



**AGENDA**  
**GREATER NAPLES FIRE RESCUE DISTRICT**  
**BOARD OF FIRE COMMISSIONERS MEETING**  
**December 12, 2017**

**I. Meeting Opened**

- A. Pledge of Allegiance and Invocation
- B. Line of Duty Deaths Reading and Moment of Silence
- C. AIW – Election of Board Member Positions – Deputy Director Bishop 1-2
- D. Approval, Additions and Deletions to the Agenda
- E. Approval of the GNFD Board Minutes for November 14, 2017 3-8
- F. Consent Agenda

*All matters listed under this item are considered routine and action will be taken by one motion without separate discussion of each item; if discussion is desired by a member of the Board, that item(s) will be removed from the Consent Agenda and considered separately.*

- 1. Treasurer Report 9-23
- 2. Operations Section Report - Assistant Chief Sapp 24-28
- 3. Administration and Finance Section Report - Deputy Director Bishop 29
- 4. Planning Section Report - Deputy Director Martin 30
- 5. Logistics Section Reports – Deputy Chief McLaughlin 31
- 6. Investigation Section Report - Division Chief Hanson 32-34
- 7. At-A-Boys

**G. Awards and Recognition**

- 1. Driver/Engineer Promotions- Erin Gill and Aaron Douglas
- 2. 5 Year Service Award – Firefighters: David Festa & Torrence Andrews, Driver Engineer Erin Gill
- 3. Sons of the American Revolution Fire Safety Commendation Medal – Lt. Inspector Steve Riley
- 4. Sons of American Revolution Emergency Medical Services Commendation Medal – FF/PM Dennis DiSarro

**H. Fire Chief's Report - Chief Schuldt 35-37**

**I. Chapter 175 Firefighters' Pension Plan**

**J. Local 2396 Report – President Trenton Mading**



**AGENDA**  
**GREATER NAPLES FIRE RESCUE DISTRICT**  
**BOARD OF FIRE COMMISSIONERS MEETING**  
**December 12, 2017**

**II. OLD BUSINESS**

- A. Emergency Services Task Force Meeting - Commissioner Hemping
- B. AIW- Hurricane Irma Update- Deputy Director Bishop 38
- C. District Reserve Status and Alternative Funding Discussion- Commissioners Gerrity and Boyer 39-44

**III. NEW BUSINESS**

- A. AIW – 2018 Regular BOFC Meeting Dates – Deputy Director Bishop 45
- B. AIW – International Fellowship Program - Chief Schuldt 46-51
- C. AIW – Enterprise Fleet Management – Deputy Director Martin 52
- D. AIW- Engine 73- Board Direction- Deputy Director Martin 53-54
- E. AIW- Impact Fee New Vehicle Purchase / Squad 76 - Deputy Director Martin 55
- F. Draft Administrative Handbook Annual Review – Deputy Director Bishop 56-80
- G. 175 Pension Plan State Money Mutual Consent - Deputy Director Bishop
- H. Resolution 2017-16 / 175 Pension Plan DROP- Deputy Director Bishop 81-100
- I. AIW- On-line Auction Authorization- Deputy Director Bishop 101-104
- J. AIW- Reserve Fund Banking- Deputy Director Bishop 105-107
- K. Public Comment on Items not listed on the Agenda
- L. Comments by Commissioners
  - a. Commissioner Henning 108

**IV. ADJOURNMENT**

**Next Regular BOFC Meeting Tuesday January 9, 2018**



**GREATER NAPLES FIRE RESCUE DISTRICT**  
**BOARD OF FIRE COMMISSIONERS**  
Action Item Worksheet

**NEW BUSINESS**

**Agenda Item:** I. C.  
**Subject:** 2018 Board Member Position Nominations  
**Meeting Date:** 12/12/2017  
**Prepared By:** Tara Bishop, Deputy Director

**BACKGROUND:** Per Florida Statute 191.005 (5) (3), the election of Board member positions is granted for the following positions: Chair, Vice-Chair, Secretary and Treasurer; with provisions that the positions of Secretary/Treasurer may be combined.

**FUNDING SOURCE / FINANCIAL IMPACT:** N/A

**RECOMMENDATION:** Staff recommends that Board members nominate, accept and vote on the positions of Chair, Vice-Chair, Secretary and Treasurer.

**POTENTIAL MOTION:**

**Chair:**

Nomination	Acceptance	Vote
------------	------------	------

Nomination	Acceptance	Vote
------------	------------	------

**Vice-Chair:**

Nomination	Acceptance	Vote
------------	------------	------

Nomination	Acceptance	Vote
------------	------------	------

**Secretary:**

Nomination	Acceptance	Vote
------------	------------	------

Nomination	Acceptance	Vote
------------	------------	------

12/8/2017  
Fire Chief Review



**GREATER NAPLES FIRE RESCUE DISTRICT  
BOARD OF FIRE COMMISSIONERS  
Action Item Worksheet**

**NEW BUSINESS**

**Agenda Item:** I. C.  
**Subject:** 2018 Board Member Position Nominations  
**Meeting Date:** 12/12/2017  
**Prepared By:** Tara Bishop, Deputy Director

---

**Treasurer:**

<u>Nomination</u>	<u>Acceptance</u>	<u>Vote</u>
-------------------	-------------------	-------------

<u>Nomination</u>	<u>Acceptance</u>	<u>Vote</u>
-------------------	-------------------	-------------

A handwritten signature in blue ink, appearing to be "Tara Bishop", is written over a horizontal line.



**MINUTES**  
**GREATER NAPLES FIRE RESCUE DISTRICT**  
**BOARD OF FIRE COMMISSIONERS MEETING**  
**November 14, 2017**

**MEETING OPENED**

Chairman Page called to order the regular meeting of the Greater Naples Fire Rescue District's Board of Fire Commissioners at 5:30 pm., on November 14, 2017 at Administrative Headquarters. Present were Chairman Page, Commissioners Cottiers, Gerrity, Hemping, Boyer, Cross, Stedman and Henning. Executive staff in attendance: Fire Chief Schuldt, Assistant Chief Sapp, Deputy Chief Hanson and Deputy Directors Bishop and Martin. Staff in attendance: Suanne Woeste, Nichole Chesser, John Luppy, David Borowski, Brad Buczko, Jay Crouse, Steven Perez, Jorge Lara, Robert McGowen and Scott Wilson. Public in attendance: Trenton Mading, Brad Bunting, Brian Mading, Chris Tobin, Ray Kilmer, Andy Krajewski, Jamie Popiol, Jarett Cotter, John Taylor, Jeff Davenport, Rusty Godette, Harry Zafiris, Shar Hingson, Khrista Klock, Matt Trent, George Danz, Jean Kungle, Donna Dolan and Jim Burke. Others were in attendance but did not sign in.

**A. Pledge of Allegiance and Invocation**

Chairman Page opened the meeting with the Pledge of Allegiance followed by the invocation by Commissioner Gerrity.

**B. Line of Duty Deaths Reading and Moment of Silence**

Chief Schuldt reported there were a total of 6 Firefighter fatalities for the month of October bringing the total for 2017 to 76, followed by a moment of silence.

**C. Approval, Additions and Deletions to the Agenda**

Director Bishop requested adding Chief's Performance Review & Annual Compensation under Old Business III. H.

**D. Approval of the GNFD Board Minutes for Final Budget Hearing on October 10, 2017.**

Commissioner Henning moved to accept the minutes as presented. Commissioner Hemping seconded the motion. Motion passed 8-0.

**E. Approval of the GNFD Board Minutes for October 10, 2017**

Commissioner Hemping moved to accept the minutes with correction made on page 7 (advantage changed to care). Commissioner Cottiers seconded the motion. Motion passed 8-0.

**F. Consent Agenda**

Commissioner Cross moved to approve the consent agenda as presented. Commissioner Hemping seconded the motion. Motion passed 8-0.

1. Treasurer's Report
2. Operations Section Report – Assistant Chief Sapp
3. Administration and Finance Section Report – Deputy Director Bishop
4. Planning Section Report – Deputy Chief Martin
5. Logistics Section Report
6. Investigation Section Report – Deputy Chief Hanson
7. Disposition of Fixed Asset 18-02 – Deputy Chief Martin
8. At-A-Boys

a) BBC Proclamation, October 28, 2017 National Fire Responder Day

**G. Awards and Recognition**

Chief Schuldt congratulated all employees present on their special recognition.

1. New Hire Announcement – Fleet Supervisor John Luppy
2. Probation Completed – 1 Year Anniversary – Josh Williams, IT Technician

**MINUTES  
GREATER NAPLES FIRE RESCUE DISTRICT  
BOARD OF FIRE COMMISSIONERS MEETING  
November 14, 2017**

3. Driver Engineer Promotions – David Borowski, Brad Buczko, Mark Stirns, and Jay Crouse
4. 5 Year Service Award – Firefighters D. Borowski, Buczko, A. Douglass, D. Holden, R. McGinnis, T. Pecora, S. Perez, and P. Pernak
5. 15 Year Service Award – DE T. Sims, LT's L. Kidder, J. Lara, R. McGowen

**H. Fire Administration – Chief Schuldt**

Chief Schuldt reported on the following:

- The Bill proposal to the Local Delegation for the purpose of modifying the Commissioner Election process (at-large seats) was temporarily postponed. Legislators voiced support for future funding to be added to the annual State budget process for Station 63.
- The District has hired a new Fleet Supervisor, John Luppy who has more than 10 years' experience in the field of fleet supervision. Fleet has initiated a new preventative maintenance plan and schedule for all heavy apparatus.
- Due to Hurricane Irma the Safety House was declared a total loss and removed from service. Staff is working on a replacement strategy.
- Engine 73 (2007 Pierce) is having significant repair issues. It recently had an engine rebuild and front-end alignment and is back at Fleet for additional in-house repairs. GNFD has 8 Pierce trucks with Eng. 73 being the most problematic. Director Martin also mentioned "white rust" and bad springs on some of the other Pierce trucks.
- Two Battalion Chief Vehicles have been purchased from E-One REV. Delivery of the chassis is expected within 90 days and vehicles are expected to be delivered 60 days later.
- Driver/Engineer promotional testing has been completed and 5 have been promoted.
- Station 20 generator installation is underway and anticipated to be completed in the next several weeks. New impact windows at Station 20 have been installed and the HVAC water chiller was replaced at Station 73 / Headquarters.
- Repairs and restoration is ongoing at the Stations due to Hurricane Irma damage. *Commissioner Cross recommended GNFD work with a public adjustor to get the most out of insurance. Chairman Page made a motion for GNFD to work with a public adjustor. Commissioner Cross seconded the motion. Motion passed 8-0.*
- ALS Paramedic Credentialing concluded on October 9 with another class beginning later in the month. FF DiSarro is coordinating the effort with Dr. Tober.
- Director Martin and Staff did a great job getting ready for the ISO Survey. The Field Rep. stated GNFD has done a good job addressing the many changes of a growing organization. When rating is given it will cover all areas that GNFD owns and manages.
- Staff reorganization continues with numerous one-on-one meetings to discuss options and refine the way GNFD does business. Currently looking at reorganization at Management Team Level. Discussions continue with Chief Cunningham on future processes including Fire & Life Safety. Lengthy commissioner discussion was held about daily interference and the roles of the Fire Chief. The Fire Chief's authority to create and administer the organizational chart was discussed including staffing and reassigning personnel. During the budget the Commissioners have the authority to approve the positions but the Fire Chief has the authority to put people where needed.

**MINUTES**  
**GREATER NAPLES FIRE RESCUE DISTRICT**  
**BOARD OF FIRE COMMISSIONERS MEETING**  
**November 14, 2017**

- GNFD was among only 12 fire service agencies from throughout the Nation to attend the October IAFC Connexions program in Fairfax Va.

**I. Chapter 175 Firefighters' Pension Plan – Chairman Arroyo**

Chairman Arroyo presented the 175 Pension Plan report.

*Commissioner Cross made a motion to appoint Timothy D. Sims as the fifth Trustee for the Greater Naples Firefighters' Pension Plan, effective November 3, 2017, to a full 4-year term that commenced on October 1, 2017 and expires on September 30, 2021.*

*Commissioner Stedman seconded the motion. Motion passed 8-0.*

*Commissioner Stedman made a motion to reappointment George Danz as a District Resident Trustee Filling Seat #4 for the Greater Naples Firefighters' Pension Plan, effective November 3, 2017, to a full 4-year term that commenced on October 1, 2017 and expires on Sept. 30, 2021. Commissioner Boyer seconded the motion. Motion passed 8-0.*

**J. Local 2396 Report – President Trenton Mading**

- The GNFD Union and NCFD will vote November 15 & 16 on whether to merge.
- The following concerns were brought up to the Board: A grievance is open about time off not being allowed during Hurricane Irma. Meeting with Chief Schuldt on Thursday and if not resolved go to mediation.
- Concern about not being able to have Firefighters at Station 23 overnight, a plan is needed.
- There has been no communication on when an ALS Coordinator will be appointed.
- A letter was given to the Commissioners about the rumored management shake-up.

**II. OLD BUSINESS**

**A. Emergency Services Task Force Meeting – Commissioner Hemping**

Commissioner Hemping stated the next meeting is here at Headquarters -Thursday, November 16th at 9:00am. To be discussed is funding strategies and the future of the Emergency Services Task Force Group.

**B. AIW – Multi-Truck Purchase Authorization – Deputy Director Martin**

Director Martin presented the Multiple Apparatus Purchase Worksheet.

*Commissioner Cross made a motion to approve Staff's recommendation and move forward with purchasing five E-One 2018 Typhoon Fire Engines from REV E-One, from the Florida Sheriffs and Florida Fire Chiefs Association bid. Commissioner Boyer seconded. Motion passed 8-0.*

**C. AIW – ULP Settlement Agreement – Chief Schuldt / Deputy Director Bishop**

*Commissioner Henning made a motion to accept Staff's recommendation and move to authorize the Settlement Agreement and Release, thereby making the effective date November 14<sup>th</sup>, 2017. Commissioner Stedman seconded the motion. Motion passed 8-0.*

**MINUTES**  
**GREATER NAPLES FIRE RESCUE DISTRICT**  
**BOARD OF FIRE COMMISSIONERS MEETING**  
**November 14, 2017**

**D. Local Delegation Update – Chief Schuldts**

*Commissioner Henning made a motion to direct Staff not to proceed with the Bill proposal of modifying the Commissioner Election process (at-large seats) for the 2017 / 2018 Legislature. Commissioner Cross seconded. Motion passed 8-0.*

**E. Response Time Discussion – Commissioner Stedman**

Commissioner Stedman presented documentation showing the percentage of response times for the different GNFD stations. The NFPA standard for response time for 1<sup>st</sup> Responders is 4 minutes and 8 minutes for ALS. It is difficult for GNFD to meet since the standard is built for high density metropolitan areas and much of the District is rural in nature. We need a change in philosophy – more fire stations and engines won't fix this.

**F. Commissioner Attendance –State of Emergency – Commissioner Cross**

*Commissioner Gerrity made a motion that nonattendance by a Commissioner at the September 13<sup>th</sup> meeting immediately following Hurricane Irma will not be counted against the Commissioner's attendance record. Commissioner Stedman seconded the motion.*

Commissioner Hemping has issues with the attendance policy because some Commissioners go over and above putting in their time other than just Board meetings. *Motion passed 8-0.*

*Commissioner Boyer made a motion to rescind the Commissioner's Attendance Policy and go back to the state Statue. Commissioner Hemping second the motion. Motion failed 2-6 (Cross, Cottiers, Henning, Stedman and Page)*

**G. Commissioner Involvement & Interference with District Administration – Commissioner Cross**  
Chairman Page stated the topic was handled in previous discussion.

**H. Chief's Performance Review & Annual Compensation – Commissioner Hemping**

Commissioner Hemping asked Chairman Page if everyone has turned in the Chief's annual performance review. Chairman Page stated 5 reviews have been turned in; 4 reviews meet expectation or higher and 1 does not meet expectations. *Commissioner Hemping made a motion that all Commissioners must complete the Chief's annual evaluation and sit down one-on-one with the Chief to discuss. Commissioner Boyer seconded. Discussion continued among the Board. Motion failed 3-5 (Cross, Cottiers, Henning, Gerrity and Page).*

Commissioner Hemping stated that because the majority of the Chief's performance reviews were positive, he is to receive 2% raise per contract. Commissioner Gerrity suggested waiting due to non – bargaining discussions. Commissioner Hemping suggested moving the effective date due to cash flow issues. After discussion Chairman Page stated the 2% raise is automatic per the contract. Chief Schuldts stated he prefer not to receive a raise at this time when nonunion staff is not able to get one. Chairman Page restated that the contract must be followed.

