



**NORTH COLLIER FIRE CONTROL AND RESCUE DISTRICT
BOARD OF FIRE COMMISSIONERS' MEETING**

AGENDA (FINAL)

THURSDAY, APRIL 27, 2023 ■ 9:00 AM
1885 Veterans Park Drive ■ Naples, FL 34109

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL, ADDITIONS OR DELETIONS TO AGENDA**
- 4. APPROVAL OF MINUTES**
 - A. March 30, 2023 Board of Fire Commissioners' Meeting
- 5. CHIEF'S REPORT**
- 6. TREASURER'S REPORT**
 - A. March 2023
- 7. LABOR REPORT**
- 8. CONSENT AGENDA**

Table 1: Expenditures for Board approval

Category	Amount
General Fund Unbudgeted	\$52,916
General Fund Emergency Purchases	\$0
Addition of Fixed Assets	\$0
Deletion of Fixed Assets	\$53,037
Other	\$3,750



9. OLD BUSINESS

10. NEW BUSINESS

- A. Request Board Approval of Revisions to District Policy 212-Procurement
- B. Request Board Approval of District Policies

11. COMMENTS BY COMMISSIONERS

12. COMMENTS BY THE PUBLIC FOR ITEMS NOT ON THE AGENDA

13. ADJOURNMENT



**NORTH COLLIER FIRE CONTROL AND RESCUE DISTRICT
BOARD OF FIRE COMMISSIONERS' MEETING**

MINUTES (DRAFT)

THURSDAY, MARCH 30, 2023 ■ 9:00 AM
1885 Veterans Park Drive ■ Naples, FL 34109

1. CALL TO ORDER

Commissioner Feder called meeting to order at 9:03 a.m. With four of five commissioners present (James Burke, James Calamari, Christopher Crossan, and Norman Feder), quorum was met. Commissioner Christopher Lombardo was absent.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL, ADDITIONS OR DELETIONS TO AGENDA

Deputy Director Lori Freiburg stated agenda item 10C would be deferred to April 2023 agenda. Commissioner Burke moved to approve agenda as amended. Commissioner Calamari seconded. MOTION CARRIED 4:0

4. APPROVAL OF MINUTES

A. February 23, 2023 Board of Fire Commissioners' Meeting

Commissioner Calamari moved to approve minutes as presented. Commissioner Burke seconded. MOTION CARRIED 4:0

5. CHIEF'S REPORT

Fire Chief Eloy Ricardo, Deputy Chief Jorge Aguilera, and Deputy Chief Michael Jimenez gave verbal reports.

6. TREASURER'S REPORT

A. February 2023

Commissioner Calamari read prepared summary of financial highlights for February 2023 Treasurer's Report. Board accepted report as presented into record.

7. LABOR REPORT

Local 2297 President Scott Palmateer gave verbal report. He also asked the Board to consider approving prepayment of paramedic school for those District employees wishing to obtain their paramedic license. He explained that the cost may be prohibitive for some personnel. Discussion ensued with Chairman Feder directing Chief Ricardo to determine alternatives including possibly a scholarship program.



8. CONSENT AGENDA

Table 1: Expenditures for Board approval

Category	Amount
General Fund Unbudgeted	\$30,251
General Fund Emergency Purchases	\$0
Addition of Fixed Assets	\$0
Deletion of Fixed Assets	\$247,998
Other	\$0

Commissioner Calamari moved to approve Consent Agenda as presented. Commissioner Crossan seconded. MOTION CARRIED 4:0

9. OLD BUSINESS

None

10. NEW BUSINESS

A. Request Board Approval for the Procurement of Three (3) New Fire Engines

Commissioner Calamari moved to approve staff recommendation for the construction and delivery of three (3) fire apparatus from Ten-8 Fire and Safety, LLD (Pierce) in the amount of \$2,459,283 as presented. Commissioner Burke seconded. MOTION CARRIED 4:0

B. Request Board Approval of 2014 Braun Super Chief Ambulance

Commissioner Calamari moved to approve staff recommendation for the purchase and delivery of 2014 Braun Ambulance from Frazer Ltd. In the amount of \$42,000. Commissioner Crossan seconded. MOTION CARRIED 4:0

C. Request Board Approval of Revisions to District Policies

Deferred to April 27, 2023 Board of Fire Commissioners’ Board meeting.

11. COMMENTS BY COMMISSIONERS

Commissioner comments were given.



12. COMMENTS BY THE PUBLIC FOR ITEMS NOT ON THE AGENDA

None

13. ADJOURNMENT

Commissioner Calamari moved to adjourn meeting. Commissioner Burke seconded. MOTION CARRIED 4:0 Meeting adjourned at 10:02 a.m.



AGENDA ITEM 6

Meeting Date: April 27, 2023
Prepared By: Chief Financial Officer Ben Van Klingerren
Subject: Treasurer's Report - March 2023

The following is information for the Treasurer's Report for the April 27, 2023 Board Meeting:

GENERAL FUND

Revenue

The following is the breakdown of revenue for the period ended March 31, 2023 for the North Naples Service Delivery Area ("NN SDA"), the Big Corkscrew Service ("BC SDA") and North Collier Fire Control & Rescue District. Note that these financial statements reflect the Board approved cost allocation method; per that method, there is no allocation of revenue (except for grant funds) - it remains in the SDA in which it is earned/received.

		NN SDA	% of	BC SDA	% of	North Collier	% of
		3/31/2023	Budget	3/31/2023	Budget	3/31/2023	Budget
Ad Valorem	\$	39,278,844	95.71%	\$ 9,956,346	95.89%	\$ 49,235,190	
Fees	\$	360,355	51.73%	\$ -	0.00%	\$ 360,355	
Other Revenue	\$	<u>1,080,933</u>	305.67%	\$ <u>247,283</u>	274.83%	\$ <u>1,328,216</u>	
Total Revenue	\$	40,720,132	96.75%	\$ 10,203,629	95.93%	\$ 50,923,761	96.58%

Expenses

The following is the breakdown of expenses for the period ended March 31, 2023 for NN SDA, BC SDA and the North Collier Fire Control & Rescue District utilizing the cost allocation method approved by the Board.

GENERAL FUND, CONT'D

		NN SDA	% of	BC SDA	% of	North Collier	% of
Expenses		3/31/2023	Budget	3/31/2023	Budget	3/31/2023	Budget
Personnel	\$	15,893,568	49.07%	\$ 3,728,121	49.07%	\$ 19,621,689	49.07%
Operating	\$	3,754,552	49.50%	\$ 880,697	48.92%	\$ 4,635,249	49.39%
Debt Service	\$	420,008	72.68%	\$ 98,520	72.68%	\$ 518,528	72.68%
Capital	\$	<u>665,958</u>	49.18%	\$ <u>156,212</u>	49.18%	\$ <u>822,170</u>	49.18%
Total Expenses	\$	20,734,085	49.48%	\$ 4,863,551	49.37%	\$ 25,597,636	49.46%

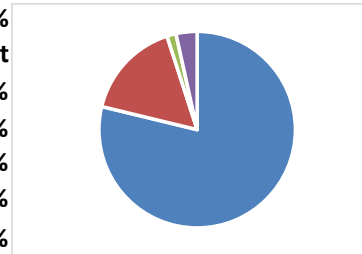
It should be noted that there are four general types of expenditures in terms of payment impact on the fiscal year:

1. Those that are paid monthly at fairly regular and predictable monthly intervals.
2. Those that are paid quarterly or annually so are not reflected in an appropriate percentage.
3. Those that are based on unpredictable need, such as building, equipment or vehicle repairs.
4. Items that were budgeted in the prior year, but were not received or invoiced until this year.

Based on these payment type exceptions, accrual or prepayment adjustments can be made to the actual expenditures, and an adjusted percent of budget determined.

When these adjustments are made, year-to-date expenditures as a percentage of budgeted expenditures, by category, are as follows:

	Adj Amounts North Collier	Adj. % of Budget
Personnel	\$ 18,700,402	46.77%
Operational	\$ 3,858,060	41.11%
Debt Service	\$ 356,740	50.00%
Capital	\$ 822,170	49.18%
Total	\$ 23,737,373	45.86%



As identified above, when adjustments are made to the actual expenses based on known prepaid and accrual adjustments, General Fund expenses are at 45.86% which is reasonable as we have completed 6 months of the 2022/2023 fiscal year (50%).

General Fund Comparison with Prior Year:

Included with the General Fund Financial Statement is a comparison to March 2022 of each service delivery area, noting the percentage of variance. In brief, total revenue in the NN SDA comparison reflects a variance of 16.31%. Expenses reflect a variance of 13.08%.

In the Big Corkscrew SDA, a variance in revenue of 27.10% is reflected due to higher interest rates. Expenses reflect a variance of 16.16%.

IMPACT FEE FUND - Comparison with Budget

As of March 31, 2023, impact fee revenue earned plus interest total \$124,434 or 21.5% of the annual budget. NCFR has collected \$209,628 in impact fees YTD (considered deferred revenue). Expenses total \$62,604 or 10.82% of budget for the year due to the annual debt service payment made in October. None of the budgeted Construction in Progress expenses have been incurred so far this fiscal year.

INSPECTION/PLAN REVIEW FEE FUND - Comparison with Budget

Revenue

As of March 31, 2023, total revenue received is \$738,485 or 35.15% of budgeted revenue which includes inspection fees, plan review fees and interest. Similar to the Impact Fee Fund, payments received are in arrears and are from the previous month.

Expenses

Expenses total \$934,654 or 41.49% of the total budget. This is appropriate for this time of year since we have completed 6 months of the 2022/2023 fiscal year (50%).

GENERAL FUND 2022-2023							
		Budget 22-23	Budget 22-23	Budget 22-23	Total Actual	Percent of	
		NN SDA	BC SDA	North Collier	March 2023	Budget	
	Balance Forward-Assigned	\$ 16,669,334	\$ 4,801,935	\$ 21,471,269	\$ 22,615,934	**Unaudited**	
	Balance Forward-Unassigned	\$ -	\$ -	\$ -	\$ -		
		\$ 16,669,334	\$ 4,801,935	\$ 21,471,269	\$ 22,615,934		
					\$ -		
1	Collier County Ad Valorem (Millage Rate NN SDA 1.00, BC SDA 3.75)	\$ 41,039,124	\$ 10,383,380	\$ 51,422,504	\$ 49,235,190	95.75%	1
2	C.C.-Ad Val. over 95%	\$ -	\$ -	\$ -	\$ -	0.00%	2
3	Interest-General	\$ 15,000	\$ 4,500	\$ 19,500	\$ 768,041	3938.67%	3
4	Interest-CD	\$ -	\$ -	\$ -	\$ -	0.00%	4
5	Interest-Ad Valorem	\$ 6,000	\$ 1,125	\$ 7,125	\$ 25,853	362.84%	5
6	Fire Watch and Spec. Event Fees	\$ 291,600	\$ 68,400	\$ 360,000	\$ 110,557	30.71%	6
7	Occupational Lic. Fees	see line 10	see line 10	see line 10	\$ -	0.00%	7
8	Flow Test	see line 10	see line 10	see line 10	\$ -	0.00%	8
9	Hydrant Maintenance Fees	see line 10	see line 10	see line 10	\$ -	0.00%	9
10	Fire Prevention Bureau Services (Formerly lines 7, 8, 9, 11, 14, 21, 27)	\$ 405,000	\$ 95,000	\$ 500,000	\$ 249,798	49.96%	
11	Service Fees-Other	see line 10	see line 10	see line 10	\$ -	0.00%	10
12	State & Federal Grants	\$ 22,712	\$ 5,328	\$ 28,040	\$ 16,322	58.21%	11
13	State Revenue Sharing FF Supplemental	\$ 72,900	\$ 17,100	\$ 90,000	\$ 48,450	53.83%	12
14	Key Boxes	see line 10	see line 10	see line 10	\$ -	0.00%	13
15	Reinspection Fees	\$ -	\$ -	\$ -	\$ -	0.00%	14
16	Rental - Cell Tower	\$ 64,707	\$ 24,883	\$ 89,590	\$ 54,357	60.67%	15
17	Station Rental-EMS	\$ 30,822	\$ 7,230	\$ 38,052	\$ 18,258	47.98%	16
18	Other Rental	\$ 22,599	\$ 5,301	\$ 27,900	\$ 12,000	43.01%	17
19	Donations	\$ 486	\$ 114	\$ 600	\$ 1,107	184.50%	18
20	Disposition of Fixed Assets	\$ 48,600	\$ 11,400	\$ 60,000	\$ 23,400	39.00%	19
21	Fire Inspection Fees-Existing Bldgs./Permits	see line 10	see line 10	see line 10	\$ -	0.00%	20
22	Misc. Revenue	\$ 9,720	\$ 2,280	\$ 12,000	\$ 5,093	42.44%	21
23	Misc. Rev.-Refunds/Reimb.	\$ 19,440	\$ 4,560	\$ 24,000	\$ 337,626	1406.77%	22

GENERAL FUND 2022-2023							
		Budget 22-23	Budget 22-23	Budget 22-23	Total Actual	Percent of	
		NN SDA	BC SDA	North Collier	March 2023	Budget	
24	Fire Training Center Fee	\$ 6,804	\$ 1,596	\$ 8,400	\$ 3,569	42.49%	23
25	Training Fees	\$ 4,860	\$ 1,140	\$ 6,000	\$ -	0.00%	
26	Reimbursement - Overtime	\$ 14,580	\$ 3,420	\$ 18,000	\$ 6,880	38.22%	24
27	False/Malfunctioning Alarm Fees	see line 10	see line 10	see line 10	\$ -	0.00%	25
28	IFCD Interlocal Agreement	\$ 14,400	\$ -	\$ 14,400	\$ 7,260	50.42%	
29	Proceeds from Debt	\$ -	\$ -	\$ -	\$ -	0.00%	
	TOTAL INCOME	\$ 42,089,354	\$ 10,636,757	\$ 52,726,111	\$ 50,923,761	96.58%	
Personnel Expenses							
30	Salaries - Admin & Operations	\$ 15,611,270	\$ 3,661,903	\$ 19,273,173	\$ 8,656,651	44.92%	30
31	Salaries - Harmonization	\$ -	\$ -	\$ -	\$ -	0.00%	31
32	Salaries - Prevention	\$ 1,135,793	\$ 266,420	\$ 1,402,213	\$ 587,549	41.90%	32
33	Intentionally Left Blank			\$ -		0.00%	33
34	Salaries-Commissioners	\$ 24,300	\$ 5,700	\$ 30,000	\$ 15,500	51.67%	34
35	On Call Pay	\$ 116,640	\$ 27,360	\$ 144,000	\$ 27,496	19.09%	35
36	Prof. Pay	\$ 1,366,502	\$ 320,538	\$ 1,687,040	\$ 779,291	46.19%	36
37	Prof. Pay-Prevention	\$ 42,800	\$ 10,040	\$ 52,840	\$ 34,004	64.35%	37
38	Holiday	\$ 539,413	\$ 126,529	\$ 665,942	\$ 1,273	0.19%	38
39	Overtime-Operations	\$ 512,730	\$ 120,270	\$ 633,000	\$ 686,092	108.39%	39
40	Overtime-Prevention	\$ 36,450	\$ 8,550	\$ 45,000	\$ (1,117)	-2.48%	40
41	Overtime-Firewatch	\$ 48,600	\$ 11,400	\$ 60,000	\$ 26,345	43.91%	41
42	Overtime-Spec. Teams	\$ 147,256	\$ 34,541	\$ 181,797	\$ 88,471	48.66%	
43	Overtime-Administration	\$ 43,740	\$ 10,260	\$ 54,000	\$ 63,390	117.39%	
44	Overtime-Beach Patrol	\$ -	\$ -	\$ -	\$ -	0.00%	
45	Overtime-Paramedic Training	\$ 52,650	\$ 12,350	\$ 65,000	\$ 8,446	12.99%	
46	Overtime - Reimbursable	\$ 126,360	\$ 29,640	\$ 156,000	\$ 56,994	36.53%	46
47	Overtime - Training	\$ 81,000	\$ 19,000	\$ 100,000	\$ 20,305	20.30%	47
48	Training Bonus	\$ 40,338	\$ 9,462	\$ 49,800	\$ -	0.00%	48
49	Vacation Pay	\$ 97,200	\$ 22,800	\$ 120,000	\$ 123,815	103.18%	49
50	Sick Leave Pay	\$ 772,258	\$ 181,147	\$ 953,405	\$ 5,427	0.57%	50
51	Sick Leave-Prevention	\$ 42,273	\$ 9,916	\$ 52,189	\$ -	0.00%	51
52	Volunteer Services	\$ -	\$ -	\$ -	\$ -	0.00%	52

GENERAL FUND 2022-2023							
		Budget 22-23	Budget 22-23	Budget 22-23	Total Actual	Percent of	
		NN SDA	BC SDA	North Collier	March 2023	Budget	
53	Social Security	\$ 1,609,375	\$ 377,508	\$ 1,986,883	\$ 768,711	38.69%	53
54	Soc. Security-Prevention	\$ 99,459	\$ 23,330	\$ 122,789	\$ 51,859	42.23%	54
55	Disability Insurance	\$ 92,708	\$ 21,746	\$ 114,454	\$ 35,047	30.62%	55
56	Disability Ins.- Prev.	\$ -	\$ -	\$ -	\$ -	0.00%	56
57	Life/Health Insurance	\$ 4,617,241	\$ 1,083,057	\$ 5,700,298	\$ 2,992,798	52.50%	57
58	Life/Health Ins.-Prev.	\$ 318,822	\$ 74,786	\$ 393,608	\$ 212,336	53.95%	58
59	Life/Health Ins.- Commissioners	\$ 48,600	\$ 11,400	\$ 60,000	\$ 34,565	57.61%	59
	Benefits-Harmonization	\$ -	\$ -	\$ -	\$ -		
60	Post Employment Health Plan	\$ -	\$ -	\$ -	\$ -	0.00%	60
61	Worker's Compensation	\$ 673,790	\$ 158,049	\$ 831,839	\$ 832,359	100.06%	61
62	Worker's Comp.-Prev.	\$ 46,526	\$ 10,913	\$ 57,439	\$ 29,048	50.57%	62
63	Retirement-FRS	\$ 614,915	\$ 144,239	\$ 759,154	\$ 363,235	47.85%	63
64	Retirement-FRS-Prev.	\$ 61,584	\$ 14,446	\$ 76,030	\$ 40,864	53.75%	64
65	Retirement-175	\$ 2,910,473	\$ 682,703	\$ 3,593,176	\$ 2,761,077	76.84%	65
66	Retirement-175-Prev.	\$ 143,057	\$ 33,557	\$ 176,614	\$ 125,707	71.18%	66
67	Retirement-Commissioners	\$ 13,299	\$ 3,119	\$ 16,418	\$ 8,210	50.01%	67
68	Retirement - 401	\$ 698	\$ 164	\$ 862	\$ 454	52.71%	68
69	Unemployment Ins	\$ -	\$ -	\$ -	\$ 168	0.00%	69
70	District Physician - Clinic Services and Employee Physicals	\$ 293,576	\$ 68,864	\$ 362,440	\$ 175,440	48.41%	70
71	Retirement Recognition	\$ 6,480	\$ 1,520	\$ 8,000	\$ 9,879	123.48%	71
	Total Pers. Serv.	\$ 32,388,176	\$ 7,597,227	\$ 39,985,403	\$ 19,621,689	49.07%	
OPERATING EXPENSES				\$ -			
80	Bldg., Liability & Auto Insurance	\$ 513,316	\$ 120,407	\$ 633,723	\$ 768,115	121.21%	80
81	Communications	\$ 208,899	\$ 49,001	\$ 257,900	\$ 58,375	22.63%	81
82	Telephone	\$ 355,590	\$ 83,410	\$ 439,000	\$ 161,094	36.70%	82
83	Utilities	\$ 223,560	\$ 52,440	\$ 276,000	\$ 137,801	49.93%	83
Maintenance							

GENERAL FUND 2022-2023							
		Budget 22-23	Budget 22-23	Budget 22-23	Total Actual	Percent of	
		NN SDA	BC SDA	North Collier	March 2023	Budget	
84	Vehicle Maint	\$ 462,915	\$ 108,585	\$ 571,500	\$ 234,718	41.07%	84
85	Bldg. Maint.	\$ 343,602	\$ 80,598	\$ 424,200	\$ 156,934	37.00%	85
86	Bldg. Maint.-St. 10	\$ 8,626	\$ 2,024	\$ 10,650	\$ 15,083	141.62%	86
87	Bldg. Maint. BC Essential Ser	\$ 2,916	\$ 684	\$ 3,600	\$ 5,790	160.84%	87
88	Bldg. Maint - St. 12	\$ 11,988	\$ 2,812	\$ 14,800	\$ 8,053	54.41%	88
89	Bldg. Maint.-St. 40	\$ 10,044	\$ 2,356	\$ 12,400	\$ 1,030	8.30%	89
90	Bldg. Maint.-St. 42	\$ 14,701	\$ 3,449	\$ 18,150	\$ 6,006	33.09%	90
91	Bldg. Maint.-St. 43	\$ 12,555	\$ 2,945	\$ 15,500	\$ 10,140	65.42%	91
92	Bldg. Maint.-St. 44	\$ 4,252	\$ 998	\$ 5,250	\$ 889	16.93%	92
93	Bldg. Maint.-St. 45	\$ 34,850	\$ 8,175	\$ 43,025	\$ 34,890	81.09%	93
94	Bldg. Maint.-St. 46	\$ 7,128	\$ 1,672	\$ 8,800	\$ 870	9.89%	94
95	Bldg. Maint.-St. 47	\$ 7,533	\$ 1,767	\$ 9,300	\$ 3,266	35.12%	95
96	Bldg. Maint. St. 48	\$ 21,262	\$ 4,988	\$ 26,250	\$ 7,411	28.23%	96
97	Bldg. Maint-Essential Serv.	\$ 23,490	\$ 5,510	\$ 29,000	\$ 10,708	36.92%	97
Equipment Maintenance							
98	Equip.Repair & Maint.-Fire	\$ 70,713	\$ 16,587	\$ 87,300	\$ 37,623	43.10%	98
99	Equip. Maint. - SCBA	\$ 10,125	\$ 2,375	\$ 12,500	\$ 4,173	33.38%	99
100	Equip. Maint.-Nozzle	\$ 2,835	\$ 665	\$ 3,500	\$ -	0.00%	100
101	Computer Maintenance	\$ 805,302	\$ 188,898	\$ 994,200	\$ 463,950	46.67%	101
102	Hydrant Maintenance & Repair	\$ 162,000	\$ 38,000	\$ 200,000	\$ 10,824	5.41%	102
Supplies							
103	ALS/Emergency Medical Sup./Serv.	\$ 224,810	\$ 52,733	\$ 277,543	\$ 127,527	45.95%	103
104	Office Supplies	\$ 58,320	\$ 13,680	\$ 72,000	\$ 20,618	28.64%	104
105	Office Supplies-Prevention	\$ -	\$ -	\$ -	\$ -	0.00%	105
106	Protective Gear	\$ 371,207	\$ 87,073	\$ 458,280	\$ 115,593	25.22%	106
107	Uniforms	\$ 154,062	\$ 36,138	\$ 190,200	\$ 78,529	41.29%	107
108	Hurricane/Emergency Supplies	\$ -	\$ -	\$ -	\$ 111,915	0.00%	108
109	Station Supplies	\$ 59,373	\$ 13,927	\$ 73,300	\$ 40,123	54.74%	109
110	Rental/Lease	\$ 218,433	\$ 51,237	\$ 269,670	\$ 102,386	37.97%	110
111	Office Equipment	\$ 21,060	\$ 4,940	\$ 26,000	\$ 6,430	24.73%	111

GENERAL FUND 2022-2023							
		Budget 22-23	Budget 22-23	Budget 22-23	Total Actual	Percent of	
		NN SDA	BC SDA	North Collier	March 2023	Budget	
112	Office Equipment-Prevention	\$ 4,050	\$ 950	\$ 5,000	\$ -	0.00%	112
113	Fire Equipment	\$ 306,091	\$ 71,799	\$ 377,890	\$ 55,286	14.63%	113
114	Shop Equipment & Supplies	\$ 40,500	\$ 9,500	\$ 50,000	\$ 30,426	60.85%	114
115	Warehouse/Logistics Supplies/Eq	\$ 5,265	\$ 1,235	\$ 6,500	\$ 3,404	52.37%	115
Professional & other fees							
116	Professional	\$ 620,055	\$ 145,445	\$ 765,500	\$ 220,785	28.84%	116
117	Property Appraiser's Fees	\$ 266,478	\$ 64,405	\$ 330,884	\$ 171,926	51.96%	117
118	Collector's Fees	\$ 826,282	\$ 213,168	\$ 1,039,450	\$ 991,602	95.40%	118
119	Auditor	\$ 36,450	\$ 8,550	\$ 45,000	\$ 1,000	2.22%	119
120	Inspection Collection Fees	\$ -	\$ -	\$ -	\$ -	0.00%	120
Miscellaneous							
121	Water/Sewer Fee-St. 44	\$ -	\$ -	\$ -	\$ -	0.00%	121
122	Travel & Per Diem	\$ 150,862	\$ 35,388	\$ 186,250	\$ 35,110	18.85%	
123	PIO/Community Outreach	\$ 46,575	\$ 10,925	\$ 57,500	\$ 27,732	48.23%	123
124	<i>Intentionally Left Blank</i>	\$ -	\$ -	\$ -		0.00%	124
125	Vehicle Fuel/Oil	\$ 272,565	\$ 63,935	\$ 336,500	\$ 176,168	52.35%	125
126	Training and Education Courses and Programs	\$ 325,154	\$ 76,271	\$ 401,425	\$ 76,312	19.01%	126
127	Training Supplies/Equipment	\$ 88,343	\$ 20,722	\$ 109,065	\$ 21,941	20.12%	127
128	Miscellaneous	\$ 4,860	\$ 1,140	\$ 6,000	\$ 10,655	177.58%	128
129	Subscription/Dues	\$ 19,760	\$ 4,635	\$ 24,395	\$ 6,806	27.90%	129
130	Subscription/Dues Prev	\$ 4,269	\$ 1,001	\$ 5,270	\$ 2,730	51.80%	130
131	Legal Advertisements	\$ 9,720	\$ 2,280	\$ 12,000	\$ 1,943	16.19%	131
132	Dive Team	\$ 16,402	\$ 3,848	\$ 20,250	\$ 6,065	29.95%	132
133	Fire Prevention Materials & Supplies	\$ 5,265	\$ 1,235	\$ 6,500	\$ 4,590	70.62%	133
134	Haz Mat	\$ 21,740	\$ 5,100	\$ 26,840	\$ 6,203	23.11%	134
135	Technical Rescue	\$ 43,120	\$ 10,115	\$ 53,235	\$ 15,699	29.49%	135
136	Air Rescue Team	\$ 29,970	\$ 7,030	\$ 37,000	\$ 26,482	71.57%	136
137	Boat Team	\$ 7,492	\$ 1,758	\$ 9,250	\$ 1,311	14.17%	137
138	CERT Team	\$ 8,100	\$ 1,900	\$ 10,000	\$ 210	2.10%	138
139	Contingencies	\$ -	\$ -	\$ -	\$ -	0.00%	139

GENERAL FUND 2022-2023							
		Budget 22-23	Budget 22-23	Budget 22-23	Total Actual	Percent of	
		NN SDA	BC SDA	North Collier	March 2023	Budget	
	Total Op. Exp.	\$ 7,584,836	\$ 1,800,409	\$ 9,385,245	\$ 4,635,249	49.39%	
	Debt Service						
140	Equipment and Apparatus Lease - Principal	\$ 528,004	\$ 123,853	\$ 651,857	\$ 478,696	73.44%	140
141	Interest	\$ 49,915	\$ 11,708	\$ 61,623	\$ 39,832	64.64%	141
	Total Debt Service	\$ 577,919	\$ 135,561	\$ 713,480	\$ 518,528	72.68%	
	Capital Purchases						
160	Station Improvements & Equip.	\$ 247,860	\$ 58,140	\$ 306,000	\$ 192,775	63.00%	160
161	Fire and Rescue Equip.	\$ 64,800	\$ 15,200	\$ 80,000	\$ 58,600	73.25%	161
162	Protective Gear	\$ -	\$ -	\$ -	\$ -	0.00%	162
163	Medical Equipment	\$ 64,800	\$ 15,200	\$ 80,000	\$ -	0.00%	163
164	Communication Equip	\$ -	\$ -	\$ -	\$ -	0.00%	164
165	Office Equip	\$ -	\$ -	\$ -	\$ -	0.00%	165
166	Computers	\$ 40,500	\$ 9,500	\$ 50,000	\$ -	0.00%	166
167	TRT	\$ -	\$ -	\$ -	\$ -	0.00%	167
168	Boat Team	\$ -	\$ -	\$ -	\$ -	0.00%	168
169	Training Equipment	\$ 68,850	\$ 16,150	\$ 85,000	\$ -	0.00%	169
170	Vehicle Purchase	\$ -	\$ -	\$ -	\$ 150,955	0.00%	170
171	Shop Equipment	\$ 19,440	\$ 4,560	\$ 24,000	\$ -	0.00%	171
172	Logistics/Warehouse	\$ 90,720	\$ 21,280	\$ 112,000	\$ -	0.00%	172
173	HazMat Team	\$ -	\$ -	\$ -	\$ -	0.00%	173
174	Fire Apparatus	\$ 757,147	\$ 177,603	\$ 934,750	\$ 419,840	44.91%	174
175	Dive Team	\$ -	\$ -	\$ -	\$ -	0.00%	175
176	Fire Prevention	\$ -	\$ -	\$ -	\$ -	0.00%	176
177	Community Outreach	\$ -	\$ -	\$ -	\$ -	0.00%	177
178	Land	\$ -	\$ -	\$ -	\$ -	0.00%	178
	Total Capital Outlay	\$ 1,354,117	\$ 317,633	\$ 1,671,750	\$ 822,170	49.18%	
					\$ -		
179	Transfer Out to Impact Fund	\$ -	\$ -	\$ -	\$ -		179
		\$ -	\$ -	\$ -	\$ -	0.00%	

GENERAL FUND 2022-2023						
	Budget 22-23	Budget 22-23	Budget 22-23	Total Actual	Percent of	
	NN SDA	BC SDA	North Collier	March 2023	Budget	
BEGINNING CASH RESERVE (CARRY-FORWARD) - 10/1	\$ 16,669,334	\$ 4,801,935	\$ 21,471,269	\$ 22,615,934	105.33%	
(PLUS) TOTAL INCOME	\$ 42,089,354	\$ 10,636,757	\$ 52,726,111	\$ 50,923,761		
Personnel & Operating Expenses	\$ 39,973,012	\$ 9,397,636	\$ 49,370,648	\$ 24,256,938		
Debt Service	\$ 577,919	\$ 135,561	\$ 713,480	\$ 518,528		
Capital Purchases	\$ 1,354,117	\$ 317,633	\$ 1,671,750	\$ 822,170		
Transfer Out to Impact Fund	\$ -	\$ -	\$ -	\$ -		
Total Expenses	\$ 41,905,048	\$ 9,850,830	\$ 51,755,878	\$ 25,597,636	49.46%	
CUMMULATIVE RESERVES:						
Unassigned				\$ -		
Assigned Reserves:						
Op. Reserve-First Qtr	9,993,253	\$ 2,349,409	\$ 12,342,662	\$ 12,342,662		
	-	-	\$ -			
Minimum Operating Reserve Per Board Policy	-	-	\$ -	\$ 25,500,557		
Health Insurance Claim Reserve	805,405	188,922	\$ 994,327	\$ 994,327		
Medical Services Reserve	810,000	190,000	\$ 1,000,000	\$ 1,000,000		
Station / Growth Management Reserve	2,025,000	475,000	\$ 2,500,000	\$ 2,500,000		
Protective Gear	-	-	\$ -	\$ -		
Vehicle Replacement	-	-	\$ -	\$ -		
Fire Equipment	-	-	\$ -	\$ -		
Emergency Reserve	(692,318)	\$ 1,466,831	\$ 774,513	\$ 774,513		
Fleet Reserve	2,292,300	\$ 537,700	\$ 2,830,000	\$ 2,830,000		
Fire Prevention Bureau	-	-	\$ -	\$ -		
Station Improvement Reserve	1,620,000	380,000	\$ 2,000,000	\$ 2,000,000		
Station Improvements & Equip.	-	-	\$ -	\$ -		

GENERAL FUND 2022-2023	Budget 22-23	Budget 22-23	Budget 22-23	Total Actual	Percent of	
	NN SDA	BC SDA	North Collier	March 2023	Budget	
Station #46 Improvements	-	-	\$ -	\$ -		
	\$ 16,853,640	\$ 5,587,862	\$ 22,441,502	\$ 47,942,059		

