



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

AGENDA (FINAL)

THURSDAY, JANUARY 25, 2024 ■ 9:00 AM
1885 Veterans Park Drive ■ Naples, FL 34109

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL, ADDITIONS OR DELETIONS TO AGENDA**
- 4. APPROVAL OF MINUTES**
 - A. November 26, 2023 Board of Fire Commissioners' Meeting
 - B. December 14, 2023 Board of Fire Commissioners' Special Meeting
- 5. CHIEF'S REPORT**
 - A. Life Saving Awards
- 6. TREASURER'S REPORT**
 - A. November 2023
 - B. December 2023
- 7. LABOR REPORT**
- 8. CONSENT AGENDA**

Table 1: Expenditures for Board approval

Category	Amount
General Fund Unbudgeted	\$0
General Fund Emergency Purchases	\$0
Addition of Fixed Assets	\$0
Deletion of Fixed Assets	\$208,507
Other	\$0



9. OLD BUSINESS

10. NEW BUSINESS

- A. Annual Election of Board Officers
- B. Annual Board Appointments to Committees
- C. Request Board Approval of the 2023 Statewide Mutual Aid Agreement (“SMAA”) with the Florida Division of Emergency Management by Adoption of Resolution 24-001
- D. Request Board Approval of District Policies
- E. Request Board Approval of Amended Interlocal Agreement with Collier County Concerning Fire Plans Review and Inspection

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, NOVEMBER 16, 2023 ■ 9:00 AM
1885 Veterans Park Drive ■ Naples, FL 34109**

1. CALL TO ORDER

Commissioner Christopher Lombardo called meeting to order at 9:01 a.m. With three of five commissioners present, quorum was met. Commissioner James Calamari and Commissioner Norman Feder were absent.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL, ADDITIONS OR DELETIONS TO AGENDA

Commissioner Crossan moved to approve agenda as presented. Commissioner Burke seconded.
MOTION CARRIED 3:0

4. APPROVAL OF MINUTES

A. October 26, 2023 Board of Fire Commissioners' Meeting

Commissioner Crossan moved to approve minutes as presented. Commissioner Burke seconded.
MOTION CARRIED 3:0

5. CHIEF'S REPORT

Fire Chief Eloy Ricardo gave verbal report. Deputy Chief Jorge Aguilera gave verbal report.

6. TREASURER'S REPORT

A. October 2023

Chief Financial Officer Ben Van Klingerren read prepared summary of financial highlights for October 2023 Treasurer's Report. Board accepted report as presented into record.

7. LABOR REPORT

Local 2297 newly elected President Adam Wilson gave verbal report. Chief Ricardo thanked past President, Scott Palmateer, for his service.

8. CONSENT AGENDA



Table 1: Expenditures for Board approval

Category	Amount
General Fund Unbudgeted	\$0
General Fund Emergency Purchases	\$10,117
Addition of Fixed Assets	\$0
Deletion of Fixed Assets	\$0
Other	\$0

Commissioner Crossan moved to approve Consent Agenda as presented. Commissioner Burke seconded. MOTION CARRIED 3:0

9. OLD BUSINESS

None

10. NEW BUSINESS

A. Request Board Approval of 2024 Board of Fire Commissioners' Meeting Schedule

Commissioner Crossan moved to approve per staff recommendation the 2024 Meeting Schedule as presented. Commissioner Burke seconded. MOTION CARRIED 3:0

B. Request Board Approval of Amendment to General Fund Budget FYE 09/30/23 by Adoption of Resolution 23-024

Commissioner Crossan moved for Board Approval per staff recommendation of amended 2022/2023 General Fund as presented by adoption of Resolution 23-024 as presented. Chief Financial Officer Ben Van Klingeren gave summary remarks related to the budget amendment. Commissioner Burke seconded. MOTION CARRIED 3:0

C. Request Board Approval for Procurement of Water Tender

Assistant Chief Kris Thomas gave verbal summary of the proposed procurement. Discussion ensued. Commissioner Crossan moved to approve per staff recommendation the purchase request for Ten-8 for the construction and delivery of one (1) Freightline 3000-gallon water tender (Ten-8 Bid #968, Pierce Stock #38597) in the amount of \$451, 771.00 as presented. Commissioner Burke seconded. MOTION CARRIED 3:0



