



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

AGENDA

THURSDAY, NOVEMBER 14, 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. October 31, 2024 Board of Fire Commissioners' Meeting

5. CHIEF'S REPORT

6. TREASURER'S REPORT

A. October 2024

7. LABOR REPORT

8. CONSENT AGENDA

No Consent Agenda Items

9. OLD BUSINESS

10. NEW BUSINESS

A. Annual Nominations and Election of Board Officers

B. Request Board Approval of 2025 Board of Fire Commissioners' Meeting Schedule

C. Request Approval to Write Off Accounts Receivable Balances for FYE September 30, 2024 per District Policy 203

D. Request Approval for Merit Increase (2024) in Base Compensation for Fire Chief Pursuant to Article 3.03 of Employment Contract Between District and Fire Chief

E. Request Board Approval of Amendment to Impact Fee Fund Budget FYE 9/30/2024 by Adoption of Resolution 24-021

F. Request Board Approval of Amendment to Inspection/Plan Review Fee Fund Budget FYE 9/30/2024 by Adoption of Resolution 24-022

G. Request for Approval of Interlocal Agreement with Immokalee Fire Control Rescue



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

THURSDAY, OCTOBER 31, 2024 ■ 9:00 AM
1885 Veterans Park Drive ■ Naples, FL 34109

1. CALL TO ORDER

Chairman Christopher Lombardo called meeting to order at 9:00 a.m. With five of five commissioners present (James Burke, James Calamari, Christopher Crossan, Norman Feder and Christopher Lombardo), quorum was met.

2. PLEDGE OF ALLEGIANCE

Following the Pledge of Allegiance, District Chaplain Tony Scire gave opening prayer.

3. APPROVAL, ADDITIONS OR DELETIONS TO AGENDA

Commissioner Feder moved to approve agenda as presented. Commissioner Crossan seconded. MOTION CARRIED 5:0

4. APPROVAL OF MINUTES

- A. October 3, 2024 Board of Fire Commissioners' Meeting (Rescheduled from 09-26-2024)
- B. October 3, 2024 Final Budget Hearing FY 2024-2025 (Rescheduled from 09-26-2024)

Commissioner Calamari moved to approve both sets of minutes as presented. Commissioner Burke seconded. MOTION CARRIED 5:0

5. CHIEF'S REPORT

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

6. TREASURER'S REPORT

- A. September 2024

Commissioner Calamari read prepared summary of financial highlights for September 2024 Treasurer's Report. Board accepted report as presented into record. Comment was given by CFO Benjamin Van Klingerren.

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	\$0
General Fund Emergency Purchases	\$0
Addition of Fixed Assets	\$0
Deletion of Fixed Assets	\$33,950
Other	\$0

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

9. OLD BUSINESS

None

10. NEW BUSINESS

A. Request Board Approval of FY 2024 SHSGP Grant Agreement – Contract Number (R0194) to administer the District Response Team (DRT) for regional HazMat services.

Commissioner Calamari moved to approve per staff recommendation the FY 2024 Grant agreement totaling \$86,590 for the period September 1, 2024 through August 31, 2027 as presented. Commissioner Burke seconded. CFO Van Klingerren provided comment regarding the agenda item. MOTION CARRIED 5:0

B. Request Board Approval of Proposed Contract Extension to Agreement with Lodge/Abbott for Like-Kind Exchange, Inspection Fee Waiver, and Construction of New Fire Station

District Counsel Laura Donaldson gave verbal summary regarding the request for extension. Comment was given by VP of Construction for Soave Enterprises, Bob Neurock. Discussion ensued with general consensus among the Board and VP Neurock to consider raising the height of station to reduce interior flooding during weather events. Chairman Lombardo moved to approve per staff recommendation the First Amendment to Lodge/Abbott Exchange Agreement for Simultaneous Like-Kind Exchange, Inspection Fee Waiver and Construction of New Fire Station between the District and Lodge/Abbott Investments Associates LLC. Commissioner Crossan seconded. MOTION CARRIED 5:0



11. COMMENTS BY COMMISSIONERS

Comment was given by Chairman Lombardo and Commissioner Crossan.

