



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

AGENDA (FINAL)

THURSDAY, SEPTEMBER 28, 2023 ■ 5:00 PM
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. August 31, 2023 Board of Fire Commissioners' Meeting
 - B. September 14, 2023 Tentative Budget Hearing
- 5. CHIEF'S REPORT**
- 6. TREASURER'S REPORT**
 - A. August 2023
- 7. LABOR REPORT**
- 8. CONSENT AGENDA**

Table 1: Expenditures for Board approval

Category	Amount
General Fund Unbudgeted	\$0
General Fund Emergency Purchases	\$21,726
Addition of Fixed Assets	\$0
Deletion of Fixed Assets	\$28,336
Other	\$0



9. OLD BUSINESS

- A. Request Approval to Renew Agreement Between District and Counseling Associates of America for the Period of October 1, 2023 to September 30, 2024

10. NEW BUSINESS

- A. Request Approval to Renew Worker's Compensation Insurance for the Period of October 1, 2023 to September 30, 2024
- B. Request Approval of Engagement of Attorney Laura Donaldson for Representation Before the 2024 Florida Legislative Session
- C. Request Adoption of Resolution 23-024 Revising Inspection and Fire Prevention Fees
- D. Request 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, AUGUST 31, 2023 ■ 9:00 AM
1885 Veterans Park Drive ■ Naples, FL 34109

1. CALL TO ORDER

Commissioner Feder called meeting to order at 9:00 a.m. With four of five commissioners present (James Burke, James Calamari, Norman Feder, and Christopher Lombardo), quorum was met. Commissioner Christopher Crossan was absent.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL, ADDITIONS OR DELETIONS TO AGENDA

Deputy Director Lori Freiburg amended the agenda as follows:

- Added 4C-August 28, 2023 Board of Fire Commissioners' Emergency Meeting
- Deleted 10F-Request Approval of District Policies

Commissioner Lombardo moved to approve the agenda as amended. Commissioner Burke seconded. MOTION CARRIED 4:0

Commissioner Crossan joined the meeting at 9:03 a.m.

4. APPROVAL OF MINUTES

- A. July 27, 2023 Board of Fire Commissioners' Meeting
- B. August 14, 2023 Budget Workshop for 2023/2024
- C. August 28, 2023 Board of Fire Commissioners' Emergency Meeting

Commissioner Calamari moved to approve three sets of minutes as presented. Commissioner Crossan seconded. MOTION CARRIED 5:0

5. CHIEF'S REPORT

Fire Chief Eloy Ricardo gave verbal report.

6. TREASURER'S REPORT

- A. July 2023

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

7. LABOR REPORT

Local 2297 President Scott Palmateer gave verbal report.



8. CONSENT AGENDA

Table 1: Expenditures for Board approval

Category	Amount
General Fund Unbudgeted	\$73,950
General Fund Emergency Purchases	\$13,660
Addition of Fixed Assets	\$0
Deletion of Fixed Assets	\$444,419
Other	\$0

Commissioner Lombardo requested for boat, motor, and trailer be separated out of the Deletion of Fixed Assets for separate discussion. Board agreed.

Commissioner Calamari moved to approve the remaining Consent Agenda items as presented, without the boat, motor, and trailer as part of the Deletion of Fixed Assets. Commissioner Burke seconded. MOTION CARRIED 5:0

Commissioner Lombardo directed staff that the sale of the boat, motor, and trailer be sold for a fair market price. Discussion ensued. Board agreed.

Commissioner Lombardo moved to delete the boat, motor, and trailer from Fixed Assets. Commissioner Calamari seconded. MOTION CARRIED 5:0

9. OLD BUSINESS

None

10. NEW BUSINESS

A. Request Approval to Extend Annual Audit Services Engagement with Tuscan & Company, P.A.

Commissioner Calamari moved to approve as presented per staff recommendation for extension of annual audit services through fiscal year ended September 30, 2026 with Tuscan & Company, P.A. Commissioner Burke seconded. MOTION CARRIED 5:0

B. Request Approval to 'Remount/Refurbish' 2014 Braun Super Chief Ambulance ("Squad 6230")

Commissioner Calamari moved to approve as presented per staff recommendation the request for Ten-8 Fire & Safety, LLC to remount/refurbish Squad 6230 in the amount of



\$295,291.00 (\$281,226, plus a 5% contingency). Commissioner Lombardo seconded.
MOTION CARRIED 5:0

C. Request Board Approval of Amendment to Section 125 Flexible Benefits Plan by Adoption of Resolution 23-015

Commissioner Calamari moved to approve as presented per staff recommendation adoption of Resolution 23-015 amending Section 125 Flexible Benefits Plan.
Commissioner Crossan seconded. MOTION CARRIED 5:0

D. Request for Board Approval to Renew Behavioral Health Services Agreement with the Counseling Associates of America, LLC through September 30, 2024

Commissioner Calamari moved to approve as presented per staff recommendation the renewal agreement from Counseling Associates of America, LLC for behavioral health services for the period of October 1, 2023 through September 30, 2024. Commissioner Lombardo seconded. MOTION CARRIED 5:0

Commissioner Crossan suggested that EAP services for retirees be extended from one year after retirement to two years after retirement. Board agreed. Board directed staff to bring agreement with this change to the September 2023 meeting and noted their intent to approve.

E. Request Approval of District Funding of Health Insurance Premiums for Family of Deceased District Retiree for Period of Three Years

Commissioner Calamari moved to approve as presented per staff recommendation the District funding health and dental insurance premiums for spouse of deceased District retiree for fiscal years 2023-24, 2024-25, 2025-26 at a minimum cost of \$26,508.96 for medical coverage and \$1,366.92 for dental coverage for three fiscal years.
Commissioner Crossan seconded. MOTION CARRIED 5:0

F. Request Approval of District Policies

This item was removed from the agenda by Deputy Director Lori Freiburg.

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 Crossan seconded. MOTION CARRIED 5:0 Meeting adjourned at 10:02 a.m.



NORTH COLLIER FIRE CONTROL AND RESCUE DISTRICT

**BOARD OF FIRE COMMISSIONERS
TENTATIVE BUDGET HEARING FOR 2023-2024 BUDGET**

MINUTES (DRAFT)

Thursday, September 14, 2023 – 5:30 P.M

1885 Veterans Park Drive ■ Naples, Florida ■ 34109

1. CALL TO ORDER

Commissioner Feder called meeting to order at 5:30 p.m. With three of five commissioners present (James Burke, Christopher Crossan, and Norman Feder), quorum was met. Commissioners James Calamari and Christopher Lombardo were absent.

2. PLEDGE OF ALLEGIENCE

3. Discussion of Rolled Back Rate Necessary to Fund Budget and Purpose for Which Ad Valorem Revenue May be Increased

As per statutory requirement, CFO Ben Van Klingereren disclosed the following: 1) current year rolled-back rate for North Naples SDA is 0.9048. The proposed millage rate as a percent change of the rolled back rates as a percent change of the rolled back rate 10.52% and 2) current year rolled-back rate for Big Corkscrew SDA is 3.3881. The proposed millage rates as a percent change of the rolled back rate is 10.68%.

Ad valorem revenues are increasing because the taxable property value in each service delivery area increased more than the increase in the proposed millage rate over the rolled-back rate. The increase in ad valorem taxes is needed to fund the operation of the District, including various capital projects.

4. Review of Tentative Budgets for General Fund, Impact Fee Fund and Inspection/Plan Review Fee Fund Budgets for the Fiscal Year Ending September 30, 2024

No changes to budget noted.

5. Adoption of Tentative Millage Rate for the North Naples Service Delivery Area by Resolution 23-008

Commissioner Crossan moved to adopt as presented Resolution 23-008 approving millage rate of 1.0 for North Naples Service Delivery Area. Commissioner Burke seconded. MOTION CARRIED 3:0

6. Adoption of Tentative Millage Rate for the Big Corkscrew Island Service Delivery Area by Resolution 23-009

Commissioner Burke moved to adopt as presented Resolution 23-009 approving millage rate of 3.75 for Big Corkscrew Island Service Delivery Area. Commissioner Crossan seconded. MOTION CARRIED 3:0

7. Adoption of Tentative Impact Fee Rates for the North Collier Fire Control and Rescue District by Resolution 23-010

Commissioner Crossan moved to adopt as presented Resolution 23-010 approving tentative impact fee rates for North Collier Fire Control and Rescue District. Commissioner Burke seconded. MOTION CARRIED 3:0

8. Adoption of Tentative General Fund Budget for the North Naples Service Delivery Area by Resolution 23-011

Commissioner Burke moved to adopt as presented Resolution 23-011 approving tentative general fund budget for North Naples Service Delivery Area. Commissioner Crossan seconded. MOTION CARRIED 3:0

9. Adoption of Tentative General Fund Budget for the Big Corkscrew Island Service Delivery Area by Resolution 23-012

Commissioner Crossan moved to adopt as presented Resolution 23-012 approving tentative general fund budget for Big Corkscrew Island Service Delivery Area. Commissioner Burke seconded. MOTION CARRIED 3:0

10. Adoption of Tentative Impact Fee Fund Budget for the North Collier Fire Control and Rescue District by Resolution 23-013

Commissioner Burke moved to adopt as presented Resolution 23-013 approving tentative impact fee fund budget for North Collier Fire Control and Rescue District. Commissioner Crossan seconded. MOTION CARRIED 3:0

11. Adoption of Tentative Inspection/Plan Review Fee Fund Budget for the North Collier Fire Control and Rescue District by Resolution 23-014

Commissioner Crossan moved to adopt as presented Resolution 23-014 approving tentative inspection/plan review fee fund budget for North Collier Fire Control and Rescue District. Commissioner Burke seconded. MOTION CARRIED 3:0

12. Comments by Commission and Public

None

13. Adjournment

Commissioner Burke moved to adjourn the meeting. Commissioner Crossan seconded.
MOTION CARRIED 3:0 Meeting adjourned at 5:40 p.m.



AGENDA ITEM 6

Meeting Date: September 28, 2023
Prepared By: Chief Financial Officer Ben Van Klingerren
Subject: Treasurer's Report - August 2023

The following is information for the Treasurer's Report for the September 28, 2023 Board Meeting:

GENERAL FUND

Revenue

The following is the breakdown of revenue for the period ended August 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
		8/31/2023	Budget	8/31/2023	Budget	8/31/2023	Budget
Ad Valorem	\$	41,231,135	100.47%	\$ 10,536,552	101.48%	\$ 51,767,688	
Fees	\$	546,295	78.42%	\$ -	0.00%	\$ 546,295	
Other Revenue	\$	2,149,106	162.12%	\$ 583,157	183.40%	\$ 2,732,263	
Total Revenue	\$	43,926,536	102.01%	\$ 11,119,710	102.35%	\$ 55,046,246	102.08%

Expenses

The following is the breakdown of expenses for the period ended August 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		8/31/2023	Budget	8/31/2023	Budget	8/31/2023	Budget
Personnel	\$	26,727,093	82.52%	\$ 6,269,318	82.52%	\$ 32,996,411	82.52%
Operating	\$	6,972,126	91.92%	\$ 1,635,437	90.84%	\$ 8,607,563	91.71%
Debt Service	\$	577,333	99.90%	\$ 135,424	99.90%	\$ 712,756	99.90%
Capital	\$	952,969	40.97%	\$ 223,536	40.97%	\$ 1,176,505	40.97%
Total Expenses	\$	35,229,521	82.16%	\$ 8,263,715	81.99%	\$ 43,493,236	82.13%

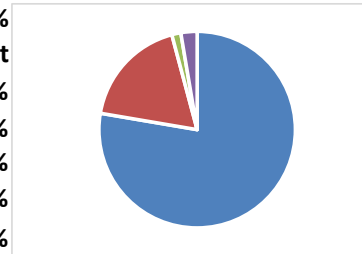
It should be noted that there are four general types of expenditures in terms of payment impact on the fiscal year:

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	\$ 34,255,509	85.67%
Operational	\$ 8,015,168	85.40%
Debt Service	\$ 654,023	91.67%
Capital	\$ 1,176,505	40.97%
Total	\$ 44,101,205	83.28%



As identified above, when adjustments are made to the actual expenses based on known prepaid and accrual adjustments, General Fund expenses are at 83.28% which is reasonable as we have completed 11 months of the 2022/2023 fiscal year (92%).

General Fund Comparison with Prior Year:

Included with the General Fund Financial Statement is a comparison to August 2022 of each service delivery area, noting the percentage of variance. In brief, total revenue in the NN SDA comparison reflects a variance of 18.09%. Expenses reflect a variance of 12.99%.

In the Big Corkscrew SDA, a variance in revenue of 30.32% is reflected due to higher interest rates. Expenses reflect a variance of 16.07%.

IMPACT FEE FUND - Comparison with Budget

As of August 31, 2023, impact fee interest revenue earned is \$263,066. NCFR has collected \$620,976 in impact fees YTD (considered deferred revenue) or 93% of the amended budget. Expenses total \$68,762 or 87% of budget for the year.

INSPECTION/PLAN REVIEW FEE FUND - Comparison with Budget

Revenue

As of August 31, 2023, total revenue received is \$1,893,505 or 90% 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 \$1,643,796 or 73% of the total budget. Personnel costs are under budget for this time of year having completed 11 months of the 2022/2023 fiscal year (92%). This is due to turnover/retirements within the prevention bureau (applicable to the Inspection Fund).

GENERAL FUND 2022-2023							
		Amended Budget 22-23	Amended Budget 22-23	Budget 22-23	Total Actual	Percent of	
		NN SDA	BC SDA	North Collier	August 2023	Budget	
	Balance Forward-Assigned	\$ 18,254,259	\$ 4,870,843	\$ 23,125,102	\$ 23,125,102	**Audited**	
	Balance Forward-Unassigned	\$ -	\$ -	\$ -	\$ -		
		\$ 18,254,259	\$ 4,870,843	\$ 23,125,102	\$ 23,125,102		
					\$ -		
1	Collier County Ad Valorem (Millage Rate NN SDA 1.00, BC SDA 3.75)	\$ 41,039,124	\$ 10,383,380	\$ 51,422,504	\$ 51,422,504	100.00%	1
2	C.C.-Ad Val. over 95%	\$ -	\$ -	\$ -	\$ 345,184	0.00%	2
3	Interest-General	\$ 987,000	\$ 232,500	\$ 1,219,500	\$ 1,608,831	131.93%	3
4	Interest-CD	\$ -	\$ -	\$ -	\$ -	0.00%	4
5	Interest-Ad Valorem	\$ 6,000	\$ 1,125	\$ 7,125	\$ 33,998	477.16%	5
6	Fire Watch and Spec. Event Fees	\$ 291,600	\$ 68,400	\$ 360,000	\$ 120,200	33.39%	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	\$ 426,095	85.22%	
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	\$ 318,671	1136.49%	11
13	State Revenue Sharing FF Supplemental	\$ 72,900	\$ 17,100	\$ 90,000	\$ 72,795	80.88%	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	\$ 82,908	92.54%	15
17	Station Rental-EMS	\$ 30,822	\$ 7,230	\$ 38,052	\$ 35,834	94.17%	16
18	Other Rental	\$ 22,599	\$ 5,301	\$ 27,900	\$ 22,000	78.85%	17
19	Donations	\$ 486	\$ 114	\$ 600	\$ 6,292	1048.67%	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	\$ 13,604	113.37%	21
23	Misc. Rev.-Refunds/Reimb.	\$ 19,440	\$ 4,560	\$ 24,000	\$ 457,627	1906.78%	22

GENERAL FUND 2022-2023							
		Amended Budget 22-23	Amended Budget 22-23	Budget 22-23	Total Actual	Percent of	
		NN SDA	BC SDA	North Collier	August 2023	Budget	
24	Fire Training Center Fee	\$ 6,804	\$ 1,596	\$ 8,400	\$ 7,652	91.10%	23
25	Training Fees	\$ 4,860	\$ 1,140	\$ 6,000	\$ 1,100	18.33%	
26	Reimbursement - Overtime	\$ 14,580	\$ 3,420	\$ 18,000	\$ 13,920	77.33%	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	\$ 33,633	233.56%	
29	Proceeds from Debt	\$ -	\$ -	\$ -	\$ -	0.00%	
	TOTAL INCOME	\$ 43,061,354	\$ 10,864,757	\$ 53,926,111	\$ 55,046,246	102.08%	
Personnel Expenses							
30	Salaries - Admin & Operations	\$ 15,611,270	\$ 3,661,903	\$ 19,273,173	\$ 16,911,170	87.74%	30
31	Salaries - Harmonization	\$ -	\$ -	\$ -	\$ -	0.00%	31
32	Salaries - Prevention	\$ 1,135,793	\$ 266,420	\$ 1,402,213	\$ 1,148,845	81.93%	32
33	Intentionally Left Blank			\$ -		0.00%	33
34	Salaries-Commissioners	\$ 24,300	\$ 5,700	\$ 30,000	\$ 28,000	93.33%	34
35	On Call Pay	\$ 116,640	\$ 27,360	\$ 144,000	\$ 51,562	35.81%	35
36	Prof. Pay	\$ 1,366,502	\$ 320,538	\$ 1,687,040	\$ 1,506,025	89.27%	36
37	Prof. Pay-Prevention	\$ 42,800	\$ 10,040	\$ 52,840	\$ 68,197	129.06%	37
38	Holiday	\$ 539,413	\$ 126,529	\$ 665,942	\$ 1,273	0.19%	38
39	Overtime-Operations	\$ 512,730	\$ 120,270	\$ 633,000	\$ 1,018,881	160.96%	39
40	Overtime-Prevention	\$ 36,450	\$ 8,550	\$ 45,000	\$ 4,684	10.41%	40
41	Overtime-Firewatch	\$ 48,600	\$ 11,400	\$ 60,000	\$ 37,730	62.88%	41
42	Overtime-Spec. Teams	\$ 147,256	\$ 34,541	\$ 181,797	\$ 157,923	86.87%	
43	Overtime-Administration	\$ 43,740	\$ 10,260	\$ 54,000	\$ 151,430	280.43%	
44	Overtime-Beach Patrol	\$ -	\$ -	\$ -	\$ -	0.00%	
45	Overtime-Paramedic Training	\$ 52,650	\$ 12,350	\$ 65,000	\$ 25,246	38.84%	
46	Overtime - Reimbursable	\$ 126,360	\$ 29,640	\$ 156,000	\$ 68,269	43.76%	46
47	Overtime - Training	\$ 81,000	\$ 19,000	\$ 100,000	\$ 86,168	86.17%	47
48	Training Bonus	\$ 40,338	\$ 9,462	\$ 49,800	\$ -	0.00%	48
49	Vacation Pay	\$ 97,200	\$ 22,800	\$ 120,000	\$ 174,887	145.74%	49
50	Sick Leave Pay	\$ 772,258	\$ 181,147	\$ 953,405	\$ 7,482	0.78%	50
51	Sick Leave-Prevention	\$ 42,273	\$ 9,916	\$ 52,189	\$ -	0.00%	51
52	Volunteer Services	\$ -	\$ -	\$ -	\$ -	0.00%	52

GENERAL FUND 2022-2023							
		Amended Budget 22-23	Amended Budget 22-23	Budget 22-23	Total Actual	Percent of	
		NN SDA	BC SDA	North Collier	August 2023	Budget	
53	Social Security	\$ 1,609,375	\$ 377,508	\$ 1,986,883	\$ 1,497,265	75.36%	53
54	Soc. Security-Prevention	\$ 99,459	\$ 23,330	\$ 122,789	\$ 100,164	81.57%	54
55	Disability Insurance	\$ 92,708	\$ 21,746	\$ 114,454	\$ 66,355	57.98%	55
56	Disability Ins.- Prev.	\$ -	\$ -	\$ -	\$ -	0.00%	56
57	Life/Health Insurance	\$ 4,617,241	\$ 1,083,057	\$ 5,700,298	\$ 4,404,930	77.28%	57
58	Life/Health Ins.-Prev.	\$ 318,822	\$ 74,786	\$ 393,608	\$ 339,639	86.29%	58
59	Life/Health Ins.- Commissioners	\$ 48,600	\$ 11,400	\$ 60,000	\$ 66,362	110.60%	59
	Benefits-Harmonization	\$ -	\$ -	\$ -	\$ -		
60	Post Employment Health Plan	\$ -	\$ -	\$ -	\$ -	0.00%	60
61	Worker's Compensation	\$ 673,790	\$ 158,049	\$ 831,839	\$ 1,023,183	123.00%	61
62	Worker's Comp.-Prev.	\$ 46,526	\$ 10,913	\$ 57,439	\$ 54,369	94.65%	62
63	Retirement-FRS	\$ 614,915	\$ 144,239	\$ 759,154	\$ 693,817	91.39%	63
64	Retirement-FRS-Prev.	\$ 61,584	\$ 14,446	\$ 76,030	\$ 77,290	101.66%	64
65	Retirement-175	\$ 2,910,473	\$ 682,703	\$ 3,593,176	\$ 2,602,765	72.44%	65
66	Retirement-175-Prev.	\$ 143,057	\$ 33,557	\$ 176,614	\$ 245,710	139.12%	66
67	Retirement-Commissioners	\$ 13,299	\$ 3,119	\$ 16,418	\$ 14,829	90.32%	67
68	Retirement - 401	\$ 698	\$ 164	\$ 862	\$ 568	65.89%	68
69	Unemployment Ins	\$ -	\$ -	\$ -	\$ 168	0.00%	69
70	District Physician - Clinic Services and Employee Physicals	\$ 293,576	\$ 68,864	\$ 362,440	\$ 348,945	96.28%	70
71	Retirement Recognition	\$ 6,480	\$ 1,520	\$ 8,000	\$ 12,281	153.52%	71
	Total Pers. Serv.	\$ 32,388,176	\$ 7,597,227	\$ 39,985,403	\$ 32,996,411	82.52%	
OPERATING EXPENSES				\$ -			
79	Organization and Community Funding	\$ -	\$ -	\$ -	\$ -	0.00%	79
80	Bldg., Liability & Auto Insurance	\$ 513,316	\$ 120,407	\$ 633,723	\$ 1,083,502	170.97%	80
81	Communications	\$ 208,899	\$ 49,001	\$ 257,900	\$ 134,928	52.32%	81
82	Telephone	\$ 355,590	\$ 83,410	\$ 439,000	\$ 317,788	72.39%	82

GENERAL FUND 2022-2023							
		Amended Budget 22-23	Amended Budget 22-23	Budget 22-23	Total Actual	Percent of	
		NN SDA	BC SDA	North Collier	August 2023	Budget	
83	Utilities	\$ 223,560	\$ 52,440	\$ 276,000	\$ 286,876	103.94%	83
Maintenance							
84	Vehicle Maint	\$ 462,915	\$ 108,585	\$ 571,500	\$ 520,006	90.99%	84
85	Bldg. Maint.	\$ 343,602	\$ 80,598	\$ 424,200	\$ 379,672	89.50%	85
86	Bldg. Maint.-St. 10	\$ 8,626	\$ 2,024	\$ 10,650	\$ 28,342	266.12%	86
87	Bldg. Maint. BC Essential Ser	\$ 2,916	\$ 684	\$ 3,600	\$ 8,160	226.67%	87
88	Bldg. Maint - St. 12	\$ 11,988	\$ 2,812	\$ 14,800	\$ 41,072	277.52%	88
89	Bldg. Maint.-St. 40	\$ 10,044	\$ 2,356	\$ 12,400	\$ 6,259	50.47%	89
90	Bldg. Maint.-St. 42	\$ 14,701	\$ 3,449	\$ 18,150	\$ 8,418	46.38%	90
91	Bldg. Maint.-St. 43	\$ 12,555	\$ 2,945	\$ 15,500	\$ 10,818	69.79%	91
92	Bldg. Maint.-St. 44	\$ 4,252	\$ 998	\$ 5,250	\$ 2,043	38.91%	92
93	Bldg. Maint.-St. 45	\$ 34,850	\$ 8,175	\$ 43,025	\$ 48,771	113.35%	93
94	Bldg. Maint.-St. 46	\$ 7,128	\$ 1,672	\$ 8,800	\$ 3,956	44.95%	94
95	Bldg. Maint.-St. 47	\$ 7,533	\$ 1,767	\$ 9,300	\$ 6,715	72.21%	95
96	Bldg. Maint. St. 48	\$ 21,262	\$ 4,988	\$ 26,250	\$ 10,261	39.09%	96
97	Bldg. Maint-Essential Serv.	\$ 23,490	\$ 5,510	\$ 29,000	\$ 11,950	41.21%	97
Equipment Maintenance							
98	Equip.Repair & Maint.-Fire	\$ 70,713	\$ 16,587	\$ 87,300	\$ 51,920	59.47%	98
99	Equip. Maint. - SCBA	\$ 10,125	\$ 2,375	\$ 12,500	\$ 8,347	66.78%	99
100	Equip. Maint.-Nozzle	\$ 2,835	\$ 665	\$ 3,500	\$ 482	13.76%	100
101	Computer Maintenance	\$ 805,302	\$ 188,898	\$ 994,200	\$ 949,542	95.51%	101
102	Hydrant Maintenance & Repair	\$ 162,000	\$ 38,000	\$ 200,000	\$ 107,073	53.54%	102
Supplies							
103	ALS/Emergency Medical Sup./Serv.	\$ 224,810	\$ 52,733	\$ 277,543	\$ 221,443	79.79%	103
104	Office Supplies	\$ 58,320	\$ 13,680	\$ 72,000	\$ 37,925	52.67%	104
105	Office Supplies-Prevention	\$ -	\$ -	\$ -	\$ -	0.00%	105
106	Protective Gear	\$ 371,207	\$ 87,073	\$ 458,280	\$ 414,556	90.46%	106
107	Uniforms	\$ 154,062	\$ 36,138	\$ 190,200	\$ 138,109	72.61%	107
108	Hurricane/Emergency Supplies	\$ -	\$ -	\$ -	\$ 179,968	0.00%	108
109	Station Supplies	\$ 59,373	\$ 13,927	\$ 73,300	\$ 81,491	111.18%	109
110	Rental/Lease	\$ 218,433	\$ 51,237	\$ 269,670	\$ 202,849	75.22%	110

GENERAL FUND 2022-2023							
		Amended Budget 22-23	Amended Budget 22-23	Budget 22-23	Total Actual	Percent of	
		NN SDA	BC SDA	North Collier	August 2023	Budget	
111	Office Equipment	\$ 21,060	\$ 4,940	\$ 26,000	\$ 11,052	42.51%	111
112	Office Equipment-Prevention	\$ 4,050	\$ 950	\$ 5,000	\$ -	0.00%	112
113	Fire Equipment	\$ 306,091	\$ 71,799	\$ 377,890	\$ 245,763	65.04%	113
114	Shop Equipment & Supplies	\$ 40,500	\$ 9,500	\$ 50,000	\$ 56,305	112.61%	114
115	Warehouse/Logistics Supplies/Eq	\$ 5,265	\$ 1,235	\$ 6,500	\$ 7,379	113.52%	115
Professional & other fees							
116	Professional	\$ 620,055	\$ 145,445	\$ 765,500	\$ 555,489	72.57%	116
117	Property Appraiser's Fees	\$ 266,478	\$ 64,405	\$ 330,884	\$ 372,786	112.66%	117
118	Collector's Fees	\$ 826,282	\$ 213,168	\$ 1,039,450	\$ 1,042,635	100.31%	118
119	Auditor	\$ 36,450	\$ 8,550	\$ 45,000	\$ 59,500	132.22%	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	\$ 98,199	52.72%	
123	PIO/Community Outreach	\$ 46,575	\$ 10,925	\$ 57,500	\$ 65,262	113.50%	123
124	<i>Intentionally Left Blank</i>	\$ -	\$ -	\$ -		0.00%	124
125	Vehicle Fuel/Oil	\$ 272,565	\$ 63,935	\$ 336,500	\$ 330,577	98.24%	125
126	Training and Education Courses and Programs	\$ 325,154	\$ 76,271	\$ 401,425	\$ 227,091	56.57%	126
127	Training Supplies/Equipment	\$ 88,343	\$ 20,722	\$ 109,065	\$ 27,382	25.11%	127
128	Miscellaneous	\$ 4,860	\$ 1,140	\$ 6,000	\$ 39,213	653.55%	128
129	Subscription/Dues	\$ 19,760	\$ 4,635	\$ 24,395	\$ 15,830	64.89%	129
130	Subscription/Dues Prev	\$ 4,269	\$ 1,001	\$ 5,270	\$ 2,770	52.56%	130
131	Legal Advertisements	\$ 9,720	\$ 2,280	\$ 12,000	\$ 3,000	25.00%	131
132	Dive Team	\$ 16,402	\$ 3,848	\$ 20,250	\$ 10,219	50.46%	132
133	Fire Prevention Materials & Supplies	\$ 5,265	\$ 1,235	\$ 6,500	\$ 4,894	75.29%	133
134	Haz Mat	\$ 21,740	\$ 5,100	\$ 26,840	\$ 50,222	187.12%	134
135	Technical Rescue	\$ 43,120	\$ 10,115	\$ 53,235	\$ 45,023	84.57%	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	\$ 6,808	73.60%	137
138	CERT Team	\$ 8,100	\$ 1,900	\$ 10,000	\$ 441	4.41%	138

