



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

**AGENDA**

**THURSDAY, SEPTEMBER 26, 2024 ■ 4:30 PM (RESCHEDULED TO OCT 3, 2024, 4:30 PM)**

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. August 29, 2024 Board of Fire Commissioners' Meeting
  - B. September 12, 2024 Tentative Budget Hearing
- 5. CHIEF'S REPORT**
- 6. TREASURER'S REPORT**
  - A. August 2024
- 7. LABOR REPORT**
- 8. CONSENT AGENDA**

Table 1: Expenditures for Board approval

<b>Category</b>	<b>Amount</b>
General Fund Unbudgeted	\$0
General Fund Emergency Purchases	\$0
Addition of Fixed Assets	\$0
Deletion of Fixed Assets	\$30,882
Other	\$0



**9. OLD BUSINESS**

- A. Request Approval of Revisions to Agreement Between District and Florida Southwestern State College for Provision of Services to North Collier Fire Training Facility

**10. NEW BUSINESS**

- A. Request Approval to Renew Worker's Compensation Insurance for Period of October 1, 2024 to September 30, 2025
- B. Request Board Approval to Open Two (2) New First Horizon Bank Accounts in Conjunction with EMS Emergency and Non-Emergency Transportation Billing

**11. COMMENTS BY COMMISSIONERS**

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

**13. ADJOURNMENT**

FINAL



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

**MINUTES**

**THURSDAY, AUGUST 29, 2024 ■ 9:00 AM**  
1885 Veterans Park Drive ■ Naples, FL 34109

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**1. CALL TO ORDER**

Commissioner Feder call meeting to order at 9:00 a.m. With four of five commissioners present (James Burke, James Calamari, Christopher Crossan, and Norman Feder), 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 Crossan seconded. MOTION CARRIED 4:0

**4. APPROVAL OF MINUTES**

- A. July 25, 2024 Board of Fire Commissioners' Meeting
- B. July 25, 2024 Budget Workshop FY 2024-2025

Commissioner Calamari moved to approve both sets of minutes as presented. Commissioner Burke seconded. MOTION CARRIED 4:0

**5. CHIEF'S REPORT**

Commissioner Lombardo joined the meeting at 9:03 a.m. Commissioner Feder turned the meeting over to Commissioner Lombardo.

Fire Chief Eloy Ricardo gave a verbal report.

**6. TREASURER'S REPORT**

- A. July 2024

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

**7. LABOR REPORT**

None

**8. CONSENT AGENDA**

No Consent Agenda Items



## 9. OLD BUSINESS

None

## 10. NEW BUSINESS

### A. Request Approval for Renewal of Behavioral Health Services Agreement Between District and Counseling Associates of America for the Period of October 1, 2024 – September 30, 2025

Commissioner Lombardo 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, 2024 through September 30, 2025. Commissioner Calamari seconded. MOTION CARRIED 5:0

### B. Request Approval of Revisions to Agreement Between District and Florida Southwestern State College for Provision of Services to North Collier Fire Training Facility

Commissioner Calamari moved to approve as presented per staff recommendation the proposed revisions to the Agreement to Operate an Educational Program Utilizing the Facilities of the North Collier Fire Training Center between Florida Southwestern State College and the District. Commissioner Burke seconded. MOTION CARRIED 5:0

### C. Request Approval for Purchase of Ambulance Apparatus

Assistant Chief of Essential Services, Kris Thomas, gave a presentation and answered questions. Discussion ensued. Commissioner Lombardo moved to approve per staff recommendation the purchase request for Ten-9 Fire & Safety, LLC (Braun) for construction and delivery of fire apparatus in the amount up to \$1,672,208.40. Commissioner Feder seconded. MOTION CARRIED 5:0

## 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 Burke seconded. MOTION CARRIED 5:0 Meeting adjourned at 9:45 a.m.



**NORTH COLLIER FIRE CONTROL AND RESCUE DISTRICT**

**BOARD OF FIRE COMMISSIONERS  
TENTATIVE BUDGET HEARING FOR 2024-2025 BUDGET**

**MINUTES**

**Thursday, September 12, 2024 – 5:05 P.M**

1885 Veterans Park Drive ■ Naples, Florida ■ 34109

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**1. CALL TO ORDER**

Commissioner Norman Feder called meeting to order at 5:05p.m. With four of five commissioners present, (James Burke, James Calamari, Christopher Crossan, and Norman Feder), quorum was met. Commissioner Christopher Lombardo was absent.

