



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

**AGENDA (FINAL)**

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

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- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL, ADDITIONS OR DELETIONS TO AGENDA**
- 4. APPROVAL OF MINUTES**
  - A. March 28, 2024 Board of Fire Commissioners' Meeting
- 5. CHIEF'S REPORT**
- 6. TREASURER'S REPORT**
  - A. March 2024
- 7. LABOR REPORT**
- 8. CONSENT AGENDA**

Table 1: Expenditures for Board approval

<b>Category</b>	<b>Amount</b>
General Fund Unbudgeted	\$57,569
General Fund Emergency Purchases	\$0
Addition of Fixed Assets	\$0
Deletion of Fixed Assets	\$164,485
Other	\$0



**9. OLD BUSINESS**

- A. Request Board Approval of Revisions to the *Amended and Restated Interlocal Agreement Concerning Fire Plans Review and Inspection for North Collier Between District and Collier County*

**10. NEW BUSINESS**

**11. COMMENTS BY COMMISSIONERS**

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

**13. ADJOURNMENT**



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

**MINUTES (DRAFT)**

**THURSDAY, MARCH 28, 2024 ■ 9:00 AM**  
1885 Veterans Park Drive ■ Naples, FL 34109

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**1. CALL TO ORDER**

Commissioner Norman Feder called meeting to order at 9:00 a.m. With four of five commissioners present, quorum was met. Commissioner Christopher Lombardo was absent.

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL, ADDITIONS OR DELETIONS TO AGENDA**

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

**4. APPROVAL OF MINUTES**

A. February 29, 2024 Board of Fire Commissioners' Meeting

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

**5. CHIEF'S REPORT**

Fire Chief Eloy Ricardo gave a verbal report.

Public Information Officer, Heather Mazurkiewicz, gave a verbal presentation on the Local Emergency Appreciation Picnic (LEAP) provided to our firefighters from the residents of The Villages of Emerald Bay (VEB). The residents of VEB raised \$700 from this picnic lunch and donated the proceeds to the Collier 100 Club. Representatives from VEB and Collier 100 Club were there for the check presentation.

**6. TREASURER'S REPORT**

A. February 2024

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

**7. LABOR REPORT**

None

**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

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

**9. OLD BUSINESS**

None

**10. NEW BUSINESS**

**A. Division Update Presentation – Training Division**

Assistant Chief of Training and Safety, Matthew Trent, gave a power point presentation.

**B. Division Update Presentation – Life Safety & Fire Prevention**

Assistant Chief of Life Safety and Fire Prevention, Michael Coxwell, and Battalion Chief of Life Safety and Fire Prevention, Sean Lintz, gave a power point presentation.

**C. Certificate of Public Convenience and Necessity (COPCN) Update**

Deputy Chief, Jorge Aguilera, gave a verbal update.

**D. Request Board Approval of District Policies**

Comment was given by Deputy Director, Lori Freiburg. Commissioner Crossan moved to approve as per staff recommendation the rescission of District policies: 1.02 Employment Status and Changes, 1.14 Cellular Phone, 1.23 Ride-Along, 3.02 Compensation, 3.03 Hours of Work and Overtime, and 3.04 Personnel Reductions and the approval of District policies: 305 Compensation Administration and Classification Pay Plan, 705 Civilian Ride Along Program as presented. Commissioner Burke seconded. MOTION CARRIED 4:0

**11. COMMENTS BY COMMISSIONERS**

Commissioner comment was given.



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

Bob Radunz, COO and General Manager for The Twin Eagles Club, inquired as to when the District could harmonize the different millage rates between North Naples and Big Corkscrew Service Delivery Areas.

## **13. ADJOURNMENT**

Commissioner Calamari moved to adjourn the meeting. Commissioner Burke seconded.  
MOTION CARRIED 4:0 Meeting adjourned at 10:20 a.m.



**AGENDA ITEM 6**

**Meeting Date:** April 25, 2024  
**Prepared By:** Chief Financial Officer Ben Van Klingerren  
**Subject:** Treasurer's Report - March 2024

**GENERAL FUND**

**Revenue**

The following is the breakdown of revenue for the period ended March 31, 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.

