed to in writing by NTFPD, subject to availability of NTFPD staff and resources (“Services”). In addition to applicable codes, NTFPD shall enforce OVPSD Ordinance 2025-03.

- 3. COST.** OVPSD agrees to pay NTFPD for all staff time and expenses incurred for providing the Services based on NTFPD's Cost Recovery Schedule in effect as of the Effective Date, a copy of which is attached hereto as Exhibit "A". NTFPD may increase fees and charges after its Board of Directors approves an updated Cost Recovery Schedule and upon 30 days' written notice to OVPSD.
- 4. PAYMENTS AND BILLING.** NTFPD agrees to invoice OVPSD for hours worked on and expenses incurred for the Services. NTFPD shall invoice OVPSD by the 15th of each month for NTFPD's cost for providing the Services. At the time of invoice, NTFPD shall also include APNs and addresses, as well as brief description related to work performed. OVPSD agrees to pay all invoices within 45 days of receipt. Each Party shall maintain all accounting records related to this Agreement for a minimum of seven years.
- 5. MUTUAL COOPERATION.** The Parties agree to undertake best efforts to provide professional prevention services to Olympic Valley, and to remain in good communication and standing with each other.
- 6. EFFECTIVE DATE AND TERM.** This Agreement will become effective on the date on which it has been executed by both Parties (the "Effective Date"). This Agreement shall continue in effect for six (6) months beginning on the first day of the month following the Effective Date. Absent written notification by either Party of an intention not to renew the existing Agreement, then this Agreement shall automatically be renewed for successive six (6) month terms. Should either Party wish to terminate the Agreement prior to the established termination date, or to not renew the Agreement, that Party shall provide no less than a 30-day prior written notice of termination or non-renewal to the other Party specifying the date on which the Agreement shall terminate or expire.
- 7. INDEMNIFICATION.** Each Party shall indemnify and hold the other Parties harmless against all actions, claims, demands, and liabilities, and against all losses, damages, costs, expenses, and attorney's fees, arising directly or indirectly out of an actual or alleged injury to a person or property in the same proportion that its own acts and/or omissions are attributed to said claims, demands, liabilities, losses, damages, costs, expenses, and/or attorney's fees. This provision shall not extend to any claim, demand, liability, loss, damage, cost, expenses, and/or attorney's fees covered by the insurance of any Party. The obligations under this Section shall survive the termination of the Agreement.
- 8. NOTICES.** All notices that are required to be given by one Party to the other Party under this Agreement shall be in writing, and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited with the United States Post Office for delivery by registered or certified mail addressed to the Parties at the following addresses, unless such addresses are changed by notice, in writing, to the other Party:

If to OVPSD:

If to NTFPD:

Charley Miller
Olympic Valley Public Service District
P.O. Box 2026
305 Olympic Valley Rd.
Olympic Valley, CA 96146
Telephone: (530) 583-4692
Email: cmiller@ovpsd.org

Steve Leighton
North Tahoe Fire Protection District
P.O. Box 5879
222 Fairway Drive
Tahoe City, CA 96145
Telephone: (530) 583-6911
Email: leighton@ntfire.net

- 9. MODIFICATION.** This Agreement may only be modified by a written amendment thereto, executed by all Parties.
- 10. ATTORNEYS FEES AND COSTS.** If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing Party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such Party may be entitled.
- 11. SEVERABILITY.** If any provision of this Agreement is held to be unenforceable, the remainder of this Agreement shall be severable and not affected thereby.
- 12. JURISDICTION AND VENUE.** This Agreement shall be construed in accordance with the law of the State of California, and the Parties hereto agree that venue of any action or proceeding regarding this Agreement or performance thereof shall be in the Superior Court of California for the County of Placer.
- 13. ADDITIONAL PROVISIONS.** This Agreement constitutes the entire Agreement between the Parties regarding its subject matter. This Agreement supersedes all proposals, oral and written, and all negotiations, conversations or discussion hereto and between the Parties related to the subject matter of this Agreement.
- 14. COUNTERPARTS.** This Agreement may be executed in counterparts and, as so executed, shall constitute an agreement that shall be binding upon all Parties hereto, notwithstanding that the signatures of all Parties and/or their designated representatives do not appear on the same page. This Agreement may be transmitted by facsimile or other electronic means and the reproduction of signatures by facsimile or other electronic means will be treated as binding as if originals.

[Signatures on following page]

IN WITNESS WHEREOF, the Parties have executed this Agreement by their proper officers.

OVPSD

By: _____
Name: Charley Miller, General Manager

Date: _____

Attest:

By: _____
Name: Jessica Asher, Board Secretary

NTFPD

By: _____

Name:

Date: _____

Attest:

By: _____

Name: _____

EXHIBIT A



FIRE & LIFE SAFETY COST RECOVERY SCHEDULE

PO Box 5879 / 222 Fairway Dr, Tahoe City, CA 96145
 (530) 583-6911 / Fax (530) 583-6909 / plans@ntfire.net