GENERAL FUND 2022-2023							
		Amended Budget 22-23	Amended Budget 22-23	Budget 22-23	Total Actual	Percent of	
		NN SDA	BC SDA	North Collier	August 2023	Budget	
139	Contingencies	\$ -	\$ -	\$ -	\$ -	0.00%	139
	Total Op. Exp.	\$ 7,584,836	\$ 1,800,409	\$ 9,385,245	\$ 8,607,563	91.71%	
Debt Service							
140	Equipment and Apparatus Lease - Principal	\$ 528,004	\$ 123,853	\$ 651,857	\$ 652,389	100.08%	140
141	Interest	\$ 49,915	\$ 11,708	\$ 61,623	\$ 60,368	97.96%	141
	Total Debt Service	\$ 577,919	\$ 135,561	\$ 713,480	\$ 712,756	99.90%	
Capital Purchases							
160	Station Improvements & Equip.	\$ 1,219,860	\$ 286,140	\$ 1,506,000	\$ 349,557	23.21%	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	\$ -	\$ -	\$ -	\$ 79	0.00%	164
165	Office Equip	\$ -	\$ -	\$ -	\$ -	0.00%	165
166	Computers	\$ 40,500	\$ 9,500	\$ 50,000	\$ 39,775	79.55%	166
167	TRT	\$ -	\$ -	\$ -	\$ 17,397	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	\$ 14,037	58.49%	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	\$ 546,104	58.42%	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	\$ 2,326,117	\$ 545,633	\$ 2,871,750	\$ 1,176,505	40.97%	
					\$ -		
179	Transfer Out to Impact Fund	\$ -	\$ -	\$ -	\$ -		179
		\$ -	\$ -	\$ -	\$ -	0.00%	

GENERAL FUND 2022-2023						
	Amended Budget 22-23	Amended Budget 22-23	Budget 22-23	Total Actual	Percent of	
	NN SDA	BC SDA	North Collier	August 2023	Budget	
BEGINNING CASH RESERVE (CARRY-FORWARD) - 10/1	\$ 18,254,259	\$ 4,870,843	\$ 23,125,102	\$ 23,125,102	100.00%	
(PLUS) TOTAL INCOME	\$ 43,061,354	\$ 10,864,757	\$ 53,926,111	\$ 55,046,246		
Personnel & Operating Expenses	\$ 39,973,012	\$ 9,397,636	\$ 49,370,648	\$ 41,603,974		
Debt Service	\$ 577,919	\$ 135,561	\$ 713,480	\$ 712,756		
Capital Purchases	\$ 2,326,117	\$ 545,633	\$ 2,871,750	\$ 1,176,505		
Transfer Out to Impact Fund	\$ -	\$ -	\$ -	\$ -		
Total Expenses	\$ 42,877,048	\$ 10,078,830	\$ 52,955,878	\$ 43,493,236	82.13%	
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	-	-	\$ -	\$ 10,582,777		
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	2,525,000	475,000	\$ 3,000,000	\$ 3,000,000		
Protective Gear	-	-	\$ -	\$ -		
Vehicle Replacement	-	-	\$ -	\$ -		
Fire Equipment	-	-	\$ -	\$ -		
Emergency Reserve	392,607	\$ 1,535,739	\$ 1,928,346	\$ 1,928,346		
Fleet Reserve	3,102,300	\$ 727,700	\$ 3,830,000	\$ 3,830,000		
Fire Prevention Bureau	-	-	\$ -	\$ -		
Station Improvement Reserve	810,000	190,000	\$ 1,000,000	\$ 1,000,000		

GENERAL FUND 2022-2023						
	Amended Budget 22-23	Amended Budget 22-23	Budget 22-23	Total Actual	Percent of	
	NN SDA	BC SDA	North Collier	August 2023	Budget	
Station Improvements & Equip.	-	-	\$ -	\$ -		
Station #46 Improvements	-	-	\$ -	\$ -		
	\$ 18,438,565	\$ 5,656,770	\$ 24,095,335	\$ 34,678,112		

NORTH COLLIER FIRE CONTROL & RESCUE DISTRICT				
110 - IMPACT FEE FUND BUDGET - 2022-2023				
North Collier Fire Control & Rescue District				
	<u>INCOME</u>	<u>AMENDED Budget</u> <u>2022-2023</u>	<u>August 2023</u>	<u>% of Budget</u>
1A	Impact Fees - Revenue earned	\$ -	\$ -	0.00%
2	Other	\$ -	\$ -	0.00%
3	Interest	\$ 78,641	\$ 263,066	334.52%
	TOTAL INCOME	\$ 78,641	\$ 263,066	334.52%
1B	IMPACT FEES COLLECTED / DEFERRED	\$ 671,359	\$ 620,976	92.50%
<u>EXPENSES</u>				
1	Collection Fees	\$ 15,000	\$ 9,298	61.99%
	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	\$ -	\$ -	
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	\$ 78,641	\$ 68,762	87.44%
	Beginning Fund Balance (Deferred Revenue) at 10-01	\$ 6,140,013	\$ 6,140,013	**Audited** 10/1/2022
	Income Earned	\$ 78,641	\$ 263,066	
	Impact Fees (Deferred)	\$ 671,359	\$ 620,976	
	Expenses	\$ (78,641)	\$ (68,762)	
	Ending Fund Balance (Deferred Revenue) at 9-30	\$ 6,811,372	\$ 6,955,293	

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		4/22/2023	\$ 64,052.57
MAY		5/19/2023	\$ 26,347.76
JUNE		6/30/2023	\$ 45,686.75
JULY		7/19/2023	\$ 177,202.60
AUGUST		8/19/2023	\$ 98,058.02
SEPTEMBER			
TOTAL RECEIPTS --			\$ 620,976.10
Total (Deferred Revenue) 110-2230-111-000			\$ 620,976.10
Total (Recognized Revenue) 110-3630-220-000			\$ -
Total (Interest Earnings) 110-3610-111-000			\$ 263,065.76

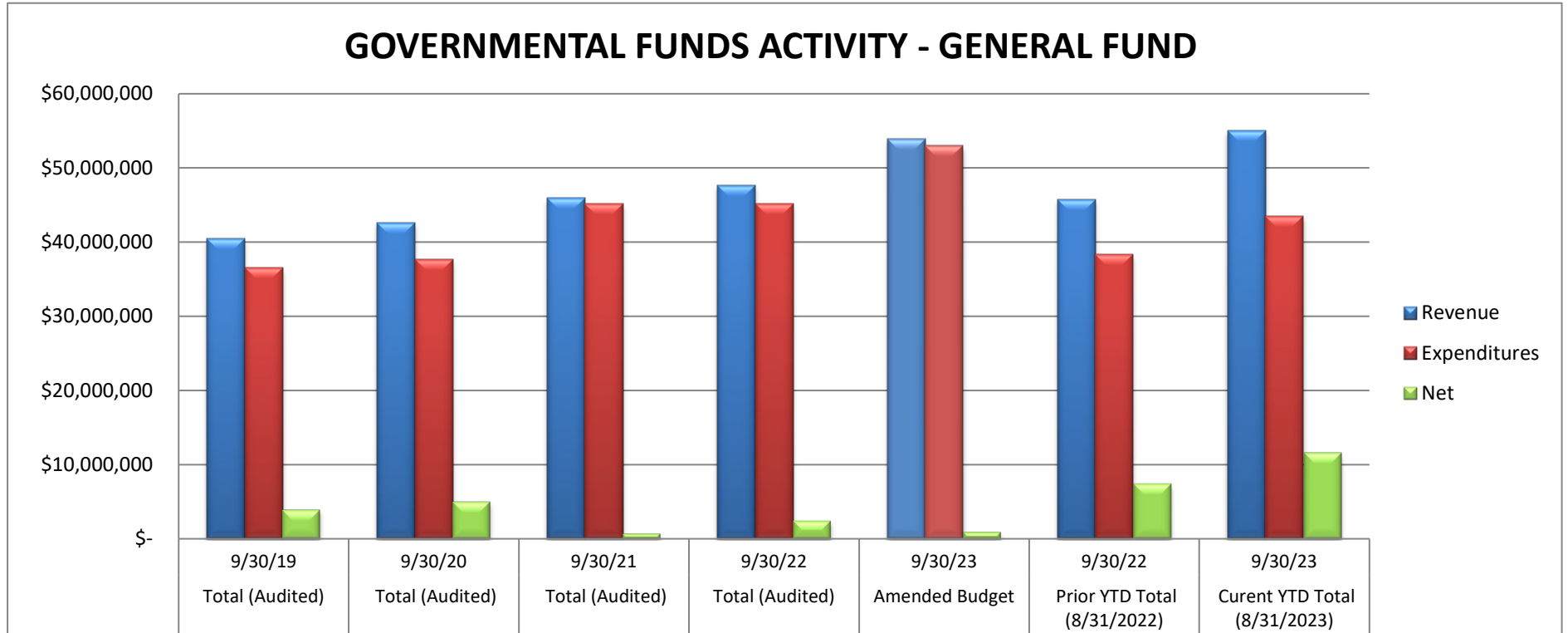
NORTH COLLIER FIRE CONTROL & RESCUE DISTRICT			
115 - INSPECTION/PLAN REVIEW FEE FUND 2022-2023			
	AMENDED Budget		Percent of
	2022-2023	August 2023	Budget
<u>INCOME</u>			
1	Inspection Fees	\$ 1,100,000	\$ 944,985 85.91%
2	Plan Review Fees	\$ 1,000,000	\$ 941,475 94.15%
3	Interest	\$ 6,000	\$ 7,045 117.42%
4	On Call Reimbursement	\$ -	\$ - 0.00%
	Total Income	\$ 2,106,000	\$ 1,893,505 89.91%
<u>Personnel Expenses (Includes Plan Review)</u>			
5	Salaries	\$ 1,272,766	\$ 950,668 74.69%
6	Professional Pay	\$ 49,720	\$ 45,538 91.59%
7	Overtime / On-Call Pay	\$ 45,000	\$ 33,965 75.48%
8	Vacation & Sick Leave Pay	\$ 50,000	\$ - 0.00%
9	Social Security	\$ 108,438	\$ 78,808 72.68%
10	Retirement - FRS	\$ 67,116	\$ 57,275 85.34%
11	Retirement - 175	\$ 81,597	\$ 81,884 100.35%
12	Disability Insurance	\$ 6,719	\$ - 0.00%
13	Worker's Compensation	\$ 52,206	\$ 43,995 84.27%
14	Life/Health Insurance	\$ 357,747	\$ 249,425 69.72%
15	Employee Physicals	\$ 18,313	\$ - 0.00%
	Total Personnel Expenses	\$ 2,109,622	\$1,541,558 73.07%
<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	Public Education	\$ -	\$ - 0.00%
22	Dues & Subscription	\$ 4,650	\$ 3,921 84.31%
23	Computer Software/Maint/Eq	\$ 52,600	\$ 42,874 81.51%
24	Travel & Per Diem	\$ 19,200	\$ 2,531 13.18%
25	Training	\$ 16,400	\$ 2,912 17.75%
	Total Operating Expenses	\$ 142,850	\$ 102,237 71.57%
<u>Capital Expenses</u>			
26	Vehicles	\$ -	\$ - 0.00%
	Total Capital Expenses	\$ -	\$ -
	TOTAL EXPENSES	\$ 2,252,472	\$ 1,643,796 72.98%
	INCOME	\$ 2,106,000	\$ 1,893,505
	EXPENSES	\$ (2,252,472)	\$ (1,643,796)
	Net Increase (Decrease) in Fund Balance	\$ (146,472)	\$ 249,709
	Beginning Fund Balance (RESERVE) 10-01	\$ 646,160	\$ 646,160 **Audited** 10/1/2022
	Ending Fund Balance 9-30	\$ 499,688	\$ 895,869

NORTH COLLIER FIRE CONTROL & RESCUE DISTRICT			
001 (NNSD) & 120 (BCIFR) GENERAL FUND			
TRIAL BALANCE SUMMARY - 2022-2023			
	Amended Budget		Percent
ASSETS	2022-2023	August 2023	of Budget
Cash		\$ 34,784,205	
Accounts Receivable		\$ 53,852	
Interest Receivable		\$ -	
Due from Other Funds		\$ 458,005	
Due from Other Governments		\$ -	
Prepaid Expenses/Deposit		\$ 6,430	
TOTAL ASSETS		\$ 35,302,492	
LIABILITIES			
Accounts Payable		\$ (116,198)	
Other Liabilities		\$ (4,755)	
Due to Other Funds		\$ (40,568)	
Accrued Expenses		\$ (455,359)	
Vendor Deposits		\$ (7,500)	
Deferred Revenue		\$ -	
TOTAL LIABILITIES		\$ (624,380)	
FUND BALANCE (CASH RESERVE) 10-1-2022		\$ (23,125,102)	**Audited**
INCOME			
Ad Valorem	\$ 51,422,504	\$ 51,767,688	100.67%
Fees for Service	\$ 860,000	\$ 546,295	63.52%
Other Income	\$ 1,643,607	\$ 2,732,263	166.24%
TOTAL INCOME	\$ 53,926,111	\$ 55,046,246	102.08%
EXPENSES			
Personnel	\$ 39,985,403	\$ 32,996,411	82.52%
Operational	\$ 9,385,245	\$ 8,607,563	91.71%
Debt Service	\$ 713,480	\$ 712,756	99.90%
Capital Purchases	\$ 2,871,750	\$ 1,176,505	40.97%
TOTAL EXPENSES	\$ 52,955,878	\$ 43,493,236	82.13%

North Collier Fire Control & Rescue District						
General Fund Comparison with Prior Year as of August, 2023						
REFLECTING COST ALLOCATION METHOD						
North Naples SDA						
	Amended Budget 2022-2023	Actual Per Cost Allocation 8-31-23	Percent of Budget	Actual Per Cost Allocation 8-31-22	Percent of Budget	Variance 8-31-23 vs. 8-31-22
Revenue:						
Ad Valorem	\$ 41,039,124	\$ 41,231,135	100.47%	\$ 36,195,079	101.29%	13.91%
Fees	\$ 696,600	\$ 546,295	78.42%	\$ 662,239	127.90%	-17.51%
Other	\$ 1,325,630	\$ 2,149,106	162.12%	\$ 340,283	95.80%	531.56%
TOTAL REVENUE	\$ 43,061,354	\$ 43,926,536	102.01%	\$ 37,197,601	101.61%	18.09%
EXPENSES						
Personnel	\$ 32,388,176	\$ 26,727,093	82.52%	\$ 24,044,270	82.85%	11.16%
Operational	\$ 7,584,836	\$ 6,972,126	91.92%	\$ 5,617,227	84.70%	24.12%
Debt Service	\$ 577,919	\$ 577,333	99.90%	\$ 687,763	100.00%	-16.06%
Capital Purchases	\$ 2,326,117	\$ 952,969	40.97%	\$ 830,226	43.97%	14.78%
TOTAL EXPENSES	\$ 42,877,048	\$ 35,229,521	82.16%	\$ 31,179,486	81.56%	12.99%
Big Corkscrew SDA						
	Amended Budget 2022-2023	Actual Per Cost Allocation 8-31-23	Percent of Budget	Actual Per Cost Allocation 8-31-22	Percent of Budget	Variance 8-31-23 vs. 8-31-22
Revenue:						
Ad Valorem	\$ 10,383,380	\$ 10,536,552	101.48%	\$ 8,457,307	101.05%	24.59%
Fees	\$ 163,400	\$ -	0.00%	\$ -	0.00%	0.00%
Other	\$ 317,977	\$ 583,157	183.40%	\$ 75,164	84.17%	675.85%
TOTAL REVENUE	\$ 10,864,757	\$ 11,119,710	102.35%	\$ 8,532,471	99.48%	30.32%
EXPENSES						
Personnel	\$ 7,597,227	\$ 6,269,318	82.52%	\$ 5,490,517	82.85%	14.18%
Operational	\$ 1,800,409	\$ 1,635,437	90.84%	\$ 1,282,696	84.80%	27.50%
Debt Service	\$ 135,561	\$ 135,424	99.90%	\$ 157,051	100.00%	-13.77%
Capital Purchases	\$ 545,633	\$ 223,536	40.97%	\$ 189,582	43.97%	17.91%
TOTAL EXPENSES	\$ 10,078,830	\$ 8,263,715	81.99%	\$ 7,119,846	81.58%	16.07%

Check Disbursements A/P & P/R August 2023			
Date	# Checks	Check Numbers	\$ Amount
General Fund Disbursements			
8/2/2023	44	75017-75060	\$183,179.45
8/9/2023	37	75061-75097	\$117,511.42
8/23/2023	47	75098-75144	\$182,883.13
8/30/2023	27	75145-75171	\$117,794.22
	155		\$601,368.22
General Fund Purchase Card Disbursements			
8/4/2023		08/01/23-08/04/23	\$30,406.56
8/11/2023		08/05/23-08/11/23	\$62,692.53
8/18/2023		08/12/23-08/18/23	\$66,068.00
8/25/2023		08/19/23-08/25/23	\$27,632.31
8/31/2023		08/26/23-08/31/23	\$31,568.20
			\$218,367.60
Impact Fee Disbursements			
8/23/2023	1	2232	\$1,467.91
			\$1,467.91
Payroll Disbursements			
8/11/2023	268	34748-35015	\$675,896.50
8/25/2023	273	35016-35288	\$643,946.09
			\$1,319,842.59

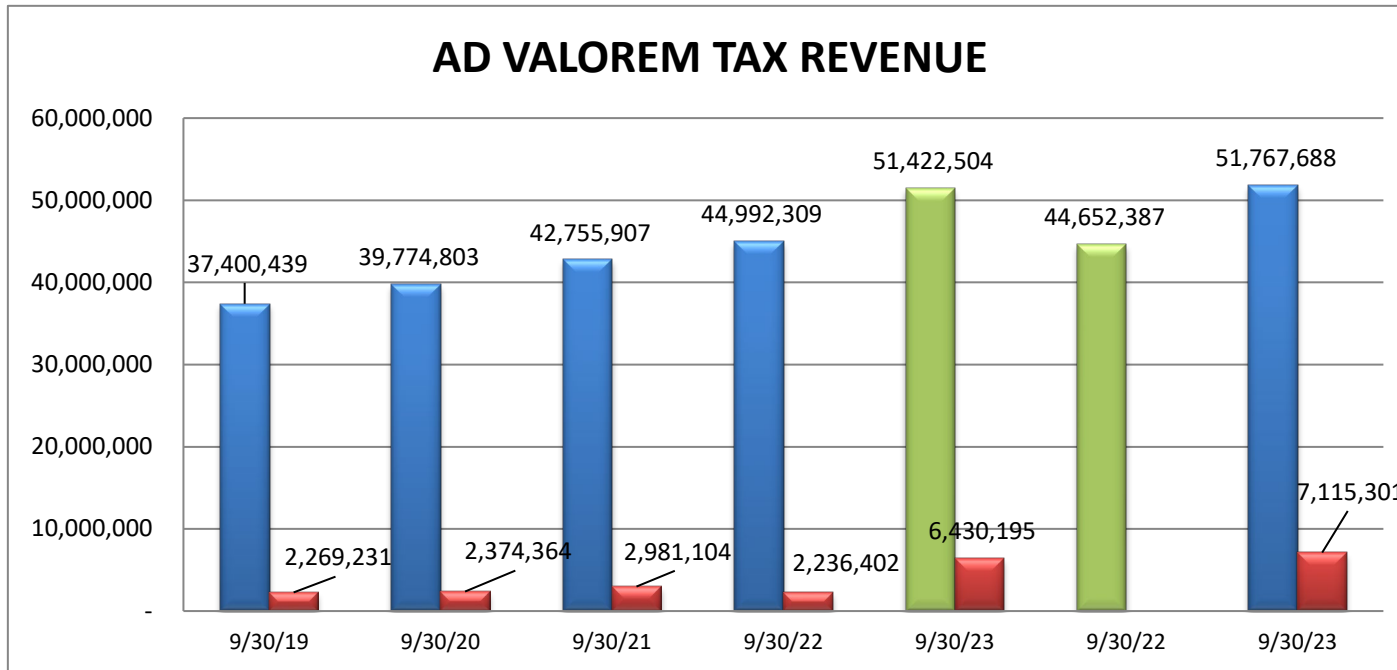
NORTH COLLIER FIRE CONTROL & RESCUE DISTRICT
GRAPH - COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND
CHANGES IN FUND BALANCE (FUND-BASIS STATEMENTS)
Year Ended September 30, 2019, 2020, 2021, 2022 and current year



	<u>Fiscal Year</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>Net</u>
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 (Audited)	9/30/22	\$ 47,669,587 ****	45,169,219	2,500,368
Amended Budget	9/30/23	\$ 53,926,111	52,955,878	970,233
Prior YTD Total (8/31/2022)	9/30/22	\$ 45,730,073	38,299,332	7,430,741
Curent YTD Total (8/31/2023)	9/30/23	\$ 55,046,246	43,493,236	11,553,010

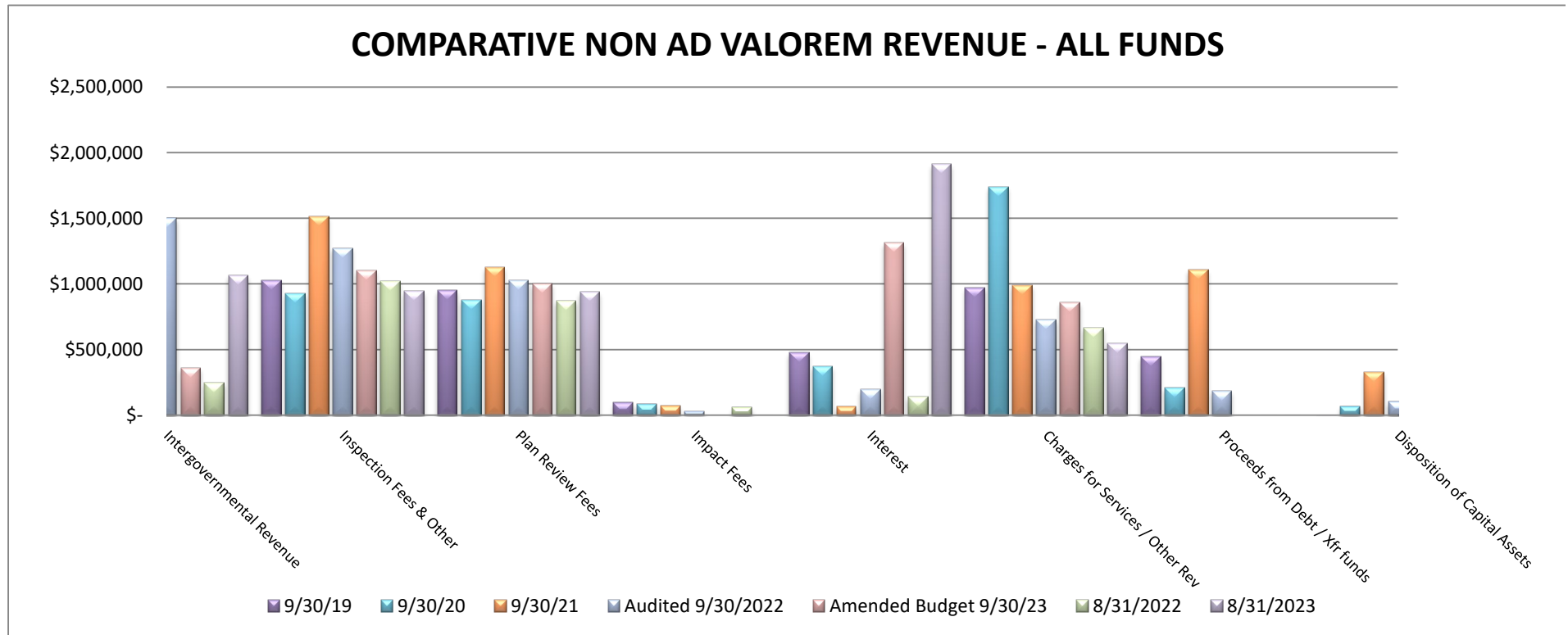
* Includes \$445,486 of other financing sources.
 ** Includes \$1,275,962 of other financing sources.
 *** Includes \$1,434,394 of other financing sources.
 **** Includes \$286,676 of other financing sources.

