



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

AGENDA

THURSDAY, DECEMBER 19, 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. November 14, 2024 Board of Fire Commissioners' Meeting

5. CHIEF'S REPORT

6. TREASURER'S REPORT

A. November 2024

7. LABOR REPORT

8. CONSENT AGENDA

No Consent Agenda Items

9. OLD BUSINESS

10. NEW BUSINESS

A. Annual Appointments of Commissioners to District Committees for Calendar Year 2025

B. Request Approval of Engagement of Laura Donaldson for 2025 Legislative Session

C. Request Approval of Renewal of District's Auto, Property and Liability Insurance for the Period of January 1, 2025 through December 31, 2025

D. Request Approval of District Policies

E. Request for Adoption of Resolution 24-023 to Clarify Schedule of Fees for Permit Plan Review and Inspection Fees with Effective Date of January 1, 2025

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, NOVEMBER 14, 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 four of five commissioners present (James Burke, Christopher Crossan, Norman Feder, and Christopher Lombardo), quorum was met. Commissioner James Calamari absent at start of meeting.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL, ADDITIONS OR DELETIONS TO AGENDA

Commissioner Burke moved to approve agenda as presented. Fire Chief Eloy Ricardo requested item 10G-Request for Approval of Interlocal Agreement with Immokalee Fire Control District be removed. Commissioner Burke amended his motion to approve the item being removed. Commissioner Feder seconded. MOTION CARRIED 4:0

4. APPROVAL OF MINUTES

A. October 31, 2024 Board of Fire Commissioners' Meeting

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

5. CHIEF'S REPORT

Fire Chief Eloy Ricardo introduced Captain Chris Spencer. Captain Spencer introduced James Stout from NCFR/FSW Firefighter Training Class 24-01 and thanked him for the outstanding job in building the Veteran's Memorial statue located at Station 45.

Commissioner James Calamari joined the meeting at 9:05 a.m.

6. TREASURER'S REPORT

A. October 2024

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

7. LABOR REPORT



Local 2297 President, Adam Wilson, gave verbal report and announced the 2025 Union Officers: President: Adam Wilson, Vice President: Brian Torres, Secretary: Dario Aviles and Treasurer: Colton Wienk.

8. CONSENT AGENDA

No Consent Agenda Items

9. OLD BUSINESS

None

10. NEW BUSINESS

A. Annual Nominations and Election of Board Officers

Commissioner Crossan moved to keep the 2024 Board Officers in place for calendar year 2025 with Christopher Lombardo as Chairman, Norman Feder as Vice Chairman and James Calamari as Secretary/Treasurer. Commissioner Feder seconded. MOTION CARRIED 5:0

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

Commissioner Feder moved to approve as presented per staff recommendation the 2025 Board Meeting Schedule. Commissioner Calamari seconded. MOTION CARRIED 5:0

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

Commissioner Feder moved to approve as presented per staff recommendation the write off of proposed accounts receivable balances for FYI September 30, 2024. Commissioner Crossan seconded. MOTION CARRIED 5:0

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

Commissioner Feder moved to approve as presented per staff recommendation 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. Commissioner Burke seconded. MOTION CARRIED 5:0

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

Commissioner Calamari moved to approve as presented per staff recommendation the amended 2023/2024 Impact Fee Fund Budget for FYE September 30, 2024 by adoption of Resolution 24-021. Commissioner Burke seconded. MOTION CARRIED 5:0

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

Commissioner Feder moved to approve as presented per staff recommendation the amended 2023/2024 Inspection Fee Fund Budget for FYE September 30, 2024 by adoption of Resolution 24-022. Commissioner Calamari seconded. MOTION CARRIED 5:0



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

Per Agenda Item 3, this item moved to a later agenda.

11. COMMENTS BY COMMISSIONERS

Commissioners gave verbal comments. Chairman Lombardo gave direction for Staff to begin working on commemoration of the 250th Anniversary of the USA in 2026.