**2. PLEDGE OF ALLEGIENCE**

Commissioner Calamari asked for a moment of silence in remembrance of September 11<sup>th</sup>.

**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 Klingerren disclosed the following: 1) current year rolled-back rate for North Naples SDA is 0.9337. The proposed millage rate as a percent change of the rolled back rate is 7.10%. and 2) current year rolled-back rate for Big Corkscrew SDA is 3.5870. The percent change of the rolled-back rate is 0.00%.

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, 2025**

No changes to budget noted.

Commissioner Lombardo joined the meeting via telephone.

**5. Adoption of Tentative Millage Rate for the North Naples Service Delivery Area by Resolution 24-007**



Commissioner Crossan moved to adopt as presented Resolution 24-007 approving millage rate of 1.0 for North Naples Service Delivery Area. Commissioner Calamari seconded. MOTION CARRIED 4:0

**6. Adoption of Tentative Millage Rate for the Big Corkscrew Island Service Delivery Area by Resolution 24-008**

Commissioner Calamari moved to adopt as presented Resolution 24-008 approving millage rate of 3.5870 for the Big Corkscrew Island Service Delivery Area. Commissioner Burke seconded. MOTION CARRIED 4:0

**7. Adoption of Tentative Impact Fee Rates for the North Collier Fire Control and Rescue District by Resolution 24-009**

Commissioner Calamari moved to adopt as presented Resolution 24-009 approving the tentative Impact Fee Rates for North Collier Fire Control and Rescue District. Commissioner Crossan seconded. MOTION CARRIED 4:0

**8. Adoption of Tentative General Fund Budget for the North Naples Service Delivery Area by Resolution 24-010**

Commissioner Calamari moved to adopt as presented Resolution 24-010 approving the Tentative General Fund Budget for the North Naples Service Delivery Area. Commissioner Burke seconded. MOTION CARRIED 4:0

**9. Adoption of Tentative General Fund Budget for the Big Corkscrew Island Service Delivery Area by Resolution 24-011**

Commissioner Crossan moved to adopt as presented Resolution 24-011 approving the Tentative General Fund Budget for Big Corkscrew Island Service Delivery Area. Commissioner Burke seconded. MOTION CARRIED 4:0

**10. Adoption of Tentative Impact Fee Fund Budget for the North Collier Fire Control and Rescue District by Resolution 24-012**

Commissioner Calamari moved to adopt as presented Resolution 24-012 approving the Tentative Impact Fee Fund Budget for North Collier Fire Control and Rescue District. Commissioner Crossan seconded. MOTION CARRIED 4:0

**11. Adoption of Tentative Inspection/Plan Review Fee Fund Budget for the North Collier Fire Control and Rescue District by Resolution 24-013**



Commissioner Crossan moved to adopt as presented Resolution 24-013 approving the Tentative Inspection/Plan Review Fee Fund Budget for North Collier Fire Control and Rescue District. Commissioner Calamari seconded. MOTION CARRIED 4:0

**12. Comments by Commission and Public**

None

**13. ADJOURNMENT**

Commissioner Calamari moved to adjourn the meeting. Commissioner Burke seconded. MOTION CARRIED 4:0 Meeting adjourned at 5:16 p.m.

DRAFT



**AGENDA ITEM 6**

**Meeting Date:** September 26, 2024  
**Prepared By:** Chief Financial Officer Ben Van Klingerren  
**Subject:** Treasurer's Report - August 2024

**GENERAL FUND**

**Revenue**

The following is the breakdown of revenue for the period ended August 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>8/31/2024</b>	<b>Budget</b>	<b>8/31/2024</b>	<b>Budget</b>	<b>8/31/2024</b>	<b>Budget</b>
Ad Valorem	\$	46,078,758	100.74%	\$ 12,567,439	101.31%	\$ 58,646,197	
Fees	\$	740,580	102.46%	\$ -	0.00%	\$ 740,580	
Other Revenue	\$	2,035,745	125.64%	\$ 798,570	144.03%	\$ 2,834,315	
<b>Total Revenue</b>	<b>\$</b>	<b>48,855,082</b>	<b>101.54%</b>	<b>\$ 13,366,009</b>	<b>102.95%</b>	<b>\$ 62,221,091</b>	<b>102.35%</b>