NORTH COLLIER FIRE CONTROL & RESCUE DISTRICT				
110 - IMPACT FEE FUND BUDGET - 2022-2023				
North Collier Fire Control & Rescue District				
	<u>INCOME</u>	<u>Original Budget 2022-2023</u>	<u>March 2023</u>	<u>% of Budget</u>
1A	Impact Fees - Revenue earned	\$ 573,641	\$ -	0.00%
2	Other	\$ -	\$ -	0.00%
3	Interest	\$ 5,000	\$ 124,434	2488.68%
	TOTAL INCOME	\$ 578,641	\$ 124,434	21.50%
1B	IMPACT FEES COLLECTED / DEFERRED	\$ 426,359	\$ 209,628	49.17%
<u>EXPENSES</u>				
1	Collection Fees	\$ 15,000	\$ 3,140	20.93%
	Professional Services	\$ 5,000	\$ -	0.00%
2	Interest to General Fund	\$ -	\$ -	
3	Repayment to General Fund - Transfer Out	\$ -	\$ -	
4	Debt Service Principal	\$ 57,500	\$ 57,500	100.00%
5	Debt Service Interest	\$ 1,141	\$ 1,964	172.13%
6	Construction in Progress	\$ 500,000	\$ -	
7	Station Construction	\$ -	\$ -	
8	Office and Station Equipment	\$ -	\$ -	
9	Emergency Signal - St. 42	\$ -	\$ -	
10	Temporary Station Lease	\$ -	\$ -	
11	Apparatus	\$ -	\$ -	
12	Fire Equipment	\$ -	\$ -	
13	Miscellaneous	\$ -	\$ -	
14	Land Purchase	\$ -	\$ -	
	Total Expenses	\$ 578,641	\$ 62,604	10.82%
	Beginning Fund Balance (Deferred Revenue) at 10-01	\$ 7,143,175	\$ 6,140,013	**Unaudited** 10/1/2022
	Income Earned	\$ 578,641	\$ 124,434	
	Impact Fees (Deferred)	\$ 426,359	\$ 209,628	
	Expenses	\$ (578,641)	\$ (62,604)	
	Ending Fund Balance (Deferred Revenue) at 9-30	\$ 7,569,534	\$ 6,411,471	

Impact Fees

Oct 2022 - Sept 2023

Month		Deposit Date		
OCTOBER				
NOVEMBER		11/17/2022	\$	49,143.63
DECEMBER		12/21/2022	\$	56,086.85
JANUARY		1/19/2023	\$	26,365.90
FEBRUARY		2/24/2023	\$	42,207.90
MARCH		3/21/2023	\$	35,824.12
APRIL				
MAY				
JUNE				
JULY				
AUGUST				
SEPTEMBER				
TOTAL RECEIPTS --				\$ 209,628.40
Total (Deferred Revenue) 110-2230-111-000			\$	209,628.40
Total (Recognized Revenue) 110-3630-220-000			\$	-
Total (Interest Earnings) 110-3610-111-000			\$	124,433.77

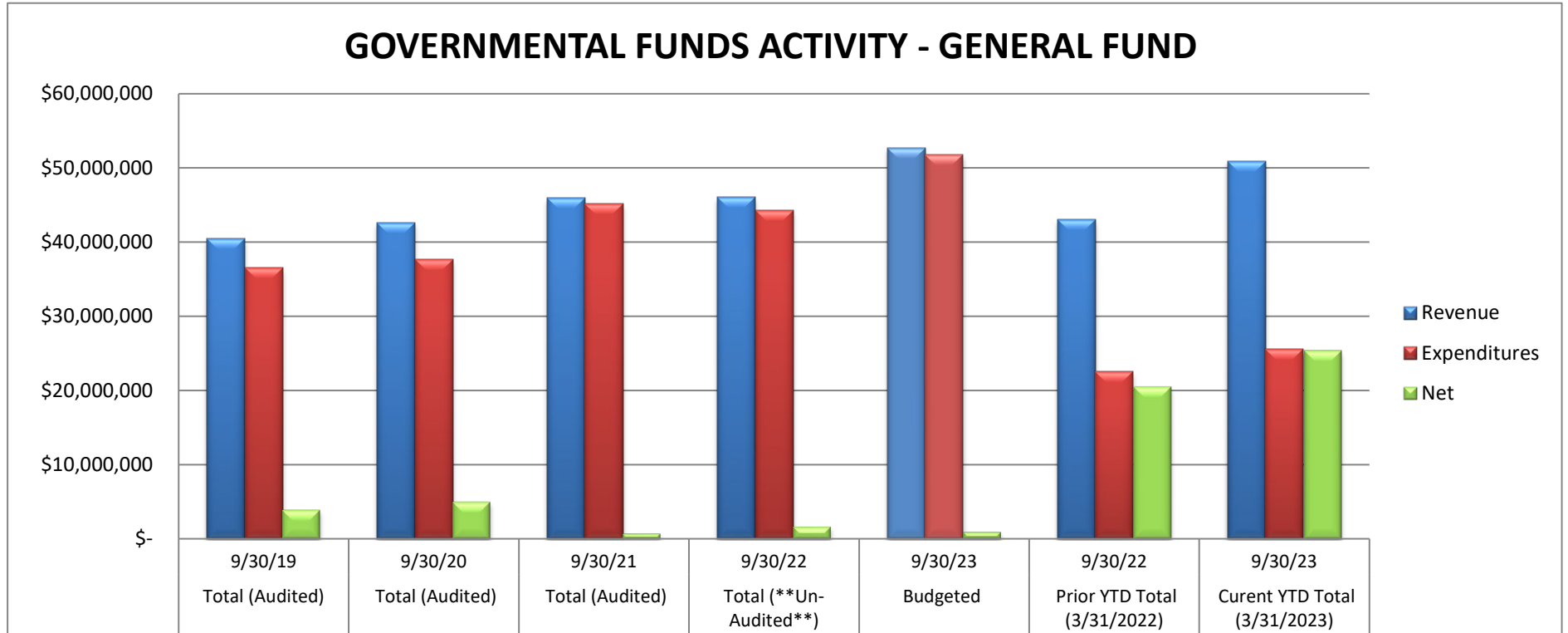
NORTH COLLIER FIRE CONTROL & RESCUE DISTRICT				
115 - INSPECTION/PLAN REVIEW FEE FUND 2022-2023				
		Original Budget		Percent of
		2022-2023	March 2023	Budget
<u>INCOME</u>				
1	Inspection Fees	\$ 1,100,000	\$ 379,108	34.46%
2	Plan Review Fees	\$ 1,000,000	\$ 357,150	35.72%
3	Interest	\$ 1,000	\$ 2,227	222.67%
4	On Call Reimbursement	\$ -	\$ -	0.00%
	Total Income	\$ 2,101,000	\$ 738,485	35.15%
<u>Personnel Expenses (Includes Plan Review)</u>				
4	Salaries	\$ 1,272,766	\$ 498,250	39.15%
5	Professional Pay	\$ 49,720	\$ 26,052	52.40%
6	Overtime	\$ 45,000	\$ 14,884	33.08%
7	Sick Leave Pay	\$ 50,000	\$ -	0.00%
8	Social Security	\$ 108,438	\$ 41,248	38.04%
9	Retirement - FRS	\$ 67,116	\$ 28,016	41.74%
10	Retirement - 175	\$ 81,597	\$ 43,575	53.40%
11	Disability Insurance	\$ 6,719	\$ -	0.00%
12	Worker's Compensation	\$ 52,206	\$ 24,306	46.56%
13	Life/Health Insurance	\$ 357,747	\$ 160,987	45.00%
14	Employee Physicals	\$ 18,313	\$ -	0.00%
	Total Personnel Expenses	\$ 2,109,622	\$837,318	39.69%
<u>Operating Expenses</u>				
16	Telephone	\$ -	\$ -	0.00%
17	Utilities	\$ -	\$ -	0.00%
18	Office Supplies/ Equipment	\$ -	\$ -	0.00%
19	Uniforms	\$ -	\$ -	0.00%
20	Rent - Collier County Lease	\$ 50,000	\$ 50,000	100.00%
21	Fire Prevention Materials	\$ -	\$ -	0.00%
22	Dues & Subscription	\$ 4,650	\$ 2,981	64.10%
23	Computer Software/Maint/Eq	\$ 52,600	\$ 38,074	72.38%
24	Travel & Per Diem	\$ 19,200	\$ 2,067	10.76%
25	Training	\$ 16,400	\$ 4,215	25.70%
	Total Operating Expenses	\$ 142,850	\$ 97,336	68.14%
<u>Capital Expenses</u>				
25	Vehicles	\$ -	\$ -	0.00%
	Total Capital Expenses	\$ -	\$ -	
	TOTAL EXPENSES	\$ 2,252,472	\$ 934,654	41.49%
	INCOME	\$ 2,101,000	\$ 738,485	
	EXPENSES	\$ (2,252,472)	\$ (934,654)	
	Net Increase (Decrease) in Fund Balance	\$ (151,472)	\$ (196,169)	
	Beginning Fund Balance (RESERVE) 10-01	\$ 500,384	\$ 663,535	**Un-Audited** 10/1/2022
	Ending Fund Balance 9-30	\$ 348,912	\$ 467,366	

NORTH COLLIER FIRE CONTROL & RESCUE DISTRICT			
001 (NNSD) & 120 (BCIFR) GENERAL FUND			
TRIAL BALANCE SUMMARY - 2022-2023			
	Original Budget		Percent
ASSETS	2022-2023	March 2023	of Budget
Cash		\$ 48,844,257	
Accounts Receivable		\$ 91,779	
Interest Receivable		\$ -	
Due from Other Funds		\$ 817,512	
Due from Other Governments		\$ -	
Prepaid Expenses/Deposit		\$ -	
TOTAL ASSETS		\$ 49,753,548	
LIABILITIES			
Accounts Payable		\$ (152,862)	
Other Liabilities		\$ (3,987)	
Due to Other Funds		\$ (554,200)	
Accrued Expenses		\$ -	
Vendor Deposits		\$ (7,500)	
Deferred Revenue		\$ (1,092,941)	
TOTAL LIABILITIES		\$ (1,811,490)	
FUND BALANCE (CASH RESERVE) 10-1-2022		\$ (22,615,934)	**Un-Audited**
INCOME			
Ad Valorem	\$ 51,422,504	\$ 49,235,190	95.75%
Fees for Service	\$ 860,000	\$ 360,355	41.90%
Other Income	\$ 443,607	\$ 1,328,216	299.41%
TOTAL INCOME	\$ 52,726,111	\$ 50,923,761	96.58%
EXPENSES			
Personnel	\$ 39,985,403	\$ 19,621,689	49.07%
Operational	\$ 9,385,245	\$ 4,635,249	49.39%
Debt Service	\$ 713,480	\$ 518,528	72.68%
Capital Purchases	\$ 1,671,750	\$ 822,170	49.18%
TOTAL EXPENSES	\$ 51,755,878	\$ 25,597,636	49.46%

North Collier Fire Control & Rescue District						
General Fund Comparison with Prior Year as of March 31, 2023						
REFLECTING COST ALLOCATION METHOD						
North Naples SDA						
	Original Budget 2022-2023	Actual Per Cost Allocation 3-31-23	Percent of Budget	Actual Per Cost Allocation 3-31-22	Percent of Budget	Variance 3-31-23 vs. 3-31-22
Revenue:						
Ad Valorem	\$ 41,039,124	\$ 39,278,844	95.71%	\$ 34,457,581	96.42%	13.99%
Fees	\$ 696,600	\$ 360,355	51.73%	\$ 375,107	72.45%	-3.93%
Other	\$ 353,630	\$ 1,080,933	305.67%	\$ 176,317	49.64%	513.06%
TOTAL REVENUE	\$ 42,089,354	\$ 40,720,132	96.75%	\$ 35,009,005	95.63%	16.31%
EXPENSES						
Personnel	\$ 32,388,176	\$ 15,893,568	49.07%	\$ 14,603,334	50.32%	8.84%
Operational	\$ 7,584,836	\$ 3,754,552	49.50%	\$ 3,040,740	45.85%	23.47%
Debt Service	\$ 577,919	\$ 420,008	72.68%	\$ 529,642	77.01%	-20.70%
Capital Purchases	\$ 1,354,117	\$ 665,958	49.18%	\$ 162,636	11.89%	309.48%
TOTAL EXPENSES	\$ 41,905,048	\$ 20,734,085	49.48%	\$ 18,336,352	48.63%	13.08%
Big Corkscrew SDA						
	Original Budget 2022-2023	Actual Per Cost Allocation 3-31-23	Percent of Budget	Actual Per Cost Allocation 3-31-22	Percent of Budget	Variance 3-31-23 vs. 3-31-22
Revenue:						
Ad Valorem	\$ 10,383,380	\$ 9,956,346	95.89%	\$ 8,017,918	95.80%	24.18%
Fees	\$ 163,400	\$ -	0.00%	\$ -	0.00%	0.00%
Other	\$ 89,977	\$ 247,283	274.83%	\$ 9,987	11.18%	2376.05%
TOTAL REVENUE	\$ 10,636,757	\$ 10,203,629	95.93%	\$ 8,027,905	93.60%	27.10%
EXPENSES						
Personnel	\$ 7,597,227	\$ 3,728,121	49.07%	\$ 3,334,676	50.32%	11.80%
Operational	\$ 1,800,409	\$ 880,697	48.92%	\$ 694,354	45.90%	26.84%
Debt Service	\$ 135,561	\$ 98,520	72.68%	\$ 120,944	77.01%	-18.54%
Capital Purchases	\$ 317,633	\$ 156,212	49.18%	\$ 37,138	11.89%	320.63%
TOTAL EXPENSES	\$ 9,850,830	\$ 4,863,551	49.37%	\$ 4,187,112	48.64%	16.16%

Check Disbursements A/P & P/R March 2023			
Date	# Checks	Check Numbers	\$ Amount
General Fund Disbursements			
3/1/2023	23	74382-74404	\$130,917.23
3/8/2023	1	74405	Void
3/8/2023	32	74406-74437	\$286,227.15
3/15/2023	38	74438-74475	\$569,915.14
3/20/2023	1	74476	\$225.00
3/22/2023	17	74477-74493	\$94,386.59
3/29/2023	27	74494-74520	\$80,877.87
	139		\$1,162,548.98
General Fund Purchase Card Disbursements			
3/3/2023		03/01/23-03/03/23	\$12,449.67
3/10/2023		03/04/23-03/10/23	\$61,729.89
3/17/2023		03/11/23-03/17/23	\$28,825.34
3/24/2023		03/18/23-03/24/23	\$115,746.45
3/31/2023		03/25/23-03/31/23	\$22,504.49
			\$241,255.84
Impact Fee Disbursements			
3/8/2023	1	2226	\$632.03
3/15/2023	1	2227	\$536.49
			\$1,168.52
Payroll Disbursements			
3/10/2023	254	31804-32058	\$614,118.08
3/24/2023	259	32059-32318	\$663,914.93
			\$1,278,033.01

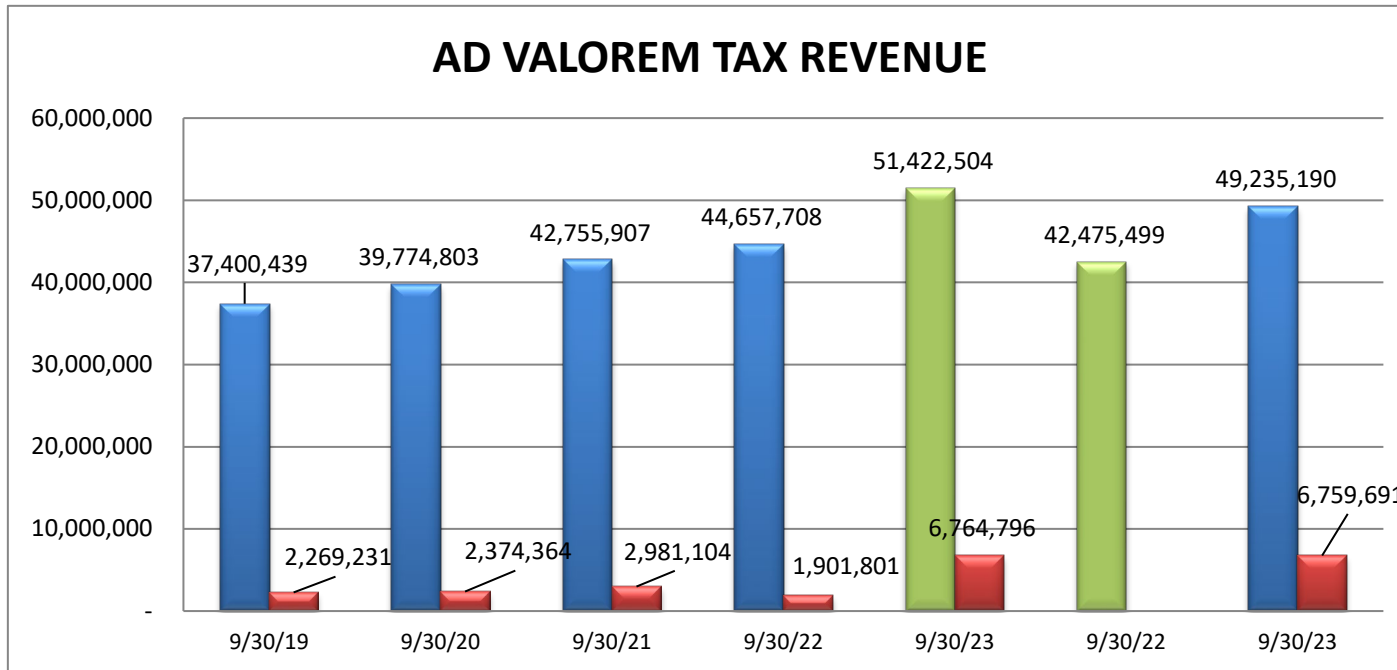
NORTH COLLIER FIRE CONTROL & RESCUE DISTRICT
GRAPH - COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND
CHANGES IN FUND BALANCE (FUND-BASIS STATEMENTS)
Year Ended September 30, 2019, 2020, 2021, 2022 and current year



	Fiscal Year	Revenue	Expenditures	Net
Total (Audited)	9/30/19	\$ 40,473,055 *	36,523,808	3,949,247
Total (Audited)	9/30/20	\$ 42,655,498 **	37,627,367	5,028,131
Total (Audited)	9/30/21	\$ 45,910,407 ***	45,123,151	787,256
Total (**Un-Audited**)	9/30/22	\$ 46,043,876	44,340,308	1,703,568
Budgeted	9/30/23	\$ 52,726,111	51,755,878	970,233
Prior YTD Total (3/31/2022)	9/30/22	\$ 43,036,910	22,523,464	20,513,446
Curent YTD Total (3/31/2023)	9/30/23	\$ 50,923,761	25,597,636	25,326,125

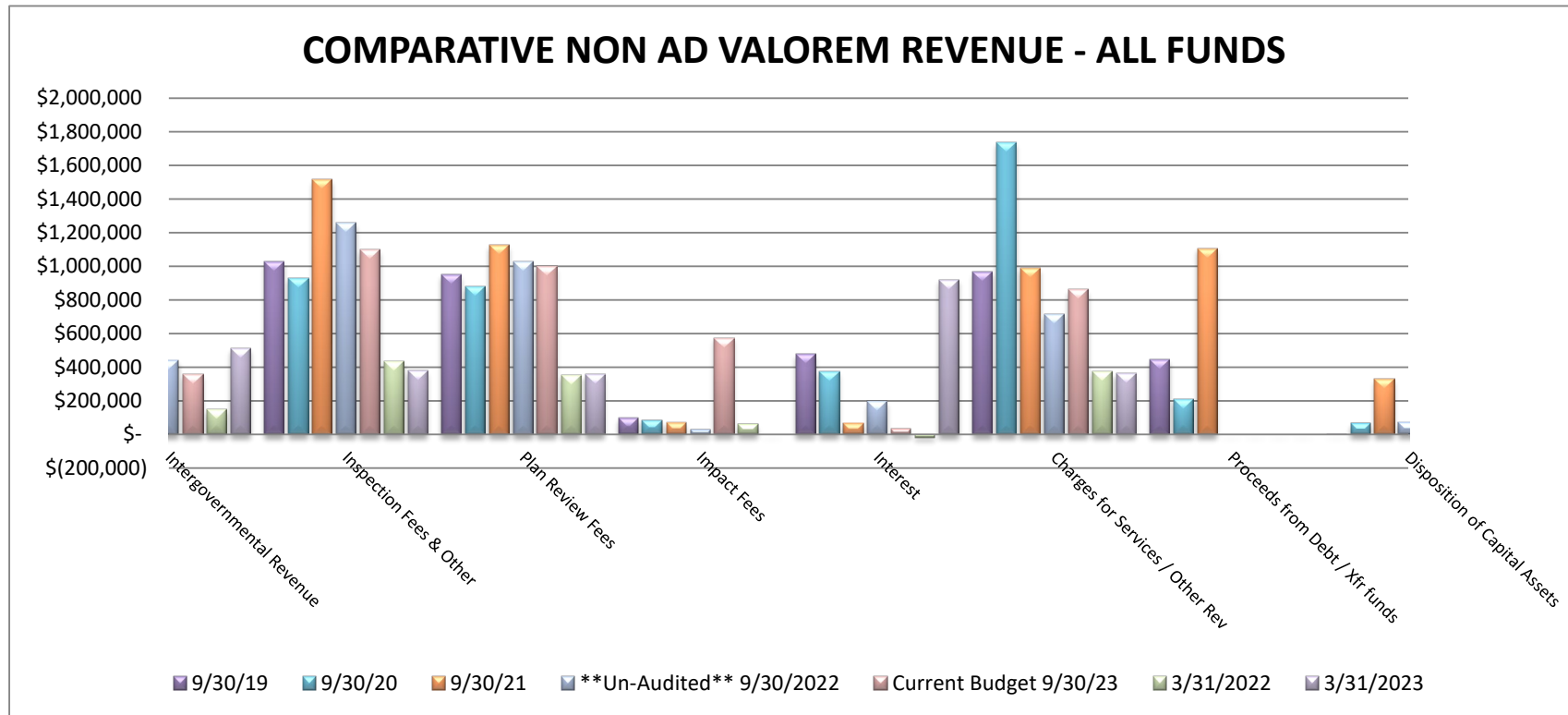
* Includes \$445,486 of other financing sources.
 ** Includes \$1,275,962 of other financing sources.
 *** Includes \$1,434,394 of other financing sources.

NORTH COLLIER FIRE CONTROL & RESCUE DISTRICT
GRAPH - COMPARATIVE SUMMARY OF AD VALOREM REVENUE
(FUND-BASIS STATEMENTS)
Year Ended September 30, 2019, 2020, 2021, 2022 and current year



	Fiscal Year	Ad Valorem Tax Revenue	Increase (Decrease)	% Inc (Dec)	YTD % Budget
Total (Audited)	9/30/19	37,400,439	2,269,231	6%	
Total (Audited)	9/30/20	39,774,803	2,374,364	6%	
Total (Audited)	9/30/21	42,755,907	2,981,104	7%	
Total (**Un-Audited**)	9/30/22	44,657,708	1,901,801	4%	
Budgeted	9/30/23	51,422,504	6,764,796		
Prior YTD Total (3/31/2022)	9/30/22	42,475,499			
Current YTD Total (3/31/2023)	9/30/23	49,235,190	6,759,691	16%	96%

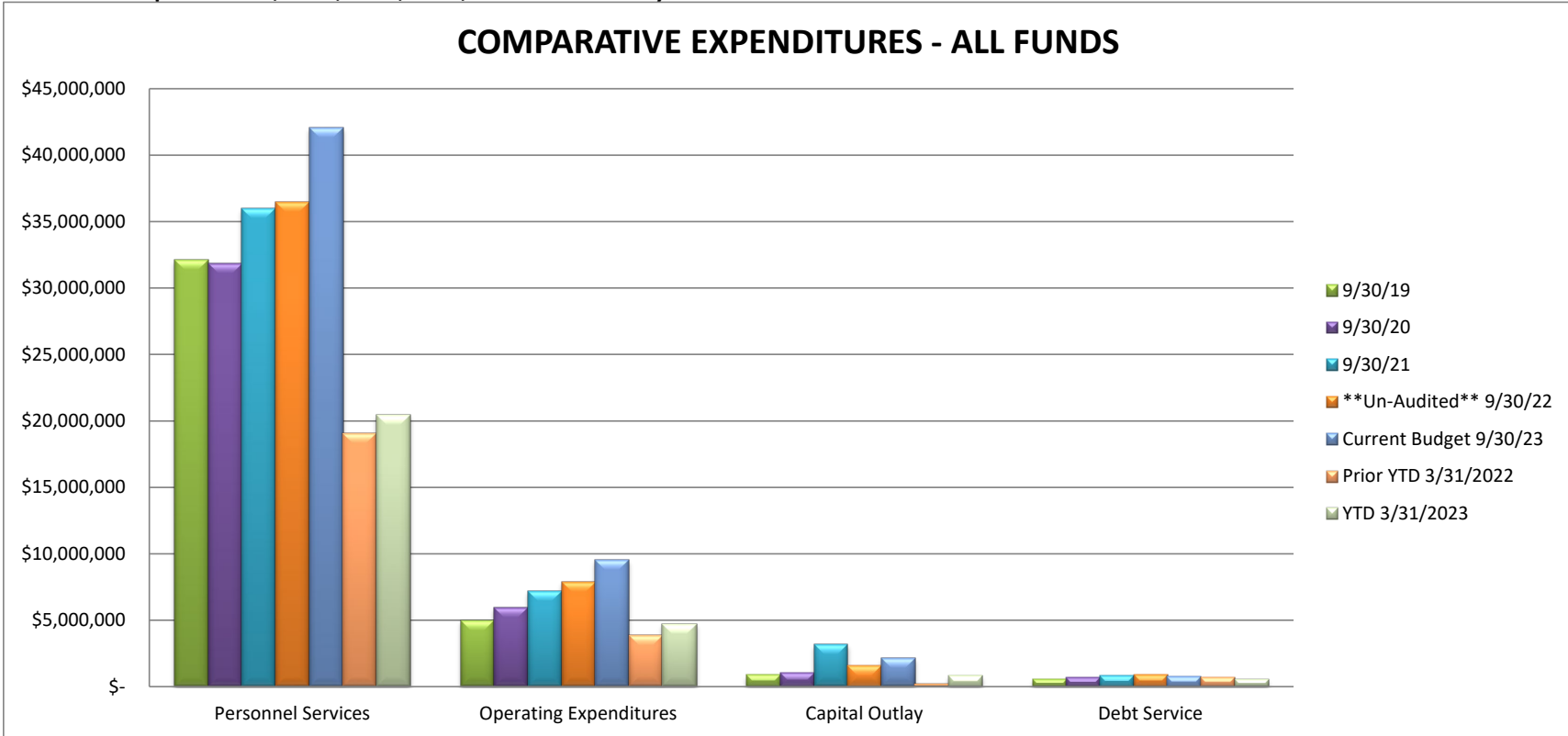
NORTH COLLIER FIRE CONTROL & RESCUE DISTRICT
GRAPH - COMPARATIVE SUMMARY OF NON-AD VALOREM REVENUE
(FUND-BASIS STATEMENTS) (ALL FUNDS)
Prior Year (9/30/22), Current Year Budget, and YTD balances



	Audited 9/30/19	Audited 9/30/20	Audited 9/30/21	**Un-Audited** 9/30/2022	Current Budget 9/30/23	Prior YTD 3/31/2022	YTD 3/31/2023	Increase (Decrease)	% Inc (Dec)	YTD % Budget
Intergovernmental Revenue	\$ 1,233,337	\$ 514,324	\$ 670,881	\$ 438,730	\$ 356,982	\$ 147,056	\$ 510,922	\$ 363,866	247%	143%
Inspection Fees & Other	1,029,049	926,533	1,514,889	1,257,809	1,100,000	435,052	379,108	(55,943)	(13%)	34%
Plan Review Fees	949,207	876,423	1,124,203	1,024,935	1,000,000	352,881	357,150	4,269	1%	36%
Impact Fees	97,257	83,973	69,729	30,453	573,641	61,168	-	(61,168)	(100%)	0%
Interest	477,427	372,372	65,364	197,644	32,625	(15,849)	920,555	936,403	(5908%)	2822%
Charges for Services / Other Rev	968,358	1,737,635	988,831	716,493	860,000	375,107	360,355	(14,752)	(4%)	42%
Proceeds from Debt / Xfr funds	445,486	207,812	1,106,574	-	-	-	-	-	N/A	0%
Disposition of Capital Assets	2,497	68,150	327,820	72,000	60,000	57,600	23,400	(34,200)	(59%)	39%
Total Non Ad Valorem Revenue	\$ 5,202,618	\$ 4,787,222	\$ 5,868,291	\$ 3,738,064	\$ 3,983,248	\$ 1,413,015	\$ 2,551,490	\$ 1,138,475	81%	64%

NORTH COLLIER FIRE CONTROL & RESCUE DISTRICT
GRAPH - COMPARATIVE SUMMARY OF EXPENDITURES
(FUND-BASIS STATEMENTS)

Year Ended September 30, 2019, 2020, 2021, 2022 and current year

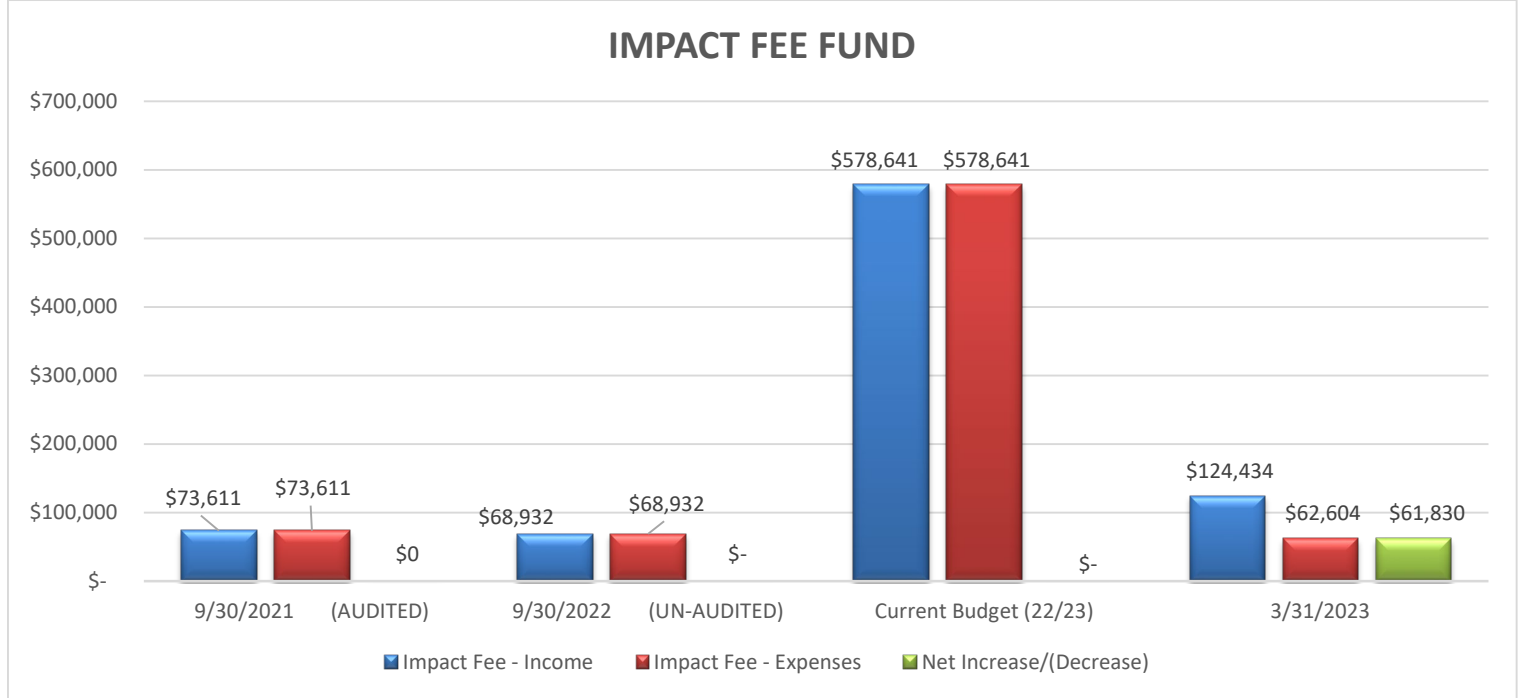


	Audited 9/30/19	Audited 9/30/20	Audited 9/30/21	**Un-Audited** 9/30/22	Current Budget 9/30/23	Prior YTD 3/31/2022	YTD 3/31/2023	Increase (Decrease)	% Inc (Dec)	YTD % Budget
Personnel Services	\$ 32,146,905	\$ 31,834,736	\$ 36,007,224	\$ 36,447,935	\$ 42,095,025	\$ 19,049,134	\$ 20,459,007	\$ 1,409,873	7%	49%
Operating Expenditures	\$ 4,976,492	\$ 5,957,932	\$ 7,198,009	\$ 7,870,079	\$ 9,548,095	\$ 3,833,666	\$ 4,735,725	\$ 902,059	24%	50%
Capital Outlay	\$ 887,232	\$ 1,069,965	\$ 3,170,677	\$ 1,601,634	\$ 2,171,750	\$ 199,774	\$ 822,170	\$ 622,396	312%	38%
Debt Service	\$ 591,045	\$ 671,783	\$ 846,221	\$ 903,455	\$ 772,121	\$ 709,227	\$ 577,992	\$ (131,235)	(19%)	75%
Total Expenditures	\$ 38,601,674	\$ 39,534,416	\$ 47,222,131	\$ 46,823,103	\$ 54,586,991	\$ 23,791,801	\$ 26,594,894	\$ 2,803,093	12%	49%