D. Request Approval of District Policies

Comment was given by Deputy Director Lori Freiburg. Commissioner Crossan moved to approve per staff recommendation the rescission and approval of the of the following policies as presented:

Staff recommends rescission of the following policies, effective January 1, 2024:

- 1.12 Use of District Logo
- 1.18 District Fuel Use by Employees During State of Emergency
- 1.19 Provision of Meals During Declared State of Emergency
- 2.11 Protected Health Information

Staff recommends approval of the following policies, effective January 1, 2024:

- 412 Use of District Badge
- 413 Use of District Owned Property
- 414 Use of District Logo
- 601 Use of District Fuel by Employees During State of Emergency
- 602 Provision of Meals During Extended Operational Periods

Commissioner Burke seconded. MOTION CARRIED 3:0

11. COMMENTS BY COMMISSIONERS

None

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

None

13. ADJOURNMENT

Commissioner Crossan moved to adjourn meeting. Commissioner Burke seconded. MOTION CARRIED 3:0 Meeting adjourned at 9:55 a.m.



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

MINUTES (DRAFT)

THURSDAY, DECEMBER 14, 2023 ■ 9:00 AM

1885 Veterans Park Drive ■ Naples, FL 34109

1. CALL TO ORDER

Chairman 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), a quorum was met. Commissioner Christopher Crossan was absent.

2. PLEDGE OF ALLEGIANCE

3. OLD BUSINESS

A. Request Board Approval to Renumber Resolution 23-024 to 23-025 as #23-024 was Duplicated

Commissioner Lombardo moved to approve per staff recommendation the renumbering of Resolution 23-024 to Amend Fiscal Budget for 2022-2023 to Resolution 23-025. Commissioner Calamari seconded. MOTION CARRIED 4:0

Commissioner Crossan joined the meeting at 9:05 a.m.

4. NEW BUSINESS

A. Request Board Approval of Renewal of District's auto, property, and liability insurance for the period of January 1, 2024 through December 31, 2024

Discussion ensued. CFO Ben Van Klinger and Jay Roth with Gallagher Risk Management Services answered questions from the Board. Discussion continued with general Board consensus for staff to research options for other insurance providers due to VFIS's continuing increases in costs of coverage. Commissioner Calamari moved to approve per staff recommendation the VFIS 5% deductible proposal for property, liability, and auto insurance for the period of January 1, 2024 through December 31, 2024 as presented and included directive for staff to research options for other insurance providers. Commissioner Burke seconded. MOTION CARRIED 4:1 (Commissioner Lombardo dissented).

B. Request Board Approval of FY 2023 SHSGP Grant Agreement – Contract Number R0873 – to administer the District Response Team (DRT) for regional HazMat services

Commissioner Calamari moved to approve per staff recommendation the FY 2023 SHSGP Grant agreement – Contract Number R0873 totaling \$118,150 for the period September 1,



2023 through September 30, 2025. Commissioner Lombardo seconded. MOTION CARRIED 5:0

C. Request Board Approval for Revisions to District Policy 3.18 Education Reimbursement

Commissioner Lombardo moved to approve per staff recommendation District policy changes as presented and effective January 1, 2024. Commissioner Calamari seconded. MOTION CARRIED 5:0

5. COMMENTS BY COMMISSIONERS

None

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

None

7. ADJOURNMENT

Commissioner Calamari moved to adjourn meeting. Commissioner Burke seconded. MOTION CARRIED 5:0. Meeting adjourned at 9:31 a.m.