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

Comment was given by CFO Ben Van Klingeran.

13. ADJOURNMENT

Commissioner Calamari moved to adjourn the meeting. Commissioner Crossan seconded.
MOTION CARRIED 5:0. Meeting adjourned at 10:09 a.m.

DRAFT



AGENDA ITEM 6

Meeting Date: November 14, 2024
Prepared By: Chief Financial Officer Ben Van Klingerren
Subject: Treasurer's Report - October 2024

GENERAL FUND

Revenue

The following is the breakdown of revenue for the period ended October 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.

		NN SDA	% of	BC SDA	% of	North Collier	% of
		10/31/2024	Budget	10/31/2024	Budget	10/31/2024	Budget
Ad Valorem	\$	143,175	0.29%	\$ 36,626	0.27%	\$ 179,801	
Fees	\$	35,888	24.82%	\$ -	0.00%	\$ 35,888	
Other Revenue	\$	126,799	4.55%	\$ 24,901	6.91%	\$ 151,700	
Total Revenue	\$	305,861	0.58%	\$ 61,527	0.45%	\$ 367,388	0.55%

Expenses

The following is the breakdown of expenses for the period ended October 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

		NN SDA	% of	BC SDA	% of	North Collier	% of
Expenses		10/31/2024	Budget	10/31/2024	Budget	10/31/2024	Budget
Personnel	\$	2,051,157	5.25%	\$ 578,531	5.25%	\$ 2,629,688	5.25%
Operating	\$	615,281	6.28%	\$ 173,541	6.33%	\$ 788,822	6.30%
Debt Service	\$	291,480	39.41%	\$ 82,212	39.41%	\$ 373,692	39.41%
Capital	\$	23,588	0.59%	\$ 6,653	0.59%	\$ 30,241	0.59%
Total Expenses	\$	2,981,506	5.56%	\$ 840,938	5.57%	\$ 3,822,443	5.57%

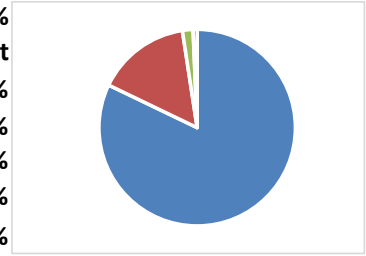
It should be noted that there are four general types of expenditures in terms of payment impact on the fiscal year:

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	\$ 3,725,366	7.43%
Operational	\$ 701,242	5.60%
Debt Service	\$ 79,012	8.33%
Capital	\$ 30,241	0.59%
Total	\$ 4,535,862	6.60%



As identified above, when adjustments are made to the actual expenses based on known prepaid and accrual adjustments, General Fund expenses are at 6.6% which is reasonable as we have completed 1 month of the 2024/2025 fiscal year (8%).

General Fund Comparison with Prior Year:

Included with the General Fund Financial Statement is a comparison to October 2023 of each service delivery area, noting the percentage of variance. In brief, total revenue in the NN SDA comparison reflects a variance of 14.1%. Expenses reflect a variance of 3.7%.

In the Big Corkscrew SDA, a variance in revenue of -7.5% is reflected. Expenses reflect a variance of -2.1%.

IMPACT FEE FUND - Comparison with Budget

As of October 31, 2024, NCFR has received \$32,144 in Impact Fund interest income. Expenses total \$0. The District received \$0 for Impact Fees for the year. (October receipts were accrued into the prior year financial statements)

INSPECTION/PLAN REVIEW FEE FUND - Comparison with Budget

Revenue

As of October 31, 2024, total revenue received is \$6,432 or less than 1% 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 \$173,844 or 8% of the total budget. This is appropriate for this time of year as we have completed 1 month of the 2024-2025 fiscal year.