Hourly Rate \$204.00

3.5% Service Fee for Credit Card Transactions

Fee Code	Service	Fee
AMM	Alternate Material and Methods Request (AMMR) Review	\$102.00
LAR	Landscape/Access Residential Plan Review (NTFPD and/or TRPA Required)	\$204.00
LAC	Landscape/Access Commercial Plan Review (NTFPD and/or TRPA Required)	\$408.00
DRC	Design Review Consultation Residential Plan Review	\$204.00
DRC	Design Review Consultation Commercial Plan Review	\$408.00
GEN	Generator Installation Plan Review and Inspection	\$408.00
SOL	Solar Panel or Solar Ground Mount Plan Review and Inspection	\$408.00
ESS	Energy Storage System and Inspection	\$408.00
HFT	Hydrant Flow Test - Private Hydrants Only (Per Hydrant)	\$408.00
TIP	Tenant Improvement Commercial Plan Review	\$408.00
CEL	Cell Tower or Cell Site Plan Review	\$204.00
DMO	Commercial Demo Plan Review	\$204.00
PDM	Pre-Development Meeting with NTFPD Staff	\$204.00
PRE	Request Staff Participation/Review in Building Department Pre-Development Meeting	\$408.00
LEG	Legal Fees for Complicated Matters, Development Agreements, or as Determined by the Fire Chief. May Require a Deposit for Anticipated Fees	Contract Hourly Rate
SCP	Scope of Work Letter Review	\$102.00
ASP	As-Built Plan Review	\$102.00
SPR	Sprinkler Plan Review Residential with Underground, Rough and Final Inspection - NEW 1 to 99 Sprinklers	\$1,020.00
SPA	Sprinkler Plan Review Commercial with Underground, Rough and Final Inspection - NEW, 1 to 99 Sprinklers	\$1,122.00
SPB	Sprinkler Plan Review Commercial with Underground, Rough and Final Inspection - NEW, 100 to 199 Sprinklers Plus # of Risers > 1 _____ x 1 hr Floors >1 _____ x 1 hour	\$1,632.00
SPC	Sprinkler Plan Review Commercial with Underground, Rough and Final Inspection - NEW, > 199 Sprinklers Plus # of Sprinklers _____ x \$0.50 # of Risers > 1 _____ x 1 hr # Floors >1 _____ x 1 hr	\$2,142.00
STP	Sprinkler Plan Review (Tenant Improvement) with Rough and Final Inspection - Existing System with 50 or Less Sprinkler Heads	\$408.00
STT	Sprinkler Plan Review (Tenant Improvement) with Rough and Final Inspection - Existing System with 50 or More Sprinkler Heads	\$612.00
FAL	Fire Alarm System Plan Review with Rough and Final Inspection Plus # Devices _____ x \$2	\$561.00
SDP	Standpipe Plan Review with Rough and Final Inspection	\$918.00
PBP	Paint or Spray Booth Plan Review and Inspection	\$561.00

UGS	Underground Fire Systems with Inspection - Plus per riser/hydrant >1 _____ x 1/4 hour	\$510.00
CAS	Clean Agent Suppression System (Spray Booth/Industrial Dry Chemical Systems) with Rough and Final Inspection	\$765.00
HDP	Hood & Duct System Plan Review and Final Inspection (per system)	\$459.00
ULP	UL-300 Suppression System Plan Review with Rough and Final Inspection	\$612.00
LPG	Propane Tank Installation Plan Review with Rough and Final Inspection - Residential	\$408.00
UGT	Underground Propane Tank Installation Plan Review with Rough and Final Inspection- Residential	\$510.00
AGT	Aboveground Propane Tank Installation Plan Review with Rough and Final Inspection - Commercial	\$510.00
GDT	Gas/Diesel Tank Installation Plan Review with Rough and Final Inspection	\$510.00
TNT	Tents, Canopies, Temporary Structure Plan Review and Inspection for Permit - If >1 Plus # of Tents/Structures _____ x \$102	\$408.00
FWK	Fireworks (Pyrotechnic) - Plan Review, Inspections, and Safety Officer Standby	\$1,632.00
DRN	Drone Show - Plan Review, Inspections, and Safety Officer Standby	\$1,020.00
HHH	Halloween Haunted House Plan Review and Inspection	\$408.00
CCF	Carnivals, Concerts, Circus, Fairs - Basic Plan Review and Inspection Plus # of Booth(s) _____ x \$51	\$612.00
FWS	Fire Watch - Safety Officer	Hourly Rate
FSO	Fire Safety Officer - Film	Hourly Rate
RIF	Re-Inspection Fee: Charged only if a third inspection is required because the project is incomplete or cannot be approved. The first re-inspection is provided at no cost.	\$204.00
DSI	Defensible Space Inspection	\$204.00
HRI	Home Rental Fire & Life Safety Inspection (Short-Term Rentals/Vacation Home Rentals)	\$204.00
TRP	Tree Removal Permit with Defensible Space Inspection	\$204.00
PBL	Business License Fire and Life Safety Inspection for County Sign-off	\$204.00
ASB	Annual Fire and Life Safety Business Inspections	\$204.00
PRI.1	Pre-Inspections Care Facilities/Day Cares < 26	\$408.00
PRI.2	Pre-Inspections Care Facilities/Day Cares > 26	\$561.00
FTK	Food Truck Inspection	\$102.00
SMI	State Mandated Fire & Life Safety Inspection	\$408.00
WSL	Will Serve Letter Processing Fee	\$204.00
FIS	Fire Investigations	\$408.00
EIR	Environmental Impact Report	\$204.00
REP.1	Report Request: \$0.50 per page/copy (# of copies _____)	\$0.50
REP.2	Report Request: \$15 per flash drive	\$15.00
PTG	Postage (Priority Shipping) Fees vary depending on package. Min. \$25 cost recovery fee for postage and staff time	\$25.00
OSN	Other services not covered above (Miscellaneous)	\$204.00