



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

AGENDA

WEDNESDAY, APRIL 30, 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. March 27, 2025 Board of Fire Commissioners' Meeting
- 5. CHIEF'S REPORT**
- 6. TREASURER'S REPORT**
 - A. March 2025
- 7. LABOR REPORT**
- 8. CONSENT AGENDA**

Table 1: Expenditures for Board Approval

Category	Amount
General Fund Unbudgeted	\$10,000
General Fund Emergency Purchases	\$0
Addition of Fixed Assets	\$0
Deletion of Fixed Assets	\$0
Other	\$0

9. OLD BUSINESS

None



10. NEW BUSINESS

- A. Request Approval of District Policies
- B. Request Board Ratification of Rescue Division MOU

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, MARCH 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

Following the Pledge of Allegiance, Commissioner Lombardo requested a moment of silence for the passing of Jerry Sanford.

3. APPROVAL, ADDITIONS OR DELETIONS TO AGENDA

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

4. APPROVAL OF MINUTES

A. February 27, 2025 Board of Fire Commissioners' Meeting

Commissioner Feder moved to approved the minutes as presented. Commissioner Crossan seconded. MOTION CARRIED 5:0

5. CHIEF'S REPORT

Fire Chief Eloy Ricardo gave verbal report. Deputy Chief Jorge Aguilera gave a presentation regarding a rescue call. Chief Aguilera introduced Lisa Colleran who spoke on behalf of her niece and thanked the fire fighters for their life saving efforts on the call. Chief Aguilera presented Lieutenant Richard Bassing and Engineer James Langlois each with a challenge coin for their service on this call. Deputy Chief Michael Jimenez gave a Power Point presentation on 2024 response statistics. Discussion ensued. Commissioner Feder requested Staff to confirm a date and time for a workshop to discuss impact fees and millage rates.

6. TREASURER'S REPORT

A. February 2025

Commissioner Calamari read prepared summary of financial highlights for February 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	\$41,921
Addition of Fixed Assets	\$0
Deletion of Fixed Assets	\$8,100
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 Policy 212 Procurement, effective April 1, 2025.

Chief Financial Officer, Ben Van Klinger, gave comment. Commissioner Feder moved to approve per staff recommendation Policy 212 Procurement, effective April 1, 2025. Commissioner Calamari seconded. MOTION CARRIED 5:0

11. COMMENTS BY COMMISSIONERS

Commissioner Crossan and Commissioner Burke gave comment.

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

None

13. ADJOURNMENT

Commissioner Calamari moved to adjourn the meeting. Commissioner Feder seconded. MOTION CARRIED 5:0 Meeting adjourned at 10:48 a.m.



AGENDA ITEM 6

Meeting Date: April 24, 2025
Prepared By: Chief Financial Officer Ben Van Klingerren
Subject: Treasurer's Report - March 2025

GENERAL FUND

Revenue

The following is the breakdown of revenue for the period ended March 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
		3/31/2025	Budget		3/31/2025	Budget	3/31/2025	Budget
Ad Valorem	\$	47,470,700	95.51%	\$	12,759,467	95.48%	\$	60,230,167
Fees	\$	409,310	283.06%	\$	-	0.00%	\$	409,310
Other Revenue	\$	<u>961,037</u>	34.47%	\$	<u>318,125</u>	88.30%	\$	<u>1,279,162</u>
Total Revenue	\$	48,841,047	92.79%	\$	13,077,592	95.29%	\$	61,918,639

Expenses

The following is the breakdown of expenses for the period ended March 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
		3/31/2025	Budget		3/31/2025	Budget	3/31/2025	Budget
<u>Expenses</u>								
Personnel	\$	19,287,296	49.34%	\$	5,440,007	49.34%	\$	24,727,303
Operating	\$	4,577,934	46.76%	\$	1,291,212	47.13%	\$	5,869,146
Debt Service	\$	651,032	88.03%	\$	183,625	88.03%	\$	834,657
Capital	\$	<u>612,364</u>	15.43%	\$	<u>172,718</u>	15.43%	\$	<u>785,082</u>
Total Expenses	\$	25,128,626	46.89%	\$	7,087,561	46.96%	\$	32,216,188

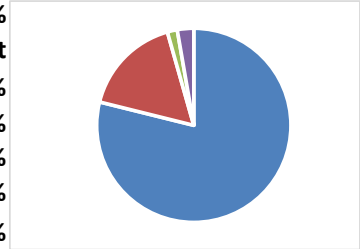
It should be noted that there are four general types of expenditures in terms of payment impact on the fiscal year:

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	\$ 22,630,846	45.15%
Operational	\$ 4,801,394	38.32%
Debt Service	\$ 474,067	50.00%
Capital	\$ 785,082	15.43%
Total	\$ 28,691,390	41.77%



As identified above, when adjustments are made to the actual expenses based on known prepaid and accrual adjustments, General Fund expenses are at 41.77% which is reasonable as we have completed 6 months of the 2024/2025 fiscal year (50%).