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 (Audited)	9/30/22	44,992,309	2,236,402	5%	
Amended Budget	9/30/23	51,422,504	6,430,195		
Prior YTD Total (8/31/2022)	9/30/22	44,652,387			
Curent YTD Total (8/31/2023)	9/30/23	51,767,688	7,115,301	16%	101%

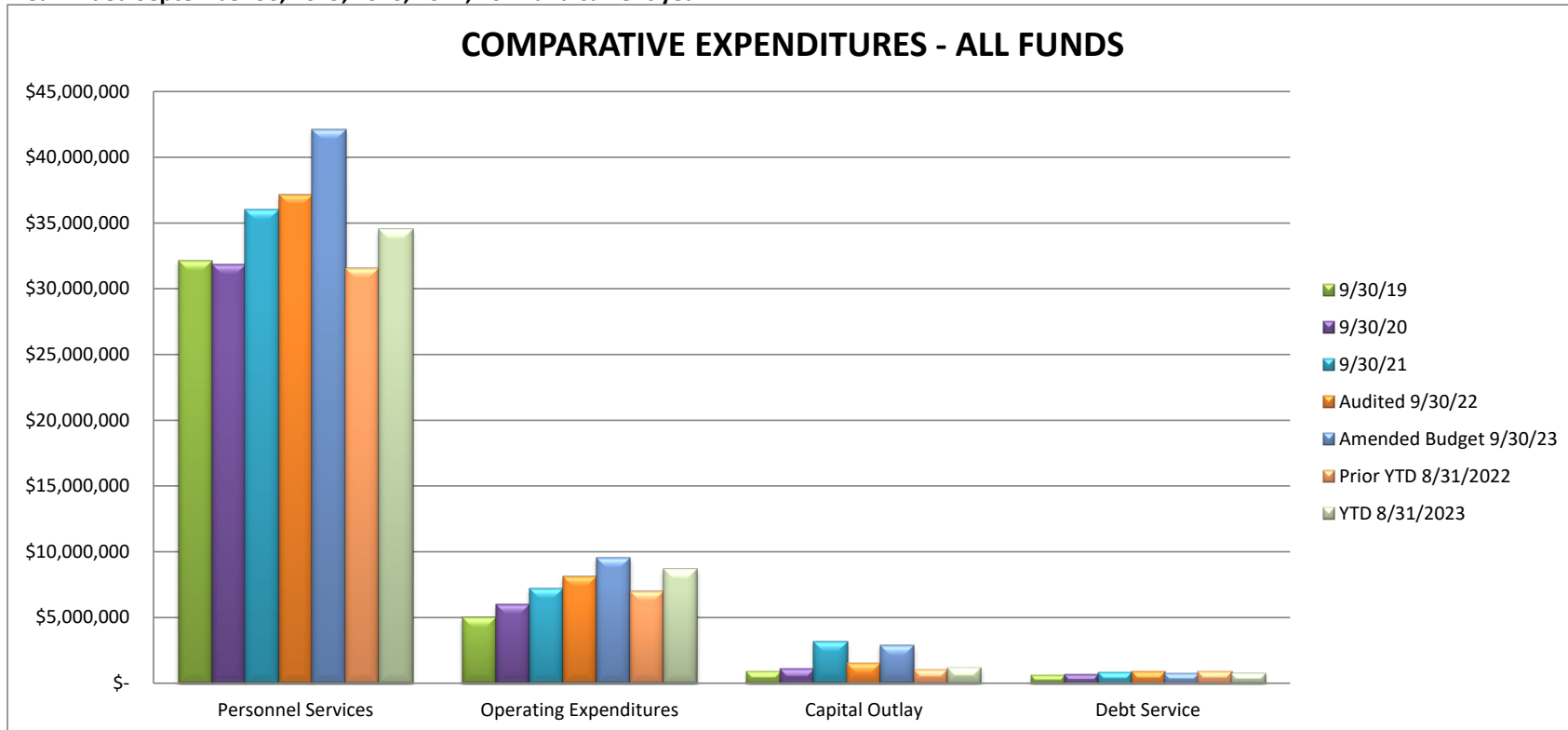
NORTH COLLIER FIRE CONTROL & RESCUE DISTRICT
GRAPH - COMPARATIVE SUMMARY OF NON-AD VALOREM REVENUE
(FUND-BASIS STATEMENTS) (ALL FUNDS)
Prior Year (9/30/22), Current Year Budget, and YTD balances



	Audited 9/30/19	Audited 9/30/20	Audited 9/30/21	Audited 9/30/2022	Amended Budget 9/30/23	Prior YTD 8/31/2022	YTD 8/31/2023	Increase (Decrease)	% Inc (Dec)	YTD % Budget
Intergovernmental Revenue	\$ 1,233,337	\$ 514,324	\$ 670,881	\$ 1,504,118	\$ 356,982	\$ 244,168	\$ 1,066,034	\$ 821,866	337%	299%
Inspection Fees & Other	1,029,049	926,533	1,514,889	1,273,307	1,100,000	1,020,130	944,985	(75,145)	(7%)	86%
Plan Review Fees	949,207	876,423	1,124,203	1,024,935	1,000,000	868,678	941,475	72,797	8%	94%
Impact Fees	97,257	83,973	69,729	30,453	-	59,385	-	(59,385)	(100%)	0%
Interest	477,427	372,372	65,364	197,644	1,311,266	140,586	1,912,940	1,772,354	1261%	146%
Charges for Services / Other Rev	968,358	1,737,635	988,831	727,539	860,000	662,239	546,295	(115,944)	(18%)	64%
Proceeds from Debt / Xfr funds	445,486	207,812	1,106,574	183,476	-	-	-	-	N/A	0%
Disposition of Capital Assets	2,497	68,150	327,820	103,200	60,000	57,600	23,400	(34,200)	(59%)	39%
Total Non Ad Valorem Revenue	\$ 5,202,618	\$ 4,787,222	\$ 5,868,291	\$ 5,044,672	\$ 4,688,248	\$ 3,052,786	\$ 5,435,129	\$ 2,382,343	78%	116%

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

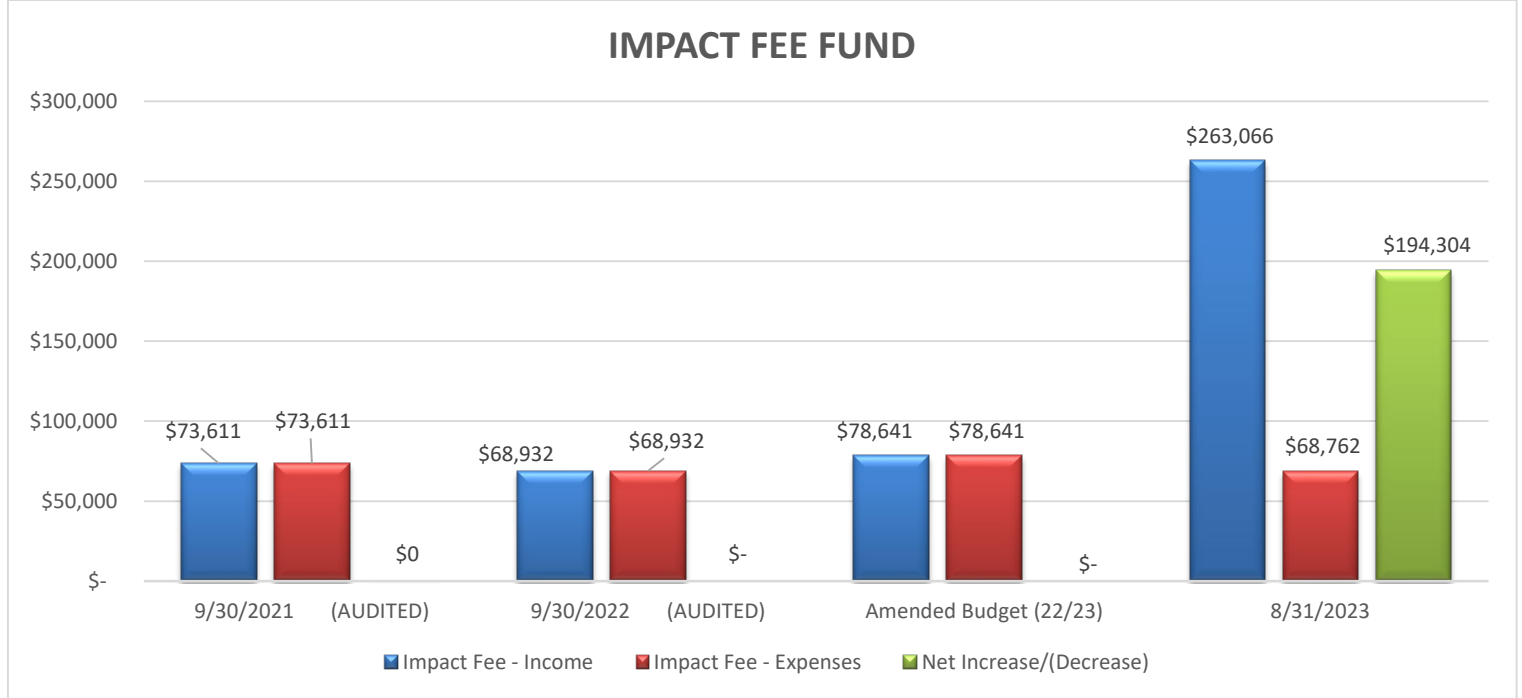
Year Ended September 30, 2019, 2020, 2021, 2022 and current year



	Audited 9/30/19	Audited 9/30/20	Audited 9/30/21	Audited 9/30/22	Amended Budget 9/30/23	Prior YTD 8/31/2022	YTD 8/31/2023	Increase (Decrease)	% Inc (Dec)	YTD % Budget
Personnel Services	\$ 32,146,905	\$ 31,834,736	\$ 36,007,224	\$ 37,135,113	\$ 42,095,025	\$ 31,523,648	\$ 34,537,969	\$ 3,014,321	10%	82%
Operating Expenditures	\$ 4,976,492	\$ 5,957,932	\$ 7,198,009	\$ 8,086,447	\$ 9,548,095	\$ 7,020,174	\$ 8,719,099	\$ 1,698,925	24%	91%
Capital Outlay	\$ 887,232	\$ 1,069,965	\$ 3,170,677	\$ 1,545,068	\$ 2,871,750	\$ 1,019,808	\$ 1,176,505	\$ 156,697	15%	41%
Debt Service	\$ 591,045	\$ 671,783	\$ 846,221	\$ 903,456	\$ 772,121	\$ 903,455	\$ 772,220	\$ (131,235)	(15%)	100%
Total Expenditures	\$ 38,601,674	\$ 39,534,416	\$ 47,222,131	\$ 47,670,084	\$ 55,286,991	\$ 40,467,085	\$ 45,205,794	\$ 4,738,709	12%	82%
					GF Budget	GF Expenses				% Budget
					Personnel Services	\$ 39,985,403	\$ 34,255,509			85.67%
					Operating Expenditures	\$ 9,385,245	\$ 8,015,168			85.40%
					Capital Outlay	\$ 2,871,750	\$ 1,176,505			40.97%
					Debt Service	\$ 713,480	\$ 654,023			91.67%
					Total Expenditures	\$ 52,955,878	\$ 44,101,205			83.28%

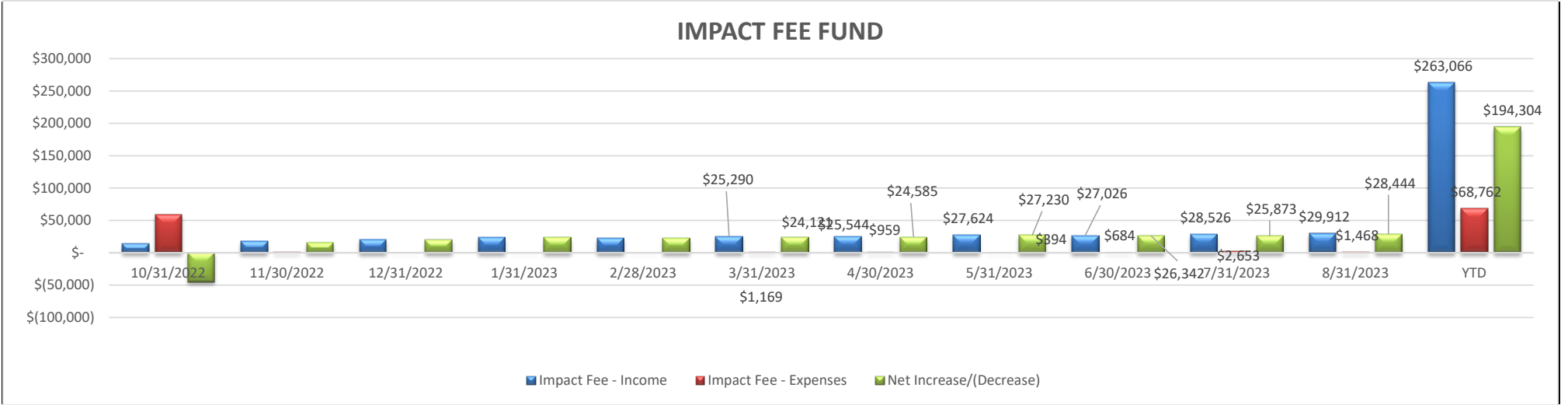
Adjusted for
accruals/pre-
payments

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 (AUDITED)	Amended Budget (22/23)	8/31/2023	YTD %Budget
Impact Fee - Income	\$ 73,611	\$ 68,932	\$ 78,641	\$ 263,066	334.5%
Impact Fee - Expenses	\$ 73,611	\$ 68,932	\$ 78,641	\$ 68,762	87.4%
Net Increase/(Decrease)	\$ 0	\$ -	\$ -	\$ 194,304	
IMPACT FEE RECEIPTS	\$ 3,640,494	\$ 749,877	\$ 426,359	\$ 620,976	145.6%
Impact Fees	\$ 69,729	\$ 30,453	\$ -	\$ -	#DIV/0!
Interest	\$ 3,882	\$ 38,479	\$ 78,641	\$ 263,066	334.5%
Other	\$ -	\$ -	\$ -	\$ -	
INCOME / RECEIPTS	\$ 73,611	\$ 68,932	\$ 78,641	\$ 263,066	
Operating Expenses	\$ 14,163	\$ 10,291	\$ 20,000	\$ 9,298	46.5%
Debt Service (P&I)	\$ 59,448	\$ 58,641	\$ 58,641	\$ 59,464	101.4%
Capital Outlay	\$ -	\$ -	\$ -	\$ -	0.0%
EXPENSES	\$ 73,611	\$ 68,932	\$ 78,641	\$ 68,762	

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

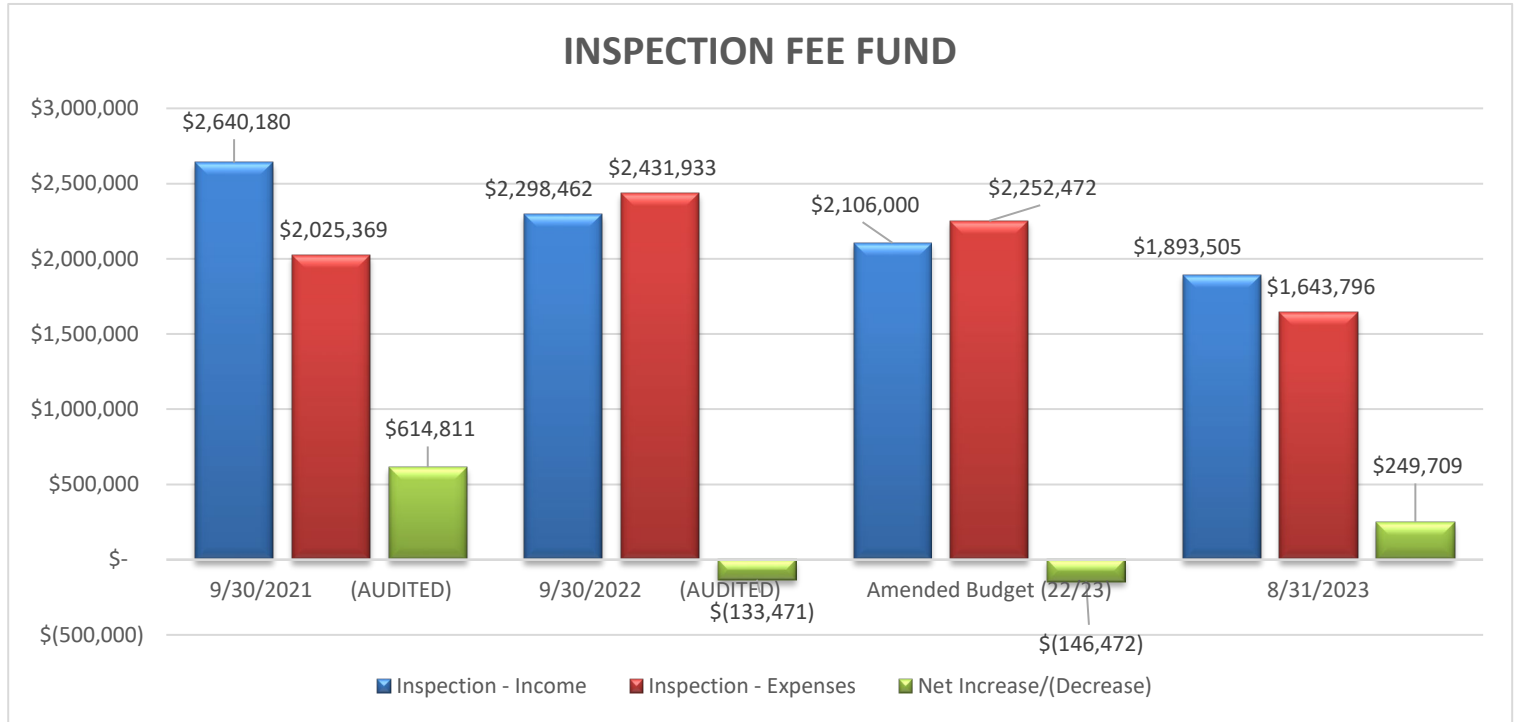


	10/31/2022	11/30/2022	12/31/2022	1/31/2023	2/28/2023	3/31/2023	4/30/2023	5/31/2023	6/30/2023	7/31/2023	8/31/2023	YTD
Impact Fee - Income	\$ 14,847	\$ 17,617	\$ 20,583	\$ 23,713	\$ 22,384	\$ 25,290	\$ 25,544	\$ 27,624	\$ 27,026	\$ 28,526	\$ 29,912	\$ 263,066
Impact Fee - Expenses	\$ 59,464	\$ 1,576	\$ 395	\$ -	\$ -	\$ 1,169	\$ 959	\$ 394	\$ 684	\$ 2,653	\$ 1,468	\$ 68,762
Net Increase/(Decrease)	\$ (44,617)	\$ 16,041	\$ 20,188	\$ 23,713	\$ 22,384	\$ 24,121	\$ 24,585	\$ 27,230	\$ 26,342	\$ 25,873	\$ 28,444	\$ 194,304

IMPACT FEE RECEIPTS \$ - \$ 49,144 \$ 56,087 \$ 26,366 \$ 42,208 \$ 35,824 \$ 64,053 \$ 26,348 \$ 45,687 \$ 177,203 \$ 98,058 \$ 620,976

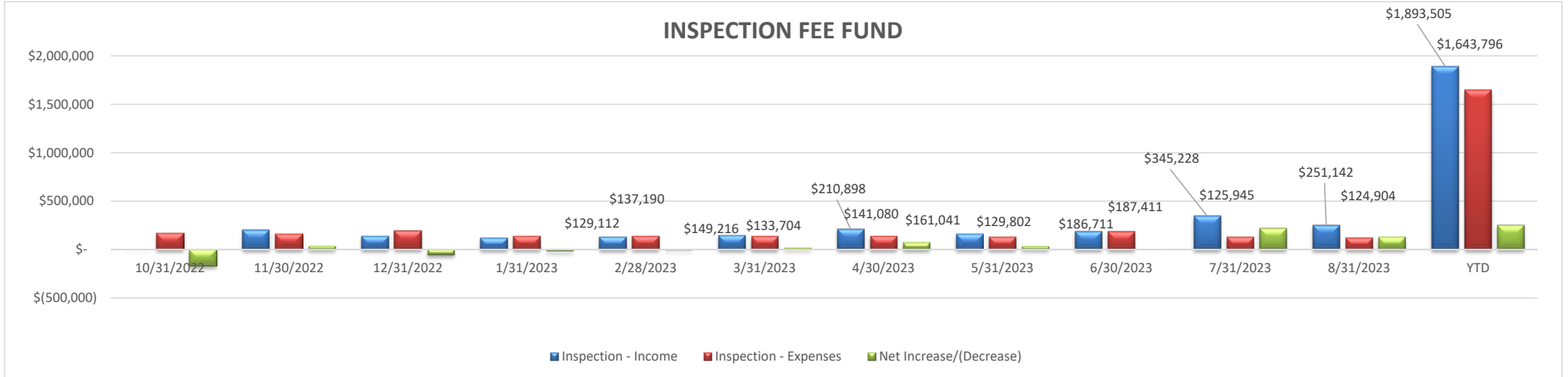
Impact Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	\$ 14,847	\$ 17,617	\$ 20,583	\$ 23,713	\$ 22,384	\$ 25,290	\$ 25,544	\$ 27,624	\$ 27,026	\$ 28,526	\$ 29,912	\$ 263,066
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INCOME	\$ 14,847	\$ 17,617	\$ 20,583	\$ 23,713	\$ 22,384	\$ 25,290	\$ 25,544	\$ 27,624	\$ 27,026	\$ 28,526	\$ 29,912	\$ 263,066
Operating Expenses	\$ -	\$ 1,576	\$ 395	\$ -	\$ -	\$ 1,169	\$ 959	\$ 394	\$ 684	\$ 2,653	\$ 1,468	\$ 9,298
Debt Service (P&I)	\$ 59,464	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,464
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSES	\$ 59,464	\$ 1,576	\$ 395	\$ -	\$ -	\$ 1,169	\$ 959	\$ 394	\$ 684	\$ 2,653	\$ 1,468	\$ 68,762

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 (AUDITED)	Amended Budget (22/23)	8/31/2023	YTD %Budget
Inspection - Income	\$ 2,640,180	\$ 2,298,462	\$ 2,106,000	\$ 1,893,505	89.9%
Inspection - Expenses	\$ 2,025,369	\$ 2,431,933	\$ 2,252,472	\$ 1,643,796	73.0%
Net Increase/(Decrease)	\$ 614,811	\$ (133,471)	\$ (146,472)	\$ 249,709	
Inspection Fees	\$ 1,514,889	\$ 1,273,147	\$ 1,100,000	\$ 944,985	85.9%
Plan Review Fees	\$ 1,124,203	\$ 1,024,935	\$ 1,000,000	\$ 941,475	94.1%
Interest	\$ 1,088	\$ 220	\$ 6,000	\$ 7,045	117.4%
On Call Reimbursement	\$ -	\$ 160	\$ -	\$ -	0.0%
INCOME	\$ 2,640,180	\$ 2,298,462	\$ 2,106,000	\$ 1,893,505	89.9%
Personnel Expenses	\$ 1,913,563	\$ 2,319,093	\$ 2,109,622	\$ 1,541,558	73.1%
Operating Expenses	\$ 111,806	\$ 112,840	\$ 142,850	\$ 102,237	71.6%
Capital Outlay	\$ -	\$ -	\$ -	\$ -	0.0%
EXPENSES	\$ 2,025,369	\$ 2,431,933	\$ 2,252,472	\$ 1,643,796	73.0%

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	4/30/2023	5/31/2023	6/30/2023	7/31/2023	8/31/2023	YTD
Inspection - Income	\$ 3,507	\$ 198,472	\$ 138,521	\$ 119,657	\$ 129,112	\$ 149,216	\$ 210,898	\$ 161,041	\$ 186,711	\$ 345,228	\$ 251,142	\$ 1,893,505
Inspection - Expenses	\$ 170,462	\$ 162,782	\$ 193,722	\$ 136,794	\$ 137,190	\$ 133,704	\$ 141,080	\$ 129,802	\$ 187,411	\$ 125,945	\$ 124,904	\$ 1,643,796
Net Increase/(Decrease)	\$ (166,955)	\$ 35,690	\$ (55,201)	\$ (17,137)	\$ (8,078)	\$ 15,511	\$ 69,818	\$ 31,240	\$ (700)	\$ 219,283	\$ 126,238	\$ 249,709
Inspection Fees	\$ 3,335	\$ 115,781	\$ 77,780	\$ 52,688	\$ 61,041	\$ 68,482	\$ 101,146	\$ 87,835	\$ 101,729	\$ 157,667	\$ 117,499	\$ 944,985
Plan Review Fees	\$ -	\$ 82,308	\$ 60,209	\$ 66,349	\$ 67,860	\$ 80,424	\$ 109,385	\$ 72,162	\$ 84,398	\$ 186,465	\$ 131,915	\$ 941,475
Interest	\$ 172	\$ 383	\$ 532	\$ 619	\$ 211	\$ 309	\$ 367	\$ 1,044	\$ 583	\$ 1,096	\$ 1,728	\$ 7,045
On Call Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INCOME	\$ 3,507	\$ 198,472	\$ 138,521	\$ 119,657	\$ 129,112	\$ 149,216	\$ 210,898	\$ 161,041	\$ 186,711	\$ 345,228	\$ 251,142	\$ 1,893,505
Personnel Expenses	\$ 119,501	\$ 128,364	\$ 189,157	\$ 133,664	\$ 133,284	\$ 133,348	\$ 138,635	\$ 128,809	\$ 181,890	\$ 128,705	\$ 126,200	\$ 1,541,558
Operating Expenses	\$ 50,961	\$ 34,418	\$ 4,565	\$ 3,130	\$ 3,906	\$ 356	\$ 2,444	\$ 992	\$ 5,521	\$ (2,760)	\$ (1,296)	\$ 102,237
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSES	\$ 170,462	\$ 162,782	\$ 193,722	\$ 136,794	\$ 137,190	\$ 133,704	\$ 141,080	\$ 129,802	\$ 187,411	\$ 125,945	\$ 124,904	\$ 1,643,796

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

<u>ASSETS</u>	<u>General Fund</u>	<u>Impact Fee Fund</u>	<u>Inspection Fee Fund</u>
Cash and cash equivalents	\$ 34,784,205	\$ -	\$ -
Restricted cash & cash equivalents	\$ -	\$ 6,955,292	\$ 1,330,681
Investments	\$ -	\$ -	\$ -
Accounts Receivable	\$ 53,852	\$ -	\$ -
Due from Other Funds	\$ 458,005	\$ -	\$ 21,450
Due from Other Governments	\$ -	\$ -	\$ -
Prepaid Expenses/Deposit	\$ 6,430	\$ -	\$ -
TOTAL ASSETS	\$ 35,302,492	\$ 6,955,292	\$ 1,352,131
<u>LIABILITIES</u>			
Accounts Payable	\$ (116,198)	\$ -	\$ -
Other Liabilities	\$ (4,755)	\$ -	\$ -
Due to Other Funds	\$ (40,568)	\$ -	\$ (438,886)
Accrued Expenses	\$ (455,359)	\$ -	\$ (17,375)
Vendor Deposits	\$ (7,500)	\$ -	\$ -
Deferred Revenue	\$ -	\$ (6,760,989)	\$ -
TOTAL LIABILITIES	\$ (624,380)	\$ (6,760,989)	\$ (456,261)
Net (Increase) / Decrease - YTD Fund Activity	\$ (11,553,010)	\$ (194,304)	\$ (249,709)
FUND BALANCE - 10/01/2022 **AUDITED**	\$ (23,125,103)	\$ -	\$ (646,160)
Unearned Revenue - Impact Fee Fund-10/01/2022 **AUDITED**	\$ -	\$ (6,140,013)	\$ -



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

AGENDA ITEM 8

Meeting Date: September 28, 2023
Prepared By: Chief Financial Officer Ben Van Klingeren
Subject: Consent Agenda

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

General Fund (Unbudgeted)

(NONE - n/a)

TOTAL GENERAL FUND UN-BUDGETED \$ -

EMERGENCY PURCHASES (per Policy 212, Section 16)

General Fund

1 Item Description: Change order (St 45 roof) due to unforeseen issue regarding trusses
Declared Emergency (or nature of emergent purchase): necessary repair found during re-roof process
Requested By: Kris Thomas, Assistant Chief
Approved By: Eloy Ricardo, Fire Chief
G/L Account: 001-5220-062-103
Budget Line: GF - 160

Bids/Quotes:

Vendor Paid: Total Roofing Systems ** \$ 21,726

Bid #2: n/a

Bid #3: n/a NOTE - sole source by default - roofing contractor

**** original change order was \$32,244 and subsequent credit was (\$10,518) - Therefore net due = \$21,726**

TOTAL EMERGENCY PURCHASES \$ 21,726

ADDITION OF FIXED ASSETS

(NONE - n/a)

TOTAL ADDITION OF FIXED ASSETS \$ -

DELETION OF FIXED ASSETS

Asset Category: Auto, Truck & Equip
Asset I.D. Number: 461 / 461 (FA-CS)
Description: 2007 Ford F-150
Cost: \$21,448.75
Reason for Deletion: Outdated and ineffective to repair / aged out
Intended Disposal: To be sold via auction
Additional Information:

Original Cost \$ 21,449

Est Net Book Value \$ -

Asset Category: Auto, Truck & Equip
 Asset I.D. Number: 9995 / 64 (FA-CS)
 Description: 1999 Express Trailer (20') - TRT 42
 Cost: \$6,887.00
 Reason for Deletion: Outdated and ineffective to repair / aged out
 Intended Disposal: To be sold via auction
 Additional Information:

Original Cost	\$	6,887
Est Net Book Value	\$	-

TOTAL DELETION OF FIXED ASSETS (original cost)	\$	28,336
TOTAL DELETION OF FIXED ASSETS (NET BOOK VALUE)	\$	-

OTHER

1 N/A - NONE

TOTAL - OTHER	\$	-
----------------------	-----------	----------



Ben Van Klingereren <bvanklingereren@northcollierfire.com>

Re: Total Roofing Change Order

1 message

Eloy Ricardo <eRicardo@northcollierfire.com>

Fri, Sep 8, 2023 at 2:58 PM

To: Ben Van Klingereren <bvanklingereren@northcollierfire.com>

Cc: Kristofer Thomas <kThomas@northcollierfire.com>, Accounts Payable <AP@northcollierfire.com>

Yes, I approve.

