



**Excelsior Fire District**  
*Proudly serving the Communities of:*  
**Deephaven-Excelsior-Greenwood-Shorewood-Tonka Bay**  
24100 Smithtown Road  
Shorewood, MN. 55331

**Date:** Tuesday, September 25, 2007  
**Revised** Tuesday, June 3, 2010  
**To:** Businesses in the Excelsior Fire District  
**From:** Scott Gerber, Fire Chief  
**Re:** Inspections Program Policy – Cost Recovery

**1<sup>st</sup> Follow-Up Inspection Date**  
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The Excelsior Fire District is committed to protecting and enhancing the quality of life of those who work, live and play within our community. We accomplish this through active efforts in fire suppression, emergency medical services, fire prevention, community awareness, hazardous materials mitigation, and disaster response. We strive to operate in ways that will benefit the overall community. These activities and operations, including our inspections program, create expenditures for the Excelsior Fire District and the District attempts to recover costs for the district operations when possible.

In July of 2007 the Excelsior Fire District Board passed a Cost Recovery policy and procedure. I initiated discussion and action on this policy and procedure in an effort to provide the most cost effective operations to the Excelsior Fire District. Specifically in the inspections area, we are attempting to recover costs for unplanned and lengthy inspections.

**So what does this mean to your business?**

Inspections that are done at your business or occupancy that require one or less follow-up visit will not change in how we operate today - there will be no fee for this service.

Inspections that require greater than one follow-up visit to complete will be charged a fee as noted below.

**Key areas of the cost recovery policy as it relates to the inspections program are as follows:**

**1) Inspection Program**

- |                                                                                                                                    |                                                     |
|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| a. Inspections                                                                                                                     | No fee for annual inspections                       |
| b. Special Inspections                                                                                                             | \$100.00                                            |
| i. Inspections that are not scheduled or require additional time and effort to complete.                                           |                                                     |
| ii. Special event inspections where the vendor is not in compliance and/or prepared for the inspection when the inspector arrives. |                                                     |
| c. Re-inspections                                                                                                                  | No fee for the 1 <sup>st</sup> follow-up inspection |
|                                                                                                                                    | \$50.00 - 2 <sup>nd</sup> Follow-up Inspection      |
|                                                                                                                                    | \$75.00 - 3 <sup>rd</sup> Inspection                |
|                                                                                                                                    | \$100.00 - 4 <sup>th</sup> Inspection               |
|                                                                                                                                    | \$200.00 - 5 <sup>th</sup> Inspection               |

This policy/procedure is in effect today. Please contact me at 952-960-1650 with any questions or concerns.

If you need an extension or to reschedule any of the inspections listed above you must contact Fire Inspector, Kellie Murphy-Ringate at [kmurphyringate@excelsiorfire.org](mailto:kmurphyringate@excelsiorfire.org) or 952-960-1692 by 8:00 am the morning the inspection is scheduled. Any requests left on voice mail must be confirmed by the inspector. If the Fire Inspector is not contacted per the parameters listed above and an additional follow up inspection is required, fees will be applied.