AGENDA ITEM 6

Meeting Date: January 25, 2024
Prepared By: Chief Financial Officer Ben Van Klingerren
Subject: Treasurer's Report - November 2023

The following is information for the Treasurer's Report for the January 25, 2024 Board Meeting:

GENERAL FUND

Revenue

The following is the breakdown of revenue for the period ended November 30, 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
		11/30/2023	Budget		11/30/2023	Budget	11/30/2023	Budget
Ad Valorem	\$	16,393,724	35.84%	\$	2,602,473	20.98%	\$	18,996,197
Fees	\$	104,139	16.17%	\$	-	0.00%	\$	104,139
Other Revenue	\$	187,974	21.68%	\$	61,465	20.24%	\$	249,439
Total Revenue	\$	16,685,837	35.31%	\$	2,663,938	20.96%	\$	19,349,775

Expenses

The following is the breakdown of expenses for the period ended November 30, 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		11/30/2023	Budget		11/30/2023	Budget	11/30/2023	Budget
Personnel	\$	4,002,391	11.06%	\$	1,195,519	11.06%	\$	5,197,910
Operating	\$	1,356,034	15.14%	\$	405,049	15.35%	\$	1,761,083
Debt Service	\$	474,014	62.16%	\$	141,589	62.16%	\$	615,603
Capital	\$	76,859	5.15%	\$	22,958	5.15%	\$	99,817
Total Expenses	\$	5,909,298	12.47%	\$	1,765,115	12.50%	\$	7,674,413

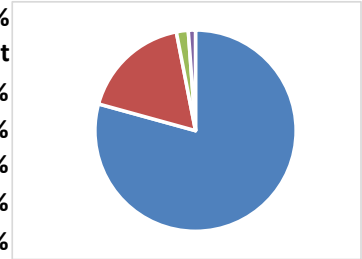
It should be noted that there are four general types of expenditures in terms of payment impact on the fiscal year:

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	\$ 6,861,291	14.60%
Operational	\$ 1,528,455	13.18%
Debt Service	\$ 165,054	16.67%
Capital	\$ 99,817	5.15%
Total	\$ 8,654,617	14.07%



As identified above, when adjustments are made to the actual expenses based on known prepaid and accrual adjustments, General Fund expenses are at 6.98% which is reasonable as we have completed 2 months of the 2023/2024 fiscal year (16.7%).

General Fund Comparison with Prior Year:

Included with the General Fund Financial Statement is a comparison to November 2022 of each service delivery area, noting the percentage of variance. In brief, total revenue in the NN SDA comparison reflects a variance of 50.56%. Expenses reflect a variance of 9.73%.

In the Big Corkscrew SDA, a variance in revenue of 80.84% is reflected due to higher interest rates and allocation Expenses reflect a variance of 39.73%.

IMPACT FEE FUND - Comparison with Budget

As of November 30, 2023, NCFR has received \$60,164 in Impact Fund interest income. Expenses total \$464. Please note, the District received \$31,004 for Impact Fees in November which was considered deferred revenue. (October receipts were accrued into the prior year financial statements).

INSPECTION/PLAN REVIEW FEE FUND - Comparison with Budget

Revenue

As of November 30, 2023, total revenue received is \$168,275 or 8.4% 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 \$333,780 or 16.47% of the total budget. This is appropriate for this time of year since we have completed two month of the 2023-2024 fiscal year (16.7%)



AGENDA ITEM 6

Meeting Date: January 25, 2024
Prepared By: Chief Financial Officer Ben Van Klingerren
Subject: Treasurer's Report - December 2023

The following is information for the Treasurer's Report for the January 25, 2024 Board Meeting:

GENERAL FUND

Revenue

The following is the breakdown of revenue for the period ended December 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
		12/31/2023	Budget	12/31/2023	Budget	12/31/2023	Budget
Ad Valorem	\$	39,318,712	85.97%	\$ 10,950,834	88.28%	\$ 50,269,546	
Fees	\$	186,048	28.89%	\$ -	0.00%	\$ 186,048	
Other Revenue	\$	<u>425,540</u>	49.07%	\$ <u>132,367</u>	43.58%	\$ <u>557,907</u>	
Total Revenue	\$	39,930,300	84.51%	\$ 11,083,201	87.21%	\$ 51,013,501	85.08%

