



COUNTY OF NEVADA COMMUNITY DEVELOPMENT AGENCY

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Agricultural Commissioner Building Department Code Compliance Environmental Health Planning Department Dept. of Public Works

County Vegetation Abatement Ordinance Implementation

As of April 26, 2016

CDA Guidelines: Actions taken by Local Fire prior to starting a Code Compliance case or abatement

Phase 1 - INSPECTIONS

Fire will play the lead role in the first phase.

Code will provide templates and samples to assist Fire with completing substantive reports.

The reports template will be generated as a cut-and-paste / fill-in-the-blank to reduce Fire's administrative time.

The first few reports completed by fire will take time, but future reports should see significant economies of scale reducing preparation time.

The fire agency can complete as many informal inspections as they deem appropriate before, during, and after each of the two required formal inspection reports.

The fire agency may require or complete additional formal inspections the fire agency deems appropriate.

Two formal inspection reports are the minimum required to start the pre-abatement (Phase 2) process.

Fire	<ul style="list-style-type: none"> • Credible compliant received 	
Fire	<ul style="list-style-type: none"> • Initial Inspection (<u>Inspection Report and Pictures</u>). 	
Fire	<ul style="list-style-type: none"> ○ Send <u>contact letter, warning notice of code violation</u>, and are subject to an <u>inspection fee notice</u> to property owner. ○ Wait 30 days from contact letter date. 	
Fire	<ul style="list-style-type: none"> • 2nd Inspection (Report and Pictures). 	
Fire	<ul style="list-style-type: none"> ○ Send contact letter and <u>notice of code violation</u> to property owner. ○ Wait 30 days from second contact letter date. 	
Fire	<ul style="list-style-type: none"> ○ Fire may issue a fire citation from the fire agency at their discretion. 	
Code	Samples and templates of the following provided to Fire (<u>underlined items above</u>).	
	<ol style="list-style-type: none"> 1. <i>Inspection report and pictures</i> 2. <i>Contact letter</i> 3. <i>Warning notice of code violation</i> 	<ol style="list-style-type: none"> 4. <i>Inspection fee notice</i> 5. <i>Notice of code violation</i>

The fire agency solely determines whether a property should move into the next phase of pre-abatement.

Fire and Code's intention is that property owners self-abate and the process does not continue into Phase 2.

Phase 2 - PRE-ABATEMENT/APPEAL PROCESS

The next phase would only occur for the properties where all of fire's efforts have proved nonresponsive by a property owner and abatement is necessary as an immediate safety issue needs abated.

Fire and Code track all time and expenses from this point.

This process should rarely occur and is fire's last resort for compliance (estimate twice a year or less assuming the Placer County model).

Code will respond to pre-abatements as staff resources are available balanced with Code's existing caseload.

Fire	<ul style="list-style-type: none"> Submit <u>Report of Inspection (ROI)</u> and <u>Notice to Abate</u> to Local Fire Official. 	
Fire	<ul style="list-style-type: none"> Local Fire Official signs Notice to Abate. 	
Fire	<ul style="list-style-type: none"> Conduct an inspection (Report and Pictures) - determine if abatement should continue (<u>obtain a warrant</u> if necessary for property access). Post on property and send ROI, Notice to Abate, and <u>LUDC Sec. L-II 5.22 Property Maintenance and Nuisance Abatement</u> code section to all property owners and lien holders- certified/first class. Allow 10 days for appeal or 30 days to voluntarily abate. 	
COB	Appeal received within 10 days by the Clerk of the Board	No appeal received within 10 days
Fire/Code	<ul style="list-style-type: none"> Contact the Clerk of the Board - schedule appeal hearing. 	
Fire/Code	<ul style="list-style-type: none"> Inspect prior to hearing (Report and Pictures) (obtain warrant if necessary for property access). 	
	<ul style="list-style-type: none"> Prepare <u>presentation for appeal hearing to the Hazardous Vegetation Abatement Hearing Body</u> and may include: <ul style="list-style-type: none"> Maps Case History Pictures Reports Written Notices Citations ROI and AO Code Sections Recommendation to Abate Time Tracking/ Billing Statement Outline of Presentation <ul style="list-style-type: none"> Presentation of need to abate and appeal. 	
Fire	<ul style="list-style-type: none"> Wait for hearing officer's decision (if not made during hearing). 	
Fire	<ul style="list-style-type: none"> Wait for hearing officer's decision (if not made during hearing). 	

Fire/ Code	<ul style="list-style-type: none"> • After 30 days or appeal process, conduct an inspection with Code Compliance Officer (Report and Pictures) (obtain a warrant if necessary for property access).
Code	<ul style="list-style-type: none"> • Samples and templates of the following provided to Fire (<u>underlined items above</u>). <ol style="list-style-type: none"> 1. <i>Report of Inspection (ROI)</i> 2. <i>Notice to Abate</i> 3. <i>Lot Book Guarantee</i> 4. <i>LUDC Sec. L-II 5.22 Property Nuisance Abatement</i> 5. <i>Inspection report and pictures</i> 6. <i>Hearing binders</i>

Phase 3 - ABATEMENT

Abatement will be handled by Code with Fire providing necessary technical inspections confirming the abatement is complete.

Code will be lead on administrative functions and paperwork to complete the abatement process.

Code	<ul style="list-style-type: none"> • Prepare RFP and award contract to vendor for abatement. <ul style="list-style-type: none"> ○ Depending on abatement workload – seasonal RFP may be awarded to a pool of qualified vendors.
Code	<ul style="list-style-type: none"> • Conduct abatement. <ul style="list-style-type: none"> ○ Obtain a warrant including declaration and affidavit (if necessary).
Code/ Fire	<ul style="list-style-type: none"> • Inspection by fire to confirm abatement is complete. (<u>Inspection Report and Pictures</u>).
Code	<ul style="list-style-type: none"> • Bill property owner.
Code	<ul style="list-style-type: none"> • Record lien on property for any unpaid abatement to recoup costs.