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

Chief Financial Office Ben Van Klingerren gave verbal comment.

13. ADJOURNMENT

Commissioner Feder moved to adjourn the meeting. Commissioner Calamari seconded.
MOTION CARRIED 5:0 Meeting adjourned at 10:02 a.m.

DRAFT



AGENDA ITEM 6

Meeting Date: December 19, 2024
Prepared By: Chief Financial Officer Ben Van Klingerren
Subject: Treasurer's Report - November 2024

GENERAL FUND

Revenue

The following is the breakdown of revenue for the period ended November 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
		11/30/2024	Budget		11/30/2024	Budget	11/30/2024	Budget
Ad Valorem	\$	11,531,513	23.20%	\$	1,544,876	11.56%	\$	13,076,389
Fees	\$	125,470	86.77%	\$	-	0.00%	\$	125,470
Other Revenue	\$	180,101	6.46%	\$	48,741	13.53%	\$	228,843
Total Revenue	\$	11,837,084	22.49%	\$	1,593,617	11.61%	\$	13,430,702

Expenses

The following is the breakdown of expenses for the period ended November 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		11/30/2024	Budget		11/30/2024	Budget	11/30/2024	Budget
Personnel	\$	4,952,035	12.67%	\$	1,396,728	12.67%	\$	6,348,763
Operating	\$	1,182,294	12.08%	\$	333,468	12.17%	\$	1,515,762
Debt Service	\$	312,683	42.28%	\$	88,193	42.28%	\$	400,876
Capital	\$	23,588	0.59%	\$	6,653	0.59%	\$	30,241
Total Expenses	\$	6,470,600	12.07%	\$	1,825,041	12.09%	\$	8,295,642

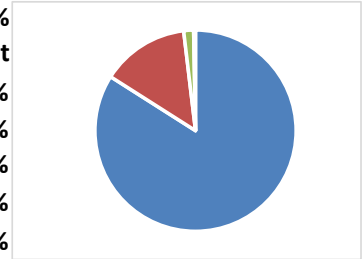
It should be noted that there are four general types of expenditures in terms of payment impact on the fiscal year:

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	\$ 8,375,015	16.71%
Operational	\$ 1,406,192	11.22%
Debt Service	\$ 158,023	16.67%
Capital	\$ 30,241	0.59%
Total	\$ 9,969,471	14.51%



As identified above, when adjustments are made to the actual expenses based on known prepaid and accrual adjustments, General Fund expenses are at 14.51% which is reasonable as we have completed 12 months of the 2024/2025 fiscal year (17%).

General Fund Comparison with Prior Year:

Included with the General Fund Financial Statement is a comparison to November 2023 of each service delivery area, noting the percentage of variance. In brief, total revenue in the NN SDA comparison reflects a variance of -29%. Expenses reflect a variance of 9.5%.

In the Big Corkscrew SDA, a variance in revenue of -40% is reflected. Expenses reflect a variance of 3.4%.

Both revenue variances are attributed to the timing of receipt of Ad Valorem revenue.

IMPACT FEE FUND - Comparison with Budget

As of November 30, 2024, NCFR has received \$62,777 in Impact Fund interest income. Expenses total \$832. The District received \$55,605 for Impact Fees in November 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 November 30, 2024, total revenue received is \$208,056 or 9% 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 \$411,703 or 19% of the total budget. This is appropriate for this time of year as we have completed 2 months of the 2024-2025 fiscal year (17%).



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

AGENDA ITEM 10A

Meeting Date: December 19, 2024
Prepared by: Lori Freiburg, Deputy Director
Subject: Annual Appointments of Commissioners to District Committees for Calendar Year 2025

Objective

Board to appoint Commissioners to serve on the District's Awards Committee and the Medical Insurance Committee for Calendar Year 2025

Background Information

Awards Committee

Section 704.2 of *District Policy 704-Employee Recognition Program* (Attachment 1) provides for the creation of a committee to make recommendations to the Board of Fire Commissioners for awards for meritorious service, unit/division citation, employee of the year, bravery and lifesaving. This Committee is comprised of the Fire Chief or authorized designee, the Local 2297 President or authorized designee and one Fire Commissioner. Commissioner Calamari served on this committee for 2024.