On Fri, Sep 8, 2023 at 2:34 PM Ben Van Klingereren <bvanklingereren@northcollierfire.com> wrote:

Chief - although we won't need to pay for this prior to our September Board meeting, I spoke to Kris about including this as an emergency purchase on the consent agenda (this way we have approval for this whenever we have to pay the bill).....this has to do with the roof repairs at St 45 discovered after taking the tiles off.

That said, can you please review/sign the purchase request so we can include it on the September consent agenda? Any questions, please let us know!



Ben Van Klingereren
Chief Financial Officer

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

Direct: 239-552-1322
Cell: 239-207-7724

----- Forwarded message -----

From: **Kristofer Thomas** <kThomas@northcollierfire.com>

Date: Thu, Sep 7, 2023 at 4:25 PM

Subject: Total Roofing Change Order

To: Ben Van Klingereren <bvanklingereren@northcollierfire.com>

Cc: Accounts Payable <AP@northcollierfire.com>

Ben,

Attached is the purchase request to add to the September agenda that we discussed in reference to the additional repairs we need at St 45. I believe we discussed 'emergency purchase' in policy, so I guess this technically has to go to the Chief, and then we just advise the Board. The actual change order from Total Roofing is attached. Adobe would not let me merge it into the request because I guess it's encrypted. I've been having weird computer issues all day, so it's possible it's a gremlin in my computer.

Thanks,

Kris

--



Kristofer Thomas
Assistant Chief of Essential Services

North Collier Fire Control and Rescue District
6495 Taylor Road
Naples, FL 34109
239-597-9227
<https://northcollierfire.com>

Direct: 239-552-1369
Cell: 239-227-8921

--

Eloy Ricardo
Fire Chief

North Collier Fire Control and Rescue District

9/20/23, 8:45 AM

North Collier Fire Mail - Re: Total Roofing Change Order



1885 Veterans Park Drive
Naples, FL 34109
239-597-3222
<https://northcollierfire.com>

Direct: 239-552-1357
Cell: 239-572-0562

 **Total Roofing, St 45 Roof Repairs, 9-7-23.pdf**
269K



Ben Van Klingereren <bvanklingereren@northcollierfire.com>

Addition to the Sept Consent Agenda

1 message

Mary Erickson <mErickson@northcollierfire.com>
To: Ben Van Klingereren <bvanklingereren@northcollierfire.com>
Cc: Mary Erickson <mErickson@northcollierfire.com>

Wed, Sep 13, 2023 at 1:40 PM

Hi Ben,

We need to add another item to the Consent Agenda. Please add #9995 (1999 Express 20' Trailer). We will be auctioning it via Royal Auction Group.

Thanks,

Mary

--



Mary M. Erickson
Administrative Assistant to Essential Services

North Collier Fire Control and Rescue District
6495 Taylor Road
Naples, FL 34109
239-597-9227
<https://northcollierfire.com>

Direct: 239-552-1370
Cell: 239-206-0174



Ben Van Klingereren <bvanklingereren@northcollierfire.com>

Sept Consent Agenda Item - Fleet

1 message

Mary Erickson <mErickson@northcollierfire.com>

Fri, Sep 8, 2023 at 1:40 PM

To: Ben Van Klingereren <bvanklingereren@northcollierfire.com>, Mary Erickson <mErickson@northcollierfire.com>

Hi Ben,

We need to add vehicle #461 to the consent agenda in September. We are going to auction it via Royal Auction Group.

This is a 2007 Ford F-150. It is being sold due to age.

Thank you,

Mary

--

Mary M. Erickson
Administrative Assistant to Essential Services



North Collier Fire Control and Rescue District
6495 Taylor Road
Naples, FL 34109
239-597-9227
<https://northcollierfire.com>

Direct: 239-552-1370
Cell: 239-206-0174

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: AUTO, TRUCK & EQUIP												
52		American La France	1/01/80	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	0.00	S/L	10.00
80		Brush Truck	8/01/89	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00	0.00	S/L	10.00
55		Boat 44 TwinV	7/08/97	2,890.00	0.00	0.00	2,890.00	0.00	2,890.00	0.00	S/L	10.00
56	d	Boat 43 Avon	7/08/97	4,463.75	0.00	0.00	4,463.75	0.00	4,463.75	0.00	S/L	10.00
98		Pierce Ladder L-40	12/19/97	542,244.00	0.00	0.00	542,244.00	0.00	542,244.00	0.00	S/L	10.00
93		Pierce Engine	6/23/98	294,609.00	0.00	0.00	294,609.00	0.00	294,609.00	0.00	S/L	10.00
94		Pierce Engine	6/23/98	294,609.00	0.00	0.00	294,609.00	0.00	294,609.00	0.00	S/L	10.00
91		Freightliner Squad	10/21/98	164,484.55	0.00	0.00	164,484.55	0.00	164,484.55	0.00	S/L	10.00
62		Express Trailer	4/20/99	5,563.00	0.00	0.00	5,563.00	0.00	5,563.00	0.00	S/L	10.00
63		Express Trailer	4/20/99	5,563.00	0.00	0.00	5,563.00	0.00	5,563.00	0.00	S/L	10.00
64		Express Trailer	4/20/99	6,887.00	0.00	0.00	6,887.00	0.00	6,887.00	0.00	S/L	10.00
86		3500 Ford Pickup	4/22/99	29,747.80	0.00	0.00	29,747.80	0.00	29,747.80	0.00	S/L	10.00
90		Freightliner Squad	8/27/99	163,368.00	0.00	0.00	163,368.00	0.00	163,368.00	0.00	S/L	10.00
109		Engine 42	1/01/00	327,376.00	0.00	0.00	327,376.00	0.00	327,376.00	0.00	S/L	10.00
89		Training Roof	1/01/01	2,582.00	0.00	0.00	2,582.00	0.00	2,582.00	0.00	S/L	5.00
679		Light Emitter	1/01/01	1,081.55	0.00	0.00	1,081.55	0.00	1,081.55	0.00	S/L	5.00
678		Light Emitter	3/16/01	1,081.55	0.00	0.00	1,081.55	0.00	1,081.55	0.00	S/L	5.00
54		PETC Trailer	5/17/01	4,853.05	0.00	0.00	4,853.05	0.00	4,853.05	0.00	S/L	10.00
110		Engine 46	10/15/01	337,246.34	0.00	0.00	337,246.34	0.00	337,246.34	0.00	S/L	10.00
113		HazMat Trailer	11/02/01	8,099.82	0.00	0.00	8,099.82	0.00	8,099.82	0.00	S/L	10.00
53		Military 6x6	1/01/02	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	0.00	S/L	10.00
114		Trailer-Breathing App.	2/27/02	35,847.15	0.00	0.00	35,847.15	0.00	35,847.15	0.00	S/L	10.00
554		Command Light-E42	9/10/02	6,400.00	0.00	0.00	6,400.00	0.00	6,400.00	0.00	S/L	5.00
115		1250 Quantum Pumper	6/12/03	393,979.00	0.00	0.00	393,979.00	0.00	393,979.00	0.00	S/L	10.00
30118		E47 Equipment	4/01/04	70,713.77	0.00	0.00	70,713.77	0.00	70,713.77	0.00	S/L	10.00
119	d	12X6X6 Covered Trailer	7/07/04	6,102.00	0.00	0.00	6,102.00	0.00	6,102.00	0.00	S/L	10.00
121		2005 Ford F-450	12/08/04	38,197.00	0.00	0.00	38,197.00	0.00	38,197.00	0.00	S/L	10.00
126	d	2005 Ford Explorer	3/22/05	23,427.25	0.00	0.00	23,427.25	0.00	23,427.25	0.00	S/L	10.00
741		Ladder Trucks Lighting System	4/05/05	2,245.00	0.00	0.00	2,245.00	0.00	2,245.00	0.00	S/L	10.00
742		Ladder Trucks Lighting System	4/05/05	2,245.00	0.00	0.00	2,245.00	0.00	2,245.00	0.00	S/L	10.00
127		2005 Contender Engine	6/14/05	246,720.00	0.00	0.00	246,720.00	0.00	246,720.00	0.00	S/L	10.00
931	d	2006 Ford F-150	5/10/06	18,478.10	0.00	0.00	18,478.10	0.00	18,478.10	0.00	S/L	10.00
968		36' Pilot Console Twin Vee	6/06/06	170,160.41	0.00	0.00	170,160.41	0.00	170,160.41	0.00	S/L	10.00
1100		Boat 41 Trailer	6/06/06	11,350.00	0.00	0.00	11,350.00	0.00	11,350.00	0.00	S/L	10.00
929		2006 Ford Expedition	7/11/06	28,485.30	0.00	0.00	28,485.30	0.00	28,485.30	0.00	S/L	10.00
934		2005 75' Aluminum Ladder	8/01/06	619,425.00	0.00	0.00	619,425.00	0.00	619,425.00	0.00	S/L	10.00
1086		2007 Fod F-550 Truck	9/27/06	42,204.50	0.00	0.00	42,204.50	0.00	42,204.50	0.00	S/L	10.00
23702		2006 Cargo Craft Model RS581 80C	10/24/06	1,815.00	0.00	0.00	1,815.00	0.00	1,815.00	0.00	S/L	7.00
22002		2007 Ford Expedition	2/21/07	29,779.40	0.00	0.00	29,779.40	0.00	29,779.40	0.00	S/L	10.00
1224		2007 Ford F150	2/22/07	20,309.75	0.00	0.00	20,309.75	0.00	20,309.75	0.00	S/L	10.00
1447		Gator Utility Vehicle	3/30/07	10,703.80	0.00	0.00	10,703.80	0.00	10,703.80	0.00	S/L	10.00
461		2007 Ford F150	4/03/07	21,448.75	0.00	0.00	21,448.75	0.00	21,448.75	0.00	S/L	10.00
344	d	Ford F-150 Truck	4/25/07	18,248.50	0.00	0.00	18,248.50	0.00	18,248.50	0.00	S/L	10.00
1223	d	2007 Ford F150	4/25/07	20,310.75	0.00	0.00	20,310.75	0.00	20,310.75	0.00	S/L	10.00
1411		2 Wheel Open Trailer	5/03/07	1,711.60	0.00	0.00	1,711.60	0.00	1,711.60	0.00	S/L	10.00
23745		2008 S-Duty Ford F-550 Cab & Ch	7/10/07	37,522.50	0.00	0.00	37,522.50	0.00	37,522.50	0.00	S/L	7.00



AGENDA ITEM 9A

Meeting Date: September 28, 2023
Prepared by: Lori Freiburg, Deputy Director
Subject: Request for Board Approval to Renew Behavioral Health Services Agreement with Counseling Associates of America, LLC, for the period October 1, 2023 through September 30, 2024

Objective

Obtain Board Approval to renew the behavioral health services agreement with Counseling Associates of America, LLC (“Counseling Associates”) for the period October 1, 2023 through September 30, 2024

Background Information

At the August 31, 2023 Board of Fire Commissioners’ meeting, the Board approved the renewal of the Behavioral Health Services Agreement with Counseling Associates of America, LLC for the period October 1, 2023 through September 30, 2024. At that meeting, the Board requested Staff include two years, and not one year, of EAP services for the District’s retirees, and for Staff to bring the agreement back to the September 2023 meeting for approval.

Staff worked with Counseling Associates and incorporated the amendment to include two years of EAP services for the District’s retirees.

During the amendment process, it was determined that District legal counsel should review the document as it had been several years since it was last reviewed. The following items were addressed during this review:

- various language throughout the agreement was amended to add clarification and avoid ambiguity;
- upon further discussions with Counseling Associates, an Emergency After Hours Services clause was added providing for emergency counseling services within 24 hours of a critical response incident; and
- added in and/or updated language required by Florida Statute.

Considerations

Staff brings back the entire agreement for Board approval as the revisions were more extensive than requested by the Board at the August 28, 2023 meeting.



Fiscal Impact

As indicated at the August 28, 2023 Board meeting, the District is budgeting \$50,000 to provide counseling and other services to employees and retirees. This is an increase of approximately \$20,000 from the prior fiscal year. The increase accommodates the added services of periodic workshops at the 10 fire stations, Taylor Road and Station 45 administrative offices, new employee orientation, retiree transitional sessions and emergency after hours response.

Recommendation

Staff recommends that the Board accept the renewal agreement from Counseling Associates of America, LLC for behavioral health services for the period of October 1, 2023 through September 30, 2024 as presented.

Attachments:

Attachment 1: Services Agreement with Counseling Associates of America, LLC

Proposed Motion:

Approve the renewal agreement from Counseling Associates of America, LLC for behavioral health services for the period of October 1, 2023 through September 30, 2024 as presented.



Service Agreement between the North Collier Fire Control and Rescue District and The Counseling Associates of America for an emotional and behavioral health program.

This Service Agreement (“Agreement”) is made and entered into by and between Counseling Associates of America (“Counseling Associates of America”) and the North Collier Fire Control and Rescue District (“District”) (collectively, the “Parties”).

I. Term

Counseling Associates of America agrees to provide emotional and behavioral health services to the Department’s employees pursuant to this Agreement commencing on October 1st, 2023 and continuing in effect until September 30, 2024. The Parties have the option to renew this Agreement, for successive 1-year terms, in writing.

II. Location of Services

Counseling Associates of America agrees to provide the Services listed in Section IV. below at any of our office locations: Naples, Bonita Springs, Ft. Myers, Coral Gables or via telehealth during regular office hours. Administrative office hours in Naples are from 8:30am- 5:00pm and therapy hours at all office locations or via telehealth are from 8:00am to 8:00pm, Monday through Friday. Counseling Associates of America will also be available for education groups/workshops for the Department, when needed.

III. Service Providers

Counseling Associates of America currently employs Licensed Psychologists, Licensed Mental Health Counselors, and Licensed Clinical Social Workers (collectively, “Service Providers”) for treatment of persons of all ages, including children through seniors. Counseling Associates of America shall assign patients to the available Service Providers with the greatest expertise in the Department employees’ area of concern. Licensed Psychologists who can conduct psychological evaluations, shall be the Service Providers who complete psychological testing. Counseling Associates of America may add or subtract Service Providers at its sole discretion.

IV. Services

Counseling Associates of America will provide the following Services to the Department’s employees, referred to collectively throughout this Agreement as “Services.” Responsibilities for payment of Services shall be in accordance with Section V., below.

1. Employee Assistance Program – Counseling Associates of America will provide Employee Assistance Program (“EAP”) sessions, including clinical assessment and counseling, to District employees and immediate family*. Counseling Associates of America will

Phone: 239-289-9796 Fax: 239-732-5955
501 Goodlette Rd N Ste C206, Naples, FL 34102
AmericasCounselors.com

provide up to 10 EAP sessions per contract year for each District employee and 10 sessions per contract year for immediate family for a combined total of up to 20 EAP sessions per contract year for employees and immediate family. The sessions will be either face to face, via telehealth or by telephone during normal business hours. Counseling Associates of America also will provide retirees with up to 10 EAP sessions per retiree per contract year for the first two years of retirement, for a combined total of 20 sessions during the two-year period. The two-year period begins on the day after the retiree's last day of employment with the District. District employees and immediate family may continue EAP sessions beyond the allotted number of sessions provided by the District by utilizing the self-pay option pursuant to Section V-Compensation for Services #8. (**Immediate family is defined as the smallest family unit including District employees' spouse and children, including step-children.*)

2. Retirement Session Transitional – In addition to the sessions provided in 1. Employee Assistance Program above, Counseling Associates of America will provide a one-hour retirement session for those transitioning to Active Retirement as defined in the District's Collective Bargaining Agreement and District Policy. District Employees must ask for an "NCFR Retirement Transition Session" when scheduling the session. If more than 12 Retirement Transition Sessions are needed to accommodate all requests from District personnel, Counseling Associates of America will notify District for approval for more Retirement Sessions.
3. Psychological Evaluation and Testing – Counseling Associates of America will provide psychological evaluation and testing for District employees and immediate family members, when deemed necessary by the treating Service Provider, to assist with diagnosis and treatment planning. This is not covered by the EAP program.
4. Educational Group/Workshops – Counseling Associates of America will conduct mental health training workshops for the District. Training workshops will be held quarterly, last 1 hour, and be conducted at the District's twelve (12) locations including: the 10 fire stations, the Taylor Road Life Safety and Support Services facility and the District's administrative headquarters. It is the intent of this agreement that a minimum of thirty-two (32) workshops be conducted each fiscal year with a maximum of forty (40) and be divided between the District's 12 locations. Each of the 12 locations should receive a minimum of one (1) workshop each fiscal year. The fire stations, with three (3) shifts each, will necessitate more than one workshop during the fiscal year to accommodate the three shifts. Human Resources will determine the schedule for the quarterly workshops. The District agrees to compensate Counseling Associates of America for a minimum of 32 workshops per fiscal year. Additional workshops may be added at the District's discretion.
5. New Employee Orientation - Counseling Associates of America will conduct mental health training for new employees during their orientation. Training sessions are on an as needed basis as determined by Human Resources which will determine the annual schedule.

6. Emergency After Hours Services – For emergency after hours services, Counseling Associates of America will provide an after hours cell phone number for Clinical Director Stephanie Roque, PsyD., who will coordinate a response effort within twenty-four (24) hours. The response may include debriefings or group or individual counseling as needed for the situation at hand. This service is strictly for emergency use only.

V. Compensation for Services

1. Employee Assistance Program Sessions – The District will pay \$120 per EAP sessions as pursuant to Section IV Services-1. Employee Assistance Program Sessions.
2. Retirement Transition Sessions – The District will pay \$120 per session as pursuant to Section IV Services-2. Retirement Transition Sessions.
3. Psychological Evaluation and Testing – This service is not provided by the District, however, District employees may utilize this service by using the self-pay option pursuant to Section V-Compensation for Services #8.
4. Educational Group/Workshops – The District will pay \$325 for each one (1) hour training session for a total of \$3,250 per quarter for the planned ten (10) workshops per quarter as pursuant to Section IV Services-5. Educational Group Workshops.
5. New Employee Orientation – The District will pay \$325 for each one (1) hour session as pursuant to Section IV Services-6. New Employee Orientation.
6. Cancellation and No Show Fee – Counseling Associates of America has a 24 hour no show and cancellation fee for all patients. If less than 24 hours' notice is given by the employee or family member a fee of \$75 will be billed to employee or family member, which will NOT count towards the 10 EAP sessions per employee and 10 for immediate family.
7. Emergency After Hours Services – Counseling Associates of America will provide emergency sessions at a rate of \$240 per hour. If emergency sessions are required for individuals, these sessions will be included in the 10 EAP sessions the District provides pursuant to Section IV-Services #1
8. Employee Self Pay Option for Services Provided Beyond District - Provided EAP Sessions. For any services provided to employees beyond those services provided for by the District as pursuant to Section IV-Services, District employees may elect to self-pay Counseling Associates of America the significantly reduced rate of \$120 per hour for psychological evaluation and/or counseling services. This rate is reduced from Counseling Associates of America's typical self-pay rate of \$195 per hour and its customary rate of \$275 per hour for billing to insurance companies.

9. Monthly Invoicing of Services Provided – Invoices for services provided will be sent monthly to the Human Resources Department at HR@northcollierfire.com. Invoices will be paid monthly with payment received within 30 days of invoice date.

VI. Patient Insurance Participation

1. In Network Insurance Companies – Counseling Associates of America is contracted with Cigna, United Healthcare/Optum and Community Health Partners. We do not bill out of network insurance companies. We will offer a discounted self-pay rate of \$120 per hour, which is reduced from our self-pay rate of \$195 per hour for those who do not have an insurance company that Counseling Associates of America is in network with.

VII. Counseling Associates of America Insurances

During the terms of this Agreement, and any renewals, modifications, or extensions hereof, Counseling Associates of America shall maintain general liability and workers' compensation insurance. Professional liability insurance shall be maintained at the level of \$1,000,000/\$3,000,000.

Access to Information

Psychological records documenting EAP sessions, assessment and counseling sessions, and psychological evaluation and testing (for the purpose of diagnosis and treatment planning) for District employees and their immediate family members, both those paid for by the District through the EAP and those paid for by the employee, shall not be made available to the District without a written release of information signed by the District employee or immediate family member. Counseling Associates of America shall at all times follow the confidentiality requirement so the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Florida Information Protection Act ("FIPA"). Confidentiality of counseling information can be breached, and the District notified of such information, under certain situations in which an employee provides his or her Service Provider with information that he or she may be an imminent danger to himself or others. Refer to HIPAA and FIPA for specific information regarding when confidentiality may be breached. Finally, Counseling Associates of America shall comply with the requirements of Chapter 119, Florida Statutes, concerning public records.

VIII. Relationship between the Parties

Counseling Associates of America shall be an independent contractor for the District.

IX. Covenant not to Solicit

The District agrees that it shall refrain from and shall not directly or indirectly hire as an independent contractor, employee, consultant, agent, or otherwise solicit, request, or engage in any conversation with employees or prior employees of Counseling Associates of America to enter into employment with the District or provide any services for the District other than through their employment with Counseling Associates of America.

X. Termination

Either party may terminate this Agreement with 60 days' written notice to the other party. Either party may terminate the Agreement immediately, without the required 60 days' notice, in the

event that a payment has not been made pursuant to Section V. above, or if either party has breached any provision of this Agreement. Upon termination of the Agreement, by either party, Counseling Associates of America shall be paid for any and all Services rendered prior to the date of termination, except for those payments which remain in dispute.

XI. Modifications, Changes, and Amendments of Agreement

This document constitutes the entire Agreement between the Parties and, unless otherwise provided herein, no modification, changes, or amendments to this Agreement shall be binding upon the Parties unless documented in writing and signed by both Parties.

XII. Notices

Any and all notices, requests, invoices, or other communication relating to this Agreement must be given in writing and transmitted by hand delivery, mail delivery services, or US Mail addressed as follows:

To Counseling Associates of America: Counseling Associates of America
Attn: Jennifer Jankowski, Director of Operations
501 Goodlette Rd. N., Ste A 202
Naples, FL 34102

To the District: North Collier Fire Control and Rescue District
Attn: Giesele Fischbach, Human Resources Manager
1885 Veterans Park Dr
Naples, FL 34109

Enforcement

This Agreement may be enforced by the Parties in any manner authorized by law and does not preclude any party from seeking judicial or administrative remedies for violation of the terms or conditions of this Agreement. Venue shall be in Collier County, Florida. Each party shall bear its own costs and attorney's fees related to this matter, except that the prevailing party in any litigation arising out of the enforcement of this Agreement shall be entitled to recover its reasonable attorney's fees and costs, both at trial and through all appeals, from the non-prevailing party.

XIII. Contract Provisions Required by Florida Law

Counseling Associates of America's Representations and Warranties

Counseling Associates of America represents and warrants to Employer as follows:

Scrutinized Companies. Counseling Associates of America is in compliance with Section 287.135, Florida Statutes. As required by subsection 287.135(5), Florida Statutes, Counseling Associates of America certifies that it is not on any of the following lists: 1) Scrutinized Companies that Boycott Israel, 2) Scrutinized Companies with Activities in Sudan, or 3) Scrutinized Companies with Activities in the Iran Petroleum Energy Sector. The Employer may terminate this Agreement if Counseling Associates of America is found to be out of compliance with this statute.

Public Entity Crimes. Counseling Associates of America is not on the convicted vendor list for a public entity crime maintained by the Florida Department of Management Services and is in compliance with Sections 287.132 and 287.133, Florida Statutes. Counseling Associates of America will remain in compliance with Sections 287.132 and 287.133, Florida Statutes, throughout the term of this Agreement and will notify Employer if it becomes non-compliant.

Discriminatory Vendor List. Counseling Associates of America is not on the discriminatory vendor list maintained by the Florida Department of Management Services and is in compliance with subsection 287.134(2)(a), Florida Statutes. Counseling Associates of America will remain in compliance with Section 287.134, Florida Statutes, throughout the term of this Agreement and will notify Employer if it becomes non-compliant.

E-Verify. Counseling Associates of America is in compliance with Section 448.095, Florida Statutes. As required by Subsection 448.095, Florida Statutes, Counseling Associates of America has registered with and uses the E-Verify System to verify the work authorization status of all newly hired employees.

No Contingent Fees. As required by Section 287.055(6), Florida Statutes, Counseling Associates of America warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the architect (or registered surveyor and mapper, or professional engineer, as applicable) to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the architect (or registered surveyor and mapper or professional engineer, as applicable) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement. If Counseling Associates of America breaches or violates this provision, the Employer has the right to terminate this Agreement without liability and, at its discretion, to deduct from Counseling Associates of America's compensation, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

XIV. Public Records

Duty to Maintain and Provide Records. Counseling Associates of America shall keep and maintain all public records required to perform services under this Contract as required by Chapter 119, Florida Statutes, unless they are exempt under Florida law. Counseling Associates of America shall ensure that public records that are exempt from public records disclosure are not disclosed except as authorized by law during the term of this Agreement and following its completion if the Counseling Associates of America does not transfer the records to the Employer.

IF COUNSELING ASSOCIATES OF AMERICA HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE COUNSELING ASSOCIATES OF AMERICA'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE AGENCY'S CUSTODIAN OF PUBLIC RECORDS AT PHONE (239) 552-1357, EMAIL

Post Contract Responsibilities. Upon completion of this contract, Counseling Associates of America shall keep and maintain, at no cost, to the Employer, all public records produced under this Agreement in the possession of the Counseling Associates of America or shall transfer them to the Employer. If the Counseling Associates of America transfers all public records to the Employer, Counseling Associates of America shall destroy any duplicate public records. If Counseling Associates of America keeps and maintains public records after completion of the contract, the Counseling Associates of America shall meet all legal requirements for retaining public records including the rules and retention schedules adopted by the Division of Library and Information Services of the Department of State under Section 119.021(2)(a), Florida Statutes. All records stored electronically must be provided to the Employer upon request from the Employer in a format that is compatible with the information technology systems of the Employer.

XV. Miscellaneous

1. This Agreement shall be binding upon and inure to the benefit of the Parties and their successors and assigns.
2. The Parties will each comply with all applicable federal, state, and local laws, rules, regulations, and guidelines related to their performance under this Agreement.
3. No provision, term, or condition of this Agreement will be construed as a waiver by either of the Parties of any rights provided for by any provision of law, including but not limited to Section 768.28, Florida Statutes.
4. This Agreement shall be governed by and construed under the laws of the State of Florida. If any term, covenant, or condition of this Agreement or the application thereof to any person or circumstances will, to any extent, be deemed lawfully invalid or unenforceable, the remainder of this Agreement or the application of such term, covenant, or condition to persons of circumstance other than those as to which it is help to be invalid or unenforceable, will not be affected thereby and each term, covenant, and condition of this Agreement will be valid and enforced to the fullest extent permitted by law.

XVI. Effective Date

This Agreement shall become effective on the date the last party signs the Agreement below:

Entered into this _____ day of _____, 2023.