**Expenses**

The following is the breakdown of expenses for the period ended August 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>
<u>Expenses</u>		<b>8/31/2024</b>	<b>Budget</b>	<b>8/31/2024</b>	<b>Budget</b>	<b>8/31/2024</b>	<b>Budget</b>
Personnel	\$	28,943,439	74.08%	\$ 8,645,443	74.08%	\$ 37,588,882	79.98%
Operating	\$	7,352,254	75.97%	\$ 2,196,128	77.05%	\$ 9,548,382	81.59%
Debt Service	\$	710,126	90.78%	\$ 212,115	90.78%	\$ 922,241	93.13%
Capital	\$	2,058,510	89.97%	\$ 614,879	89.97%	\$ 2,673,389	91.02%
<b>Total Expenses</b>	<b>\$</b>	<b>39,064,328</b>	<b>75.44%</b>	<b>\$ 11,668,566</b>	<b>75.64%</b>	<b>\$ 50,732,894</b>	<b>81.01%</b>

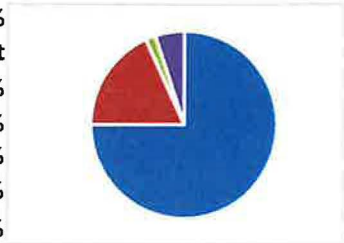
It should be noted that there are four general types of expenditures in terms of payment impact on the fiscal year:

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	\$ 39,419,484	83.88%
Operational	\$ 9,548,296	81.59%
Debt Service	\$ 907,791	91.67%
Capital	<u>\$ 2,673,389</u>	91.02%
<b>Total</b>	<b>\$ 52,548,960</b>	<b>83.91%</b>



As identified above, when adjustments are made to the actual expenses based on known prepaid and accrual adjustments, General Fund expenses are at 83.91% which is reasonable as we have completed 11 months of the 2023/2024 fiscal year (92%).

**General Fund Comparison with Prior Year:**

Included with the General Fund Financial Statement is a comparison to August 2023 of each service delivery area, noting the percentage of variance. In brief, total revenue in the NN SDA comparison reflects a variance of 11.22%. Expenses reflect a variance of 10.89%.

In the Big Corkscrew SDA, a variance in revenue of 20.2% is reflected. Expenses reflect a variance of 41.2% - 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 August 31, 2024, NCFR has received \$362,768 in Impact Fund interest income. Expenses total \$15,329. Additionally, the District received \$921,603 for Impact Fees through August 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 August 31, 2024, total revenue received is \$2,387,729 or 119% 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 \$1,655,637 or 82% of the total budget. This is appropriate for this time of year since we have completed 11 months of the 2023-2024 fiscal year (92%).



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

**AGENDA ITEM 8**

**Meeting Date:** September 26, 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)**

(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: \$30,882.37  
Reason for Deletion: various - OOS, not cost-effective to repair, etc.  
Intended Disposal: Scrapped, OOS  
Additional Information: n/a

Original Cost \$ 30,882

Est Net Book Value \$ -

**TOTAL DELETION OF FIXED ASSETS (original cost)** \$ 30,882

**TOTAL DELETION OF FIXED ASSETS (NET BOOK VALUE)** \$ -

**OTHER**

(NONE - n/a)

**TOTAL - OTHER** \$0.00



**AGENDA ITEM 9A**

**Meeting Date:** September 26, 2024  
**Prepared by:** Ben Van Klinger, Chief Financial Officer  
**Subject:** Request Board Approval of revisions to the Agreement to Operate an Educational Program Utilizing the Facilities of the North Collier Fire Training Center between Florida Southwestern State College and the District

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**Objective**

Obtain Board approval of Revisions to the Agreement to Operate an Educational Program Utilizing the Facilities of the North Collier Fire Training Center (“NCFTC”) between Florida Southwestern State College (“FSW”) and the District.

**Background Information**

At the August 29, 2024 Board of Fire Commissioners’ meeting, the Board approved amendments to the existing agreement with FSW incorporating an annual increase of \$10,000 in revenue (\$2,500 per quarter) to allow FSW the usage of a NCFTC fire engine when the FSW engine is out of service and additional repair language.