Medical Insurance Committee

Article 34-Insurance of the Collective Bargaining Agreement between the District and Local 2297 (Attachment 2) provides for the creation of a committee to make recommendations to the Board of Fire Commissioners for the selection of a medical insurance plan. This Committee is comprised of one (1) Fire Commissioner, three (3) District representatives and three (3) representatives of Local 2297. Commissioners Crossan and Burke have both served on this committee for the past several years.

Fiscal Impact

There is no fiscal impact related to appointing Commissioners to the Awards Committee and the Medical Insurance Committee.

Recommendation

Staff recommends the Board appoint Commissioners to the Awards Committee and the Medical Insurance Committee for calendar year 2025.

Attachments:

Attachment 1: District Policy 704-Employee Recognition Program
Attachment 2: Article 34 of the Collective Bargaining Agreement



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

AGENDA ITEM 10B

Meeting Date: December 19, 2024
Prepared by: Lori Freiburg, Deputy Director
Subject: Request for Board Approval of Engagement of Attorney Laura Donaldson for Representation Before the 2025 Florida Legislative Session

Objective

Obtain Board approval of engagement of Attorney Laura Donaldson for legislative representation during the 2025 Legislative Session, and any special sessions that may be held in Winter 2024/25 or after the regularly scheduled 2025 Legislative Session

Background Information

The District has always found it beneficial to engage a legislative representative for the Florida legislative sessions for any issues that may affect special independent districts and/or fire districts. Issues of importance in the 2025 legislative session include, but are not limited to: marine emergency response, the State of Florida’s emergency response reimbursement process, property tax, impact fees and special district operations.

Considerations

Attorney Laura Donaldson has represented the North Collier Fire Control and Rescue District for the 2015 through 2024 Legislative Sessions, and prior to that for North Naples Fire. She wrote the District’s enabling legislation and is extremely well-versed on the legislative issues affecting the District.

Legislative representation was last put out for bid in 2015. Because differences in price may only be a minor concern compared to qualitative considerations, professional services may be exempted from the competitive bidding process by the Board of Fire Commissioners as per District Policy 212-Procurement Policy.

Fiscal Impact

The fee identified in the proposed engagement letter is \$275 per hour. The fee did not increase from last year. We do not yet know the full extent of Attorney Donaldson’s time, but have made financial provisions for legal fees in the 2024-2025 General Fund Budget.

Recommendation

Staff recommends the Board waive the bidding policy and accept the proposal from Attorney Laura Donaldson of Manson, Bolves, Donaldson & Tanner to provide representation for the District before the 2025 Florida Legislative Session and any special sessions that may be held Winter 2024/25 or after the regularly scheduled 2025 Legislative Session.

Attachments

Attachment 1: Engagement Letter for 2025 Legislative Representation by Laura Donaldson



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

Proposed Motion

Move to approve the waiving of the bidding policy and the engagement of Attorney Laura Donaldson for District representation before the 2025 Florida Legislative Session, including any special sessions that may be held in Winter 2024/25 or after the regularly scheduled 2025 Legislative Session



AGENDA ITEM 10C

Meeting Date: December 19, 2024
Prepared by: Chief Financial Officer Ben Van Klingerren
Subject: Request for Acceptance of Renewal of District’s Auto, Property and Liability Insurance for the Period of January 1, 2025 through December 31, 2025.

Objective

Obtain approval of the renewal of the District’s auto, property and liability insurance for the period of January 1, 2025 through December 31, 2025.