Adjusted for
accruals/pre-
payments

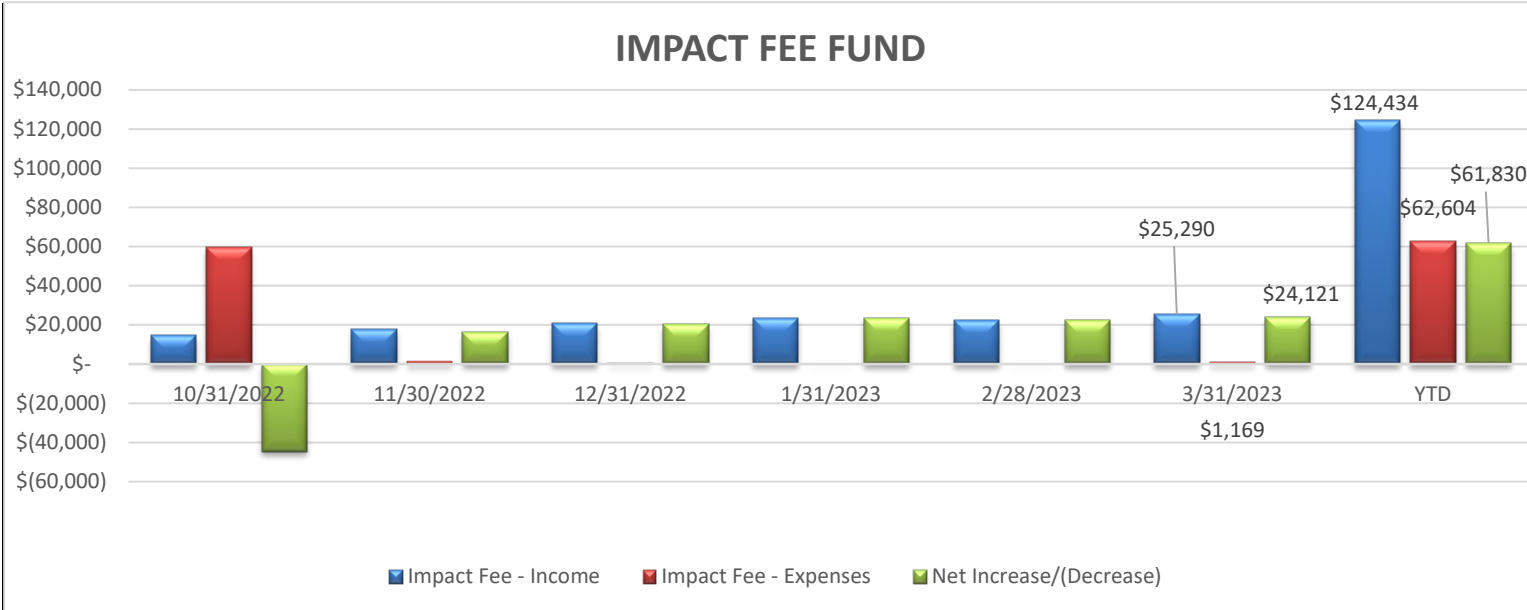
	GF Budget	GF Expenses	% Budget
Personnel Services	\$ 39,985,403	\$ 18,700,402	46.77%
Operating Expenditures	\$ 9,385,245	\$ 3,858,060	41.11%
Capital Outlay	\$ 1,671,750	\$ 822,170	49.18%
Debt Service	\$ 713,480	\$ 356,740	50.00%
Total Expenditures	\$ 51,755,878	\$ 23,737,373	45.86%

NORTH COLLIER FIRE CONTROL & RESCUE DISTRICT
GRAPH - COMPARATIVE SUMMARY OF IMPACT FEE FUND ACTIVITY - YTD
FYE 2022/2023



	9/30/2021 (AUDITED)	9/30/2022 (UN-AUDITED)	Current Budget (22/23)	3/31/2023	YTD %Budget
Impact Fee - Income	\$ 73,611	\$ 68,932	\$ 578,641	\$ 124,434	21.5%
Impact Fee - Expenses	\$ 73,611	\$ 68,932	\$ 578,641	\$ 62,604	10.8%
Net Increase/(Decrease)	\$ 0	\$ -	\$ -	\$ 61,830	
IMPACT FEE RECEIPTS	\$ 3,640,494	\$ 749,877	\$ 426,359	\$ 209,628	49.2%
Impact Fees	\$ 69,729	\$ 30,453	\$ 573,641	\$ -	0.0%
Interest	\$ 3,882	\$ 38,479	\$ 5,000	\$ 124,434	2488.7%
Other	\$ -	\$ -	\$ -	\$ -	
INCOME / RECEIPTS	\$ 73,611	\$ 68,932	\$ 578,641	\$ 124,434	
Operating Expenses	\$ 14,163	\$ 10,291	\$ 20,000	\$ 3,140	15.7%
Debt Service (P&I)	\$ 59,448	\$ 58,641	\$ 58,641	\$ 59,464	101.4%
Capital Outlay	\$ -	\$ -	\$ 500,000	\$ -	0.0%
EXPENSES	\$ 73,611	\$ 68,932	\$ 578,641	\$ 62,604	

NORTH COLLIER FIRE CONTROL & RESCUE DISTRICT
GRAPH - COMPARATIVE SUMMARY OF IMPACT FEE FUND ACTIVITY - MONTHLY
FYE 2022/2023



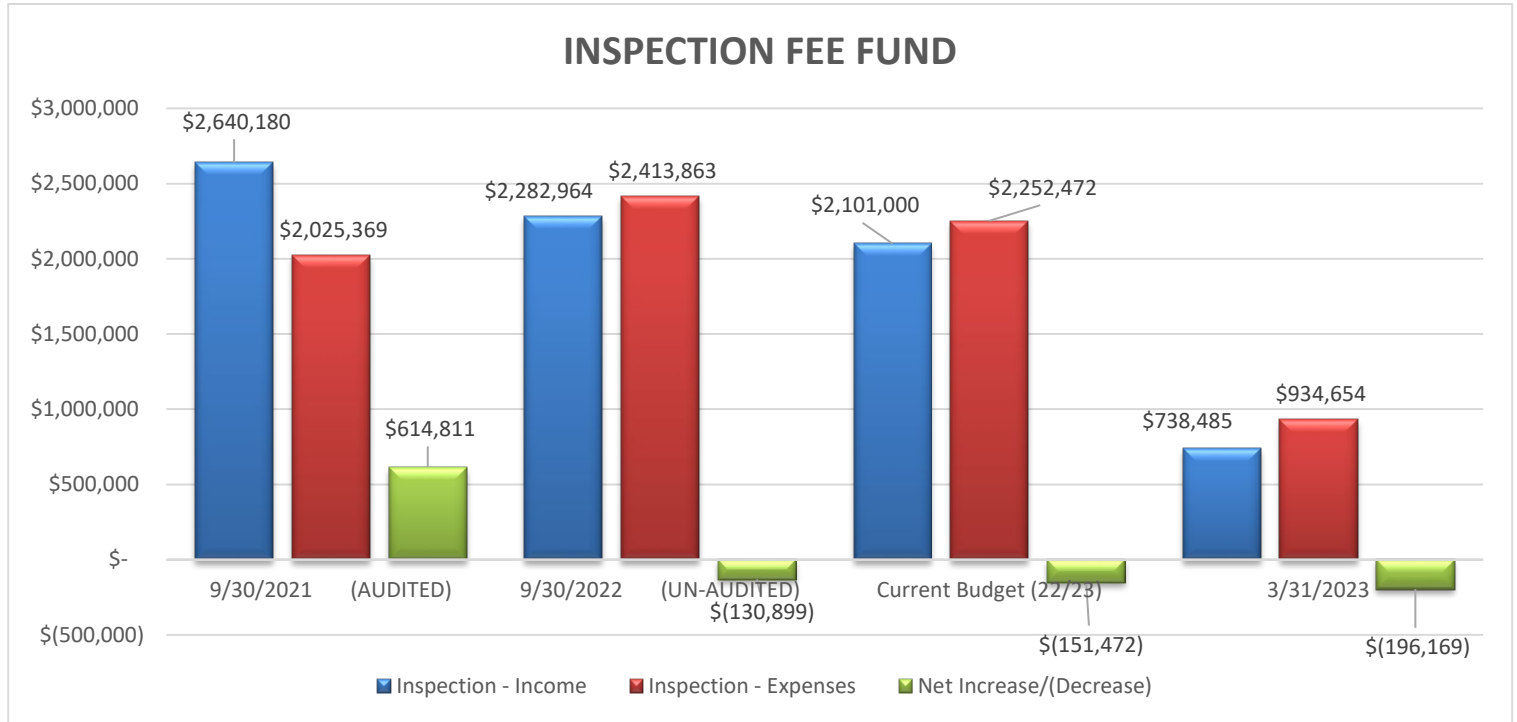
	10/31/2022	11/30/2022	12/31/2022	1/31/2023	2/28/2023	3/31/2023	YTD
Impact Fee - Income	\$ 14,847	\$ 17,617	\$ 20,583	\$ 23,713	\$ 22,384	\$ 25,290	\$ 124,434
Impact Fee - Expenses	\$ 59,464	\$ 1,576	\$ 395	\$ -	\$ -	\$ 1,169	\$ 62,604
Net Increase/(Decrease)	\$ (44,617)	\$ 16,041	\$ 20,188	\$ 23,713	\$ 22,384	\$ 24,121	\$ 61,830

IMPACT FEE RECEIPTS \$ - \$ 49,144 \$ 56,087 \$ 26,366 \$ 42,208 \$ 35,824 \$ 209,628

Impact Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	\$ 14,847	\$ 17,617	\$ 20,583	\$ 23,713	\$ 22,384	\$ 25,290	\$ 124,434
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INCOME	\$ 14,847	\$ 17,617	\$ 20,583	\$ 23,713	\$ 22,384	\$ 25,290	\$ 124,434

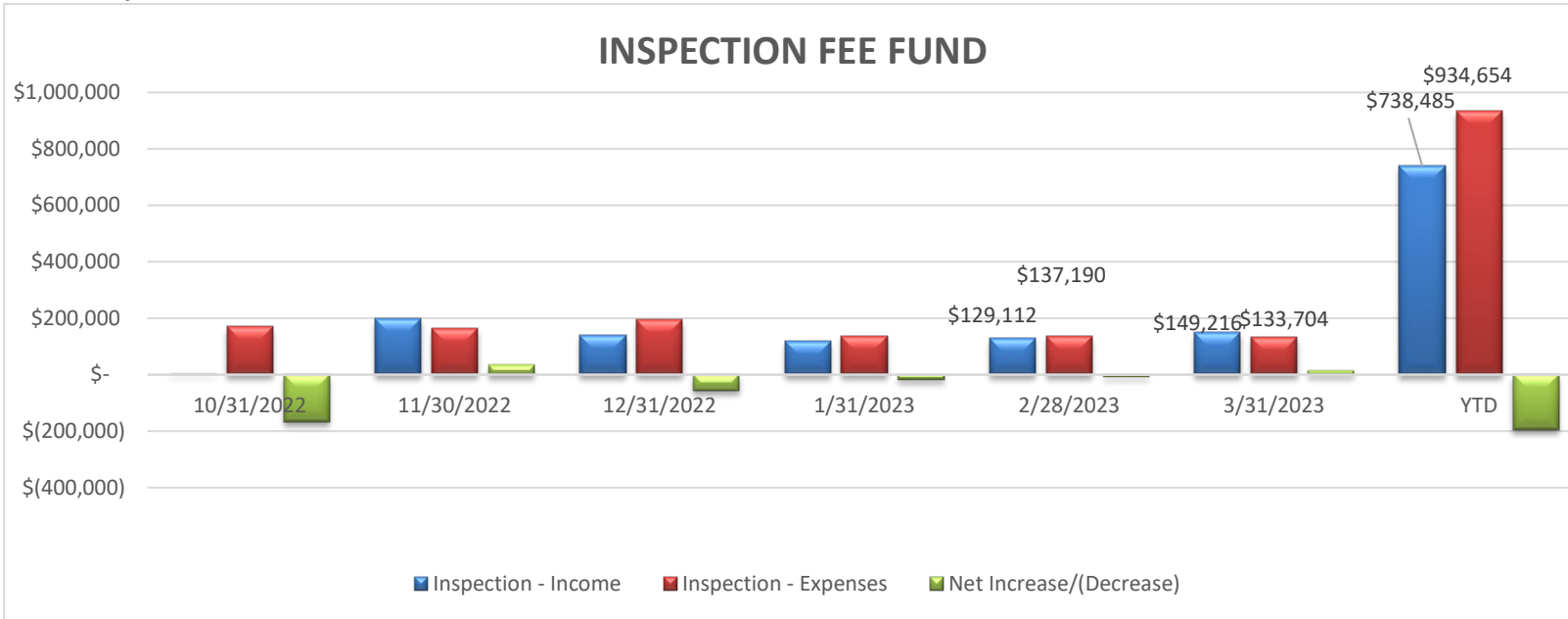
Operating Expenses	\$ -	\$ 1,576	\$ 395	\$ -	\$ -	\$ 1,169	\$ 3,140
Debt Service (P&I)	\$ 59,464	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,464
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSES	\$ 59,464	\$ 1,576	\$ 395	\$ -	\$ -	\$ 1,169	\$ 62,604

NORTH COLLIER FIRE CONTROL & RESCUE DISTRICT
GRAPH - COMPARATIVE SUMMARY OF INSPECTION FEE FUND ACTIVITY - YTD
FYE 2022/2023



	9/30/2021 (AUDITED)	9/30/2022 (UN-AUDITED)	Current Budget (22/23)	3/31/2023	YTD %Budget
Inspection - Income	\$ 2,640,180	\$ 2,282,964	\$ 2,101,000	\$ 738,485	35.1%
Inspection - Expenses	\$ 2,025,369	\$ 2,413,863	\$ 2,252,472	\$ 934,654	41.5%
Net Increase/(Decrease)	\$ 614,811	\$ (130,899)	\$ (151,472)	\$ (196,169)	
Inspection Fees	\$ 1,514,889	\$ 1,257,649	\$ 1,100,000	\$ 379,108	34.5%
Plan Review Fees	\$ 1,124,203	\$ 1,024,935	\$ 1,000,000	\$ 357,150	35.7%
Interest	\$ 1,088	\$ 220	\$ 1,000	\$ 2,227	222.7%
On Call Reimbursement	\$ -	\$ 160	\$ -	\$ -	0.0%
INCOME	\$ 2,640,180	\$ 2,282,964	\$ 2,101,000	\$ 738,485	35.1%
Personnel Expenses	\$ 1,913,563	\$ 2,301,718	\$ 2,109,622	\$ 837,318	39.7%
Operating Expenses	\$ 111,806	\$ 112,145	\$ 142,850	\$ 97,336	68.1%
Capital Outlay	\$ -	\$ -	\$ -	\$ -	0.0%
EXPENSES	\$ 2,025,369	\$ 2,413,863	\$ 2,252,472	\$ 934,654	41.5%

NORTH COLLIER FIRE CONTROL & RESCUE DISTRICT
GRAPH - COMPARATIVE SUMMARY OF INSPECTION FEE FUND ACTIVITY - MONTHLY
FYE 2022/2023



	10/31/2022	11/30/2022	12/31/2022	1/31/2023	2/28/2023	3/31/2023	YTD
Inspection - Income	\$ 3,507	\$ 198,472	\$ 138,521	\$ 119,657	\$ 129,112	\$ 149,216	\$ 738,485
<u>Inspection - Expenses</u>	<u>\$ 170,462</u>	<u>\$ 162,782</u>	<u>\$ 193,722</u>	<u>\$ 136,794</u>	<u>\$ 137,190</u>	<u>\$ 133,704</u>	<u>\$ 934,654</u>
Net Increase/(Decrease)	\$ (166,955)	\$ 35,690	\$ (55,201)	\$ (17,137)	\$ (8,078)	\$ 15,511	\$ (196,169)
Inspection Fees	\$ 3,335	\$ 115,781	\$ 77,780	\$ 52,688	\$ 61,041	\$ 68,482	\$ 379,108
Plan Review Fees	\$ -	\$ 82,308	\$ 60,209	\$ 66,349	\$ 67,860	\$ 80,424	\$ 357,150
Interest	\$ 172	\$ 383	\$ 532	\$ 619	\$ 211	\$ 309	\$ 2,227
On Call Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INCOME	\$ 3,507	\$ 198,472	\$ 138,521	\$ 119,657	\$ 129,112	\$ 149,216	\$ 738,485
Personnel Expenses	\$ 119,501	\$ 128,364	\$ 189,157	\$ 133,664	\$ 133,284	\$ 133,348	\$ 837,318
Operating Expenses	\$ 50,961	\$ 34,418	\$ 4,565	\$ 3,130	\$ 3,906	\$ 356	\$ 97,336
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSES	\$ 170,462	\$ 162,782	\$ 193,722	\$ 136,794	\$ 137,190	\$ 133,704	\$ 934,654

**NORTH COLLIER FIRE CONTROL & RESCUE DISTRICT
BALANCE SHEET - GOVERNMENTAL FUNDS
FYE 9/30/23 - AS OF MARCH 31, 2023**

<u>ASSETS</u>	<u>General Fund</u>	<u>Impact Fee Fund</u>	<u>Inspection Fee Fund</u>
Cash and cash equivalents	\$ 48,844,257	\$ -	\$ -
Restricted cash & cash equivalents	\$ -	\$ 6,411,471	\$ 730,678
Investments	\$ -	\$ -	\$ -
Accounts Receivable	\$ 91,779	\$ -	\$ -
Due from Other Funds	\$ 817,512	\$ -	\$ 10,180
Due from Other Governments	\$ -	\$ -	\$ -
Prepaid Expenses/Deposit	\$ -	\$ -	\$ -
TOTAL ASSETS	\$ 49,753,548	\$ 6,411,471	\$ 740,858
<u>LIABILITIES</u>			
Accounts Payable	\$ (152,862)	\$ -	\$ -
Other Liabilities	\$ (3,987)	\$ -	\$ -
Due to Other Funds	\$ (554,200)	\$ -	\$ (273,492)
Accrued Expenses	\$ -	\$ -	\$ -
Vendor Deposits	\$ (7,500)	\$ -	\$ -
Deferred Revenue	\$ (1,092,941)	\$ (6,349,641)	\$ -
TOTAL LIABILITIES	\$ (1,811,490)	\$ (6,349,641)	\$ (273,492)
Net (Increase) / Decrease - YTD Fund Activity	\$ (25,326,125)	\$ (61,830)	\$ 196,169
FUND BALANCE - 10/01/2022 **UN-AUDITED**	\$ (22,615,934)	\$ -	\$ (663,535)
Unearned Revenue - Impact Fee Fund-10/01/2022 **UN-AUDITED**	\$ -	\$ (6,140,013)	\$ -



North Collier Fire Control and Rescue District
Board of Fire Commissioners
REGULAR MONTHLY MEETING

AGENDA ITEM 8

Meeting Date: April 27, 2023
Prepared By: Chief Financial Officer Ben Van Klingerren
Subject: Consent Agenda

UN-BUDGETED PURCHASES (per policy 213, Section 3, Part 6)

General Fund (Unbudgeted)

1 Item Description: Chain Link Fence - Nursery Lane location
Requested By: Assistant Chief Kris Thomas
G/L Account: 001-5220-062-002
Budget Line: 160
Budget Line Amount (NCFR) \$ 306,000
Available Line \$ 124,601
Bids/Quotes:
Bid #1: Russ Carter Fence \$ 15,775
Bid #2: * **NOTE: 7 vendors solicited, 1 vendor submitted*
Bid #3: * *bid/quote.....NCFR deems acceptable*
Bid #3: *
Waive Bidding Policy? No Reason: n/a
Recommendation: Russ Carter Fence \$ 15,775

2 Item Description: Power Pro Stretcher (for new Squad)
Requested By: Assistant Chief Kris Thomas
G/L Account: 001-5220-064-002
Budget Line: 163
Budget Line Amount (NCFR) \$ 80,000
Available Line \$ 80,000
Bids/Quotes:
Bid #1: Stryker \$ 19,744
Bid #2: berktree.com \$ 21,271
Bid #3: Savelives.com \$ 23,417
Waive Bidding Policy? Reason:
Recommendation: Stryker \$ 19,744

3 Item Description: MP50 Transceiver (qty:2) for NCART (Air Rescue Team) - CCSO compatability
Requested By: Assistant Chief James Hammond
G/L Account: 001-5220-064-006
Budget Line: 167
Budget Line Amount (NCFR) \$ -
Available Line \$ -
Bids/Quotes:

Bid #1:	CNC Technologies	\$	17,397
Bid #2:	n/a	\$	-
Bid #3:	n/a	\$	-
Waive Bidding Policy?	yes	Reason:	Sole-source (via CCSO)
Recommendation:	CNC Technologies	\$	17,397
	(NONE - n/a)		
TOTAL GENERAL FUND UN-BUDGETED			\$ 52,916

EMERGENCY PURCHASES (per Policy 212, Section 16)
(NONE - n/a)

TOTAL EMERGENCY PURCHASES	\$ -
----------------------------------	-------------

ADDITION OF FIXED ASSETS
(NONE - n/a)

TOTAL ADDITION OF FIXED ASSETS	\$ -
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DELETION OF FIXED ASSETS

Asset Category:	Capital Lease Equipment		
Asset I.D. Number:	FA70557 / 11190 (FA-CS)		
Description:	800 Portable Radio		
Cost:	\$4,520.65		
Reason for Deletion:	Destroyed		
Intended Disposal:	Scrapped		
Additional Information:		Original Cost	\$ 4,521
		Est Net Book Value	\$ 1,281

Asset Category:	Firefighter Equipment		
Asset I.D. Number:	various (see listing)		
Description:	800 MHZ radios and base radios		
Cost:	\$48,516.34		
Reason for Deletion:	Obsolete / obtaining new (Motorola) radios		
Intended Disposal:	possible trade-in (likely scrapping)		
Additional Information:		Original Cost	\$ 48,516
		Est Net Book Value	\$ -

TOTAL DELETION OF FIXED ASSETS (original cost)	\$ 53,037
TOTAL DELETION OF FIXED ASSETS (NET BOOK VALUE)	\$ 1,281

OTHER

1 Fire Chief/Chairman Travel to FASD Conference/Tallahassee			
Hotel-Fire Chief		\$	900
Hotel-Chairman		\$	900
Registration-Fire Chief		\$	650
Registration-Chairman		\$	650

Per Diem-Fire Chief	\$	200
Per Diem-Chairman	\$	200
Mileage-Fire Chief (N/A - District Vehicle)	\$	-
Mileage-Chairman	\$	250
TOTAL - OTHER	\$	3,750



PURCHASE REQUEST FORM

Vendor	Russ Carter Fence	Today's Date	3/15/2023
Address		Request #	
		PO Required by Vendor?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
		New Vendor?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

Location/Station #	Other	Consent Agenda Item? (if unbudgeted)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Specify Other Location	Nursery Lane		
Budgeting Source (line item/GL account #)	160/062-002	Date of Board Meeting Approval?	3/30/23

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Chain Link Fence (80' x 87' area)	1	\$ 15,175.00	\$ 15,175.00
Sliding Gate Option	1	\$ 600.00	\$ 600.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
7 vendors solicited, 1 vendor submitted bid			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
TOTAL			\$ 15,775.00

CHARGED TO DISTRICT CREDIT CARD?			
Type	Last 4 Digits	Name on Credit Card	

Employee Requesting	Brian Englant	Title	Facilities Coordinator
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APPROVALS	
Manager/Supervisor	
Assistant Chief/Deputy Chief	Kris Thomas Digitally signed by Kris Thomas Date: 2023.03.15 15:35:02 -04'00'
Fire Chief	
Chief Financial Officer	

LOGISTICS NOTIFIED?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Who?	N/A	Date	
Capital Asset Inventory? (> \$5,000/unit)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>				



Facilities NCFR <facilities@northcollierfire.com>

North Collier Fire Control & Rescue District - Request for Quote - Chain link Fence

1 message

Facilities NCFR <facilities@northcollierfire.com>

Wed, Feb 22, 2023 at 8:50 AM

To: Facilities NCFR <facilities@northcollierfire.com>, Brian Englant <benglant@northcollierfire.com>, Mary Erickson <mErickson@northcollierfire.com>
Bcc: kevin@premierfenceswfl.com, "office@russcarterfence.com" <office@russcarterfence.com>, affordablefenceandscreen@aol.com, reception@carterfence.com, fort-myers@superiorfenceandrail.com, "ROYALFENCE@gmail.com" <ROYALFENCE@gmail.com>, info@sunstatefence.com

Good morning,

The North Collier Fire Control & Rescue District is requesting quotes for chain link fence installation around new parking area at the following location:

6' chain link fence with 1' of barbed wire and gate installation:

810 Nursery Lane, Naples, FL 34119

A general scope of services is attached along with aerial photos of the area to have work completed. **Quotes provided should break out costs for fence and option.**

If you would like to schedule a site visit or if you have any questions regarding the scope of services needed, please contact Brian Englant, Facilities Coordinator at 239.300.5066. All quotes must include an anticipated timeline of the project. We realize, if your quote is accepted, your company will need time to order supplies, schedule workers, and add us to your calendar. The price provided in the quote must be honored regardless of the duration of time between submission of the quote and the completion of the project.

Quotes must be emailed to Mary Erickson at facilities@northcollierfire.com no later than 3:00 p.m. on March 14th, 2023. **Quotes received after the deadline will not be reviewed.**

Before work can commence, a Certificate of Insurance must be provided evidencing general liability coverage as well as Workers Compensation coverage. Any business exempt from having worker's compensation insurance must provide a copy of their exemption form. The certificate holder on the COI must read:

North Collier Fire Control & Rescue District
1885 Veterans Park Drive
Naples, FL 34109

Final payment prior to work being completed is prohibited under District Policy. The North Collier Fire Control & Rescue District is a tax-exempt business. A copy of our Certificate of Exemption will be provided prior to work commencing.

Thank you

--

**Facilities Division
North Collier Fire Control and Rescue District**

Brian Englant, Facilities Coordinator: (O) 239-552-1303 (M) 239-300-5066

Mary M. Erickson Administrative Assistant: (O) 239-552-1370 (M) 239-206-0174

6495 Taylor Road
Naples, FL 34109
239-597-9227

<https://northcollierfire.com>**2 attachments**

Nursery Lane Aerial Photos 2.21.23.pdf
656K

Nursery Lane Scope of Work - Fence 2.22.23.pdf
178K

Scope of Services

810 Nursery Lane, Naples, FL 34119

DESCRIPTION: Installation of 6' chain link fence with 1' of barb wire and gate at North Collier Fire Control & Rescue District property 810 Nursery Lane.

Parking Area (Yellow Shaded Area): Approximately 6960 Sq. Ft 80' x 87'

- Install 6' chain link with 1' of barb wire around new parking area per code
- Chain link to be minimum of 11.5-gauge wire
- 1 5/8" Top Rails
- 2" Line posts no more than 10' spacing
- 2 1/2" Terminal posts
- Bottom Tension Wire
- All posts to be set in concrete
- Install of drive in swing gate with a 20' opening width
- Gate to have welded frame construction
- Gate location would be in the southwest corner of parking area in front of building
- Contractor must include all associated costs for design and permitting
- Contractor is required to pull all permits as necessary
- Contractor will clean up work areas and remove debris from premises

Gate Option:

- Provide optional upgrade to a sliding gate in lieu of swing gate



Map data ©2023, Map data ©2023 20 ft



810 Nursery Ln



FENCE INC.

PROPOSAL

SUBMITTED TO:

NORTH COLLIER FIRE

465 PRODUCTIN BLVD

BILLING NAME

NAPLES, FL 34104

FENCE ESTIMATE # KC23087

DATE: MARCH 14, 2023

NUMBER STREET

PHONE # 239-300-5066

NAPLES FL.

OFFICE 239-593-3362

CITY STATE ZIP

BRIAN

BENGLANT@NORTHCOLLIERFIRE.COM

JOB NAME

POOL CODE

PERMIT : YES/ INCLUDED

810 NURSERY LN

NO

LOCATION

LOCATE : YES

HEIGHT: 6' + 1' BARB
LINEAL FEET: 335LF
DOUBLE GATE: 20'W DBL

INSTALL
INSTALL PER DRAWING
FINAL WALK THROUGH
REQUIRED

OPTION
20'W SLIDE GATE
IN LIEU OF SWING
GATE
ADD \$600
TO INSTALL PRICE

GALV CHAIN LINK
11.5 GAUGE WIRE
1 5/8" TOP RAIL
2" LINE POST
2 1/2" TERMINAL
BOTTOM TENSION WIRE
10' POST SPACING
POST IN CONCRETE
WELDED GATE FRAMES

INSTALLED PRICE:
\$15,175.00

DEPOSIT:
NET 30
BALANCE:

SIGNATURE: _____ **DATE:** _____

TERMS AND CONDITIONS: Russ Carter Fence WILL PERFORM WORK IN A PROFESSIONAL MANNER ACCORDING TO STANDARD WORK PRACTICES. THIS AGREEMENT IS CONTINGENT UPON STRIKES, ACCIDENT OR DELAYS BEYOND OUR CONTROL WE WILL ASSIST YOU AS REQUESTED TO DETERMINE LOCATION OF FENCE, BUT UNDER NO CIRCUMSTANCE WILL ASSUME ANY RESPONSIBILITY FOR PROPERTY HURK IN ANY WAY GUARANTEE THEIR ACCURACY. WE RECOMMEND A SURVEY AND PROPERTY PINS BE AVAILABLE BEFORE STARTING, WE COMPLY PER STATUES WITH THE WORKMEN'S COMPENSATION ACT. PRICE DOES NOT INCLUDE GROUNDING OR "BONDING" ELECTRI CLINES OR CONNECTIONS, PADS, PILLARS, EXCESS DIGGING DUE TO ROCKS OR BOULDERS, REMOVING OR HAULING OF OLD FENCES, CLEARING OR CUTTING OF VEGETATION UNLESS SPECIFICALLY STATED ABOVE, AS CAREFUL AS WE ARE. WE WILL NOT BE LIABLE FOR DAMAGE TO SPRINKLER LINES. PRICES QUOTED CANNOT BE GUARANTEED BEYOND 30 DAYS.



PURCHASE REQUEST FORM

Vendor	Stryker	Today's Date	4/5/2023
Address		Request #	
		PO Required by Vendor?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
		New Vendor?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

Location/Station #	Taylor Road	Consent Agenda Item? (if unbudgeted)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Specify Other Location			
Budgeting Source (line item/GL account #)	Budget Line 163/ 064-002	Date of Board Meeting Approval?	

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Power Pro Stretcher for new squad	1	\$ 19,500.00	\$ 19,500.00
			\$ 0.00
Shipping	1	\$ 243.75	\$ 243.75
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
TOTAL			\$ 19,743.75

CHARGED TO DISTRICT CREDIT CARD?			
Type	Visa	Last 4 Digits	6754
Name on Credit Card	Michael Popper North Collier		

Employee Requesting	Michael Popper	Title	Logistics
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APPROVALS	
Manager/Supervisor	Shane Brinson <small>Digitally signed by Shane Brinson Date: 2023.04.07 11:12:27 -04'00'</small>
Assistant Chief/Deputy Chief	Kris Thomas <small>Digitally signed by Kris Thomas Date: 2023.04.17 16:12:53 -04'00'</small>
Fire Chief	
Chief Financial Officer	

LOGISTICS NOTIFIED?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Who?	Self	Date	4/5/23
Capital Asset Inventory? (> \$5,000/unit)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>				



Demo Power-PRO (Brand New Trial)

Quote Number: 10679013

Remit to: **Stryker Medical**

Version: 1

P.O. Box 93308

Chicago, IL 60673-3308

Prepared For: NORTH COLLIER FIRE CONTROL AND RESCUE DI

Rep: Amanda McBride

Attn:

Email: amanda.hooker@stryker.com

Phone Number:

Quote Date: 03/29/2023

Expiration Date: 06/27/2023

Delivery Address

Name: NORTH COLLIER FIRE CONTROL AND RESCUE DI

Account #: 1206491

Address: 1885 VETERANS PARK DR
NAPLES
Florida 34109-0492

End User - Shipping - Billing

Name: NORTH COLLIER FIRE CONTROL AND RESCUE DI

Account #: 1206491

Address: 1885 VETERANS PARK DR
NAPLES
Florida 34109-0492

Bill To Account

Name: NORTH COLLIER FIRE CONTROL AND RESCUE DI

Account #: 1206491

Address: 1885 VETERANS PARK DR
NAPLES
Florida 34109-0492

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	650605550003	Power-PRO XT MTS High: Dual wheel lock, x-restraint package, retractable head section 02 bottle holder, 3-stage IV pole PR, equipment hook, H/E storage flat, XPS side rail, XPS mattress, Knee-Gatch, Dual compatibility, backrest storage pouch, steer-lock	1	\$19,500.00	\$19,500.00
Equipment Total:					\$19,500.00

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$243.75
Grand Total:	\$19,743.75

Comments:

Trial Power-PRO
One-Time pricing

Prices: In effect for 30 days

Terms: Net 30 Days

Contact your local Sales Representative for more information about our flexible payment options.

- [V](#)
- [W](#)
- [X](#)
- [Y](#)
- [Z](#)

Reviews (6)

[Home](#) > [Medical](#) > [Mobility](#) > [Extrication - Patient Transport](#) > [Stretchers - Cots](#) > Stryker Power-PRO XT Stretcher - Power PRO XT Cot - Model 6506, Each

Stryker Power-PRO XT Stretcher - Power PRO XT Cot - Model 6506, Each



Part Number:

MOM-10534

Model: 6506

[Stryker](#)

Your Price: \$21,271.00

Retail Price: ~~\$23,610.81~~

Your Savings: \$2,339.81 (10%)

★★★★★ [0 Review\(s\)](#) **\$49+ QUALIFY FOR**



Stryker Power-PRO XT Stretcher - Power PRO XT Cot - Model 6506, Each

Quantity

1

Add to Cart

Review this item

Add to Wish List

Add to Gift Registry

Like Be the first of your friends to like this.

