



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

AGENDA

THURSDAY, FEBRUARY 27, 2025 ■ 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. January 30, 2025 Board of Fire Commissioners' Meeting
- 5. CHIEF'S REPORT**
- 6. TREASURER'S REPORT**
 - A. January 2025
- 7. LABOR 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	\$28,187
Other	\$0

9. OLD BUSINESS

None



10. NEW BUSINESS

- A. Request Approval of District Policies
- B. Amendment to Interlocal Agreement with Immokalee Fire Control District

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, JANUARY 30, 2025 ■ 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, Commissioner Calamari requested a moment of silence for the victims of the helicopter and plane crash in Washington D.C.

3. APPROVAL, ADDITIONS OR DELETIONS TO AGENDA

Deputy Director Lori Freiburg requested item 10B be removed from agenda. Commissioner Feder moved to have agenda item 10B removed from agenda. Commissioner Calamari seconded. MOTION CARRIED 5:0

4. APPROVAL OF MINUTES

A. December 19, 2024 Board of Fire Commissioners' Meeting

Commissioner Calamari moved to approved the minutes as presented. Commissioner Burke seconded. MOTION CARRIED 5:0

5. CHIEF'S REPORT

Fire Chief Eloy Ricardo gave verbal report.

Commissioner Lombardo directed staff to add a workshop following the February 27, 2025 board meeting to discuss millage rates and impact fee rates for the District.

Commissioner Lombardo directed staff to produce an analysis of starting firefighter salaries and millage rates of other fire districts in Florida.

6. TREASURER'S REPORT

A. December 2024

Commissioner Calamari read prepared summary of financial highlights for December 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	\$62,650
General Fund Emergency Purchases	\$0
Addition of Fixed Assets	\$0
Deletion of Fixed Assets	\$0
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 Approval of Amendment to 2016 Interlocal Agreement Between Collier County and District That Settled COPCN Lawsuit

Commissioner Feder moved to approve per staff recommendation the Second Amendment to the Interlocal Agreement between Collier County and the District that settled COPCN Lawsuit. Commissioner Calamari seconded. MOTION CARRIED 5:0

B. Request Approval of District Policies

C. Request Approval of Extension to Interlocal Agreement for Re-Fueling Between District and Collier County

Commissioner Calamari moved to approve per staff recommendation the Extension of the Interlocal Agreement between Collier County and the District regarding fuel provisions during extended fire operations. Commissioner Crossan seconded. MOTION CARRIED 5:0

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 – January 30, 2025

Commissioner Calamari moved to adjourn the meeting. Commissioner Crossan seconded.
MOTION CARRIED 5:0 Meeting adjourned at 10:01 a.m.



AGENDA ITEM 6

Meeting Date: February 27, 2025
Prepared By: Chief Financial Officer Ben Van Klingerren
Subject: Treasurer's Report - January 2025

GENERAL FUND

Revenue

The following is the breakdown of revenue for the period ended January 31, 2025 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
		1/31/2025	Budget	1/31/2025	Budget	1/31/2025	Budget
Ad Valorem	\$	44,549,654	89.63%	\$ 12,126,663	90.74%	\$ 56,676,317	
Fees	\$	285,853	197.69%	\$ -	0.00%	\$ 285,853	
Other Revenue	\$	591,679	21.22%	\$ 183,837	51.03%	\$ 775,516	
Total Revenue	\$	45,427,186	86.30%	\$ 12,310,500	89.70%	\$ 57,737,686	87.01%

Expenses

The following is the breakdown of expenses for the period ended January 31, 2025 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		1/31/2025	Budget	1/31/2025	Budget	1/31/2025	Budget
Personnel	\$	15,055,508	38.51%	\$ 4,246,425	38.51%	\$ 19,301,934	38.51%
Operating	\$	3,596,958	36.74%	\$ 1,014,527	37.03%	\$ 4,611,485	36.80%
Debt Service	\$	573,147	77.50%	\$ 161,657	77.50%	\$ 734,803	77.50%
Capital	\$	637,653	16.07%	\$ 179,851	16.07%	\$ 817,503	16.07%
Total Expenses	\$	19,863,266	37.06%	\$ 5,602,460	37.12%	\$ 25,465,725	37.08%