**III. NEW BUSINESS**

**A. AIW – FY 16-17 Annual Audit Engagement Letter – Deputy Director Bishop**

*Commissioner Cross made a motion to accept Staff's recommendation and move to authorize the FY 16-17 annual audit engagement letter with the Grau and Associates. Commissioner Boyer seconded. Motion passed 8-0.*



**MINUTES  
GREATER NAPLES FIRE RESCUE DISTRICT  
BOARD OF FIRE COMMISSIONERS MEETING  
November 14, 2017**

- B. AIW – Temporary Lease Agreement– Deputy Director Bishop**  
*Commissioner Cottiers made a motion to authorize the Temporary Lease Agreement for Station 23 zone coverage. Commissioner Henning seconded. Motion passed 8-0.*
- C. AIW – Commissioner Retirement – Commissioner Boyer**  
Director Bishop presented the information on the two different retirement systems the Commissioners are enrolled in. *Commissioner Boyer made a motion to annually adjust Nationwide 401 with The Florida Retirement System. Commissioner Hempling seconded. Motion Failed 4 - 4 (Page, Stedman, Gerrity, Cottiers).*  
  
*Commissioner Cross made a motion to not make any changes on the Commissioner's Retirement Plans. Commissioner Gerrity seconded. Motion passed 8-0.*
- D. AIW \_ Hodges University Internship Agreement - Deputy Director Bishop**  
*Commissioner Gerrity made a motion to accept Staff's recommendation and move to authorize the Hodges University Field Internship Agreement. Commissioner Stedman seconded the motion. Motion passed 8-0.*
- E. AIW – Schultz Employment Settlement Agreement – Attorney Velazquez**  
Attorney Rey Velazques presented the Board with a tentative settlement agreement that was reached between District's Legal Counsel representing VFIS and Ms. Schultz. *Commissioner Cottiers made a motion to accept Staff's recommendation and authorize the Settlement Agreement and General Release, and to release funds from reserves totaling \$17,500. Commissioner Boyer seconded. Motion Passed 8-0.*
- F. AIW –Station 90: 175 Capri Blvd Roof Replacement – Deputy Director Bishop**  
Commissioner Stedman moved to waive the competitive bid process for the purchase of a new roof at Station 90, 175 Capri Blvd. and to authorize the Finance Director to select and award the contract based on receiving three quotes. Commissioner Gerrity seconded. Motion passed 8-0.
- G. Public Comment on Items Not Listed on the Agenda**  
Donna Dolan asked if there is an emergency phone at Station 23? Chairman Page responded there is not. Discussion about cell service continued and the possibility of putting an emergency phone there.  
  
John Taylor responded to Commissioner Henning earlier interpretation of Florida Statute reference 191.08 part 2 – the last sentence is “as are necessary and authorized by the Board”. Discussion continued about Board involvement in day to day District business.
- H. Comments by Commissioners**  
Commissioner Henning read part of Florida Statute 191.008 part 2 and stated that it is almost word for word in the Chief's contract.  
  
Commissioner Gerrity stated that not long ago we had 9 million in Reserves in the District. Although we have had extreme circumstances we need to take a hard look at the budget.  
  
Commissioner Stedman agreed Commissioners should not be in day to day business, but all Commissioners have some specialty to contribute and bring value.

**MINUTES  
GREATER NAPLES FIRE RESCUE DISTRICT  
BOARD OF FIRE COMMISSIONERS MEETING  
November 14, 2017**

Chairman Page stated next meeting we will have Board Officer Elections.  
Chairman Page also encouraged Chief Schuldt to work with the labor attorney to make sure we are making the right decisions.

Commissioner Boyer thanked all the Veterans in the District as well as all the firefighters for their hard work.

**V. ADJOURNMENT**

Commissioner Stedman made a motion to adjourn meeting. Commissioner Cross seconded.  
Motion passed 8-0.

Duly passed with a vote of \_\_\_\_\_ to \_\_\_\_\_ and adopted in session on the 14th day of November.

\_\_\_\_\_  
**Chairman Jeff Page**

\_\_\_\_\_  
**Commissioner Rob Boyer**

\_\_\_\_\_  
**Commissioner Charles Cottiers**

\_\_\_\_\_  
**Commissioner Brian Cross**

\_\_\_\_\_  
**Commissioner Kevin Gerrity**

\_\_\_\_\_  
**Commissioner Steve Hemping**

\_\_\_\_\_  
**Commissioner Tom Henning**

\_\_\_\_\_  
**Commissioner David Stedman**

**Balance Sheet**  
**As of 11/30/2017**

**Greater Naples Fire Rescue District (GNF)**

**Assets**

**CASH IN BANK**

10100-001-0000-001	GENERAL FUND CASH ACCOUNT - GNFRD	\$ 3,408,408.78	
10100-001-0000-002	PAYROLL - GNFRD	\$ 185,098.24	
10100-001-0000-003	DENTAL ACCOUNT (GNFRD)	\$ 16,127.93	
10100-001-0000-004	HEALTH FUND (GNFRD)	\$ 254,041.64	
10100-001-0000-005	UHC - MEDICARE - GNFRD	\$ 37,933.70	
10100-001-0000-008	MONEY MARKET - ENCORE	\$ 2,064,071.99	
10100-001-0015-000	DEBT SERVICE RESERVE FUND	\$ 700,344.58	
<b>Total CASH IN BANK:</b>			\$ 6,666,026.86

**ACCOUNTS RECEIVABLE**

11500-001-0001-000	COLLIER COUNTY RECEIVABLE	\$ 18,974.67	
11500-001-0003-000	EMPLOYEE RECEIVABLE	\$ 8,012.87	
11500-001-0004-000	YEAR END ACCOUNTS RECEIVABLE	\$ 189.61	
11500-001-0007-000	MISCELLANEOUS RECEIVABLE	\$ 40,912.97	
11500-001-0008-000	MISC. RECEIVABLE- PREVENTION	\$ 26,360.00	
11500-001-0009-000	COLLIER COUNTY RECEIVABLE	\$ 1,207.24	
11500-001-0011-000	RETURNED CHECKS	\$ 160.00	
11500-001-0013-000	FALSE ALARM RECEIVABLE	\$ 2,735.43	
<b>Total ACCOUNTS RECEIVABLE:</b>			\$ 98,552.79

**DUE FROM OTHER FUNDS**

13300-001-0000-001	DUE FROM M63	\$ 19,048.01	
<b>Total DUE FROM OTHER FUNDS:</b>			\$ 19,048.01

**PROPERTY HELD FOR SALE**

15000-001-0000-000	PROPERTY HELD FOR SALE	\$ 1,000,000.00	
<b>Total PROPERTY HELD FOR SALE:</b>			\$ 1,000,000.00

**PREPAID**

15500-001-0000-000	PREPAID EXPENSES	\$ 6,356.68	
15500-001-0001-000	PREPAID INSURANCE	\$ 18,982.03	
15500-001-0004-000	DEPOSIT IN ZENNITH FOR GRIT CLAIMS	\$ 20,732.79	
<b>Total PREPAID:</b>			\$ 46,071.50
<b>Total Assets:</b>			\$ 7,829,699.16

**Liabilities**

**VOUCHER PAYABLE**

20100-001-0000-001	VOUCHERS PAYABLE	\$ 926.86	
20100-001-0000-002	AFLAC - PRE TAX	\$-21.54	
20100-001-0000-003	AFLAC - POST TAX	\$-8.52	
20100-001-0000-009	EE ELECTIVE LIFE INS - STANDARD INS	\$-43.94	
20100-001-0000-010	EE CONTRIBUTION TO FRS	\$-0.08	
20100-001-0000-013	FSA CONTRIBUTION	\$ 4,924.20	
20100-001-0000-017	Garnishment %	\$ 1,610.93	
20100-001-0000-022	FSA Contributions from Prior Year	\$ 833.88	
<b>Total VOUCHER PAYABLE:</b>			\$ 8,221.79

**DUE TO OTHER FUNDS**

20700-001-0001-000	DUE TO IMPACT FEE FUND FROM GENERAL	\$ 1,000,000.00	
<b>Total DUE TO OTHER FUNDS:</b>			\$ 1,000,000.00

**OTHER CURRENT LIABILITIES**

22900-001-0001-000	GRIT BANKRUPTCY DISPURSEMENT	\$ 33,853.64	
<b>Total OTHER CURRENT LIABILITIES:</b>			\$ 33,853.64

Run Date: 12/5/2017 4:16:30PM  
G/L Date: 9/30/2017

Page: 1

12/8/2017

9

**Balance Sheet**  
**As of 11/30/2017**

**Greater Naples Fire Rescue District (GNF)**

		<b>Total Liabilities:</b>	\$ 1,042,075.43
<b>Equity</b>			
<b>PREPAID EXPENSES</b>			
27300-000-0000-001	PREPAID EXPENSES	\$ 294,448.67	
27300-000-0000-002	LAND HELD FOR SALE	\$ 1,000,000.00	
<b>Total PREPAID EXPENSES:</b>			\$ 1,294,448.67
<b>FUND BALANCE</b>			
28100-001-0000-000	FUND BALANCE - RESTRICTED	\$ 697,321.00	
28300-001-0000-000	FUND BALANCE ASSIGNED	\$ 3,160,440.00	
28400-001-0000-000	FUND BALANCE - UNASSIGNED	\$ 4,288,284.63	
28400-001-0000-002	FUND BALANCE CURRENT YEAR	\$-1,961,020.76	
28400-001-0000-002	Retained Earnings-Current Year	\$-691,849.81	
<b>Total FUND BALANCE:</b>			\$ 5,493,175.06
<b>Total Equity:</b>			\$ 6,787,623.73
<b>Total Liabilities &amp; Equity:</b>			\$ 7,829,699.16

**GNFRD INCOME STATEMENT**  
**For The 2 Periods Ended 11/30/2017**

**Greater Naples Fire Rescue District (GNF)**

		Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
<b>Revenue</b>									
<b>TAXES</b>									
31100-001-0000-001	AD VALOREM	3,656,129.23	90.19	2,061,917.75	86.73	3,810,015.01	89.59	24,743,013.00	86.73
31100-001-0000-002	PRIOR YEAR TAXES	318.44	0.01	416.67	0.02	318.44	0.01	5,000.00	0.02
31100-001-0000-003	WARRANT DISTRIBUTIONS	211.02	0.01	1,054.17	0.04	211.02	0.00	12,650.00	0.04
31100-001-0000-004	COUNTY HELD DISTRIBUTIONS	36.00	0.00	52.08	0.00	36.00	0.00	625.00	0.00
31100-001-0000-005	AD VALOREM INTEREST	0.00	0.00	66.67	0.00	0.00	0.00	800.00	0.00
31100-001-0000-007	EXCESS FEES	0.00	0.00	5,833.33	0.25	0.00	0.00	70,000.00	0.25
31100-001-2060-012	AD VALOREM - OCHOPEE	227,097.50	5.60	120,028.42	5.05	227,097.50	5.34	1,440,341.00	5.05
31100-001-2060-013	OCHOPEE MANAGEMENT FEE	0.00	0.00	47,091.67	1.98	0.00	0.00	565,100.00	1.98
<b>Total TAXES:</b>		<b>3,883,792.19</b>	<b>95.81</b>	<b>2,236,460.76</b>	<b>94.07</b>	<b>4,037,677.97</b>	<b>94.95</b>	<b>26,837,529.00</b>	<b>94.07</b>
<b>INSPECTION FEES NEW</b>									
32901-001-0000-010	INSPECTION FEES NEW CONSTRUCTION	61,540.17	1.52	40,791.67	1.72	61,540.17	1.45	489,500.00	1.72
32901-001-0000-011	INSP/RE-INSP FEES NEW CONST. - TIMED	450.00	0.01	333.33	0.01	975.00	0.02	4,000.00	0.01
32901-001-0000-012	RE-INSPECTION - NEW	475.00	0.01	4,333.33	0.18	1,675.00	0.04	52,000.00	0.18
32901-001-0000-014	KEY BOX INSPECTION - NEW	0.00	0.00	550.00	0.02	0.00	0.00	6,600.00	0.02
32901-001-0000-015	HYDRANT THRUST BLOCK	300.00	0.01	750.00	0.03	300.00	0.01	9,000.00	0.03
32901-001-0000-016	HYDRANT THRUST BLOCK RE-INSP	0.00	0.00	83.33	0.00	0.00	0.00	1,000.00	0.00
32901-001-0000-017	FIRE FLOWS	1,200.00	0.03	2,000.00	0.08	3,450.00	0.08	24,000.00	0.08
32901-001-0000-018	FIRE FLOW RE-INSPECTION	0.00	0.00	150.00	0.01	450.00	0.01	1,800.00	0.01
32901-001-2060-000	INSPECTION FEES NEW - OCHOPEE	0.00	0.00	250.00	0.01	0.00	0.00	3,000.00	0.01
<b>Total INSPECTION FEES NEW:</b>		<b>63,965.17</b>	<b>1.58</b>	<b>49,241.66</b>	<b>2.07</b>	<b>68,390.17</b>	<b>1.61</b>	<b>590,900.00</b>	<b>2.07</b>
<b>INSPECTION FEES EXISTING</b>									
32910-001-1000-110	INSP. FEES EXISTING - TIMED	0.00	0.00	12.50	0.00	0.00	0.00	150.00	0.00
32910-001-1000-111	OCCUPATIONAL INSPECTION	1,125.00	0.03	2,258.75	0.10	3,225.00	0.08	27,105.00	0.10
32910-001-1000-112	RE-INSPECTION FEES - EXISTING	0.00	0.00	250.00	0.01	50.00	0.00	3,000.00	0.01
32910-001-1000-113	INSPECTION FEES 0 - 3,000 SQ FT EXISTING	300.00	0.01	416.67	0.02	750.00	0.02	5,000.00	0.02
32910-001-1000-114	INSPECTION FEES 3,001 - 30,000 SQ FT - E	250.00	0.01	250.00	0.01	350.00	0.01	3,000.00	0.01
32910-001-1000-115	INSPECTION FEES 30,001 - 100,000 SQ FT - E	300.00	0.01	208.33	0.01	450.00	0.01	2,500.00	0.01
32910-001-1000-116	INSPECTION FEES OVER 100,000 SQ FT - E	0.00	0.00	500.00	0.02	0.00	0.00	6,000.00	0.02
32910-001-1000-117	KEY BOX INSPECTIONS - EXISTING	75.00	0.00	20.83	0.00	300.00	0.01	250.00	0.00
<b>Total INSPECTION FEES EXISTING:</b>		<b>2,050.00</b>	<b>0.05</b>	<b>3,917.08</b>	<b>0.16</b>	<b>5,125.00</b>	<b>0.12</b>	<b>47,005.00</b>	<b>0.16</b>
<b>FIREFIGHTERS SUPPLEMENT INCOME</b>									
33500-001-0000-210	FIREFIGHTER SUPPLEMENTAL INCOME	15,200.00	0.37	5,080.00	0.21	15,200.00	0.36	60,960.00	0.21
<b>Total FIREFIGHTERS SUPPLEMENT INCOME:</b>		<b>15,200.00</b>	<b>0.37</b>	<b>5,080.00</b>	<b>0.21</b>	<b>15,200.00</b>	<b>0.36</b>	<b>60,960.00</b>	<b>0.21</b>

Run Date: 12/5/2017 4:15:10PM  
G/L Date: 9/30/2017

Page: 1

12/8/2017

11

**GNFRD INCOME STATEMENT**  
**For The 2 Periods Ended 11/30/2017**

**Greater Naples Fire Rescue District (GNF)**

		Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
<b>FIRE &amp; LIFE SAFETY CHARGES &amp; FEES</b>									
34200-001-0000-202	REIMBURSEMENT FOR OT	0.00	0.00	916.67	0.04	0.00	0.00	11,000.00	0.04
34200-001-0000-203	FALSE ALARMS	3,550.00	0.09	2,083.33	0.09	3,300.00	0.08	25,000.00	0.09
34200-001-0000-204	FIRE WATCH	1,400.00	0.03	604.17	0.03	1,400.00	0.03	7,250.00	0.03
34200-001-0000-206	ISO LETTERS	0.00	0.00	25.00	0.00	25.00	0.00	300.00	0.00
34200-001-0000-207	KEY BOXES SOLD	80.00	0.00	20.83	0.00	270.00	0.01	250.00	0.00
34200-001-0000-208	DUPLICATE NOC'S	50.00	0.00	83.33	0.00	80.00	0.00	1,000.00	0.00
34200-001-0000-209	DEFICIENCY REVIEWS	0.00	0.00	250.00	0.01	300.00	0.01	3,000.00	0.01
34200-001-0000-210	VARIANCE REQUESTS	200.00	0.00	208.33	0.01	300.00	0.01	2,500.00	0.01
34200-001-0000-211	FIRE WORK PERMITS	0.00	0.00	125.00	0.01	0.00	0.00	1,500.00	0.01
34200-001-0000-212	TRAINING DONE BY F & L SAFETY	0.00	0.00	50.00	0.00	80.00	0.00	600.00	0.00
34200-001-0000-904	SPECIAL EVENT INSPECTION FEES	0.00	0.00	41.67	0.00	0.00	0.00	500.00	0.00
34200-001-0000-905	OTHER F & L MISC. INCOME	350.00	0.01	41.67	0.00	619.65	0.01	500.00	0.00
<b>Total FIRE &amp; LIFE SAFETY CHARGES &amp; FEES:</b>		5,630.00	0.14	4,450.00	0.19	6,374.65	0.15	53,400.00	0.19
<b>INTEREST EARNINGS</b>									
36100-001-0000-001	INTEREST EARNINGS	1,606.72	0.04	2,500.00	0.11	3,223.16	0.08	30,000.00	0.11
<b>Total INTEREST EARNINGS:</b>		1,606.72	0.04	2,500.00	0.11	3,223.16	0.08	30,000.00	0.11
<b>RENTALS &amp; LEASES</b>									
36200-001-0000-001	ADMIN RENTAL PROPERTY	200.00	0.00	200.00	0.01	800.00	0.02	2,400.00	0.01
36200-001-0000-002	CELL TOWER LEASE CONTRACT	3,203.80	0.08	10,833.33	0.46	6,407.60	0.15	130,000.00	0.46
36200-001-0000-003	PUBLIC SAFETY - STATION 21	1,169.92	0.03	470.00	0.02	3,388.38	0.08	5,640.00	0.02
36200-001-0000-004	PUBLIC SAFETY - STATION 22	1,207.24	0.03	408.33	0.02	1,955.11	0.05	4,900.00	0.02
36200-001-0000-005	PUBLIC SAAFTY - STATION 23	300.00	0.01	300.00	0.01	600.00	0.01	3,600.00	0.01
36200-001-0000-006	PUBLIC SAFETY - STATION 20	1,607.20	0.04	470.00	0.02	2,925.22	0.07	5,640.00	0.02
<b>Total RENTALS &amp; LEASES:</b>		7,688.16	0.19	12,681.66	0.53	16,076.31	0.38	152,180.00	0.53
<b>DISPOSITION OF FIXED ASSETS</b>									
36400-001-0000-001	DISPOSITION OF FIXED ASSETS	44,423.00	1.10	1,250.00	0.05	44,423.00	1.04	15,000.00	0.05
<b>Total DISPOSITION OF FIXED ASSETS:</b>		44,423.00	1.10	1,250.00	0.05	44,423.00	1.04	15,000.00	0.05
<b>CONTRIBUTIONS AND DONATIONS</b>									
36600-001-0000-001	CONTRIBUTIONS AND DONATIONS	0.00	0.00	125.00	0.01	2,500.00	0.06	1,500.00	0.01
<b>Total CONTRIBUTIONS AND DONATIONS:</b>		0.00	0.00	125.00	0.01	2,500.00	0.06	1,500.00	0.01
<b>OTHER MISCELLANEOUS INCOME</b>									
36900-001-0000-901	BLS TRAINING	0.00	0.00	41.67	0.00	0.00	0.00	500.00	0.00
36900-001-0000-902	FIRE MARSHALL MOU REIMBURSEMENT	0.00	0.00	3,750.00	0.16	12,732.20	0.30	45,000.00	0.16