Feature: Specifications: Power PRO XT Cot

Feature: Manufacturer: Stryker. Model #: 6506

Feature:

Categorization: Extrication - Patient Transport > Stretchers - Cots

Feature:



Stryker 6506 Power-PRO Stretcher variable configuration

This version of the Power-Pro allows you to choose the options in any configuration that you prefer. This does take longer to produce. Current lead time for this item is approx 20 weeks. Made to order in the USA. **Three versions of pre-configured Power-Pro stretchers are at the bottom of the page with faster lead times. These are NOT for resale.**

SKU	6506-000-000
Manufacturer	Stryker
Unit of Measure	Each
UPC	796017483522

\$23,417.00

Customizable Options:

Restraint Options *	<input type="radio"/> X-Restraint Package 6500-001-430 NO CHARGE <input type="radio"/> G-Rated Restraint Package 6500-002-030 NO CHARGE
Litter Options *	<input type="radio"/> Trendelenburg 6085-031-000 NO CHARGE <input type="radio"/> Knee-Gatch/Trendelenburg 6500-082-000 + \$1,104.00
Steer Lock Options *	<input type="radio"/> No Steer Lock Option 6506-037-000 NO CHARGE <input type="radio"/> Steer-Lock 6506-038-000 + \$1,061.00
Safety Hook Options *	<input type="radio"/> J Hook 6092-036-018 NO CHARGE <input type="radio"/> Long Hook 6060-036-018 NO CHARGE <input type="radio"/> Short Hook 6060-036-017 NO CHARGE
Fastener Compatibility Options *	<input type="radio"/> No Power-LOAD Cot Compatibility 6506-029-000 NO CHARGE <input type="radio"/> Performance-LOAD Compatibility 6506-034-0001 + \$1,760.00 <input type="radio"/> Power-LOAD Cot Compatibility 6506-127-000 + \$2,344.00 <input type="radio"/> Dual Power-LOAD and Performance-LOAD Compatibility 6506-034-002 + \$2,785.00
IV Pole Options *	<input type="radio"/> No IV Pole 6500-318-000 NO CHARGE <input type="radio"/> 2 Stage IV Pole (patient right) 6500-310-000 + \$395.00 <input type="radio"/> 2 Stage IV Pole (patient left) 6500-311-000 + \$395.00 <input type="radio"/> 3 Stage IV Pole(patient right) 6500-315-000 + \$504.00 <input type="radio"/> 3 Stage IV Pole(patient left) 6500-316-000 + \$504.00 <input type="radio"/> Dual 2 Stage IV Poles 6500-312-000 + \$791.00 <input type="radio"/> Dual 3 Stage IV Poles 6500-317-000 + \$1,009.00





PURCHASE REQUEST FORM

Vendor	CNC Technologies	Today's Date	4/18/20
Address	638 Lindero Canyon Rd. Oak Park, CA 91377	Request #	
		PO Required by Vendor?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
		New Vendor?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Location/Station #	Other <input type="checkbox"/>	Consent Agenda Item? (if unbudgeted)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Specify Other Location	Air Rescue Team		
Budgeting Source (line item/GL account #)	Line 167, 064-006, TRT CAP	Date of Board Meeting Approval?	

DESCRIPTION	QTY	UNIT PRICE	TOTAL
MP50 Transceiver complete set up (Headsets)	1	\$ 17,397.44	\$ 17,397.44
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
TOTAL			\$ 17,397.44

CHARGED TO DISTRICT CREDIT CARD?					
Type		Last 4 Digits		Name on Credit Card	

Employee Requesting	James Hammond	Title	Assistant Chief
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APPROVALS	
Manager/Supervisor	
Assistant Chief/Deputy Chief	<i>J. Hammond</i>
Fire Chief	
Chief Financial Officer	

LOGISTICS NOTIFIED?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Who?		Date	
Capital Asset Inventory? (> \$5,000/unit)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>				

CNC Technologies, LLC

638 Lindero Canyon Rd.
Suite 385
Oak Park, CA 91377

QUOTE NO. NCFCR001659 Rev A
DATE 02/01/2023
CUSTOMER ID NCFCR
EXPIRATION DATE 03/18/2023

TO: North Collier Fire Control & Rescue

SALES	JOB	SHIPPING METHOD	PAYMENT TERMS	DELIVERY DATE	SHIPPING TERMS	DUE DATE
BMU	NCFCR		50% DOWN, 35% EQUIPMENT DELIVERY, 15% FINAL			

ITEM#	QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
North Collier Fire Control & Rescue - Axnes MP50 Kits				
Axnes				
1	2	PNG MP50 Transceiver MP50 Transceiver, NVG, single band, Yellow - Includes PNG MP50 SW Package, Release 2 Crypto	\$ 7,418.94	\$ 14,837.88
2	2	PNG MP30 Antenna Antenna, PNG HH, UHF 435-470MHz	\$ 183.38	\$ 366.76
3	2	PNG Adapter cables - Adapter Lead, PNG Fischer plug to US NATO socket	\$ 309.52	\$ 619.04
4	2	PNG Pouches - Pouch, Molle for MP50, Black	\$ 57.24	\$ 114.48
5	2	PNG MP50 Chargers - CHG50, Charger for MP50 ground use, NVG, Yellow	\$ 629.64	\$ 1,259.28
Shipping				
6	1	SHIPPING > Estimated	\$ 200.00	\$ 200.00
Notes				
7	1	NOTES > This quote includes Shipping		
				TOTAL
				\$ 17,397.44

Handwritten notes:
 10/26/23
 Foster
 Pappas
 USAR
 Logan



April 24, 2023

Shane Brinson
Battalion Chief of Logistics
North Collier Fire Control and Rescue District
6495 Taylor Road
Naples, Florida 34109

RE: Sole Source Justification for AXNES Polycon Next Generation MP50 radio transceivers

Dear Battalion Chief Brinson:

CNC Technologies, LLC (CNC) is an aviation technology and wireless communications company serving the law enforcement, government and military markets. CNC provides customized aerial surveillance, data transmission and counterterrorism solutions, delivering unparalleled total system support.

CNC is the only vendor able to provide the North Collier Fire Control and Rescue District with the AXNES PNG MP50 Tranceivers and provide full interoperability with the Collier County Sheriff's Office (CCSO) Bell 429 rescue helicopter. CNC currently provides turn-key, all inclusive products, equipment commissioning and live 24/7/365 support of the law enforcement mission suite in use by CCSO. Equipment commissioning includes complete system configuration and design, technical drawings, installation, as well as on-site training for CCSO personnel. Live support includes 24/7/365 live technical support (by phone), unlimited service calls with a technician on-site within 3 days of repair request, as well as loaner systems per our terms and conditions.

CNC will provide the following equipment under this project:

- AXNES PNG MP50 transceivers
- AXNES PNG MP50 antennas
- Cables, pouches, chargers & shipping



Please contact us should you have any questions or need further information.

Best regards,

A handwritten signature in black ink, appearing to be 'Ed Van Winkle', with a long horizontal line extending to the right.

Ed Van Winkle
Vice President, Law Enforcement Sales & OEM Projects
CNC Technologies LLC
214-470-7841

From: [James Hammond](#)
To: [Ben Van Klinger](#); [Ramona Martinez](#)
Cc: [Lori Freiburg](#)
Subject: Unbudgeted request for commission meeting
Date: Tuesday, April 18, 2023 2:42:58 PM
Attachments: [Axnes MP50-NCART.pdf](#)
[PO request-Hammond-NCART Headsets-2022-23.pdf](#)
[Headset quote.pdf](#)

Ben as we discussed this morning here is the PO request and quote. I have also copied the synopsis from the team leader M. Bellamy:

CCSO has switched their communication on the helicopters to this Axnes system. Lt. De

Rienzo of the CCSO Search and Rescue Bureau wants the NCART members to communicate on this system during rescues/training. The Axnes MP50 PNG Transceiver is a wireless intercom system that utilizes our headsets to communicate with the helicopter crew while on the ground without the need of an external radio. The MP50 is waterproof so we will be able to utilize this during water rescues as well. The MP50 is also equipped with a highly sensitive 48 channel GPS receiver. The helicopter pilots will know where we are located if they need to leave and come back due to the built in GPS. Prior to this, we resorted to hand signals which in times is an issue due to visibility of night and/or thick vegetation.

Thank you

--



James Hammond
Assistant Chief of Operations

North Collier Fire Control and Rescue District
1885 Veterans Park Drive
Naples, FL 34109
239-597-3222
<https://northcollierfire.com>

Direct: 239-552-1329
Cell: 239-572-1445

FIXED ASSET DELETIONS - 4/27/2023

#	Asset # (Logistics)	Per FA List	Description	Original Cost	Notes	Estimated Accumulated Depreciation	Estimated Net Book Value	Date in Service	FAC (Date in Service report) - pg#	
1	FA70392	23212	Harris M7300 Mobile Model CH-721 System FM	\$3,585.02	Obsolete - Replaced with Motorola system	\$ (3,585.02)	\$0.00	6/21/2013	17	FF EQUIPMENT
2	7151	30252	Portable MHZ Radio 800 Mobile Radio	\$3,923.82	Obsolete - Replaced with Motorola system	\$ (3,923.82)	\$0.00	9/23/2014	21	FF EQUIPMENT
3	7108	7108	Portable MHZ Radio 800 Mobile Radio	\$3,923.82	Obsolete - Replaced with Motorola system	\$ (3,923.82)	\$0.00	9/23/2014	20	FF EQUIPMENT
4	70201	30253	Portable MHZ Radio 800 Mobile Radio	\$3,923.82	Obsolete - Replaced with Motorola system	\$ (3,923.82)	\$0.00	9/23/2014	21	FF EQUIPMENT
5	7127	7648	Portable MHZ Radio 800 Mobile Radio	\$3,923.82	Obsolete - Replaced with Motorola system	\$ (3,923.82)	\$0.00	9/23/2014	21	FF EQUIPMENT
6	7082	7082	Mobile Radio	\$3,131.27	Obsolete - Replaced with Motorola system	\$ (3,131.27)	\$0.00	7/21/2013	19	FF EQUIPMENT
7	7114	7114	Portable MHZ Radio 800 Mobile Radio	\$3,923.82	Obsolete - Replaced with Motorola system	\$ (3,923.82)	\$0.00	9/23/2014	20	FF EQUIPMENT
8	FA70088	31088	Mobile XG-25 800 MHZ Radio	\$1,865.63	Obsolete - Replaced with Motorola system	\$ (1,865.63)	\$0.00	9/30/2016	22	FF EQUIPMENT
9	FA70087	31087	Mobile XG-25 800 MHZ Radio	\$1,865.63	Obsolete - Replaced with Motorola system	\$ (1,865.63)	\$0.00	9/30/2016	22	FF EQUIPMENT
10	FA70085	31085	Mobile XG-25 800 MHZ Radio	\$1,865.63	Obsolete - Replaced with Motorola system	\$ (1,865.63)	\$0.00	9/30/2016	22	FF EQUIPMENT
11	7098	7098	Base MHZ Radio	\$5,528.02	Obsolete - Replaced with Motorola system	\$ (5,528.02)	\$0.00	9/23/2014	20	FF EQUIPMENT
12	7097	7097	Base MHZ Radio	\$5,528.02	Obsolete - Replaced with Motorola system	\$ (5,528.02)	\$0.00	9/23/2014	20	FF EQUIPMENT
13	7092	7092	Base MHZ Radio	\$5,528.02	Obsolete - Replaced with Motorola system	\$ (5,528.02)	\$0.00	9/23/2014	20	FF EQUIPMENT
14	FA70557	11190	800 Portable Radio	\$4,520.65	Destroyed	\$ (3,239.80)	\$1,280.85	9/30/2019	9	CAPITAL LEASE
TOTAL DELETIONS				\$ 53,036.99		\$ (51,756.14)	\$ 1,280.85			

	Original Cost	Estimated Accumulated Depreciation	Estimated Net Book Value
Auto, Truck & Equipment	\$0.00	\$0.00	\$0.00
Capital Lease Equipment	\$4,520.65	(\$3,239.80)	\$1,280.85
Furn, Fixtures, & Equipment	\$0.00	\$0.00	\$0.00
Firefighter Equipment	\$48,516.34	(\$48,516.34)	\$0.00
TOTAL DELETIONS	\$ 53,036.99	\$ (51,756.14)	\$ 1,280.85

Book Asset Detail 10/01/21 - 9/30/22

FYE: 9/30/2022

Asset	d t	Property Description	Date In Service	Book Cost	Book Sec 179 Exp c	Book Sal Value	Book Prior Depreciation	Book Current Depreciation	Book End Depr	Book Net Book Value	Book Method	Book Period
Group: FIREFIGHTER EQUIP (continued)												
8039		SCBA Unit	12/18/12	5,287.00	0.00	0.00	4,626.13	528.70	5,154.83	132.17	S/L	10.00
8040		SCBA Unit	12/18/12	5,287.00	0.00	0.00	4,626.13	528.70	5,154.83	132.17	S/L	10.00
8041		SCBA Unit	12/18/12	5,287.00	0.00	0.00	4,626.13	528.70	5,154.83	132.17	S/L	10.00
8042		SCBA Unit	12/18/12	5,287.00	0.00	0.00	4,626.13	528.70	5,154.83	132.17	S/L	10.00
8043		SCBA Unit	12/18/12	5,287.00	0.00	0.00	4,626.13	528.70	5,154.83	132.17	S/L	10.00
31804		55 45 Min Cyl	12/18/12	43,451.73	0.00	0.00	38,019.94	4,345.17	42,365.11	1,086.62	S/L	10.00
31805		10 60 min cylinders	12/18/12	9,680.00	0.00	0.00	8,470.00	968.00	9,438.00	242.00	S/L	10.00
31806		1 Bunker Gear partial	12/18/12	584.23	0.00	0.00	467.36	58.42	525.78	58.45	S/L	10.00
23198		Harris Mobile XG-100M Radio Mo	1/04/13	6,519.00	0.00	0.00	6,519.00	0.00	6,519.00	0.00	S/L	7.00
23199		55" LFL Liberty Light Bar	2/05/13	1,189.00	0.00	0.00	1,189.00	0.00	1,189.00	0.00	S/L	7.00
8239		EZ Flo Regulator	2/11/13	1,034.09	0.00	0.00	1,034.09	0.00	1,034.09	0.00	S/L	5.00
8240		EZ Flo Regulator	2/11/13	1,034.09	0.00	0.00	1,034.09	0.00	1,034.09	0.00	S/L	5.00
8241		EZ Flo Regulator	2/11/13	1,034.09	0.00	0.00	1,034.09	0.00	1,034.09	0.00	S/L	5.00
8242		EZ Flo Regulator	2/11/13	1,034.09	0.00	0.00	1,034.09	0.00	1,034.09	0.00	S/L	5.00
8044		TRT Scott Pack	2/22/13	2,005.92	0.00	0.00	2,005.92	0.00	2,005.92	0.00	S/L	5.00
8047		TRT Scott Pack	2/22/13	2,005.92	0.00	0.00	2,005.92	0.00	2,005.92	0.00	S/L	5.00
8050		TRT Scott Pack	2/22/13	2,005.91	0.00	0.00	2,005.91	0.00	2,005.91	0.00	S/L	5.00
8053		TRT Scott Pack	2/22/13	2,005.91	0.00	0.00	2,005.91	0.00	2,005.91	0.00	S/L	5.00
23202		CET #PFP-11HPHND-EM 265 Por	3/07/13	3,404.00	0.00	0.00	3,404.00	0.00	3,404.00	0.00	S/L	7.00
8246		Thermal Imaging Camera	4/03/13	5,744.53	0.00	0.00	5,744.53	0.00	5,744.53	0.00	S/L	5.00
1083		AED	4/23/13	1,223.07	0.00	0.00	1,223.07	0.00	1,223.07	0.00	S/L	5.00
8069		AED	4/23/13	1,223.08	0.00	0.00	1,223.08	0.00	1,223.08	0.00	S/L	5.00
8070		AED	4/23/13	1,223.08	0.00	0.00	1,223.08	0.00	1,223.08	0.00	S/L	5.00
8071		AED	4/23/13	1,223.08	0.00	0.00	1,223.08	0.00	1,223.08	0.00	S/L	5.00
8072		AED	4/23/13	1,223.08	0.00	0.00	1,223.08	0.00	1,223.08	0.00	S/L	5.00
8073		AED	4/23/13	1,223.08	0.00	0.00	1,223.08	0.00	1,223.08	0.00	S/L	5.00
8074		AED	4/23/13	1,223.08	0.00	0.00	1,223.08	0.00	1,223.08	0.00	S/L	5.00
8075		AED	4/23/13	1,223.08	0.00	0.00	1,223.08	0.00	1,223.08	0.00	S/L	5.00
8076	d	AED	4/23/13	1,223.08	0.00	0.00	1,223.08	0.00	1,223.08	0.00	S/L	5.00
8077	d	AED	4/23/13	1,223.08	0.00	0.00	1,223.08	0.00	1,223.08	0.00	S/L	5.00
8078	d	AED	4/23/13	1,223.08	0.00	0.00	1,223.08	0.00	1,223.08	0.00	S/L	5.00
8079	d	AED	4/23/13	1,223.08	0.00	0.00	1,223.08	0.00	1,223.08	0.00	S/L	5.00
8080		AED	4/23/13	1,223.08	0.00	0.00	1,223.08	0.00	1,223.08	0.00	S/L	5.00
8081		AED	4/23/13	1,223.07	0.00	0.00	1,223.07	0.00	1,223.07	0.00	S/L	5.00
8082		AED	4/23/13	1,223.07	0.00	0.00	1,223.07	0.00	1,223.07	0.00	S/L	5.00
23205		Harris M7300 CS-700 Model CH-7-	5/15/13	5,026.27	0.00	0.00	5,026.27	0.00	5,026.27	0.00	S/L	7.00
23206		Harris M7300 CS-700 Model CH-7-	5/15/13	5,026.27	0.00	0.00	5,026.27	0.00	5,026.27	0.00	S/L	7.00
8243		Positive Pressure Fan	5/21/13	1,993.42	0.00	0.00	1,993.42	0.00	1,993.42	0.00	S/L	5.00
8244		Positive Pressure Fan	5/21/13	1,993.42	0.00	0.00	1,993.42	0.00	1,993.42	0.00	S/L	5.00
23207		Harris M7300 Mobile Model CH-7-	6/21/13	3,705.02	0.00	0.00	3,705.02	0.00	3,705.02	0.00	S/L	7.00
23208		Harris M7300 Mobile Model CH-7-	6/21/13	4,770.02	0.00	0.00	4,770.02	0.00	4,770.02	0.00	S/L	7.00
23209		Harris M7300 Mobile Model CH-7-	6/21/13	3,585.02	0.00	0.00	3,585.02	0.00	3,585.02	0.00	S/L	7.00
23210		Harris M7300 Mobile Model CH-7-	6/21/13	3,585.02	0.00	0.00	3,585.02	0.00	3,585.02	0.00	S/L	7.00
23211		Harris M7300 Mobile Model CH-7-	6/21/13	3,585.02	0.00	0.00	3,585.02	0.00	3,585.02	0.00	S/L	7.00
23212		Harris M7300 Mobile Model CH-7-	6/21/13	3,585.02	0.00	0.00	3,585.02	0.00	3,585.02	0.00	S/L	7.00
23213		Harris M7300 Mobile Model CH-7-	6/21/13	3,585.02	0.00	0.00	3,585.02	0.00	3,585.02	0.00	S/L	7.00
23214		Harris M7300 Mobile Model CH-7-	6/21/13	4,680.02	0.00	0.00	4,680.02	0.00	4,680.02	0.00	S/L	7.00
23215		Harris M7300 Mobile Model CH-7-	6/21/13	4,680.02	0.00	0.00	4,680.02	0.00	4,680.02	0.00	S/L	7.00
23216		Harris M7300 Mobile Model CH-7-	6/21/13	3,585.02	0.00	0.00	3,585.02	0.00	3,585.02	0.00	S/L	7.00

Book Asset Detail 10/01/21 - 9/30/22

FYE: 9/30/2022

Asset	d t	Property Description	Date In Service	Book Cost	Book Sec 179 Exp c	Book Sal Value	Book Prior Depreciation	Book Current Depreciation	Book End Depr	Book Net Book Value	Book Method	Book Period
Group: FIREFIGHTER EQUIP (continued)												
7047	d	XG-75 Portable Radio	7/21/13	3,409.11	0.00	0.00	3,409.11	0.00	3,409.11	0.00	S/L	5.00
7056	d	XG-75 Portable Radio	7/21/13	3,409.11	0.00	0.00	3,409.11	0.00	3,409.11	0.00	S/L	5.00
7057	d	XG-75 Portable Radio	7/21/13	3,409.11	0.00	0.00	3,409.11	0.00	3,409.11	0.00	S/L	5.00
7059	d	XG-75 Portable Radio	7/21/13	3,409.11	0.00	0.00	3,409.11	0.00	3,409.11	0.00	S/L	5.00
7062	d	XG-75 Portable Radio	7/21/13	3,409.11	0.00	0.00	3,409.11	0.00	3,409.11	0.00	S/L	5.00
7063	d	XG-75 Portable Radio	7/21/13	3,409.11	0.00	0.00	3,409.11	0.00	3,409.11	0.00	S/L	5.00
7064	d	XG-75 Portable Radio	7/21/13	3,409.11	0.00	0.00	3,409.11	0.00	3,409.11	0.00	S/L	5.00
7065	d	XG-75 Portable Radio	7/21/13	3,409.11	0.00	0.00	3,409.11	0.00	3,409.11	0.00	S/L	5.00
7066	d	XG-75 Portable Radio	7/21/13	3,409.11	0.00	0.00	3,409.11	0.00	3,409.11	0.00	S/L	5.00
7067	d	XG-75 Portable Radio	7/21/13	3,409.11	0.00	0.00	3,409.11	0.00	3,409.11	0.00	S/L	5.00
7068	d	XG-75 Portable Radio	7/21/13	3,409.11	0.00	0.00	3,409.11	0.00	3,409.11	0.00	S/L	5.00
7069	d	XG-75 Portable Radio	7/21/13	3,409.11	0.00	0.00	3,409.11	0.00	3,409.11	0.00	S/L	5.00
7073	d	XG-75 Portable Radio	7/21/13	3,409.11	0.00	0.00	3,409.11	0.00	3,409.11	0.00	S/L	5.00
7075	d	XG-75 Portable Radio	7/21/13	3,409.11	0.00	0.00	3,409.11	0.00	3,409.11	0.00	S/L	5.00
7081		Mobile Radio	7/21/13	3,131.27	0.00	0.00	3,131.27	0.00	3,131.27	0.00	S/L	5.00
7082		Mobile Radio	7/21/13	3,131.27	0.00	0.00	3,131.27	0.00	3,131.27	0.00	S/L	5.00
7083		Mobile Radio	7/21/13	3,131.27	0.00	0.00	3,131.27	0.00	3,131.27	0.00	S/L	5.00
7084		Mobile Radio	7/21/13	3,131.27	0.00	0.00	3,131.27	0.00	3,131.27	0.00	S/L	5.00
8245		Smoke Generator	7/24/13	3,188.89	0.00	0.00	3,188.89	0.00	3,188.89	0.00	S/L	5.00
31803		1 ct 2 pant bunker gear	7/24/13	3,210.36	0.00	0.00	2,621.83	321.04	2,942.87	267.49	S/L	10.00
31996		5 Sets Bumker Gear	11/06/13	15,048.44	0.00	0.00	11,132.58	1,504.84	12,637.42	2,411.02	S/L	10.00
4223		RIT Pack	12/18/13	3,368.48	0.00	0.00	3,368.48	0.00	3,368.48	0.00	S/L	5.00
4225		RIT Pack	12/18/13	3,368.48	0.00	0.00	3,368.48	0.00	3,368.48	0.00	S/L	5.00
4227		RIT Pack	12/18/13	3,368.48	0.00	0.00	3,368.48	0.00	3,368.48	0.00	S/L	5.00
4229		RIT Pack	12/18/13	3,368.48	0.00	0.00	3,368.48	0.00	3,368.48	0.00	S/L	5.00
4231		RIT Pack	12/18/13	3,368.48	0.00	0.00	3,368.48	0.00	3,368.48	0.00	S/L	5.00
4233		RIT Pack	12/18/13	3,368.48	0.00	0.00	3,368.48	0.00	3,368.48	0.00	S/L	5.00
4235		RIT Pack	12/18/13	3,368.48	0.00	0.00	3,368.48	0.00	3,368.48	0.00	S/L	5.00
4247		RIT Pack	12/18/13	3,368.48	0.00	0.00	3,368.48	0.00	3,368.48	0.00	S/L	5.00
4249		RIT Pack	12/18/13	3,368.48	0.00	0.00	3,368.48	0.00	3,368.48	0.00	S/L	5.00
31995		1 Set Bunker Gear	12/31/13	2,195.00	0.00	0.00	1,701.13	219.50	1,920.63	274.37	S/L	10.00
31		Air Pack	1/16/14	3,900.00	0.00	0.00	3,900.00	0.00	3,900.00	0.00	S/L	5.00
4213		Air Pack	1/16/14	3,900.00	0.00	0.00	3,900.00	0.00	3,900.00	0.00	S/L	5.00
4215		Air Pack	1/16/14	3,900.00	0.00	0.00	3,900.00	0.00	3,900.00	0.00	S/L	5.00
4217		Air Pack	1/16/14	3,900.00	0.00	0.00	3,900.00	0.00	3,900.00	0.00	S/L	5.00
4219		Air Pack	1/16/14	3,900.00	0.00	0.00	3,900.00	0.00	3,900.00	0.00	S/L	5.00
4266		Hydraulic Spreader	1/28/14	8,786.99	0.00	0.00	8,786.99	0.00	8,786.99	0.00	S/L	5.00
4267		Hydraulic Cutter	1/28/14	8,320.98	0.00	0.00	8,320.98	0.00	8,320.98	0.00	S/L	5.00
4268		Hydraulic RAM	1/28/14	8,918.75	0.00	0.00	8,918.75	0.00	8,918.75	0.00	S/L	5.00
4269		Hydraulic Combination Tool	2/25/14	9,832.62	0.00	0.00	9,832.62	0.00	9,832.62	0.00	S/L	5.00
4270		Hydraulic Cutter	2/25/14	8,320.98	0.00	0.00	8,320.98	0.00	8,320.98	0.00	S/L	5.00
4271		Hydraulic Spreader	2/25/14	8,791.60	0.00	0.00	8,791.60	0.00	8,791.60	0.00	S/L	5.00
4273		Hydraulic Ram	2/25/14	8,416.32	0.00	0.00	8,416.32	0.00	8,416.32	0.00	S/L	5.00
23254		HPX25 - 1318 18HP B&S Pump	3/19/14	5,194.50	0.00	0.00	5,194.50	0.00	5,194.50	0.00	S/L	5.00
23255		HPX25 - 1318 18HP B&S Pump	3/19/14	5,194.50	0.00	0.00	5,194.50	0.00	5,194.50	0.00	S/L	5.00
30256		3.5 Base Nozzle	3/19/14	2,151.66	0.00	0.00	2,151.66	0.00	2,151.66	0.00	S/L	5.00
8884		Chest Compressor System	3/27/14	13,709.47	0.00	0.00	13,709.47	0.00	13,709.47	0.00	S/L	5.00
30262	d	Eagle Thermal Image Camera	3/27/14	5,894.24	0.00	0.00	5,894.24	0.00	5,894.24	0.00	S/L	5.00
23256		TFT #ay7hnx-nj 6" nhx (2) 2.5" gati	4/03/14	1,316.00	0.00	0.00	1,316.00	0.00	1,316.00	0.00	S/L	5.00

Book Asset Detail 10/01/21 - 9/30/22

FYE: 9/30/2022

Asset	d t	Property Description	Date In Service	Book Cost	Book Sec 179 Exp c	Book Sal Value	Book Prior Depreciation	Book Current Depreciation	Book End Depr	Book Net Book Value	Book Method	Book Period
Group: FIREFIGHTER EQUIP (continued)												
7223	d	Portable MHZ Radio	4/16/14	3,353.49	0.00	0.00	3,353.49	0.00	3,353.49	0.00	S/L	5.00
7284		Mobile Radio	4/16/14	4,300.00	0.00	0.00	4,300.00	0.00	4,300.00	0.00	S/L	5.00
8877		Crossfire Deck Gun	4/16/14	9,299.64	0.00	0.00	9,299.64	0.00	9,299.64	0.00	S/L	5.00
8878		Blitzfire Nozzle & Fittings	4/16/14	3,535.00	0.00	0.00	3,535.00	0.00	3,535.00	0.00	S/L	5.00
30196		SimPad System	4/16/14	2,800.00	0.00	0.00	2,800.00	0.00	2,800.00	0.00	S/L	5.00
30258	d	Portable MHZ Radio	4/16/14	3,353.48	0.00	0.00	3,353.48	0.00	3,353.48	0.00	S/L	5.00
30260	d	Portable MHZ Radio	4/16/14	3,353.48	0.00	0.00	3,353.48	0.00	3,353.48	0.00	S/L	5.00
30261		Airpack Cylinders (8)	4/16/14	6,520.00	0.00	0.00	6,520.00	0.00	6,520.00	0.00	S/L	5.00
31994		3 Sets Bunker Gear	5/16/14	6,433.15	0.00	0.00	4,930.92	643.32	5,574.24	858.91	S/L	10.00
8880		Air Hammer	5/29/14	2,385.00	0.00	0.00	2,385.00	0.00	2,385.00	0.00	S/L	5.00
30257		Air Pack	6/24/14	4,650.33	0.00	0.00	4,650.33	0.00	4,650.33	0.00	S/L	5.00
30197		SimPad System	8/13/14	3,395.00	0.00	0.00	3,395.00	0.00	3,395.00	0.00	S/L	5.00
30190	d	Eagle Thermal Image Camera	8/20/14	5,947.73	0.00	0.00	5,947.73	0.00	5,947.73	0.00	S/L	5.00
30191		Eagle Thermal Image Camera	8/20/14	5,947.73	0.00	0.00	5,947.73	0.00	5,947.73	0.00	S/L	5.00
7091		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7092		Base MHZ Radio	9/23/14	5,528.02	0.00	0.00	5,528.02	0.00	5,528.02	0.00	S/L	5.00
7093		Base MHZ Radio	9/23/14	5,528.02	0.00	0.00	5,528.02	0.00	5,528.02	0.00	S/L	5.00
7094		Base MHZ Radio	9/23/14	5,528.02	0.00	0.00	5,528.02	0.00	5,528.02	0.00	S/L	5.00
7095		Base MHZ Radio	9/23/14	5,528.02	0.00	0.00	5,528.02	0.00	5,528.02	0.00	S/L	5.00
7096		Base MHZ Radio	9/23/14	5,528.02	0.00	0.00	5,528.02	0.00	5,528.02	0.00	S/L	5.00
7097		Base MHZ Radio	9/23/14	5,528.02	0.00	0.00	5,528.02	0.00	5,528.02	0.00	S/L	5.00
7098		Base MHZ Radio	9/23/14	5,528.02	0.00	0.00	5,528.02	0.00	5,528.02	0.00	S/L	5.00
7099		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7100		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7101		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7102		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7103		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7104		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7105		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7107		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7108		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7109		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7110		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7112		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7113		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7114		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7115		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7117		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7118		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7119		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7120		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7121		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7123		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7124		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7125		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7131		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00
7133		Base MHZ Radio	9/23/14	5,528.02	0.00	0.00	5,528.02	0.00	5,528.02	0.00	S/L	5.00
7134		Base MHZ Radio	9/23/14	5,528.02	0.00	0.00	5,528.02	0.00	5,528.02	0.00	S/L	5.00
7182		Portable MHZ Radio	9/23/14	3,923.82	0.00	0.00	3,923.82	0.00	3,923.82	0.00	S/L	5.00