		<b>NN SDA</b>	<b>% of</b>		<b>BC SDA</b>	<b>% of</b>		<b>North Collier</b>	<b>% of</b>
		<b>3/31/2024</b>	<b>Budget</b>		<b>3/31/2024</b>	<b>Budget</b>		<b>3/31/2024</b>	<b>Budget</b>
Ad Valorem	\$	43,435,504	94.97%	\$	11,854,093	95.56%	\$	55,289,597	
Fees	\$	406,376	63.10%	\$	-	0.00%	\$	406,376	
Other Revenue	\$	<u>1,106,182</u>	127.56%	\$	<u>384,278</u>	126.52%	\$	<u>1,490,460</u>	
<b>Total Revenue</b>	<b>\$</b>	<b>44,948,062</b>	<b>95.13%</b>	<b>\$</b>	<b>12,238,370</b>	<b>96.30%</b>	<b>\$</b>	<b>57,186,432</b>	<b>95.38%</b>

**Expenses**

The following is the breakdown of expenses for the period ended March 31, 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**

		<b>NN SDA</b>	<b>% of</b>		<b>BC SDA</b>	<b>% of</b>		<b>North Collier</b>	<b>% of</b>
<b>Expenses</b>		<b>3/31/2024</b>	<b>Budget</b>		<b>3/31/2024</b>	<b>Budget</b>		<b>3/31/2024</b>	<b>Budget</b>
Personnel	\$	18,059,445	49.91%	\$	5,394,380	49.91%	\$	23,453,825	49.91%
Operating	\$	3,474,271	38.78%	\$	1,037,769	39.34%	\$	4,512,040	38.91%
Debt Service	\$	560,570	73.51%	\$	167,443	73.51%	\$	728,013	73.51%
Capital	\$	<u>1,682,992</u>	112.83%	\$	<u>502,712</u>	112.83%	\$	<u>2,185,704</u>	112.83%
<b>Total Expenses</b>	<b>\$</b>	<b>23,777,278</b>	<b>50.16%</b>	<b>\$</b>	<b>7,102,304</b>	<b>50.30%</b>	<b>\$</b>	<b>30,879,582</b>	<b>50.19%</b>

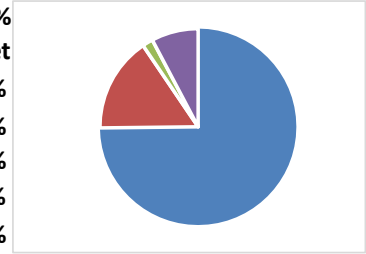
It should be noted that there are four general types of expenditures in terms of payment impact on the fiscal year:

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	\$ 21,164,094	45.03%
Operational	\$ 4,442,311	38.30%
Debt Service	\$ 495,160	50.00%
Capital	\$ 2,185,704	112.83%
<b>Total</b>	<b>\$ 28,287,269</b>	<b>45.98%</b>



As identified above, when adjustments are made to the actual expenses based on known prepaid and accrual adjustments, General Fund expenses are at 45.98% which is reasonable as we have completed 6 months of the 2023/2024 fiscal year (50%).

**General Fund Comparison with Prior Year:**

Included with the General Fund Financial Statement is a comparison to March 2023 of each service delivery area, noting the percentage of variance. In brief, total revenue in the NN SDA comparison reflects a variance of 10.38%. Expenses reflect a variance of 14.68%.

In the Big Corkscrew SDA, a variance in revenue of 19.94% is reflected due to higher interest rates. Expenses reflect a variance of 46.03% - 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 March 31, 2024, NCFR has received \$192,996 in Impact Fund interest income. Expenses total \$7,295. Additionally, the District received \$487,360 for Impact Fees through March 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 March 31, 2024, total revenue received is \$1,099,744 or 55% 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 \$961,586 or 47% of the total budget. This is appropriate for this time of year since we have completed six months of the 2023-2024 fiscal year (50%).