Background Information

The District has always contracted directly with the insurance carrier (VFIS) for its auto, property and liability insurance. Pursuant to the District’s Policy 212 Procurement, insurance is only required to be placed out for bid every three (3) years, or at the direction of the Board. Staff has gone through the bidding process for the District’s auto, property and liability insurance in previous years, but historically, few companies will bid because they are not competitive with the District’s current carrier, VFIS.

In the prior fiscal year, the District moved forward in selecting an insurance broker to represent the District in selecting and overseeing its auto, property and liability insurance. The District is currently working with Arthur J. Gallagher (“Gallagher”) as its insurance broker firm.

Considerations

Gallagher received **two (2)** insurance proposals. One proposal was VFIS for all insurance lines. The second proposal was a hybrid proposal using three (3) different carriers as follows: VFIS for all lines other than property (fidelity, auto and general liability), Waypoint insurance for property insurance (excluding flood insurance), and Wright Flood insurance (for three properties – St. 43, 44 and 45). The following is a summary of the financial components of the proposal, as well as the current year rates for comparative purposes.

Coverage	Current Coverage (5% deductible)	RENEWAL (5% deductible – VFIS)	RENEWAL (\$100,000 deductible Waypoint)	(\$) Increase / (Decrease) Waypoint	(%) Increase / (Decrease) Waypoint
Property (VFIS)	\$ 861,824	\$ 924,433	N/A	N/A	N/A
Property (Waypoint)	N/A	N/A	\$687,930	(\$173,894)	(20.18%)



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

Coverage	Current Coverage (5% deductible)	RENEWAL (5% deductible – VFIS)	RENEWAL (\$100,000 deductible Waypoint)	(\$) Increase / (Decrease) Waypoint	(%) Increase / (Decrease) Waypoint
Flood only (Wright) Stations 43, 44, 45	N/A	N/A	\$38,308	\$38,308	100%
Crime	\$ 589	\$ 589	\$ 589	\$-	0.00%
Portable Equipment	\$ 4,764	\$ 5,635	\$ 5,635	\$ 871	18.28%
Auto	\$ 164,541	\$ 182,505	\$ 182,505	\$ 17,964	10.92%
General Liability	\$ 72,949	\$ 88,171	\$ 88,171	\$ 15,222	20.87%
Management Liability	\$ 65,087	\$ 65,087	\$ 65,087	\$-	0.00%
Excess Liability	\$ 114,453	\$ 122,346	\$ 122,346	\$ 7,893	6.90%
State-Imposed Taxes/Surcharges and Fees	\$ 12,205	\$ 42,776	\$ 7,982	\$ (4,223)	(34.60%)
Total Premium	\$ 1,296,412	\$ 1,401,916	\$1,198,553	(\$97,859)	(7.55%)

Fiscal Impact

As identified above, in comparison to the current coverage, the VFIS (only) renewal **represents an increase of \$105,504, or 8% over the current years' premium (and similar to the 9% increase from the prior year)**. The increase in the cost of auto, general liability, management liability, and excess liability coverage is due to an increase in the property replacement value (inflation), experience rate increases (auto policy), exposure rate increases due to increased number of employees and higher number of EMS calls (general liability, management liability, and excess liability).

As noted above, the "hybrid" or "combined" renewal (VFIS / Waypoint / Wright) represents a DECREASE or savings of (\$97,859), or (7.55%) under the current years' premium. In addition to savings on taxes/surcharges, property insurance provided for savings of \$174,000 (or 20%).



Recommendation

Staff recommends the Board accepts the combined auto, property and liability policy renewal for 2025 as-presented.

Attachments:

Attachment 1: Proposal – VFIS only and VFIS/Waypoint/Wright package for 2025

Proposed Motion:

Approve the combined policy of VFIS, Waypoint and Wright Insurance for property, liability, and auto insurance for the period of January 1, 2025 through December 31, 2025 as presented.