Expenses

The following is the breakdown of expenses for the period ended December 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		12/31/2023	Budget	12/31/2023	Budget	12/31/2023	Budget
Personnel	\$	11,661,325	32.23%	\$ 3,483,253	32.23%	\$ 15,144,578	32.23%
Operating	\$	2,101,903	23.46%	\$ 627,841	23.80%	\$ 2,729,744	23.54%
Debt Service	\$	491,929	64.51%	\$ 146,940	64.51%	\$ 638,869	64.51%
Capital	\$	<u>76,859</u>	5.15%	\$ <u>22,958</u>	5.15%	\$ <u>99,817</u>	5.15%
Total Expenses	\$	14,332,016	30.24%	\$ 4,280,992	30.32%	\$ 18,613,008	30.26%

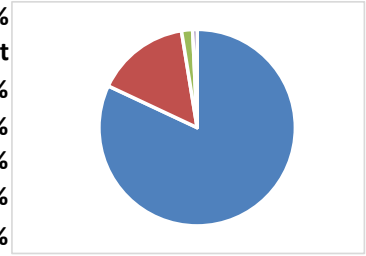
It should be noted that there are four general types of expenditures in terms of payment impact on the fiscal year:

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	\$ 11,099,722	23.62%
Operational	\$ 2,092,737	18.05%
Debt Service	\$ 247,581	25.00%
Capital	\$ 99,817	5.15%
Total	\$ 13,539,856	22.01%



As identified above, when adjustments are made to the actual expenses based on known prepaid and accrual adjustments, General Fund expenses are at 6.98% which is reasonable as we have completed 3 months of the 2023/2024 fiscal year (25%).

General Fund Comparison with Prior Year:

Included with the General Fund Financial Statement is a comparison to December 2022 of each service delivery area, noting the percentage of variance. In brief, total revenue in the NN SDA comparison reflects a variance of 11.10%. Expenses reflect a variance of 17.74%.

In the Big Corkscrew SDA, a variance in revenue of 19.16% is reflected due to higher interest rates and allocation. Expenses reflect a variance of 49.93%.

IMPACT FEE FUND - Comparison with Budget

As of December 31, 2023, NCFR has received \$93,378 in Impact Fund interest income. Expenses total \$712. Additionally, the District received \$47,531 for Impact Fees through December which was considered deferred revenue. (October receipts were accrued into the prior year financial statements).

INSPECTION/PLAN REVIEW FEE FUND - Comparison with Budget

Revenue

As of December 31, 2023, total revenue received is \$379,341 or 18.9% 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 \$574,216 or 28.3% of the total budget. This is appropriate for this time of year since we have completed three months of the 2023-2024 fiscal year (25%)



AGENDA ITEM 8

Meeting Date: January 25, 2024
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	(NONE - n/a)	
	TOTAL EMERGENCY PURCHASES	\$ -

ADDITION OF FIXED ASSETS

(NONE - n/a)		
	TOTAL ADDITION OF FIXED ASSETS	\$ -

DELETION OF FIXED ASSETS

Asset Category:	Firefighter Equipment	
Asset I.D. Number:	various (See attached)	
Description:	various (See attached)	
Cost:	\$185,081.02	
Reason for Deletion:	various - OOS, not cost-effective to repair, etc.	
Intended Disposal:	Scrapped	Original Cost \$ 185,081
Additional Information:	(3 units traded in for credit) - \$15k total	Est Net Book Value \$ 382

Asset Category:	Furniture, Fixtures & Equipment	
Asset I.D. Number:	70320 / 4328 (FA-CS)	
Description:	8 Beds with drawers	
Cost:	\$5,652.28	
Reason for Deletion:	Outdated and Replaced	
Intended Disposal:	Scrapped	Original Cost \$ 5,652
Additional Information:		Est Net Book Value \$ 2,324

Asset Category: Auto, Truck & Equip

Asset I.D. Number: FA70018 / 15229 (FA-CS)
 Description: Electronic/Light Package - Boat 41
 Cost: \$17,774.00
 Reason for Deletion: sold with Boat 41
 Intended Disposal: (TBD) - same as above
 Additional Information:

Original Cost	\$	17,774
Est Net Book Value	\$	-

TOTAL DELETION OF FIXED ASSETS (original cost)	\$	208,507
TOTAL DELETION OF FIXED ASSETS (NET BOOK VALUE)	\$	2,706

OTHER

1 N/A - NONE

TOTAL - OTHER	\$	-
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North Collier Fire Control and Rescue District
Board of Fire Commissioners
REGULAR MONTHLY MEETING