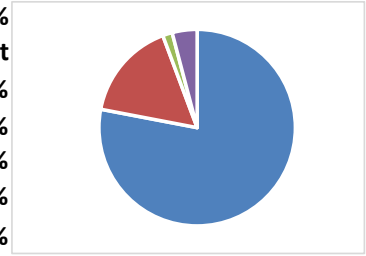
It should be noted that there are four general types of expenditures in terms of payment impact on the fiscal year:

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	\$ 15,552,567	31.03%
Operational	\$ 3,252,066	25.95%
Debt Service	\$ 316,045	33.33%
Capital	\$ 817,503	16.07%
Total	\$ 19,938,181	29.03%



As identified above, when adjustments are made to the actual expenses based on known prepaid and accrual adjustments, General Fund expenses are at 29.03% which is reasonable as we have completed 4 months of the 2024/2025 fiscal year (33%).

General Fund Comparison with Prior Year:

Included with the General Fund Financial Statement is a comparison to January 2024 of each service delivery area, noting the percentage of variance. In brief, total revenue in the NN SDA comparison reflects a variance of 13.8%. Expenses reflect a variance of 38.6%.

In the Big Corkscrew SDA, a variance in revenue of 11.1% is reflected. Expenses reflect a variance of 30.9%.

IMPACT FEE FUND - Comparison with Budget

As of January 31, 2025, NCFR has received \$129,373 in Impact Fund interest income. Expenses total \$1,676. The District has received \$162,149 for Impact Fees, which is considered deferred revenue.

INSPECTION/PLAN REVIEW FEE FUND - Comparison with Budget

Revenue

As of January 31, 2025, total revenue received is \$573,493 or 26% 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 \$707,645 or 32% of the total budget. This is appropriate for this time of year as we have completed 4 months of the 2024-2025 fiscal year (33%).



AGENDA ITEM 8

Meeting Date: February 27, 2025
Prepared By: Chief Financial Officer Ben Van Klingerren
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:	Auto, Truck & Equip		
Asset I.D. Number:	8151 / 8105 (FA-CS)		
Description:	2015 Ford Explorer		
Cost:	\$28,186.80		
Reason for Deletion:	Disposed - mechanical issues / no longer cost effective to repair		
Intended Disposal:	Will be sold via Royal Auction Group	Original Cost	\$ 28,187
Additional Information:		Est Net Book Value	\$ -

TOTAL DELETION OF FIXED ASSETS (original cost)	\$ 28,187
TOTAL DELETION OF FIXED ASSETS (NET BOOK VALUE)	\$ -

OTHER

	(NONE - n/a)
TOTAL - OTHER	\$0.00



AGENDA ITEM 10A

Meeting Date: February 27, 2024
Prepared by: Ben Van Klinger, Chief Financial Officer
Subject: Request for Board Approval of District Policies

Objective

Obtain Board approval of District policies pertaining to accounts receivable write-offs.

Background Information

At the January 26, 2023 Board of Fire Commissioners' meeting, the District approved Policy 203 "Accounts Receivable Write-Offs." In conjunction with the establishment of emergency medical services fees for ambulance services and future billing and collecting of user fees, the District is proposing revisions to the current policy (203) and the creation of a new policy (219) specific to ambulance transport fees.

POLICIES TO RESCIND		
Policy #	Policy Name	Rescission Summary
n/a	n/a	n/a

POLICIES TO APPROVE		
Policy #	Policy Name	Revision Summary
203	Accounts Receivable Write-Off	Replaced with "Accounts Receivable Write-Off – Non-Transport"
219	Accounts Receivable Write-Off – Ambulance Transport	n/a (new policy)

Considerations

Prior to the District being approved to provide ambulance transport services, District Policy 203 addressed all instances of billing and collecting fees (life safety, etc.). Aside from the establishment of a new policy addressing the billing, collection and write-offs of accounts receivable pertaining to ambulance transport fees, there is a need to amend the currently established policy to segregate or "carve out" ambulance transport fees and only be applicable to non-transport accounts receivable balances.