Book Asset Detail 10/01/21 - 9/30/22

FYE: 9/30/2022

Asset	d t	Property Description	Date In Service	Book Cost	Book Sec 179 Exp c	Book Sal Value	Book Prior Depreciation	Book Current Depreciation	Book End Depr	Book Net Book Value	Book Method	Book Period
Group: FIREFIGHTER EQUIP (continued)												
31055		Mobile M7300 Radio	8/17/16	2,690.56	0.00	0.00	2,690.56	0.00	2,690.56	0.00	S/L	5.00
31056		Mobile M7300 Radio	8/17/16	2,803.60	0.00	0.00	2,803.60	0.00	2,803.60	0.00	S/L	5.00
31058	d	XG-25 Portable Radio	8/17/16	1,826.36	0.00	0.00	1,826.36	0.00	1,826.36	0.00	S/L	5.00
31059	d	XG-25 Portable Radio	8/17/16	1,826.36	0.00	0.00	1,826.36	0.00	1,826.36	0.00	S/L	5.00
31060	d	XG-25 Portable Radio	8/17/16	1,826.36	0.00	0.00	1,826.36	0.00	1,826.36	0.00	S/L	5.00
31061	d	XG-25 Portable Radio	8/17/16	1,826.42	0.00	0.00	1,826.42	0.00	1,826.42	0.00	S/L	5.00
31062	d	XG-25 Portable Radio	8/17/16	1,826.32	0.00	0.00	1,826.32	0.00	1,826.32	0.00	S/L	5.00
31063	d	XG-25 Portable Radio	8/17/16	1,826.36	0.00	0.00	1,826.36	0.00	1,826.36	0.00	S/L	5.00
31064	d	XG-25 Portable Radio	8/17/16	1,826.36	0.00	0.00	1,826.36	0.00	1,826.36	0.00	S/L	5.00
31065	d	XG-25 Portable Radio	8/17/16	1,826.36	0.00	0.00	1,826.36	0.00	1,826.36	0.00	S/L	5.00
31066	d	XG-25 Portable Radio	8/17/16	1,826.36	0.00	0.00	1,826.36	0.00	1,826.36	0.00	S/L	5.00
31067	d	XG-25 Portable Radio	8/17/16	1,826.36	0.00	0.00	1,826.36	0.00	1,826.36	0.00	S/L	5.00
31068	d	XG-25 Portable Radio	8/17/16	1,826.36	0.00	0.00	1,826.36	0.00	1,826.36	0.00	S/L	5.00
31069	d	XG-25 Portable Radio	8/17/16	1,826.36	0.00	0.00	1,826.36	0.00	1,826.36	0.00	S/L	5.00
31070	d	870 MHZ Portable Radio	8/17/16	2,462.23	0.00	0.00	2,462.23	0.00	2,462.23	0.00	S/L	5.00
31071	d	870 MHZ Portable Radio	8/17/16	2,462.16	0.00	0.00	2,462.16	0.00	2,462.16	0.00	S/L	5.00
31072	d	870 MHZ Portable Radio	8/17/16	2,462.16	0.00	0.00	2,462.16	0.00	2,462.16	0.00	S/L	5.00
31073	d	870 MHZ Portable Radio	8/17/16	2,462.16	0.00	0.00	2,462.16	0.00	2,462.16	0.00	S/L	5.00
31074	d	870 MHZ Portable Radio	8/17/16	2,462.16	0.00	0.00	2,462.16	0.00	2,462.16	0.00	S/L	5.00
31075	d	870 MJZ Portable Radio	8/17/16	2,462.16	0.00	0.00	2,462.16	0.00	2,462.16	0.00	S/L	5.00
31076	d	870 MHZ Portable Radio	8/17/16	2,462.60	0.00	0.00	2,462.60	0.00	2,462.60	0.00	S/L	5.00
31077	d	870 MHZ Portable Radio	8/17/16	2,462.16	0.00	0.00	2,462.16	0.00	2,462.16	0.00	S/L	5.00
31078	d	870 MHZ Portable Radio	8/17/16	2,462.16	0.00	0.00	2,462.16	0.00	2,462.16	0.00	S/L	5.00
31079	d	870 MHZ Portable Radio	8/17/16	2,462.16	0.00	0.00	2,462.16	0.00	2,462.16	0.00	S/L	5.00
31080	d	870 MHZ Portable Radio	8/17/16	2,462.16	0.00	0.00	2,462.16	0.00	2,462.16	0.00	S/L	5.00
31081	d	870 MHZ Portable Radio	8/17/16	2,462.16	0.00	0.00	2,462.16	0.00	2,462.16	0.00	S/L	5.00
31082	d	870 MHZ Portable Radio	8/17/16	2,462.16	0.00	0.00	2,462.16	0.00	2,462.16	0.00	S/L	5.00
31083	d	870 MHZ Portable Radio	8/17/16	2,462.16	0.00	0.00	2,462.16	0.00	2,462.16	0.00	S/L	5.00
31084	d	870 MHZ Portable Radio	8/17/16	2,462.16	0.00	0.00	2,462.16	0.00	2,462.16	0.00	S/L	5.00
31204		Mobile M7300 Radio	8/17/16	2,690.56	0.00	0.00	2,690.56	0.00	2,690.56	0.00	S/L	5.00
31205		Dual Control Unit	8/17/16	1,862.70	0.00	0.00	1,862.70	0.00	1,862.70	0.00	S/L	5.00
31206		Dual Control Unti	8/17/16	1,862.70	0.00	0.00	1,862.70	0.00	1,862.70	0.00	S/L	5.00
31885		18 Sets Bunker Gear	9/21/16	27,000.00	0.00	0.00	13,500.00	2,700.00	16,200.00	10,800.00	S/L	10.00
30103		Wireless Headsets (4)	9/30/16	4,775.50	0.00	0.00	4,775.50	0.00	4,775.50	0.00	S/L	5.00
30104		Wireless Headsets (4)	9/30/16	4,775.50	0.00	0.00	4,775.50	0.00	4,775.50	0.00	S/L	5.00
31085		Mobile XSG025 Radio	9/30/16	1,865.63	0.00	0.00	1,865.63	0.00	1,865.63	0.00	S/L	5.00
31086		Mobile XG025 Radio	9/30/16	1,865.63	0.00	0.00	1,865.63	0.00	1,865.63	0.00	S/L	5.00
31087		Mobile XG-25 Radio	9/30/16	1,865.63	0.00	0.00	1,865.63	0.00	1,865.63	0.00	S/L	5.00
31088		Mobile XG-25 Radio	9/30/16	1,865.63	0.00	0.00	1,865.63	0.00	1,865.63	0.00	S/L	5.00
31089		Mobile XG025 Radio	9/30/16	1,865.63	0.00	0.00	1,865.63	0.00	1,865.63	0.00	S/L	5.00
31207		Mobile XG-25 Radio	9/30/16	1,865.63	0.00	0.00	1,865.63	0.00	1,865.63	0.00	S/L	5.00
31208		4 Sets Bunker Gear	9/30/16	10,388.00	0.00	0.00	5,194.00	1,038.80	6,232.80	4,155.20	S/L	10.00
31886		4 Sets Bunker Gear	9/30/16	10,388.00	0.00	0.00	5,194.00	1,038.80	6,232.80	4,155.20	S/L	10.00
28115		Hurst Combo Tool	12/07/16	11,365.00	0.00	0.00	5,493.08	1,136.50	6,629.58	4,735.42	S/L	10.00
28112		Wireless Headset System	12/15/16	4,885.76	0.00	0.00	4,722.89	162.87	4,885.76	0.00	S/L	5.00
28113		Wireless Headset System	12/15/16	4,885.77	0.00	0.00	4,722.90	162.87	4,885.77	0.00	S/L	5.00
28114		Wireless Headset System	12/15/16	4,885.77	0.00	0.00	4,722.90	162.87	4,885.77	0.00	S/L	5.00
28116	d	Thermal Imaging Camera	12/21/16	6,025.00	0.00	0.00	2,861.88	301.25	3,163.13	2,861.87	S/L	10.00
28117	d	Thermal Imaging Camera	12/21/16	6,025.00	0.00	0.00	2,861.88	552.29	3,414.17	2,610.83	S/L	10.00

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FASD Annual Conference

June 12 - 15, 2023 | Rosen Plaza Hotel

Join FASD at the 2023 Annual Conference in Orlando, FL. This year's conference will be both fun-filled and educational while we plan for new and innovative ways to strengthen special purpose government through education, the exchange of ideas, and active involvement in the legislative process.

Our pre-conference sessions are Monday, June 12, and Tuesday, June 13. Monday is dedicated to CDO training and offers three CDO Components. Tuesday is primarily geared towards new members, new managers, and new Governing Board Officials. Popular topics we offer include Ethics, Sunshine Law, Accounting, Audits, and many more. On Tuesday we also offer two more CDO Components, plus additional sessions with new material. Current CDOs and CDMs should take advantage of attending Monday's and Tuesday's sessions in order to receive CEUs toward recertification.

Quick Links

[Join FASD Now! - District Members](#)

[Join FASD Now! - Associate Members](#)

[FASD Member Benefits](#)

Upcoming Events

Tue Apr 18, 2023

[Cooperative Purchasing and Current Supply Chain](#)

[Trends](#)

Category: Webinars

Thu Apr 20, 2023

[Preferred Webinar Series: Fleet Safety/DOT](#)

Category: Webinars

Thu May 11, 2023

[Preferred Webinar Series: Heat Illness](#)

Category: Webinars

Thu Jun 1, 2023

[Preferred Webinar Series: Hurricane Preparedness](#)

Category: Webinars

Mon Jun 12, 2023

[Annual Conference](#)

Category: Meetings



conference days are tailored towards specific members. If you would like to attend Monday, Tuesday, Wednesday, and Thursday, you will have to register for the Annual Conference (Wednesday and Thursday) as well as for Monday and Tuesday separately. The \$125.00/day rate for Monday and Tuesday ONLY applies if you have also registered for Annual Conference.

Register today to lock in Early Bird member pricing!

Hotel Information

Rosen Plaza Hotel

9700 International Drive
Orlando, FL 32819

Group Rate: **\$152.00 plus tax**

Cut-off Date: **May 12, 2023**

Parking: **Complimentary for all overnight and daily drive in attendees**

Your registration confirmation email will provide you with a unique toll-free number and online booking link to make your reservation for the conference.

Click Here For More Hotel Information and to Register For The Annual Conference

Agenda at a Glance

Click below to be taken to the most up to date information on the agenda.

Click Here For A Detailed Agenda and to Register For The Annual Conference

Latest News

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[NSDC Successful Advocacy Fly-In to DC](#)

[New Member Benefit - EAF](#)

[Nextdoor Expands Policy For Special Districts](#)

Facebook Feed



Attire for the conference is business casual OR bring a themed costume each day. The Conference and Awards Committee has incorporated the following themes for the week:

Margarita Monday: Flip Flops & Shorts

Tourist Tuesday: Crazy Tourist

Key West Wednesday: Parrot Heads

Tropical Thursday: Island Time

Use your imagination, innovation, and inspiration to work each of these themes into your attire each day.

Fees

We offer a wide array of options for your attendance at this event. The earlier you register, the greater the savings.

Conference Registration (Tuesday Night, Wednesday, Thursday)

Member: Early Bird Price \$499.00 / After May 12 \$550.00

Non Member: \$680.00

Guest: \$225.00

Pre-Conference Registration

***Prices only if you have registered for the Conference as stated above*

Monday Training Only: \$125.00

Tuesday Training Only: \$125.00

Daily Registration Options

Monday Pre-Conference Training Only: \$200.00

Tuesday Pre-Conference Training Only: \$225.00



Click Here To Receive Detailed Fee Information and to Register For The Annual Conference

Reimbursement Program

Each year, the Special District Accountability Program within the Florida Department of Opportunity ("Program") offers opportunities for special district staff and Board members to attend the FASD Annual Conference. The goal is to encourage non-member and smaller special districts to send a representative to our Annual Conference. The Registration Reimbursement Program allows for up to two (2) representatives (Board member and/or non-Board member) from a limited number of qualifying special districts to attend the conference without being required to pay a conference registration fee. Funding does not include any other expenses, such as travel, hotel, meals, and per diem costs. Instead the Program will reimburse FASD for conference registration fees for special districts and Board members. The district must meet the criteria established by the Program in order to send any individuals.

If this is something you are interested in, click below to learn what the requirements are and how to apply:

[DEO Reimbursement Program](#)

Sponsorship Opportunities

Show your commitment to special districts by becoming a sponsor of FASD's Annual Conference. By sponsoring, your company will receive immediate recognition at an event and in other areas. You will get maximum exposure with many of the special district executives and decision makers at the conference. The FASD Board of Directors understands that many worthwhile organizations ask for your financial support and we appreciate your commitment to FASD and its initiatives.



[See What's Available](#)

Exhibitor Opportunities

If you are interested in exhibit pricing, click the link below.

New this year, in addition to being able to select your booth during registration, you will also have the option to add on an appetizer, dessert, or snack tray to your booth during the Tuesday Welcome Reception or a Wednesday Networking Break. The sooner you register, the more options you'll have.

[Exhibitor Opportunities](#)

Annual Awards Nomination Form

FASD presents several awards at the Annual Conference to recognize, honor, and reward outstanding accomplishment and service to their districts.

Every year we invite members to submit nominations for these awards. The deadline for submission is May 5, 2023. To complete the Annual Awards Nomination form, click the link below.

[Click here for the Annual Awards Nomination Form](#)

Cancellation/Refund Policy: Substitutions may be made at any time without an additional fee. If a substitution is not available, cancellation can be made online or sent as a written request to Katherine at khughes@cmc-associates.com. A full refund less a processing fee of \$25.00 will be issued for cancellations received by or before May 13, 2023. No refund will be issued for any portion of a registration if cancelled after May 13, 2023, or to conference no-shows.



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Norman Feder
North Collier Fire Control & Rescue District
1885 Veterans Park Dr
Naples, FL 34109

INVOICE
February 23, 2023
FASD-02232023-2077-1857

Invoice	Order	Invoice Date
FASD-02232023-2077-1857	DTNL3T92FK6	February 23, 2023 / 9:59 PM ET

Item	Price	Quantity	Amount
Conference Attendee (Member)	\$499.00	1	\$499.00
Credit Card Processing Fee	3.00%		\$18.72
Monday Pre-Conference Training	\$125.00	1	\$125.00
Order Total:			\$642.72

Payment Details:

Date	Type	Reference #	Amt Paid
23-Feb-2023	Visa	1803	\$642.72

BALANCE DUE: \$0.00

Make all checks payable to and mail to:

Florida Association of Special Districts

**120 S Monroe Street,
Tallahassee, FL 32301**

If you have any questions concerning this invoice, contact CMC & Associates at 850-224-7775.
If you prefer to pay with American Express, MasterCard or Visa, please contact CMC & Associates at 850-224-7775.

THANK YOU!



AGENDA ITEM 10A

Meeting Date: April 27, 2023
Prepared by: Chief Financial Officer Ben Van Klingerren
Subject: Request for Board Approval of Revisions to District Policy 212-Procurement

Objective

For Board approval of revisions to District Policy 212-Procurement.

Background Information

The District maintains a ‘fleet analysis’ to forecast fleet replacements. During the November 17, 2022 BOFC meeting, management was given direction to review our current replacement plan in relation to current manufacturer lead times. Typical current lead times for building certain types of vehicles range from 24-48 months. Supply chain challenges and increasingly longer lead times from manufacturers has created unique problems when it comes to vehicle procurement. Typical price increases historically have occurred annually, but with the high demand and high build costs of certain apparatus, we are seeing price increases 3-4 times within a one-year period. These factors make it very difficult to purchase a “Category 3” vehicle following the parameters of the District’s current procurement policy (requiring purchases of goods and services \$100,000.01 and more using an ITB, ITN, RFI, or RFP process (i.e. “competitive solicitation”). To complete a typical RFP per policy, that process (from drafting to award) can extend out to 3-4 months.

Therefore, based on feedback and discussions with the essential services division and those involved in recent vehicle acquisitions/purchases, it was determined that vehicle and marine vessel purchases (greater than \$100,000.01) should have the same process and requirements as a “Category 2” purchase. Section 212.6 states, *“For purchases of goods and services in Purchasing Category 2, the District will obtain at least three (3) quotes or relevant pricing information pursuant to an RFQ. Each quote should detail the quantity and description of the goods or services to be purchased.”*

Considerations

The proposed changes are as follows:

CURRENT:

Purchasing Category:	Purchase Dollar Amount:
Category 1	\$0.01 - \$10,000
Category 2	\$10,000.01 - \$100,000
Category 3	\$100,000.01 and above



PROPOSED:

Purchasing Category:	Purchase Dollar Amount:
Category 1 – NO CHANGE	\$0.01 - \$10,000
Category 2 – NO CHANGE	\$10,000.01 - \$100,000
Category 3	\$100,000.01 and above, not including vehicles and marine vessels
Category 4 **NEW**	\$100,000.01 and above for vehicles and marine vessels

Under the proposed modifications, “Category 4” purchases will be specific to purchases of vehicles and marine vessels \$100,000.01 and above.

(New) Section 212.7A will read as follows:

For purchases of vehicles and marine vessels in Purchasing Category 4, the District will obtain at least three (3) quotes or relevant pricing information pursuant to an RFQ. Each quote should provide a detailed description of the vehicle or marine vessel to be purchased. The Chief Financial Officer and Assistant Chief of Essential Services will then review the quotes and obtain any necessary employee input relating to which vendor has submitted the best, responsive, and responsible quote meeting the specifications of the RFQ. Quotes for Category 4 purchases must have the name and signature of the individual person providing the quote or must reference the website where quote was obtained. The purchase recommendation will be provided to and approved by the Board of Fire Commissioners at a publicly held meeting.

Recommendation

Staff recommends the Board approve revisions to District Policy 212-Procurement as presented.

Fiscal Impact:

There are no fiscal impacts associated with the proposed revisions.


Attachments:

Attachment 1: District Policy 212-Procurement (added language reflected in red and deleted language with strikethroughs)

Attachment 2: District Policy 212-Procurement (clean version)

Proposed Motion:

Move to approve revisions to District Policy 212 as presented by Staff

POLICY	212 Procurement
	<p style="text-align: right;">Section: 200 Finance Approved: January 26, 2023 <u>April 27, 2023</u> Effective: March <u>May</u> June <u>1, 2023</u></p>

212.1 PURPOSE

The purpose of this policy is to establish a process for fair, equitable, and open procurements; to ensure the North Collier Fire Control and Rescue District (“District”) receives high-quality, economical goods and services in a timely manner; and to ensure public confidence in the District’s procurement process.

212.2 DELEGATION OF PROCUREMENT RESPONSIBILITIES

The District’s procurement responsibilities are to be directed by the Fire Chief or authorized designee with the assistance of the Chief Financial Officer or authorized designee. The Chief Financial Officer will be responsible for maintaining complete files for the purchase of goods and services. The Board of Fire Commissioners (“Board”), the Fire Chief, or the Chief Financial Officer may authorize the purchase of goods or services, issue competitive solicitations, and execute contracts, dictated by the dollar amount of the purchase and in accordance with this Policy.

Before entering into any agreement, contract, or arrangement that obligates the District to pay for goods or services or otherwise perform in some manner, proper procedures must be followed in accordance with this Policy. Unless authorized by the Board, the Fire Chief, or the Chief Financial Officer, no person may make purchases or enter into any contract involving the expenditure of District funds.

The Fire Chief or authorized designee will be responsible for examining goods or services received by the District, and the Chief Financial Officer will be responsible for approving such goods or services for payment under the terms of an executed contract.

212.3 DEFINITIONS

For purposes of this Policy, except as in Sections 212.16 (Emergency Purchases) and 212.17 (Sole Source Purchases) herein, the following terms have the following meanings:

“Competitive solicitation” means the process of requesting and receiving sealed bids, proposals, or replies submitted by responsible vendors or firms in accordance with the terms of a competitive process, regardless of the method of procurement, and includes procurements through ITB, ITN, RFI, RFP and RFQ.

“Invitation to Bid” or “ITB” means a written or electronically posted solicitation for competitive sealed bids for the purchase of goods or services when the District is capable of specifically defining the scope of work for which services are required or when the District can define the actual goods required.

“Invitation to Negotiate” or “ITN” means a written or electronically posted solicitation for competitive sealed replies to select one or more vendors with whom to commence negotiations for the procurement of goods or services.

“Request for Information” or “RFI” means a written or electronically posted request made to vendors for information concerning goods or services. Responses to an RFI is not an offer and may not be accepted by the District in the form of a binding contract.

“Request for Proposal” or “RFP” means a written or electronically posted solicitation for competitive sealed proposals for goods or services. An RFP is used when it is not practicable for the District to specifically define the scope of work for which the goods or services is required, and when the District is requesting that a responsible vendor propose goods or services to meet the specifications of the solicitation document. Evaluation of a proposal or response is based on prior established criteria which involves more than price. The RFP will provide evaluation criteria and state the relative importance of price and applicable evaluation criteria.

“Request for Quote” or “RFQ” means an oral or written informal request for written pricing or services information from a vendor for goods or services.

“Responsive bid” or “responsive proposal” or “responsive reply” means a bid, proposal, or reply submitted by a responsible vendor that conforms in all material aspects to the solicitation.

“Responsible bidder” or “responsible vendor” means a bidder or vendor that has submitted a bid, proposal, or reply that conforms in all material aspects to the solicitation.

“Substitution” means shipment of an item that materially conforms to the specifications but is technically different from the solicitation.

212.4 PURCHASING CATEGORIES

For purchases other than those outlined in Sections 212.16 (Emergency Purchases) and 212.17 (Sole Source Purchases) or otherwise excepted in this policy, the following Purchasing Categories are established for purchases of goods and services. The Board may adjust the amounts of the Purchasing Categories from time to time, based upon the rate of change of a nationally recognized price index.

Purchasing Category	Purchase Dollar Amount
Category 1	\$0.01 - \$10,000
Category 2	\$10,000.01 - \$100,000
<u>Category 3</u>	<u>\$100,000.01 and above, not including vehicles and marine vessels</u>
Category 3 <u>4</u>	\$100,000.01 and above <u>for vehicles and marine vessels</u>

Minimum procurement process requirements are applicable for each Purchasing Category and are specified below. The Fire Chief or authorized designee will have discretion to determine whether procurement of a good or service requires a more comprehensive process as described in a higher category.

Except for emergency purchase made as provided in Section 212.16 (Emergency Purchases) herein, Board approval is required prior to the procurement of goods and services in Purchasing Category 3.

For purchases more than \$100,000.00, regardless of the Purchasing Category, or if budgeted or non-budgeted, the Fire Chief will approve and/or acknowledge via a designated process established by the Chief Financial Officer.

212.5 PROCESS FOR CATEGORY 1 PURCHASES

For purchases of goods and services in Purchasing Category 1, the District will obtain at least one (1) quote or relevant pricing information pursuant to an RFQ. RFQs may be issued and quotes may be obtained by any District employee but must be forwarded with the requisite purchase order to the Chief Financial Officer for review, approval, and processing. Approval by the Chief Financial Officer is required prior to the procurement and purchase of goods and services for Category 1 purchases.

Petty cash purchases (the purchase of materials, goods, or supplies by a District employee) that must be reimbursed by the District are limited to \$200 as per *District Policy 213-Purchasing* and are exempt from this Policy.

212.6 PROCESS FOR CATEGORY 2 PURCHASES

For purchases of goods and services in Purchasing Category 2, the District will obtain at least three (3) quotes or relevant pricing information pursuant to an RFQ. Each quote should detail the quantity and description of the goods or services to be purchased. The Chief Financial Officer will then review the quotes and obtain any necessary employee input relating to which vendor has submitted the best, responsive, and responsible quote meeting the specifications of the RFQ. Quotes for Category 2 purchases must have the name and signature of the individual

person providing the quote or must reference the website where quote was obtained.

212.7 PROCESS FOR CATEGORY 3 PURCHASES

For purchases of goods and services in Purchasing Category 3, the minimum procurement process is through an ITB, ITN, RFI, or RFP (“competitive solicitation”).

1) Legal Advertisements

Unless otherwise required by law or when emergency purchases are being made in accordance with Section 212.16 (Emergency Purchases), the District will publicly advertise the competitive solicitation no less than twenty-eight (28) days prior to the bid/proposal opening for ITBs and RFIs, no less than twenty-eight (28) days prior to the bid/proposal opening for RFPs or ITNs. The public advertisement will appear in a newspaper of general circulation, on the District’s website, and will be posted at the District’s Headquarters. The advertisement will include a description of the goods, services and/or qualifications sought and the time and date for submittal of bids/proposals. The public notice will also contain a reference to the protest provisions set forth in Section 212.13 (Protests). The District may also transmit the competitive solicitation to vendors it believes may be interested in responding.

If the Fire Chief, with concurrence of the Board at its next regularly scheduled meeting, determines that unusual circumstances exist such that delaying the competitive solicitation to provide an opportunity for newspaper advertising would be detrimental to the District’s interests, the Fire Chief will post the competitive solicitation on the District’s website and at the District’s Headquarters, including with particularity the conditions and circumstances requiring a waiver of the advertising requirement.

Advertisement in a newspaper of general circulation is not required for the reissuance of a competitive solicitation, provided that (1) the District advertised the original competitive solicitation in a newspaper of general circulation; and (2) the District mails notice of the reissuance of the competitive solicitation to all vendors that were mailed notice of the original solicitation, and to all vendors that responded to the competitive solicitation, excluding those vendors that responded with an indication of no interest in responding.

2) Conditions to be included in the Competitive Solicitation

All competitive solicitations must contain the criteria to be used in determining the acceptability and evaluation of the bids/proposals. Bids/proposals will be prepared with the appropriate terms and conditions and detailed specifications, including

items to be bid, units, and total (or estimated) quantity desired; instructions for bidding/responding; delivery information; and any special requirements for bidding/responding. Assigned dates and times for pre-bid/proposal meetings, if any, and for the public bid/proposal opening will also be included. If a mandatory pre-bid/proposal conference is to be conducted, an employee from the bidder's firm will be in attendance or its bid/proposal will be rejected. Bids/proposals will be publicly opened at the time designated in the competitive solicitation; however, the District may alter these dates, at its sole discretion, via the issuance of a modification to the competitive solicitation. The timing of release of sealed bids/proposals will be in accordance with applicable public records laws.

A bid/proposal must be submitted in accordance with the District's competitive solicitation requirements, and on the District's forms, signed by a legal officer of the company, and provide all requested information; otherwise, the bid/proposal is subject to rejection. Failure to properly execute the official signature page of the bid/proposal may result in automatic disqualification. Bidders are solely responsible for the costs associated with the submittal of their bids.

The entire bid/proposal, including a cover letter, all instructions and addenda, if any, and the actual bid/proposal form must be submitted intact in a sealed envelope, marked on the outside "sealed" and the competitive solicitation number and title. Failure to read or comply with the general information and specifications contained in the competitive solicitation will in no way relieve the vendor from its liabilities arising in the competitive solicitation.

3) Questions

Any questions to a competitive solicitation must be provided in writing in accordance with the competitive solicitation requirements. All written questions will be answered with responses posted on the District's website. Any District response that requires a modification to the competitive solicitation will be in the form of an addendum and posted on the District's website. All addenda issued will be deemed part of the competitive solicitation.

4) Modification of Bids/Proposals

A bidder may not modify its bid/proposal after it is submitted, except pursuant to an official negotiation as part of an ITN. The District, at its sole discretion, may correct mistakes in arithmetic or may waive minor irregularities in an otherwise responsive bid/proposal.

5) Withdrawal of Bids/Proposals

Requests for withdrawals of bids/proposals will be granted if received by the District, in writing, at any time before opening of the bids/proposals.

6) Right to Reject Bids/Proposals

The District reserves the right to reject any or all bids/proposals or to cancel negotiations. This statement will be included in every public notice and competitive solicitation.

7) Opening of Bids/Proposals

Bid/proposal opening will be public at the date and time and at the place specified in the competitive solicitation and as advertised in a newspaper of general circulation at least seven (7) days prior to the meeting. The opening will be conducted in accordance with the competitive solicitation. At a minimum, bids/proposals will be opened by a District employee and witnessed by at least one other District employee. Bid/proposal tabulation/scoring sheets will be completed simultaneously with the public opening of bids/proposals, whenever appropriate. Upon completion of tabulation/scoring, copies of tabulation/scoring sheets will be made available for inspection or copying by any interested party. The District employee must include his/her name and signature on his/her bid/proposal scoring sheet. The District employees that open the bid must include their names and signatures on the bid tabulation sheet.

212.7A PROCESS FOR CATEGORY 4 PURCHASES

For purchases of vehicles and marine vessels in Purchasing Category 4, the District will obtain at least three (3) quotes or relevant pricing information pursuant to an RFQ. Each quote should provide a detailed description of the vehicle or marine vessel to be purchased. The Chief Financial Officer and Assistant Chief of Essential Services will then review the quotes and obtain any necessary employee input relating to which vendor has submitted the best, responsive, and responsible quote meeting the specifications of the RFQ. Quotes for Category 4 purchases must have the name and signature of the individual person providing the quote or must reference the website where quote was obtained. The purchase recommendation will be provided to and approved by the Board of Fire Commissioners at a publicly held meeting.

212.8 CONTRACTS FOR AUDITING SERVICES

Auditing contracts will be awarded pursuant to the terms and conditions of the *District Policy 210-Auditor Selection*.

212.9 CONTRACTS FOR INSURANCE SERVICES

The District will obtain quotes or competitive bids on all insurance coverage held by the District every three (3) years, or at the direction of the Board. In determining which purchasing procedures apply, the thresholds established for purchasing categories 1, 2, and 3 in Section 212.4 (Purchasing Categories). herein will be used based upon the annual estimated cost for each type of coverage.

212.10 CONTRACTS FOR PUBLIC CONSTRUCTION WORKS

The District will follow the requirements in Section 255.20, Fla. Stat., as may be amended, from time to time, to competitively award to an appropriately licensed contractor each project to construct or improve a building, structure, or other public construction works that is estimated to cost more than \$300,000. For electrical work, the District will competitively award to an appropriately licensed contractor each project that is estimated to cost more than \$75,000. For purposes of this section, “competitively award” means to award contracts based on the submission of sealed bids, proposals submitted in response to a RFP, proposals submitted in response to a RFQ, or proposals submitted in response to an ITN.

This Section expressly allows contracts for construction management services, design/build contracts, continuation contracts based on unit prices, and any other contract arrangement with a licensed contractor. For purposes of this Section, cost includes the cost of all labor, except inmate labor, and the cost of equipment and materials to be used in the construction of the project.

The provisions of this Section do not apply to the following circumstances:

- 1) If the project is undertaken to replace, reconstruct, or repair an existing public building, structure, or other public construction works damaged or destroyed by a sudden unexpected turn of events such as an act of God, riot, fire, flood, accident, or other urgent circumstances, and such damage or destruction creates (a) an imminent danger to the public health or safety; (b) other loss to public or private property which requires emergency government action; or (c) an interruption of an essential governmental service.
- 2) If, after notice by publication in accordance with this Policy, the District does not receive any bids or proposals.
- 3) If the project is undertaken as repair or maintenance of an existing public facility. For the purposes of this paragraph, the term “repair” means a corrective action to restore an existing public facility to a safe and functional condition and the term “maintenance” means a preventive or corrective action to maintain an existing public facility in an operational state or to preserve the facility from failure or decline. Repair or maintenance include activities that are necessarily incidental to repairing or maintaining the facility. Repair or maintenance does not include the construction of any new building, structure, or other public construction works or any substantial addition,

extension, or upgrade to an existing public facility. Such additions, extensions, or upgrades will be considered substantial if the estimated cost of the additions, extensions, or upgrades included as part of the repair or maintenance project exceeds the threshold amount of more than \$300,000, or for electrical work, the project is estimated to cost more than \$75,000 and exceeds 20 percent of the estimated total cost of the repair or maintenance project using generally accepted cost-accounting principles that fully account for all costs associated with performing and completing the work, including employee compensation and benefits, equipment cost and maintenance, insurance costs, and materials. An addition, extension, or upgrade will not be considered substantial if it is undertaken pursuant to the conditions specified in subparagraph 1 of this Section. Repair and maintenance projects and any related additions, extensions, or upgrades may not be divided into multiple projects for the purpose of evading these requirements.

- 4) If the funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent.
- 5) If the District competitively awarded a project to a private sector contractor and the contractor abandoned the project before completion or the District terminated the contract.

If the project is to be awarded based on price, the contract must be awarded to the lowest qualified and responsive bidder in accordance with this Policy and applicable contract documents. The District may reserve the right to reject all bids and to rebid the project or elect not to proceed with the project. This Section is not intended to restrict the rights of the District to reject the low bid of a nonqualified or non-responsive bidder and to award the contract to any other qualified and responsive bidder

If the project uses an RFP or RFQ, it must be publicly advertised, and the contract must be awarded in accordance with this Policy. If the project is subject to competitive negotiations, the contract must be awarded in accordance with Section 287.055, Fla. Stat., as may be amended.

A construction project provided for in this Section may not be divided into more than one project for the purpose of evading the process outlined in this Section. This Section does not preempt the requirements of any small-business or disadvantaged-business enterprise program or any local-preference resolution, once the District performs a disparity study that finds that there is disparity between the utilization and availability of minority- and women-owned businesses or small businesses.

Any contractor may be considered ineligible to bid by the governmental entity if the contractor has been found guilty by a court of any violation of federal labor or employment tax laws

regarding subjects such as safety, tax withholding, workers' compensation, reemployment assistance or unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past five (5) years.

The threshold amount of \$300,000 for construction or \$75,000 for electrical work must be adjusted by the percentage change in the Engineering News-Record's Building Cost Index from January 1, 2009, to January 1 of the year in which the project is scheduled to begin.

The District must specify in the contract for public buildings and other structures that lumber, timber, and other forest products produced and manufactured in this state must be used, if wood is a component of the public work, and if such products are available and their price, fitness, and quality are equal. This does not apply (1) to plywood specified for monolithic concrete forms; (2) if the structural or service requirements for timber for a particular job cannot be supplied by native species; or (3) if the construction is financed in whole or in part from federal funds with the requirement that there be no restrictions as to species or place of manufacture.

212.11 CONTRACTS FOR PROFESSIONAL SERVICES

The District will follow the procedural requirements in Section 287.055, Fla. Stat., Consultants' Competitive Negotiation Act ("CCNA"), as may be amended, to competitively select firms to provide professional architectural, engineering, landscape architectural, or registered surveying and mapping services.

