



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

AGENDA (FINAL)

THURSDAY, MARCH 28, 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. February 29, 2024 Board of Fire Commissioners' Meeting
- 5. CHIEF'S REPORT**
- 6. TREASURER'S REPORT**
 - A. February 2024
- 7. LABOR REPORT**
- 8. CONSENT AGENDA**

Table 1: Expenditures for Board Approval

Category	Amount
General Fund Unbudgeted	\$20,935
General Fund Emergency Purchases	\$0
Addition of Fixed Assets	\$0
Deletion of Fixed Assets	\$838,769
Other	\$0



9. OLD BUSINESS

10. NEW BUSINESS

- A. Division Update Presentation – Training Division
- B. Division Update Presentation – Life Safety & Fire Prevention
- C. Certificate of Public Convenience and Necessity (COPCN) Update
- D. Request Board Approval of District Policies

11. COMMENTS BY COMMISSIONERS

12. COMMENTS BY THE PUBLIC FOR ITEMS NOT ON AGENDA

13. ADJOURNMENT



**NORTH COLLIER FIRE CONTROL AND RESCUE DISTRICT
BOARD OF FIRE COMMISSIONERS' MEETING
MINUTES (DRAFT)
THURSDAY, FEBRUARY 29, 2024 ■ 9:00 AM
1885 Veterans Park Drive ■ Naples, FL 34109**

1. CALL TO ORDER

Meeting called to order at 9:00 a.m. by Chairman Lombardo. With five of five commissioners present, quorum was met.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL, ADDITIONS OR DELETIONS TO AGENDA

Commissioner Calamari moved to approve agenda as presented. Commissioner Burke seconded. MOTION CARRIED 5:0

Fire Chief Eloy Ricardo asked for item 10C be deleted from agenda.

Commissioner Calamari amended his motion to approve agenda without item 10C. Commissioner Burke seconded. MOTION CARRIED 5:0

4. APPROVAL OF MINUTES

A. January 25, 2024 Board of Fire Commissioners' Meeting

Commissioner Calamari moved to approve minutes as presented. Commissioner Feder seconded. MOTION CARRIED 5:0

5. CHIEF'S REPORT

Fire Chief Eloy Ricardo gave verbal report. Assistant Chief of Operations James Hammond and Deputy Chief Jorge Aguilera gave verbal reports.

6. TREASURER'S REPORT

A. January 2024

Commissioner Calamari read prepared summary of financial highlights for January 2024 Treasurer's Report. Board accepted report as presented.

The Board indicated general consensus for Staff to schedule a workshop in the near future to discuss District properties, revenue and other matters related to accommodating future growth and expenditures.

7. LABOR REPORT

Local 2297 President, Adam Wilson, gave verbal report.



8. CONSENT AGENDA

Table 1: Expenditures for Board approval

Category	Amount
General Fund Unbudgeted	\$60,000
General Fund Emergency Purchases	\$0
Addition of Fixed Assets	\$0
Deletion of Fixed Assets	\$10,373
Other	\$0

Commissioner Calamari moved to present Consent Agenda as presented. Commissioner Burke seconded. MOTION CARRIED 5:0

9. OLD BUSINESS

None

10. NEW BUSINESS

A. Request Board Approval of Agreement Providing for Land Swap with Lodge/Abbott Investments Associates, the Waiver of Inspection fees, and the Potential Construction by Lodge/Abbott Investments Associates of New Fire Station, Subject to Future Agreement to be Presented to Board

Commissioner Burke moved to approve as presented per staff recommendation adoption of Resolution 24-002 for the Agreement for Simultaneous Like-Kind Exchange, Inspection Fee Waiver and Construction of New Fire Station between the District and Lodge/Abbott Investments Associates LLC. Discussion ensued. Commissioner Crossan seconded. MOTION CARRIED 5:0

B. Request Board Approval to Lease District Owned Property on Kathleen Court for Short Term Basis

Commissioner Calamari moved to approve per staff recommendation the ratification of the leases with Gulf Bay Development, Reliable Disposal and Recycling, Inc., and EFE, Inc. for the property at 5604 & 5605 Kathleen Ct. and 1941 Pine Ridge Road. Discussion ensued. Commissioner Lombardo abstained from voting due to a conflict of interest related to Gulf Bay Development being a client of his law firm. Commissioner Crossan seconded. MOTION CARRIED 4:0:1

C. Request Board Approval of Revised District Policies



11. COMMENTS BY COMMISSIONERS

Commissioner comment was given.

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

None

13. ADJOURNMENT

Commissioner Feder moved to adjourn the meeting. Commissioner Calamari seconded.
MOTION CARRIED 5:0. Meeting adjourned at 10:28 a.m.