Run Date: 12/5/2017 4:15:10PM  
G/L Date: 9/30/2017

Page: 2

12/8/2017

12

**GNFRD INCOME STATEMENT**  
**For The 2 Periods Ended 11/30/2017**

**Greater Naples Fire Rescue District (GNF)**

		Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
<b>OTHER MISCELLANEOUS INCOME</b>		(Continued)							
36900-001-0000-904	SHOP REVENUE	25,997.26	0.64	7,979.17	0.34	37,491.74	0.88	95,750.00	0.34
36900-001-0000-906	OTHER MISC. INCOME	3,245.24	0.08	0.00	0.00	3,422.50	0.08	0.00	0.00
36900-001-2060-901	MM63 EMPLOYEE COST REIMBURSEMENT	0.00	0.00	50,000.00	2.10	0.00	0.00	600,000.00	2.10
<b>Total OTHER MISCELLANEOUS INCOME:</b>		29,242.50	0.72	61,770.84	2.60	53,646.44	1.26	741,250.00	2.60
<b>Total Revenue:</b>		4,053,597.74	100.00	2,377,477.00	100.00	4,252,636.70	100.00	28,529,724.00	100.00
<b>Gross Profit:</b>		4,053,597.74	100.00	2,377,477.00	100.00	4,252,636.70	100.00	28,529,724.00	100.00
<b>Expenses</b>									
<b>LEGISLATIVE SALARIES</b>									
51100-001-0000-011	LEGISLATIVE SALARIES (COMMISSIONRS)	4,000.00	0.10	4,000.00	0.17	4,999.86	0.12	48,000.00	0.17
<b>Total LEGISLATIVE SALARIES:</b>		4,000.00	0.10	4,000.00	0.17	4,999.86	0.12	48,000.00	0.17
<b>EXECUTIVE SALARIES &amp; WAGES</b>									
51200-001-0000-011	EXECUTIVE SALARIES	114,547.25	2.83	118,363.92	4.98	204,223.36	4.80	1,420,367.00	4.98
51200-001-0000-012	EXECUTIVE 175 PENSION CONTRACTUAL	396.65	0.01	395.83	0.02	697.87	0.02	4,750.00	0.02
<b>Total EXECUTIVE SALARIES &amp; WAGES:</b>		114,943.90	2.84	118,759.75	5.00	204,921.23	4.82	1,425,117.00	5.00
<b>ADMINISTRATIVE SALARIES</b>									
51300-001-1000-012	SALARIES - NON BARGAINING (ADMIN,SHO	69,476.62	1.71	89,358.42	3.76	122,334.47	2.88	1,072,301.00	3.76
51300-001-1000-014	OVERTIME (NON-BARGAINING)	1,680.00	0.04	6,462.50	0.27	4,770.39	0.11	77,550.00	0.27
<b>Total ADMINISTRATIVE SALARIES:</b>		71,156.62	1.76	95,820.92	4.03	127,104.86	2.99	1,149,851.00	4.03
<b>BARGAINING UNIT SHIFT SALARIES &amp; WAGES</b>									
51310-001-2000-012	BARGAINING UNIT SALARIES - SHIFT	821,097.89	20.26	891,870.83	37.51	1,462,839.50	34.40	10,702,450.00	37.51
51310-001-2000-013	FIREFIGHTERS - PART TIME	2,016.00	0.05	13,104.00	0.55	4,350.43	0.10	157,248.00	0.55
51310-001-2000-014	OVERTIME - SHIFT	203,534.28	5.02	112,724.33	4.74	324,855.45	7.64	1,352,692.00	4.74
<b>Total BARGAINING UNIT SHIFT SALARIES &amp; WAGES:</b>		1,026,648.17	25.33	1,017,699.16	42.81	1,792,045.38	42.14	12,212,390.00	42.81
<b>BARGAINING UNIT - NON SHIFT</b>									
51320-001-3000-012	BARGAINING UNIT NON SHIFT	0.00	0.00	60,993.25	2.57	0.00	0.00	731,919.00	2.57
51320-001-3000-013	FIRE & LIFE SAFETY WAGES	56,050.22	1.38	0.00	0.00	99,446.96	2.34	0.00	0.00
51320-001-3000-014	OVERTIME FIRE & LIFE SAFETY	11,052.05	0.27	10,416.67	0.44	14,071.01	0.33	125,000.00	0.44
<b>Total BARGAINING UNIT - NON SHIFT:</b>		67,102.27	1.66	71,409.92	3.00	113,517.97	2.67	856,919.00	3.00
<b>EARNINGS OTHER</b>									
51330-001-9000-011	DISPLACEMENT PAY	0.00	0.00	12.50	0.00	0.00	0.00	150.00	0.00
51330-001-9000-013	HOLIDAY	560.00	0.01	18,772.33	0.79	1,120.00	0.03	225,268.00	0.79

Run Date: 12/5/2017 4:15:10PM

G/L Date: 9/30/2017

Page: 3

12/8/2017

13

**GNFRD INCOME STATEMENT**  
**For The 2 Periods Ended 11/30/2017**

**Greater Naples Fire Rescue District (GNF)**

		Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
<b>EARNINGS OTHER</b>		(Continued)							
51330-001-9000-014	VACATION	0.00	0.00	10,000.00	0.42	13,753.23	0.32	120,000.00	0.42
51330-001-9000-015	SICK TIME	0.00	0.00	21,363.92	0.90	8,891.25	0.21	256,367.00	0.90
51330-001-9000-016	457 CONTRACTUAL	384.62	0.01	408.33	0.02	686.82	0.02	4,900.00	0.02
51330-001-9011-012	CLOTHING ALLOWANCE	0.00	0.00	100.00	0.00	0.00	0.00	1,200.00	0.00
<b>Total EARNINGS OTHER:</b>		944.62	0.02	50,657.08	2.13	24,451.30	0.57	607,885.00	2.13
<b>DEBT SERVICE</b>									
51700-001-0000-071	DEBT SERVICE - PRINCIPAL PAYMENT	699.76	0.02	23,122.00	0.97	24,939.73	0.59	277,464.00	0.97
51700-001-0000-072	DEBT SERVICE - INTEREST PAYMENT	0.00	0.00	6,333.33	0.27	5,812.30	0.14	76,000.00	0.27
<b>Total DEBT SERVICE:</b>		699.76	0.02	29,455.33	1.24	30,752.03	0.72	353,464.00	1.24
<b>FICA TAXES</b>									
52201-001-0000-011	FICA TAXES	94,478.28	2.33	103,873.67	4.37	189,433.36	4.45	1,246,484.00	4.37
<b>Total FICA TAXES:</b>		94,478.28	2.33	103,873.67	4.37	189,433.36	4.45	1,246,484.00	4.37
<b>RETIREMENT CONTRIBUTIONS</b>									
52202-001-0010-022	FRS CONTRIBUTIONS	203,426.35	5.02	187,815.83	7.90	407,314.78	9.58	2,253,790.00	7.90
52202-001-0011-022	175 RETIREMENT PLAN CONTRIBUTIONS	43,680.06	1.08	48,770.75	2.05	89,774.79	2.11	585,249.00	2.05
52202-001-0012-022	NATIONWIDE RETIREMENT PLAN	3,315.62	0.08	5,000.00	0.21	6,597.55	0.16	60,000.00	0.21
52202-001-0013-022	DISTRICT DEF COMP MATCH	1,550.00	0.04	863.75	0.04	3,100.00	0.07	10,365.00	0.04
<b>Total RETIREMENT CONTRIBUTIONS:</b>		251,972.03	6.22	242,450.33	10.20	506,787.12	11.92	2,909,404.00	10.20
<b>LIFE AND HEALTH INSURANCE</b>									
52205-001-0010-023	INS BENEFITS FIXED - DENTAL	1,351.12	0.03	1,417.00	0.06	2,750.32	0.06	17,004.00	0.06
52205-001-0011-023	INSURANCE BENEFITS FIXED - LIFE INSUR.	3,689.05	0.09	3,597.00	0.15	11,143.86	0.26	43,164.00	0.15
52205-001-0012-023	INS BENEFITS FIXED - MEDICAL	498,026.35	12.29	237,177.42	9.98	741,519.85	17.44	2,846,129.00	9.98
52205-001-0013-023	INS BENEFITS FIXED - STD/LTD	8,269.27	0.20	8,183.50	0.34	24,798.65	0.58	98,202.00	0.34
52205-001-0014-023	INS BENEFITS FIXED - VISION	2,310.40	0.06	2,680.00	0.11	6,952.31	0.16	32,160.00	0.11
52205-001-0015-023	INS BENEFITS - DENTAL CLAIMS	14,018.09	0.35	11,916.67	0.50	14,018.09	0.33	143,000.00	0.50
52205-001-0016-023	INS BENEFITS - MEDICAL HRA	78,199.25	1.93	47,666.67	2.00	141,358.25	3.32	572,000.00	2.00
<b>Total LIFE AND HEALTH INSURANCE:</b>		605,863.53	14.95	312,638.26	13.15	942,541.33	22.16	3,751,659.00	13.15
<b>WORKERS COMPENSATION</b>									
52210-001-0010-024	WORKERS COMPENSATION PREMIUM	33,753.65	0.83	33,299.92	1.40	168,968.30	3.97	399,599.00	1.40
52210-001-0012-024	EXPENSES FOR GRIT CLAIMANTS	398.89	0.01	208.33	0.01	398.89	0.01	2,500.00	0.01
<b>Total WORKERS COMPENSATION:</b>		34,152.54	0.84	33,508.25	1.41	169,367.19	3.98	402,099.00	1.41
<b>UNEMPLOYMENT COMPENSATION</b>									

Run Date: 12/5/2017 4:15:10PM  
G/L Date: 9/30/2017

Page: 4

12/8/2017

14



**GNFRD INCOME STATEMENT**  
**For The 2 Periods Ended 11/30/2017**

**Greater Naples Fire Rescue District (GNF)**

		Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
<b>UNEMPLOYMENT COMPENSATION</b>		(Continued)							
52215-001-0000-025	RE-EMPLOYMENT TAX	0.00	0.00	5,183.17	0.22	0.00	0.00	62,198.00	0.22
52215-001-0000-026	POST EMPLOYMENT BENEFITS (PEHP)	0.00	0.00	13,750.00	0.58	0.00	0.00	165,000.00	0.58
<b>Total UNEMPLOYMENT COMPENSATION:</b>		0.00	0.00	18,933.17	0.80	0.00	0.00	227,198.00	0.80
<b>PROFESSIONAL SERVICES</b>									
52220-001-0000-031	PROFESSIONAL SERVICES	18,216.04	0.45	23,045.83	0.97	18,360.04	0.43	276,550.00	0.97
52220-001-0011-031	CONTRACTUAL SERVICES - ADV COLLECT	73,241.18	1.81	37,500.00	1.58	77,068.90	1.81	450,000.00	1.58
52220-001-0012-031	CONTRACTUAL SERVICES - IMPACT FEE C	1,001.48	0.02	1,000.00	0.04	1,759.41	0.04	12,000.00	0.04
52220-001-0013-031	CONTRACTUAL SERVICES - PROPERTY AP	26,072.74	0.64	10,530.00	0.44	26,072.74	0.61	126,360.00	0.44
52220-001-1000-031	CONTRACTUAL SERVICES - GENERAL OPE	33,415.04	0.82	30,043.17	1.26	77,423.52	1.82	360,518.00	1.26
52220-001-2060-031	CONTRACTUAL SERVICES - OCHOPEE	320.00	0.01	1,633.75	0.07	1,623.88	0.04	19,605.00	0.07
52220-001-3000-031	CONTRACTUAL SERV FIRE & LIFE SAFETY	1,223.44	0.03	0.00	0.00	1,989.33	0.05	0.00	0.00
52220-001-4000-031	CONTRACTUAL SERVICES SHOP	0.00	0.00	2,250.00	0.09	0.00	0.00	27,000.00	0.09
<b>Total PROFESSIONAL SERVICES:</b>		153,489.92	3.79	106,002.75	4.46	204,297.82	4.80	1,272,033.00	4.46
<b>ACCOUNTING &amp; AUDITING</b>									
52225-001-0000-032	ACCOUNTING & AUDITING	1,000.00	0.02	2,308.33	0.10	1,000.00	0.02	27,700.00	0.10
<b>Total ACCOUNTING &amp; AUDITING:</b>		1,000.00	0.02	2,308.33	0.10	1,000.00	0.02	27,700.00	0.10
<b>CURRENT CHARGES</b>									
52230-001-0000-037	CURRENT CHARGES	1,254.60	0.03	3,690.00	0.16	3,822.25	0.09	44,280.00	0.16
<b>Total CURRENT CHARGES:</b>		1,254.60	0.03	3,690.00	0.16	3,822.25	0.09	44,280.00	0.16
<b>TRAVEL &amp; PER DIEM</b>									
52235-001-0010-040	EMPLOYEE TOLLS REIMBURSEMENT	0.00	0.00	12.50	0.00	0.00	0.00	150.00	0.00
<b>Total TRAVEL &amp; PER DIEM:</b>		0.00	0.00	12.50	0.00	0.00	0.00	150.00	0.00
<b>COMMUNICATIONS &amp; FREIGHT</b>									
52240-001-0000-041	COMMUNICATIONS- CELL PHONES	950.00	0.02	3,250.00	0.14	3,096.95	0.07	39,000.00	0.14
52240-001-0000-042	FREIGHT & POSTAGE SERVICES	7.50	0.00	291.67	0.01	797.40	0.02	3,500.00	0.01
52240-001-0015-041	COMMUNICATIONS-GENERAL	10,527.30	0.26	10,541.67	0.44	17,830.99	0.42	126,500.00	0.44
52240-001-2060-041	COMMUNICATIONS - OCHOPEE	2,358.23	0.06	1,666.67	0.07	3,913.48	0.09	20,000.00	0.07
<b>Total COMMUNICATIONS &amp; FREIGHT:</b>		13,843.03	0.34	15,750.01	0.66	25,638.82	0.60	189,000.00	0.66
<b>UTILITY SERVICES</b>									
52245-001-0000-043	UTILITIES	17,654.39	0.44	13,875.83	0.58	32,446.82	0.76	166,510.00	0.58
52245-001-2060-043	UTILITY SERVICES - OCHOPEE	936.44	0.02	1,062.50	0.04	1,881.22	0.04	12,750.00	0.04
<b>Total UTILITY SERVICES:</b>		18,590.83	0.46	14,938.33	0.63	34,328.04	0.81	179,260.00	0.63