North Collier Fire Control and Rescue District

Norman E. Feder
Chairman

Entered into this _____ day of _____, 2023.

Counseling Associates of America

Jennifer Jankowski
Director of Operations



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

AGENDA ITEM 10A

Meeting Date: September 28, 2023
Prepared by: Ben Van Klingerren, Chief Financial Officer
Subject: Request for Board Approval to Renew Worker’s Compensation Insurance for the period October 1, 2023 through September 30, 2024 from Marsh-McLennan Agency

Objective

To secure worker’s compensation insurance for the period of October 1, 2023 through September 30, 2024 upon expiration of current worker’s compensation policy on September 30, 2023.

Background Information

At the August 17, 2022 Board of Fire Commissioners Meeting, the Board voted unanimously to accept the proposal from Marsh & McLennan Agency, LLC (the insurance agent) and PGIT (the carrier) for worker’s compensation coverage for the District for the period of October 1, 2022 through September 30, 2023.

Marsh-McLennan has provided the renewal proposal (Attachment 1). The renewal reflects net rates of from \$3.85/\$1,000 for high risk personnel (firefighters), to \$2.05/\$1,000 for fleet technicians, \$2.84/\$1,000 for facilities personnel, and \$0.13/\$1,000 for administrative personnel.

Considerations

The District is required to provide worker’s compensation insurance by Chapter 440, Florida Statutes.

Pursuant to District Policy 212 (Procurement), the District is required to place insurance coverage out for bid every three years, or at the direction of the Board. This year, Marsh-McLennan provided management with two renewal quotes and premium estimates from PGIT and a second carrier, 7710 Insurance.

PGIT’s preliminary renewal of **\$938,389** shows a DECREASE compared to the current fiscal year. This decrease is a combination of two primary factors. The base (“manual”) premium has decreased from the current year’s premium due to a decreased payroll rate (since the rate is applied to the total payroll of the District), even with increased overall payroll. Additionally, the experience modification rate (“mod rate”), based on a three-year rolling average of claims performance, was significantly lower and therefore, has elicited additional savings in excess of the increase in payroll. A **HIGHER** rate year (2018-2019) was replaced by a **LOWER** rate year (2021-2022). This decreased the average mod rate which directly affected each class. Management believes the collective steps taken by Marsh-McLennan’s risk management, the inclusion of the Medical Clinic to provide worker’s compensation services, and the active role of NCFR’s safety committee are accomplishing the District’s goal of reducing the experience



modification factor (or are working towards reducing future rates), which drives the cost of the worker's compensation insurance.

The second carrier, 7710 Insurance, provided a quote totaling \$993,124. The pricing components were similar but a premium adjustment increase of \$10,995 was added while PGIT provided a premium adjustment DECREASE of (\$32,529). This represented the major differences in premium calculations.

Fiscal Impact

As noted above, the proposed policy covering the period October 1, 2023 through September 30, 2024 will decrease compared to the current fiscal year. Per the proposal and based on preliminary budgeted wages, the annual premium cost will be \$938,389, a decrease of (\$5,697) or (0.6%) below the current year premium.

Recommendation

Staff recommends that the Board accepts the renewal proposal from Marsh-McLennan Insurance and PGIT for worker's compensation coverage for the period of October 1, 2023 through September 30, 2024.

Attachments

Attachment 1: Worker's Compensation Policy Renewal

Proposed Motion:

Approve the renewal proposal from Marsh-McLennan Insurance and PGIT for worker's compensation coverage for the period of October 1, 2023 through September 30, 2024 as presented.

Workers Compensation Proposed Budget Analysis

North Collier Fire Control and Rescue District

2023-2024

Prepared by

Max Miller, CIC
Marsh McLennan Agency, LLC
Max.Miller@MarshMMA.com

We are pleased to provide you with an Insurance Budget Estimate. These are to be used as illustrations only and are not actual quotations able to be bound. The purpose of this report is to forecast where we believe your premiums will be in future months. Depending on underwriting criteria, losses, and current market conditions, these numbers could change. Bouchard is not responsible for liability resulting from information contained in this document.

Version Q
09.12.2023

Budget Summary - Proposed

COVERAGE	2021-2022 Annualized	2022-2023 Annualized	2023-2024 - PGIT - Proposed	2023-2024 - FIA - Proposed
Workers' Compensation	\$1,168,680	\$932,692	\$938,389	\$993,124.32
Total	\$1,168,680	\$932,692	\$938,389	\$993,124.32

2021-2022 Workers Compensation Premium Calculation

Class	Description	FT EE's	PT EE's	Remuneration	Rate	%	Premium
7704	Firefighters & Drivers			\$21,009,370	\$5.10	98.13%	\$1,071,478
7704	Volunteers/Interns			\$0	\$5.10	0.00%	\$0
8380	Automobile Service Repair			\$334,186	\$2.54	0.78%	\$8,488
9015	Building or Property Mgt			\$226,499	\$3.81	0.79%	\$8,630
7705	Ambulance Service & Drivers			\$0	\$3.92	0.00%	\$0
8810	Clerical			\$2,031,510	\$0.16	0.30%	\$3,250
9410	Municipal NOC			\$0	\$2.52	0.00%	\$0

Net Rate Illustration

Class	Description	Net Premium	Net Rate
7704	Firefighters & Drivers	\$1,146,878.65	\$5.46
7704	Volunteers/Interns	\$0.00	\$0.00
8380	Automobile Service Repair	\$9,085.65	\$2.72
9015	Bus Co - Garage Employees	\$0.00	\$0.00
8742	Sales	\$0.00	#DIV/0!
8810	Clerical	\$3,479.15	\$0.17
9410	Municipal NOC	\$0.00	0

\$1,091,846	Manual Premium
\$0	Increased Limits
\$0	Excess Rate Factor
\$0	Deductible / Coinsurance
\$1,091,846	Subject Premium
-0.02	Safety Credit
-0.05	Drug Free Credit
1.33	Experience Modification
\$1,351,957	Total Modified Premium
0.97	Schedule Adjustment
-0.11	Premium Discount
0	Terrorism
\$160	Expense Constant
\$1,168,680	Estimated Annual Premium

2022-2023 Workers Compensation Premium Calculation

Class	Description	FT EE's	PT EE's	Remuneration	Rate	%	Premium
7704	Firefighters & Drivers			\$21,379,606	\$5.18	98.54%	\$1,107,464
7704	Volunteers/Interns			\$0	\$5.18	0.00%	\$0
8380	Automobile Service Repair			\$332,552	\$2.35	0.70%	\$7,815
9015	Building or Property Mgt			\$151,823	\$3.64	0.49%	\$5,526
8742	Sales			\$0	\$0.32	0.00%	\$0
8810	Clerical			\$1,891,989	\$0.16	0.27%	\$3,027
9410	Municipal NOC			\$0	\$2.61	0.00%	\$0

Net Rate Illustration

Class	Description	Net Premium	Net Rate
7704	Firefighters & Drivers	\$919,106.98	\$4.30
7704	Volunteers/Interns	\$0.00	#DIV/0!
8380	Automobile Service Repair	\$6,485.81	\$1.95
9015	Building or Property Mgt	\$4,586.44	\$3.02
8742	Sales	\$0.00	#DIV/0!
8810	Clerical	\$2,512.32	\$0.13
9410	Municipal NOC	\$0.00	#DIV/0!

	\$1,123,832	Manual Premium
	\$0	Increased Limits
	\$0	Excess Rate Factor
0.00	\$0	Deductible / Coinsurance
	\$1,123,832	Subject Premium
-0.02	(\$22,477)	Safety Credit
-0.05	(\$55,068)	Drug Free Credit
1.03	\$31,389	Experience Modification
	\$1,077,675	Total Modified Premium
0.97	(\$32,330)	Schedule Adjustment
-0.11	(\$112,814)	Premium Discount
0	\$0	Terrorism
	\$160	Expense Constant
	\$932,692	Estimated Annual Premium

2023-2024 Workers Compensation Premium Calculation - PGIT - Proposed

Class	Description	FT EE's	PT EE's	Remuneration	Rate	%	Premium
7704	Firefighters & Drivers			\$24,041,400	\$4.46	98.51%	\$1,072,246
7704	Volunteers/Interns			\$0	\$4.46	0.00%	\$0
8380	Ambulance Service Repair			\$362,234	\$2.05	0.68%	\$7,426
9015	Building or Property Mgt			\$172,551	\$3.30	0.52%	\$5,694
8742	Outside Sales (Inspector)			\$0	\$3.54	0.00%	\$0
8810	Clerical			\$2,067,281	\$0.15	0.28%	\$3,101
9410	Municipal NOC			\$0	\$2.44	0.00%	\$0

Net Rate Illustration

Class	Description	Net Premium	Net Rate
7704	Firefighters & Drivers	\$924,404.17	\$3.85
7704	Volunteers/Interns	\$0.00	\$0.00
8380	Automobile Service Repair	\$6,401.92	\$0.00
9015	Building or Property Mgt	\$4,909.06	\$2.84
8742	Sales	\$0.00	#DIV/0!
8810	Clerical	\$2,673.36	\$0.13
9410	Municipal NOC	\$0.00	#DIV/0!

\$1,088,467	Manual Premium
\$0	Increased Limits
\$0	Excess Rate Factor
0.00	Deductible / Coinsurance
\$1,088,467	Subject Premium
-0.02	Safety Credit
-0.05	Drug Free Credit
1.07	Experience Modification
\$1,084,298	Total Modified Premium
0.97	Schedule Adjustment
-0.11	Premium Discount
0	Terrorism
\$160	Expense Constant
\$938,389	Estimated Annual Premium

2023-2024 Workers Compensation Premium Calculation - FIA - Proposed

Class	Description	FT EE's	PT EE's	Remuneration	Rate	%	Premium
7704	Firefighters & Drivers			\$24,041,400	\$4.46	98.51%	\$1,072,246.44
7704	Volunteers/Interns			\$0	\$4.46	0.00%	\$0
8380	Ambulance Service Repair			\$362,234	\$2.05	0.68%	\$7,425.80
9015	Building or Property Mgt			\$172,551	\$3.30	0.52%	\$5,694.18
8742	Outside Sales (Inspector)			\$0	\$3.54	0.00%	\$0
8810	Clerical			\$2,067,281	\$0.15	0.28%	\$3,100.92
9410	Municipal NOC			\$0	\$2.44	0.00%	\$0

Net Rate Illustration

Class	Description	Net Premium	Net Rate
7704	Firefighters & Drivers	\$978,324.27	\$4.07
7704	Volunteers/Interns	\$0.00	\$0.00
8380	Automobile Service Repair	\$6,775.34	\$0.00
9015	Building or Property Mgt	\$5,195.41	\$3.01
8742	Sales	\$0.00	#DIV/0!
8810	Clerical	\$2,829.30	\$0.14
9410	Municipal NOC	\$0.00	#DIV/0!

	\$1,088,467.34	Manual Premium
	\$15,238.54	Increased Limits
	\$0	Excess Rate Factor
0.00	\$0	Deductible / Coinsurance
	\$1,103,705.88	Subject Premium
-0.02	(\$22,074.12)	Safety Credit
-0.05	(\$54,081.59)	Drug Free Credit
1.07	\$71,928.51	Experience Modification
	\$1,099,478.68	Total Modified Premium
1.01	\$10,994.79	Schedule Adjustment
-0.11	(\$120,173.50)	Premium Discount
0.01	\$2,664.35	Terrorism
	\$160	Expense Constant
	\$993,124.32	Estimated Annual Premium

Payroll Assumptions - Proposed

Class	Description	Remuneration
7704	Firefighters & Drivers	\$24,041,400
	Paid	\$24,041,400
	Volunteer	\$0
	Interns	\$0
	Overtime at 66.23%	\$0
8380	Automobile Service Repair	\$362,234
9015	Building or Property Mgt	\$172,551
8810	Clerical	\$2,067,281

Worker's Compensation Rating History

Class Code	January. 2023	January. 2022	January. 2021	January. 2020	January. 2019	June. 2018	January. 2018	December. 2016	January. 2016	January. 2015	January. 2014	July 2013	January. 2013	January. 2012	January. 2011
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Firefighters & Drivers

7704	4.46	5.18	5.10	5.19	5.09	5.50	5.60	6.22	5.44	5.31	5.86	5.64	5.68	5.20	4.36
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Automobile Service Repair

8380	2.05	2.35	2.54	2.80	3.02	3.53	3.59	4.09	3.57	3.63	3.66	3.52	3.54	3.22	3.03
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Buildings - Owner or Lessee

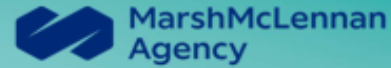
9015	3.30	3.64	3.81	3.89	4.09	4.80	4.80	5.53	5.07	5.14	4.97	5.02	4.53	4.15	3.72
-------------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------

Clerical

8810	0.15	0.16	0.16	0.17	0.18	0.23	0.23	0.26	0.23	0.25	0.26	0.27	0.27	0.27	0.25
-------------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------

Experience Mod History

Rating Effective Date	Experience Mod
10/1/2023	1.07
10/1/2022	1.04
10/1/2021	1.35
10/1/2020	1.12
10/1/2019	1.24
10/1/2018	1.07
10/1/2017	1.18
10/1/2016	1.14
10/1/2015	1.18



Experience Modification Summary

North Collier Fire Control and Rescue District
Effective Date: 10/1/2023

Historical Workers' Compensation Performance

Policy Period	Manual Premium	Discounted Premium	# of Claims	Paid Losses	Reserves	Actual Incurred Losses	Mod Incurred	Mod
10/01/2018 - 10/01/2019	\$1,062,228	\$775,111	41	\$241,576	\$123,412	\$364,988		1.07
10/01/2019 - 10/01/2020	\$997,785	\$843,281	48	\$779,381	\$26,169	\$805,551	\$738,291	1.24
10/01/2020 - 10/01/2021	\$1,079,638	\$1,003,859	53	\$155,630	\$55,378	\$211,008	\$184,698	1.12
10/01/2021 - 10/01/2022	\$1,091,846	\$1,168,520	37	\$300,923	\$58,102	\$359,025	\$297,611	1.33
10/01/2022 - 10/01/2023	\$1,123,832*	\$932,532*	17**	\$4,795**	\$30,779**	\$35,574**		1.03
10/01/2023 - 10/01/2024								1.07

The Mod for the future renewal is a forecasted value. The highlighted periods impact your forecasted experience mod. Expenses are not included in the claim totals above.

The COVID-19 claim count (5) is included above, but the payments and/or reserves are not included (estimated the mod to be 1.14 if Covid-19 claims were included)

*The manual and discounted premiums are estimated values.

**Losses are valued as of 4/30/23.

Analysis Summary

- In October 2022, we reduced the 10/1/2022 experience mod from 1.04 to 1.03 after additional claims were closed.
- If the Expected Loss Rates change, the experience mod forecast will change and the rating bureau will produce a revision.
- All premium illustrations are based on an Estimated Discounted Premium of \$905,400.
- Employer Liability losses are reported to NCCI as part of the Incurred Indemnity loss (limitation to each loss).
- In applicable states, Covid-19 claims with Accident Dates on and after July 1, 2023, will be included in the experience rating calculations.

Service Team



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Certificate of Insurance
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DISCLOSURE & DISCLAIMER

1. This proposal is based upon exposures to loss identified by information that you provided regarding your business and operations. If there are other business exposures that need to be evaluated prior to binding coverage, please bring these to our attention.
2. Should any of your exposures change after coverage is bound, such as new operations, property purchases, hiring employees in additional states, etc., please let us know so proper coverage(s) can be discussed.
3. The coverage valuation and limits provided were determined by you. We recommend a professional appraisal to ensure that such values and limits are adequate to protect your assets. Higher limits of liability may be available.
4. Estimated exposure basis (i.e. vehicles, sales, payroll, and area) were established by information you provided. If actual exposures for the policy term(s) are different than estimated, the final premium may be adjusted.
5. The entity(ies) designated as named insured is/are the only entity(ies) covered under this proposal. Please notify our office immediately if you should acquire or form any new organizations so we provide appropriate coverage.
6. The abbreviated outlines used throughout this proposal are not intended to express any legal opinion as to the nature of coverage. They are only intended as a brief summary of coverage. The insuring agreement, terms, and conditions of the actual policy form(s) purchased will govern the coverage being provided. Please read your policy for specific details.
7. For direct bill policies: Notices you receive from your insurer regarding past due premiums or cancellation due to non-payment of premium shall be considered notice from Marsh & McLennan Agency LLC (MMA). As a matter of general practice, MMA does not provide notice of a potential lapse of coverage due to non-payment of premium to clients where coverage is written on a direct bill basis.
8. This form is for illustration purposes only. Please read your policy for specific details.

COMPENSATION DISCLOSURE

Marsh & McLennan Agency LLC ("MMA") prides itself on being an industry leader in the area of transparency and compensation disclosure. We believe you should understand how we are paid for the services we are providing to you. We are committed to compensation transparency and to disclosing to you information that will assist you in evaluating potential conflicts of interest.

As a professional insurance producer, MMA and its subsidiaries facilitate the placement of insurance coverage on behalf of our clients. As an independent insurance agent, MMA may have authority to obligate an insurance company on behalf of our clients and as a result, we may be required to act within the scope of the authority granted to us under our contract with the insurer. In accordance with industry custom, we are compensated either through commissions that are calculated as a percentage of the insurance premiums charged by insurers, or fees agreed to with our clients.

MMA engages with clients on behalf of itself and in some cases as agent on behalf of its non-US affiliates with respect to the services we may provide. For a list of our non-US affiliates, please visit: <https://mma.marshmma.com/non-us-affiliates>. In those instances, MMA will bill and collect on behalf of the non-US Affiliates amounts payable to them for placements made by them on your behalf and remit to them any such amounts collected on their behalf;

MMA receives compensation through one or a combination of the following methods:

- **Retail Commissions** – A retail commission is paid to MMA by the insurer (or wholesale broker) as a percentage of the premium charged to the insured for the policy. The amount of commission may vary depending on several factors, including the type of insurance product sold and the insurer selected by the client.
- **Client Fees** – Some clients may negotiate a fee for MMA's services in lieu of, or in addition to, retail commissions paid by insurance companies. Fee agreements are in writing, typically pursuant to a Client Service Agreement, which sets forth the services to be provided by MMA, the compensation to be paid to MMA, and the terms of MMA's engagement. The fee may be collected in whole, or in part, through the crediting of retail commissions collected by MMA for the client's placements.
- **Contingent Commissions** – Many insurers agree to pay contingent commissions to insurance producers who meet set goals for all or some of the policies the insurance producers place with the insurer during the current year. The set goals may include volume, profitability, retention and/or growth thresholds. Because the amount of contingent commission earned may vary depending on factors relating to an entire book of business over the course of a year, the amount of contingent commission attributable to any given policy typically will not be known at the time of placement.
- **Supplemental Commissions** – Certain insurers and wholesalers agree to pay supplemental commissions, which are based on an insurance producer's performance during the prior year. Supplemental commissions are paid as a percentage of premium that is set at the beginning of the calendar year. This percentage remains fixed for all eligible policies written by the insurer during the ensuing year. Unlike contingent commissions, the amount of supplemental commission is known at the time of insurance placement. Like contingent commissions, they may be based on volume, profitability, retention and/or growth.
- **Wholesale Broking Commissions** – Sometimes MMA acts as a wholesale insurance broker. In these placements, MMA is engaged by a retail agent that has the direct relationship with the insured. As the wholesaler, MMA may have specialized expertise, access to surplus lines markets, or access to specialized insurance facilities that the retail agent does not have. In these transactions, the insurer typically pays a commission that is divided between the retail and wholesale broker pursuant to arrangements made between them.
- **Medallion Program and Sponsorships** – Pursuant to MMA's Medallion Program, participating carriers sponsor educational



AGENDA ITEM 10B

Meeting Date: September 28, 2023
Prepared by: Deputy Director Lori Freiburg
Subject: Request for Board Approval of Engagement of Attorney Laura Donaldson for Representation Before the 2024 Florida Legislative Session

Objective

Obtain Board approval of engagement of Attorney Laura Donaldson for legislative representation during the 2024 Legislative Session, and any special sessions that may be held in Fall 2023 or after the regularly scheduled 2024 Legislative Session.

Background Information

The District has always found it beneficial to engage a legislative representative for the Florida legislative sessions for any issues that may affect special independent districts and/or fire districts. Issues of importance in the 2024 legislative session include, but are not limited to: revisions to chapter 401, Florida Statutes, marine emergency response, the State of Florida's emergency response reimbursement process, property tax, impact fees, and special district operations.

Considerations

Attorney Laura Donaldson has represented the North Collier Fire Control and Rescue District for the 2015 through 2023 Legislative Sessions, and prior to that for North Naples Fire. She wrote the District's enabling legislation and is extremely well-versed on the legislative issues affecting the District.

Legislative representation was last put out for bid in 2015. Because differences in price may only be a minor concern compared to qualitative considerations, professional services may be exempted from the competitive bidding process by the Board of Fire Commissioners as per District Policy 212-Procurement Policy.

Fiscal Impact

The fee identified in the proposed engagement letter is \$275 per hour. We do not yet know the full extent of Attorney Donaldson's time, but have made financial provisions for legal fees in the 2023-2024 General Fund Budget.

Recommendation

Staff recommends the Board waive the bidding policy and accept the proposal from Attorney Laura Donaldson of Manson, Bolves, Donaldson & Tanner to provide representation for the District before the 2024 Florida Legislative Session and any special sessions that may be held Fall 2023 or after the regularly scheduled 2024 Legislative Session.

Attachments

Attachment 1: Engagement Letter for 2024 Legislative Representation by Laura Donaldson



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

Proposed Motion

Move to approve the engagement of Attorney Laura Donaldson for District representation before the 2024 Florida Legislative Session, including any special sessions that may be held in Fall 2023 or after the regularly scheduled 2024 Legislative Session.



September 1, 2023

VIA ELECTRONIC
MAIL

Lori Freiburg, CDM
Deputy Director of Executive Administrative Services
North Collier Fire Control and Rescue District
1885 Veterans Park Drive
Naples, Florida 34109
Email: lfreiburg@northcollierfire.com

Re: Legislative Representation of North Collier Fire Control and Rescue District
before the 2024 Florida Legislature

Dear Deputy Director Freiburg:

Thank you for considering Manson Bolves Donaldson Tanner (MBDT) in the provision of legislative services to the North Collier Fire Control and Rescue District (District). As discussed, this letter will serve as a proposal of the terms under which MBDT will provide general legislative representation on issues that may impact the District during the 2024 Legislative Session, and any special sessions that may be held in Fall 2023 or after the regularly scheduled 2024 Legislative Session, including but not limited to revisions to chapter 401, Florida Statutes, marine emergency response, the State of Florida's emergency response reimbursement process, property tax, impact fees, and special district operations.

Fees are based upon the ethical rules. The amount of the District's statement will be the fair value of the services provided taking into account the time spent, the type of service being asked to perform, any special level of expertise required, the size and scope of the matter, the results obtained, and other relevant considerations. MBDT proposes an hourly rate of \$275. The District will be provided the most effective support systems available, while at the same time allocating the costs of such systems in accordance with the usage of the services by individual Districts. Therefore, in addition to fees for services, the District will also be charged separately for certain costs and expense disbursements, including travel expenses; messenger, courier, and other communication costs; document reproduction; and computer research facilities, but not to exceed \$2,000.

Billing statements will be rendered on a monthly basis and are due and payable upon receipt. Every effort will be made to include disbursements in the statement for the month in which the disbursements are incurred. Some disbursements are not available until the following month in which case a supplemental statement will be rendered for these additional charges.

Tampa

Tallahassee

West Palm Beach

109 North Brush Street, Suite 300 Tampa, FL 33602 (T) 813.514.4700 (F) 813.514.4701

www.MansonBolves.com

Contract provisions required by Florida Law:

1. MBDT's Representations and Warranties. MBDT represents and warrants to District as follows:

1.1. Scrutinized Companies. MBDT is in compliance with Section 287.135, Florida Statutes. As required by subsection 287.135(5), Florida Statutes, MBDT certifies that it is not on any of the following lists: 1) Scrutinized Companies that Boycott Israel, 2) Scrutinized Companies with Activities in Sudan, or 3) Scrutinized Companies with Activities in the Iran Petroleum Energy Sector. The District may terminate this Agreement if MBDT is found to be out of compliance with this statute.

1.2. Public Entity Crimes. MBDT is not on the convicted vendor list for a public entity crime maintained by the Florida Department of Management Services and is in compliance with Sections 287.132 and 287.133, Florida Statutes. MBDT will remain in compliance with Sections 287.132 and 287.133, Florida Statutes, throughout the term of this Agreement and will notify District if it becomes non-compliant.

1.3. Discriminatory Vendor List. MBDT is not on the discriminatory vendor list maintained by the Florida Department of Management Services, and is in compliance with subsection 287.134(2)(a), Florida Statutes. MBDT will remain in compliance with Section 287.134, Florida Statutes, throughout the term of this Agreement and will notify District if it becomes non-compliant.

1.4. E-Verify. MBDT is in compliance with Section 448.095, Florida Statutes. As required by Subsection 448.095(2)(a), Florida Statutes, MBDT has registered with and uses the E-Verify System to verify the work authorization status of all newly hired employees.

2. Public Records.

2.1. Duty to Maintain and Provide Records. MBDT shall keep and maintain all public records required to perform services under this Contract as required by Chapter 119, Florida Statutes unless they are exempt under Florida law. MBDT shall ensure that public records that are exempt from public records disclosure are not disclosed except as authorized by law during the term of this Agreement and following its completion if the MBDT does not transfer the records to the District.

**2.2. IF MBDT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE MBDT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE AGENCY'S CUSTODIAN OF PUBLIC RECORDS AT:
PHONE: (239) 552-1357; EMAIL: PUBLICRECORDS@NORTHCOLLIERFIRE.COM; OR MAIL: 1885 VETERANS PARK DRIVE, NAPLES, FL 34109.**

2.3. Post Contract Responsibilities. Upon completion of this contract, MBDT shall keep and maintain, at no cost, to the District, all public records produced under this Agreement in the possession of the MBDT or shall transfer them to the District. If the MBDT transfers all public records to the District, MBDT shall destroy any duplicate public records. If MBDT keeps and maintains public records after completion of the contract, the MBDT shall meet all legal requirements for retaining public records including the rules and retention schedules adopted by the Division of Library and Information Services of the Department of State under Section 119.021(2)(a), Florida Statutes. All records stored electronically must be provided to the District upon request from the District in a format that is compatible with the information technology systems of the District.

Please indicate your understanding of the agreement to the above-described engagement by signing and dating this letter in the spaces provided below. Also, your execution of this letter signifies your agreement that I may disclose fees paid in accordance with Florida's Lobbyist Financial Disclosure laws.

I appreciate the opportunity to be of service to the District now and in the future. My goal is to provide services to the District on the most efficient basis possible. Please do not hesitate to contact me should you have any questions or comments.

Sincerely,



Laura Jacobs Donaldson

ACKNOWLEDGED AND AGREED:

North Collier Fire Control and Rescue District

Dated: _____



AGENDA ITEM 10C

Meeting Date: September 28, 2023
Prepared by: Assistant Chief Michael Coxwell
Subject: Request for Adoption of Resolution 23-024 Revising Inspection and Fire Prevention Fees

Objective

Request for Adoption of Resolution 23-024 Revising Inspection and Fire Prevention Fees

Background Information

Fire Prevention

The North Collier Fire Control & Rescue District is responsible for the implementation and enforcement of the Florida Fire Prevention Code. The Life Safety and Fire Prevention Division (the “Division”) is an integral part in providing the foundational principles that provide for a safe and hazard resilient community. Division services include three major groups, which include engineering, education and enforcement. Engineering consists of building plan review, site developmental review, life safety systems, water supply and any remodel or alteration to existing building inventory. Education is often thought of as an activity conducted in schools during fire prevention month, but that is just one of the most popular components of the many applications that fire prevention education services provides. Educating the public at times may include fire code interpretation or fire safety guidelines for specific occupancies and or activities. Enforcement may include but is not limited to the compliance inspections of new construction, existing occupancies, and fire protection systems. The Division is also responsible for completing fire investigations.