1) Public Announcement, Competitive Selection, and Negotiation

- a) Service or Study Solicitation. The District will publicly announce all requirements for professional architectural, engineering, landscape architectural, or surveying and mapping services ("professional services") and to negotiate such contracts on the basis of demonstrated competence and qualifications at fair and reasonable prices. Such service or study solicitations will be publicly announced on each occasion when professional services must be purchased for a project the basic construction cost of which is estimated by the District to exceed the threshold amount of \$325,000, or for a planning or study activity when the fee for professional services exceeds the threshold amount of \$35,000, except in cases of valid public emergencies certified by the Board. In the procurement of professional services, persons interested in providing such services may be required to submit a statement of qualifications, a proposal, or other such information consistent with Section 287.055, Fla. Stat., as may be amended.
- b) Scope of Project Requirements. Written project requirements will be developed and made available to interested parties. The scope of project

requirements will indicate the nature and scope of the professional services needed, including but not limited to, the following:

- i. the location and general purpose of the service or study;
 - ii. the objectives of the study or service;
 - iii. the estimated period of time needed for the service or study;
 - iv. the estimated cost of the project;
 - v. whether the proposed study or service would duplicate any prior or existing study or service;
 - vi. a list of current contracts or prior services or studies that are related to the proposed study or service; and
 - vii. criteria upon which project statements of qualifications, proposals, or other such required submittals will be evaluated, including submittal rules and formats (e.g., page limitations, font sizes, electronic or paper copies, etc.).
- c) Public Announcement. The public announcement for professional services will be in a uniform and consistent manner through means intended to reach a wide audience of vendors potentially qualified to conduct such services. In order to accomplish this requirement, the District will make the public announcement for professional services by publication in a newspaper of general circulation and an electronic posting on the District's website. The public announcement will be accompanied by an invitation for firms to submit an indication of interest in performing the professional services; how they may obtain the scope of project requirements and other selected project information; and the period of time within which such indications of interest will be accepted, which period will be not less than twenty-eight (28) calendar days from the date of the public announcement.
- d) Review of Public Announcement and Project Requirements. The public announcement and scope of project requirements will be approved by the Fire Chief or his or her authorized designee prior to public distribution of these items.
- e) Re-Solicitation. If the District receives indications of interest from less than three (3) vendors, it may resolicit indications of interest from all

firms previously solicited and from such additional firms as it may deem advisable. Thereafter, the District may proceed to consider those vendors responding to the solicitation or re-solicitation.

- f) Modifications Prohibited. After the publicized submission time and date, indications of interest will not be modified or allowed to be modified in any manner. Notwithstanding, a firm that has submitted an indication of interest by responding to a solicitation may withdraw its indication of interest if a re-solicitation occurs in accordance with paragraph (e) above.
- g) Exemptions. This section will not apply to a professional service contract for a project whose basic construction cost is estimated by the agency to be \$325,000 or less, or for a planning or study activity when the fee for professional services is \$35,000 or less or in cases of valid public emergency certified by the Fire Chief. This section will not apply to any requirement for professional services if a continuing contract to provide such services is in effect, a determination is made to utilize the continuing contract to obtain such services, and such professional services are below the statutory thresholds for a continuing contract.
- h) Consultant Selection. For each solicitation in which a public announcement is made, the Fire Chief or authorized designee will appoint a Professional Services Evaluation Committee (“PSEC”) to review and evaluate submittals and make recommendations on the selection of professional services. The PSEC will include no less than three (3) and no more than five (5) voting members. Non-voting advisory staff may be appointed to assist the PSEC by the Fire Chief as needed. PSEC voting members will generally consist of District employees, but may include others when deemed appropriate by the Fire Chief. The PSEC will be appointed prior to the public announcement being made.
- i) Evaluation. Following a determination by the Chief Financial Officer, or his or her authorized designee, that the written submittals of qualifications, proposals, performance data, and other information complies with the requirements of the public announcement, including being timely and properly received, the submittals will be evaluated by the PSEC. The Chief Financial Officer, or his or her authorized designee, will assimilate submittal materials and disseminate to the PSEC members. A minimum of one (1) PSEC meeting will be held to review and rank submittals. All PSEC meetings will be conducted in accordance with Chapter 286.011, Fla. Stat., as may be amended, the Florida Sunshine Law, as may be amended. PSEC voting members will refrain from any

selection-related discussions with other committee members outside of a PSEC meeting.

The PSEC will determine qualifications, interest, and availability by reviewing all written responses properly and timely received that express an interest in performing the professional services. The PSEC determinations will be based upon the following considerations:

- i. competence, including technical education and training or project personnel;
- ii. experience in the kind of project to be undertaken;
- iii. projected workload and availability of adequate personnel, equipment, and facilities;
- iv. the extent of repeat business of the vendor;
- v. past record of professional accomplishments;
- vi. office location proximity to the District's geographical boundaries;
- vii. past record of performance on District projects; and
- viii. other applicable project specific factors determined by the District prior to the issuance of the public announcement.

Based on application of evaluation criteria to the written submittals, the PSEC will prepare a ranked short-list of at least three (3) firms determined to be most qualified to conduct the services requested. At the discretion of the PSEC, all firms on the ranked short-list may be interviewed, and re-ranked based on results of the interviews.

The final ranked short-list will be submitted to the Fire Chief for consideration, and upon approval, contract negotiation will be initiated or in the alternative, the Fire Chief is authorized to present the ranked short-list to the Board for consideration and approval for contract negotiations.

- j) Contract Negotiations. Upon approval of the ranked short-list by either the Fire Chief or the Board, contract negotiations with the highest ranked firm on the short-list will begin. Negotiations will be conducted by the

Fire Chief or his or her authorized designee(s), hereinafter referred to as “District negotiators.”

- i. If the District is unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the District determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. The District will then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the District must terminate negotiations. The agency will then undertake negotiations with the third most qualified firm. If the District is unable to negotiate a satisfactory contract with any of the selected firms, the District will select additional firms in the order of their competence and qualification and continue negotiations in accordance with this Policy until an agreement is reached.
- ii. The negotiated contract, including scope of project and fees, will be submitted to the Chief Financial Officer for administrative approval by the Fire Chief and preparation of recommendation to the Board. Nothing in this section will prohibit the Board from rejecting the negotiated contract and directing District staff to resolicit the services.
- k) Truth-in-Negotiation Certificate. For all lump sum or cost-plus-fixed-fee professional service contracts, the District will require the firm receiving the award to execute a truth-in-negotiation certificate that meets the requirements of Section 287.055(5), Fla. Stat., as may be amended.
- l) Prohibition Against Contingent Fees. Each contract entered into by the District for professional services will contain a prohibition against contingent fees that meets the requirements of Section 287.055(6), Fla. Stat., as may be amended.
- m) Continuing Contracts. Nothing in this section will be construed to either prohibit continuing contracts for professional services between a firm and the District or waive the applicability of Section 287.055, Fla. Stat., as may be amended.

212.12 DESIGN-BUILD CONTRACTS

Design-Build contracts may be awarded in accordance with the provisions of this subsection.

- 1) Definitions. For purposes of this subsection:

- a) A “design-build firm” means a partnership, corporation, or other legal entity which:
 - i. Is certified under Section 489.119, Fla. Stat., as may be amended, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; and
 - ii. Is certified under Section 471.023, Fla. Stat., as may be amended, to practice or offer to practice engineering; certified under Section 481.219, Fla. Stat., as may be amended, to practice or offer to practice architecture; or certified under Section 481.319, Fla. Stat., as may be amended, to practice or offer to practice landscape architecture.
 - b) A “design-build contract” means a single contract with a Design-Build Firm for the design and construction of a public construction project.
 - c) A “design criteria package” means a concise, performance-oriented drawings or specifications for the public construction project. The purpose of the design criteria package is to furnish sufficient information so as to permit design-build firms to prepare a bid or a response to the District’s competitive solicitation, or to permit the District to enter into a negotiated design-build contract. The design criteria package will specify such performance-based criteria for the public construction project including, but not limited to, the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements, as may be applicable to the project.
 - d) A “design criteria professional” means a firm who holds a current Certificate of Registration under Chapter 481, Fla. Stat., as may be amended, to practice architecture or landscape architecture or a firm who holds a current certificate as a registered engineer under Chapter 471, Fla. Stat., as may be amended, to practice engineering and who is employed by or under contract to the Authority for the providing of professional architect services, landscape architect services, or engineering services in connection with the preparation of the design criteria package.
- 2) The Design Criteria Package will be prepared and sealed by a design criteria professional employed by or retained by the District in accordance with this Policy. A design criteria professional who has been selected to prepare a design criteria package will not be

eligible to render services under a design-build contract executed pursuant to the design criteria package prepared by the design criteria professional.

- 3) Procedures for the award of design-build contracts. Procedures for the award of design-build contracts will include, at a minimum, the following:
 - a) Preparation of a design criteria package for the design and construction of the public construction project;
 - b) Qualification and selection of no fewer than three (3) design-build firms as the most qualified, based on the qualifications, availability and past work of the firm, including partners or members thereof;
 - c) Criteria, procedures, and standards for the evaluation of design-build contract proposals or bids, based on price, technical and design aspects of the public construction project, weighted for the project;
 - d) Solicitation of competitive proposals, pursuant to a design criteria package, from those qualified design-build firms and the evaluation of the responses or bids submitted by those firms, based upon the evaluation criteria and procedures established prior to the solicitation of competitive proposals;
 - e) Consultation with an employed or retained design criteria professional concerning: 1) evaluation of the responses or bids submitted by the design-build firms; 2) supervision or approval by the District of the detailed working drawings of the project, and; 3) evaluation of the compliance of project construction with the design criteria package provided by the design criteria professional; and
 - f) In the case of public emergencies declared by the Board, any or all of the foregoing procedures may be waived, and negotiations are authorized with the best qualified design-build firm available at the time.

- 4) The Chief Financial Officer may develop additional procedures consistent with this Policy as may be necessary to implement the provisions of this subsection.

212.13 PROTESTS

This procedure applies to resolution of all protests arising from the competitive solicitation process. Notice of all District decisions concerning a competitive solicitation or award, will be electronically posted on the District's website. By submitting a bid/proposal, all bidders or offerors agree to the process set forth in this Policy.

- 1) Notice of Protest/Formal Written Protest
Any person adversely affected by a competitive solicitation will file a notice of protest, in writing, seventy-two (72) hours prior to the date and time on which bids/proposals are to be received and will file a formal written protest within ten (10) days after filing the notice of protest.

Any person adversely affected by the District's decision concerning a competitive solicitation or award, or any person adversely affected by the District's decision to reject all bids/proposals, will file a formal written protest within seventy-two (72) hours after the District's electronic posting of the notice of decision on its website.

No time will be added to the above time limits for mail service.

2) Contents of Formal Written Protest

The formal written protest will be printed or typewritten, and will contain:

- a) The name and address of the person or firm filing the protest and an explanation of how they are adversely affected;
- b) A statement of how and when the competitive solicitation, or notice of District decision or intended decision was received;
- c) A statement of all disputed issues of material fact, and if there are none, a statement so indicating;
- d) A concise statement of the ultimate facts alleged, as well as the rules or statutes which entitle the protestor to relief;
- e) A demand for relief; and
- f) Any other information material to the protest.

3) Filing

All notice of protests and formal written protests will be filed with the District Clerk Monday through Friday, excluding holidays, during normal business hours. Filings may be submitted via hand delivery, U.S. Mail, or other delivery/courier service. Filings will not be accepted via email. A notice of protest or formal written protest is not timely filed unless received by the District within the prescribed time limit. Failure to file a notice of protest, if required, or a formal written protest within the time prescribed in this Policy will constitute a waiver of all claims.

4) Stay of Procurement

Upon receipt of a formal written protest that has been timely filed, the bid solicitation or contract award process will be stayed until the subject of the

protest is resolved by final action by the Board, unless the Fire Chief, with the concurrence of the Board, sets forth in writing particular facts and circumstances which require the continuation of the contract solicitation process through award without delay in order to avoid an immediate and serious threat or loss to the public health, safety, property, or welfare. Notice that a contract solicitation has been stayed will be given by either electronic mail or U.S. mail to all bidders.

5) Resolution of Formal Written Protest

The Fire Chief, or authorized designee, will consider and investigate all written protests in a timely manner. The District will provide an opportunity for the protestor to meet with the Fire Chief, or his or her authorized designee, to resolve the protest by mutual agreement within seven (7) days, excluding Saturday, Sunday, and holidays, of receipt of a formal written protest. The District may grant extensions of time to conduct this meeting for good cause shown.

If the subject of a protest is not resolved pursuant to this meeting, the Fire Chief will certify in writing that there was no resolution. The Fire Chief will make a recommendation to the Board, and the Board will then make a final decision to either uphold the recommendation, reject the recommendation and send it back for further action, reject all proposals, or do something other than what the Fire Chief has recommended.

212.14 SUBSTITUTION OF GOODS

Substitution of goods requires the approval of the Chief Financial Officer, or his or her authorized designee, prior to shipment. Any products delivered that do not meet specifications, or substitute products that are shipped without prior approval, will be returned to the vendor at the vendor's expense. When a shipment or product is returned, the vendor must make immediate replacement with acceptable merchandise or the District may seek all available remedies for default.

212.15 CONTRACT RENEWALS/CONTINUING CONTRACTS

If the District contemplates a renewal of a contract, the competitive solicitation will so state and will provide sufficient information, including the contract period(s) of renewal, to enable each vendor to submit an offer on the contract, including renewal(s). In such case, the contract award will be based on an evaluation of the bid/proposal for the entire contract period, including renewal(s). Contracts for goods may be renewed for an additional term not to exceed the original contract period unless the original contract period is twenty-four (24) months or less, in which case the contract may be renewed for up to three (3) one-year periods. Renewal of the contract will be by mutual agreement in writing and will be subject to the same terms

and conditions set forth in the initial contract. If the goods are purchased as a result of a competitive solicitation, the cost of any contemplated renewals will be included in the competitive solicitation. Renewals will be contingent upon the contractor's satisfactory performance, at the District's sole discretion.

The District will provide for legal counsel to review and approve the form of all contracts prior to their execution when appropriate, as determined by the Fire Chief or authorized designee.

212.16 EMERGENCY PURCHASES

The Board recognizes that circumstances may arise which make it impossible to obtain Board approval prior to making a purchase of goods or services. Emergency purchases are the expeditious purchase of goods or services to eliminate or reduce an imminent or existing threat to the public health, safety, or welfare of persons or property within the District and may be made without taking competitive bids. If possible, emergency purchases will be made with such competition as is practicable under the circumstances, at the discretion of the Fire Chief and will be made at the best possible price. Public construction works do not qualify for this provision and must be procured pursuant to Section 255.20, Fla. Stat., as may be amended, and Section 212.10 (Contracts for Public Construction Works) of this Policy.

In the event that a state of emergency is declared for Collier County by the United States President, the Florida Governor, the Collier County Board of County Commissioners, or the Board, the Fire Chief has the authority to approve without prior Board approval, the purchase of necessary goods or services due to the emergency declaration. The Fire Chief must approve the purchase prior to disbursement of funds.

For all purchases made within this section, the Chief Financial Officer will provide the Board with a summary of emergency purchases including the conditions and circumstances requiring a purchase under this Section at the next Board of Fire Commissioners meeting, and will include complete details surrounding the event(s) which created the emergency. The emergency purchase summary will be included in the consent agenda to be retroactively approved and ratified by the Board.

This provision in no way grants the Fire Chief authority to solely and alone sign District checks as provided for in *District Policy 2.08 Check-ACH-EFT Authorization*.

212.17 SOLE SOURCE PURCHASES

"Sole source" means a purchase that occurs when research has determined that there is only one potential vendor for a good or service. A purchase may be made, or a contract may be awarded without competition when the Fire Chief determines, in writing, after conducting a good faith review of available sources, that there is only one available source for the required supply, service, or construction item. However, if the good or service is available from a sole

source and total cost is in excess of the threshold for Purchasing Category 2, the purchase may be excepted from competitive solicitation by the Board, in writing, upon the filing of a certification by the Fire Chief stating the conditions and circumstances requiring the purchase. This certification will set forth the purpose and need, and why the commodity is the only one that will produce the required results. The Chief Financial Officer will ensure that negotiations are conducted, as appropriate, as to price, delivery, and terms. A record of sole source procurements will be maintained as a public record and will list each vendor's name, the amount and type of each contract, a listing of the item(s) procured under each contract, and the number of each purchase order. Due to the uniqueness of real property, contracts for the acquisition of leasehold interests in real property will generally be considered as a sole source procurement and awarded in accordance with this provision. The Chief Financial Officer may recommend, and the Board may direct, the award of contracts in accordance with other provisions of this Policy or other procedures designed to promote competition and otherwise fulfill the intent of this Policy under appropriate circumstances. Notwithstanding, nothing in this Policy will supersede Sections 212.16 (Emergency Purchases) and 212.17 (Sole Source Purchases).

212.18 PROFESSIONAL SERVICES

Except as provided in Section 212.17 (Sole Source Purchases), because differences in price may only be a minor concern compared to qualitative considerations, professional services are exempt from competitive solicitation requirements by the Board, unless the Board determines that such services should be competitively awarded. Such services include:

- 1) appraisal services;
- 2) auditing and accounting services;
- 3) consultants (planning, management, technologic, or scientific);
- 4) financial services (bond counsel, rating and underwriting, financial advising, actuarial, and investment services);
- 5) legal and legislative services (attorneys and legal professionals); and
- 6) medical services (medicine, psychiatry, dental, hospital, and other health professionals).

212.19 DEFAULT-REPROCUREMENT

In the event that a vendor fails to perform pursuant to contract terms and is found to be in default, the District may reprocure the goods or services. Reprocurement may be accomplished by first attempting to contract with the second lowest responsible

bidder/respondent. If the District fails to contract with the second lowest responsible bidder/respondent, it may attempt to contract with the next lowest responsible bidder/respondent sequentially until a vendor is found that is willing to perform at acceptable pricing under the competitive solicitation requirements. The District may also elect to reinstate the competitive solicitation process, as may be in its best interest as determined by the Fire Chief, or his or her authorized designee. The foregoing Section does not limit, waive, or exclude in any way the District's remedies against a defaulting vendor at law or in equity.

212.20 TERMINATION OF CONTRACT AND RESCISSION OF AWARD

Termination of any contract or rescission of any award must be made by the Board; and in all cases where the Board takes action, the Board will consider the Fire Chief's recommendation prior to termination or rescission, in consultation with the District's legal counsel.

212.21 EQUAL EMPLOYMENT OPPORTUNITY

The District, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252), as may be amended, and the Regulations of The Department of Commerce (15 CFR, Part 8), as may be amended, issued pursuant to such act, hereby notifies all vendors that it will affirmatively ensure that in any contract entered into pursuant to a competitive solicitation, minority business enterprises will be afforded full opportunity to submit proposals in response to this RFP and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

212.22 PUBLIC ENTITY CRIMES

Pursuant to Sections 287.133(2)(a) and (3)(a), Fla. Stat., as may be amended, a person or an affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of public building or public work, may not submit bids, proposals, or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Fla. Stat., as may be amended, for category two for a period of thirty-six (36) months from the date of being placed on the convicted vendors list.

212.23 DISCRIMINATORY VENDOR LIST

Pursuant to Section 287.134(2)(a) and (3)(a), Fla. Stat., as may be amended, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid,

proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases or real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

212.24 SCRUTINIZED COMPANIES

Pursuant to Section 287.135, Fla. Stat., as may be amended, a company that, at the time of bidding or submitting a proposal for a new contract or renewal of an existing contract, is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Fla. Stat., as may be amended, or has been engaged in business operations in Cuba or Syria, will be ineligible for, and may not bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services of \$1 million or more. A vendor may not submit a proposal if it is on the aforementioned lists. By submitting a proposal, a vendor certifies that it is not on the aforementioned lists. Any contract awarded pursuant to a competitive solicitation may be cancelled by the District if a vendor is placed on any of the aforementioned lists.

212.25 CONTRACTOR QUALIFICATIONS

In order to be eligible to submit a bid/proposal for construction, renovation, repairs, modifications, demolition, or other work on a District project, a vendor under the jurisdiction of Chapters 399, 455, 489, or 633, Fla. Stat., as may be amended, must provide to the District evidence of the following qualifications:

- 1) Current state contractor's license certification or registration, as required by law; and
- 2) Current corporate registration, if the vendor is a domestic (Florida) corporation, or authority to transact business in the state of Florida if the potential bidder is a foreign (non-Florida) corporation, as required by law.

212.26 PUBLIC RECORDS

Sealed bids/proposals are not subject to the public records provisions of Section 119.07(1), Fla. Stat., as may be amended, until such time as the District provides a notice of a decision or intended decision or within ten (10) days after the bid or proposal opening, whichever is earlier. The 10-day period does not include the date of the notice or opening. When the invitation to be requires the bid or proposal to be placed in two separately sealed envelopes to be submitted simultaneously and not opened on the same date, the 10-day period begins the day after opening of the second envelope.

Once opened, all bids/proposals will become the property of the District and, at the sole discretion of the District, may not be returned to vendor. Any information, reports, or other materials given to, prepared, or submitted in response to a competitive solicitation will be subject to the provisions of the Public Records Act, Chapter 119, Fla. Stat., as may be amended. Any vendor claiming that its bid/proposal contains information that is exempt from Chapter 119, Fla. Stat., as may be amended, must clearly segregate and mark that specific information and provide the specific statutory citation for such exemption. Section 119.071(1)(b), Fla. Stat., as may be amended, exempts sealed bids/proposals from inspection, examination, and duplication until such time as the District issues a notice of intended decision pursuant to Section 120.57(3)(a), Fla. Stat., as may be amended, or within thirty (30) days after the bid/proposal opening, whichever comes first. This exemption is not waived by the public opening of the bids/proposals.

All vendors will be subject to the public records requirements of Chapter 119, Fla. Stat., as may be amended. The District has the right to request and obtain any and all documents pertaining to the purchase of goods and services. The District will require language to be included in all contracts for the purchase of goods and services that the vendor acknowledges and agrees to its responsibilities under Chapter 119, Fla. Stat., as may be amended.

212.27 COMPLIANCE WITH PROCUREMENT POLICY

By providing any goods or services to the District, a vendor agrees to comply with the provisions of this Policy. Failure of a vendor/contractor to comply with the terms of this Policy may be deemed as a default or breach of contract and provide cause for termination of the contract.

212.28 PARTICIPATION IN E-VERIFY SYSTEM

By providing any goods or services to the District, a vendor agrees to comply with Section 448.095, Fla. Stat., as may be amended. In accordance, beginning January 1, 2021, every public employer, contractor, and subcontractor will register with and use the E-Verify System to verify the work authorization status of all newly hired employees. Any arrangement or contract awarded for goods or services will be terminated by the District if the District has a good faith belief that a vendor thereof has knowingly violated this requirement.


AUTHORITY

1. Chapter 119, Fla. Stat. (Public Records)
 - a. Section 119.07(1) (Inspection and copying of records; photographing public records; fees; exemptions)
2. Section 191.006(5), Fla. Stat. (Independent Special Fire Control Districts/General Powers)
3. Section 120.57(3)(a), Fla. Stat. (Administrative Procedure Act/Additional procedures for

- particular cases)
4. Section 215.473, Fla. Stat. (Financial Matters: General Provisions/Divestiture by the State Board of Administration; Sudan; Iran)
 5. Section 255.20, Fla. Stat. (Public Property and Publicly Owned Buildings/Local bids and contracts for public construction works; specification of state-produced lumber)
 6. Chapter 286.011, Fla. Stat. (Public Business: Miscellaneous Provisions/Public meetings and records; public inspection; criminal and civil penalties)
 7. Chapter 287, Fla. Stat. (Procurement of Personal Property and Services)
 - a. Section 287.017 (Purchasing categories, threshold amounts)
 - b. Section 287.055 (Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services; definitions; procedures; contingent fees prohibited; penalties)
 - c. Section 287.134(2)(a) and (3)(a) (Discrimination; denial or revocation of the right to transact business with public entities)
 - d. Section 287.135 (Prohibition against contracting with scrutinized companies)
 - e. Section 287.055(6) (Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services; definitions; procedures; contingent fees prohibited; penalties)
 - f. Subsections 287.133(2)(a) and (3)(a), Fla. Stat. (Public entity crime; denial or revocation of the right to transact business with public entities)
 8. Chapter 399 (Elevator Safety)
 9. Section 448.095, Fla. Stat. (General Labor Regulations/Employment Eligibility)
 10. Chapter 455, Fla. Stat. (Business and Professional Regulation: General Provisions)
 11. Section 471.023, Fla. Stat. (Engineering/Qualification of business organizations)
 12. Chapter 481, Fla. Stat. (Architecture, Interior Design and Landscape Architecture)
 - a. Section 481.219 (Qualification of business organizations)
 - b. Section 481.319 (Corporate and partnership practice of landscape architecture)
 13. Chapter 489, Fla. Stat. (Contracting)
 - a. Section 489.119 (Business organizations; qualifying agents)
 14. Chapter 633, Fla. Stat. (Fire Prevention and Control)
 15. Title VI of the Civil Rights Act of 1964, 78 Stat. 252/Nondiscrimination)
 16. Regulations of The Department of Commerce, 15 CFR, Part 8 (Nondiscrimination)

HISTORY

	Approved Date	Effective Date Start	Effective Date End
Policy Creation	January 26, 2023	March 1, 2023	Current (N/A) <u>May 31, 2023</u>
<u>Revision #1</u>	<u>April 27, 2023</u>	<u>June 1, 2023</u>	<u>Current (N/A)</u>

POLICY	212 Procurement
	<p style="text-align: right;">Section: 200 Finance Approved: April 27, 2023 Effective: June 1, 2023</p>

212.1 PURPOSE

The purpose of this policy is to establish a process for fair, equitable, and open procurements; to ensure the North Collier Fire Control and Rescue District (“District”) receives high-quality, economical goods and services in a timely manner; and to ensure public confidence in the District’s procurement process.

212.2 DELEGATION OF PROCUREMENT RESPONSIBILITIES

The District’s procurement responsibilities are to be directed by the Fire Chief or authorized designee with the assistance of the Chief Financial Officer or authorized designee. The Chief Financial Officer will be responsible for maintaining complete files for the purchase of goods and services. The Board of Fire Commissioners (“Board”), the Fire Chief, or the Chief Financial Officer may authorize the purchase of goods or services, issue competitive solicitations, and execute contracts, dictated by the dollar amount of the purchase and in accordance with this Policy.

Before entering into any agreement, contract, or arrangement that obligates the District to pay for goods or services or otherwise perform in some manner, proper procedures must be followed in accordance with this Policy. Unless authorized by the Board, the Fire Chief, or the Chief Financial Officer, no person may make purchases or enter into any contract involving the expenditure of District funds.

The Fire Chief or authorized designee will be responsible for examining goods or services received by the District, and the Chief Financial Officer will be responsible for approving such goods or services for payment under the terms of an executed contract.

212.3 DEFINITIONS

For purposes of this Policy, except as in Sections 212.16 (Emergency Purchases) and 212.17 (Sole Source Purchases) herein, the following terms have the following meanings:

“Competitive solicitation” means the process of requesting and receiving sealed bids, proposals, or replies submitted by responsible vendors or firms in accordance with the terms of a competitive process, regardless of the method of procurement, and includes procurements through ITB, ITN, RFI, RFP and RFQ.

“Invitation to Bid” or “ITB” means a written or electronically posted solicitation for competitive sealed bids for the purchase of goods or services when the District is capable of specifically defining the scope of work for which services are required or when the District can define the actual goods required.

“Invitation to Negotiate” or “ITN” means a written or electronically posted solicitation for competitive sealed replies to select one or more vendors with whom to commence negotiations for the procurement of goods or services.

“Request for Information” or “RFI” means a written or electronically posted request made to vendors for information concerning goods or services. Responses to an RFI is not an offer and may not be accepted by the District in the form of a binding contract.

“Request for Proposal” or “RFP” means a written or electronically posted solicitation for competitive sealed proposals for goods or services. An RFP is used when it is not practicable for the District to specifically define the scope of work for which the goods or services is required, and when the District is requesting that a responsible vendor propose goods or services to meet the specifications of the solicitation document. Evaluation of a proposal or response is based on prior established criteria which involves more than price. The RFP will provide evaluation criteria and state the relative importance of price and applicable evaluation criteria.

“Request for Quote” or “RFQ” means an oral or written informal request for written pricing or services information from a vendor for goods or services.

“Responsive bid” or “responsive proposal” or “responsive reply” means a bid, proposal, or reply submitted by a responsible vendor that conforms in all material aspects to the solicitation.

“Responsible bidder” or “responsible vendor” means a bidder or vendor that has submitted a bid, proposal, or reply that conforms in all material aspects to the solicitation.

“Substitution” means shipment of an item that materially conforms to the specifications but is technically different from the solicitation.

212.4 PURCHASING CATEGORIES

For purchases other than those outlined in Sections 212.16 (Emergency Purchases) and 212.17 (Sole Source Purchases) or otherwise excepted in this policy, the following Purchasing Categories are established for purchases of goods and services. The Board may adjust the amounts of the Purchasing Categories from time to time, based upon the rate of change of a nationally recognized price index.

Purchasing Category	Purchase Dollar Amount
Category 1	\$0.01 - \$10,000
Category 2	\$10,000.01 - \$100,000
Category 3	\$100,000.01 and above, not including vehicles and marine vessels
Category 4	\$100,000.01 and above for vehicles and marine vessels

Minimum procurement process requirements are applicable for each Purchasing Category and are specified below. The Fire Chief or authorized designee will have discretion to determine whether procurement of a good or service requires a more comprehensive process as described in a higher category.

Except for emergency purchase made as provided in Section 212.16 (Emergency Purchases) herein, Board approval is required prior to the procurement of goods and services in Purchasing Category 3.

For purchases more than \$100,000.00, regardless of the Purchasing Category, or if budgeted or non-budgeted, the Fire Chief will approve and/or acknowledge via a designated process established by the Chief Financial Officer.

212.5 PROCESS FOR CATEGORY 1 PURCHASES

For purchases of goods and services in Purchasing Category 1, the District will obtain at least one (1) quote or relevant pricing information pursuant to an RFQ. RFQs may be issued and quotes may be obtained by any District employee but must be forwarded with the requisite purchase order to the Chief Financial Officer for review, approval, and processing. Approval by the Chief Financial Officer is required prior to the procurement and purchase of goods and services for Category 1 purchases.

Petty cash purchases (the purchase of materials, goods, or supplies by a District employee) that must be reimbursed by the District are limited to \$200 as per *District Policy 213-Purchasing* and are exempt from this Policy.

212.6 PROCESS FOR CATEGORY 2 PURCHASES

For purchases of goods and services in Purchasing Category 2, the District will obtain at least three (3) quotes or relevant pricing information pursuant to an RFQ. Each quote should detail the quantity and description of the goods or services to be purchased. The Chief Financial Officer will then review the quotes and obtain any necessary employee input relating to which vendor has submitted the best, responsive, and responsible quote meeting the specifications of the RFQ. Quotes for Category 2 purchases must have the name and signature of the individual

person providing the quote or must reference the website where quote was obtained.

212.7 PROCESS FOR CATEGORY 3 PURCHASES

For purchases of goods and services in Purchasing Category 3, the minimum procurement process is through an ITB, ITN, RFI, or RFP (“competitive solicitation”).

1) Legal Advertisements

Unless otherwise required by law or when emergency purchases are being made in accordance with Section 212.16 (Emergency Purchases), the District will publicly advertise the competitive solicitation no less than twenty-eight (28) days prior to the bid/proposal opening for ITBs and RFIs, no less than twenty-eight (28) days prior to the bid/proposal opening for RFPs or ITNs. The public advertisement will appear in a newspaper of general circulation, on the District’s website, and will be posted at the District’s Headquarters. The advertisement will include a description of the goods, services and/or qualifications sought and the time and date for submittal of bids/proposals. The public notice will also contain a reference to the protest provisions set forth in Section 212.13 (Protests). The District may also transmit the competitive solicitation to vendors it believes may be interested in responding.

If the Fire Chief, with concurrence of the Board at its next regularly scheduled meeting, determines that unusual circumstances exist such that delaying the competitive solicitation to provide an opportunity for newspaper advertising would be detrimental to the District’s interests, the Fire Chief will post the competitive solicitation on the District’s website and at the District’s Headquarters, including with particularity the conditions and circumstances requiring a waiver of the advertising requirement.

Advertisement in a newspaper of general circulation is not required for the reissuance of a competitive solicitation, provided that (1) the District advertised the original competitive solicitation in a newspaper of general circulation; and (2) the District mails notice of the reissuance of the competitive solicitation to all vendors that were mailed notice of the original solicitation, and to all vendors that responded to the competitive solicitation, excluding those vendors that responded with an indication of no interest in responding.

2) Conditions to be included in the Competitive Solicitation

All competitive solicitations must contain the criteria to be used in determining the acceptability and evaluation of the bids/proposals. Bids/proposals will be prepared with the appropriate terms and conditions and detailed specifications, including

items to be bid, units, and total (or estimated) quantity desired; instructions for bidding/responding; delivery information; and any special requirements for bidding/responding. Assigned dates and times for pre-bid/proposal meetings, if any, and for the public bid/proposal opening will also be included. If a mandatory pre-bid/proposal conference is to be conducted, an employee from the bidder's firm will be in attendance or its bid/proposal will be rejected. Bids/proposals will be publicly opened at the time designated in the competitive solicitation; however, the District may alter these dates, at its sole discretion, via the issuance of a modification to the competitive solicitation. The timing of release of sealed bids/proposals will be in accordance with applicable public records laws.

A bid/proposal must be submitted in accordance with the District's competitive solicitation requirements, and on the District's forms, signed by a legal officer of the company, and provide all requested information; otherwise, the bid/proposal is subject to rejection. Failure to properly execute the official signature page of the bid/proposal may result in automatic disqualification. Bidders are solely responsible for the costs associated with the submittal of their bids.

The entire bid/proposal, including a cover letter, all instructions and addenda, if any, and the actual bid/proposal form must be submitted intact in a sealed envelope, marked on the outside "sealed" and the competitive solicitation number and title. Failure to read or comply with the general information and specifications contained in the competitive solicitation will in no way relieve the vendor from its liabilities arising in the competitive solicitation.