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

AGENDA ITEM 10A

Meeting Date: November 14, 2024
Prepared by: Lori Freiburg, Deputy Director
Subject: Annual Nominations and Election 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 2025

Background Information

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

Additionally, as this is an election year, and as per Florida Statute, the election of Board Officers must occur within 60 days of the November 5, 2024 election. As the January 30, 2025 meeting does not meet the timeline, and Staff has not established a quorum for the recently added December meeting, Staff recommends the elections be held at the November meeting with the results effective at the January 2025 meeting.

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. If more than one individual is nominated for the same positions, follow*



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

Voting by Ballot rules.

Voting by Ballot

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.

- 1. The Chair shall then proceed to put the nomination(s) to vote by ballot. Ballots must be signed by each Commissioner when voting.*
- 2. The Deputy Director of Executive Administrative Services or their designee, with the assistance of the Fire Chief, or Deputy Chiefs, shall count the ballots, and the Chair will announce the results.*
- 3. Elections shall be determined by a majority.*
- 4. Should no candidate receive a majority on the first ballot, voting will continue with subsequent ballots until one candidate is elected.*

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. 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 for the calendar year 2025.

Attachments

None



AGENDA ITEM 10B

Meeting Date: November 14, 2024
Prepared by: Ben Van Klingeren, Chief Financial Officer
Lori Freiburg, Deputy Director of Executive Administrative Services
Subject: Request for Board Approval of Calendar Year 2025 Board Meeting Schedule

Objective

To obtain Board approval for the calendar year 2025 board meeting schedule

Background Information

As per Florida statute 189, each year the District must advertise and file with the local governing authorities a schedule of its regular meetings. In order to comply, Staff is seeking Board approval for the 2025 calendar year schedule.

Considerations

Staff recommends the following schedule with several considerations:

- The December meeting has been added back to the schedule as, for 2023 and 2024, Staff has needed a December meeting in order to meet deadlines for various District business.
- The November and December meetings have been scheduled for the third week of each month vs. the second week of each month allowing an additional week of time between each monthly meeting.

Proposed Meeting Dates
January 30, 2025
February 27, 2025
March 27, 2025
April 24, 2025
May 29, 2025
June 26, 2025
July 31, 2025
August 28, 2025
September 25, 2025 (Afternoon/Evening Meeting)
October 30, 2025
November 20, 2025
December 18, 2025
<i>*All meetings are at 9:00 a.m. unless otherwise indicated.</i>

Fiscal Impact

There is no fiscal impact to select meeting dates.



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

Recommendation

Staff recommends the Board approve the 2025 board meeting schedule as presented.

Attachments

None

Proposed Motion

Move to approve calendar year 2025 board meeting schedule as presented.



AGENDA ITEM 10C

Meeting Date: November 14, 2024
Prepared by: Ben Van Klingeren, Chief Financial Officer
Subject: Request for Board Approval to Write Off Accounts Receivable Balances for FYE September 30, 2024 per District Policy 203

Objective

Obtain Board approval to write off Accounts Receivable Balances for FYE September 30, 2024 per District Policy 203

Background Information

The North Collier Fire Control and Rescue District (“District”) strives to present accurate financial statement balances, including accurate Accounts Receivable (A/R) balances owed to the District. The Board of Fire Commissioners recently approved District Policy 203-Accounts Receivable Write Offs.

Considerations

The approved policy provides collection procedures, designation (and definition) of an uncollectible account receivable, the official request for write-off of accounts receivable balances, and allowances for doubtful accounts/bad debt reserves. Overall, accounts receivable balances aged greater than twelve months along with other specific criteria will be considered uncollectible. Management therefore is bringing before the Board of Fire Commissioners a list of A/R balances for approval of balance write-off.

Fiscal Impact

Formally writing off uncollectible accounts will have little projected impact on the District’s financial presentation as an estimated allowance for bad debt was established as of 9/30/2020 totaling \$120,000. After the 9/30/2021 through 9/30/2023 bad debt write-offs, the allowance for bad debt is currently \$13,143. **The current year proposed write-off of eligible balances totals \$7,532.** This consists of balances that are older than 1 year (\$6,992) and some that the occupant has retired and/or is out of business and/or the owner is deceased (\$540). The transaction of writing off \$7,532 will not impact the income statement as of 9/30/2024. This will result in a reduction of Accounts Receivable (asset) and the Allowance for Bad Debt (contra-asset). **The adjusted allowance for bad debt will be \$5,611 as of 9/30/2024 – pending Board approval.** Therefore, a new adjustment to the “Allowance for Uncollectible AR” account may be needed and will be an audit adjustment accordingly.