Run Date: 12/5/2017 4:15:10PM  
G/L Date: 9/30/2017

Page: 5

12/8/2017

15

**GNFRD INCOME STATEMENT**  
**For The 2 Periods Ended 11/30/2017**

**Greater Naples Fire Rescue District (GNF)**

		Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
<b>RENTALS &amp; LEASES</b>									
52250-001-0000-044	RENTALS & LEASES	2,643.12	0.07	583.33	0.02	5,412.12	0.13	7,000.00	0.02
52250-001-0100-044	RENTALS & LEASES - FACILITIES	0.00	0.00	2,500.00	0.11	0.00	0.00	30,000.00	0.11
52250-001-3000-044	RENTALS & LEASES E-FLEET	5,183.99	0.13	5,180.75	0.22	10,364.72	0.24	62,169.00	0.22
<b>Total RENTALS &amp; LEASES:</b>		7,827.11	0.19	8,264.08	0.35	15,776.84	0.37	99,169.00	0.35
<b>INSURANCE GENERAL</b>									
52255-001-0000-045	GENERAL INSURANCE	2,009.00	0.05	30,425.50	1.28	2,009.00	0.05	365,106.00	1.28
<b>Total INSURANCE GENERAL:</b>		2,009.00	0.05	30,425.50	1.28	2,009.00	0.05	365,106.00	1.28
<b>REPAIR &amp; MAINT</b>									
52260-001-0000-046	REPAIR & MAINTENANCE - RADIO	2,605.00	0.06	916.67	0.04	2,605.00	0.06	11,000.00	0.04
52260-001-1000-046	REPAIR & MAINTENANCE - ADMIN	59.36	0.00	2,500.00	0.11	59.36	0.00	30,000.00	0.11
52260-001-1050-046	REPAIR & MAINTENANCE - FACILITIES	0.00	0.00	8,566.67	0.36	0.00	0.00	102,800.00	0.36
52260-001-2000-046	REPAIR & MAINTENANCE - OPERATIONS	7,539.17	0.19	958.33	0.04	25,510.26	0.60	11,500.00	0.04
52260-001-2060-046	REPAIR AND MAINTENANCE - OCHOPEE	625.00	0.02	1,166.67	0.05	625.00	0.01	14,000.00	0.05
52260-001-3000-046	REPAIR & MAINT. FIRE & LIFE SAFETY	31.00	0.00	833.33	0.04	31.00	0.00	10,000.00	0.04
52260-001-4010-046	VEHICLE REPAIR - GNFRD VEHICLES	35,327.25	0.87	25,000.00	1.05	81,496.56	1.92	300,000.00	1.05
52260-001-4011-046	VEHICLE REPAIR - NON GNFRD	14,708.16	0.36	2,500.00	0.11	20,640.21	0.49	30,000.00	0.11
52260-001-4012-046	REPAIR & MAINTENANCE - MARINE VESSEL	0.00	0.00	625.00	0.03	2,729.64	0.06	7,500.00	0.03
52260-001-4060-046	VEHICLE REPAIR - OCHOPEE	1,264.06	0.03	2,500.00	0.11	4,621.94	0.11	30,000.00	0.11
52260-001-4061-046	REPAIR & MAINT-OCHOPEE- MARINE VESSEL	0.00	0.00	500.00	0.02	0.00	0.00	6,000.00	0.02
52260-001-6010-046	REPAIR & MAINTENANCE - DIVE EQUIP	0.00	0.00	1,408.33	0.06	0.00	0.00	16,900.00	0.06
52260-001-6012-046	REPAIR & MAINTENANCE - SCBA	0.00	0.00	833.33	0.04	0.00	0.00	10,000.00	0.04
52260-001-7000-046	REPAIR & MAINTENANCE - MEDICAL	35.00	0.00	375.00	0.02	35.00	0.00	4,500.00	0.02
52260-001-9000-046	REPAIR & MAINTENANCE - INSURANCE REPAIR	-10,257.35	-0.25	0.00	0.00	-12,114.55	-0.28	0.00	0.00
<b>Total REPAIR &amp; MAINT:</b>		51,936.65	1.28	48,683.33	2.05	126,239.42	2.97	584,200.00	2.05
<b>PRINTING</b>									
52265-001-0000-047	PRINTING & BINDING	0.00	0.00	166.67	0.01	0.00	0.00	2,000.00	0.01
<b>Total PRINTING:</b>		0.00	0.00	166.67	0.01	0.00	0.00	2,000.00	0.01
<b>OFFICE SUPPLIES</b>									
52270-001-0000-051	OFFICE SUPPLIES	334.25	0.01	958.33	0.04	877.95	0.02	11,500.00	0.04
<b>Total OFFICE SUPPLIES:</b>		334.25	0.01	958.33	0.04	877.95	0.02	11,500.00	0.04
<b>FUELS &amp; LUBRICANTS</b>									
52275-001-0010-052	FUELS & LUBRICANTS	5,573.18	0.14	958.33	0.04	7,575.68	0.18	11,500.00	0.04
52275-001-0011-052	FUELS & LUBRICANTS - UNLEADED	3,545.06	0.09	4,416.67	0.19	7,191.57	0.17	53,000.00	0.19

Run Date: 12/5/2017 4:15:10PM

G/L Date: 9/30/2017

Page: 6

12/8/2017

16

**GNFRD INCOME STATEMENT**  
**For The 2 Periods Ended 11/30/2017**

**Greater Naples Fire Rescue District (GNF)**

		Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
<b>FUELS &amp; LUBRICANTS</b>		(Continued)							
52275-001-0012-052	FUELS & LUBRICANTS - DIESEL	15,767.55	0.39	9,583.33	0.40	25,064.43	0.59	115,000.00	0.40
52275-001-0060-052	FUEL - OCHOPEE	0.00	0.00	708.33	0.03	0.00	0.00	8,500.00	0.03
52275-001-0090-052	MARINE NON-ETHANOL UNLEADED	796.05	0.02	708.33	0.03	986.05	0.02	8,500.00	0.03
<b>Total FUELS &amp; LUBRICANTS:</b>		25,681.84	0.63	16,374.99	0.69	40,817.73	0.96	196,500.00	0.69
<b>OPERATING SUPPLIES</b>									
52285-001-1000-052	OPERATING SUPPLIES - ADMIN	0.00	0.00	250.00	0.01	0.00	0.00	3,000.00	0.01
52285-001-2000-052	OPERATING SUPPLIES - OPS	6,033.92	0.15	2,916.67	0.12	6,598.84	0.16	35,000.00	0.12
52285-001-2060-052	OPERATING SUPPLIES - OCHOPEE	0.00	0.00	291.67	0.01	0.00	0.00	3,500.00	0.01
52285-001-3000-052	OPERATING SUPPLIES - FIRE & LIFE SAFET	0.00	0.00	1,250.00	0.05	0.00	0.00	15,000.00	0.05
52285-001-4000-052	OPERATING SUPPLIES - FLEET	1,101.15	0.03	833.33	0.04	1,275.67	0.03	10,000.00	0.04
52285-001-5000-052	OPERATING SUPPLIES - TRAINING	0.00	0.00	416.67	0.02	0.00	0.00	5,000.00	0.02
52285-001-6000-052	OPERATING SUPPLIES - SPECIAL OPS	0.00	0.00	458.33	0.02	0.00	0.00	5,500.00	0.02
52285-001-7000-052	OPERATING SUPPLIES - MEDICAL	1,032.54	0.03	4,166.67	0.18	1,157.31	0.03	50,000.00	0.18
52285-001-8000-052	OPERATING SUPPLIES - FACILITIES/MAINT	0.00	0.00	458.33	0.02	0.00	0.00	5,500.00	0.02
<b>Total OPERATING SUPPLIES:</b>		8,167.61	0.20	11,041.67	0.46	9,031.82	0.21	132,500.00	0.46
<b>EXTRAORDINARY ITEMS</b>									
52900-001-0000-099	EXTRAORDINARY ITEMS	130,368.39	3.22	0.00	0.00	130,368.39	3.07	0.00	0.00
<b>Total EXTRAORDINARY ITEMS:</b>		130,368.39	3.22	0.00	0.00	130,368.39	3.07	0.00	0.00
<b>SMALL EQUIPMENT</b>									
52910-001-0014-052	SMALL EQUIPMENT - LOGISTICS	0.00	0.00	125.00	0.01	0.00	0.00	1,500.00	0.01
52910-001-1000-049	SMALL EQUIPMENT - ADMIN	207.38	0.01	1,300.00	0.05	207.38	0.00	15,600.00	0.05
52910-001-2000-049	SMALL EQUIPMENT - OPS	10,334.20	0.25	6,947.58	0.29	13,597.19	0.32	83,371.00	0.29
52910-001-2060-049	SMALL EQUIPMENT - OCHOPEE	548.64	0.01	1,000.00	0.04	1,840.59	0.04	12,000.00	0.04
52910-001-3000-049	SMALL EQUIP - FIRE & LIFE SAFETY	0.00	0.00	1,704.67	0.07	0.00	0.00	20,456.00	0.07
52910-001-4000-049	SMALL EQUIPMENT - FLEET	1,746.70	0.04	250.00	0.01	1,746.70	0.04	3,000.00	0.01
52910-001-5000-049	SMALL EQUIP - TRAINING	0.00	0.00	625.00	0.03	0.00	0.00	7,500.00	0.03
52910-001-6010-049	SMALL EQUIP - DIVE RESCUE	0.00	0.00	833.33	0.04	0.00	0.00	10,000.00	0.04
52910-001-6011-049	SMALL EQUIP - HAZ MAT	0.00	0.00	166.67	0.01	0.00	0.00	2,000.00	0.01
52910-001-6012-049	SMALL EQUIP - USAR	0.00	0.00	416.67	0.02	0.00	0.00	5,000.00	0.02
52910-001-7000-049	SMALL EQUIP - MEDICAL	0.00	0.00	416.67	0.02	0.00	0.00	5,000.00	0.02
<b>Total SMALL EQUIPMENT:</b>		12,836.92	0.32	13,785.59	0.58	17,391.86	0.41	165,427.00	0.58
<b>UNIFORMS</b>									
52920-001-1000-052	UNIFORMS - ADMIN	259.29	0.01	916.67	0.04	259.29	0.01	11,000.00	0.04
52920-001-2010-052	UNIFORMS - OPERATIONS	282.20	0.01	7,083.33	0.30	392.20	0.01	85,000.00	0.30

Run Date: 12/5/2017 4:15:10PM  
G/L Date: 9/30/2017

Page: 7

12/8/2017

17

**GNFRD INCOME STATEMENT**  
**For The 2 Periods Ended 11/30/2017**

**Greater Naples Fire Rescue District (GNF)**

		Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
<b>UNIFORMS</b>		(Continued)							
52920-001-2011-052	UNIFORMS - BUNKER GEAR	0.00	0.00	9,475.00	0.40	0.00	0.00	113,700.00	0.40
52920-001-3000-052	UNIFORMS - FIRE & LIFE SAFETY	216.00	0.01	416.67	0.02	326.49	0.01	5,000.00	0.02
52920-001-6000-052	UNIFORMS - SPECIAL OPS	0.00	0.00	208.33	0.01	0.00	0.00	2,500.00	0.01
<b>Total UNIFORMS:</b>		757.49	0.02	18,100.00	0.76	977.98	0.02	217,200.00	0.76
<b>BOOKS, DUES</b>									
52930-001-1000-055	BOOKS, DUES - ADMIN	8,568.04	0.21	3,737.50	0.16	11,047.00	0.26	44,850.00	0.16
52930-001-2000-055	BOOKS, DUES - OPERATIONS	7,042.29	0.17	10,833.33	0.46	7,448.62	0.18	130,000.00	0.46
52930-001-3000-055	BOOKS, DUES - FIRE & LIFE SAFETY	2,616.75	0.06	1,363.75	0.06	3,353.57	0.08	16,365.00	0.06
52930-001-4000-055	BOOKS, DUES - FLEET	60.00	0.00	1,088.33	0.05	60.00	0.00	13,060.00	0.05
52930-001-5000-055	BOOKS, DUES - TRAINING	670.19	0.02	1,916.67	0.08	670.19	0.02	23,000.00	0.08
52930-001-5010-055	BOOKS, DUES - CPR TRAINING	0.00	0.00	83.33	0.00	0.00	0.00	1,000.00	0.00
52930-001-6011-055	BOOKS, DUES - SPECIAL OPS	0.00	0.00	100.00	0.00	0.00	0.00	1,200.00	0.00
52930-001-6012-055	BOOKS, DUES - CERT	0.00	0.00	166.67	0.01	0.00	0.00	2,000.00	0.01
52930-001-7000-055	BOOKS, DUES - MEDICAL	0.00	0.00	708.33	0.03	750.00	0.02	8,500.00	0.03
<b>Total BOOKS, DUES:</b>		18,957.27	0.47	19,997.91	0.84	23,329.38	0.55	239,975.00	0.84
<b>CAPITAL OUTLAY</b>									
52940-001-0000-062	CAPITAL OUTLAY - BUILDING & IMPROVEM	22,395.90	0.55	9,116.67	0.38	53,895.90	1.27	109,400.00	0.38
52940-001-0000-063	CAPITAL OUTLAY - IMPROVEMENTS OTHER	3,137.60	0.08	708.33	0.03	3,137.60	0.07	8,500.00	0.03
52940-001-0000-064	CAPITAL OUTLAY - EQUIP & FURNISHINGS	138,189.58	3.41	10,185.58	0.43	145,171.58	3.41	122,227.00	0.43
52940-001-0000-068	CAPITAL OUTLAY - INTANGIBLE ASSETS	0.00	0.00	1,633.33	0.07	0.00	0.00	19,600.00	0.07
52940-001-0000-069	CAPITAL OUTLAY - VEHICLES	0.00	0.00	17,416.67	0.73	0.00	0.00	209,000.00	0.73
52940-001-0000-070	CAPITAL OUTLAY - FIRE & RESCUE VEHICLE	0.00	0.00	25,000.00	1.05	0.00	0.00	300,000.00	1.05
<b>Total CAPITAL OUTLAY:</b>		163,723.08	4.04	64,060.58	2.69	202,205.08	4.75	768,727.00	2.69
<b>0</b>									
99900-000-0000-000	SUSPENSE ACCOUNT	452.50	0.01	0.00	0.00	452.50	0.01	0.00	0.00
<b>Total 0:</b>		452.50	0.01	0.00	0.00	452.50	0.01	0.00	0.00
<b>Total Expenses:</b>		2,883,192.21	71.13	2,473,766.41	104.05	4,944,486.51	116.27	29,685,197.00	104.05
<b>Net Income from Operations:</b>		1,170,405.53	28.87	-96,289.41	-4.05	-691,849.81	-16.27	-1,155,473.00	-4.05
<b>Earnings before Income Tax:</b>		1,170,405.53	28.87	-96,289.41	-4.05	-691,849.81	-16.27	-1,155,473.00	-4.05
<b>Net Income (Loss):</b>		1,170,405.53	28.87	-96,289.41	-4.05	-691,849.81	-16.27	-1,155,473.00	-4.05

Run Date: 12/5/2017 4:15:10PM  
G/L Date: 9/30/2017

Page: 8

12/8/2017

18

**Balance Sheet**  
**As of 11/30/2017**

**GNFRD Impact Fee (IMP)**

**Assets**

**CASH IN BANK**

10100-301-0000-001	IMPACT FEES (IBERAIBANK)	\$ 3,218,050.74	
	<b>Total CASH IN BANK:</b>		\$ 3,218,050.74

**DUE FROM OTHER FUNDS**

13100-301-0000-001	DUE FROM GENERAL FUND	\$ 1,000,000.00	
	<b>Total DUE FROM OTHER FUNDS:</b>		\$ 1,000,000.00

<b>Total Assets:</b>			<b>\$ 4,218,050.74</b>
----------------------	--	--	------------------------

**Equity**

28100-301-0000-001	FUND BALANCE - IMPACT FEES PRIOR YEAR RESTRICTED	\$ 3,548,594.96	
28100-301-0000-002	Retained Earnings-Current Year	\$ 94,755.05	
28100-301-0000-002	FUND BALANCE IMPACT FEES CURRENT YEAR	\$ 574,700.73	

<b>Total Equity:</b>			<b>\$ 4,218,050.74</b>
----------------------	--	--	------------------------

<b>Total Liabilities &amp; Equity:</b>			<b>\$ 4,218,050.74</b>
--	--	--	------------------------

**Impact Fees Income Statement**  
**For The 2 Periods Ended 11/30/2017**

**GNFRD Impact Fee (IMP)**

		Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
<b>Revenue</b>									
<b>IMPACT FEES</b>									
32400-301-0000-110	IMPACT FEES	100,147.68	98.75	83,000.00	99.45	100,147.68	97.26	996,000.00	99.45
<b>Total IMPACT FEES:</b>		100,147.68	98.75	83,000.00	99.45	100,147.68	97.26	996,000.00	99.45
<b>GRANTS</b>									
33100-301-0000-200	FEDERAL GRANT - PUBLIC SAFETY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
33400-301-0000-200	STATE GRANT - PUBLIC SAFETY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total GRANTS:</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>INTEREST EARNINGS</b>									
36100-301-0000-100	INTEREST	1,272.35	1.25	458.33	0.55	2,824.44	2.74	5,500.00	0.55
<b>Total INTEREST EARNINGS:</b>		1,272.35	1.25	458.33	0.55	2,824.44	2.74	5,500.00	0.55
<b>OTHER MISCELLANEOUS INCOME</b>									
36400-301-0000-000	DISPOSITION OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
36400-301-0000-001	OTHER MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total OTHER MISCELLANEOUS INCOME:</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenue:</b>		101,420.03	100.00	83,458.33	100.00	102,972.12	100.00	1,001,500.00	100.00
<b>Gross Profit:</b>		101,420.03	100.00	83,458.33	100.00	102,972.12	100.00	1,001,500.00	100.00
<b>Expenses</b>									
<b>IMPACT FEE EXPENSE</b>									
51700-301-0000-071	DEBT SERVICES	2,099.26	2.07	23,821.63	28.54	3,148.89	3.06	285,859.56	28.54
51700-301-0000-072	DEBT SERVICES -INTEREST	0.00	0.00	6,258.33	7.50	0.00	0.00	75,100.00	7.50
52200-301-0000-031	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52200-301-0000-032	FREIGHT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52200-301-0000-037	CURRENT CHARGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52200-301-0000-044	RENTAL AND LEASE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52200-301-0000-049	SMALL EQUIPMENT AND TOOLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52200-301-0010-046	NEW VEHICLE SMALL PARTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total IMPACT FEE EXPENSE:</b>		2,099.26	2.07	30,079.96	36.04	3,148.89	3.06	360,959.56	36.04
<b>CAPITAL OUTLAY</b>									
52900-301-0000-061	LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52900-301-0000-062	BUILDINGS AND IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52900-301-0000-063	INFRASTRUCTURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Run Date: 12/4/2017 4:56:57PM  
G/L Date: 12/4/2017

Page: 1

12/8/2017

20

**Impact Fees Income Statement**  
**For The 2 Periods Ended 11/30/2017**

**GNFRD Impact Fee (IMP)**

		Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
<b>CAPITAL OUTLAY</b>		(Continued)							
52900-301-0000-064	EQUIPMENT AND FURNITURE	0.00	0.00	5,000.00	5.99	0.00	0.00	60,000.00	5.99
52900-301-0000-065	CONSTRUCTION WORK IN PROGRESS	0.00	0.00	41,666.67	49.93	0.00	0.00	500,000.00	49.93
52900-301-0000-067	SPECIAL RESPONSE TEAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52900-301-0000-068	INTANGIBLE ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52900-301-0000-069	VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52900-301-0000-070	CAPITAL OUTLAY-FIRE & RESCUE VEHICLE	0.00	0.00	37,500.00	44.93	5,068.18	4.92	450,000.00	44.93
52900-900-0000-059	DEPRECIATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total CAPITAL OUTLAY:</b>		0.00	0.00	84,166.67	100.85	5,068.18	4.92	1,010,000.00	100.85
<b>Total Expenses:</b>		2,099.26	2.07	114,246.63	136.89	8,217.07	7.98	1,370,959.56	136.89
<b>Net Income From Operations:</b>		99,320.77	97.93	-30,788.30	-36.89	94,755.05	92.02	-369,459.56	-36.89
<b>Earnings Before Income Tax:</b>		99,320.77	97.93	-30,788.30	-36.89	94,755.05	92.02	-369,459.56	-36.89
<b>Net Income (Loss):</b>		99,320.77	97.93	-30,788.30	-36.89	94,755.05	92.02	-369,459.56	-36.89