General Fund Comparison with Prior Year:

Included with the General Fund Financial Statement is a comparison to March 2024 of each service delivery area, noting the percentage of variance. In brief, total revenue in the NN SDA comparison reflects a variance of 8.66%. Expenses reflect a variance of 5.68%.

In the Big Corkscrew SDA, a variance in revenue of 6.86% is reflected. Expenses reflect a variance of (.21)%.

IMPACT FEE FUND - Comparison with Budget

As of March 31, 2025, NCFR has received \$193,735 in Impact Fund interest income. Expenses total \$5,006. The District has received \$533,607 for Impact Fees, which is considered deferred revenue.

INSPECTION/PLAN REVIEW FEE FUND - Comparison with Budget

Revenue

As of March 31, 2025, total revenue received is \$1,194,976 or 54% 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 \$1,002,267 or 45% of the total budget. This is appropriate for this time of year as we have completed 6 months of the 2024-2025 fiscal year (50%).



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

AGENDA ITEM 8

Meeting Date: April 30, 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)

1	Item Description:	Boat Slip lease (temporary) - Boat 41 (Pelican Isle Yacht Club)	
	Requested By:	Assistant Chief, Kris Thomas	
	G/L Account:	001-5220-044-000	NOTE - during construction of renovation of existing boat slip
	Budget Line:	110	
	Budget Line Amount (NCFR)	\$ 288,771	
	Available Line	\$ 149,890	
	Bids/Quotes:		
	Bid #1:	Pelican Isle Yacht Club	\$ -
	Bid #2:	n/a	\$ -
	Bid #3:	n/a	\$ -
	Waive Bidding Policy?	Yes	Reason: Sole vendor (available boat slip)
	Recommendation:	Pelican Isle Yacht Club	\$ 10,000

TOTAL GENERAL FUND UN-BUDGETED **\$ 10,000**

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

(NONE - n/a)

TOTAL DELETION OF FIXED ASSETS (original cost) **\$ -**

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

OTHER

(NONE - n/a)

TOTAL - OTHER **\$0.00**



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

AGENDA ITEM 10A

Meeting Date: April 30, 2025
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
1.13	Mobile Device	Replaced by new policies 425 Information Technology Use, 426 Reporting a Lost or Stolen IT Resource and 427 Use of Privately-Owned Communication Devices for District Business
1.16	Driving	Replaced by new policies 415 Driver Authorization and 416 Use of District Vehicles
1.17	Use of District Equipment and Vehicles	Replaced by 416 Use of District Vehicles, 425 Information Technology Use, 426 Reporting a Lost or Stolen IT Resource and 427 Use of Privately-Owned Communication Devices for District Business

POLICIES TO APPROVE (NEW)		
Policy #	Policy Name	Revision Summary
415	Driver Authorization	Replaces 1.16 Driving
416	Use of District Vehicles	Replaces Portions of 1.17 Use of District Equipment and Vehicles
425	Information Technology Use	Replaces Portions of 1.17 Use of District Equipment and Vehicles
426	Reporting a Lost or Stolen IT Resource	Replaces Portions of 1.17 Use of District Equipment and Vehicles
427	Use of Privately-Owned Communication Devices for District Business	Replaces Portions of 1.13 Mobile Device



POLICIES TO APPROVE (EXISTING)		
Policy #	Policy Name	Revision Summary
212	Procurement	Revises Section 212.11(1)(c) Contracts for Professional Services

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.