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

AGENDA ITEM 10D

Meeting Date: December 19, 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
3.15	Insurance	Replaced by new policy 308 Employee Benefits and various SOPs

POLICIES TO APPROVE		
Policy #	Policy Name	Revision Summary
308	Employee Benefits	Replaces 3.15 Insurance

Considerations

As with past policy revisions, Staff continues to refine policies to focus on high-level strategic objectives, ensuring clear alignment with District priorities. Further, the day-to-day management procedures and workflows previously contained in policies continue to migrate to SOPs. This allows the policies to remain focused on high-level governance while the SOPs provide detailed, actionable guidance for routine operations and decision-making by District staff.

Please note the following in reference to the new Policy 308 Employee Benefits:

- The policy name is changing from "insurance" to "employee benefits" as the content details more than just insurance benefits (i.e. HSA funding).
- Items such as annual HSA funding and insurance after retirement for non-bargaining employees remain in the new policy as the funding of both requires Board oversight and approval through the annual budgeting process.



- For insurance after retirement for non-bargaining employees, the District migrated from annual post-employment health plan contributions to a post-employment supplementation plan where the District provides a monthly credit towards the monthly premium of group health insurance for retirees.
- In the current policy 3.15 Insurance to be rescinded, the sections for short-term and long-term disability and workers' compensation have migrated to SOPs.
- An additional SOP was created to house all of the guidelines, rules and Federal and State law associated with managing employee benefits in general on a daily basis.

Staff Recommendation

Staff recommends rescission of the following policies, effective January 1, 2025:

- 3.15 Insurance

Staff recommends approval of the following policies, effective January 1, 2025:

- 308 Employee Benefits

Attachments

Attachment 1: Policy for Rescission

Attachment 2: Policy for Approval

Proposed Motion

Move to approve District policies as presented and recommended by Staff



AGENDA ITEM 10E

Meeting Date: December 19, 2024
Prepared by: Sean Lintz, Battalion Chief of Life Safety & Fire Prevention
Subject: Request for Adoption of Resolution 24-023 to Clarify Schedule of Fees for Permit Plan Review and Inspection Fees with Effective Date of January 1, 2025

Objective

Obtain Board adoption of Resolution 24-023 to clarify various fees included in the Schedule of Fees for Permit Plan Review and Inspection Fees (“Schedule of Fees”) with an effective date of January 1, 2025 for those clarifications.

Background Information

On September 28, 2023, the North Collier Board of Fire Commissioners adopted Resolution 23-024 approving the Schedule of Fees related to fire prevention. As per the resolution, all changes to the fee schedule must be documented via a subsequent resolution and adopted by the Board at a scheduled fire commissioner meeting.

Additionally, the District’s interlocal agreement with the County incorporated the District’s existing fee schedule and allows the District to revise the fee schedule via resolution and notice to the County without amending the interlocal agreement.

Staff brings the Schedule of Fees to the Board now to clarify language that has caused confusion when determining the total amount to be billed for a particular service. In general, some services in the Schedule of Fees were listed in the plural with the associated fee listed in the singular. For example, in Section II-Fire Code Compliance Inspections Fees, inspections for a dumpster enclosure was listed like this:

Dumpster Enclosures	\$150.00
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Some clients have interpreted this to mean that multiple dumpsters can be inspected for a single fee of \$150. The intent of the fee is for \$150 to be charged for each dumpster inspection.

As Staff is only clarifying the fee language contained in the Schedule of Fees, and not changing the fees, the rule of scrivener’s error applies.

Staff Recommendation

Staff recommends that the Board adopt Resolution 24-023 clarifying language in the Schedule of Fees with an effective date of January 1, 2025.



Attachments

Attachment 1: Resolution 23-024

Attachment 2: Resolution 24-023

Attachment 3: Schedule of Fees (clarifying language reflected)

Attachment 4: Schedule of Fees (final/clean)

Proposed Motion

Move to adopt Resolution 24-023 clarifying language in the Schedule of Fees with an effective date of January 1, 2025.