3) Questions

Any questions to a competitive solicitation must be provided in writing in accordance with the competitive solicitation requirements. All written questions will be answered with responses posted on the District's website. Any District response that requires a modification to the competitive solicitation will be in the form of an addendum and posted on the District's website. All addenda issued will be deemed part of the competitive solicitation.

4) Modification of Bids/Proposals

A bidder may not modify its bid/proposal after it is submitted, except pursuant to an official negotiation as part of an ITN. The District, at its sole discretion, may correct mistakes in arithmetic or may waive minor irregularities in an otherwise responsive bid/proposal.

5) Withdrawal of Bids/Proposals

Requests for withdrawals of bids/proposals will be granted if received by the District, in writing, at any time before opening of the bids/proposals.

6) Right to Reject Bids/Proposals

The District reserves the right to reject any or all bids/proposals or to cancel negotiations. This statement will be included in every public notice and competitive solicitation.

7) Opening of Bids/Proposals

Bid/proposal opening will be public at the date and time and at the place specified in the competitive solicitation and as advertised in a newspaper of general circulation at least seven (7) days prior to the meeting. The opening will be conducted in accordance with the competitive solicitation. At a minimum, bids/proposals will be opened by a District employee and witnessed by at least one other District employee. Bid/proposal tabulation/scoring sheets will be completed simultaneously with the public opening of bids/proposals, whenever appropriate. Upon completion of tabulation/scoring, copies of tabulation/scoring sheets will be made available for inspection or copying by any interested party. The District employee must include his/her name and signature on his/her bid/proposal scoring sheet. The District employees that open the bid must include their names and signatures on the bid tabulation sheet.

212.7A PROCESS FOR CATEGORY 4 PURCHASES

For purchases of vehicles and marine vessels in Purchasing Category 4, the District will obtain at least three (3) quotes or relevant pricing information pursuant to an RFQ. Each quote should provide a detailed description of the vehicle or marine vessel to be purchased. The Chief Financial Officer and Assistant Chief of Essential Services will then review the quotes and obtain any necessary employee input relating to which vendor has submitted the best, responsive, and responsible quote meeting the specifications of the RFQ. Quotes for Category 4 purchases must have the name and signature of the individual person providing the quote or must reference the website where quote was obtained. The purchase recommendation will be provided to and approved by the Board of Fire Commissioners at a publicly held meeting.

212.8 CONTRACTS FOR AUDITING SERVICES

Auditing contracts will be awarded pursuant to the terms and conditions of the *District Policy 210-Auditor Selection*.

212.9 CONTRACTS FOR INSURANCE SERVICES

The District will obtain quotes or competitive bids on all insurance coverage held by the District every three (3) years, or at the direction of the Board. In determining which purchasing procedures apply, the thresholds established for purchasing categories 1, 2, and 3 in Section 212.4 (Purchasing Categories). herein will be used based upon the annual estimated cost for each type of coverage.

212.10 CONTRACTS FOR PUBLIC CONSTRUCTION WORKS

The District will follow the requirements in Section 255.20, Fla. Stat., as may be amended, from time to time, to competitively award to an appropriately licensed contractor each project to construct or improve a building, structure, or other public construction works that is estimated to cost more than \$300,000. For electrical work, the District will competitively award to an appropriately licensed contractor each project that is estimated to cost more than \$75,000. For purposes of this section, “competitively award” means to award contracts based on the submission of sealed bids, proposals submitted in response to a RFP, proposals submitted in response to a RFQ, or proposals submitted in response to an ITN.

This Section expressly allows contracts for construction management services, design/build contracts, continuation contracts based on unit prices, and any other contract arrangement with a licensed contractor. For purposes of this Section, cost includes the cost of all labor, except inmate labor, and the cost of equipment and materials to be used in the construction of the project.

The provisions of this Section do not apply to the following circumstances:

- 1) If the project is undertaken to replace, reconstruct, or repair an existing public building, structure, or other public construction works damaged or destroyed by a sudden unexpected turn of events such as an act of God, riot, fire, flood, accident, or other urgent circumstances, and such damage or destruction creates (a) an imminent danger to the public health or safety; (b) other loss to public or private property which requires emergency government action; or (c) an interruption of an essential governmental service.
- 2) If, after notice by publication in accordance with this Policy, the District does not receive any bids or proposals.
- 3) If the project is undertaken as repair or maintenance of an existing public facility. For the purposes of this paragraph, the term “repair” means a corrective action to restore an existing public facility to a safe and functional condition and the term “maintenance” means a preventive or corrective action to maintain an existing public facility in an operational state or to preserve the facility from failure or decline. Repair or maintenance include activities that are necessarily incidental to repairing or maintaining the facility. Repair or maintenance does not include the construction of any new building, structure, or other public construction works or any substantial addition,

extension, or upgrade to an existing public facility. Such additions, extensions, or upgrades will be considered substantial if the estimated cost of the additions, extensions, or upgrades included as part of the repair or maintenance project exceeds the threshold amount of more than \$300,000, or for electrical work, the project is estimated to cost more than \$75,000 and exceeds 20 percent of the estimated total cost of the repair or maintenance project using generally accepted cost-accounting principles that fully account for all costs associated with performing and completing the work, including employee compensation and benefits, equipment cost and maintenance, insurance costs, and materials. An addition, extension, or upgrade will not be considered substantial if it is undertaken pursuant to the conditions specified in subparagraph 1 of this Section. Repair and maintenance projects and any related additions, extensions, or upgrades may not be divided into multiple projects for the purpose of evading these requirements.

- 4) If the funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent.
- 5) If the District competitively awarded a project to a private sector contractor and the contractor abandoned the project before completion or the District terminated the contract.

If the project is to be awarded based on price, the contract must be awarded to the lowest qualified and responsive bidder in accordance with this Policy and applicable contract documents. The District may reserve the right to reject all bids and to rebid the project or elect not to proceed with the project. This Section is not intended to restrict the rights of the District to reject the low bid of a nonqualified or non-responsive bidder and to award the contract to any other qualified and responsive bidder

If the project uses an RFP or RFQ, it must be publicly advertised, and the contract must be awarded in accordance with this Policy. If the project is subject to competitive negotiations, the contract must be awarded in accordance with Section 287.055, Fla. Stat., as may be amended.

A construction project provided for in this Section may not be divided into more than one project for the purpose of evading the process outlined in this Section. This Section does not preempt the requirements of any small-business or disadvantaged-business enterprise program or any local-preference resolution, once the District performs a disparity study that finds that there is disparity between the utilization and availability of minority- and women-owned businesses or small businesses.

Any contractor may be considered ineligible to bid by the governmental entity if the contractor has been found guilty by a court of any violation of federal labor or employment tax laws

regarding subjects such as safety, tax withholding, workers' compensation, reemployment assistance or unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past five (5) years.

The threshold amount of \$300,000 for construction or \$75,000 for electrical work must be adjusted by the percentage change in the Engineering News-Record's Building Cost Index from January 1, 2009, to January 1 of the year in which the project is scheduled to begin.

The District must specify in the contract for public buildings and other structures that lumber, timber, and other forest products produced and manufactured in this state must be used, if wood is a component of the public work, and if such products are available and their price, fitness, and quality are equal. This does not apply (1) to plywood specified for monolithic concrete forms; (2) if the structural or service requirements for timber for a particular job cannot be supplied by native species; or (3) if the construction is financed in whole or in part from federal funds with the requirement that there be no restrictions as to species or place of manufacture.

212.11 CONTRACTS FOR PROFESSIONAL SERVICES

The District will follow the procedural requirements in Section 287.055, Fla. Stat., Consultants' Competitive Negotiation Act ("CCNA"), as may be amended, to competitively select firms to provide professional architectural, engineering, landscape architectural, or registered surveying and mapping services.

1) Public Announcement, Competitive Selection, and Negotiation

- a) Service or Study Solicitation. The District will publicly announce all requirements for professional architectural, engineering, landscape architectural, or surveying and mapping services ("professional services") and to negotiate such contracts on the basis of demonstrated competence and qualifications at fair and reasonable prices. Such service or study solicitations will be publicly announced on each occasion when professional services must be purchased for a project the basic construction cost of which is estimated by the District to exceed the threshold amount of \$325,000, or for a planning or study activity when the fee for professional services exceeds the threshold amount of \$35,000, except in cases of valid public emergencies certified by the Board. In the procurement of professional services, persons interested in providing such services may be required to submit a statement of qualifications, a proposal, or other such information consistent with Section 287.055, Fla. Stat., as may be amended.
- b) Scope of Project Requirements. Written project requirements will be developed and made available to interested parties. The scope of project

requirements will indicate the nature and scope of the professional services needed, including but not limited to, the following:

- i. the location and general purpose of the service or study;
 - ii. the objectives of the study or service;
 - iii. the estimated period of time needed for the service or study;
 - iv. the estimated cost of the project;
 - v. whether the proposed study or service would duplicate any prior or existing study or service;
 - vi. a list of current contracts or prior services or studies that are related to the proposed study or service; and
 - vii. criteria upon which project statements of qualifications, proposals, or other such required submittals will be evaluated, including submittal rules and formats (e.g., page limitations, font sizes, electronic or paper copies, etc.).
- c) Public Announcement. The public announcement for professional services will be in a uniform and consistent manner through means intended to reach a wide audience of vendors potentially qualified to conduct such services. In order to accomplish this requirement, the District will make the public announcement for professional services by publication in a newspaper of general circulation and an electronic posting on the District's website. The public announcement will be accompanied by an invitation for firms to submit an indication of interest in performing the professional services; how they may obtain the scope of project requirements and other selected project information; and the period of time within which such indications of interest will be accepted, which period will be not less than twenty-eight (28) calendar days from the date of the public announcement.
- d) Review of Public Announcement and Project Requirements. The public announcement and scope of project requirements will be approved by the Fire Chief or his or her authorized designee prior to public distribution of these items.
- e) Re-Solicitation. If the District receives indications of interest from less than three (3) vendors, it may resolicit indications of interest from all

firms previously solicited and from such additional firms as it may deem advisable. Thereafter, the District may proceed to consider those vendors responding to the solicitation or re-solicitation.

- f) Modifications Prohibited. After the publicized submission time and date, indications of interest will not be modified or allowed to be modified in any manner. Notwithstanding, a firm that has submitted an indication of interest by responding to a solicitation may withdraw its indication of interest if a re-solicitation occurs in accordance with paragraph (e) above.
- g) Exemptions. This section will not apply to a professional service contract for a project whose basic construction cost is estimated by the agency to be \$325,000 or less, or for a planning or study activity when the fee for professional services is \$35,000 or less or in cases of valid public emergency certified by the Fire Chief. This section will not apply to any requirement for professional services if a continuing contract to provide such services is in effect, a determination is made to utilize the continuing contract to obtain such services, and such professional services are below the statutory thresholds for a continuing contract.
- h) Consultant Selection. For each solicitation in which a public announcement is made, the Fire Chief or authorized designee will appoint a Professional Services Evaluation Committee (“PSEC”) to review and evaluate submittals and make recommendations on the selection of professional services. The PSEC will include no less than three (3) and no more than five (5) voting members. Non-voting advisory staff may be appointed to assist the PSEC by the Fire Chief as needed. PSEC voting members will generally consist of District employees, but may include others when deemed appropriate by the Fire Chief. The PSEC will be appointed prior to the public announcement being made.
- i) Evaluation. Following a determination by the Chief Financial Officer, or his or her authorized designee, that the written submittals of qualifications, proposals, performance data, and other information complies with the requirements of the public announcement, including being timely and properly received, the submittals will be evaluated by the PSEC. The Chief Financial Officer, or his or her authorized designee, will assimilate submittal materials and disseminate to the PSEC members. A minimum of one (1) PSEC meeting will be held to review and rank submittals. All PSEC meetings will be conducted in accordance with Chapter 286.011, Fla. Stat., as may be amended, the Florida Sunshine Law, as may be amended. PSEC voting members will refrain from any

selection-related discussions with other committee members outside of a PSEC meeting.

The PSEC will determine qualifications, interest, and availability by reviewing all written responses properly and timely received that express an interest in performing the professional services. The PSEC determinations will be based upon the following considerations:

- i. competence, including technical education and training or project personnel;
- ii. experience in the kind of project to be undertaken;
- iii. projected workload and availability of adequate personnel, equipment, and facilities;
- iv. the extent of repeat business of the vendor;
- v. past record of professional accomplishments;
- vi. office location proximity to the District's geographical boundaries;
- vii. past record of performance on District projects; and
- viii. other applicable project specific factors determined by the District prior to the issuance of the public announcement.

Based on application of evaluation criteria to the written submittals, the PSEC will prepare a ranked short-list of at least three (3) firms determined to be most qualified to conduct the services requested. At the discretion of the PSEC, all firms on the ranked short-list may be interviewed, and re-ranked based on results of the interviews.

The final ranked short-list will be submitted to the Fire Chief for consideration, and upon approval, contract negotiation will be initiated or in the alternative, the Fire Chief is authorized to present the ranked short-list to the Board for consideration and approval for contract negotiations.

- j) Contract Negotiations. Upon approval of the ranked short-list by either the Fire Chief or the Board, contract negotiations with the highest ranked firm on the short-list will begin. Negotiations will be conducted by the

Fire Chief or his or her authorized designee(s), hereinafter referred to as “District negotiators.”

- i. If the District is unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the District determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. The District will then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the District must terminate negotiations. The agency will then undertake negotiations with the third most qualified firm. If the District is unable to negotiate a satisfactory contract with any of the selected firms, the District will select additional firms in the order of their competence and qualification and continue negotiations in accordance with this Policy until an agreement is reached.
 - ii. The negotiated contract, including scope of project and fees, will be submitted to the Chief Financial Officer for administrative approval by the Fire Chief and preparation of recommendation to the Board. Nothing in this section will prohibit the Board from rejecting the negotiated contract and directing District staff to resolicit the services.
- k) Truth-in-Negotiation Certificate. For all lump sum or cost-plus-fixed-fee professional service contracts, the District will require the firm receiving the award to execute a truth-in-negotiation certificate that meets the requirements of Section 287.055(5), Fla. Stat., as may be amended.
- l) Prohibition Against Contingent Fees. Each contract entered into by the District for professional services will contain a prohibition against contingent fees that meets the requirements of Section 287.055(6), Fla. Stat., as may be amended.
- m) Continuing Contracts. Nothing in this section will be construed to either prohibit continuing contracts for professional services between a firm and the District or waive the applicability of Section 287.055, Fla. Stat., as may be amended.

212.12 DESIGN-BUILD CONTRACTS

Design-Build contracts may be awarded in accordance with the provisions of this subsection.

- 1) Definitions. For purposes of this subsection:

- a) A “design-build firm” means a partnership, corporation, or other legal entity which:
 - i. Is certified under Section 489.119, Fla. Stat., as may be amended, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; and
 - ii. Is certified under Section 471.023, Fla. Stat., as may be amended, to practice or offer to practice engineering; certified under Section 481.219, Fla. Stat., as may be amended, to practice or offer to practice architecture; or certified under Section 481.319, Fla. Stat., as may be amended, to practice or offer to practice landscape architecture.
 - b) A “design-build contract” means a single contract with a Design-Build Firm for the design and construction of a public construction project.
 - c) A “design criteria package” means a concise, performance-oriented drawings or specifications for the public construction project. The purpose of the design criteria package is to furnish sufficient information so as to permit design-build firms to prepare a bid or a response to the District’s competitive solicitation, or to permit the District to enter into a negotiated design-build contract. The design criteria package will specify such performance-based criteria for the public construction project including, but not limited to, the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements, as may be applicable to the project.
 - d) A “design criteria professional” means a firm who holds a current Certificate of Registration under Chapter 481, Fla. Stat., as may be amended, to practice architecture or landscape architecture or a firm who holds a current certificate as a registered engineer under Chapter 471, Fla. Stat., as may be amended, to practice engineering and who is employed by or under contract to the Authority for the providing of professional architect services, landscape architect services, or engineering services in connection with the preparation of the design criteria package.
- 2) The Design Criteria Package will be prepared and sealed by a design criteria professional employed by or retained by the District in accordance with this Policy. A design criteria professional who has been selected to prepare a design criteria package will not be

eligible to render services under a design-build contract executed pursuant to the design criteria package prepared by the design criteria professional.

- 3) Procedures for the award of design-build contracts. Procedures for the award of design-build contracts will include, at a minimum, the following:
 - a) Preparation of a design criteria package for the design and construction of the public construction project;
 - b) Qualification and selection of no fewer than three (3) design-build firms as the most qualified, based on the qualifications, availability and past work of the firm, including partners or members thereof;
 - c) Criteria, procedures, and standards for the evaluation of design-build contract proposals or bids, based on price, technical and design aspects of the public construction project, weighted for the project;
 - d) Solicitation of competitive proposals, pursuant to a design criteria package, from those qualified design-build firms and the evaluation of the responses or bids submitted by those firms, based upon the evaluation criteria and procedures established prior to the solicitation of competitive proposals;
 - e) Consultation with an employed or retained design criteria professional concerning: 1) evaluation of the responses or bids submitted by the design-build firms; 2) supervision or approval by the District of the detailed working drawings of the project, and; 3) evaluation of the compliance of project construction with the design criteria package provided by the design criteria professional; and
 - f) In the case of public emergencies declared by the Board, any or all of the foregoing procedures may be waived, and negotiations are authorized with the best qualified design-build firm available at the time.

- 4) The Chief Financial Officer may develop additional procedures consistent with this Policy as may be necessary to implement the provisions of this subsection.

212.13 PROTESTS

This procedure applies to resolution of all protests arising from the competitive solicitation process. Notice of all District decisions concerning a competitive solicitation or award, will be electronically posted on the District's website. By submitting a bid/proposal, all bidders or offerors agree to the process set forth in this Policy.

- 1) Notice of Protest/Formal Written Protest
Any person adversely affected by a competitive solicitation will file a notice of protest, in writing, seventy-two (72) hours prior to the date and time on which bids/proposals are to be received and will file a formal written protest within ten (10) days after filing the notice of protest.

Any person adversely affected by the District's decision concerning a competitive solicitation or award, or any person adversely affected by the District's decision to reject all bids/proposals, will file a formal written protest within seventy-two (72) hours after the District's electronic posting of the notice of decision on its website.

No time will be added to the above time limits for mail service.

2) Contents of Formal Written Protest

The formal written protest will be printed or typewritten, and will contain:

- a) The name and address of the person or firm filing the protest and an explanation of how they are adversely affected;
- b) A statement of how and when the competitive solicitation, or notice of District decision or intended decision was received;
- c) A statement of all disputed issues of material fact, and if there are none, a statement so indicating;
- d) A concise statement of the ultimate facts alleged, as well as the rules or statutes which entitle the protestor to relief;
- e) A demand for relief; and
- f) Any other information material to the protest.

3) Filing

All notice of protests and formal written protests will be filed with the District Clerk Monday through Friday, excluding holidays, during normal business hours. Filings may be submitted via hand delivery, U.S. Mail, or other delivery/courier service. Filings will not be accepted via email. A notice of protest or formal written protest is not timely filed unless received by the District within the prescribed time limit. Failure to file a notice of protest, if required, or a formal written protest within the time prescribed in this Policy will constitute a waiver of all claims.

4) Stay of Procurement

Upon receipt of a formal written protest that has been timely filed, the bid solicitation or contract award process will be stayed until the subject of the

protest is resolved by final action by the Board, unless the Fire Chief, with the concurrence of the Board, sets forth in writing particular facts and circumstances which require the continuation of the contract solicitation process through award without delay in order to avoid an immediate and serious threat or loss to the public health, safety, property, or welfare. Notice that a contract solicitation has been stayed will be given by either electronic mail or U.S. mail to all bidders.

5) Resolution of Formal Written Protest

The Fire Chief, or authorized designee, will consider and investigate all written protests in a timely manner. The District will provide an opportunity for the protestor to meet with the Fire Chief, or his or her authorized designee, to resolve the protest by mutual agreement within seven (7) days, excluding Saturday, Sunday, and holidays, of receipt of a formal written protest. The District may grant extensions of time to conduct this meeting for good cause shown.

If the subject of a protest is not resolved pursuant to this meeting, the Fire Chief will certify in writing that there was no resolution. The Fire Chief will make a recommendation to the Board, and the Board will then make a final decision to either uphold the recommendation, reject the recommendation and send it back for further action, reject all proposals, or do something other than what the Fire Chief has recommended.

212.14 SUBSTITUTION OF GOODS

Substitution of goods requires the approval of the Chief Financial Officer, or his or her authorized designee, prior to shipment. Any products delivered that do not meet specifications, or substitute products that are shipped without prior approval, will be returned to the vendor at the vendor's expense. When a shipment or product is returned, the vendor must make immediate replacement with acceptable merchandise or the District may seek all available remedies for default.

212.15 CONTRACT RENEWALS/CONTINUING CONTRACTS

If the District contemplates a renewal of a contract, the competitive solicitation will so state and will provide sufficient information, including the contract period(s) of renewal, to enable each vendor to submit an offer on the contract, including renewal(s). In such case, the contract award will be based on an evaluation of the bid/proposal for the entire contract period, including renewal(s). Contracts for goods may be renewed for an additional term not to exceed the original contract period unless the original contract period is twenty-four (24) months or less, in which case the contract may be renewed for up to three (3) one-year periods. Renewal of the contract will be by mutual agreement in writing and will be subject to the same terms

and conditions set forth in the initial contract. If the goods are purchased as a result of a competitive solicitation, the cost of any contemplated renewals will be included in the competitive solicitation. Renewals will be contingent upon the contractor's satisfactory performance, at the District's sole discretion.

The District will provide for legal counsel to review and approve the form of all contracts prior to their execution when appropriate, as determined by the Fire Chief or authorized designee.

212.16 EMERGENCY PURCHASES

The Board recognizes that circumstances may arise which make it impossible to obtain Board approval prior to making a purchase of goods or services. Emergency purchases are the expeditious purchase of goods or services to eliminate or reduce an imminent or existing threat to the public health, safety, or welfare of persons or property within the District and may be made without taking competitive bids. If possible, emergency purchases will be made with such competition as is practicable under the circumstances, at the discretion of the Fire Chief and will be made at the best possible price. Public construction works do not qualify for this provision and must be procured pursuant to Section 255.20, Fla. Stat., as may be amended, and Section 212.10 (Contracts for Public Construction Works) of this Policy.

In the event that a state of emergency is declared for Collier County by the United States President, the Florida Governor, the Collier County Board of County Commissioners, or the Board, the Fire Chief has the authority to approve without prior Board approval, the purchase of necessary goods or services due to the emergency declaration. The Fire Chief must approve the purchase prior to disbursement of funds.

For all purchases made within this section, the Chief Financial Officer will provide the Board with a summary of emergency purchases including the conditions and circumstances requiring a purchase under this Section at the next Board of Fire Commissioners meeting, and will include complete details surrounding the event(s) which created the emergency. The emergency purchase summary will be included in the consent agenda to be retroactively approved and ratified by the Board.

This provision in no way grants the Fire Chief authority to solely and alone sign District checks as provided for in *District Policy 2.08 Check-ACH-EFT Authorization*.

212.17 SOLE SOURCE PURCHASES

"Sole source" means a purchase that occurs when research has determined that there is only one potential vendor for a good or service. A purchase may be made, or a contract may be awarded without competition when the Fire Chief determines, in writing, after conducting a good faith review of available sources, that there is only one available source for the required supply, service, or construction item. However, if the good or service is available from a sole

source and total cost is in excess of the threshold for Purchasing Category 2, the purchase may be excepted from competitive solicitation by the Board, in writing, upon the filing of a certification by the Fire Chief stating the conditions and circumstances requiring the purchase. This certification will set forth the purpose and need, and why the commodity is the only one that will produce the required results. The Chief Financial Officer will ensure that negotiations are conducted, as appropriate, as to price, delivery, and terms. A record of sole source procurements will be maintained as a public record and will list each vendor's name, the amount and type of each contract, a listing of the item(s) procured under each contract, and the number of each purchase order. Due to the uniqueness of real property, contracts for the acquisition of leasehold interests in real property will generally be considered as a sole source procurement and awarded in accordance with this provision. The Chief Financial Officer may recommend, and the Board may direct, the award of contracts in accordance with other provisions of this Policy or other procedures designed to promote competition and otherwise fulfill the intent of this Policy under appropriate circumstances. Notwithstanding, nothing in this Policy will supersede Sections 212.16 (Emergency Purchases) and 212.17 (Sole Source Purchases).

212.18 PROFESSIONAL SERVICES

Except as provided in Section 212.17 (Sole Source Purchases), because differences in price may only be a minor concern compared to qualitative considerations, professional services are exempt from competitive solicitation requirements by the Board, unless the Board determines that such services should be competitively awarded. Such services include:

- 1) appraisal services;
- 2) auditing and accounting services;
- 3) consultants (planning, management, technologic, or scientific);
- 4) financial services (bond counsel, rating and underwriting, financial advising, actuarial, and investment services);
- 5) legal and legislative services (attorneys and legal professionals); and
- 6) medical services (medicine, psychiatry, dental, hospital, and other health professionals).

212.19 DEFAULT-REPROCUREMENT

In the event that a vendor fails to perform pursuant to contract terms and is found to be in default, the District may reprocure the goods or services. Reprocurement may be accomplished by first attempting to contract with the second lowest responsible

bidder/respondent. If the District fails to contract with the second lowest responsible bidder/respondent, it may attempt to contract with the next lowest responsible bidder/respondent sequentially until a vendor is found that is willing to perform at acceptable pricing under the competitive solicitation requirements. The District may also elect to reinstate the competitive solicitation process, as may be in its best interest as determined by the Fire Chief, or his or her authorized designee. The foregoing Section does not limit, waive, or exclude in any way the District's remedies against a defaulting vendor at law or in equity.

212.20 TERMINATION OF CONTRACT AND RESCISSION OF AWARD

Termination of any contract or rescission of any award must be made by the Board; and in all cases where the Board takes action, the Board will consider the Fire Chief's recommendation prior to termination or rescission, in consultation with the District's legal counsel.

212.21 EQUAL EMPLOYMENT OPPORTUNITY

The District, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252), as may be amended, and the Regulations of The Department of Commerce (15 CFR, Part 8), as may be amended, issued pursuant to such act, hereby notifies all vendors that it will affirmatively ensure that in any contract entered into pursuant to a competitive solicitation, minority business enterprises will be afforded full opportunity to submit proposals in response to this RFP and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

212.22 PUBLIC ENTITY CRIMES

Pursuant to Sections 287.133(2)(a) and (3)(a), Fla. Stat., as may be amended, a person or an affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of public building or public work, may not submit bids, proposals, or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Fla. Stat., as may be amended, for category two for a period of thirty-six (36) months from the date of being placed on the convicted vendors list.

212.23 DISCRIMINATORY VENDOR LIST

Pursuant to Section 287.134(2)(a) and (3)(a), Fla. Stat., as may be amended, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid,

proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases or real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

212.24 SCRUTINIZED COMPANIES

Pursuant to Section 287.135, Fla. Stat., as may be amended, a company that, at the time of bidding or submitting a proposal for a new contract or renewal of an existing contract, is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Fla. Stat., as may be amended, or has been engaged in business operations in Cuba or Syria, will be ineligible for, and may not bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services of \$1 million or more. A vendor may not submit a proposal if it is on the aforementioned lists. By submitting a proposal, a vendor certifies that it is not on the aforementioned lists. Any contract awarded pursuant to a competitive solicitation may be cancelled by the District if a vendor is placed on any of the aforementioned lists.

212.25 CONTRACTOR QUALIFICATIONS

In order to be eligible to submit a bid/proposal for construction, renovation, repairs, modifications, demolition, or other work on a District project, a vendor under the jurisdiction of Chapters 399, 455, 489, or 633, Fla. Stat., as may be amended, must provide to the District evidence of the following qualifications:

- 1) Current state contractor's license certification or registration, as required by law; and
- 2) Current corporate registration, if the vendor is a domestic (Florida) corporation, or authority to transact business in the state of Florida if the potential bidder is a foreign (non-Florida) corporation, as required by law.

212.26 PUBLIC RECORDS

Sealed bids/proposals are not subject to the public records provisions of Section 119.07(1), Fla. Stat., as may be amended, until such time as the District provides a notice of a decision or intended decision or within ten (10) days after the bid or proposal opening, whichever is earlier. The 10-day period does not include the date of the notice or opening. When the invitation to be requires the bid or proposal to be placed in two separately sealed envelopes to be submitted simultaneously and not opened on the same date, the 10-day period begins the day after opening of the second envelope.

Once opened, all bids/proposals will become the property of the District and, at the sole discretion of the District, may not be returned to vendor. Any information, reports, or other materials given to, prepared, or submitted in response to a competitive solicitation will be subject to the provisions of the Public Records Act, Chapter 119, Fla. Stat., as may be amended. Any vendor claiming that its bid/proposal contains information that is exempt from Chapter 119, Fla. Stat., as may be amended, must clearly segregate and mark that specific information and provide the specific statutory citation for such exemption. Section 119.071(1)(b), Fla. Stat., as may be amended, exempts sealed bids/proposals from inspection, examination, and duplication until such time as the District issues a notice of intended decision pursuant to Section 120.57(3)(a), Fla. Stat., as may be amended, or within thirty (30) days after the bid/proposal opening, whichever comes first. This exemption is not waived by the public opening of the bids/proposals.

All vendors will be subject to the public records requirements of Chapter 119, Fla. Stat., as may be amended. The District has the right to request and obtain any and all documents pertaining to the purchase of goods and services. The District will require language to be included in all contracts for the purchase of goods and services that the vendor acknowledges and agrees to its responsibilities under Chapter 119, Fla. Stat., as may be amended.

212.27 COMPLIANCE WITH PROCUREMENT POLICY

By providing any goods or services to the District, a vendor agrees to comply with the provisions of this Policy. Failure of a vendor/contractor to comply with the terms of this Policy may be deemed as a default or breach of contract and provide cause for termination of the contract.

212.28 PARTICIPATION IN E-VERIFY SYSTEM

By providing any goods or services to the District, a vendor agrees to comply with Section 448.095, Fla. Stat., as may be amended. In accordance, beginning January 1, 2021, every public employer, contractor, and subcontractor will register with and use the E-Verify System to verify the work authorization status of all newly hired employees. Any arrangement or contract awarded for goods or services will be terminated by the District if the District has a good faith belief that a vendor thereof has knowingly violated this requirement.

AUTHORITY

1. Chapter 119, Fla. Stat. (Public Records)
 - a. Section 119.07(1) (Inspection and copying of records; photographing public records; fees; exemptions)
2. Section 191.006(5), Fla. Stat. (Independent Special Fire Control Districts/General Powers)
3. Section 120.57(3)(a), Fla. Stat. (Administrative Procedure Act/Additional procedures for

- particular cases)
4. Section 215.473, Fla. Stat. (Financial Matters: General Provisions/Divestiture by the State Board of Administration; Sudan; Iran)
 5. Section 255.20, Fla. Stat. (Public Property and Publicly Owned Buildings/Local bids and contracts for public construction works; specification of state-produced lumber)
 6. Chapter 286.011, Fla. Stat. (Public Business: Miscellaneous Provisions/Public meetings and records; public inspection; criminal and civil penalties)
 7. Chapter 287, Fla. Stat. (Procurement of Personal Property and Services)
 - a. Section 287.017 (Purchasing categories, threshold amounts)
 - b. Section 287.055 (Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services; definitions; procedures; contingent fees prohibited; penalties)
 - c. Section 287.134(2)(a) and (3)(a) (Discrimination; denial or revocation of the right to transact business with public entities)
 - d. Section 287.135 (Prohibition against contracting with scrutinized companies)
 - e. Section 287.055(6) (Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services; definitions; procedures; contingent fees prohibited; penalties)
 - f. Subsections 287.133(2)(a) and (3)(a), Fla. Stat. (Public entity crime; denial or revocation of the right to transact business with public entities)
 8. Chapter 399 (Elevator Safety)
 9. Section 448.095, Fla. Stat. (General Labor Regulations/Employment Eligibility)
 10. Chapter 455, Fla. Stat. (Business and Professional Regulation: General Provisions)
 11. Section 471.023, Fla. Stat. (Engineering/Qualification of business organizations)
 12. Chapter 481, Fla. Stat. (Architecture, Interior Design and Landscape Architecture)
 - a. Section 481.219 (Qualification of business organizations)
 - b. Section 481.319 (Corporate and partnership practice of landscape architecture)
 13. Chapter 489, Fla. Stat. (Contracting)
 - a. Section 489.119 (Business organizations; qualifying agents)
 14. Chapter 633, Fla. Stat. (Fire Prevention and Control)
 15. Title VI of the Civil Rights Act of 1964, 78 Stat. 252/Nondiscrimination)
 16. Regulations of The Department of Commerce, 15 CFR, Part 8 (Nondiscrimination)

HISTORY

	Approved Date	Effective Date Start	Effective Date End
Policy Creation	January 26, 2023	March 1, 2023	May 31, 2023
Revision #1	April 27, 2023	June 1, 2023	Current (N/A)



AGENDA ITEM 10B

Meeting Date: April 27, 2023
Prepared by: Deputy Director Lori Freiburg
Subject: Request for Board Approval of District Policies

Objective

Obtain Board approval of District policies

Background Information

As presented at the January 26, 2023 Board of Fire Commissioners' meeting, the District is working with District counsel Laura Donaldson to evaluate and update all District policies. The District has reviewed and updated approximately 80% of all of the policies, and they are in for final review with Attorney Donaldson, who has released the following policies for your approval this month.