**Balance Sheet**  
**As of 11/30/2017**

**GNFRD Hydrant Fund (HYD)**

**Assets**

10100-101-0000-001	HYDRANT OPERATING ACCOUNT	\$ 432,522.01	
	<b>Total Assets:</b>		<u><u>\$ 432,522.01</u></u>

**Equity**

28200-101-0000-001	FUND BALANCE - HYDRANT ASSIGNED (PRIOR YTD)	\$ 401,708.84	
28200-101-0000-003	Retained Earnings-Current Year	\$ 325.03	
28200-101-0000-003	FUND BALANCE-CURRENT YEAR	<u>\$ 30,488.14</u>	
	<b>Total Equity:</b>		<u><u>\$ 432,522.01</u></u>
	<b>Total Liabilities &amp; Equity:</b>		<u><u>\$ 432,522.01</u></u>

Run Date: 12/4/2017 5:01:13PM  
 G/L Date: 12/4/2017

Page: 1



**HYDRANT FUND INCOME STATEMENT**  
**For The 2 Periods Ended 11/30/2017**

**GNFRD Hydrant Fund (HYD)**

		Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
<b>Revenue</b>									
36100-101-0000-100	INTEREST EARNINGS	159.91	100.00	0.00	0.00	325.03	100.00	0.00	0.00
<b>Total Revenue:</b>		159.91	100.00	0.00	0.00	325.03	100.00	0.00	0.00
<b>Gross Profit:</b>		159.91	100.00	0.00	0.00	325.03	100.00	0.00	0.00
<b>Net Income From Operations:</b>		159.91	100.00	0.00	0.00	325.03	100.00	0.00	0.00
<b>Earnings Before Income Tax:</b>		159.91	100.00	0.00	0.00	325.03	100.00	0.00	0.00
<b>Net Income (Loss):</b>		159.91	100.00	0.00	0.00	325.03	100.00	0.00	0.00



## GREATER NAPLES FIRE RESCUE DISTRICT Operations Report

REPORTING OFFICER	Nolan Sapp, Asst. Fire Chief
TYPE	Monthly - Commission
SUBMITTAL DATE	December 1, 2017

### November 2017

#### The Stats:

Total Incidents	1775
Total Responses	2059 (based on all apparatus)
Medical / Rescue	1133 calls for service.
Percentage Medical	63.8%
Fire / Other	642 calls for service.
Busiest Response Unit	EN75 235 Incidents.
Busiest Day of Week	Wednesday 323 Incidents
Busiest Time of Day	16:00 to 16:59 115 Incidents.

#### I attended the following meetings:

- ❖ CCFCA Communications meeting.
- ❖ CCFCA Operations Section meeting.
- ❖ Weekly Executive Command staff meetings.
- ❖ Battalion Chief daily briefings.
- ❖ Governing Documents.
- ❖ Labor Management meetings
- ❖ District Strategic Planning
- ❖ Labor Management
- ❖ Work with CCSO CAD/MDT operation meeting.
- ❖ Control West communications
- ❖ Florida Fire Chiefs ELSI Course
- ❖ GNFD Section Managers meeting
- ❖ City Barb-B-Q IAP meeting

Greater Naples Fire Rescue District Alarm Summary Report / General Type of Assembly

Greater Naples Fire Rescue District	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Total
*NA	6	7	6	9	7	12	5		1	12	7		72
100 Series Fire	34	23	58	50	48	21	30	21	223	31	30		569
200 Series Overpressure Rupture, Explosion, Overheat(no fire)	3	1		1	3			1	3	3	1		16
300 Series Rescue & Emergency Medical Service Incident	1336	1219	1359	1070	1067	1058	1110	1059	1397	1056	1133		12864
400 Series Hazardous Condition(No fire)	29	11	20	14	24	27	24	24	46	37	23		279
500 Series Service Call	74	77	102	85	74	52	85	67	152	108	84		960
600 Series Good Intent Call	375	326	414	402	330	324	323	326	227	378	396		3821
700 Series False Alarm & False Call	69	82	71	78	73	106	110	93	284	119	100		1185
800 Series Severe Weather						1	4	1	11				17
900 Series Special Incident Type		1					1	1			1		4
<b>Grand Total</b>	<b>1926</b>	<b>1747</b>	<b>2030</b>	<b>1709</b>	<b>1626</b>	<b>1601</b>	<b>1692</b>	<b>1593</b>	<b>2344</b>	<b>1744</b>	<b>1775</b>	<b>0</b>	<b>19787</b>
Responses by day average	62.1	56.4	65.5	57.0	54.2	53.4	56.4	53.1	78.1	58.1	59.2	0.0	54.5
Average by Stations Daily	6	5	6	5	5	5	5	5	7	5	5	0	5
Average Medical vs. other calls for service (combined)	69.4%	69.8%	66.9%	62.6%	65.6%	66.1%	65.6%	66.5%	59.6%	60.6%	63.8%	#DIV/0!	#DIV/0!

General Types of Assembly Usage	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Total
*NA	8	8	9	11	11	13	8	7	12	23	13		123
Assembly	53	58	67	63	45	47	51	48	56	52	55		595
Educational	18	23	15	11	14	16	17	14	15	19	26		188
Health Care, Detention	210	214	252	207	210	233	229	230	167	226	238		2416
Industrial , Utility, Defense, Agriculture, Mining							1	2					3
Mercantile, Business	99	73	76	58	64	72	75	71	66	64	71		789
Outside or Special Property	409	365	435	382	392	371	355	365	350	362	323		4109
Residential	1117	988	1166	969	873	834	940	847	952	974	1032		10692
Storage	12	18	10	8	17	15	16	9	12	24	17		158
<b>GRAND TOTAL</b>	<b>1926</b>	<b>1747</b>	<b>2030</b>	<b>1709</b>	<b>1626</b>	<b>1601</b>	<b>1692</b>	<b>1593</b>	<b>1630</b>	<b>1744</b>	<b>1775</b>	<b>0</b>	<b>19073</b>

GREATER NAPLES FRACTILE TRAVEL TIMES										
FROM 11/1/2017 TO 11/30/2017										
Unit	< 4 Min	< 5 Min	< 6 Min	< 7 Min	< 9 Min	< 10 Min	< 11 Min	< 12 Min	> 12 Min	Calls
BA20	55.56	66.67	88.89	88.89	88.89	100.00	100.00	100.00	0.00	9
BA70	55.56	55.56	55.56	77.78	88.89	88.89	88.89	88.89	11.11	9
EN20	33.51	58.92	81.08	86.49	95.68	96.22	96.76	97.84	2.16	185
EN21	40.00	53.33	80.00	93.33	93.33	93.33	93.33	93.33	6.67	15
EN22	33.94	55.96	79.82	88.99	96.33	98.17	99.08	99.08	0.92	109
EN23	10.60	17.22	25.83	33.77	60.26	76.16	82.78	86.75	13.25	151
EN24	24.71	45.88	56.47	70.59	84.71	89.41	95.29	96.47	3.53	85
EN60	25.00	31.25	31.25	31.25	43.75	50.00	56.25	62.50	37.50	16
EN61	43.75	50.00	56.25	68.75	81.25	81.25	81.25	81.25	18.75	16
EN70	45.11	66.85	82.07	92.39	96.74	96.74	97.28	98.37	1.63	184
EN71	9.52	20.24	30.95	40.48	64.29	69.05	78.57	85.71	14.29	84
EN73	22.54	43.66	54.93	66.20	78.87	85.92	88.73	92.96	7.04	71
EN75	18.32	34.65	54.46	68.32	92.08	94.06	96.04	97.52	2.48	202
EN90	15.38	15.38	30.77	38.46	69.23	73.08	76.92	76.92	23.08	26
LA21	28.28	43.43	59.60	73.74	84.85	90.91	95.96	96.97	3.03	99
LA72	17.35	25.51	36.73	52.04	77.55	86.73	92.86	93.88	6.12	98
RE63	25.00	37.50	37.50	37.50	62.50	62.50	62.50	62.50	37.50	8
RE72	0.00	25.00	25.00	37.50	62.50	87.50	87.50	87.50	12.50	8
SQ21	25.00	50.00	64.06	75.00	90.63	95.31	98.44	98.44	1.56	64
SQ76	16.90	35.21	53.52	66.20	90.14	94.37	94.37	95.77	4.23	71

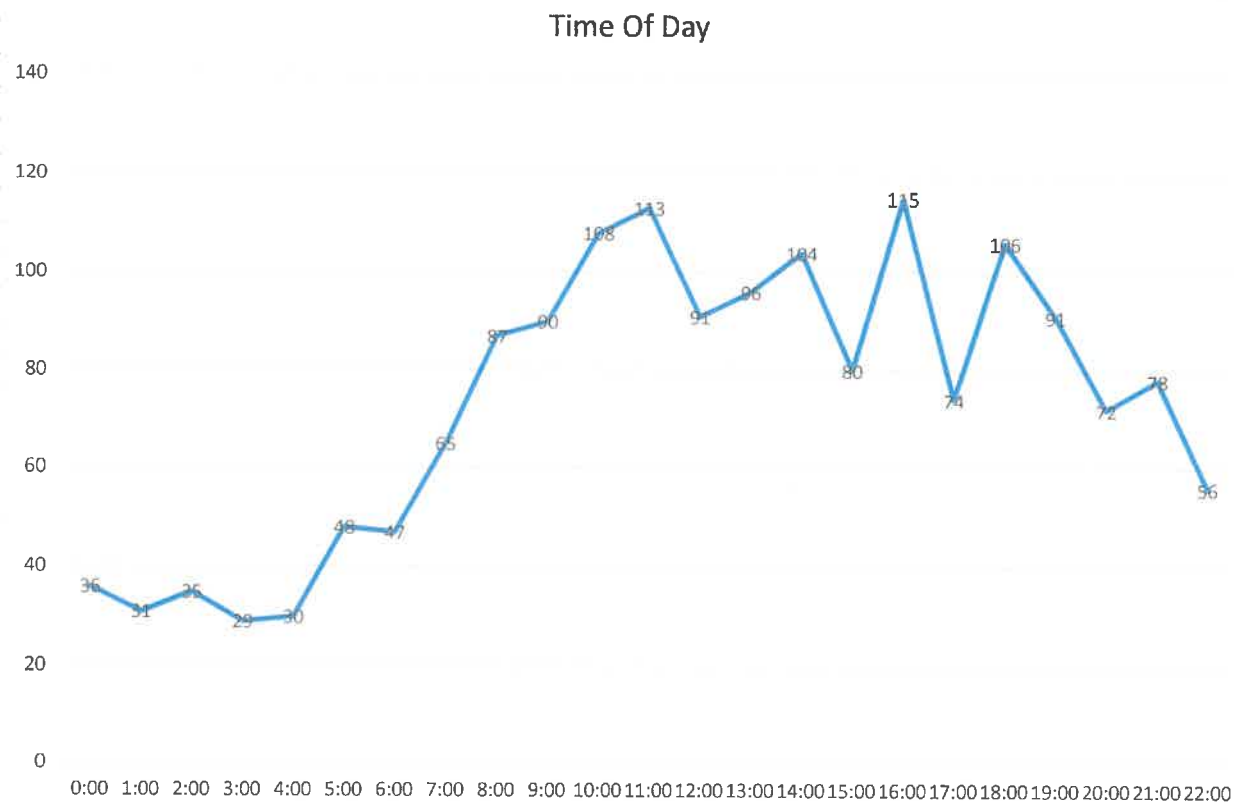
# Apparatus Response Report

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Total	YTD
AIR 72						4	20						24	0.11%
AT 23	1		1	2	2						3		9	0.04%
AT 60					1		1	12	12	1			27	0.12%
AT 63								2		3	5		10	0.04%
AT 90			1										1	0.00%
BA 20	86	80	93	67	72	74	86	62	64	72	66		822	3.60%
BA 60	14	5	7	8	5	4	2	2	4	1			52	0.23%
BA 70	84	64	72	61	69	66	68	43	57	72	79		735	3.22%
BO60		3	4	4	1	1		2	4	1			20	0.09%
BO 90		1			5	6	11	6		1	8		38	0.17%
BR 21	8	2	8	8	6		3	1			2		38	0.17%
BR 22				4	2				1	1			8	0.04%
BR 70			2										2	0.01%
BR 71	5	5	20	13	21	3	7	3	6	1			84	0.37%
BR 72			5	14	12	1	2	1	1	3			39	0.17%
BR 73	3	3	15	2	10						3		36	0.16%
CA 22													0	0.00%
CA 70	2	1	15	10	3	3	4	2		2			42	0.18%
CH 20			1		1				1				3	0.01%
CH 23	1	1							1				3	0.01%
CH 72	7	7	19	8	6	7	14	4	9	1	2		84	0.37%
EMS 25	4	1	5	3	1	3	2	2			6		27	0.12%
EN 20	215	180	204	181	160	155	153	168	194	167	210		1987	8.69%
EN 21				38	97	1			1	24	22		183	0.80%
EN 22	189	185	183	140	137	133	126	103	138	136	133		1603	7.01%
EN 23	218	179	229	165	130	144	139	124	94	168	189		1779	7.78%
EN 24	137	135	151	148	118	146	149	110	154	151	136		1535	6.72%
EN 60	34	37	35	24	24	24	27	6	9	13	18		251	1.10%
EN 61	13	21	26	21	16	12	19	11	15	25	24		203	0.89%
RE 63	47	38	19	44	31	33	23			25	27		287	1.26%
EN 70	224	202	238	184	177	186	213	224	226	231	196		2301	10.07%
EN 71	103	94	117	122	104	82	107	101	161	110	101		1202	5.26%
EN 72						16		2		1			19	0.08%
EN 73	171	158	154	126	99	99	95	85	131	87	91		1296	5.67%
EN 75	264	239	296	227	206	190	225	206	171	249	235		2508	10.97%
EN 90	54	63	51	49	30	23	23	14	23	33	38		401	1.75%
LA 21	181	150	179	52	16	136	114	94	78	122	135		1257	5.50%
LA 72	158	138	162	150	113	148	146	126	136	139	148		1564	6.84%
PU 21													0	0.00%
PU 22													0	0.00%
RE 72	35	9	24	20	17	6	27	10	26	11	8		193	0.84%
SQ 20													0	0.00%
SQ 21	126	138	184	121	177	123	125	152	72	79	77		1374	6.01%
SQ 72	8	8	2	3	7					4	8		40	0.18%
SQ76					67	62	94	86	68	88	72		537	2.35%
WT 20	11	3	9	15	8	1	2	1	4	6	7		67	0.29%
WT60					1	1		3	3	2	2		12	0.05%
WT63					5	2	3	2	7	3			22	0.10%
WT 70	3	10	19	3	7	4	4				2		52	0.23%
WT 71		6	24	12	18		5	1		7	6		79	0.35%
<b>Total Resp.</b>	<b>2406</b>	<b>2166</b>	<b>2574</b>	<b>2049</b>	<b>1982</b>	<b>1899</b>	<b>2039</b>	<b>1771</b>	<b>1871</b>	<b>2040</b>	<b>2059</b>	<b>0</b>	<b>22856</b>	

# Day of Week / Shift Numbers / Time of Day Report of Incidents

WEEK RPT	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Sunday	302	256	276	299	228	195	246	201	170	260	204		2637
Monday	329	279	257	240	260	208	251	197	201	337	265		2824
Tuesday	300	257	264	203	268	246	210	257	231	268	222		2726
Wednesday	260	221	334	239	226	215	227	269	210	229	323		2753
Thursday	256	221	312	238	226	250	225	220	247	192	238		2625
Friday	260	258	336	232	201	226	205	190	303	233	237		2681
Saturday	233	252	243	254	176	206	271	218	213	178	239		2483

Hour of Day	INC
0:00	36
1:00	31
2:00	35
3:00	29
4:00	30
5:00	48
6:00	47
7:00	65
8:00	87
9:00	90
10:00	108
11:00	113
12:00	91
13:00	96
14:00	104
15:00	80
16:00	115
17:00	74
18:00	106
19:00	91
20:00	72
21:00	78
22:00	56
23:00	44





## GREATER NAPLES FIRE RESCUE DISTRICT

### Administration and Finance Report

**REPORTING OFFICER**

Tara Bishop, Deputy Director

**TYPE**

Monthly - Commission

**SUBMITTAL DATE**

December 1, 2017

November 1 to November 30, 2017

**1. Administration:**

- Confirm Toy Drive donation locations and box deliveries
- Facilitated Toy Drive Registration- 2 days with continued sign-up through December 19
- Review and updated Administrative Handbook
- Sent Greater Naples Fire Foundation Thank You's from Hurricane Irma donations
- Continued coordination with North Collier and FGCU on compensation survey
- Attended Hurricane Irma State
- Attended DE practical test review session
- Reviewed and edited Hodges agreement
- Attended Recovery Scoping Meeting with FEMA and set site visit dates
- Attended Chief Watson and Greenberg retirement ceremony
- Met with new Urgent Care doctor to discuss services
- Attended Strategic Planning Meeting
- FEMA coordination and PA application for Hurricane IRMA
- Attended Quarterly Pension Plan Meeting
- Coordinated Labor and Legislative Legal matters
- Preparations of Board Meetings, Agenda and Packet
- Filled 23 public records requests
- Coordination of meeting room reservations
- Processed class funding and travel paperwork
- Daily office operations; mail distribution, walk in traffic interactions and guidance to needed staff, bi-weekly, monthly review of general ledger, weekly attendance, payroll, monthly purchase report, etc. Attended weekly staff/division and monthly BOFC meetings.