AGENDA ITEM 6

Meeting Date: March 28, 2024
Prepared By: Chief Financial Officer Ben Van Klingerren
Subject: Treasurer's Report - February 2024

GENERAL FUND

Revenue

The following is the breakdown of revenue for the period ended February 29, 2024 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
		2/29/2024	Budget	2/29/2024	Budget	2/29/2024	Budget
Ad Valorem	\$	42,622,885	93.19%	\$ 11,648,732	93.90%	\$ 54,271,617	
Fees	\$	302,247	46.93%	\$ -	0.00%	\$ 302,247	
Other Revenue	\$	<u>917,809</u>	105.84%	<u>\$ 301,516</u>	99.27%	<u>\$ 1,219,325</u>	
Total Revenue	\$	43,842,941	92.79%	\$ 11,950,248	94.03%	\$ 55,793,189	93.05%

Expenses

The following is the breakdown of expenses for the period ended February 29, 2024 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		2/29/2024	Budget	2/29/2024	Budget	2/29/2024	Budget
Personnel	\$	16,095,437	44.48%	\$ 4,807,728	44.48%	\$ 20,903,165	44.48%
Operating	\$	3,139,334	35.04%	\$ 937,723	35.54%	\$ 4,077,057	35.16%
Debt Service	\$	542,655	71.16%	\$ 162,092	71.16%	\$ 704,747	71.16%
Capital	\$	<u>1,239,703</u>	83.11%	<u>\$ 370,301</u>	83.11%	<u>\$ 1,610,004</u>	83.11%
Total Expenses	\$	21,017,129	44.34%	\$ 6,277,844	44.46%	\$ 27,294,973	44.37%

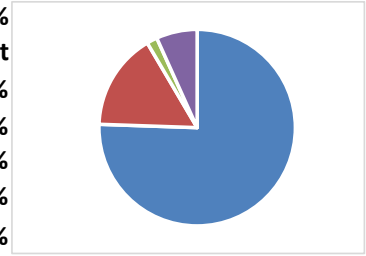
It should be noted that there are four general types of expenditures in terms of payment impact on the fiscal year:

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

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

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

	Adj Amounts North Collier	Adj. % of Budget
Personnel	\$ 18,040,284	38.39%
Operational	\$ 3,816,511	32.91%
Debt Service	\$ 412,633	41.67%
Capital	\$ 1,610,004	83.11%
Total	\$ 23,879,432	38.82%



As identified above, when adjustments are made to the actual expenses based on known prepaid and accrual adjustments, General Fund expenses are at 38.82% which is reasonable as we have completed 5 months of the 2023/2024 fiscal year (42%).

General Fund Comparison with Prior Year:

Included with the General Fund Financial Statement is a comparison to February 2023 of each service delivery area, noting the percentage of variance. In brief, total revenue in the NN SDA comparison reflects a variance of 10.35%. Expenses reflect a variance of 18.37%.

In the Big Corkscrew SDA, a variance in revenue of 19.95% is reflected due to higher interest rates. Expenses reflect a variance of 50.73% - primarily due to higher allocation rates and increased budget line items in the current year versus the prior year.

IMPACT FEE FUND - Comparison with Budget

As of February 29, 2024, NCFR has received \$158,863 in Impact Fund interest income. Expenses total \$6,166. Additionally, the District received \$411,910 for Impact Fees through February 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 February 29, 2024, total revenue received is \$897,080 or 45% 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 \$897,080 or 41% of the total budget. This is appropriate for this time of year since we have completed five months of the 2023-2024 fiscal year (42%).



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

AGENDA ITEM 8

Meeting Date: March 28, 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)

1	Item Description:	Concrete Driveway Repair/Replacement - St 43		
	Requested By:	Assistant Chief Kris Thomas		
	G/L Account:	001-5220-046-304		
	Budget Line:	091		
	Budget Line Amount (NCFR)	\$	55,700	
	Available Line	\$	37,253	
	Bids/Quotes:			
	Bid #1:	Bonness, Inc.	\$	20,935
	Bid #2:	The Impact Group	\$	58,950
	Bid #3:	Solid Pave	\$	23,624
	Waive Bidding Policy?	No	Reason:	N/A
	Recommendation:	Bonness, Inc.	\$	20,935

TOTAL GENERAL FUND UN-BUDGETED \$ 20,935

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:	Auto, Truck & Equip		
Asset I.D. Number:	2981 / 98 (FA-CS)		
Description:	1998 Pierce Quantum		
Cost:	\$542,244.00		
Reason for Deletion:	Disposed upon arrival of new aerial apparatus		
Intended Disposal:	Will be sold via Brindlee Mountain		
Additional Information:		Original Cost	\$ 542,244
		Est Net Book Value	\$ -

