



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

AGENDA

THURSDAY, MARCH 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. February 27, 2025 Board of Fire Commissioners' Meeting
- 5. CHIEF'S REPORT**
- 6. TREASURER'S REPORT**
 - A. February 2025
- 7. LABOR REPORT**
- 8. CONSENT AGENDA**

Table 1: Expenditures for Board approval

Category	Amount
General Fund Unbudgeted	\$0
General Fund Emergency Purchases	\$41,921
Addition of Fixed Assets	\$0
Deletion of Fixed Assets	\$8,100
Other	\$0

9. OLD BUSINESS

None



10. NEW BUSINESS

- A. Request Approval of District Policy

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, FEBRUARY 27, 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

3. APPROVAL, ADDITIONS OR DELETIONS TO AGENDA

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

4. APPROVAL OF MINUTES

A. January 30, 2025 Board of Fire Commissioners' Meeting

Commissioner Calamari moved to approve the minutes as presented. Commissioner Burke seconded. MOTION CARRIER 5:0

5. CHIEF'S REPORT

Fire Chief Eloy Ricardo gave verbal report. Deputy Chief Jorge Aguilera gave verbal report including a summary of the District's transport initiative. Discussion ensued.

6. TREASURER'S REPORT

A. January 2025

Commissioner Calamari read prepared summary of financial highlights for January 2025 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	\$0
General Fund Emergency Purchases	\$0
Addition of Fixed Assets	\$0
Deletion of Fixed Assets	\$28,187
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 District Policies

Commissioner Calamari moved to approve per staff recommendation District Policies:

- 203 Accounts Receivable Write-Off – Non-Transport, effective May 1, 2025
- 219 Accounts Receivable Write-Off – Ambulance-Transport, effective May 1, 2025

Commissioner Burke seconded. MOTION CARRIED 4:0 with Commissioner Feder abstaining. Commissioner Feder’s abstention was not due to a conflict of interest.

B. Amendment to Interlocal Agreement with Immokalee Fire Control District

Commissioner Calamari moved to approve per staff recommendation 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. Commissioner Crossan seconded. MOTION CARRIED 5:0

11. COMMENTS BY COMMISSIONERS

Commissioner Burke, Deputy Chief Aguilera, and Commissioner Lombardo gave comment.

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

None



13. ADJOURNMENT

Commissioner Calamari moved to adjourn the meeting. Commissioner Burke seconded.
MOTION CARRIED 5:0 Meeting adjourned at 9:53 a.m.



AGENDA ITEM 6

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

GENERAL FUND

Revenue

The following is the breakdown of revenue for the period ended February 28, 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
		2/28/2025	Budget	2/28/2025	Budget	2/28/2025	Budget
Ad Valorem	\$	46,457,471	93.47%	\$ 12,500,955	93.54%	\$ 58,958,426	
Fees	\$	352,643	243.87%	\$ -	0.00%	\$ 352,643	
Other Revenue	\$	765,315	27.45%	\$ 247,596	68.72%	\$ 1,012,911	
Total Revenue	\$	47,575,429	90.38%	\$ 12,748,551	92.89%	\$ 60,323,981	90.90%

Expenses

The following is the breakdown of expenses for the period ended February 28, 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		2/28/2025	Budget	2/28/2025	Budget	2/28/2025	Budget
Personnel	\$	17,160,453	43.89%	\$ 4,840,128	43.89%	\$ 22,000,581	43.89%
Operating	\$	3,903,284	39.87%	\$ 1,100,926	40.18%	\$ 5,004,210	39.94%
Debt Service	\$	635,941	85.99%	\$ 179,368	85.99%	\$ 815,310	85.99%
Capital	\$	676,475	17.05%	\$ 190,801	17.05%	\$ 867,276	17.05%
Total Expenses	\$	22,376,153	41.75%	\$ 6,311,223	41.81%	\$ 28,687,376	41.77%

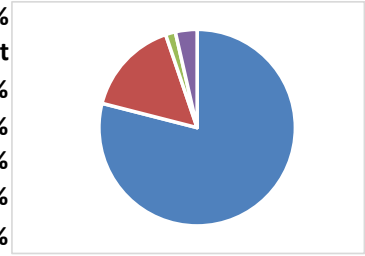
It should be noted that there are four general types of expenditures in terms of payment impact on the fiscal year:

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	\$ 19,175,653	38.26%
Operational	\$ 3,840,031	30.64%
Debt Service	\$ 395,056	41.67%
Capital	\$ 867,276	17.05%
Total	\$ 24,278,016	35.35%



As identified above, when adjustments are made to the actual expenses based on known prepaid and accrual adjustments, General Fund expenses are at 35.35% which is reasonable as we have completed 5 months of the 2024/2025 fiscal year (42%).