**2. HR Specialist:**

- Number of new W/C claims: 6 New (3 were report only), 2 Continuing
- FMLA – 1 New, 3 Continuing Short Term Disability – 0 New, 3 Continuing
- Job Posting current: F/T & P/T Firefighter, Administrative Assistant 11/29/17
- New Hires: 1 Fleet Supervisor, John Luppy 11/6/2017
- Annual Physical Exams for Fall 2017 –Completed, Make-up labs December 18-22 with physicals in January
- I-9 Internal Audit - ongoing
- Employee Insurance assistance and FSA card accounts on-going

**3. Finance:**

- Worked on Compensated and Sick Time monthly tracking
- Worked on Insurance spreadsheets for reporting on year end W-2's
- Continued cross training of Section personnel in payroll and receivables
- Prepared Fixed Assets Inventory Tags for new items and Disposition for obsolete items
- Recurring; Normal accounts payable and receivables and payroll activity, monthly closings on all companies after all information verified, reviewed and verified Balance Sheet and Income Statements
- Submitted Quarterly Payroll Reports
- Submitted Fiscal Year End Bank Report to the CFO for the State of Florida





## GREATER NAPLES FIRE RESCUE DISTRICT Planning Section Report

<b>REPORTING OFFICER</b>	Wayne Martin, Deputy Director
<b>TYPE</b>	Monthly- Fire Commission
<b>SUBMITTAL DATE</b>	December 1, 2017

**November 1, 2017 to November 30 2017**

Meetings, Training, Conference, Special Events:

- \* Participated in Command Staff Meetings
- \* Facilitate Strategic Planning Meeting
- \* Attended November BOFC Meeting and Budget Hearing
- \* Attended the 44th Annual Administrative Professional Workshop in Orlando

Projects:

- \* Presented to BOFC Engine Replacement Program
- \* Engine Specification Group
- \* Fleet PM Program Initiated
- \* Consolidated Section Manager response to Strategic Plan
- \* Updated Chief Duty Officer Handbook
- \* Assisting with ACLS Renewals for Paramedics
- \* Creation, review, processing of District Standard Operating Guidelines
- \* Reviewed data for Emergency Services Task Force
- \* Quotes for Fleet Purchases
- \* Coordinated Registration and Payment for Leadership Seminar
- \* Track District Pool Vehicles
- \* Edited GNFD Fact Sheet
- \* Edited GNFD Master Calendar
- \* Updated GNFD Phone list
- \* Edited SOG's:
- \* New Fleet hours Monday – Saturday 0700 to 1730 hours
- \* Fleet updates being sent weekly
- \* Started Apparatus standardization program
- \* Fielded call Holiday Toy Drive
- \* Assisted the Administrative Section dropping off boxes for the annual district toy drive
- \* Recorded Fire Foundation donations as they came in for Lt's Campbell & Mayberry's Families
- \* Prepared RFP for purchase of (5) new 2018 E-One Rescue Pumpers as approved by Board of Fire Commissioners with REV E1
- \* New Fleet Supervisor John Luppy Started November 6 2017
- \* Updated FY 2017-2018 Purchasing timeline
- \* Updated monthly calendar
- \* ISO Survey Facilitator
- \* Working on obtaining expenses paid out on Engine 73





## GREATER NAPLES FIRE RESCUE DISTRICT Logistics Section Report, Facilities Branch

<b>REPORTING OFFICER</b>	Alan McLaughlin, Deputy Chief
<b>TYPE</b>	Monthly- Commission
<b>SUBMITTAL DATE</b>	Dec 5, 2017

**November 1 to November 30, 2017**

### **Meeting, Training, Conference, Special Events:**

- \* Participated in all Staff Meetings
- \* Participated in General Staff Meeting
- \* Participated Section Managers Meeting
- \* Participated in manufacture's conference in DC
- \* Toured hose factory in Algiers NC

### **Projects: Completed**

- \* Station 23 roof completed
- \* Annual hose testing completed
- \* Fuel site repairs completed for DEP inspections
- \* Engine 61, 222, 221, 22, converted to 5" supply hose
- \* Admin Station 73 Chiller unit installed

### **Projects: In Process**

- \* Station equipment identification in process
- \* Bay door opener and safety stop project in process
- \* Ferrall Gas continuity supply in process
- \* Station 20 Phase One remodel in process
- \* Equipment asset control and inventory in process
- \* Station site security in process
- \* Station 20 generator in process
- \* Apparatus intake valve standardization on process
- \* Nozzle standardization in process
- \* Front line apparatus LDH standardization in process
- \* Station maintenance program in final review
- \* Stream-light hand light repair and distribution project in process
- \* High Rise pack replacement in process
- \* Station 90 boat lift repair bids accepted
- \* Station 90 roof repair bids in and ready for award
- \* Station 23 rebuild in process
- \* Station fire alarm repairs in process



# GREATER NAPLES FIRE RESCUE DISTRICT

## Investigative Section/Fire & Life Safety Report

<b>REPORTING OFFICER</b>	Shawn M. Hanson, Deputy Chief
<b>TYPE</b>	Monthly
<b>SUBMITTAL DATE</b>	November 30, 2017

**November 1 through November 30, 2017**

### Inspection Statistics

Permitted Inspections: 405

Occupational/Business Tax License Inspections: 37

Annual Inspections: 44

Other Inspections: 254





## **GREATER NAPLES FIRE RESCUE DISTRICT**

### **Investigative Section/Fire & Life Safety Report**

Average wait time for an inspection in November: 1 - 2 Days

Current wait time as of November 30<sup>th</sup>: 2 Days

48 hours of overtime were utilized in November for overflow inspections, 21.5 hours for special events at Naples Botanical Gardens, Naples Zoo, and a fireworks show at Fiddler's Creek, and 8.5 hours were utilized for a fire investigation.

#### **Fire Plan Review Statistics**

Statistics for November not available at time of report submittal

#### **Pending Projects From Site Development Meetings**

- Proposed 36,000 square foot storage facility off Terrace Avenue
- Proposed Vanderbilt Reserve on Rockefeller Wey; 200 single family homes
- Proposed 90,000 square foot rezoning of property located at 7550 Immokalee Road, 8245 and 8251 Logan Blvd for the development of commercial use
- Union Way (Port of the Islands) site development for a 12 unit multi-family building located at the end of the current paved terminus of Union Way.
- New Hope Ministries located at 7576 Davis Blvd; - the proposed project includes the development of five multi-family buildings totaling 304 units.
- Arboretum on Thompson Drive; proposed 244 residential units on the 37 acre site
- Moorings Park at Grande Lake located on the East side of Airport Pulling Rd; phase one to include eleven 6-story Independent Living Facilities mid-rises (over parking) totaling 164 units. Project to contain 16 Independent Living Facilities with 275 total living units and a 200,000 + square foot clubhouse
- 25,248 square foot Aldi Store within Countryside Shopping Center off Santa Barbara Blvd
- Azure at Hacienda Lakes - Rattlesnake east of Collier - This phase of the project consists of 56 units (14 multi-family, 4 unit buildings)
- Proposed luxury pet resort located on Tollhouse Drive

#### **Special Events/Public Education**

No Special Events/Public Education

#### **Investigations**

Two incidents required assistance from the Investigative Section in the month of November.

IS staff hours: 25 hours



## **GREATER NAPLES FIRE RESCUE DISTRICT**

### **Investigative Section/Fire & Life Safety Report**

#### **AHJ Report**

- IS Investigative (IS) staff attended and facilitated the CCFMA (Collier County Fire Marshals) meeting
- IS staff members participated in Target Solutions training
- IS staff members attended and participated in classes, committees and other training, including OMD training, Water-Based Systems Committee meeting, Fire Alarm Committee meeting and Public Education Committee meeting
- IS staff attended the Collier County Task Force meetings
- IS staff attended the DSAC meeting at Collier County Growth Management (GMD)
- Participated in the Strategic Planning activities
- Participated in the Governing Documents Committee activities
- IS staff participated in meetings for plan review items, variance requests, deficiency form requests, site development concerns and other issues
- IS staff assisted with Fire Plans Reviewer interviews at Collier County GMD
- Participated in Florida Fire Sprinkler Coalition activities
- Participated in FFMIA Legislative Committee activities
- IS staff attended the CCFMA Public Education Committee meeting
- IS staff participated in FFMIA Executive Board activities
- Participated in IAFC Diversity Executive Leadership Program (iDELP) activities
- Participated in NFPA Technical Committee activities
- Ongoing cross-training inspectors
- IS staff participated in Labor Management meetings
- Participated in the Collier County Fire and EMS Chiefs Association meeting
- IS staff participated in Health and Safety Committee activities
- Attended the CCFMA Bylaws Committee update meeting
- Attended meeting with Public Utilities regarding new and existing hydrants
- IS staff participated in ISO preparation activities and ISO survey
- Attended the Golden Gate Civic Association meeting
- IS staff attended the Annual FFMIA conference in Palm Harbor
- Attended the CBIA Roundtable meeting
- IS staff attended Target Solutions user training
- Attended the Sons of the American Revolution Award Luncheon where LT Steve Riley received the Fire Safety Commendation award



## GREATER NAPLES FIRE RESCUE DISTRICT FIRE CHIEF REPORT

NOVEMBER, 2017

REPORTING OFFICER	Kingman Schuldt, Fire Chief
TYPE	Monthly – Commission
SUBMITTAL DATE	December 4, 2017

### ACTIVITIES REPORT

Hurricane Irma Recovery – A contractor has been secured to begin repairs to the boat lifts and docks at Stations 60 and 90. We do not currently have a completion date.

A remediation plan is underway for Station 23. As soon as complete, the reconstruction effort will begin. The contractor estimates two to three weeks to complete the renovations. At the request of the station Captain and crewmembers the weight room has been transitioned into a temporary day room to provide crews a staging location. After further inspection of the store-front it was determined that the HVAC system was not functional and the District would have needed to pay to repair or replace the unit. In discussion with the members they requested consideration to utilize the weight room.

Staff recently met with representatives from FEMA to discuss recovery and mitigation strategies. FEMA has scheduled sight inspections of Stations 23, 90, and Fleet to assess damage and determine eligibility for Federal funding to supplement insurance coverage as well as mitigations projects to harden existing facilities.

Staff is also working with Everglades City to apply with FEMA for a mitigation grant to pursue a new fire station meeting current wind and flood elevation requirements.

The District's insurance carrier (VFIS) has distributed approximately \$335,428.00 for damages resulting from the hurricane. This does not include the Fire Station 60 structure as it is owned by Everglades City.

Station 63 Funding – Staff continues to work with State Legislators to secure funding for the operations of Station 63. Staff is working with Senator Passidomo to coordinate efforts. She has discussed this with the Governor expressing her concern about Collier County taxpayers carrying the burden to provide services. She has requested Staff coordinate efforts to brief and gain support of Commissioner Putnam and CFO Patronis. Conversation has initiated with their staff with an in-person meeting with both in the near future.

ALS Paramedic Credentialing Academy – The next Academy started December 4. There will be nine employees participating and the Academy is scheduled to complete on December 14. Required EMS ride time of 72-hours will begin after classwork and conclude mid-January.



## GREATER NAPLES FIRE RESCUE DISTRICT FIRE CHIEF REPORT

North Collier Merger – The staff continues to meet on several projects including organizational structure, funding, timelines and joint staffing options. A draft organizational table has been developed for discussion purposes only. There is on-going discussion regarding infrastructure needs to properly manage specific function of a 450+ member agency such as human resources, finance, and administrative functions. Fire Chiefs of both agencies continue to meet regularly.

International Fellowship Program – The District has been afforded an opportunity to participate in the IAFC International Fellowship Program, designed to place international firefighters in leading U.S. fire agencies for six months to learn best practices and internalize the U.S. fire service culture. Staff is currently gathering information and I will be making a brief presentation to the Board at an upcoming meeting.

Fleet – Members of the Apparatus Committee travelled to Ocala on December 6 to conduct the Pre-Build meeting, authorizing Emergency One to begin building the five new apparatus.

Pierce continues to evaluate Engine 73 to determine apparatus value and costs to replace the fire pump.

Staff is conducting substantial work on two brush trucks in order to be prepared for the upcoming wildfire season.

Air 21 was evaluated and determination was made to maintain the unit and re-assign to Life Safety for the purpose of public education. The vehicle is not suitable for emergency response but very capable of functioning in a support capacity.

Ladder 21 is undergoing leaf spring replacement. Staff is in discussion with Ten 8 due to age of vehicle.

Water Tender 63 remains out of service. Fleet is working with International for warranty work repair.

Logistics & Facilities – Staff is focusing a majority of their time and efforts to coordinate on-going repairs resulting from Hurricane Irma. Repairs to boat dock 60 are underway and staff is hopeful the same company will initiate repairs to boat dock 90 thereafter. Breathing Air Systems – All District SCBA air compressors have received annual testing and service. Equipment standardization efforts continue.

Training – The District sponsored regional Target Solutions training in late November with agencies from throughout south Florida in attendance.

Upcoming Travel  
None scheduled



## GREATER NAPLES FIRE RESCUE DISTRICT FIRE CHIEF REPORT

### Public Programs

10 Events in November

3,285 Contacts in November

197 Events YTD

158,644 Contacts YTD

### Customer Satisfaction Surveys

Emergency Response- 0

Fire & Life Safety- 2

Administrative- 0

### MEETINGS AND EVENTS

- Participated in the following teleconferences as board or committee member for the following organizations:
  - Southeastern Association of Fire Chiefs
  - EMS Advisory Council
  - Disaster Response Committee
- Meetings
  - Weekly Command Staff
  - Everglades City Council
  - Promotional Interviews
  - Sons of the American Revolution Awards
  - Emergency Services Task Force
  - Public Safety Chiefs Large Scale Events Planning
  - Fully Involved
  - Phoenix Awards
  - Collier Democratic Club





**GREATER NAPLES FIRE RESCUE DISTRICT**  
**BOARD OF FIRE COMMISSIONERS**  
**Action Item Worksheet**

**OLD BUSINESS**

**Agenda Item:** Old Business II. B.  
**Subject:** Hurricane Irma Update  
**Meeting Date:** 12/12/2017  
**Prepared By:** Deputy Director Tara Bishop

**Background:** As a result of Hurricane Irma, the District has been working closely with VFIS on station and vehicle damages and reimbursements. Supplemental damage reimbursement requests may still be submitted as repairs are completed, if additional repairs are needed. FEMA representatives will be onsite to assess damages and potential mitigation projects on December 11<sup>th</sup>, 13<sup>th</sup>, and 15<sup>th</sup> at Stations 23, 90 and Fleet respectfully. Additionally, the District has met with Keys Claims Consultants, Inc to discuss the independent claims adjustor services.

Station 60 rebuild/repairs are being coordinated through Everglades City, FEMA and the City's insurance carrier. A long-Term mitigation strategy is being discussed with FEMA to include strengthen or rebuilding the fire station.

Additionally, 12 District employees applied and received a \$1,000 deductible reimbursement check from VFIS through its Member's Real Property Deductible Program.

**Funding Source/Financial Impact:**

Station Repair Reimbursements	
Station 22	869.80
Station 61	3,734.72
Station 71	4,497.27
HQ	1,093.70
Logistics	3,717.08
Fleet	61,242.06
Station 20	13,085.05
Station 21	3,226.23
Station 23	36,462.05
Station 90	90,810.32
Station 60	99,893.57

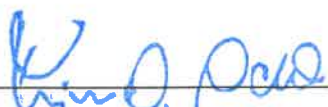
318,631.85

Fleet Repair Reimbursements	
L72	1,243.23
Sports Trek	8,458.81
Durango 7001	660.00
E273	2,309.50
E24	12,569.20
E23	6,658.10
Safety Trailer	44,423.00

76,321.84

**Recommendation:** Staff will continue working with all agencies to ensure repairs are completed and insurance /FEMA reimbursements are received.