Cost of Service

The cost of service means the total identified expenditures considered in that rate/fee evaluation shall be based on the estimated or budgeted costs and assumes a practical methodology for assigning costs in calculation of a fee. This fee methodology assumes to recover the operating costs and any capitalized facility infrastructure costs that may be applicable. The cost of service is therefore comprised of direct costs plus an allowance for overhead expenses.



Direct costs may generally be classified as either labor, maintenance/utility costs, supplies/materials or other related expenses. Nearly all the fees under review require specific actions on the part of District staff to provide the service or conduct the activity. Because labor is an underlying factor in these activities, the full cost of service is expressed as a fully burdened cost per available labor hour. This labor rate expressed as an individual composite rate for the Fire Prevention Division, and serves as the basis for further quantifying the full cost of providing individual services and activities.

Current Fee Structure

The primary focus has been directed to the fees related to new construction services. This new Resolution of Fees will replace Resolution 18-006 which was approved May 10th 2018. Current fees were reviewed and adjusted (if necessary) based on staff recommendations relating to actual review and inspection times.

The Inspection Fund has managed to be revenue centric by high trends of volume. The proposed fee structure created will attempt to achieve 100% cost recovery.

Fiscal Impact

Obtaining of 100% cost recovery of available services will provide for the reduction of general fund dependence directed to fire prevention division.

Recommendation

Staff recommends the Board adopt Resolution 23-024 to revise inspection and plan prevention fees as presented.

Attachments

Attachment 1: Resolution 23-024



RESOLUTION 23-024

A RESOLUTION OF THE NORTH COLLIER FIRE CONTROL AND RESCUE DISTRICT ESTABLISHING A SCHEDULE OF USER FEES RELATED TO FIRE PREVENTION, INCLUDING BUT NOT LIMITED TO FEES FOR NEW AND EXISTING BUILDING FIRE INSPECTIONS, PLANNING AND PERMITTING REVIEWS, ADMINISTRATIVE SERVICES, ON-CALL INSPECTOR AND FIRE WATCH PROGRAMS, FALSE OR MALFUNCTIONING ALARMS, LOCKBOX ACCESS, SPECIAL FEES, FIRE HYDRANT MAINTENANCE AND OWNERSHIP, SPECIAL EVENT FIRE WATCH SERVICES, AND CODE COMPLIANCE INSPECTION AND PLAN REVIEW FEES; PROVIDING INSPECTION SCHEDULE; PROVIDING FOR ON-CALL INSPECTION AND FIRE WATCH SERVICES; PROVIDING PROCESS FOR FALSE OR MALFUNCTIONING ALARMS; PROVIDING FOR SPECIAL SERVICES FEE; PROVIDING FOR ENFORCEMENT AND PENALTY; CONFLICT AND SEVERABILITY; PROVIDING FOR REPEAL OF SPECIFIED RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the North Collier Fire Control and Rescue District (“District”) is an independent special fire control and rescue district governed by Chapter 2015-191, Laws of Florida, and Chapters 189 and 191, Florida Statutes (“F.S.”), which provides emergency fire prevention, fire protection, and rescue services to an approximately 264-square mile area in Collier County; and

WHEREAS, the Board of Fire Commissioners (“Board”) of the District is responsible for the fire prevention, fire protection, and rescue services within the District in accordance with Chapter 2015-191, Laws of Florida, and Chapters 191 and 633, F.S.; and

WHEREAS, Section 4 of the District’s charter found in section 3 of Chapter 2015-191, Laws of Florida, authorizes the District to do all things necessary to provide adequate fire prevention and fire protection, including but not limited to the authority to inspect and investigate all property for fire hazards and to assess fees for fire inspection, maintenance and replacement of hydrants in an amount reasonably related to the costs thereof, and to adopt rules and regulations for the prevention of fire and fire control in the District; and

WHEREAS, Chapter 633, F.S., requires the State of Florida Fire Marshal to adopt the Florida Fire Prevention Code, which contains or incorporates by reference all fire safety laws and rules that pertain to and govern the design, construction, erection, alteration, modification, repair, and demolition of public and private buildings, structures, and facilities and the enforcement of such fire safety laws and rules; and

WHEREAS, Section 633.208(2), F.S., provides that each special fire control district is required to enforce the Florida Fire Prevention Code, as may be amended; and

WHEREAS, pursuant to Section 633.312(4), F.S., it is the Owner's responsibility to maintain the fire protection system installed within its Premises; and

WHEREAS, the Board has determined that it is the owner's responsibility to bear all costs associated with maintenance and repairs, including unexpected impairments, on all required fire protection systems; and

WHEREAS, the Board has determined that it is necessary and beneficial to the public that all Premises requiring a fire alarm or fire sprinkler system by the Florida Fire Prevention Code, as may be amended, have installed systems that are functional and maintained; and

WHEREAS, the Board recognizes the importance of providing Florida Fire Prevention Code compliance inspection and plan reviews in that it ensures the safety of the public; and

WHEREAS, Section 191.009(3), F.S., authorizes the Board to provide a reasonable schedule of charges for special emergency services; for fighting fires; for responding to or assisting or mitigating emergencies that either threaten or could threaten the health and safety of persons, property, or the environment, to which the district has been called; and for inspecting structures, plans, and equipment to determine compliance with fire safety codes and standards; and

WHEREAS, Section 633.216(1), F.S., authorizes a special fire control district to provide a schedule of fees to pay the costs of fire inspections and related administrative expenses; and

WHEREAS, the Board has determined that it is in the best interest of the District to assess reasonable fees for fire prevention and fire protection services within its boundaries to offset the costs associated with providing such services; and

WHEREAS, the Board finds that the Schedule of Fees sets forth fair and reasonable sums to be assessed to those who receive the benefits of the fire prevention, fire protection, and rescue services provided by the District and is reasonably related to the cost of providing such services; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF THE NORTH COLLIER FIRE CONTROL AND RESCUE DISTRICT AS FOLLOWS:

I. **Recitals.** The recitals set forth above are true and correct and are hereby incorporated into this Resolution as though specifically stated herein. Any capitalized term used in this Resolution and not otherwise defined shall have the meaning ascribed to such term in the Resolution.

II. **Definitions.** As used herein, the following terms shall have the specified meanings unless another meaning is clearly required by the text.

1. “Alarm system malfunction” means emission of any alarm signal caused by mechanical failure, improper system design, equipment malfunctions, improper maintenance or lack of maintenance, power failure or power surge, or other substantially similar cause. Alarm system malfunctions do not include any accidental activation of the alarm signal by an action by which the system was designed to be triggered.

2. “Enforcement Official,” “Authority Having Jurisdiction,” or “District AHJ” means the Fire Chief of the District, and/or any authorized representative or designee of the Fire Chief.

3. “False or malfunctioning alarm” means the activation of an alarm signal caused by something other than an actual fire or emergency condition at the protected premises, and which signal results in an Official Response. There shall be a rebuttable presumption that an alarm signal is a false alarm whenever a firefighter responds to an alarm signal and the responding firefighter or inspector determines that the alarm signal was triggered by:

- a. a cause other than a fire or emergency condition; or
- b. an intentional activation of that alarm signal not based upon a good faith, reasonable mistake that there was a fire, or other emergency condition.

4. “Fire Watch” means the assignment of a qualified person or persons, acceptable to the District AHJ, having the sole responsibility for the continuous 24-hour patrol of a Premise or Premises for the purpose of detecting fires and transmitting an alarm to the building occupants and 911 emergency dispatch center.

5. “Florida Fire Prevention Code” means Chapter 69A-60, Florida Administrative Code, as may be amended.

6. “Normal Work Hours” means from Monday through Friday, 0700 to 1700 hours, excluding holidays.

7. “Official Response” means when any firefighter responds by traveling to a Protected Premise in response to an alarm signal from that Premise.

8. “On-Call Inspector” means a Florida State certified Fire Inspector, a member of the District’s Fire Prevention Bureau, assigned standby duties to respond to life safety issues including, but not limited to, required systems that are out of service, outside the timeframe of Normal Work Hours.

9. “Out of Service” means a significant portion of the fire alarm or fire sprinkler system that is not operational. An example would be an entire fire alarm initiation, signaling, or notification circuit, or an entire fire sprinkler branch line. It is not the intent of the Florida Fire Prevention Code to require a Fire Watch or evacuation of a portion of a building for a single device or appliance.

10. “Property Owner” or “Owner” means the owner of the Protected Premises, including each co-owner of the property, including but not limited to, each tenant in common.

11. “Premise” or “Premises” means any residence, building, structure, apartment, office, condominium, or any other unit thereof.

12. “Protected Premises” means the Premises intended to be protected by the fire alarm or any similar monitoring system.

13. “Required System” means a fire alarm system or fire sprinkler system in a building that is required by the Florida Fire Prevention Code. This is normally determined by the occupancy classification, square feet, number of stories, occupant load, or a combination thereof.

14. “Responsible Party” means
- a. each Owner;
 - b. each occupant of the Protected Premises who is 18 years or older;
 - c. each tenant and subtenant; and

- d. other persons or entities, if any, that have by written agreement with the Owner agreed to be responsible for false alarms emitted from that Protected Premises.

15. "Signal" means a power impulse or audible tone emitted from a fire alarm or fire sprinkler monitor system, which indicates that an alarm has occurred.

16. "Square Footage" is defined as the total area of the structure(s) under roof.

17. "Job Value" for an Architectural Building Permit application means the contractor's valuation of construction cost. Minimal accepted calculated costs of construction are set forth in ICC Building Valuation Data Table, per Collier County Ordinance.

18. "Vacant" means premises that are not physically occupied by a responsible adult at any time during an Official Response by a firefighter or inspector.

III. Schedule of Fees; General Provisions.

1. Approval and Adoption of Fees. The Board approves and adopts the Schedule of Fees, attached hereto as Exhibit A, as those fees charged by the District for performing the services enumerated therein. The Board shall review the Schedule of Fees on an annual basis and will adopt any changes, if needed, by resolution.

2. Reasonableness of Fees. The Schedule of Fees sets forth fair and reasonable sums to be assessed to those who receive the benefits of the fire prevention and fire protection services provided by the District. The sums in the Schedule of Fees are reasonably related to the cost of providing such services.

3. Payment Due. All fees are due and immediately upon request for service. All other fees are payable within 30 days of notice of fees by the District. All services and fees provided for in section IV of Exhibit A of the Schedule of Fees are processed at 6495 Taylor Road Naples, FL 34109 and all other services and fees provided for in the Schedule of Fees may be processed at the Collier County Growth Management Office.

4. Fee Waiver. The Fire Chief or his/her designee, in his/her sole discretion, may waive or modify a fee upon a written request from a Responsible Party. With respect to all Site Development review types, the District AHJ or his/her designated representative retains the right

to make an initial determination as to whether the proposed scope of work impacts fire codes and therefore, whether a review is necessary or unnecessary. With respect to permit review, the District AHJ or his/her designated representative retains the right to make an initial determination as to whether the proposed activity presents a fire protection concern, i.e. swimming pools, concrete deck, radio transmission towers, etc., and if such determination is made by the District AHJ or his/her designated representative that there is no fire protection concern, then such review shall be exempt from permit review fees.

5. **Implementation.** The Fire Chief or his/her designee is authorized to take any and all necessary steps for the implementation of this Resolution and the Schedule of Fees.

6. **Failure to Pay and Liability.** The failure to pay an invoice within thirty (30) days from the date of notice of fees may result in further legal action such as the imposition of a lien in accordance with Chapter 191, F.S., and any other applicable laws. All collection costs including accrued late fee services, court fees, and reasonable attorney's fees shall be charged.

7. **Enforcement.** Enforcement of this Resolution and collection of fines, fees, and charges assessed hereunder may be by civil action, criminal prosecution, and/or any manner authorized by law, including filing liens against the protected premises.

IV. Inspection Schedule and Categories.

1. **Identification and Inspections.** All existing buildings shall be identified and inspected by occupancy classification per the Florida Fire Prevention Code, Chapter 69A, Florida Administrative Code, North Collier Fire Control and Rescue District Fire Protection and Prevention Code, and the schedules of inspections for existing Occupancies and regulatory license required by the State of Florida as provided for in section 2 below.

2. **Inspection Schedule.** The schedule of fire prevention and life safety inspections of existing occupancies is:

- a. On an annual basis:
 - i. occupancies where the public gathers and/or where they lodge;
 - ii. Storage occupancies 10,000 square feet or greater;
 - iii. Mercantile occupancies 10,000 square feet or greater;
 - iv. Business occupancies 30,000 square feet or greater;
 - v. Industrial occupancies 10,000 square feet or greater;

- vi. High hazard occupancies/operations, including but not limited to dry cleaning operations;
 - vii. Hotels/Motels, Dormitories, Lodging and Rooming Houses;
 - viii. Health Care occupancies, including Hospitals, Assisted Living Facilities; and Day Care Centers and Nursery Schools; and
 - ix. Educational occupancies and Assembly occupancies.
- b. On a triennial basis:
- i. Multi-family, Apartments/Condominiums; and
 - ii. All other occupancies not listed in paragraph 2a above.

V. On-Call Inspector and Fire Watch Programs.

1. On-Call Inspection Fees. When the District's On-Call Inspector responds after Normal Working Hours due to the malfunction of a Required System, the Owner and/or Responsible Party will be assessed and billed the On-Call inspection fee.

2. Fire Watch Implementation and Fees. If a Required System is discovered to be Out of Service and is anticipated to remain Out of Service for a period longer than four (4) hours, an Enforcement Official will contact the Responsible Party so that the Responsible Party may determine whether the Premises should be evacuated or a Fire Watch should be implemented. A Fire Watch will be implemented when:

- a. elected by the Responsible Party; or
- b. the Responsible Party cannot be contacted within two (2) hours of discovering that the Required System is Out of Service.

VI. False or Malfunctioning Alarms.

1. Responsibility for Fire Alarm Systems. Neither the District nor any member thereof shall have or assume any responsibility for the installation, repair, maintenance, operation, or effectiveness of any fire alarm or fire sprinkler system not owned by the District. Responsibilities for false or malfunctioning alarms emitted by the respective system rest solely, jointly, and severally with each Responsible Party. Each active fire alarm system in the District must always have at least one (1) Responsible Party. No person or entity shall maintain any fire alarm system that automatically dials the statewide emergency telephone number (911) or any other telephone number assigned to the District or the Collier County Sheriff's Office, except as required by Federal, State, or local law or ordinance.

2. Responsibility for False Alarms. Each Owner of the Protected Premises is primarily responsible under this Resolution for false or malfunctioning alarms at the Protected Premises. Owners may by lease or other written agreement assign that primary responsibility to a person or entities to occupy the Protected Premises, or to managers of the Protected Premises; however, failure of any such non-owner to fully comply with any warning or citation under this Resolution shall render the Owner responsible for such false or malfunctioning alarms and the resulting penalties. Each Responsible Party is jointly and severally responsible under this Resolution for all false or malfunctioning alarms at the respective Protected Premises.

3. Vacant Protected Premises. When responding to an alarm at a vacant Protected Premises, the responding engine crew should attempt to contact a Responsible Party. If the Responsible Party cannot be reached or does not arrive at the Premises, the alarm signal may be terminated or reset by the District. The District shall be held harmless for any damage to the alarm system, and for any damage to the Premises and/or property which may be caused by the termination or resetting of the fire alarm system.

4. Lock Box Access. When an alarm panel is in a locked building or secured area, in an existing or newly constructed building, the Responsible Party shall purchase at the Owner's sole expense, an approved lock box. Inside this lock box shall be keys or codes to gain access to the alarm panel. The District is the sole owner of the key to open the lock box.

5. First False Alarm. A written warning shall be issued for the first false or malfunctioning alarm at the Protected Premises, which occurs after the effective date of this Resolution. The warning will be mailed to the Responsible Party by regular United States mail, but if returned undelivered, then mailed by certified, return receipt requested, or by actual service by any other lawful service of due process.

6. Second and Subsequent False Alarm. An Enforcement Official may issue a citation of violation for a false or malfunctioning alarm as defined in this Resolution for a second or any subsequent false or malfunctioning alarm that occurs at the Protected Premises. The citation may be served upon any Responsible Party by lawful service of process or by mailing it to the Protected Premises return receipt requested within one hundred eighty (180) days of the last false or malfunctioning alarm at the said Premises.

7. False Alarm Report Form. In each instance where a fire alarm is determined by an enforcement official to be a false or malfunctioning alarm and a warning or citation of violation

is issued by an enforcement official, a Responsible Party must promptly file with the District a completed "False Alarm Report Form." The False Alarm Report Form must be completed with true and correct information and be returned to the District within twenty (20) days of the date when the false or malfunctioning alarm occurred. Each False Alarm Report Form must contain the following information:

- a. The full name(s), address, home, and or/work telephone number of at least one Responsible Party regarding the fire alarm system at the Protected Premises.
- b. The name, address, and telephone number of at least one authorized individual representative of a Responsible Party who can be immediately notified in the event of a subsequent false or malfunctioning alarm at the Premises.
- c. If applicable, the name and 24-hour telephone number of the business or entity that will be monitoring the fire alarm system.
- d. The exact cause of the false alarm or malfunction determined by a licensed alarm contractor, if known. If the exact cause of the false or malfunctioning alarm is not known, specify in detail the suspected cause of the alarm. If applicable, include all information that indicates the alarm was not a false alarm.
- e. All corrective action that was taken to eliminate the determined cause of the false or malfunctioning alarm from recurring.
- f. Other information that may assist the District in the event of a subsequent alarm from that system.

A separate False Alarm Report Form is required for each false or malfunctioning alarm that occurs more than twelve (12) hours apart from the prior false alarm for which there was an Official Response.

8. Failure to Promptly Deliver False Alarm Report Form. The failure of the Responsible Party to deliver a completed False Alarm Report Form to the District within twenty (20) days of the occurrence of the false or malfunctioning alarm as required herein shall subject the Responsible Party to a civil fine of \$25.00. Any late reporting fine is and shall be paid in addition to any other fine issued by the District for false or malfunctioning alarms or any other reason.

9. Corrective Action. Unless it is obvious that the alarm was triggered by a cause other than a system malfunction, the system shall be examined by a licensed alarm technician who is knowledgeable regarding causes of fire alarm system malfunctions for that type of system so that a good faith attempt is made to prevent that type of false alarm from recurring.

10. “Clean Slate” Status. If one hundred eighty (180) days pass without a false or malfunctioning alarm from the system located at a Protected Premises, if the False Alarm Report Forms were filed timely, and all fines arising out of prior false alarms for that system have been paid, a “clean slate” status shall be automatically granted to the system. The first false alarm after a “clean slate” status shall require only a written warning and shall commence a new 180- day time period for subsequent false alarms from that system.

11. Installation of a New Alarm System. Installation of an entirely new fire alarm system at a Protected Premises, upon written notice of the same to the District, shall confer “clean slate” status upon that system so long as all prior false alarm fines are paid.

12. Good Faith Mistake or Emergency Condition. No person shall violate this Resolution by intentionally setting off a fire alarm signal to prompt an Official Response if that alarm signal was set off based upon a reasonable mistake of fact that there existed a fire or emergency condition at the Protected Premises. The responding firefighter will determine whether there was a reasonable mistake of fact to justify that intentional activation of that alarm signal. If excused, the alarm signal shall not be counted as a false alarm.

13. False Alarm Appeal Process. The Responsible Party receiving fines and/or penalties for false alarms has the right to contest the imposition of the violation and any fine imposed due to the violation of this Resolution by notifying the District in writing, post marked no later than thirty (30) days after the date of the issuance of the notice of violation, and mailed to the North Collier Fire Control and Rescue District, Fire Prevention Bureau, Attention: Fire Marshal, 6495 Taylor Road, Naples, Florida 34109. Thereafter, the Responsible Party will be notified of a date and time to appear before the Board to present the case as to why the violation and accompanying fines should be dismissed. Failure to notify the District of any contest within thirty (30) days will create a presumption of the validity of the violation.

14. Effect of Payment. Prompt payment of each false or malfunctioning alarm fee shall clear and settle that false alarm violation, but does not eliminate the duty to file the respective False Alarm Report Form.

VII. Miscellaneous.

1. Liens. In accordance with Section 191.009(3)(e), F.S., the District shall have a lien upon any real property, motor vehicle, marine vessel, aircraft, or rail car, for any charge assessed under this subsection.

2. Joint and Several Liability to Pay Fees and Fines. All fees and/or fines charged under this Resolution shall be an obligation owed jointly and severally by each Responsible Party. Fees and fines shall be paid to the District within the time periods specified in this Resolution, except as may be otherwise ordered by a court of law.

3. Conflict and Severability. In the event that this Resolution conflicts with any other applicable Resolution of the District, or other applicable law, this Resolution shall apply. If any phrase or portion of this Resolution is held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion.

4. Repeal. Upon the Effective Date, this Resolution supersedes, replaces, and repeals Resolution 18-006.

5. Effective Date. This Resolution shall take effect on January 1, 2024.

The foregoing Resolution was offered by Commissioner _____ who moved for 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 L. Crossan	
Commissioner Norman E. Feder	
Commissioner J. Christopher Lombardo	

Duly passed on this 28th day of September, 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 L. Crossan

Norman E. Feder

J. Christopher Lombardo

Exhibit A - Schedule of Fees

PERMIT PLAN REVIEW AND INSPECTION FEES	
Section I. FIRE CODE COMPLIANCE PLAN REVIEW FEES - PROPOSED NEW FEES	
1.) Application Review Fee	\$150.00 minimum
2.) Architectural plan review (Application fees for building permit based on the declared job value)	<ul style="list-style-type: none"> I. 0.57% of declared job value under \$100,000.00 II. \$500.00 plus 0.055% of declared job value equal to or greater than \$100,000.00
3.) A/C Change Out	\$150.00
4.) Cell Tower	\$150.00
5.) Change of Occupancy	\$200.00
6.) Demolition	<ul style="list-style-type: none"> I. Demo Building- full/partial \$150.00 II. Demo Fire Alarm System \$500.00 III. Demo Fire Sprinkler System \$150.00
7.) Dumpster Enclosure	\$150.00
8.) Emergency Responder Radio Systems	\$300.00
9.) Fence/Gates	\$150.00
10.) Fire Alarms	<ul style="list-style-type: none"> I. Zoned/Conventional - \$150.00 plus, \$20.00 Per Zone II. Intelligent/Addressable - \$150.00 plus, \$1.00 Per Device III. Dedicated Function - \$200.00
11.) Fire Alarm Monitoring	<ul style="list-style-type: none"> I. Non-Campus - Style \$150.00 II. Campus Style - \$200.00
12.) Fire Pump	\$300.00
13.) Fire Sprinkler Systems	\$150.00 plus \$1.00 per Head
14.) Fossil Fuel Storage System	\$150.00 plus \$75.00 each Tank
15.) Generator	\$250.00
16.) Hoods	\$150.00
17.) Low Voltage	\$150.00
18.) L.P. Gas	\$150.00 plus \$10.00 per Tank
19.) Marine	\$150.00
20.) Mechanical Ventilation	\$150.00
21.) Pool	\$150.00

22.) Pre-Engineered Fire Suppression Systems	I. Total Flood System - \$150 Base plus, \$20 per Bottle and \$10 per Device II. Hood System - \$100 plus, \$10 per Bottle
23.) Shutters or Similar Items	\$150.00 per Unit
24.) Solar	\$150.00
25.) Spray Booths or Rooms	\$150.00 each
26.) Standpipes	\$150.00
27.) Tents	\$150.00 plus \$10.00 each Tent
28.) Underground Fire Line	\$150 plus \$.20 per Linear Foot
29.) Water Feature	\$150.00
30.) Window/Door Replacements	\$150.00 per Unit
31.) Fire Minimum Fee	\$150.00
32.) Fire Revision Fee	\$150.00 minimum, plus additional fees as applicable, i.e., per head if adding items etc.
33.) Plan Review Fees listed above include an initial review and one re-review. Additional review fees will be provided as follows:	
<ul style="list-style-type: none"> • Third Correction: 35% of initial fire plan review fee, with a minimum fee of \$125.00 • Fourth Correction: 60% of initial fire plan review fee, with a minimum fee of \$200.00 • Fifth Correction: 100% of initial fire plan review fee, with a minimum fee of \$300.00 • Sixth and Subsequent Corrections or Re-Reviews: 150% of initial fire plan review fee, with a minimum of \$500.00. • Seventh Correction: Department of Business and Professional Regulations will be notified. 	
Section II. FIRE CODE COMPLIANCE INSPECTION FEES - PROPOSED NEW FEES	
1.) Building Construction Inspections	I. Single Story - \$300.00 plus \$0.03 per square foot II. Multi Story/Level - \$250.00 per floor plus \$0.03 per square foot for the entire structure III. Remodels & Alterations: \$300.00 per floor, level plus \$0.20 per square foot
2.) A/C Changeouts	\$150.00
3.) Alternate Water Supply	\$600.00
4.) Cell Tower	\$150.00
5.) Change of Occupancy	\$150.00
6.) Demolition	\$250.00
7.) Dumpster Enclosures	\$150.00
8.) Emergency Responder Radio Systems	\$300.00 per System plus \$100.00 per floor

9.) Fire Alarm Systems	<ul style="list-style-type: none"> I. New - \$350.00 per floor, level, tower plus \$0.75 per device II. Remodels - \$250.00 per floor, level, per tower plus \$2.00 per device III. Dedicated Function - \$250.00 IV. New - Monitoring <ul style="list-style-type: none"> a. Non-Campus Style: \$150.00 b. Campus Style: \$150.00 per building
10.) Fire Pumps	\$300.00 each
11.) Fire Sprinklers	<ul style="list-style-type: none"> I. New - \$350.00 per floor, level, tower plus \$1.00 per head II. Remodels - \$250.00 per floor, level, per tower plus \$2.00 per head
12.) Fire Alarm System Project	<ul style="list-style-type: none"> I. Modification - \$200.00 base fee plus \$20.00, covers maximum of 20 device/components II. Replacement/Install Communicator or a Monitoring change - \$200.00
13.) Fire Sprinkler System Project	<ul style="list-style-type: none"> I. \$200.00 base fee plus \$20.00 covers maximum number of 20 heads
14.) Fossil Fuel Storage	<ul style="list-style-type: none"> I. Above Ground - Install, removal, or abandoned, \$150.00 plus \$50.00 per tank II. Underground – Install, removal or abandoned, \$150.00 plus \$100 per tank
15.) Generators	\$250.00
16.) Hoods	\$200.00 each plus \$2.00 per linear foot of duct
17.) Low Voltage	\$150.00
18.) LP Gas	<ul style="list-style-type: none"> I. Above Ground - Install, removal, or abandoned, \$150.00 plus \$10.00 per tank II. Underground – Install, removal or abandoned, \$150.00 plus \$25.00 per tank
19.) Mechanical Ventilation	\$150.00
20.) Pre-Engineered Systems	<ul style="list-style-type: none"> I. Total Flood System - \$150.00 plus \$25.00 per bottle and \$10.00 per device II. Hood system - \$150.00 plus \$20.00 per bottle
21.) Shutters and Similar items	\$150.00 per unit
22.) Solar	\$150.00 per Building
23.) Spray Booths or Rooms	\$200.00 each

24.) Standpipes	\$150.00 each per independent riser
25.) Tents	\$150.00 plus \$25.00 each Tent
26.) Underground Fire Line	\$150.00 plus \$1.00 per linear foot, plus \$50 per hydrant restraint if not charged at District
27.) Window/Door Replacements	\$150.00 per unit
28.) Minimum Inspection Fee	\$150.00

Fire Review and Inspection Fees are non-refundable if Reviews and/or Inspections were already conducted.