Here is a summary of the major changes for the policies presented this month:

Driving Policies

Staff has worked with District Counsel Laura Donaldson for the past several months on the new driving policies. The major changes include:

1. Policy content is now more organized with clearly defined, manageable, trackable, and progressive language.
2. Administrative driver's license suspensions (non-moving violations like failure to provide insurance, failure to pay fines, etc.) are now included as a class of their own.
3. A 'Considering Factors Review' has been added in for all discipline allowing the District discretion when administering the suggested disciplines as the District understands that individual circumstances are unique. The review considers the following: the driving history of the employee including the nature, severity and frequency of violations; the employee's overall performance and disciplinary history; any mitigating circumstances of the employee; legal or regulatory requirements; and/or the potential risk to the District's safety, reputation, or operations.

Information Technology Policies

Existing policies were revised as follows with accompanying SOPs where needed:

1. outdated language was replaced with language reflecting current best practices and references;
2. the listed of banned applications as directed by Florida Statute are now included;
3. a separate policy was created for reporting a lost or stolen technology device as this is of vital importance to the security of District data;
4. a separate policy was created for the use of a personal/private phone for District business to ensure all employees understand the consequences; and
5. separated the use of a District vehicle from the use of District technology equipment which was previously combined into one policy.



Procurement Policy

The revision harmonizes with Florida Statute which does not require a specified timeline.

Policy Revision Project Update

Provided is a status update for completion of this project.

Policy	Status
1.03 Code of Ethics	Attorney Donaldson to Revise – Timeline TBD
1.04 Code of Conduct & Discipline	Attorney Donaldson to Revise – Timeline TBD
1.10 Social Media	Staff to Revise - Timeline TBD
1.11 Social Media Communication with News Media	Staff to Revise - Timeline TBD
3.08 Grievance Policy	Attorney Donaldson to Revise – Timeline TBD
3.18 Education Reimbursement	Staff to Revise - Timeline TBD

Staff Recommendation

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

- 1.13 Mobile Device
- 1.16 Driving
- 1.17 Use of District Equipment and Vehicles

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

- 415 Driver Authorization
- 416 Use of District Vehicles
- 425 Information Technology Use
- 426 Reporting a Lost or Stolen IT Resource
- 427 Use of Privately-Owned Communication Devices for District Business

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

- 212 Procurement

Attachments

Attachment 1: Policies for Rescission

Attachment 2: Policies for Approval

Attachment 3: Policy for Revision

Proposed Motion

Move to approve District policies as presented and recommended by Staff



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

AGENDA ITEM 10B

Meeting Date: April 30, 2025
Prepared by: Jorge Aguilera, Deputy Chief
Subject: Request for Board Approval for the Ratification a Memorandum of Understanding (MOU) between North Collier Fire Control and Rescue District and North Collier Professional Firefighters & Paramedics, International Association of Firefighters, Local #2297 AFL-CIO, Implementation of the Basic & Advanced Life Support Rescue Transport Program

Objective

To obtain Board approval for the ratification of a Memorandum of Understanding (MOU) between North Collier Fire Control & Rescue District and the North Collier Professional Firefighters & Paramedics, International Association of Firefighters, Local #2297 AFL-CIO, regarding the implementation of the District's Basic and Advanced Life Support (ALS) Rescue Transport Program.

Background Information

On January 29, 2025, the District was provided by Collier County a Class One Certificate of Public Convenience and Necessity (COPCN), authorizing the provision of both Basic Life Support (BLS) and Advanced Life Support (ALS) transport services. Subsequently, on February 18, 2025, the Florida Department of Health's Bureau of Emergency Medical Services and Medical Oversight issued the District its BLS and ALS transport license and vehicle permits.

In anticipation of these developments, Staff and the Local #2297 held discussions in August 2024, to evaluate and address the program's impact on the bargaining unit members. A tentative MOU was reached as a result of these discussions, and was ratified by Local #2297, pending final Board approval.

Staff Recommendations

Staff recommends approval of the attached Memorandum of Understanding to formalize the terms and ensure continued collaboration in support of the Rescue Transport Program.

Attachment 1: Memorandum of Understanding (MOU) between North Collier Fire Control & Rescue District and the North Collier Professional Firefighters & Paramedics, International Association of Firefighters, Local #2297 AFL-CIO, regarding the implementation of the District's Basic & Advanced Life Support (ALS) Rescue Transport Program.

Proposed Motion

Move to approve the Memorandum of Understanding between North Collier Fire Control & Rescue District and the North Collier Professional Firefighters & Paramedics, International Association of Firefighters, Local #2297 AFL-CIO, as it relates to the Basic and Advanced Life Support Rescue Transport Program.