**Potential Motion:** No action required

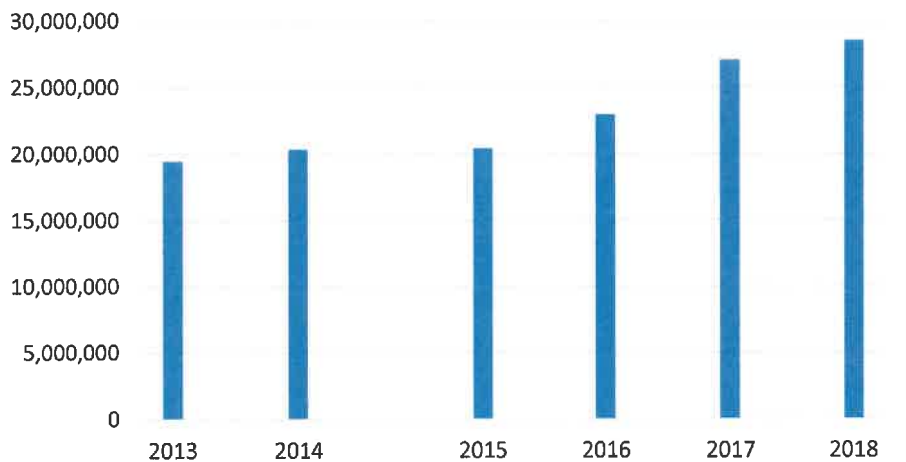
  
 Fire Chief Review  
 12/8/2017



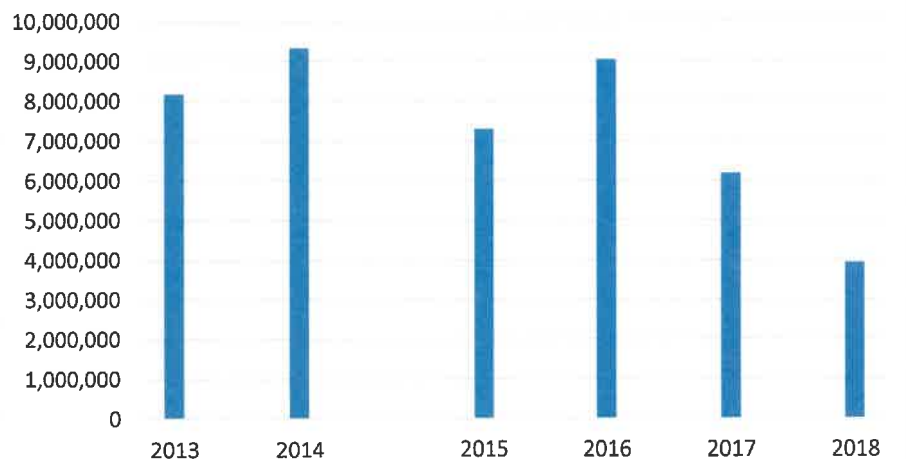
OLD BUSINESS II. C. December 12, 2017 Meeting

REVENUE			RESERVES			
ENFD	GNFD	TOTAL	AS OF 9/30	ENFD	GG	TOTAL
11,643,632	7,854,752	19,498,384	2013	4,325,514	3,863,708	8,189,222
12,354,576	8,019,966	20,374,542	2014	5,320,563	4,012,453	9,333,016
		GNFD				GNFD
42,735	8,612	20,454,552	2015			7,295,202
		22,992,415	2016			9,045,382
		27,077,826	2017			6,185,025
		28,529,724	2018			3,933,052

REVENUE



RESERVES



## RESOLUTION 2011-13

A RESOLUTION ADDRESSING COST RECOVERY FOR SPECIAL EMERGENCY AND NON-EMERGENCY SERVICES; PROVIDING FOR A TITLE; PROVIDING FOR A SCHEDULE OF CHARGES AS AUTHORIZED BY CHAPTER 191, FLORIDA STATUTES; PROVIDING A PROCEDURE FOR ASSESSMENTS OF USER CHARGES AND APPEALS THEREOF; PROVIDING AN EFFECTIVE DATE

WHEREAS, the East Naples Fire Control and Rescue District is concerned about the safety and welfare of the citizens residing within its jurisdictional limits; and

WHEREAS, the East Naples Fire Control and Rescue District has determined that it is essential for the safety and welfare of the citizens residing within the District to establish cost recovery methods not currently provided for; and

Whereas, the East Naples Fire Control and Rescue District is determined to provide for its citizens the best service in the mitigation of emergencies and non-emergencies in order to reduce and prevent the loss of life, injury to citizens, and damage to property; and

Whereas, the Board of Commissioners of the East Naples Fire Control and Rescue District has the authority to establish a reasonable schedule of fees as provided in Section 9 of Chapter 191, Laws of Florida;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DISTRICT COMMISSIONERS OF THE EAST NAPLES FIRE CONTROL AND RESCUE DISTRICT:

### **Section 1. Short Title**

This Resolution shall be known as the East Naples Fire Control and Rescue District Resolution Number 2011-13, "2011 Cost Recovery Resolution of the East Naples Fire Control and Rescue District."

### **Section 2. Enactment and Authority**

In accordance with, and as authorized by, Section 9 of Chapter 191, Laws of Florida, the East Naples Fire Control and Rescue District is authorized and empowered to enact a reasonable schedule of charges and to enforce the provision of said resolution.

### **Section 3. Jurisdiction**

The areas subject to this resolution shall be all of the lands included within the East Naples Fire Control and Rescue District.

### **Section 4. Definitions:**

Throughout this resolution: the following terms, phrased, words, and their derivation shall have the meaning given herein when not inconsistent with the context; words used in the present tense include the future; words in the plural number include singular number; words in the singular include the plural number; the words "shall" and "will" are mandatory and the word "may" is permissive.

(A) Person - any natural or artificial person, including any individual, corporation, business trust, partnership, limited partnership, joint venture, or any other entity having legal status or legal recognition under the laws of the State of Florida.

(B) Owner — a person who owns, or holds legal or equitable title to or who leases, real property, or who exercises, or has the power to exercise, the rights and privileges of ownership of or over, real property.

(C) Initial Response — The minimum crew and equipment required to assess and establish control of the situation.

(D) Ongoing Operations — The number of personnel and equipment required to bring the situation to a logical conclusion.

(E) Engine — Fire apparatus that carries water and has the ability to pump said water.

(F) Service Truck — Fire apparatus that carries specialized equipment not regularly carried on an engine.

(G) Extrication equipment — Powered tools used free a person that is entrapped. They include but are not limited to, Hydraulic pump, Hydraulic cutters, Hydraulic spreaders, Hydraulic Ram, air chisels, electric saws, cutting torches, electric or hydraulic winch.

(H) Officer — A firefighter that is in charge of an emergency or non-emergency operation.

(I) EMT/First responder — A firefighter that is designated and trained to render medical aid.

(J) Firefighter — A person designated to carry out the orders and complete tasks given by an Officer.

(K) Motor Vehicle — Any motor vehicle, marine vessel, aircraft, or rail car.

- (L) Situation — Any emergency or non-emergency which either threatens or could threaten the health and safety of persons, property, or the environment.
- (M) Engine Company - 1 Engine, 1 Officer, 1 Firefighter/First responder, and 1 Driver/Engineer.
- (N) Squad- Fire apparatus that carries specialized equipment.

#### **Section 5. Adoption of the Schedule of Fees**

There is hereby adopted by the East Naples Fire Control and Rescue District, the following schedule of fees, as a means of cost recovery:

- (1) Minimum Charges:
  - a. Motor Vehicle Accident (per vehicle)
    - i. Initial response (first hr.) \$600.00
    - ii. Additional hours \$450.00
    - iii. Ongoing Operations As required not to exceed \$1,500.00
  - b. Motor Vehicle Accident with extrication (per vehicle)
    - i. Initial response (first hr.) \$900.00
    - ii. Additional hours \$600.00
    - iii. Ongoing Operations As required not to exceed \$2,000.00
  - c. Vehicle fires
    - i. Initial response (first hr.) \$600.00
    - ii. Additional hours \$450.00
    - iii. Ongoing Operations\* As required not to exceed \$1,500.00
  - d. Trash, refuse, wildland fires
    - i. Initial response (first hr.) \$600.00
    - ii. Additional hours \$450.00
    - iii. Ongoing Operations As required not to exceed \$1,500.00
  - e. Structure fires
    - i. Initial response (first hr.) \$900.00 per occurrence
    - ii. Additional hours \$600.00
    - iii. Ongoing Operations As required not to exceed \$2,500.00
  - f. Hazardous Materials Incidents
    - i. Initial response (first hr.) \$900.00 per occurrence
    - ii. Additional hours \$600.00
    - iii. Ongoing Operations As required with no cap

- g. Other situations
  - i. Initial Response (first hr.) \$450.00
  - ii. Additional hours \$450.00
  - iii. Ongoing Operations As required not to exceed \$1,500.00

- (2) Initial response is billed as first hour, and by minute after first hour. It is used to establish the minimum charges.
- (3) Ongoing operations are billed as first hour for additional equipment and personnel, and by minute after the first hour.
- (4) All fees as stated above are at the discretion of the East Naples Fire Control and Rescue District Fire Chief not to exceed the established maximums. The Fire Chief may lower the minimum fee(s) at his discretion.
- (5) Any situation that may arise not covered above will be brought before the Board of Commissioners of the East Naples Fire Control and Rescue District for resolution of the cost recovery.

#### **Section 6. Appeal**

Further it is adopted that any person disputing a fee as billed to that person, may appear before the Board of Commissioners of the East Naples Fire Control and Rescue District and appeal the disputed amount.

- (1) Appeal process:
  - a. Submit to the East Naples Fire Control and Rescue District a letter explaining the reason for dispute, within 30 days of receipt of the bill.
  - b. Upon receipt of the letter the East Naples Fire Control and Rescue District will review the disputed amount and schedule a date for the person to appear before the Board. Normally at a regularly scheduled meeting.
  - c. All decisions of the Board at the date of the scheduled meeting are final.

#### **Section 7. Penalties**

It is also adopted that the East Naples Fire Control and Rescue District may place a lien upon any real property, motor vehicle, marine vessel, aircraft, or rail car for any charge assessed under this resolution and not remitted within 180 days from the date of billing.

#### **Section 8. Severability and Savings Clause**

If any clause, section or provision of this resolution shall be declared to be unconstitutional or invalid by any court of competent jurisdiction, the same shall be eliminated from this resolution, and the remaining portions and sections of this resolution

shall be in full force and effect and be valid as if such invalid portions thereof had not been incorporated therein, provided that the same may be so separated.

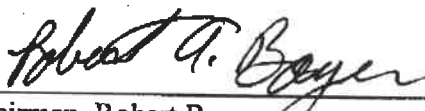
**Section 9. Effective date**


This resolution shall take effect upon adoption by the Board of Fire Commissioners of the East Naples Fire Control and Rescue District.


The forgoing Resolution was offered by Commissioner Davis, who moved its adoption.

The motion was seconded by Commissioner Cannon, and the vote was as follows: 5-0

Passes and Duly Adopted by the East Naples Fire Control and Rescue District Board of Fire Commissioners of Collier County, Florida, this 8 day of Nov., 2011.

  
Chairman, Robert Boyer

  
Commissioner Thomas G. Cannon

  
Commissioner, Robert L. Hughes

  
Commissioner, Angela S. Davis

  
Commissioner, Richard Gibbons



**GREATER NAPLES FIRE RESCUE DISTRICT  
BOARD OF FIRE COMMISSIONERS  
Action Item Worksheet**

**NEW BUSINESS**

**Agenda Item:** New Business III. A.  
**Subject:** 2018 Regular BOFC Meeting Dates  
**Meeting Date:** 12/12/2017  
**Prepared By:** Suanne Woeste, AA

---

**Background:** Per Florida Statute 189.417, the governing body of each Special District shall publish a schedule of its regular meetings in a newspaper of general paid circulation. The advertisement is to include date, time, and location and be placed in the section of the paper where legal and classified advertisements appear, at least 7 days prior to the meeting dates.

**Funding Source/Financial Impact:** General Fund

**Recommendation:** Adoption of the 2018 Regular BOFC meeting calendar.

Tuesday, January 9, 2018  
Tuesday, February 13, 2018  
Tuesday, March 13, 2018  
Tuesday, April 10, 2018  
Tuesday, May 8, 2018  
Tuesday, June 12, 2018  
Tuesday, July 10, 2018  
Tuesday, August 14, 2018  
Wednesday, September 12, 2018  
Tuesday, October 9, 2018  
Tuesday, November 13, 2018  
Tuesday, December 11, 2018

**Potential Motion:** I, move to approve staff's recommendation and make a motion to approve the 12 listed GNFD regular BOFC meeting dates.



Fire Chief K. Woeste  
12/8/2017



**GREATER NAPLES FIRE RESCUE DISTRICT**  
**BOARD OF FIRE COMMISSIONERS**  
**Action Item Worksheet**

**NEW BUSINESS**

**Agenda Item:** New Business III. B.  
**Subject:** International Fellowship Program  
**Meeting Date:** December 12, 2017  
**Prepared By:** Kingman Schuldt, Fire Chief

**Background**

The International Fellowship Program (IFP) is an initiative of the International Association of Fire Chiefs (IAFC). The Program places international firefighters in leading U.S. fire rescue agencies for six months to learn best practices and internalize the U.S. fire service culture. This program is sponsored by Saudi Aramco Oil Company who sends 40 members of its Fire Protection Department to the U.S. per year, in five "cohorts" of eight firefighters.

The IAFC wishes to expand this program for 2018 by adding three to four additional U.S. fire rescue agencies as well as a small number of international private petroleum and natural gas companies. Greater Naples Fire Rescue District has been afforded this unique opportunity to participate in the program. Currently participating agencies include San Diego (CA) Fire Rescue, Oklahoma City (OK) Fire, Rescue, & EMS, Rogers (AR) Fire Department, Prince George's County (MD) Fire/EMS, DeKalb County (GA) Fire Rescue, Columbus (OH) Division of Fire, Sacramento Metropolitan Fire (CA), and Miami-Dade Fire Rescue (FL).

Fellows are embedded for six months including three to four weeks of training prior to deployment. Fellows are assigned as the "4<sup>th</sup> Firefighter" on apparatus (they do not replace GNFD employees). Fellows may be utilized for interior operations, but may not perform direct patient care on EMS incidents.

**Funding Source/Financial Impact**

Host agencies are not responsible for compensating Fellows, Worker Compensation/insurance, housing, disciplinary action, safety gear and uniforms. The IFP picks up the costs for all instructor-time needed for the SA firefighters as well as travel time of District personnel associated with this program. This program is designed to be cost-neutral to the District.

**Recommendation**

Staff recommends approval to apply for hosting agency status with the International Association of Fire Chiefs. With approval the District will prepare a Training Fellowship Agreement between The International Association of Fire Chiefs, Inc. and the Greater Naples Fire Rescue District for Board approval.

A handwritten signature in blue ink, appearing to read "Kingman Schuldt", is written over a horizontal line.

Fire Chief 12/8/2017





**GREATER NAPLES FIRE RESCUE DISTRICT  
BOARD OF FIRE COMMISSIONERS  
Action Item Worksheet**

**NEW BUSINESS**

**Agenda Item:** New Business III. B.  
**Subject:** International Fellowship Program  
**Meeting Date:** December 12, 2017  
**Prepared By:** Kingman Schuldt, Fire Chief

---

**Potential Motion**

I move to direct staff to enter into negotiations with the International Association of Fire Chiefs for the purpose of developing a Training Fellowship Agreement that will be brought back to the Board for approval.

---

A handwritten signature in blue ink, appearing to be "KS", is written over a horizontal line.

## International Fellowship Program - Frequently Asked Questions



### ***What is the International Fellowship Program?***

The IFP places international firefighters in leading U.S. fire departments for six months to learn best practices and internalize the U.S. fire service culture. This inaugural version of the program is sponsored by the Saudi Aramco Oil Company who sends 40 members of its Fire Protection Department to the U.S. per year, in five “cohorts” of eight firefighters.

### ***What is Saudi Aramco?***

Saudi Aramco is a Saudi Arabian national petroleum and natural gas company based in Dhahran, Saudi Arabia. It is considered one of the world’s largest companies.

### ***Why was the IFP created?***

The Saudi Aramco Fire Protection Department Manager is committed to continuous improvement and wants his firefighters to get more real-life experiences to hone their decision-making skills under pressure. Given Saudi Aramco’s strong prevention/safety culture, their firefighters have few opportunities to run real fire emergency calls. Since Saudi Aramco used to be an American company, its entire operational culture (as well as apparatus) is based on the U.S. fire service. It made sense that they would turn to the International Association of Fire Chiefs to help embed their firefighters in US fire departments to gain crucial, hands-on experience.

### ***What are the Saudi Aramco firefighters here to do?***

The Saudi Aramco firefighters are here to increase their operational experience by running calls. They ride fourth/fifth on apparatus for five months but are not counted towards minimum staffing.

### ***What fire departments have taken part in the IFP to date?***

The City of San Diego Fire-Rescue Department, the city of Oklahoma City Fire Department, Rogers (AR) Fire Department, Prince George’s County Fire/EMS (MD), Dekalb County Fire Rescue (GA), Miami-Dade Fire Rescue, and the Columbus Division of Fire.

### ***What type of firefighters should we expect?***

Saudi Aramco’s Fire Protection Department is an all-hazards fire department that protects industrial sites as well as Saudi Aramco compounds/communities. They are all Pro Board and IFSAC certified firefighters. The Saudi Aramco firefighters are trained to the first-responder level but are not EMTs. Within Saudi Aramco compounds, EMS is outsourced to Johns Hopkins who runs the hospital systems.

### ***What can the Saudi Aramco firefighters do?***

The Saudi Aramco firefighters’ skill-level is evaluated during a month-long training period with departments’ training division. Only those who demonstrate their competency during this time will be released to the stations. The SA firefighters may do anything (including interior firefighting) that the commanding officer feels comfortable with. Because they are on a J-1 visa, the SA firefighters may not perform patient care. They may, however, assist crews during a medical response.

### ***Who do the Saudi Aramco firefighters work for?***

During their fellowship, the SA firefighters are employees of Saudi Aramco Services Company (Saudi Aramco’s Houston-based US subsidiary). However, during their assignment, they report and must obey directions of the ranking officer, just as any department employees. In case of an emergency or issues, officers immediately contact their department’s program liaison.

### ***Do the Saudi Aramco Firefighters volunteer for this program?***

## International Fellowship Program - Frequently Asked Questions



The SA Firefighters are nominated for this program based on performance. They have the right to turn down this assignment if they choose.

### ***What does this program cost participating fire departments?***

The International Fellowship Program picks up the costs for all PPE, equipment, and instructor-time needed for the SA firefighters. This program is cost-neutral to the department.

### ***What is the benefit to participating departments?***

The biggest benefit to departments is the opportunity to test and challenge themselves.

This is a unique program: participating departments personnel will have an opportunity to work with a far different culture than they typically do with international ride-alongs or visitors. This program will test your department. This program also offers professional development opportunities for personnel: formal leadership classes (such as the NWCG L-380 "At the Point of the Spear") and networking with the other departments taking part in the program. The tangible benefits of this program are relational.