Section III. PLANNING & ZONING AND DEVELOPMENT REVIEW FEES - PROPOSED NEW FEES

*Pre-Application Meeting (PREAP) (Applied as credit towards fire review fee upon submittal of application if within 9 months of the pre-app meeting date)	\$150.00
Alternate Water Supply Review (SDP/PPL)	\$250.00
Carnival/Circus Permit (CARN)	\$150.00
*Conditional Use (CU)	\$150.00
*Construction Plans (CNST)	\$150.00
Construction Plan, Insubstantial (ICP)	\$150.00
*Mixed Use Project (MUP)	\$200.00
Nominal Approval Process (NAP)	\$150.00
*Planned Unit Development (PUDZ)	\$300.00
*PUD to PUD Rezone (PUDR)	\$300.00
*Planned Unit Development Amendment (PUDA)	\$150.00
PUD Minor Change (PMC)	\$150.00
Planned Unit Development, Insubstantial (PDI)	\$150.00
*Plans and Plat Construction (PPL)	\$200.00
*Plans and Plat Construction Amendment (PPLA)	\$150.00
*Preliminary Subdivision Plat (PSP)	\$150.00
Preliminary Subdivision Plat Amendment (PSPA)	\$150.00
*Site Development Plan (SDP)	\$300.00
*Site Development Plan Amendment (SDPA)	\$200.00
Site Development Plan, Insubstantial (SDPI)	\$150.00
*Site improvement Plan (SIP)	\$200.00
Site Improvement Plan, Insubstantial (SIPI)	\$150.00

Special Event/Temporary Use Permit	\$150.00
Street Name Change (SNR or SNNP)	\$150.00
*Stewardship Receiving Area (SPR)	\$1,000.00
Minimum Review of Planning Petitions for Fire Code Compliance IF REQUIRED shall be \$150.00 unless otherwise listed above or determined not applicable previously.	\$150.00
Section IV. FIRE DISTRICT FEES - PROPOSED NEW FEES	
A. Early Work Authorization	1. Upon written approval of the District AHJ or designee: \$250.00 - Approval for 60 days.
B. Working Without a Permit	1. Plan Review Fee: \$250.00 2. Inspection Fee: \$500.00
C. Temporary Certificate of Occupancy (TCO)	1. \$500.00 - Approval for 60 days.
D. Time Specific Inspections	\$100.00 subject to availability
E. Yellow Tags	1st Fail: \$ 75.00 per unit 2nd Fail: \$100.00 per unit 3rd Fail \$125.00 per unit 4th Fail \$300.00 per unit 5th Fail and each subsequent fail: \$600.00 per unit
F. Red Tag	Stop work order issued and Administrative Fee plus any other fees levied by Code Enforcement or the Fire District
G. Occupational License Inspections	1. Inspection and one re-inspection: \$100.00 2. 2nd Re-inspection: \$75.00 3. 3rd Re-inspection: \$80.00 4. 4th Re-inspection: \$100.00 5. 5th and subsequent re-inspection: \$200.00
FIRE PREVENTION SERVICES	
A. Existing Business/Mercantile/industrial and Storage Occupancies (Initial Inspection)	1. 0-9,999 square footage a. Industrial/Storage: \$100.00 b. Business/Mercantile: \$80.00 2. 10,000-30,000 square footage a. Business/Mercantile/Industrial/Storage: \$180.00 3. 30,001-100,000 square footage a. Business/Mercantile/Industrial/Storage: \$250.00 5. Over 100,000 square footage a. Business/Mercantile/Industrial/Storage: \$350.00

B. Existing Residential: Multi-Family, Apartments/Condominiums	<ol style="list-style-type: none"> 1. 3 to 8 units: \$95.00 2. 9 to 12 units: \$120.00 3. 13 to 25 units: \$160.00 4. 26 to 50 units: \$200.00 5. 51 to 75 units: \$260.00 6. 76 to 100 units: \$300.00 7. 101 to 150 units: \$360.00 8. 151 to 200 units: \$420.00 9. 201 units or greater: \$520.00
C. Existing Hotels, Motels, Dormitories, Lodging, and Rooming Houses	<ol style="list-style-type: none"> 1. Each building having up to 50 units under the same management in which there are sleeping accommodations (with or without meals): \$250.00 2. Each building having more than 50 units under the same management in which there are sleeping accommodations (with or without meals): \$350.00
D. All Health Care Occupancies and Regulatory License Inspections including but not limited to, Chapter 69A, Florida Administrative Code (including fees for inspections required for initial licensing and renewal of child care, family day care, DCF, AHCA and other regulated facilities)	<ol style="list-style-type: none"> 1. Hospitals (All occupancies licensed to operate as hospitals) <ol style="list-style-type: none"> a. Up to 100 beds: \$500.00 b. Over 100 beds: \$800.00 2. Assisted Living Facilities (All occupancies licensed to operate as assisted living facilities) <ol style="list-style-type: none"> a. 1 to 16 clients (Small Facilities); \$150.00 b. Over 16 clients (Large facility); \$250.00 3. Daycare Centers and Nursery Schools (All occupancies licensed to operate as daycare or nursery school) <ol style="list-style-type: none"> a. 3-6 clients: \$100 b. 7-12 clients: \$150.00 c. More than 12 clients: \$200
E. Educational Occupancies (All occupancies operating as educational facilities in grades K-12)	<ol style="list-style-type: none"> 1. 0-50 enrolled students \$300.00 2. Over 50 students \$500.00
F. Assembly Occupancies (Operation or use of any occupancy for public assembly)	<ol style="list-style-type: none"> 1. 50-99 persons: \$150.00 2. 100-300 persons: \$200.00 3. 301-1,000 persons: \$300.00 4. over 1,000 persons: \$400.00
G. Fuel Terminals (Storage, handling, or dispensing of flammable or combustible liquids at fuel terminals)	<ol style="list-style-type: none"> 1. \$350.00
H. Marinas (All structures of facilities used for launching watercraft)	<ol style="list-style-type: none"> 1. \$150.00
I. Mobile Home and RV parks	<ol style="list-style-type: none"> 1. \$100.00

J. Notice of Violation Inspection	<ol style="list-style-type: none"> 1. No charge upon initial inspection. If violation is not corrected within a reasonable time determined by the District AHJ, the Responsible Party shall be charged \$50.00 for each violation found during each re-inspection that is not corrected.
K. Existing Building Re-Inspection	<ol style="list-style-type: none"> 1. 2nd re-inspection: 50% of initial inspection fee 2. 3rd re-inspection: 75% of initial inspection fee 3. 4th and subsequent re-inspection: 100% of initial inspection fee
L. Occupant Load Calculation/Re-calculations	<ol style="list-style-type: none"> 1. \$100.00
M. On-Call Inspection	<ol style="list-style-type: none"> 1. \$80/hr for a minimum of four (4) hours, and if needed, for each hour beyond the minimum
N. False or Malfunctioning Alarms	<ol style="list-style-type: none"> 1. 1st Official Response: No fine 2. 2nd Official Response: \$150.00 3. 3rd Official Response: \$300.00 4. 4th and subsequent Official Response: \$500.00
O. Fire Extinguisher Training	<ol style="list-style-type: none"> 1. \$30.00 per person
P. Crowd Manager Training Class (ID card Included)	<ol style="list-style-type: none"> 1. \$30.00 per person
Q. Fire Watch Training (up to 4 participants)	<ol style="list-style-type: none"> 1. \$30.00 per person
R. Written Protection Classification Rating Determination	<ol style="list-style-type: none"> 1. Office review and letter \$30.00 2. Field Inspection and letter \$80.00
S. Confidence Test of Fire and Life Safety Systems	<ol style="list-style-type: none"> 1. Responsible Party must ensure that valid testing of the Fire and Life Safety Systems take place within proper intervals. Any time a deficiency is found by the District, the Responsible Party is required to immediately have the damaged, failed, or defective part repaired or replaced. <p>Confidence Test by Fire Inspector \$80.00 per hour</p>
T. Administrative Fee for Any Code Enforcement Board Activities	<ol style="list-style-type: none"> 1. This fee is in addition to any fees, fines, or penalties charged or imposed by the Code Enforcement Board and/or the Special Magistrate: \$250.00
U. Special Services	<ol style="list-style-type: none"> 1. Services not specifically listed will be charged at actual cost, including benefits, to the North Collier Fire Control and Rescue District

V. Fire Hydrant Flow Tests	<ol style="list-style-type: none"> 1. One on-site flow test and calculation service: \$150.00 2. Each additional test point: \$50.00 per additional test point
W. Hydrant Ownership and Maintenance	<ol style="list-style-type: none"> 1. Upon acceptance of a new hydrant by the District from a developer or Owner: \$5,000.00 per hydrant 2. Hydrant Restraints: \$50.00 per hydrant
X. Fire Watch Services	<ol style="list-style-type: none"> 1. Special Event: A rate of \$80.00 per man hour for each District personnel member assigned to the special event, with a minimum of four (4) hours per special event, and if needed, for each hour beyond the minimum 2. Fire Watch: A rate of \$80.00 per man hour for each District personnel member assigned to the Fire Watch
Y. Outdoor Fireworks	<ol style="list-style-type: none"> 1. Permit Application: \$800.00
Z. Additional Fire Development Review and Prevention Fees	<ol style="list-style-type: none"> A. Cancelled or Returned Check Fee <ol style="list-style-type: none"> 1. \$25.00 per cancelled or returned check b. Credit Card Convenience Fee Offset <ol style="list-style-type: none"> 1. In accordance with Florida Statutes, the District is authorized to charge a convenience fee to offset the cost of the District for a customer to use a credit card or debit card: \$5.00 per transaction. C. Research Fee <ol style="list-style-type: none"> 1. \$80.00 per hour with a one (1) hour minimum



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

AGENDA ITEM 10D

Meeting Date: September 28, 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 following policies are presented for your approval this month.

POLICIES TO RESCIND		
Policy #	Policy Name	Reason for Rescission
1.06	Workplace Violence	Replaced by Policy 407 Workplace Violence
3.06	Service Recognition	Integrated into 215 Organization and Community Funding
3.07	Award Program	Replaced by Policy 704 Employee Recognition Award Program
3.21	Firefighter Cancer Benefits	Replaced by 314 Cancer Benefits for Firefighter Personnel and 315 Cancer Benefits for Non-Firefighter Personnel (split the policy into two policies – one for firefighters and one for civilians)

POLICIES TO APPROVE		
Policy #	Policy Name	Revision Summary
215	Organization and Community Funding	Adding in language to accommodate the District's employee recognition award program as this program's funding falls within the purview of Organization and Community Funding
314	Cancer Benefits for Firefighter Personnel	Revised to include language for additional cancers that the District can opt to include in coverage each year (this optional benefit was available to employees, but never defined in policy); expense reimbursement benefit (was available to employees, but never defined in policy) and recordkeeping.



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

315	Cancer Benefits for Non-Firefighter Personnel	Revised to include language for additional cancers that the District can opt to include in coverage each year (this optional benefit was available to employees, but never defined in policy); expense reimbursement benefit (was available to employees, but never defined in policy) and recordkeeping.
407	Workplace Violence	Replaced 1.06 Workplace Violence; ; general re-write thus changes not tracked
702	Explorer Program	New policy; only SOP in existence prior; policy is needed to approve the Explorer Program itself as a District program
704	Employee Recognition Award Program	Replaced 3.07 Award Program; Policy now directs that the District has an award program with the specifics of award types and the nomination procedure moved to SOP

Staff Recommendation

Staff recommends the following:

- rescind the following policies, effective November 1, 2023:
 - 1.06 Workplace Violence
 - 3.06 Servicer Recognition
 - 3.07 Award Program
 - 3.21 Firefighter Cancer Benefits
- approve the following policies as presented, effective November 1, 2023:
 - 215 Organization and Community Funding
 - 314 Cancer Benefits for Firefighter Personnel
 - 315 Cancer Benefits for Non-Firefighter Personnel
 - 407 Workplace Violence
 - 702 Explorer Program
 - 704 Employee Recognition Award Program

Attachments

Attachment 1: Policies to Rescind

Attachment 2: Policies to Approve

Proposed Motion

Move to approve District policy changes as presented and recommended by Staff



**NORTH COLLIER FIRE CONTROL AND RESCUE DISTRICT
DISTRICT POLICY**

District Policy Section	1.06 – Workplace Violence
Adoption Date	02/12/15
Resolution #	15-009
Effective Date	02/12/15
Revision Dates	

1. GENERAL OBLIGATIONS

It is the shared responsibility of all District employees to individually and jointly act to prevent or defuse actual or implied violent or threatening behavior at work. To that end, and in addition to the District’s prohibition against weapons, employees have an obligation to advise management when they become aware of a serious potential threat of violence in the workplace. It is the policy of the District that all reports of threats or incidents will be investigated and responded to in an appropriate fashion. Threats, threatening behavior, or acts of violence against employees, property, visitors, or anyone on District property or with whom the employee comes into contact as part of his or her District responsibilities will not be tolerated. Any employee who is determined to have acted in violation of this policy will be subject to disciplinary action, up to and including discharge, in addition to any criminal charges which may be brought.

2. PROCEDURES

In general, in the event of an emergency where there exists a potentially dangerous situation where harm, injury or death to an employee or citizen is occurring or imminent, call 911 and give details of situation. Consider and act appropriately regarding your own personal safety and do not unreasonably place yourself in harm’s way. Cooperate with law enforcement as requested, and immediately contact your supervisor to report the incident.

For threats of harm or non-life threatening verbal or physical altercations, consider your personal safety and that of others. If there is a potential for danger, treat the situation as an emergency and call 911. If appropriate, separate the parties immediately, seeking assistance from others whenever possible. Report all threats to your supervisor immediately.

In the event of a report under this policy, management will be responsible for investigating the circumstances and taking appropriate action.

3. FITNESS FOR DUTY

In any circumstance where the District has a reasonable basis for questioning the physical or mental ability of an employee to perform his or her job duties, or based upon concerns that the employee may pose a threat to himself or herself or others, the employee may be directed to undergo a fitness-for-duty examination. The District shall determine the extent of the examination, the physician, and bear the costs. All follow-up medical work will occur through the employee's health plan or at the employee's expense. An employee may be placed on administrative leave pending the results of such examination.



**NORTH COLLIER FIRE CONTROL AND RESCUE DISTRICT
DISTRICT POLICY**

District Policy Section	3.06 – Service Recognition
Adoption Date	04/09/15
Resolution #	15-015
Effective Date	04/09/15
Revision Dates	

1. INTRODUCTION

The North Collier Fire Control and Rescue District’s General Fund Budget reflects recognition gift(s) to be distributed to qualified employees with the specific number of completed years of service when they depart from active employee status of the District. This policy shall institute the appropriate recognition gift(s) to coincide with the required minimum and completed year of service to receive specified gift(s).

2. COMMENTS & PROCEDURES

The following shall reflect gifts for completed and required years of service upon departing from active employee status of the District:

10-20 completed years of Recognized Service	Plaque
21-24 completed years of Recognized Service	Plaque and Engraved Gift
25+ completed years of Recognized Service	Plaque, Engraved Gift and Pocket Watch*

**watch may be substituted for gift of same monetary value*

Exception:

Employees separated from employment with cause by the District shall not be eligible for any of the recognition gift(s), regardless of years of completed service.



**NORTH COLLIER FIRE CONTROL AND RESCUE DISTRICT
DISTRICT POLICY**

District Policy Section	3.07 – Award Program
Adoption Date	04/09/15
Resolution #	15-015
Effective Date	04/09/15
Revision Dates	04/20/17 (Resolution 17-007); 02/08/18 (Resolution 18-002); 11/14/18 (Resolution 18-030); 01/27/22 (Resolution 22-002)

1. PURPOSE

To establish a procedure for the recognition of individual acts of courage and bravery, outstanding company operations, outstanding efforts that saved an individual’s life, dedicated years of service by an individual, the pursuit of education, meritorious acts that have enriched the District or the People of this District, and the unselfish dedication to the Fire Service as a whole, to members of the North Collier Fire Control and Rescue District (the “District”).

2. COMMITTEE

A committee shall be formed, the “Awards Committee”, which shall have the responsibility to determine awards and shall consist of the following members:

- A. The Fire Chief of the District or his or her designee;
- B. The I.A.F.F. Local 2297 Union President or his or her designee; and
- C. One Fire Commissioner appointed by the Board of Fire Commissioners to be appointed annually at the January Board of Fire Commissioners Monthly Meeting.

3. TYPES OF AWARDS

- A. Service Recognition Awards
 - 1) *Years of Service (White with Gold Roman Numerals)*
A District commendation bar acknowledging loyal service to the District will be awarded for 5, 10, 15, 20, 25 and 30 years of service.
 - 2) *Military Service (Branch Specific)*

A District commendation bar acknowledging service to the country.

B. Commendation Bars for Education

1) *Associate's Degree (White and Red)*

This commendation bar shall be awarded to all members who successfully obtain an Associate Degree in Fire Science, Emergency Medical Technology, Environmental Science or Chemical Engineering.

2) *Bachelor's Degree (White, Green and Yellow)*

This commendation bar shall be awarded to all members who successfully obtain a Bachelor's Degree in Fire Administration, Public Administration, Business Administration, Management, Executive Management, or Fire and Emergency Services Management.

3) *Master's Degree (Blue and White)*

This commendation bar shall be awarded to all members who successfully obtain a Master's Degree in the above sciences and/or Executive Fire Officer.

C. Commendation Bars for Distinguished Service - Bravery

1) *Bravery (Red, White and Blue)*

This commendation bar may be awarded to a member who, in the line of duty, distinguishes him or herself in the performance of an act of courage involving risk of imminent serious personal injury. A meritorious act involves a risk above the ordinary since a firefighter's task is inherently fraught with danger. This award should particularly be kept in mind when multiple recommendations are forwarded for the same operation.

D. Commendation Bars for Lifesaving

1) *Lifesaving (White with Red Cross)*

An individual or unit is entitled to this award when they successfully resuscitate a patient who is later admitted to a hospital. Criteria for the award includes: (a) The person must have been found at the scene in cardiac arrest whose vital signs are restored at the scene or in route to the hospital; and (b) the patient must be admitted to a hospital and later released.

E. Unit Action Citation

1) *Unit Action (Blue with Gold Stars)*

In the opinion of the Awards Committee, when the operations of an entire unit are deserving of an award; the members of that unit shall be awarded

a Unit Action Citation. To entitle a unit to this award, the act under consideration should involve an outstanding company operation dependent upon teamwork and cooperation.

F. Commendation Bars for Meritorious Service

1) *Meritorious Service (Red, White & Blue with Gold Stars)*

The purpose of this award is to give notice and recognition to those who have given themselves to community projects, humanitarianism, unselfishness for community heroism, or any action that results in the betterment of life within the boundaries of the District.

G. 1) Letter of Commendation

The purpose of this letter is to give notice and recognition to those who go above and beyond their required job responsibilities, but where their actions may not necessarily adhere to the criteria for Meritorious Service.

H. Commendation Bars - Other

1) *Stork Award (Pink or Blue)*

The purpose of this award is to give notice and recognition to those who have successfully delivered an infant prior to arrival at a receiving facility.

2) *Significant Event*

The purpose of this award is to give notice and recognition to all personnel, both 40-hour administrative and shift, for their cooperative efforts in responding to a significant event (hurricane, tropical storm, wildfire, flooding, etc.) A unique pin would be designed for each event.

3) *Honor Guard*

The purpose of this commendation is to recognize those members who have served on the District's Honor Guard.

4) *Special Operations*

The purpose of this commendation is to recognize those members who serve on one of the District's special operations teams.

5) *Green Cross*

The purpose of this commendation is to recognize members that assisted with the successful rescue of a victim using the "Jaws of Life"

6) *Firefighter of the Year*

Commendation given annually by the Fire Chief in recognition of outstanding service as a firefighter

- 7) *Officer of the Year*
Commendation given annually by the Fire Chief in recognition of outstanding service as a fire officer

- 8) *Field Training Officer*
Service bar given to recognize those members appointed as field training officers in the District



**NORTH COLLIER FIRE CONTROL AND RESCUE DISTRICT
DISTRICT POLICY**

District Policy Section	3.21 – Firefighter Cancer Benefits
Adoption Date	11/21/19
Resolution #	19-030
Effective Date	11/21/19
Revision Dates	09/24/2020 by Resolution 20-026

POLICY: It is the policy of the North Collier Fire Control and Rescue District (the “District”) to establish, and from time to time, revise a set of District Policies that will serve as a guide covering most personnel actions that may arise. The interpretation and application of these policies shall be the responsibility of the District. The District reserves the right to amend, alter, modify, delete, rescind or add to these polices at any time at the Board’s sole discretion.

1. PURPOSE AND AUTHORITY

On July 1, 2019, Section 112.1816, Florida Statutes (“F.S.”), became effective. It provides that eligible firefighters who are diagnosed with certain cancers may receive certain benefits as an alternative to pursuing workers’ compensation benefits.

The purpose of this policy is for the North Collier Fire Control and Rescue District (“District”) to outline and define the eligibility requirements and benefits to which firefighters are entitled pursuant to Section 112.1816, F.S. S.O.P 103.17 outlines the procedures to be followed for a firefighter to claim eligibility and obtain such benefits.

It is at the discretion of the District to extend the benefits of this policy to non-sworn administrative staff.

2. DEFINITIONS

- A. Cancer” or “covered cancer” shall mean as that term is defined in Section 112.1816(1)(a), F.S., as:
 - 1. Bladder cancer.

2. Brain cancer.
3. Breast cancer.
4. Cervical cancer.
5. Colon cancer.
6. Esophageal cancer.
7. Invasive skin cancer.
8. Kidney cancer.
9. Large intestinal cancer.
10. Lung cancer.
11. Malignant melanoma.
12. Mesothelioma.
13. Multiple myeloma.
14. Non-Hodgkin's lymphoma.
15. Oral cavity and pharynx cancer.
16. Ovarian cancer.
17. Prostate cancer.
18. Rectal cancer.
19. Stomach cancer.
20. Testicular cancer.
21. Thyroid cancer.

The term "cancer" or "covered cancer" does not include pre-cancerous or pre-malignant cells.

- B. "Eligible firefighter" shall mean a firefighter who meets the requirements provided in Section 3 of this policy.
- C. "Firefighter" shall mean as that term is defined in Section 112.1816(1)(b), F.S., as an individual employed as a full-time firefighter within the fire department or public safety department of an employer whose primary responsibilities are the prevention and extinguishing of fires; the protection of life and property; and the enforcement of municipal, county, and state fire prevention codes and laws pertaining to the prevention and control of fires.
- D. "Pre-cancerous cells" or "pre-malignant cells" shall mean abnormal cells that could turn into cancerous cells, but which by themselves are not invasive and are not cancer.
- E. "Terminates employment" or "termination of employment" shall mean any termination of a firefighter's employment with the District which occurs for any reason, including but not limited to a firefighter's voluntary resignation, dismissal for cause, disability, or retirement.

3. ELIGIBILITY FOR COVERAGE

- 1) Eligibility Requirements. In order to be eligible for benefits pursuant to this policy and as provided in Section 112.1816(2), F.S., as an alternative to workers' compensation benefits under chapter 440, F.S., a firefighter must meet the following requirements:
 - a. The firefighter has received a diagnosis of cancer after July 1, 2019.
 - b. The firefighter must not be pursuing or receiving workers' compensation benefits under chapter 440, F.S., for such diagnosis of cancer.
 - c. The firefighter must be employed full-time as a firefighter with the District as of July 1, 2019.
 - d. The firefighter has been employed by the District for at least 5 continuous years.
 - e. The firefighter has not used tobacco products for at least the preceding 5 years.
 - f. The firefighter has not been employed in any other position in the preceding 5 years which is proven to create a higher risk for any cancer.
 - g. Solely for the purpose of providing the benefits outlined in Sections IV.A.2 and IV.B. of this policy, if the firefighter has terminated his or her employment after July 1, 2019, the firefighter must have elected to continue coverage in the District's Group Health Plan, either via retirement or COBRA, and must not have been subsequently employed as a firefighter following that date.

4. BENEFITS

An eligible firefighter is entitled to receive the following benefits as an alternative to pursuing workers' compensation benefits under chapter 440, F.S.:

- A. Deductible, Copayment, or Coinsurance Cost Reimbursement.
 1. Pursuant to Section 112.1816(2)(a), F.S., an eligible firefighter is entitled to cancer treatment covered within the District's Group Health Plan. Balance billing and non-covered cancer treatment (including investigative or experimental treatment) are not reimbursable.
 2. Pursuant to Section 112.1816(2)(a), F.S., an eligible firefighter is entitled to the

District's timely reimbursement of any annual out-of-pocket deductible, copayment, or coinsurance costs incurred due to the treatment of cancer. Only deductibles, copayments, and coinsurance costs under the annual out-of-pocket limits for the District's Group Health Plan are reimbursable. See, Summary of Benefits and Costs and/or the District's Summary Plan Document for maximum out-of-pocket limits.

3. If the firefighter elects to continue coverage in the District's Group Health Plan (either via retirement or COBRA), this benefit must be made available by the District to the firefighter for 10 years following the date on which the firefighter terminates employment so long as the firefighter otherwise met the criteria specified in Section 112.1816(2), F.S. when he or she terminated employment and was not subsequently employed as a firefighter following that date.

B. One-Time Cash Payout.

1. Pursuant to Section 112.1816(2)(b), F.S., an eligible firefighter is entitled to a one-time cash payout of \$25,000, upon the firefighter's initial diagnosis of cancer. Firefighters who retired prior to July 1, 2019 are not eligible for this benefit. The one-time cash lump sum benefit is allowed only for the initial diagnosis of one of the enumerated cancers. This cash lump sum benefit is not provided or allowed for subsequent new diagnosis, or reoccurrence of the same diagnosis that was formerly in remission. The cash lump sum benefit is not owed more than once regardless of how many diagnoses of cancer or body parts affected. The one-time lump sum shall be a taxable benefit that is excluded from W-2 earnings.
2. If the firefighter elects to continue coverage in the District's Group Health Plan (either via retirement or COBRA), this benefit must be made available by the District to the firefighter for 10 years following the date on which the firefighter terminates employment so long as the firefighter otherwise met the criteria specified in Section 112.1816(2), F.S. when he or she terminated employment and was not subsequently employed as a firefighter following that date.


C. Retirement Plan and Death Benefits.

1. Pursuant to Section 112.1816(3)(a), F.S., if the firefighter participates in a District-sponsored retirement plan, the plan must consider the firefighter totally and permanently disabled in the line of duty if he or she meets the plan's definition of totally and permanently disabled due to the diagnosis of cancer or circumstances that arise out of the treatment of cancer. Pursuant to Section 112.1816(4)(a), F.S., if the firefighter participated in a District-sponsored retirement plan, the retirement plan must consider the firefighter to have died in the line of duty if he or she dies as a result of cancer or circumstances that arise out of the treatment of cancer.

