

RESOLUTION NO. 2018 - 031

Resolution of Board of Commissioners of St. Tammany Fire Protection District No. 1 Relating to the Adoption of New Schedule of Fees and Costs Associated With Public Records Requests.

WHEREAS, a quorum of the Board of Commissioners ("Board") of St. Tammany Fire Protection District No. 1 ("District") was present on this date for a properly advertised, regular meeting.

WHEREAS, the Board finds that it is in the best interest of the District, its employee, citizens and taxpayers to adopt a new schedule of fees and costs associated with records requests (*see* attached Exhibit "A"), which more fairly and accurately reimburses the District for the fees and costs associated with responding to public records requests;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board wishes to adopt a new schedule of fees and costs associated with public records requests (*See* attached Exhibit "A");
2. The Board approves said new schedule with an effective date of August 1, 2018;
3. To the extent that prior resolutions or acts of this Board conflict with this Resolution, those prior resolutions and actions are superseded by this Resolution.

CERTIFICATE

I HEREBY CERTIFY that I am the Secretary of the Board of Commissioners of St. Tammany Fire Protection District No. 1, and the above and foregoing Resolution was properly adopted by the Board of Commissioner, which is the District's governing authority, at a regular meeting called and held in accordance with Louisiana law, including the Open Meeting Law, at the Towers Building, 520 Old Spanish Trail, Slidell, Louisiana, on the 17th day of July, 2018.

THUS DONE AND SIGNED at Slidell, Louisiana, this 17th day of July, 2018.

**CHAIRMAN, BOARD OF COMMISSIONERS
ST.TAMMANY FIRE PROTECTION
DISTRICT NO. 1**

**SECRETARY, BOARD OF COMMISSIONERS
ST.TAMMANY FIRE PROTECTION
DISTRICT NO. 1**

POLICY ESTABLISHING AND ADOPTING PUBLIC RECORDS REQUEST FEES AND ASSOCIATED SCHEDULE OF COSTS

The District has had a policy established concerning public record requests.

In order to update and further set forth procedures and pricing, the District adopts the following policies and practices as of May 15, 2018.

Effective June 1, 2018, this District recognized a need for a current, uniform fee schedule for public records requests (hereinafter "PRR").

By law, a public record request must be responded to within seventy-two hours which often requires employees to abandon their daily routine or special duties to fulfill such requests and in order to accommodate such requests within this time-frame, there needs to be assessed minimum administrative fees & costs.

The District has carefully researched and evaluated costs and fees associated with PRRs.

The District has held a public hearing to discuss and evaluate this policy and fee assessment.

The District has determined that this policy and schedule best suits the needs of the public.

The District recognized, establishes and adopts a uniform administrative policy as to PRRs.

The District has formulated and herewith now adopts and incorporates the following schedule attached to this Policy.

The District has determined that any document or material transferred to any media (i.e. more than one map transferred to digital CD or DVD media), then each document or item transferred shall be considered as a separate item. For illustration purposes only, three one-page documents transferred to a CD (\$15.00) shall be considered as three pages at \$1.00 per page, plus \$15.00 or a total of \$18.00 (plus postage).

Document Request: If a request is made for an incident report, narrative report, or follow-up investigative report, there shall be an Administrative fee of \$25.00 in conjunction with reviewing and redacting the report(s), as well as a copying fee of \$1.00/page.

Audio Request: If a Request is made for an audio recording from the Communications Center, there shall be an Administrative/Research fee of \$50.00 per hour, as well as any additional cost of the tape and postage.

The party seeking a PRR shall be responsible to pay the cost of each document transferred, research fees and postage.

The party seeking a PRR may be required to pay a deposit prior to preparation of duplication of items requested, as determined by the Chief of Administration. When there is a PRR in excess of \$50.00, the District shall be entitled to demand full payment as a deposit of the estimated amount.

Any electronic transmission of any PRR shall be charged at the same rate as regular reproduction per page or media.

Any research not specifically listed herein shall be charged at the rate of \$50.00 per hour. Research projects that last more than one (1) hour, as determined by the Chief of Administration, may be assessed a special time, rate and fee as highlighted below.

In the event that any PRR project is deemed to be too voluminous to interrupt the daily work of this Department, as is determined by the Chief of Administration, and is estimated to take more than one (1) hour to complete, then the person requesting the PRR from the District shall make mutual, timely arrangements with the Chief of Administration to be available at the District headquarters at 4:30 p.m. on a jointly selected day wherein District personnel will be made available to obtain documents for review and inspection and copying as requested. In the event that such a meeting is arranged, the person seeking the PRR shall pay a fee in advance (exclusive of copying costs) of \$150.00 for a three-hour session regardless of the length of review that afternoon. In the event that another session is requested by such person, then an additional fee of \$150.00 shall be charged for the next three hour session, and so on. The purpose and need for such a fee after hours is to pay for personnel overtime, additional security or supervisory personnel to be present, and general costs associated with maintaining the building. Said fee shall be paid in advance of any session.

It is also the policy that no response to a public record request will be mailed/released unless and until the estimated cost has been paid by the requesting party.

It is also the Policy of this District that any record/document/audio/photograph not highlighted on Schedule "A" shall be expensed and charged at the market rate.

It is the policy & intention of this District that the attached Schedule "A" is incorporated in this Policy.

SCHEDULE "A"

SCHEDULE OF FEES AND COSTS FOR PUBLIC RECORDS REQUESTS

Documents/Photographs/audio recordings/records:

Incident reports – Administrative Fee plus price per page (\$1.00)	\$25.00 per report (exclusive of photographs or audio)
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Printed photographs:

Copies – black & white (4 x 6) or (5 x 7)	\$2.00 per photo
Copies – black & white (8 x 10) or (8.5 x 14)	\$2.50 per photo
Copies – black & white (17 x 11)	\$12.00 per photo
Copies – black & with (larger)	Actual Cost + 20%

Copies – color (4 x 6) or (5 x 7)	\$3.00 per photo
Copies – color (8 x 10) or (8.5 x 14)	\$3.50 per photo
Copies – color (17 x 11)	\$18.00 per photo
Copies – color (larger)	Actual Cost + 20%

Photographs transferred (digital, emailed or otherwise)	\$1.00 per photo
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Documents/Maps transferred (digital, emailed or otherwise)	\$1.00 per page
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Map on CD	\$15.00 per CD
Map on DVD	\$20.00 per DVD

Audio tape recording	\$50.00 per CD
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Research fee	\$50.00 per hour
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Postage charges	at current rate
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