AGENDA ITEM 10A

Meeting Date: January 25, 2024
Prepared by: Lori Freiburg, Deputy Director
Subject: Annual Nominations and Elections of Board Officers

Objective

Elect the Chair, Vice-Chair and Secretary-Treasurer of the North Collier Fire Control and Rescue District Board of Fire Commissioners for the calendar year 2024

Background Information

Pursuant to the District's Board of Fire Commissioners' Procedures adopted on October 28, 2021, the following procedure for nominations and elections is to be used.

III. OFFICER ELECTIONS

A. Order of Elections. *The Board shall elect officers from its members in the following order: Chair, Vice-Chair, Secretary-Treasurer.*

B. Schedule for Elections. *Election of officers shall occur annually in January. If less than a full Board is available for such meeting, the election of officers may be postponed until a full Board is present; provided, however, that if such postponed election occurs after January, the new officers' terms shall begin immediately upon their election. Elections will take place during the beginning of the meeting after public comment.*

C. Procedure for Officer Elections. *The following procedures shall govern the election of officers:*

- 1. Nominations for new officers shall be made orally.*
- 2. When each Commissioner has had a reasonable opportunity to nominate, the Chair will accept a motion to close nominations.*
- 3. Separate elections shall be held for each office. The Board shall complete all voting on each individual office before proceeding to vote on the next office.*
- 4. The Chair shall then proceed to put the nomination(s) to vote by ballot. Ballots must be signed by each Commissioner when voting. (Voting by ballot applies to instances where more than one individual is nominated for the same position. In instances where only one individual is nominated for a position, a verbal vote is acceptable.)*
- 5. The Deputy Director of Executive Administrative Services or their designee, with the assistance of the Fire Chief, or Deputy Chiefs, shall count the*



North Collier Fire Control and Rescue District
Board of Fire Commissioners
SPECIAL MEETING-ANNUAL ELECTION OF BOARD OFFICERS
AGENDA ITEM 10A

- ballots, and the Chair will announce the results.*
- 6. Elections shall be determined by a majority.*
 - 7. Should no candidate receive a majority on the first ballot, voting will continue with subsequent ballots until one candidate is elected.*
 - 8. If a candidate is present and does not decline, or if a candidate is absent but has consented to the candidacy, the candidate is elected. If the candidate is absent, has not consented to be a candidate and does not immediately decline upon being notified, the candidate is elected. If a person declines election, there is a failure to elect, and the Board may proceed to continue the election.*
 - 9. Notwithstanding the above, if there is only one nomination, the Board is not required to vote by ballot pursuant to 4., above, but rather may elect by acclamation.*
 - 10. Elections will be held in accordance with Robert's Rules of Order, except as otherwise specified above.*

D. Term of Office. *The Chair, Vice-Chair, and Secretary-Treasurer shall serve a term of one (1) year.*

Fiscal Impact

There is no fiscal impact related to the election of officers for the Board of Fire Commissioners.

Recommendation

Staff recommends the Board nominate and elect a Chairman, Vice-Chairman and Secretary-Treasurer as outlined in the District's Enabling Act and Board of Fire Commissioners' Procedures.

Attachments:

None



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

AGENDA ITEM 10B

Meeting Date: January 25, 2024
Prepared by: Lori Freiburg, Deputy Director
Subject: Annual Appointments of Commissioners to District Committees

Objective

Board to appoint Commissioners to serve on the District's Awards Committee and the Medical Insurance Committee

Background Information

Awards Committee

Section 704.2 of *District Policy 704-Employee Recognition Program* (Attachment 1) provides for the creation of a committee to make recommendations to the Board of Fire Commissioners for awards for meritorious service, unit/division citation, employee of the year, bravery and lifesaving. This Committee is comprised of the Fire Chief or authorized designee, the Local 2297 President or authorized designee and one Fire Commissioner. Commissioner Calamari served on this committee for 2023.