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

**AGENDA ITEM 8**

**Meeting Date:** April 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)**

<b>1</b>	<b>Item Description:</b>	Narc ID Box (qty 17)		
	<b>Requested By:</b>	Assistant Chief Kris Thomas		
	<b>G/L Account:</b>	001-5220-052-600		
	<b>Budget Line:</b>	103		
	<b>Budget Line Amount (NCFR)</b>	\$	396,943	
	<b>Available Line</b>	\$	313,445	
	<b>Bids/Quotes:</b>			
	<b>Bid #1:</b>	CompX	\$	57,569
	<b>Bid #2:</b>	n/a	\$	-
	<b>Bid #3:</b>	n/a	\$	-
	<b>Waive Bidding Policy?</b>	Yes	<b>Reason:</b>	Sole Source Vendor
	<b>Recommendation:</b>	CompX	\$	57,569

**TOTAL GENERAL FUND UN-BUDGETED**      \$    57,569

**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:	3992 / 91 (FA-CS)		
Description:	1999 Freightliner FL 70		
Cost:	\$164,484.55		
Reason for Deletion:	Disposed - part of replacement schedule		
Intended Disposal:	Will be sold via Royal Auction Group		
Additional Information:		Original Cost	\$ 164,485
		Est Net Book Value	\$ -

TOTAL DELETION OF FIXED ASSETS (original cost)	\$ 164,485
TOTAL DELETION OF FIXED ASSETS (NET BOOK VALUE)	\$ -

**OTHER**  
 1 N/A - NONE

TOTAL - OTHER	\$ -
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**Meeting Date:** April 25, 2024  
**Prepared by:** Lori Freiburg, Deputy Director  
**Subject:** Request for Board Approval of Revisions to the *Amended Interlocal Agreement Concerning Fire Plans Review and Inspection* Between Collier County and District

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### **Objective**

Obtain Board approval for revisions to the *Amended and Restated Interlocal Agreement Concerning Fire Plans Review and Inspection* (“Interlocal Agreement”) between Collier County and North Collier Fire Control and Rescue District (the “District”)

### **Background Information**

At the January 25, 2024 Board of Fire Commissioners’ meeting, the Board approved revisions to the Interlocal Agreement that includes the provision for the County providing workspace at Growth Management offices for District plan reviewers as well as the County’s collection of fire plans review and inspection fees for the District. Those revisions requested at the January 25, 2024 Board meeting included:

1. Collier County added an extra CityView software license to be provided to the District plans reviewers and inspectors.
2. Language was added to clarify the process for District requests for CityView software upgrades.
3. Language was added requiring the District provide 180 days’ notice of any change in fees.
4. Language was added for the Fire Districts to strive towards charging the same fees vs each setting its own different fees.
5. Language was added for a specific recipient and process for delivery of notices related to the Agreement.
6. Language was added for automatic renewal of the Agreement after the initial five-year term.
7. The Parties agree to terminate the Fire District Agreement.

Since that meeting, Collier County requested an additional revision to clarify that Collier County does not collect all of the fees contained within Exhibit C of the Interlocal Agreement, but rather collects only certain fees. District Counsel Laura Donaldson made the requested changes and they are tracked for your reference. Please note that the Interlocal Agreement approved



and signed by the Board at the January 25, 2024 Board meeting was never executed by Collier County. Therefore, the proposed Interlocal Agreement presented now reflects both:

- the already incorporated revisions noted above from the January 25, 2024 Board meeting; and
- new language reflecting that only certain fees from Exhibit C are collected (see those revisions tracked in blue).

### **Staff Recommendation**

Staff recommends that the Board approve, as presented, the revised *Amended and Restated Interlocal Agreement concerning Fire Plans Review and Inspection* between Collier County and the District.

### **Attachments**

Attachment 1: Proposed Interlocal Agreement Reflecting Revisions

Attachment 2: Proposed Interlocal Agreement with All Exhibits

### **Proposed Motion**

Move to approve, as presented, the revised the *Amended and Restated Interlocal Agreement concerning Fire Plans Review and Inspection* between Collier County and the District.