Recommendation

Staff recommends the Board approve the proposed list of Accounts Receivable Balances to be written off for FYE September 30, 2024 as presented.

Attachments

Attachment 1: Proposed List of Accounts Receivable Write Offs for FYE September 30, 2024

Proposed Motion

Move to approve the write off of proposed accounts receivable balances for FYE September 30, 2024 as presented.



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

AGENDA ITEM 10D

Meeting Date: November 14, 2024
Prepared by: Ben Van Klingeren, Chief Financial Officer
Subject: Request for Board Approval of Merit Increase in the Base Compensation of the Fire Chief Pursuant to Article 3.03 of the Employment Contract Between the District and Fire Chief Eloy Ricardo for 2023

Objective

Obtain Board Approval for the current Merit increase (2024) in the Base Compensation of the Fire Chief Pursuant to Article 3.03 of the Employment Contract Between the District and the Fire Chief (“the Contract”).

Background Information

At the April 10, 2019 Board Meeting, the Board approved the Employment Contract between the District and Eloy Ricardo as Fire Chief of the District.

Pursuant to Section 3.03 of the Contract (Attachment 1), *“If the Board determines sufficient funds exist and performance merits action to provide a Merit Increase for the Fire Chief, the annual base compensation... may be increased by up to two percent (2%)...Employer shall implement any merit-based pay increases on October 15 of each year.*

In accordance with the parameters listed therein, the District did budget for a 2% merit increase for Chief Ricardo in the FY 2024/2025 budget.

Considerations

The Board is responsible to determine annual performance measures. As noted above, the Employment Contract states that *“Employer shall implement any merit-based pay increases on October 15 of each year. The increase shall be awarded unless merit evaluations by a majority of the Board indicates that it is not warranted.”* Management recommends to utilize a future workshop meeting to discuss parameters of annual performance measures and the performance measurement process. This would logically take place after approval of District performance measures applicable to new statutory requirements.

As sufficient funds exist in the 2024/2025 budget and based on the current language in the Employment Contract, a merit increases of up to 2% should be made effective October 15, 2024. However, due to the timing of this agenda item, the merit increase will be processed on the November 29, 2024 paycheck.



Fiscal Impact

The annual fiscal impact of a 2% merit increase for the 2024/2025 fiscal year (effective October 15, 2024) is approximately \$3,692.

Recommendation

Staff recommends the Board approve the current merit increase (2024) in the Base Compensation of the Fire Chief Pursuant to Article 3.03 of the Employment Contract Between the District and the Fire Chief as presented.

Attachments

Attachment 1: Section 3.03 of the Employment Contract Between the District and Fire Chief
Eloy Ricardo

Proposed Motion

Approve the current merit increase (2024) in the Base Compensation of the Fire Chief Pursuant to Article 3.03 of the Employment Contract Between the District and the Fire Chief as presented.



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

AGENDA ITEM 10E

Meeting Date: November 14, 2024
Prepared by: Chief Financial Officer Ben Van Klingerren
Subject: Request for Board Approval of Amendment to the Impact Fee Fund Budget by Adoption of Resolution 24-021

Objective

Obtain Board approval of an amendment to the Impact Fee Fund Budget by adoption of Resolution 24-021.

Background Information

The District is prohibited from exceeding the budgeted total expenditures by statute. If actual expenditures do exceed those budgeted, the District is in violation of State law. Therefore, it is essential to ensure the actual expenses remain within the budgeted total for each fund. The budget can be amended up to 60 days after the end of the fiscal year (9-30-2024). The purpose of the budget amendment is not to adjust all income and expense lines to actual figures, but rather to provide for unusual occurrences and/or updated direction by management authorized by the Board and to ensure actual total expenditures do not exceed budgeted expenditures, which would result in a violation of statute. Preliminary financial statements for the Impact Fee Fund as of 9-30-2024 have been updated through November 7, 2024 to include various accruals and adjustments. It also should be noted that there may be additional expenditures attributable to the 9-30-2024 fiscal year which have not yet been received or recorded. Therefore, the proposed budget amendments account for some of these potential revisions.