Asset Category:	Auto, Truck & Equip	
Asset I.D. Number:	5081 / 23071 (FA-CS)	
Description:	2007 Freightliner / E-One Tanker-Pumper	
Cost:	\$271,525.00	
Reason for Deletion:	Scheduled for replacement FY 24 -- received new water tender	
Intended Disposal:	Will be sold via Brindlee Mountain	Original Cost \$ 271,525
Additional Information:		Est Net Book Value \$ -

Asset Category:	Auto, Truck & Equip	
Asset I.D. Number:	4901 / 80 (FA-CS)	
Description:	1995 REO 6x6 / Brush Truck	
Cost:	\$25,000.00	
Reason for Deletion:	Being replaced by DOF truck	
Intended Disposal:	Will be sold via Royal Auction Group	Original Cost \$ 25,000
Additional Information:		Est Net Book Value \$ -

	TOTAL DELETION OF FIXED ASSETS (original cost)	\$ 838,769
	TOTAL DELETION OF FIXED ASSETS (NET BOOK VALUE)	\$ -

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 10C

Meeting Date: March 28, 2024
Prepared By: Jorge Aguilera, Deputy Chief
Subject: Collier County Certificate of Public Convenience and Necessity (COPCN)

OBJECTIVE

To provide the Board with a summary of the recent changes made to Collier County's Certificate of Public Convenience and Necessity (COPCN)

BACKGROUND INFORMATION

More than a year ago, the Collier County Manager convened a meeting with the Collier County Fire Chiefs for suggestions on improving the delivery of Emergency Medical Services (EMS).

The County Manager outlined the challenges the county was facing in delivering EMS services, citing a shortfall of more than 60 paramedics forcing mandatory shifts to maintain staffing levels for transport units. In addition, recruitment and retention of paramedics was becoming difficult.

In response to these concerns, the Fire Chiefs conveyed to the County Manager that significant revisions to the COPCN ordinance were necessary for them to discuss potential options for enhancing the current EMS system.

Following several months of deliberations with the Fire Chiefs, Medical Directors, and county staff, a final set of revisions to the COPCN Ordinance was agreed upon.

Highlights of the revisions include:

1. Definition of ALS non-transport.
2. Definition of countywide protocol.
3. Create a Class 4 Level (secondary ALS transport).
4. Remove ride time requirements.
5. Establishment of two applicant categories: non-governmental and governmental.
6. Governmental COPCN holders will no longer be required to reapply once approved.
7. Approval of governmental applications is to be granted by the county administrator.
8. Creation of the Collier Regional Medical Directors Coalition.
9. Giving each Medical Director the authority over their respective agencies.

The revised document has been submitted to the County Manager's Office and will be forwarded to the County Attorney's Office for legal review. Upon legal sufficiency, the ordinance will be



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

placed on the agenda of the Board of County Commissioners for two public readings. Final approval by the Board of County Commissioners will result in the enactment of the new COPCN ordinance.

The Fire Chiefs will schedule additional meetings with the Board of County Commissioners once this milestone is achieved.

CONSIDERATIONS

No action is required by the North Collier Fire Rescue Board of Fire Commissioners beyond acknowledging the update.

FISCAL IMPACT

There is no fiscal impact anticipated at this time.

ATTACHMENTS

Attachment 1: Proposed Revised COPCN



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

AGENDA ITEM 10D

Meeting Date: March 28 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
1.02	Employment Status and Changes	Migrating to SOP
1.14	Cellular Phone	Content no longer applicable; cell phone stipends are no longer applicable except for the Fire Chief as per employment contract
1.23	Ride-Along	Current policy splitting procedural processes into SOP; policy content will migrate to new policy
3.02	Compensation	Replaced by 305 Compensation Administration & Classification Pay Plan

POLICIES TO APPROVE		
Policy #	Policy Name	Revision Summary
305	Compensation Administration & Classification Pay Plan	Replaces 3.02 Compensation
705	Civilian Ride Along Program	Replaces 1.23 Ride-Along Program

Staff Recommendation

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

- 1.02 Employment Status and Changes
- 1.14 Cellular Phone
- 1.23 Ride-Along



- 3.02 Compensation

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

- 305 Compensation and Classification
- 705 Civilian Ride Along Program

Attachments

Attachment 1: Policies for Rescission

Attachment 2: Policies for Approval

Proposed Motion

Move to approve District policies as presented and recommended by Staff