Policy #	Policy Name	Revision Summary
307	Remote Work Arrangement	New Policy
312	Paid Holidays	Existing policy; no content changes; revisions limited solely to clarification only; migrating to new numbering system
701	Veterans on the Job Training Program	Existing policy; no content changes; migrating to new numbering system
217	Travel Expense Reimbursement	Existing policy; approved on January 26, 2023; Revisions limited solely to clarification only

Staff Recommendation

Staff recommends the following:

- approve the following District policies as presented with effective date of June 1, 2023:
 - 307 Remote Work Policy
 - 312 Paid Holidays
 - 701 Veterans on the Job Training
- adopt Resolution 23-004 approving revised District policy 217-Travel Expense Reimbursement which Florida Statutes require adoption by resolution due to subject matter, with effective date of June 1, 2023.

Attachments


Attachment 1: Policies for Approval
Attachment 2: Resolution 23-004



**North Collier Fire Control and Rescue District
Board of Fire Commissioners
REGULAR MONTHLY MEETING
AGENDA ITEM 10B**

Proposed Motion

Move to approve District policies as recommended by Staff.

POLICY	307 Remote Work Arrangement
	<p>Section: 300 Employee Terms and Conditions Approved: April 27, 2023 Effective: June 1, 2023</p>

307.1 PURPOSE

The purpose of this policy is to establish requirements for eligible North Collier Fire Control and Rescue District (“District”) employees who are granted approval to work from a location other than District offices.

307.2 DEFINITIONS

“Official worksite” – the District’s office location where the employee is assigned.

“Alternative worksite” – the employee’s approved work location away from the official worksite, typically the employee’s residence.

“Regular basis” – scheduled work that is consistently performed from an alternative worksite.

“Hybrid basis” – scheduled work that alternates between in-office and alternative worksite.

“Remote work” – a District approved work arrangement in which the employee works from an alternative worksite on a regular or hybrid basis.

307.3 ELIGIBILITY

Remote work arrangements are limited to non-bargaining, full-time, exempt status employees.

307.4 AUTHORITY

The Supervisor, with consultation from Human Resources, will have discretion for approving and modifying remote work arrangements.

Remote work is a voluntary work alternative that is appropriate for some employees and some jobs but not all employees and all positions. No District employee is entitled to or guaranteed the opportunity to be approved for a remote work arrangement.

For positions eligible for remote work, whether a particular employee may be approved for remote work is a decision made on a case-by-case basis taking into consideration an evaluation of the likelihood of the employee succeeding in a remote work arrangement and

an evaluation of the Supervisor's ability to manage remote workers.

307.5 REMOTE WORK AGREEMENT

Remote work employees will agree to in writing, via the *Remote Work Arrangement Agreement*, to adhere to all statutes, District's Policies, Standard Operating Procedures, rules, and guidelines established for remote work.

307.6 REMOTE EMPLOYEE TERMS & CONDITIONS

Employees that have been approved for remote work are subject to the same statutes, District Policies, Standard Operating Procedures, rules, and guidelines, including but not limited to attendance, leave, performance, discipline, data protection, confidentiality and other employment requirements.

Remote work status of an employee will not adversely affect that employee's eligibility for advancement or any other employee rights or benefits.

307.7 ALTERNATIVE WORKSITE EXPECTATIONS

Remote employees must establish and maintain an appropriate environment within their alternative worksite. This space should be dedicated for business use and be the location in which the vast majority of work is completed.

The designated work space should be secure.

The District is not responsible for any operating costs or tax implications associated with the employee's use of a personal residence or alternate location as their alternative worksite. This includes, but is not limited to, the cost for use of electrical power, home internet access or phone service.

307.8 TECHNOLOGY EQUIPMENT & SUPPORT

The District will provide remote employees with equipment that is essential to their job duties, including but not limited to, desktop computer, laptop, headsets, cell phone, mobile hotspot device and/or other equipment as deemed necessary by the District's Information Technology (IT) department.

District provided equipment is for official District business use only and, as such, is governed by all statutes, District Policies, Standard Operating Procedures, rules, and guidelines regarding office equipment, computer hardware and software, internet, email, and cell phone use. The equipment provided should not be used for personal business.

District provided equipment is for the employee's use only and is not to be used by any other individuals within the alternative worksite.

Remote employees are required to allow the District's IT department to access District provided equipment via a VPN connection to ensure validity of virus protection and security settings, to resolve technical issues that may arise, and for any other purpose deemed necessary by the IT department. For equipment technical issues that cannot be resolved remotely, employees are required to bring equipment to the District for repairs as directed by the IT department.

Remote employees will return District provided equipment and other property within three days of the District's demand for the same, and for any reason deemed necessary by the District.

307.9 SAFEGUARD OF CONFIDENTIAL INFORMATION

Remote employees must acknowledge that the performance of job duties at an alternative worksite requires the handling of District data and information, including confidential information, and that compliance with all applicable statutes, District Policies, Standard Operating Procedures, rules, and guidelines established for the safeguard of such information is required.

The following guidelines are required:

- Alternative worksites must have a secured, password protected, wired internet connection sufficient to support both the equipment and adequate network connectivity. If not available, remote employees are to utilize the District provided mobile hotspot device to secure internet access.
- Remote employees will agree to take appropriate steps to ensure the security of all work-related materials, data, and equipment during times he or she is not working.
- Remote employees will agree to protect all District information from improper disclosure to, or access by, other persons, including members of the employee's household or visitors to the alternative worksite.
- All District proprietary information must be securely stored. Proprietary information must be disposed of following statutes, District Policies, Standard Operating Procedures, rules, and guidelines, or returned to a District facility for proper disposal or storage.

307.10 JOB PERFORMANCE AND EXPECTATIONS

Supervisors will apply the same performance standards to employees regardless of work location.

Expectations for timely completion of work, attendance, participation at meetings, responsiveness to internal and external parties, and other performance criteria are the same for remote employees as they are for employees working from District facilities.

The remote employee and Supervisor will determine specific job assignments, goals, and due dates. The employee must report progress and status updates to their Supervisor on a schedule designated by the Supervisor.

Remote employees are not permitted to perform work for other jobs or operate their own business during their scheduled work hours, regardless if such work performed is at their alternative worksite or another location.

Remote employees must always be dressed appropriately in District uniform when participating in video conference or virtual meetings.

Remote employees may be required to report to their official worksite for training, meetings, or other activities requiring the employee's physical presence. Remote employees will not be paid for mileage in these instances. Additionally, there may be periods of time the District deems necessary for remote employees to work from their official worksite in order to accommodate objectives that are deemed to be handled more efficiently at a District facility rather than from an alternative worksite.

Remote employees must arrange to forward their office phone to their cell phone or dedicated landline, set up the available technology to answer their phone, and respond to voicemails on a daily basis.

Remote employees must immediately notify their Supervisor if they are unable to perform work due to situations including, but not limited to power or internet outages. Employees may be asked to return to the official worksite in such situations.

Remote employees may not conduct in-person meetings at their alternative worksite with persons requesting or receiving services from the District. These meetings are to be held at District facilities.

307.11 WORK SCHEDULE

The work schedule of a remote employee will be documented and agreed to by the Supervisor and the employee and will adhere to guidelines as established by District Standard Operating Procedures.

The Supervisor has the authority to require a work schedule that meets the needs of the District. The schedule may be modified or amended as needed with notice from the employee or Supervisor. Any employee-requested changes will require approval from the Supervisor.

Remote employees must be accessible during the established work hours to their Supervisors, co-workers, District departments that the employee works with, outside agencies, and customers via telephone, email, facsimile, or any other method of communication specified. Periods of unavailability by remote employees must be reported/requested to their Supervisor following District Policy and Standard Operating Procedures.

307.12 SAFETY & INJURY REPORTING

Remote employees will agree to in writing, via the *Alternative Worksite Safety Checklist*, that their alternative worksite is free of fire and safety hazards.

In the event an injury is sustained while working at an alternative worksite, and in conjunction with their regular work duties, the injury should be reported as soon as possible via the District’s established policy for reporting work injuries.


The District is not liable for any injuries to family members, visitors, and other individuals in the employee’s alternative worksite office.

307.13 TERMINATION OF EMPLOYEE REMOTE WORK ARRANGEMENT

It is understood by the employee that remote work is a privilege. The District reserves the right to terminate such work arrangement at any time and require the employee to report to work in-person.

HISTORY

	Approved Date	Effective Date Start	Effective Date End
Policy Creation	April 27, 2023	June 1, 2023	Current (N/A)

POLICY	312 Paid Holidays
	<p>Section: 300 Employee Terms and Conditions Approved: April 27, 2023 Effective: June 1, 2023</p>

312.1 PURPOSE

The purpose of this policy is to recognize certain designated holidays as a paid time-off benefit for eligible employees of North Collier Fire Control and Rescue District (“District”).

312.2 DESIGNATED HOLIDAYS

The following are designated as paid holidays:

1. New Year’s Day
2. Dr. Martin Luther King Jr. Birthday
3. Presidents’ Day
4. Easter Sunday
5. Memorial Day
6. Juneteenth
7. July 4th
8. Labor Day
9. Veteran’s Day
10. Thanksgiving Day
11. Friday after Thanksgiving Day
12. Christmas Eve Day
13. Christmas Day

Holidays will be recognized by the District on the official holiday date unless the holiday falls on a Saturday or Sunday. For these holidays, the Fire Chief or authorized designee will designate the preceding or following work day as the holiday.

312.3 BENEFIT

All eligible employees will receive eight (8) hours of holiday pay at their regular rate of pay.

312.4 ELIGIBILITY

All full-time employees are eligible for the paid holiday benefit:

Shift Employees: Designated holidays and holiday pay for eligible shift employees is subject to

the Collective Bargaining Agreement. As defined by the Collective Bargaining Agreement, shift employees are employees who work on a three-platoon system designated by shift and rotational system with a workday, and will be regularly scheduled to work one-hundred forty-four (144) hours for each twenty-one (21) day work period (i.e., total 2,496 hours annually).

312.5 ELIGIBILITY EXCLUSIONS

Eligible full-time employees will not be entitled to holiday pay in the following circumstances:


- The employee is classified as Active Retired. Employees separating from the District will receive holiday pay prorated to their last day of active duty as defined in the current Collective Bargaining Agreement and District Policy.
- The employee is in Administrative Leave without Pay status. As defined in District policy, eligible full-time employees in this leave status during a designated holiday will not receive pay for that holiday.

312.6 PRODUCTIVE OR NON-PRODUCTIVE TIME

Holiday hours are productive and do count towards overtime.

HISTORY

	Approved Date	Effective Date Start	Effective Date End
Policy Creation	April 27, 2023	June 1, 2023	Current (N/A)

POLICY	701 Veterans on the Job Training
	<p style="text-align: right;">Section: 700 District Programs Approved: April 27, 2023 Effective: June 1, 2023</p>

701.1 PURPOSE

The purpose of this policy is to authorize the creation of an on the job training program for veterans and other eligible persons to become firefighters employed by the North Collier Fire Control and Rescue District (“District”) and to ensure compliance with Title 38 Code of Federal Regulations (“CFR”) §21.4262 (“Federal Law”) and Florida requirements (“State Law” and collectively “Federal and State Law”). The District’s OTJ Program, as defined below, is needed to ensure that Firefighter IIs being hired by the District have adequate training to perform firefighting and rescue services within the District, and without such on the job training, the Trainee would not be employed as a non-probationary Firefighter II.

701.2 DEFINITIONS

“*BSA Form 2104*” means the Florida Department of Veterans Affairs, Bureau of State Approving Agency for Education and Training’s “Employer’s Application to Provide Job Training.”

“*District’s OTJ Program*” means a training on the job program provided by the North Collier Fire Control and Rescue District for veterans or other eligible persons pursuant to Federal Law for probationary Firefighter II employees to be trained to become a non-probationary Firefighter II, which has been approved by the State approving agency.

“*Eligible person*” will have the same definition as set forth in Title 38 CFR §21.3021(a).

“*Firefighter*” means any duly employed uniformed firefighter employed by the District whose primary duty is the prevention and extinguishing of fires, the protection of life and property therefrom, the enforcement of district and state fire prevention codes, as well as the enforcement of any law pertaining to the prevention and control of fires, who is certified pursuant to section 633.408, Florida Statutes, as a probationary Firefighter II.

“*Other-training-on-the-job*” or “*OTJ*” means and refers to any training on the job that does not qualify as an apprentice course but which otherwise meets the requirements of Federal Law.

“*State approving agency*” means and refers to the Florida Department of Veterans Affairs, Bureau of State Approving Agency for Education and Training.

“*Trainee*” means and refers to a veteran or other eligible person receiving training through the District’s OTJ Program to become a non-probationary Firefighter II.

“*Veteran*” means anyone who: (i) meets the eligibility requirements of Title 38 CFR §§21.7042, 21.7044, or 21.7045, and (ii) is not on active duty. The term *veteran* includes an individual who is actively participating in the Selected Reserve.

701.3 CREATION OF THE PROGRAM/APPLICATION

The District’s Board of Commissioners (“Board”) authorizes the Fire Chief to create an OTJ Program pursuant to Federal and State Law. Upon the election of the Fire Chief to create the OTJ Program, the Fire Chief, or authorized designee, must complete and submit to the State approving agency BSA Form 2104, or its successor form, which at a minimum must include:

- 1) Title and description of the specific job objective for which the Trainee will be trained;
- 2) The length of the training period;
- 3) A schedule listing various operations for major kinds of work or tasks to be learned and showing for each job operations or work, tasks to be performed, and the approximate length of time to be spent on each operation or task;
- 4) The number of hours of supplemental related instruction required;
- 5) The entrance wage or salary paid by the District to employees already trained as new firefighters;
- 6) A certification that the wages to be paid to the Trainee are not less than wages paid to non-veterans in the same training position and are at least 50 percent of the wages paid for a non-probationary Firefighter II position;
- 7) A certification that there is reasonable certainty that there will be a non-probationary Firefighter II position that will be available to the Trainee at the end of the training period; and
- 8) Any additional information or forms required by Federal Law and the State approving agency.

701.4 TRAINEE ELIGIBILITY

The District will not admit or enroll a veteran or eligible person that is already qualified for a non-probationary Firefighter II position by prior training and/or experience into its OTJ Program. In addition, the veteran or eligible person must also execute all necessary Federal and State Law forms and provide all necessary documentation needed to participate in the OTJ Program.

701.5 DISTRICT’S OTJ PROGRAM

The District’s OTJ Program, at a minimum, must:

- 1) Be for a duration as specified in Section 504.5.

- 2) Allow for progression and appointment as a non-probationary Firefighter II based on the skills learned through organized and supervised OTJ and not on such factors as length of service and normal turnover.
- 3) Provide for reasonable certainty that there will be a non-probationary Firefighter II position that will be available to the Trainee at the end of the training period.

701.6 DURATION OF OTJ

If created, the length of the District's OTJ Program will be for 1 year, and must include 2 months of the District's Academy (the District's onsite training program related to the District's firefighting requirements, skills, procedures) and 10 months of practicum implementing the District's firefighting requirements and procedures learned at the Academy, which is the length of time that customarily is required to provide the Trainee with the required skills, arrange for the acquiring of job knowledge, technical information, and other facts which the Trainee will need to learn in order to become competent on the job and to work for the District as a Firefighter II.

701.7 TRAINING REQUIREMENTS

The training content of the District's OTJ Program must be adequate to qualify the Trainee for appointment as a non-probationary Firefighter II.

- 1) Provision must be made for related instruction for the Trainee.
- 2) There must be adequate space, equipment, instructional material, and instructor personnel to provide satisfactory OTJ training.
- 3) Close supervision by qualified supervisors (fully trained personnel) must be provided throughout the OTJ Program.
- 4) Credit must be given for previous training and experience, and the length of the Trainee's OTJ must be reduced proportionately.
- 5) The District's OTJ Program course(s) must meet such other reasonable criteria as may be established by the State approving agency.

701.8 OTJ PROGRAM WAGES

The wages to be paid to the Trainee upon entrance into the District's OTJ Program must not be less than the wages paid to non-veterans in the same probationary Firefighter II position and must be at least 50 percent of the wages paid by the District for a new non-probationary Firefighter II position. Additionally, the beginning wage will take into account the Trainee's prior training and experience. Immediately upon the Trainee's completion of the OTJ Program, the wage must be at least equal to the wage for a new non-probationary Firefighter II.

701.9 RECORDS

The District must keep adequate records to show the progress made by each Trainee toward becoming a non-probationary Firefighter II. The District's records for each Trainee must be maintained to include: job description/training program summary, notice of change of job status (promotion, termination, etc.), verification of rate(s) of pay, veteran's training progress record with the hours of training given monthly in each process and overall evaluations made at least each 3 months, and the appropriate Federal and State Law forms.

701.10 TRAINING AGREEMENT


A signed copy of the training agreement for each Trainee, including the training program and wage schedule as approved by the State approving agency, must be provided by the District to the Trainee, the U.S. Department of Veterans Affairs, and the State approving agency.

AUTHORITY

1. Title 38 Code of Federal Regulations, §21.4262

HISTORY

	Approved Date	Effective Date Start	Effective Date End
Policy Creation	April 27, 2023	June 1, 2023	Current (N/A)

POLICY	217 Travel Expense Reimbursement
	<p style="text-align: right;">Section: 200 Finance Approved: April 27, 2023 Effective: June 1, 2023</p>

217.1 PURPOSE

The purpose of this policy is to establish reimbursement to North Collier Fire Control and Rescue District (“District”) employees and members of the Board of Fire Commissioners (“Commissioner(s)”) for reasonable and necessary travel expenses incurred during approved District-related travel.

217.2 COMPLIANCE

The District will comply with reimbursement requirements as set forth in general or special law and, and specifically, Section 112.061 Fla. Stat., as may be amended.

217.3 DEFINITIONS

“Traveler”: A District Commissioner or employee or other authorized individual traveling and conducting District authorized business.

“Travel expense, traveling expenses, necessary expenses while traveling or actual expenses while traveling”: The usual ordinary and incidental expenditures necessarily incurred by a traveler.

“Travel day”: A period of 24 hours consisting of four quarters of 6 hours each.

“Travel period”: A period of time between the time of departure and time of return.

“Official headquarters”: The official headquarters, or immediate vicinity, of the District will be the city or town in which the office is located.

217.4 TRAVEL AUTHORIZATION

For travel expense reimbursement, travel must be for District-related purposes and be authorized by the District as per applicable Standard Operating Procedure.

Travel approval for the Fire Chief will be authorized by the Board of Fire Commissioners (“Board”).

Travel approval for a Commissioner will be authorized by the Board.

Travel approval for all other employees will be authorized by the traveler's supervisor.

217.5 TRAVEL ARRANGEMENTS BY DISTRICT TRAVEL COORDINATOR

The District's Travel Coordinator, as designated by the Fire Chief, will be responsible for arranging travel and payment by District funds for all components of District approved travel for all travelers, including, but not limited to:

- conference registrations;
- educational class registrations;
- hotel accommodations; and/or
- airline or other common carrier reservations.

217.6 TRAVEL ARRANGEMENTS BY TRAVELER

Although it is the intent of the District for the Travel Coordinator to arrange and pay for all District approved travel for all travelers, the District realizes there may be instances in which this is not possible. In these instances, travelers will adhere to the guidelines set forth in this policy when arranging their own travel for District approved business. The District reserves the right to deny reimbursement of travel-related expenses for failure to comply with this policy.

217.7 EMPLOYEE RESPONSIBILITY

Travel expenses incurred by the traveler must be:

- directly related to District authorized business; and
- limited to those expenses necessarily incurred in the performance of a public purpose authorized by law to be performed by the District and within the limitations prescribed by this policy.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources.

If a circumstance arises that is not specifically covered in this policy, then the most conservative course of action should be taken.

Requests for travel expense reimbursement are submitted on a *State of Florida Voucher for Reimbursement of Travel Expenses* Form ("Travel Reimbursement form"):

- Travel Reimbursement forms must be approved and signed by the traveler’s supervisor prior to submitting for reimbursement.
- Travel Reimbursement forms must be submitted within 14 days of completion of travel. Forms not submitted within this time frame require additional approval from a Deputy Chief or the Chief Financial Officer.
- Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by original, itemized receipts.
- There will be no reimbursement of expenses without the Travel Reimbursement form and required receipts.

217.8 TRAVEL ADJUSTMENTS BY TRAVELER

In cases in which the traveler desires a deviation for personal reasons from the travel arrangements already booked by the Travel Coordinator, the traveler will coordinate the deviation and personally pay for any cost variance associated with the deviation.

Examples of such deviation include adding vacation time to the beginning or end of District authorized travel, choosing to come back on a different day than arranged for by the District, upgrading airline class seating, etc.

The traveler will notify the Travel Coordinator in all such instances of deviation.

217.9 TRAVEL ROUTE AND MEANS

All travel must be by a usually traveled route. The District will designate the most economical method of travel for each trip, keeping in mind the nature of the business, the most efficient and economical means of travel (considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required), the number of persons making the trip and the amount of equipment or material to be transported.

217.10 COMPENSABLE MILEAGE FOR USE OF PERSONAL VEHICLE

The District may authorize the use of privately-owned vehicles for official travel in lieu of publicly owned vehicles or common carriers when a District vehicle is unavailable or whether otherwise deemed appropriate.

Whenever travel is by privately owned vehicle, the traveler may be entitled to a mileage allowance at the rate established by the Internal Revenue Service as the business mileage reimbursement rate per mile or the common carrier fare for such travel. Employees will be notified of such mileage rate on an annual basis via District memorandum.

Type of Travel	Compensable	Not Compensable
----------------	-------------	-----------------

Home-to-work commute		X
Travel to different District worksites during the workday, including Station-to-Station travel	X	
Travel related to District business when District vehicle is unavailable	X	

Reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle will not be allowed when privately owned vehicles are used on District business and reimbursement is made pursuant to this paragraph.

No mileage allowance will be paid if the District provides gasoline for the trip, either via gasoline credit card or from the District's supply.

All mileage will be shown from point of origin to point of destination.

~~All requests for mileage reimbursement must be submitted within 30 days of completion of travel.~~ **All requests for mileage reimbursement for travel to different District worksites or Station-to- Station travel will be submitted on a monthly basis, within 30 days of the end of a month and using the Travel Reimbursement form.**

217.11 COMPENSABLE TRAVEL TIME FOR NON-EXEMPT EMPLOYEES

The following will be utilized to determine compensable travel time for non-exempt employees:

Type of Travel	Compensable	Not Compensable
Home-to-work commute <i>Normal commuting time to an employee's regular worksite is not treated as hours worked under the Fair Labor Standards Act (FLSA).</i>		X
Travel to different District worksites during the workday including Station to Station travel <i>Time spent traveling to and from different worksites during the day is work time and must be paid.</i>	X	
Travel to/from airport or other common carrier <i>If traveler must travel to an airport or other common carrier, the travel time from home to</i>		X

<i>the common carrier is treated as commuting time (as in home-to-work and is not compensable).</i>		
Time spent at airport or other common carrier hub <i>Time spent at the airport or common carrier hub prior to travel is compensable, regardless of traveler's normal work hours.</i>	X	
Time spent in actual travel <i>Time spent in actual travel, whether driving or via common carrier, and subsequent travel to business location upon arrival to destination is all compensable work time, regardless of traveler's normal work hours. The same is true when the traveler travels back.</i>	X	
Worked performed while traveling <i>Time spent performing work while traveling is compensable</i>	X	

217.12 TYPES OF TRAVEL

For purposes of reimbursement, the following travel types apply as pursuant to Section 112.061, Fla. Stat., as may be amended:

- Class A travel—Continuous travel of 24 hours or more away from official headquarters. The travel day for Class A travel will be a calendar day (midnight to midnight).
- Class B travel—Continuous travel of less than 24 hours which involves overnight absence from official headquarters. The travel day for Class B travel will begin at the same time as the travel period.
- Class C travel—Travel for short or day trips where the traveler is not away from his or her official headquarters overnight.

217.13 PER DIEM OR SUBSISTENCE REIMBURSEMENT

When traveling for District-related business, travelers are allowed the option of per diem for each day of travel or subsistence reimbursement as pursuant to Section 112.061, Fla. Stat., as may be amended.

Option #1: Per Diem

The District's per diem reimbursement rate is one hundred dollars (\$100) per day.

Per diem reimbursement can only be utilized for Class A and Class B travel. A traveler will not be reimbursed on a per diem basis for Class C travel.

Class A Travelers who desire to claim reimbursement for actual expenses for some periods and per diem for other periods while on the same trip may only change methods on a calendar (midnight to midnight) day basis.

A traveler on Class A or B travel who elects to be reimbursed on a per diem basis is allowed \$25.00 for each quarter from the time of departure until the time of return as defined in Section 217.14 Travel Time Computation of this policy.

Option #2 Subsistence

If actual daily expenses exceed the District's per diem rate of \$100 per day, the traveler may choose subsistence reimbursement which includes meal allowance plus actual expenses for lodging at a single-occupancy rate.

All travelers will be allowed the following meal allowance amounts on a daily basis for subsistence:

- | | |
|--------------|------|
| 1) Breakfast | \$15 |
| 2) Lunch | \$25 |
| 3) Dinner | \$40 |

It is not necessary to submit meal receipts when utilizing subsistence reimbursement.

When lodging or meals are provided, the traveler will be reimbursed only for the actual expenses of such lodging or meals, not to exceed the maximum provided for in this section.

No one, whether traveling out of state or in state, will be reimbursed for any meal or lodging included in a convention or conference registration fee paid by the District. It is the traveler's responsibility to make every reasonable effort to identify which meals are included in a convention or conference fee paid by the District, and to identify any meals provided with lodging accommodations.

A traveler will not be reimbursed on a per diem basis for Class C travel, but will receive subsistence as provided in this section. Allowance for meals will be based on the following schedule:

- Breakfast—When travel begins before 6 a.m. and extends beyond 8 a.m.
- Lunch—When travel begins before 12 noon and extends beyond 2 p.m.
- Dinner—When travel begins before 6 p.m. and extends beyond 8 p.m., or when travel occurs during nighttime hours due to special assignment.

217.14 TRAVEL TIME COMPUTATION

For Class A and Class B travel, the traveler will be reimbursed one-fourth of the authorized rate of per diem for each quarter, or fraction thereof, of the travel day included within the travel period.

The District's authorized rate of per diem for each quarter is twenty-five (\$25) dollars.

The quarters are as follows:

- 1st quarter starts @ 12:00 a.m.
- 2nd quarter starts @ 6:00 a.m.
- 3rd quarter starts @ 12:00 p.m.
- 4th quarter starts @ 6:00 p.m.

If the traveler is in any portion of a quarter, they will receive that quarterly allowance.

No allowance will be made for meals when travel is confined to the city or town of the official headquarters **or immediate vicinity which includes the tri-county areas of Collier, Lee and Hendry counties**; except assignments of official business outside the traveler's regular place of employment if travel expenses are approved.

217.15 REIMBURSABLE EXPENSES

Airfare. If airfare is not paid for by the District, an original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Rail transportation. If rail transportation is not paid for by the District, an original itemized receipt, original e-ticket receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Automobile (personally owned—domestic travel). **A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed.**

~~Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature. (Removing as a drivers' license and insurance are givens for any driver.)~~

Reimbursement for use of a personal automobile is based on the established District mileage rate as communicated to employees via District memorandum on an annual basis.

Automobile (commercial rental—domestic travel). If automobile rental is not paid for by the District, reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. Vehicle rental at a destination city is reimbursable. Original receipts are required.

The District authorizes reimbursement for the most economic vehicle available. In certain circumstances, larger vehicles may be rented, with supervisory approval. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements, and restrictions must be followed. Original receipts are required.

When vehicle rentals are necessary, the District requires travelers to purchase collision damage waiver (CDW) and loss damage waiver (LDW) coverage. The District will reimburse the cost of CDW and LDW coverage; all other insurance reimbursements will be denied.

Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

Conference registration fees. If the conference fee is not paid for by the District, the District will reimburse these fees, including business-related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt, then a cancelled check, credit card slip/statement or documentation that the amount was paid is required for reimbursement.

~~A prorated amount for the meals provided must be deducted from the traveler's per diem. (already included on page 6 of this policy)~~

Registration fees paid directly by an individual will not be reimbursed until the conference is completed.

Lodging (commercial). If lodging is not paid for by the District, the cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler.

The traveler's supervisor will determine if overnight lodging is necessitated for the travel.

The District will reimburse lodging expenses at reasonable, single occupancy or standard

business room rates. When the hotel is the conference or convention site, reimbursement will be limited to the conference rate.

Only single room rates are authorized for payment or reimbursement unless the second party is representing the agency in an authorized capacity. If the lodging receipt shows more than a single occupancy, the single room rate must be noted. If reimbursement for more than the single room rate is requested, the name of the second person must be included.

Business expenses. Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on travel status, can be reimbursed. Original itemized receipts are required.

Parking. Original receipts are required for parking fees (including airport parking). The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

Telephone calls. The costs of personal telephone calls are the responsibility of the traveler. (moved to 217.16 Non-Reimbursable Travel Expenses)

Tolls. Original receipts are required for toll reimbursement.

Miscellaneous transportation. Original receipts are required for taxi, bus, subway, metro, ferry and rideshare services such as Uber or Lyft.

Visa, passport fees and immunizations. If these items are required for international travel, their reimbursement is left to the discretion of the traveler's supervisor. If approved, original itemized receipts are required.

217.16 NON-REIMBURSABLE TRAVEL EXPENSES

The following items that may be associated with District-related travel will not be reimbursed:

- Airline club memberships;
- Airline upgrades;
- Business class for domestic flights or first class for all flights;
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges;
- Commuting between home and the primary work location;
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion;
- Laundry and dry cleaning;
- Passports, vaccinations and visas when not required as a specific and necessary condition of the travel assignment;
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs;
- Travel accident insurance premiums or purchase of additional travel insurance;

- Telephone calls; and/or
- Other expenses not directly related to the business travel.

217.17 EXCEPTIONS

Occasionally, it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions must be made in writing and approved by the Fire Chief or authorized designee or the Chief Financial Officer.

~~District directed deployments may require exceptions to this policy as deployments can travel to areas that may have limited infrastructure in place due to disastrous situations (hurricanes, etc.). These areas may be without power and other essentials that may prevent the collection of required receipts, etc. Travelers will work with their supervisor to ensure that any exceptions will be properly documented. Travelers will attempt to ensure compliance with this policy as much as feasible considering the emergency circumstances. (moving to SOP)~~

Exceptions related to the Fire Chief's or Chief Financial Officer's expenses must be submitted to the opposite person or to the Treasurer of the Board for approval.

217.18 FRAUDULENT CLAIMS

Claims submitted pursuant to this policy will not be required to be sworn to before a notary public or other officer authorized to administer oaths, but any claim authorized or required to be made under any provision of this Section will contain a statement that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of official duties and will be verified by a written declaration that it is true and correct as to every material matter.

Any person who willfully makes and subscribes any such claim which he or she does not believe to be true and correct as to every material matter, or who willfully aids or assists in or procures, counsels, or advises the preparation or presentation under the provisions of this Section of a claim which is fraudulent or is false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, is guilty of a misdemeanor of the second degree, punishable as provided in Section 775.082 or Section 775.083, F.S., as may be amended.

Whoever will receive an allowance or reimbursement by means of a false claim will be civilly liable in the amount of the overpayment for the reimbursement of the public fund from which the claim was paid.

AUTHORITY

1. Section 112.061, Fla. Stat. (Public Officers and Employees: General Provisions/Per Diem and

Travel Expenses of Public Officers, Employees, and Authorized Persons; Statewide Travel Management System)

2. Section 191.006(5), Fla. Stat. (Independent Special Fire Control Districts/General Powers)

HISTORY

	Approved Date	Effective Date Start	Effective Date End
Policy Creation	January 26, 2023	March 1, 2023	May 31, 2023
Revision #1	April 27, 2023	June 1, 2023	N/A



RESOLUTION 23-004

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF THE NORTH COLLIER FIRE CONTROL AND RESCUE DISTRICT OF COLLIER COUNTY, FLORIDA, ADOPTING REVISED DISTRICT POLICY 217-TRAVEL EXPENSE REIMBURSEMENT

WHEREAS, the Board of Fire Commissioners of the North Collier Fire Control and Rescue District adopted District Policy 217-Travel Expense Reimbursement on January 26, 2023 by Resolution 23-003;

WHEREAS, the Board of Fire Commissioners of the North Collier Fire Control and Rescue District desires to revise District Policy 217-Travel Expense Reimbursement, attached hereto as Exhibit A;

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF FIRE COMMISSIONERS OF THE NORTH COLLIER FIRE CONTROL AND RESCUE DISTRICT that revised District Policy 217-Travel Expense Reimbursement is hereby adopted.

This Resolution and revised District Policy 217-Travel Expense Reimbursement shall be effective June 1, 2023.

The foregoing Resolution was offered by Commissioner _____, who moved its adoption.

The motion was seconded by Commissioner _____, and the Vote was as follows:

Commissioner	Vote
Commissioner M. James Burke	
Commissioner James A. Calamari	
Commissioner Christopher Crossan	
Commissioner Norman E. Feder	
Commissioner J. Christopher Lombardo	

Duly passed on this 27th day of April, 2023 by the Board of Fire Commissioners of the North Collier Fire Control and Rescue District.

NORTH COLLIER FIRE CONTROL AND RESCUE DISTRICT

M. James Burke

James A. Calamari

Christopher Crossan

Norman E. Feder

J. Christopher Lombardo