2. Pursuant to Section 112.1816(3)(b), F.S., if the firefighter does not participate in an employer-sponsored retirement plan, the District must provide a disability retirement plan that provides the firefighter with at least 42% of his or her annual salary, at no cost to the firefighter, until the firefighter's death, as coverage for total and permanent disabilities attributable to the diagnosis of cancer which arise out of the treatment of cancer. Pursuant to Section 112.1816(4)(b), F.S., if the firefighter did not participate in an employer-sponsored retirement plan, the District must provide a death benefit to the firefighter's beneficiary, at no cost to the firefighter or his beneficiary, totaling at least 42% of the firefighter's most recent annual salary for at least 10 years following the firefighter's death as a result of cancer or circumstances that arise out of the treatment of cancer.
 3. Pursuant to Section 112.1816(4)(c), F.S., firefighters who die as a result of cancer or circumstances that arise out of the treatment of cancer are considered to have died in the manner as described in Section 112.191(2)(a), F.S., and all the benefits arising out of such death are available to the deceased firefighter's beneficiary.
 4. Pursuant to Section 112.1816(5), F.S., the costs associated with these retirement plan and death benefits, including the contributions necessary to fund the increased actuarial costs, will be solely borne by the District. The District also may not increase employee contributions required to participate in a retirement plan or system to fund the costs associated with these enhanced retirement and death benefits.
- D. Salary and Benefits. A diagnosis of cancer shall be considered a line of duty illness and eligible firefighters shall receive their salary and benefits for all lost time due to absence for the treatment of such cancer.

5. EFFECTIVE DATE AND AVAILABILITY OF BENEFITS

The One-Time Cash Payout benefit provided pursuant to Section 112.1816(2)(b), F.S., and Section IV.B. this policy is available to eligible firefighters upon a diagnosis of cancer made on or after July 1, 2019. Part-time or volunteer firefighters are not eligible for benefits pursuant to this policy or Section 112.1816, F.S. This policy shall provide guidance for the application of the provisions of Section 112.1816, F.S., and may be amended from time to time.

POLICY	215 Organization and Community Funding
	Section: 200 Finance Approved: January 26, 2023 Effective: March 1, 2023

215.1 PURPOSE

The purpose of this policy is to document the Board of Commissioner's ("Board") approval of the provision of funding for employee recognition and other employee and community events. The Board hereby acknowledges the importance of recognizing employee actions, years of service and other acts of commitment and dedication to North Collier Fire Control and Rescue District ("District") and the community, as well as the need, from time to time, to fund District events to benefit the community, such as District open houses, which provide education and information opportunities to the residents of the District. The funding for any such events or recognition ceremonies must be provided for in the adopted budget. The policy defines the guidelines for recognition and event funding purchases made by the District for its employees, business associates (such as other government public officials and employees), volunteers and community. This policy also prohibits the use of funds for certain expenditures due to the expenditures not being a proper public purpose.

215.2 APPROVED EXPENDITURES

The following purchases are allowed, and are subject to the monetary limits and approval guidelines contained in the *District Policy 213 Purchasing*. Notwithstanding, no purchase may be made if funds are not available in the applicable fiscal year budget for such expenditure category.

1) Refreshments and Meals

The purchase of refreshments and meals are authorized for the following:

- a) Volunteer training events including, but not limited to, CERT, sponsored by the District;
- b) Community events sponsored by the District;
- c) District business associates for specific business purposes;
- d) A retiree’s meal at the retiree’s retirement event (as discussed herein 215.3(1) Retirement Events);
- e) A retirement event that immediately follows a Board meeting, which consists of refreshments up to \$100; and
- f) Occasional meals to be consumed by staff during a meeting at the office.

No more than \$10,000 may cumulatively be expended within a fiscal year for refreshments and meals, not including retirement events as designated in 215.3(1), and such funds may only be expended if approved by the Board in the adopted budget or subsequent budget amendment, and approved by the Fire Chief. In addition, the purchase of alcohol with District funds is prohibited.

2) Service Recognition

Recognition at Retirement

The District's service recognition program directs gift(s) to be distributed to qualified employees with the specific number of completed years of service when they depart from active employee status of the District. This policy institutes the appropriate recognition gift(s) to coincide with the required minimum and completed year of service to receive specified gift(s).

10-20 Completed Years of Recognized Service	Plaque (not to exceed \$50)
21-24 Completed Years of Recognized Service	Plaque and Gift (not to exceed \$75)
25+ Completed Years of Recognized Service	Plaque and Gift (not to exceed \$100)

Recognition During Employment

The District's service recognition program also recognizes employees for their contributions, knowledge and experience, all of which help the District to accomplish its mission of protecting the lives and property of those it serves. These awards recognize outstanding achievement of an individual or a unit in both a Districtwide or division specific capacity. Awards can take various forms and should be appropriate to the achievement being cited, and may include a uniform ribbon bar, a certificate and/or a small award or plaque not to exceed \$75. The types of awards are outlined in District Standard Operating Procedure 1705-Employee Recognition.

Monetary Limits

Any gift must be below the amount determined by the Internal Revenue Service to be a de minimis fringe benefit. Cash, gift card, or cash equivalent may not be given as a gift. In addition, the recognition gift(s) must be awarded as part of a meaningful presentation. Notwithstanding, nothing prohibits private donations being received to purchase an additional recognition gift, such as a fire axe or a wrench, upon such active

employee's retirement as long as no District funds are used and such requests for donations are consistent with Part III, Chapter 112, Fla. Stat., as may be amended.

Employees separated from employment with cause by the District are not eligible for any recognition gift(s), regardless of years of completed service.

3) Conference Host

There are times when a statewide or national organization related to fire, emergency medical services, emergency management, or special districts holds a conference within Collier County and the District is considered the "host" agency, which results in the District having responsibilities associated with the conference. The District is authorized to spend funds associated with being a host for a conference in Collier County held by a statewide association and national organization that is associated with the District's purpose. No more than \$15,000 may cumulatively be expended within a fiscal year for conference host obligations, and such funds may only be expended if approved by the Board in the adopted budget or subsequent budget amendment, and approved by the Fire Chief. In addition, the purchase of alcohol with District funds is prohibited.

215.3 NOT APPROVED EXPENDITURES

As stewards of public funds, the District needs to ensure that the expenditures of funds are related to the District's purpose provided for in Chapter 191, Fla. Stat., as may be amended, and the District's charter. Absent express authority, the expenditure of funds for certain activities may constitute an impermissible use of public funds as well as a violation of Part III, Chapter 112, Fla. Stat., as may be amended.

1. Retirement Events

The expense of holding a retirement event, such as a dinner, lunch, or party, should be covered from private donations because it is mostly an expression of support and appreciation from colleagues. However, paying for the cost of a meal for the retiree as authorized in 215.2(1)(d), Refreshments and Meals above would be appropriate, as well as having limited refreshments, such as sandwiches and a cake, immediately following a Board meeting as authorized in 215.2(1)(e). By contrast, paying for the meals, gifts, or party expenses for any attendees other than the retiree is not for a proper special district purpose. No more than \$5,000 may cumulatively be expended within a fiscal year for retirement events, and such funds may only be expended if approved by the Board in the adopted budget or subsequent budget amendment, and approved by the Fire Chief. Nothing prohibits private donations being received for a retirement event upon an active employee's retirement as long as no District funds are used and such requests for donations are consistent with Part III, Chapter 112, Fla. Stat., as may be amended.

2. Benevolent


The expense of sending bereavement floral arrangements for District elected officials, employees, retirees, and/or their spouse, should be covered from private donations as it is mostly an expression of support and sympathy from colleagues, and not for a proper district purpose. Nothing prohibits private donations being received to purchase bereavement floral arrangements as long as no District funds are used and such requests for donations are consistent with Part III, Chapter 112, Fla. Stat., as may be amended.

AUTHORITY

1. Part III, Chapter 112, Fla. Stat. (Public Officers and Employees: General Provisions/Code of Ethics for Public Officers and Employees)
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	<u>October 31, 2023</u>
<u>Revision #1</u>	<u>September 28, 2023</u>	<u>November 1, 2023</u>	<u>Current (N/A)</u>

POLICY	314 Cancer Benefits for Firefighter Personnel
	<p style="text-align: right;">Section: 300 Employee Terms and Conditions Approved: August 31, 2023 Effective: October 1, 2023</p>

314.1 PURPOSE

On July 1, 2019, Section 112.1816, Fla. Stat., as may be amended, became effective. It provides that eligible firefighters who are diagnosed with certain cancers may receive certain benefits as an alternative to pursuing workers’ compensation benefits.

The purpose of this policy is for the North Collier Fire Control and Rescue District (“District”) to outline and define the eligibility requirements and benefits to which firefighters are entitled pursuant to Section 112.1816, Fla. Stat., as may be amended, and as an alternative to pursuing workers’ compensation benefits.

314.2 DEFINITIONS

“Cancer” or “covered cancer” will mean as that term is defined in Section 112.1816(1)(a), Fla. Stat., as may be amended, as:

- 1) Bladder cancer.;
- 2) Brain cancer;
- 3) Breast cancer;
- 4) Cervical cancer.
- 5) Colon cancer.
- 6) Esophageal cancer.
- 7) Invasive skin cancer.
- 8) Kidney cancer.
- 9) Large intestinal cancer.
- 10) Lung cancer.
- 11) Malignant melanoma.
- 12) Mesothelioma.
- 13) Multiple myeloma.
- 14) Non-Hodgkin’s lymphoma.
- 15) Oral cavity and pharynx cancer.
- 16) Ovarian cancer.
- 17) Prostate cancer.
- 18) Rectal cancer.
- 19) Stomach cancer.
- 20) Testicular cancer.
- 21) Thyroid cancer.

The term “cancer” or “covered cancer” does not include pre-cancerous or pre-malignant cells. Notwithstanding, the District may elect to include additional types of cancer within the above definition of cancer at its sole discretion.

“*Eligible firefighter*” will mean a firefighter who meets the requirements provided in Section 314.3-Eligibility for Coverage of this policy.

“*Firefighter*” will mean as that term is defined in Section 112.1816(1)(b), Fla. Stat., as may be amended, as an individual employed as a full-time firefighter within the fire department or public safety department of an employer whose primary responsibilities are the prevention and extinguishing of fires; the protection of life and property; and the enforcement of municipal, county, and state fire prevention codes and laws pertaining to the prevention and control of fires.

“*Pre-cancerous cells*” or “*pre-malignant cells*” will mean abnormal cells that could turn into cancerous cells, but which by themselves are not invasive and are not cancer.

“*Terminates employment*” or “*termination of employment*” will mean any termination of a firefighter’s employment with the District which occurs for any reason, including but not limited to a firefighter’s voluntary resignation, dismissal for cause, disability, or retirement.

314.3 ELIGIBILITY FOR COVERAGE

In order to be eligible for benefits pursuant to this policy and as provided in Section 112.1816(2), Fla. Stat., as may be amended, as an alternative to workers’ compensation benefits under Chapter 440, Fla. Stat., as may be amended, a firefighter must meet the following requirements:

- 1) The firefighter has received a diagnosis of cancer after July 1, 2019.
- 2) The firefighter must not be pursuing or receiving workers’ compensation benefits under Chapter 440, Fla. Stat. as may be amended, for such diagnosis of cancer.
- 3) The firefighter must be employed full-time as a firefighter with the District as of July 1, 2019.
- 4) The firefighter has been employed by the District for at least five (5) continuous years.
- 5) The firefighter has not used tobacco products for at least the preceding five (5) years.
- 6) The firefighter has not been employed in any other position in the preceding five (5) years which is proven to create a higher risk for any cancer.

- 7) Solely for the purpose of providing the benefits outlined in Sections 314.4.1(b) and 314.4.2 of this policy, if the firefighter has terminated his or her employment after July 1, 2019, the firefighter must have elected to continue coverage in the District's Group Health Plan, either via retirement or COBRA, and must not have been subsequently employed as a firefighter following that date.

314.4 BENEFITS

An eligible firefighter is entitled to receive the following benefits as an alternative to pursuing workers' compensation benefits under Chapter 440, Fla. Stat., as may be amended:

314.4.1 Deductible, Copayment, or Coinsurance Cost Reimbursement

- a) Pursuant to Section 112.1816(2)(a), Fla. Stat., as may be amended, an eligible firefighter is entitled to cancer treatment covered within the District's Group Health Plan. Balance billing and non-covered cancer treatment (including investigative or experimental treatment) are not reimbursable.
- b) Pursuant to Section 112.1816(2)(a), Fla. Stat., as may be amended, an eligible firefighter is entitled to the District's timely reimbursement of any annual out-of-pocket deductible, copayment, or coinsurance costs incurred due to the treatment of cancer. Only deductibles, copayments, and coinsurance costs under the annual out-of-pocket limits for the District's Group Health Plan are reimbursable. See, Summary of Benefits and Costs and/or the District's Summary Plan Document for maximum out-of-pocket limits.
- c) If the firefighter elects to continue coverage in the District's Group Health Plan (either via retirement or COBRA), this benefit must be made available by the District to the firefighter for ten (10) years following the date on which the firefighter terminates employment so long as the firefighter otherwise met the criteria specified in Section 112.1816(2), Fla. Stat., as may be amended, when he or she terminated employment and was not subsequently employed as a firefighter following that date.

314.4.2 One-Time Cash Payout

- a) Pursuant to Section 112.1816(2)(b), Fla. Stat., as may be amended, an eligible firefighter is entitled to a one-time cash payout of \$25,000, upon the firefighter's initial diagnosis of cancer. Firefighters who retired prior to July 1, 2019 are not eligible for this benefit. The one-time cash lump sum benefit is allowed only for the initial diagnosis of one of the enumerated cancers. This cash lump sum benefit is not provided or allowed for subsequent new diagnosis, or reoccurrence of the same diagnosis that was formerly in remission. The cash lump sum benefit is not owed more than once regardless of how many diagnoses of cancer or body parts affected. The one-time lump sum will be a taxable benefit that is excluded from W-2 earnings.

- b) If the firefighter elects to continue coverage in the District's Group Health Plan (either via retirement or COBRA), this benefit must be made available by the District to the firefighter for ten (10) years following the date on which the firefighter terminates employment so long as the firefighter otherwise met the criteria specified in Section 112.1816(2), Fla. Stat., as may be amended, when he or she terminated employment and was not subsequently employed as a firefighter following that date.

314.4.3 Retirement Plan and Death Benefits

- a) Pursuant to Section 112.1816(3)(a), Fla. Stat., as may be amended, if the firefighter participates in a District-sponsored retirement plan, the plan must consider the firefighter totally and permanently disabled in the line of duty if he or she meets the plan's definition of totally and permanently disabled due to the diagnosis of cancer or circumstances that arise out of the treatment of cancer. Pursuant to Section 112.1816(4)(a), Fla. Stat., as may be amended, if the firefighter participated in a District-sponsored retirement plan, the retirement plan must consider the firefighter to have died in the line of duty if he or she dies as a result of cancer or circumstances that arise out of the treatment of cancer.
- b) Pursuant to Section 112.1816(3)(b), Fla. Stat., as may be amended, if the firefighter does not participate in an employer-sponsored retirement plan, the District must provide a disability retirement plan that provides the firefighter with at least 42% of his or her annual salary, at no cost to the firefighter, until the firefighter's death, as coverage for total and permanent disabilities attributable to the diagnosis of cancer which arise out of the treatment of cancer. Pursuant to Section 112.1816(4)(b), Fla. Stat., as may be amended, if the firefighter did not participate in an employer-sponsored retirement plan, the District must provide a death benefit to the firefighter's beneficiary, at no cost to the firefighter or his beneficiary, totaling at least 42% of the firefighter's most recent annual salary for at least 10 years following the firefighter's death as a result of cancer or circumstances that arise out of the treatment of cancer.
- c) Pursuant to Section 112.1816(4)(c), Fla. Stat., as may be amended, firefighters who die as a result of cancer or circumstances that arise out of the treatment of cancer are considered to have died in the manner as described in Section 112.191(2)(a), Fla. Stat., as may be amended, and all the benefits arising out of such death are available to the deceased firefighter's beneficiary.
- d) Pursuant to Section 112.1816(5), Fla. Stat., as may be amended, the costs associated with these retirement plan and death benefits, including the contributions necessary to fund the increased actuarial costs, will be solely borne by the District. The District also may not increase employee contributions required to participate in a retirement plan or system to fund the costs associated with these enhanced retirement and

death benefits.

314.4.5 Salary and Benefits

- a) A diagnosis of cancer will be considered a line of duty illness and eligible firefighters will receive their salary and benefits for all lost time due to absence for the treatment of such cancer.

314.5 EFFECTIVE DATE AND AVAILABILITY OF BENEFITS

The One-Time Cash Payout benefit provided pursuant to Section 112.1816(2)(b), Fla. Stat., as may be amended, and Section 314.4.2-One Time Cash Payout of this policy is available to eligible firefighters upon a diagnosis of cancer made on or after July 1, 2019. Part-time or volunteer firefighters are not eligible for benefits pursuant to this policy or Section 112.1816, Fla. Stat., as may be amended. This policy will provide guidance for the application of the provisions of Section 112.1816, Fla. Stat., as may be amended, and may be amended from time to time.

314.6 EXPENSE REIMBURSEMENT BENEFIT

Reimbursements for out-of-pocket expenses incurred by the employee due to the treatment of a covered cancer will be reimbursed as per Section 112.1816, Fla. Stat., as may be amended. Reimbursements allowable under the statute include:

- Deductible;
- Coinsurance; and/or
- Copayment.

314.8 RECORDKEEPING

Documentation related to a cancer diagnosis and associated benefits and application for benefits are confidential and will be filed separately from the employee's personnel file.


AUTHORITY

1. Section 112.1816, Fla. Stat., (Public Officers and Employees: General Provisions/Firefighters; Cancer Diagnosis)
2. Section 112.191(2)(a), Fla. Stat., (Public Officers and Employees: General Provisions/Firefighters; Death Benefits)
3. Chapter 440, Fla. Stat., (Workers' Compensation)

HISTORY

	Approved Date	Effective Date Start	Effective Date End
Policy Creation	August 31, 2023	October 1, 2023	<u>October 31, 2023</u>

<u>Revision #1</u>	<u>September 28, 2023</u>	<u>November 1, 2023</u>	<u>Current (N/A)</u>
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POLICY	315 Cancer Benefits for Non-Firefighter Personnel
	<p style="text-align: right;">Section: 300 Employee Terms and Conditions Approved: August 31, 2023 Effective: October 1, 2023</p>

315.1 PURPOSE

The District is required by law to provide cancer benefits for firefighters under Section 112.1816(1)(a), Fla. Stat. The District has elected to expand coverage to non-firefighter employees in an effort to provide equity among employees. The purpose of this policy is for the North Collier Fire Control and Rescue District (“District”) to outline and define the eligibility requirements and benefits to which non-firefighter personnel can access cancer benefits. The District has no legal obligation to provide this benefit and may elect to eliminate the benefit at its sole discretion.

315.2 DEFINITIONS

“Cancer” or “covered cancer” will mean as that term is defined in Section 112.1816(1)(a), Fla. Stat., as may be amended, as:

- a) Bladder cancer.
- b) Brain cancer.
- c) Breast cancer.
- d) Cervical cancer.
- e) Colon cancer.
- f) Esophageal cancer.
- g) Invasive skin cancer.
- h) Kidney cancer.
- i) Large intestinal cancer.
- j) Lung cancer.
- k) Malignant melanoma.
- l) Mesothelioma.
- m) Multiple myeloma.
- n) Non-Hodgkin’s lymphoma.
- o) Oral cavity and pharynx cancer.
- p) Ovarian cancer.
- q) Prostate cancer.
- r) Rectal cancer.
- s) Stomach cancer.
- t) Testicular cancer.
- u) Thyroid cancer.

The term “cancer” or “covered cancer” does not include pre-cancerous or pre-malignant cells. Notwithstanding, the District may elect to include additional types of cancer within the above definition of cancer at its sole discretion.

“Pre-cancerous cells” or “pre-malignant cells” will mean abnormal cells that could turn into cancerous cells, but which by themselves are not invasive and are not cancer.

315.3 ELIGIBILITY FOR COVERAGE

In order to be eligible for benefits pursuant to this policy, an employee must meet the following requirements:

- 1) The employee has received a diagnosis of cancer after July 1, 2019.
- 2) The employee must be employed full-time with the District as of July 1, 2019.
- 3) The employee has been employed by the District for at least five (5) continuous years.
- 4) The employee has not used tobacco products for at least the preceding five (5) years.
- 5) The employee has not been employed in any other position in the preceding five (5) years which is proven to create a higher risk for any cancer.

315.4 ONE-TIME CASH PAYOUT BENEFIT

An active, non-firefighter employee is entitled to a one-time cash payout of \$25,000, upon the employee’s initial diagnosis of cancer. The one-time cash lump sum benefit is allowed only for the initial diagnosis of one of the enumerated cancers. This cash lump sum benefit is not provided or allowed for subsequent new diagnosis, or reoccurrence of the same diagnosis that was formerly in remission. The cash lump sum benefit is not owed more than once regardless of how many diagnoses of cancer or body parts affected. The one-time lump sum will be a taxable benefit that is excluded from W-2 earnings.

315.5 EXPENSE REIMBURSEMENT BENEFIT

Reimbursements for out-of-pocket expenses incurred by the employee due to the treatment of a covered cancer will be reimbursed as per Section 112.1816, Fla. Stat., as may be amended. Reimbursements allowable under the statute include:

- Deductible;
- Coinsurance; and/or
- Copayment.

315.6 TERMINATION OF COVERAGE

Coverage is for active employment. Coverage will terminate with any separation of employment, including but not limited to, voluntary resignation, dismissal for cause, disability or retirement.

315.7 RECORDKEEPING


Documentation related to a cancer diagnosis and associated benefits and application for benefits are confidential and will be filed separately from the employee's personnel file.

AUTHORITY

1. Section 112.1816, Fla. Stat., (Public Officers and Employees: General Provisions/Firefighters; Cancer Diagnosis)

HISTORY

	Approved Date	Effective Date Start	Effective Date End
Policy Creation	August 31, 2023	October 1, 2023	<u>October 31, 2023</u>
<u>Revision #1</u>	<u>September 28, 2023</u>	<u>November 1, 2023</u>	<u>Current (N/A)</u>

POLICY	407 Workplace Violence
	<p data-bbox="899 352 1404 384">Section: 400 Employee Responsibilities</p> <p data-bbox="989 390 1404 422">Approved: September 28, 2023</p> <p data-bbox="1026 428 1404 459">Effective: November 1, 2023</p>

407.1 PURPOSE

The purpose of this policy is to make clear that the North Collier Fire Control and Rescue District (“District”) does not tolerate any direct or implied threats of violence or violent behavior in the workplace or any act or behavior that is or can be perceived as threatening, hostile, and/or violent.

It is the policy of the District to provide and maintain a safe work environment for its employees, volunteers, and members of the public.

In responding to any violent behavior in the workplace, the District is committed to providing protection to all involved parties, including protection from future physical and/or mental harm and the protection of the legal rights of victims, witnesses, and those instigating the harm.

407.2 PROHIBITED BEHAVIOR

No employee will engage in, encourage, or promote violent behavior toward any person while conducting District business or on District property.

No employee engaged in District business, on or off District property, will carry or possess weapons or explosives unless permitted by District policy or Florida law.

407.3 WORKPLACE VIOLENCE PREVENTION

All District employees are responsible for assisting in the prevention of violence in the workplace. The District will provide appropriate training to employees regarding workplace violence.

It is the shared responsibility of all District employees to individually and jointly act to prevent or defuse actual or implied violent or threatening behavior at work.

407.4 REPORTING

Employees have an obligation to advise a Supervisor and/or Human Resources when they become aware of a serious potential threat of violence in the workplace. It is the policy of the

District that all reports of threats or incidents will be investigated and responded to in an appropriate fashion. Threats, threatening behavior, or acts of violence against employees, property, visitors, or anyone on District property or with whom the employee comes into contact as part of his or her District responsibilities will not be tolerated.

407.5 FITNESS FOR DUTY

In any circumstance where the District has a reasonable basis for questioning the physical or mental ability of an employee to perform his or her job duties, or based upon concerns that the employee may pose a threat to himself or herself or others, the employee may be directed to undergo a fitness-for-duty examination. The District will determine the extent of the examination, the physician, and bear the costs. Costs for all follow-up medical work may be borne by the District at the discretion of the Fire Chief. Otherwise, the costs will occur through the employee's health plan or at the employee's expense. An employee may be placed on administrative leave pending the results of such examination.

407.6 DISCIPLINE


Any employee who is determined to have acted in violation of this policy will be subject to disciplinary action as per District *Policy 1.04-Code of Conduct & Discipline*.

AUTHORITY

1. Chapter 189, Fla. Stat. (Uniform Special District Accountability Act)
2. Chapter 191, Fla. Stat. (Independent Special Fire Control Districts)
3. Section 790.251, Fla. Stat., (Weapons and Firearms/Protection of the right to keep and bear arms in motor vehicles for self-defense and other lawful purposes; prohibited acts; duty of public and private employers; immunity from liability; enforcement)

HISTORY

	Approved Date	Effective Date Start	Effective Date End
Policy Creation	September 28, 2023	November 1, 2023	Current (N/A)

POLICY	702 Explorer Program
	Section: 700 District Programs Approved: September 28, 2023 Effective: November 1, 2023

702.1 PURPOSE

It is the policy of North Collier Fire Control and Rescue District (the “District”) to mentor non-firefighter certified youth between the ages of 15 and 21 years of age in the career paths of fire, rescue and emergency medical service through an Explorer Program (“Program”).

702.2 PROGRAM OBJECTIVES

The objectives for the Program are:

- to educate youth about fire, rescue and emergency medical service career paths through classroom training and hands-on lessons;
- to encourage participation in rewarding and productive service activities;
- to challenge youth to become responsible citizens of the community; and
- to enhance preparation for future roles as community members and leaders.

702.3 PROGRAM AUTHORITY

The Program is chartered through the Boy Scouts of America Learning for Life Career Exploring and Boys Scouts of America Southwest Florida Council. The District is a chartered organization of the Boys Scouts of America.

702.4 PROGRAM OVERSIGHT


The Program is overseen by a District employee (Explorer Coordinator) as designated by the Fire Chief.

702.5 PROGRAM ACTIVITIES

Program activities will not include participation in any kind of emergency response by the District.

HISTORY

	Approved Date	Effective Date
Policy Creation	September 28, 2023	November 1, 2023

POLICY	704 Employee Recognition Award Program
	<p style="text-align: right;">Section: 700 District Programs Approved: September 28, 2023 Effective: November 1, 2023</p>

704.1 PURPOSE

North Collier Fire Control and Rescue District (“District”) values the contributions, knowledge and experience of its employees, all of which help the District to accomplish its mission of protecting the lives and property of those it serves. In order to acknowledge these employee contributions, the District will utilize an Employee Recognition Program.

704.2 AUTHORITY

Under this policy, the Board of Fire Commissioners delegates decision authority for recognition awards to a Recognition Committee.

704.3 RECOGNITION COMMITTEE

The Recognition Committee consists of the following members:

- 1) The Fire Chief of the District or authorized designee;
- 2) The I.A.F.F. Local 2297 Union President or authorized designee; and
- 3) One Fire Commissioner appointed by the Board of Fire Commissioners to be appointed annually at the January Board of Fire Commissioners’ monthly meeting.

704.4 ELIGIBILITY

Full-time employees can be considered for employee recognition.

704.5 TYPES OF RECOGNITION

The types of recognition awards will be outlined in District Standard Operating Procedure *1705-Employee Recognition Award Program*. Awards can take various forms and should be appropriate to the achievement being cited and comply with District Policy *215-Organization and Community Funding*.

704.6 AWARD PRESENTATION CEREMONY

The Fire Chief or authorized designee shall assume the responsibility of making the awards at suitable functions during the year, that may include at monthly Board of Fire Commissioners' meetings or a separate award ceremony that complies with District Policy *215 Organization and Community Funding*.

HISTORY

	Approved Date	Effective Date
Policy Creation	September 28, 2023	November 1, 2023