Please note the following in reference to the Policy 203 Accounts Receivable Write-Off:

- The policy name is changing from "Accounts Receivable Write-Off" to "Accounts Receivable Write-Off – Non Transport" as the policy will be applicable to all Accounts Receivable balances that are not due to or associated with ambulance transport fees.



Please note the following in reference to the new Policy 219 Accounts Receivable Write-Off – Ambulance Transport:

- This policy addresses ambulance transport billing and collection procedures in addition to the criteria and procedures to review the status of past-due accounts, designate a receivable account as uncollectible and to remove such accounts (e.g. writing the debt off).
- This policy also addresses the processes associated with working with a third party billing and collecting provider (“Billing Consultant”) to provide said collection services for ambulance services and associated fees.
- The policy is structured in conjunction with parameters set forth in Resolution 24-006 approved by the Board on July 25, 2024.

Staff Recommendation

Staff recommends amending the following policy, effective May 1, 2025:

- 203 Accounts Receivable Write-Off – Non-Transport

Staff recommends approving of the following policy, effective May 1, 2025:

- 219 Accounts Receivable Write-Off – Ambulance-Transport

Attachments

Attachment 1: Policy for Amendment

Attachment 2: Policy for Approval

Proposed Motion

Move to approve District policies as presented and recommended by Staff



AGENDA ITEM 10B

Meeting Date: February 27, 2025
Prepared by: Eloy Ricardo, Fire Chief
Subject: Request for Board Approval of First Amendment to Interlocal Agreement Between North Collier Fire Control and Rescue District and Immokalee Fire Control District for Administrative Services, Including Medical Director

Objective

Approve the First Amendment to Interlocal Agreement between North Collier Fire Control and Rescue District and Immokalee Fire Control District for Administrative Services, including Medical Director.

Background Information

Effective October 1, 2017, the District entered into an Interlocal Agreement between the District and Immokalee Fire Control District (“Agreement”) which provided for the cooperation and provision of services among the Districts.

Attachment 1 is the First Amendment to the Agreement, which updates the provision of services.

In summary, the First Amendment to the Agreement updates the provision as follows:

1. Purpose of Agreement expanded to include medical direction, logistics, purchasing and training, and omits the provision of financial and human resource services.
2. North Collier Fire Control and Rescue District (“NCFD”) Services and Obligations amended to delete payroll, employment and financial services, and added are the services of NCFD’s medical director associated with Immokalee Fire Control District’s (“IFD”) provision of ALS services.
3. IFD Services and Obligations amended to delete references to provision of financial information for NCFD to provide financial services, and added is the provision that IFD may enter into a separate contract with the specified NCFD medical director for medical direction associated with IFD’s provision for ALS services **at no charge to NCFD**.
4. Payment section entirely deleted so there is no financial obligation for IFD to pay NCFD, or for NCFD to pay IFD, for services identified within the Agreement.

The most essential provisions in the First Amendment to the Agreement are:

1. The provision of a medical director, which will enable the District to provide Advanced Life Support Services (“ALS”) in compliance with the District’s Interlocal Agreement with



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Collier County for a Certificate of Public Convenience and Necessity (“COPCN”). Without a medical director, the District would not be eligible for the COPCN to provide ALS.

2. The elimination of financial services provided by NCFD since the original Agreement was initiated before the District had the ability to provide its own financial services.
3. The elimination of any payment to or from NCFD for administrative, financial, information technology or training services.

Staff Recommendation

Staff recommends the Board approve the First Amendment to the Interlocal Agreement between the District and IFD.

Attachments

Attachment 1: First Amendment to Interlocal Agreement between North Collier Fire Control and Rescue District and Immokalee Fire Control District

Proposed Motion

Approve the First Amendment to Interlocal Agreement between North Collier Fire Control and Rescue District and Immokalee Fire Control District for Administrative Services, including Medical Director