Considerations

Income changes: The District anticipates collecting approximately \$1,446,000 in impact fee receipts (\$1,051,000 impact fee receipts and \$395,000 interest earnings). However, impact fee revenue must match actual expenses. Amended budgeted expenses (as noted below) will total \$18,000. Therefore, impact fee revenue will be amended from \$14,000 to \$18,000.

Expense changes: Impact collection fee expenses will be increased by \$4,000 and overall budgeted expenses will be increased to \$18,000.

Attachment 1 shows the aforementioned amendments to Impact Fee Fund Budget.



Fiscal Impact

There is a net \$0 fiscal impact to the Impact Fee Fund (i.e. no change to Impact Fee Fund Reserves) as a result of this budget amendment.

Recommendation

Staff recommends the Board approve the amendment to the Impact Fee Fund Budget for the fiscal year ending September 30, 2024 by adoption of Resolution 24-021.

Attachments

Attachment 1: Proposed Impact Fee Fund Budget Amendment

Attachment 2: Resolution 24-021

Proposed Motion

Approve the amended 2023/2024 Impact Fee Fund Budget as presented by adoption of Resolution 24-021.



AGENDA ITEM 10F

Meeting Date: November 14, 2024
Prepared by: Chief Financial Officer Ben Van Klingeren
Subject: Request for Board Approval of Amendment to the Inspection Fee Fund Budget by Adoption of Resolution 24-022

Objective

Obtain Board approval of an amendment to the Inspection Fee Fund Budget by adoption of Resolution 24-022.

Background Information

The District is prohibited from exceeding the budgeted total expenditures by statute. If actual expenditures do exceed those budgeted, the District is in violation of State law. Therefore, it is essential to ensure the actual expenses remain within the budgeted total for each fund. The budget can be amended up to 60 days after the end of the fiscal year (9-30-2024). The purpose of the budget amendment is not to adjust all income and expense lines to actual figures, but rather to provide for unusual occurrences and/or updated direction by management authorized by the Board and to ensure actual total expenditures do not exceed budgeted expenditures, which would result in a violation of statute. Preliminary financial statements for the Inspection Fee Fund as of 9-30-2024 have been updated through November 7, 2024 to include various accruals and adjustments. It also should be noted that there may be additional expenditures attributable to the 9-30-2024 fiscal year which have not yet been received or recorded. Therefore, the proposed budget amendments account for some of these potential revisions.

Considerations

Income changes: There is an overall \$200,000 net increase to revenue, which includes an increase of \$100,000 to Inspection Fees and \$100,000 to Plan Review Fees. This is due to higher inspection fee collections during the fiscal year (attributable to growth and varying projects).

Expense changes: There is a net increase of \$200,000 to personnel costs due to the proposed budget amendments. The following line items were increased: Salaries (\$100,000) and Retirement – Ch175 (\$100,000). These proposed modifications are attributable to inspection fund personnel allocation (vs General Fund).

Attachment 1 shows the aforementioned amendments to Inspection Fee Fund Budget.



Fiscal Impact

There is a net \$0 fiscal impact to the Inspection Fee Fund (i.e. no change to Inspection Fee Fund Reserves) as a result of this budget amendment.

Recommendation

Staff recommends the Board approve the amendment to the Inspection Fee Fund Budget for the fiscal year ending September 30, 2024 by adoption of Resolution 24-022.

Attachments

Attachment 1: Proposed Inspection Fee Fund Budget Amendment

Attachment 2: Resolution 24-022

Proposed Motion

Approve the amended 2023/2024 Inspection Fee Fund Budget as presented by adoption of Resolution 24-022.