



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

AGENDA (FINAL)

THURSDAY, MAY 30, 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. April 25, 2024 Board of Fire Commissioners' Meeting
 - B. April 25, 2024 Board of Fire Commissioners' Growth Management Planning Workshop
- 5. CHIEF'S REPORT**
- 6. TREASURER'S REPORT**
 - A. April 2024
- 7. LABOR REPORT**
- 8. CONSENT AGENDA**

Table 1: Expenditures for Board approval

Category	Amount
General Fund Unbudgeted	\$85,800
General Fund Emergency Purchases	\$11,800
Addition of Fixed Assets	\$0
Deletion of Fixed Assets	\$0
Other	\$2,008



9. OLD BUSINESS

- A. Request Board Approval of Change to Rescission and Effective Dates for District Policies Approved Previously

10. NEW BUSINESS

- A. Presentation Regarding District Exhibit Initiative at The Golisano Children's Museum of Naples
- B. Presentation and Request for Acceptance of Annual Audit for Year Ending September 30, 2023
- C. Request Board Approval of District Policies

11. COMMENTS BY COMMISSIONERS

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

13. ADJOURNMENT



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

MINUTES (DRAFT)

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

1. CALL TO ORDER

Meeting called to order at 9:02 a.m. by Commissioner Norman Feder. With three of five commissioners present, quorum was met. Commissioner Christopher Lombardo and Commissioner James Calamari 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. March 28, 2024 Board of Fire Commissioners' Meeting

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

Commissioner Calamari joined the meeting at 9:04 a.m.

5. CHIEF'S REPORT

Fire Chief Eloy Ricardo gave verbal report.

6. TREASURER'S REPORT

A. March 2024

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

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	\$57,569
General Fund Emergency Purchases	\$0
Addition of Fixed Assets	\$0
Deletion of Fixed Assets	\$164,485
Other	\$0

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

Commissioner Lombardo joined the meeting at 9:11 a.m.

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*

Commissioner Calamari moved to approve as presented per staff recommendation the revised Amended and Restated Interlocal Agreement concerning Fire Plans Review and Inspection between Collier County and the District. Commissioner Burke seconded. MOTION CARRIED 5:0

10. NEW BUSINESS

None

11. COMMENTS BY COMMISSIONERS

Commissioner comment was given.

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

None

13. ADJOURNMENT

Commissioner Calamari moved to adjourn the meeting. Commissioner Lombardo seconded. MOTION CARRIED 5:0. Meeting adjourned at 9:17 a.m.



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

MINUTES (DRAFT)

THURSDAY, APRIL 25, 2024 ■ 9:45 AM
1885 Veterans Park Drive ■ Naples, FL 34109

1. CALL TO ORDER

Chairman Christopher Lombardo called meeting to order at 9:45 a.m. With five of five commissioners present, quorum was met.

2. PLEDGE OF ALLEGIANCE

3. DISCUSSION OF GROWTH MANAGEMENT PLANNING FOR THE DISTRICT

Fire Chief Eloy Ricardo gave verbal presentation and Assistant Chief of Essential Services, Kris Thomas, provided additional information.

Status of station and land inventory and growth management opportunities with Collier County and other local government partners were discussed.

Discussion, comments, questions, and interactive conversation between the commissioners and staff took place.

4. COMMENTS BY COMMISSIONERS

Commissioner comments were given.

5. COMMENTS BY THE PUBLIC FOR ITEMS NOT ON AGENDA

None

6. ADJOURNMENT

Commissioner Calamari moved to adjourn the meeting. Commissioner Feder seconded.
MOTION CARRIED 5:0. Meeting adjourned at 11:13 a.m.



AGENDA ITEM 6

Meeting Date: May 30, 2024
Prepared By: Chief Financial Officer Ben Van Klingerren
Subject: Treasurer's Report - April 2024

GENERAL FUND

Revenue

The following is the breakdown of revenue for the period ended April 30, 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
		4/30/2024	Budget	4/30/2024	Budget	4/30/2024	Budget
Ad Valorem	\$	44,929,304	98.23%	\$ 12,191,486	98.28%	\$ 57,120,790	
Fees	\$	484,353	75.21%	\$ -	0.00%	\$ 484,353	
Other Revenue	\$	1,265,610	145.94%	\$ 466,355	153.55%	\$ 1,731,965	
Total Revenue	\$	46,679,267	98.79%	\$ 12,657,841	99.60%	\$ 59,337,108	98.96%