Subsequent to NCFR’s approval of the new agreement, FSW advised that an additional proposed change was intended to be made to paragraph 7 – insurance and liability. The proposed changes are disclosed as red-line changes in Attachment 1.

**Fiscal Impact**

There will be no fiscal impact incorporating the proposed changes.

**Recommendation**

Staff recommends that the Board accept the proposed amendments to the Agreement to Operate an Educational Program Utilizing the Facilities of the NCFTC between FSW and the District as presented.

**Attachments**

- Attachment 1: 2024 Agreement – NCFTC and FSW (redline)
- Attachment 2: 2024 Agreement – NCFTC and FSW (clean) – to be signed

**Proposed Motion**

Approve the amended Agreement to Operate an Educational Program Utilizing the Facilities at the North Collier Fire Training Center between FSW and the District as presented.



**AGENDA ITEM 10A**

**Meeting Date:** September 26, 2024  
**Prepared by:** Ben Van Klingeren, Chief Financial Officer  
**Subject:** Request for Board Approval to Renew Worker’s Compensation Insurance for the period October 1, 2024 through September 30, 2025

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**Objective**

To secure worker’s compensation insurance for the period of October 1, 2024 through September 30, 2025 upon expiration of current worker’s compensation policy on September 30, 2024.

**Background Information**

At the September 28, 2023 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, 2023 through September 30, 2024.

Marsh-McLennan has provided the renewal proposal (Attachment 1). The renewal reflects net rates of from \$3.01/\$1,000 for high risk personnel (firefighters), to \$1.34/\$1,000 for fleet technicians, \$2.08/\$1,000 for facilities personnel, and \$0.10/\$1,000 for administrative personnel.

**Considerations**

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

This year, Marsh-McLennan provided management with two renewal quotes and premium estimates from PGIT.

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 (2019-2020) was replaced by a **LOWER** rate year (2022-2023). 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 "experience modification" credit or reduction totals (\$283,714) as part of the proposal.

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.

**Fiscal Impact**

As noted above, the proposed policy covering the period October 1, 2024 through September 30, 2025 will decrease compared to the current fiscal year. Per the proposal and based on preliminary budgeted wages, the annual premium cost will be \$763,711, a decrease of (\$174,678) or (18.61%) below the current year premium of \$938,389.

**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, 2024 through September 30, 2025.

**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, 2024 through September 30, 2025 as presented.



**AGENDA ITEM 10B**

**Meeting Date:** September 26, 2024  
**Prepared by:** Ben Van Klinger, Chief Financial Officer  
**Subject:** Request Board Approval to open two (2) new First Horizon Bank accounts in conjunction with EMS emergency and non-emergency transportation billing

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**Objective**

Obtain Board approval to open two (2) new bank accounts at First Horizon Bank to receive fees associated with EMS emergency and non-emergency transportation.

**Background Information**

At the July 25, 2024 Board of Fire Commissioners’ meeting, the Board adopted Resolution 24-006 and established a schedule of fees related to ambulance transport services and approval to enter into a piggyback contract with Digitech Computer LLC (“Digitech”).

In preparation for future billing and collecting of emergency and non-emergency transportation, we are recommending to open two (2) new bank accounts with our established banking institution, First Horizon Bank. Best practice (including recommendations from Digitech) indicate that the District should have a specific bank account to deposit payments from billed emergency and non-emergency transport services and a specific bank account to deposit funds received via collection agency, as applicable.

Upon approval, the accounts will have the same authorized signers as existing First Horizon bank accounts and will also be considered Public Funds accounts (as per F.S. 280.16).

**Fiscal Impact**

There will be no material fiscal impact in opening these two (2) bank accounts. Future deposits will earn the same interest rate as all other District bank accounts with First Horizon Bank.

**Recommendation**

Staff recommends that the Board approve the creation of the following two (2) new bank accounts at First Horizon Bank: “EMS Transport Fees” and “Collection Fees”.

**Attachments – N/A**

**Proposed Motion**

Approve the creation of two (2) new bank accounts at First Horizon Bank – “EMS Transport Fees” and “Collection Fees” as presented.