Medical Insurance Committee

Article 34-Insurance of the Collective Bargaining Agreement between the District and Local 2297 (Attachment 2) provides for the creation of a committee to make recommendations to the Board of Fire Commissioners for the selection of a medical insurance plan. This Committee is comprised of one (1) Fire Commissioner, three (3) District representatives and three (3) representatives of Local 2297. Commissioners Crossan and Burke have both served on this committee for the past several years.

Fiscal Impact

There is no fiscal impact related to appointing Commissioners to the Awards Committee and the Medical Insurance Committee.

Recommendation

Staff recommends the Board appoint Commissioners to the Awards Committee and the Medical Insurance Committee.

Attachments:

Attachment 1: District Policy 704-Employee Recognition Program
Attachment 2: Article 34 of the Collective Bargaining Agreement



AGENDA ITEM 10C

Meeting Date: January 25, 2024
Prepared by: Chief Financial Officer Ben Van Klingerren
Subject: Request for Board Approval of the 2023 Statewide Mutual Aid Agreement with the Florida Division of Emergency Management by Adoption of Resolution 24-001

Objective

Obtain Board Approval of the 2023 Statewide Mutual Aid Agreement (“SMAA”) with the Florida Division of Emergency Management by adoption of Resolution 24-001.

Background Information

The District has been reimbursed on many different occasions by the State for various disaster-related incidences that affected personnel and property locally or in other areas (when providing mutual aid assistance). The proposed agreement summarizes the needs and benefits for participating in the statewide agreement as proposed. Below are details about the agreement itself.

The State of Florida is vulnerable to a wide range of emergencies and disasters that are likely to cause the disruption of essential services and the destruction of the infrastructure needed to deliver those services. Such emergencies and disasters often exceed the emergency response and recovery capabilities of any one county or local government. Such incidents may also give rise to unusual and unanticipated physical and technical needs which a local government cannot meet with existing resources, but that other local governments within the State of Florida may be able to provide. The Emergency Management Act, chapter 252, Florida Statutes, provides each local government of the state the authority to develop and enter into mutual aid agreements within the state for reciprocal emergency aid in case of emergencies too extensive to be dealt with unassisted, and through such agreements ensure the timely reimbursement of costs incurred by the local governments which render such assistance. Pursuant to chapter 252.32, Florida Statutes, the Division renders mutual aid among the political subdivisions of the state to carry out emergency management functions and responsibilities. Pursuant to chapter 252, Florida Statutes, the Division has the authority to coordinate and direct emergency management assistance between local governments and concentrate available resources where needed.

Considerations

Any Participating Party may request assistance under this Agreement for a “major disaster” or “catastrophic disaster” as defined in section 252.34, Florida Statutes, minor disasters, and other such emergencies as lawfully determined by a Participating Party.

Fiscal Impact

There are no fiscal impacts to executing this agreement as it allows for quicker, more efficient reimbursement – albeit requiring additional processing of agreed upon documentation.



Recommendation

Staff recommends that the Board approve the 2023 Statewide Mutual Aid Agreement with the Florida Division of Emergency Management.

Attachments

Attachment 1: Original (unsigned) SMAA Agreement

Attachment 2: Adoption page to be signed (by the District) and executed by the FDEM

Attachment 3: Resolution 24-001

Proposed Motion

Approve the 2023 Statewide Mutual Aid Agreement with the Florida Division of Emergency Management by adoption of Resolution 24-001.



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

AGENDA ITEM 10D

Meeting Date: January 25, 2024
Prepared by: Lori Freiburg, Deputy Director
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	Rescission Summary
1.07 1.09	Discrimination Harassment Cyber Harassment & Cyber Stalking	Migrating to new policy to include both of these policies and anti-retaliation language as well

POLICIES TO APPROVE		
Policy #	Policy Name	Revision Summary
304	Discrimination & Harassment	Replaces 1.07 Discrimination Harassment and 1.09 Cyber Harassment & Cyber Stalking

Staff Recommendation

Staff recommends rescission of the following policies, effective March 1, 2024:

- 1.07 Discrimination Harassment
- 1.09 Cyber Harassment & Cyber Stalking

Staff recommends approval of the following policies, effective January 1, 2024:

- 304 Discrimination & Harassment

Attachments

Attachment 1: Policies for Rescission

Attachment 2: Policies for Approval

Proposed Motion

Move to approve District policies as presented and recommended by Staff



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

AGENDA ITEM 10E

Meeting Date: January 25, 2024
Prepared by: Michael Coxwell, Assistant Chief
Subject: Request for Board Approval of Amended Interlocal Agreement Concerning Fire Plans Review and Inspection between Collier County and District Including Correction of Scrivener’s Error in Associated Schedule of Fees

Objective

Obtain Board approval for 1) amended and restated interlocal agreement concerning fire plans review and inspection between Collier County and North Collier Fire Control and Rescue District (the “District”); and 2) correction of scrivener’s error to the Schedule of Fees adopted via Resolution 23-024 on September 28, 2023

Background Information

On January 28, 2003, the North Naples Fire Control and Rescue, Golden Gate Fire Control and Rescue District, Big Corkscrew Island Fire Control and Rescue District, Immokalee Fire Control District, East Naples Fire Control and Rescue District, Ochopee Fire District, and Isle of Capri Municipal Rescue and Fire Services Taxing District entered into an interlocal agreement with Collier County, for the purpose of delineating the responsibilities of Collier County and the Fire Districts with respect to plan reviews and fire inspections for new construction, construction projects, and existing structures. In this agreement, East Naples Fire was designated to review all building permit plans for the various fire districts. (Attachment 1)

On April 22, 2014, the North Naples Fire Control and Rescue District and Collier County entered into an interlocal agreement, granting North Naples Fire the authority to review all building permit plans located within its boundaries, thus terminating its relationship with East Naples Fire for plan review. (Attachment 2)

On January 26, 2021, the Plan Review Agreement was extended and updated to reflect the District’s name change from North Naples Fire to North Collier Fire. (Attachment 3)

As per mutual agreement between Collier County and the District (the “Parties”), the Parties desire to terminate the 2003 Fire District Agreement and amend the existing Plan Review Agreement. District Counsel Laura Donaldson worked with the County to prepare the amended Plan Review Agreement. (Attachment 4)

The amended agreement includes the following revisions:

- Collier County added an extra CityView software license to be provided to the District plans reviewers and inspectors. (Item 4)



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- Language was added to clarify the process for District requests for CityView software upgrades. (Item 4)
- Language was added requiring the District provide 180 days' notice of any change in fees. (Item 6)
- Language was added for the Fire Districts to strive towards charging the same fees vs each setting its own different fees. (Item 6)
- Language was added for a specific recipient and process for delivery of notices related to the Agreement. (Item 6A)
- Language was added for automatic renewal of the Agreement after the initial five-year term. (Item 9)
- The Parties agree to terminate the Fire District Agreement. (Item 10)

Additionally, during the amendment review process, an error was discovered in the Schedule of Fees adopted on September 28, 2023 via Resolution 23-024 (Attachment 5). Section I, Item 22 noted a Hood System inspection fee of \$100. The fee should have been reflected as \$150.

Staff Recommendation

Staff recommends that the Board approve 1) the Amended and Restated Interlocal Agreement concerning Fire Plans Review and Inspection between Collier County and the District and 2) the correction of the scrivener's error to the Schedule of Fees adopted via Resolution 23-024 on September 28, 2023 revising Section I, Item 22 Hood System inspection fee from \$100 to \$150.

Attachments

Attachment 1: 2003 Fire District Interlocal Agreement

Attachment 2: 2014 Plan Review Interlocal Agreement

Attachment 3: 2021 Plan Review Interlocal Agreement Extension

Attachment 4: 2024 Proposed Amended Plan Review Interlocal Agreement

Attachment 5: Schedule of Fees Reflecting Correction of Scrivener's Error to Section I, Item 22

Proposed Motion

Move to approve amended Fire Plan Review Interlocal Agreement concerning fire plans review and inspection between Collier County and the District as well as approve correction to Schedule of Fees scrivener's error for Section 1, Item 22, reflecting change of Hood System inspection fee from \$100 to \$150.