Expenses

The following is the breakdown of expenses for the period ended April 30, 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		4/30/2024	Budget	4/30/2024	Budget	4/30/2024	Budget
Personnel	\$	20,101,386	55.55%	\$ 6,004,310	55.55%	\$ 26,105,696	55.55%
Operating	\$	4,135,384	46.16%	\$ 1,235,245	46.82%	\$ 5,370,629	46.31%
Debt Service	\$	638,467	83.73%	\$ 190,711	83.73%	\$ 829,178	83.73%
Capital	\$	1,737,664	116.50%	\$ 519,043	116.50%	\$ 2,256,707	116.50%
Total Expenses	\$	26,612,901	56.15%	\$ 7,949,309	56.30%	\$ 34,562,210	56.18%

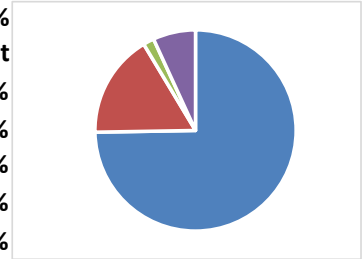
It should be noted that there are four general types of expenditures in terms of payment impact on the fiscal year:

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	\$ 24,619,218	52.39%
Operational	\$ 5,491,712	47.35%
Debt Service	\$ 577,686	58.33%
Capital	\$ 2,256,707	116.50%
Total	\$ 32,945,322	53.55%



As identified above, when adjustments are made to the actual expenses based on known prepaid and accrual adjustments, General Fund expenses are at 53.55% which is reasonable as we have completed 7 months of the 2023/2024 fiscal year (58%).

General Fund Comparison with Prior Year:

Included with the General Fund Financial Statement is a comparison to April 2023 of each service delivery area, noting the percentage of variance. In brief, total revenue in the NN SDA comparison reflects a variance of 10.47%. Expenses reflect a variance of 13.37%.

In the Big Corkscrew SDA, a variance in revenue of 19.94% is reflected due to higher interest rates. Expenses reflect a variance of 44.37% - 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 April 30, 2024, NCFR has received \$225,895 in Impact Fund interest income. Expenses total \$8,982. Additionally, the District received \$600,040 for Impact Fees through April 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 April 30, 2024, total revenue received is \$1,329,388 or 66% 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 \$1,086,049 or 54% of the total budget. This is appropriate for this time of year since we have completed 7 months of the 2023-2024 fiscal year (58%).



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

AGENDA ITEM 8

Meeting Date: May 30, 2024
Prepared By: Chief Financial Officer Ben Van Klingerren
Subject: Consent Agenda

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

General Fund (Unbudgeted)			
1	Item Description:	Florida Turn-Key Workforce Training Package, including...	EleGARD System (qty 11)
	Requested By:	Deputy Chief Jorge Aguilera	ResQPOD Devices (qty33)
	G/L Account:	001-5220-064-012	LUCAS 3 device (qty 2)
	Budget Line:	163	training included
	Budget Line Amount (NCFR)	\$ 165,270	
	Available Line	\$ 144,930	
	Bids/Quotes:		
	Bid #1:	MED Alliance Group	\$ -
	Bid #2:	n/a	\$ -
	Bid #3:	n/a	\$ -
	Waive Bidding Policy?	Yes	Reason: Sole Source Vendor
	Recommendation:	MED Alliance Group	\$ 85,800

NOTE: FL DOH Grant-related item / funds rec'd as of 5/21/2024

TOTAL GENERAL FUND UN-BUDGETED \$ 85,800

EMERGENCY PURCHASES (per Policy 212, Section 16)

General Fund			
1	Item Description:	Replacement panels for bay doors (St 46) - EMS bay	
	Declared Emergency (or nature of emergent purchase):	needed repairs ASAP	
	Requested By:	Kris Thomas, Assistant Chief	
	Approved By:	Eloy Ricardo, Fire Chief	
	G/L Account:	001-5220-046-201	
	Budget Line:	GF - 85	
	Bids/Quotes:	n/a - due to nature did not obtain add'l quotes	
	Vendor Paid:	Overhead Door	\$ 11,800
	Bid #2:	n/a	
	Bid #3:	n/a	

TOTAL EMERGENCY PURCHASES \$ 11,800

ADDITION OF FIXED ASSETS

(NONE - n/a)

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

(NONE - n/a)

TOTAL DELETION OF FIXED ASSETS (original cost)	\$	-
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TOTAL DELETION OF FIXED ASSETS (NET BOOK VALUE)	\$	-
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OTHER

1 Commissioner Travel to Florida Association of Special Districts (FASD) Conference: Approximate costs per Commissioner is \$2008. One (1) Commissioners is confirmed for attendance.	\$	2,008
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TOTAL - OTHER	\$	2,008
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North Collier Fire Control and Rescue District
Board of Fire Commissioners
REGULAR MONTHLY MEETING