General Fund Comparison with Prior Year:

Included with the General Fund Financial Statement is a comparison to February 2024 of each service delivery area, noting the percentage of variance. In brief, total revenue in the NN SDA comparison reflects a variance of 8.51%. Expenses reflect a variance of 6.47%.

In the Big Corkscrew SDA, a variance in revenue of 6.68% is reflected. Expenses reflect a variance of .53%.

IMPACT FEE FUND - Comparison with Budget

As of February 28, 2025, NCFR has received \$159,840 in Impact Fund interest income. Expenses total \$5,006. The District has received \$384,498 for Impact Fees, which is considered deferred revenue.

INSPECTION/PLAN REVIEW FEE FUND - Comparison with Budget

Revenue

As of February 28, 2025, total revenue received is \$917,557 or 42% 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 \$859,056 or 39% of the total budget. This is appropriate for this time of year as we have completed 5 months of the 2024-2025 fiscal year (42%).



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

AGENDA ITEM 8

Meeting Date: March 27, 2025
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)

General Fund

1	Item Description:	Fibertite Roof Repairs & wall membrane installation (St 45)	
	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:	001-5220-046-309	
	Budget Line:	GF - 93	
	Bids/Quotes:	n/a - due to nature did not obtain addt'l quotes	
	Vendor Paid:	Roof Design and Sheet Metal	\$ 28,421
	Bid #2:	Service Works Plus	\$ 41,731.00
	Bid #3:	Total Roofing Systems	\$ 71,360.00
2	Item Description:	Flat Roof Exterior Wall Repair and Waterproofing (St 45)	
	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:	001-5220-062-103	
	Budget Line:	GF - 160	
	Bids/Quotes:		
	Vendor Paid:	Southern Specialized Construction	\$ 13,500
	Bid #2 (if any):	Spectrum Contracting	\$ 15,164.00
	Bid #3 (if any):	Five Star Painting	\$ 16,845.00
		(NONE - n/a)	
TOTAL EMERGENCY PURCHASES			\$ 41,921

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: 9012 / 113 (FA-CS)
Description: 2002 Express 16' Decon (HazMat) trailer
Cost: \$8,099.82
Reason for Deletion: No longer cost effective to repair / replaced
Intended Disposal: Will be sold via Royal Auction Group
Additional Information:

Original Cost	\$	8,100
Est Net Book Value	\$	-

TOTAL DELETION OF FIXED ASSETS (original cost)	\$	8,100
TOTAL DELETION OF FIXED ASSETS (NET BOOK VALUE)	\$	-

OTHER

(NONE - n/a)

TOTAL - OTHER	\$	0.00
----------------------	-----------	-------------



AGENDA ITEM 10A

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

Objective

Obtain Board approval to amend District policy pertaining to procurement.

Background Information

At the January 26, 2023 Board of Fire Commissioners’ meeting, the District approved Policy 212 “Procurement.” It was subsequently revised twice: April 27, 2023 and July 27, 2023.

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

POLICIES TO APPROVE		
Policy #	Policy Name	Revision Summary
212	Procurement	Added piggyback provision

Considerations

The District has administered annual grant agreements with the State of Florida to facilitate the District Response Team (DRT) for regional HazMat services. When making budgeted, eligible purchases, the District must abide by its own procurement policies in addition to the State of Florida statutory procurement standards (if conflicted or differ in parameters or amounts). One such difference is the dollar threshold requiring “competitive selection” (or an ITB, ITN, RFI or RFP). The District requires such for a “Category 3” purchase if over \$100,000.01 while the State of Florida requires such for purchases over \$35,000.

The DRT agreement, however, allows for “piggybacking”, which is defined within the agreement as “the practice of procurement by one agency using the agreement of another agency.” The District currently does not allow for “piggybacking” in the current procurement policy. In the current FY 2023 DRT grant agreement, one item (budgeted and valued at greater than \$35,000) was purchased by another agency using a competitive selection process. The vendor is willing and able to offer the District the same parameters and pricing under a piggyback arrangement. However, the current policy language needs modification to allow for piggybacking.

The proposed amendment to Policy 212 would allow for piggybacking for eligible purchases made using federal, state and/or local grant funding.



Staff Recommendation

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

- 212 Procurement

Attachments

Attachment 1: Policy for Amendment (red-line)

Attachment 2: Policy for Amendment (CLEAN)

Proposed Motion

Move to approve amended District policy 212 (Procurement) as presented by Staff