AGENDA ITEM 9A

Meeting Date: May 30, 2024
Prepared by: Lori Freiburg, Deputy Director
Subject: Request for Board Approval of Change to Effective Dates of District Policies

Objective

Obtain Board approval to change effective dates for District policy changes approved at the March 28, 2024 Board of Fire Commissioners' meeting

Background Information

At the March 28, 2024 Board of Fire Commissioners' meeting, and at the recommendation of Staff, the following policy changes were approved with an effective date of June 1, 2024:

POLICIES TO RESCIND		
Policy #	Policy Name	Rescission Summary
1.02	Employment Status and Changes	Migrating to SOP
3.02	Compensation	Replaced by 305 Compensation Administration & Classification Pay Plan (see policies to approve below)
3.03	Hours of Work and Overtime	Migrating to SOP
3.04	Personnel Reductions	Migrating to SOP

POLICIES TO APPROVE		
Policy #	Policy Name	Revision Summary
305	Compensation Administration & Classification Pay Plan	Replaces 3.02 Compensation

Since the meeting, Staff has been preparing these policy and SOP changes which has taken longer than anticipated. In light of this, Staff requests Board approval to extend the rescission and effective dates.

Staff Recommendation

Staff recommends an extension to the rescission effective date from June 1, 2024 to July 1, 2024 for the following policies:

- 1.02 Employment Status and Changes
- 3.02 Compensation



- 3.03 Hours of Work and Overtime
- 3.04 Personnel Reductions

Staff recommends an extension to the issuance effective date from June 1, 2024 to July 1, 2024 for the following policies:

- 305 Compensation Administration and Classification Pay Plan

Attachments

Attachment 1: Policies for Rescission and Issuance Requiring Revised Effective Dates

Proposed Motion

Move to approve rescission and issuance effective date from June 1, 2024 to July 1, 2024 for District policies as recommended by Staff



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

AGENDA ITEM 10B

Meeting Date: May 30, 2024
Prepared by: Chief Financial Officer Ben Van Klingerren
Subject: Presentation and Request for Acceptance of the Annual Audit for the Fiscal Year Ended September 30, 2023

Objective

Obtain Board acceptance of the financial statement audit as presented by Tuscan & Company, PA. for the fiscal year ended September 30, 2023 in order to file the audit with the Florida State Auditor General by June 30, 2024 to meet statutory requirements.

Background Information

The audit for the North Collier Fire Control and Rescue District for the fiscal year ended September 30, 2023 will be presented by Jeff Tuscan of Tuscan & Company, PA. The audit is required to be presented to the Board at a public meeting, and the Board must accept the audit prior to filing with the Auditor General.

Attachment 1 is a draft of the Audit for the Fiscal Year ended September 30, 2023.

We are pleased to report that once again there are no current or prior year audit comments, and the audit opinions are unmodified in all respects, meaning the information provided by the District and the audit evidence obtained is sufficient and appropriate to present fairly, in all material respects, the financial position of the District. This year's report does not include a Federal/State Single Audit (grant-related) as the District did not meet the expenditure thresholds for either (Federal or State).

Recommendation

Staff recommends the accept the annual audit for the fiscal year ended September 30, 2023 as presented. Upon approval, Board members (in addition to the Fire Chief and CFO) are asked to review and sign the Rep Letter, Draft Review memo and investment compliance memo.

Attachments:

Attachment 1: Audit draft for the fiscal year ended September 30, 2023.

Attachment 2: Graphical comparisons for the fiscal year ended September 30, 2023.

Proposed Motion:

Accept the District's annual financial statement audit for the fiscal year ended September 30, 2023 as presented.



AGENDA ITEM 10C

Meeting Date: May 30, 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 policy changes are presented for your approval this month.

POLICIES TO RESCIND		
Policy #	Policy Name	Rescission Summary
3.01	Recruitment and Selection	Migrating to SOP as the content is day-to-day operational and administrative in nature
3.05	Performance Evaluations	Migrating to SOP as the content is day-to-day operational and administrative in nature
3.17	Uniform & Uniform Issuance	Migrating to SOP as the content is day-to-day operational and administrative in nature

Staff Recommendation

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

- 3.01 Recruitment and Selection
- 3.05 Performance Evaluations
- 3.17 Uniform & Uniform Issuance

Attachments

Attachment 1: Policies for Rescission

Proposed Motion

Move to approve rescission of District policies as presented and recommended by Staff