### ***What should crews expect when the Saudi Aramco firefighters are released to the stations?***

The participating departments set the SA firefighters' schedules and decides where they are assigned. The SA firefighters may not work more than 40 hours/week and each participating department has taken a different approach to their schedule. One SA firefighter is placed at a station at a time.

### ***How are the Saudi Aramco firefighters vetted?***

The Saudi Aramco firefighters come through a Saudi Aramco Professional Training Placement Program. Saudi Aramco has hundreds of employees in many different fields/industries across the United States. The program with the Fire Protection Department is one of many Saudi Aramco professional development programs.

All Saudi Aramco "trainees" come to the US via a "J-1 visa." The Exchange Visitor (J) non-immigrant visa category is for individuals approved to participate in work-and study-based exchange visitor programs. The trainees appear for a visa interview at a consular office in the Kingdom of Saudi Arabia to be issued their J visa. Part of this process is for the Department of State (DoS) to search and enter data in the *Automated Biometric Identification System* which is the Department of Homeland Security's system for the storage and processing of biometric and associated biographic information. This system checks a visa applicants' biometrics against a watch list of known or suspected terrorists, criminals, and immigration violators and checks the entire database of fingerprints to help determine if a person is using an alias or fraudulent identification. After conducting the research and performing the interview, the State Department either grants or denies the visa.

Additionally, ASC conducts its own background check that includes the following watch lists:

- Australia Department of Foreign Affairs and Trade
- Bureau of Industry and Security
- Chiefs of State and Foreign Cabinet Members
- EU Consolidated List
- FBI Hijack Suspects
- FBI Most Wanted
- FBI Most Wanted Terrorists
- FBI Top Ten Most Wanted
- HM Treasury Investment Ban List
- Hong Kong Monetary Authority



- Interpol Most Wanted
- Monetary Authority of Singapore
- Nonproliferation Sanctions
- Office of Foreign Assets Control (OFAC) NON SDN Entities
- Office of Foreign Assets Control (OFAC) Sanctions
- Primary Money Laundering Concern
- Terrorist Exclusion List
- UK HM Treasury List
- UK Consolidated List
- Unauthorized Banks
- Worldwide Bank Ineligible Firms

Furthermore, the Saudi Aramco firefighters are thoroughly vetted by Saudi Aramco before being offered a job. They have access to and protect sensitive sites and high-value targets. The compounds they serve are inhabited by immigrant workers and expats from around the world (though mostly American or British).

### ***How do the Saudi Aramco firefighters interact with women?***

The SA firefighters are used to working with women at the Fire Protection Department in managerial and support roles. They know they will be working with women in operational capacities as part of this program. To date, the other fire departments participating in this program have had no issues with SA firefighters respecting female peers or obeying orders from women officers.

### ***Can our crews still eat pork at stations where SA firefighters are assigned?***

Yes. Participating departments' crews should treat the SA firefighters with the same respect shown to any firefighter with dietary restrictions. Crews should not change their meals for them or conceal pork products.

### ***Are they fluent in English?***

Yes. They may have moderate to heavy accents and may not understand some words, but all the fellowship firefighters are conversational in English.

### ***Why don't the SA firefighters work a 24/48 schedule during the program?***

Saudi Aramco specifies that the fellowship firefighters are limited to 40 hours/week because of their Fair Labor Standards Act status. Each department to date has taken a slightly different approach to crafting their SA firefighter's schedules. No department to date has adopted a 24/48 schedule because, upon examining the goals of the program (exposure to firefighting, station life, etc.), it could be a wasted opportunity for the fellowship firefighters to possibly sleep away some of the available time to get experience.

### ***Can crews invite them to social activities with outside of work, or to our homes?***

Absolutely. Part of the promise of this program is to establish lasting relationships that span the globe and will outlive the 6 months the SA firefighters are embedded with the program.

### ***What can the SA firefighters do on a medical call?***

The work visas that the fellowship members are under does not allow them to medically treat someone. Therefore, they are only allowed to perform tasks on a medical scene that do not require medical training and/or certification. But they can assist with carrying equipment, loading patients, etc.



***What kind of turnout gear do they use in Saudi Arabia, and what will they use during the Program?***

Their PPE in Saudi Arabia is Globe and they use Scott air packs. During their time with the program, they wear the same brand of turnouts as the host department, purchased by the International Fellowship Program through the host department's vendor.

***What kind of uniform do the SA firefighters wear while participating in the program?***

They wear the host department's uniform, purchased by the International Fellowship Program through the host department's vendor. However, they wear an International Fellowship Program patch instead of the county or department patch on the sleeve to distinguish them from regular personnel.

***Will the SA firefighters be able to stay after their shift is over and work/respond to calls if they choose?***

They may work more than their 40 hrs per week, but they understand that they will not be paid above that by their employer Saudi Aramco. Ultimately, the decision to allow a fellowship firefighter to stay past the end of their scheduled shift will be up to the station officer.

***Do the SA firefighters get treated like probationary firefighters on calls and around the station?***

Many of these fellowship firefighters have many years of experience within the fire service; some are officers within their own departments. They shouldn't be treated like rookie firefighters fresh out of recruit school. However, that doesn't mean that they aren't expected to work alongside our personnel. They are expected to contribute around the station and on scene like all other firefighters. They are here to experience station life and learn how US fire departments fight fire. On fire scenes, officers should look out for them while they gain the experience to operate at the department's levels, just like they would any new firefighter within their department.



**GREATER NAPLES FIRE RESCUE DISTRICT  
BOARD OF FIRE COMMISSIONERS  
Action Item Worksheet**

**NEW BUSINESS**

**Agenda Item:** New Business III. C.

**Subject:** Small Vehicle Fleet Replacement Program

**Meeting Date:** December 12, 2017

**Prepared By:** Wayne J Martin Deputy Director

**Background:**

In Fiscal Year 2017-2018 the District budgeted \$53,000 to continue the Small Vehicle Fleet Replacement Program.

The District is in the second year of replacing old, outdated, high maintenance, and high mileage vehicles. The District has been successful using the Enterprise Fleet Management program for almost a year. At direction of the Board of Fire Commissioners vehicles within the fleet continue to be updated, therefore providing the best miles per gallon and reduced repair costs. These are new vehicles under warranty and include a maintenance agreement. The lease includes maintenance, repairs, towing, management fee, etc. (exception tires and brakes)

The lease provides for a total of eight new vehicles. Included are the replacement of three vehicles in the Logistics - Support Branch, one in Logistics - Training Branch, three in Planning - Fleet Branch, and one in the Finance Section.

Approximately 56% of the small vehicle fleet is still over ten years old. The average mileage of the vehicles being replaced is over 110,000 miles and they are 2002 to 2008 model year. The 2008 has over 186,000 miles. Six high mileage, high maintenance vehicles will be brought back to the Board as surplus vehicles for disposal in the future.

Expected delivery is approximately 90 days. First payment due upon delivery of vehicles.

**Funding Source/Financial Impact**

\$53,000 from General Fund.

**Recommendation:**

Staff recommends the District enter into a lease with Enterprise Fleet Management for the lease of eight vehicle for five years at \$53,000 for \$4,418.13 per month.

**Potential Motion:**

Move to authorize the Fire Chief on behalf of the District to sign the Lease with Enterprise Fleet Management for eight vehicles at \$53,000 per year at \$4,418.33 per month for five years.

A handwritten signature in blue ink, appearing to read "Wayne J. Martin", is written over a horizontal line.

Fire Chief 12/8/2017





**GREATER NAPLES FIRE RESCUE DISTRICT  
BOARD OF FIRE COMMISSIONERS  
Action Item Worksheet**

**NEW BUSINESS**

**Agenda Item:** New Business III. D.

**Subject:** Engine 73

**Meeting Date:** December 12, 2017

**Prepared By:** Wayne J Martin Deputy Director

---

**Background:**

Engine 73 a 2007 Pierce Velocity Engine has been out of service for approximately a month.

During this time the vehicle has been evaluated at Ten 8 Pierce for extensive repairs. First estimate is \$40,750 to repair the pump, the governor, frame rails and pump valves. The Fleet Branch has identified another \$10,000 in repairs; including rear springs, front end work, and a driver seat.

The original cost of the 2007 Pierce Velocity was \$465,540. It has over a 100,000 miles on the speedometer. During ten years of life, motors have been rebuilt or replaced as well as two governors, and four EGR coolers. Based on recoverable information over \$200,000 has been spent on E-73 in 10 years. In calendar 2017 the District spent \$39,250 on Engine 73. This was tracked in our Dossier management program. Over the life of the Engine it is estimated it has been out of service for over a year.

No national data could be located that indicates the average cost of maintenance on a fire rescue vehicle. Each vehicle proves to be different based on the age, mileage, engine hours, and type of vehicle. This vehicle has had and we expect will continue to have mechanical and electrical failures.

The current value of truck as is about \$10,000. With all repairs complete, it has a value of approximately \$75,000.

Fleet cannot guarantee that with the projected repairs the Engine would not need additional repairs in the near future.

Option 1: Authorize the staff to commence repairs not to exceed \$61,000. Initial estimate \$40,750 from Ten 8, ~\$10,000 for fleet identified repairs and \$10,000 for items discovered during rebuild.

Option 2: Surplus Engine 73 and authorize the staff to add another engine to the current lease at \$63,000 per year with the honored price of \$430,000 by REV E-One (note 300 +/- day build).

Option 3: Surplus Engine 73 and authorize the staff to identify and purchase a readily available engine (demo/commercial unit). Not to exceed \$400,000.

**Funding Source/Financial Impact:**

Repairs- General Fund

Replacement- Finance options to be determined, 5-7year lease.

A handwritten signature in blue ink, appearing to read "Wayne J. Martin".

12/8/2017  
Fire Chief Review



**GREATER NAPLES FIRE RESCUE DISTRICT  
BOARD OF FIRE COMMISSIONERS  
Action Item Worksheet**

**NEW BUSINESS**

**Agenda Item:** New Business III. D.

**Subject:** Engine 73

**Meeting Date:** December 12, 2017

**Prepared By:** Wayne J Martin Deputy Director

---

**Recommendation:**

Staff recommends the District declare Engine 73 surplus and dispose of it. Replacement at the Board's direction.

**Potential Motion:**

To be determined.

A handwritten signature in blue ink, reading "Kim O. Pace".

---

12/8/2017  
Fire Chief Review





**GREATER NAPLES FIRE RESCUE DISTRICT**  
**BOARD OF FIRE COMMISSIONERS**  
**Action Item Worksheet**

**NEW BUSINESS**

**Agenda Item:** New Business III. E.

**Subject:** Squad 76 Vehicle

**Meeting Date:** December 12, 2017

**Prepared By:** Wayne J Martin Deputy Director

**Background:**

In Fiscal Year 2016-2017 a Squad was budgeted at \$150,000 in the impact fee account for the purpose of expanding services to an area of the District that had not previously received ALS services. In effort to effectively manage financial resources the District utilized an existing vehicle during the initial program implementation. With the new station now operating to full capacity it is appropriate to secure a new vehicle to support the delivery of new services from a quick response vehicle.

A new quick response squad will be assigned to Station 76. Squad 76 will continue to operate operates 24/7/365. As an ALS Squad it will be equipped with medical gear, radios, computer, self-contained breathing apparatus, fire extinguishers, etc. The squad is available district-wide for use in locations that require four-wheel drive capabilities. Loaded weight is expected to be approximately 1,450 pounds.

The current unit is a 2009 pickup SUV acquired from the previous Ochopee fleet. This unit will be relocated to Station 21 and replace the existing Squad 21 which is a 2004 of similar configuration. The existing Squad 21 will be downgraded to a support role including assignment as a reserve squad in the event Squad 76 and/or Squad 21 is out of service for any reason.

As previously mentioned the inclusion of funding at \$150,000 in the 2016-2017 budget was for the design of a heavier duty apparatus. After utilizing the current squad, it has been determined a smaller, more maneuverable vehicle is best suited for this assignment. As a result it is not necessary to expend the previously approved funding of \$150,000.

This purchase will be a Piggyback of Sarasota County Fire Rescue Command Vehicle bid. This vehicle will be built from similar specifications of the two recently purchased Battalion Chief vehicles.

**Funding Source/Financial Impact:**

Not to exceed \$75,000 from Impact Fees.

**Recommendation:**

Staff recommends the District purchase one 2018 Ford F-250 Squad Vehicle from REV RTC, Ocala Florida for \$72,978.32.

**Potential Motion:**

Move to purchase one 2018 Ford F-250 Squad Vehicle from REV RTC, Ocala, Florida for \$72,978.32 and piggyback the Sarasota County Fire Rescue Command Vehicle Bid.

A handwritten signature in blue ink, appearing to read "Wayne J Martin", is written over a horizontal line.

*Employee Handbook for the  
Administrative Employees of the  
Greater Naples Fire Rescue District*



*14575 Collier Blvd.  
Naples, Florida 34119  
[www.GreaterNaplesFire.org](http://www.GreaterNaplesFire.org)  
239-348-7540*

*December 2017*



## **MISSION STATEMENT**

*The Mission of the Greater Naples Fire Rescue District is to protect life and property by providing emergency response services and education for the residents, businesses and visitors of our community.*

## **VISION**

**Increase response effectiveness  
Enhance professionalism and operational efficiencies  
Use taxpayer dollars responsibly**

## **VALUES**

**Professionalism – Integrity - Compassion**

# ***Table of Contents***

## ***Introduction***

Forward.....	5
Welcome Letter.....	6

## ***General Operating Guideline***

Non-Discrimination and Equal Employment Opportunity .....	7
Anti-Harassment Policy .....	7
Americans with Disabilities Act .....	8
Confidentiality and Public Records .....	8
Personnel Records .....	8
Employee Meetings .....	8
Employee Orientation .....	9
Employee Suggestions .....	9
Job Descriptions and Pay .....	9
Chain of Command Procedures .....	9

## ***Employee Benefits***

Employee Classifications.....	10
Probationary Period .....	10
Physicals .....	11
Vacation.....	11
Personal Days.....	12
Sick Leave .....	12
Holidays.....	13
Bereavement .....	13
Call Back .....	13
Jury Duty .....	13
Educational Opportunities .....	14
Educational Incentives.....	14
Equipment Allowance.....	16
Family Medical Leave Act (FMLA).....	16
Military Leave .....	16
Group Insurance.....	17
Retirement/Social Security .....	17
Deferred Compensation .....	18
Credit Union .....	18
Time off to Vote .....	18
Uniforms .....	18
Employee Organizations.....	18
Liability.....	18
Post Employment Health Insurance.....	18

## ***Table of Contents – Continued***

### ***Employee Responsibilities***

Rules of Conduct and Corrective Action .....	19
Separation from Employment .....	19
Tardiness and Absenteeism .....	19
Telephone Use, Mail and District-issued Phones/Pagers .....	20
Political Activity .....	20
Computer Use .....	20
Professionalism .....	20
Breaks and Meal Periods .....	20
Cash Handling .....	21

### ***Compensation***

Payroll Information .....	21
Work Schedule .....	21
Overtime .....	21
Emergency Duty Assignments .....	22

### ***Safety and Security***

Safety Practices .....	22
Workers' Compensation and Accident Reporting .....	23
Emergencies .....	23
Tobacco Free Workplace .....	23
Drug and Alcohol-Free Workplace .....	23
Workplace Violence .....	24
Communications .....	24

<b><i>Acknowledgement of Receipt of Employee Handbook.....</i></b>	<b>25</b>
--	-----------

## ***Forward***

*This handbook has been prepared as a guideline to make you feel comfortable in your new job, by giving you some essential information about District benefits, practices and requirements. If further clarification is needed on any policies covered, help should be sought from your section manager.*

*Please note that the contents of this employee handbook are provided for information only and are not to be construed as a contract or promise between the District and its employees. This document is not intended to create any legally enforceable obligations on the part of the District, its officers, directors or employees. No supervisor, manager or other representative (other than the Board, in writing) has the authority to enter into any agreement for employment for any specified period of time (except in the case of temporary employees), or to make any agreement contrary to the foregoing.*

*In order to retain necessary flexibility in its policies and procedures, the District reserves the right to modify, change, add to, suspend, or cancel at any time without notice all or any part of the handbook's contents at will as circumstances/ laws may require.*

*Your employment is at will. This means you are free to terminate your employment at any time, for any reason and the District possesses these same rights.*



**GREATER NAPLES FIRE RESCUE DISTRICT  
ADMINISTRATIVE HEADQUARTERS**

14575 Collier Boulevard • Naples, FL 34119

Phone : (239)348-7540 Fax : (239)348-7546

*Kingman Schuldt, Fire Chief*

New Team Member:

It is my pleasure to welcome you as an employee and member of the Greater Naples Fire Rescue District. I am sure that the skills and ability you bring to the District will make you a valuable member of our Fire District team.

This handbook will help you get started in your new position and serve as a valuable reference tool during your employment. It will explain some general facts you need to know about the Fire District including rules and regulations, pay and benefits, work hours and conditions, and your responsibilities and rights as an employee for example.

The Mission of the Greater Naples Fire Rescue District is to protect life and property by providing emergency response services and education for the residents, businesses and visitors of our community. Please familiarize yourself with it.

We hold our membership to the highest ethical standards and expect all employees to abide by our core values; Professionalism, Integrity, and Compassion each and every day, whether at work or otherwise. As we share in the experience of working together, you will be making an important contribution to the growth and well-being of the employees, residents, and visitors of the Fire District.

You are encouraged to take pride in your new position so that you will find your work interesting, satisfying and rewarding. Please read the Administrative Handbook carefully and discuss any questions you might have with your Supervisor.

I wish you every success in your career with the Greater Naples Fire Rescue District and look forward to your contributions.

Sincerely,

A handwritten signature in black ink, appearing to read "Kingman Schuldt".

Kingman Schuldt  
Fire Chief

## GENERAL OPERATING GUIDELINES

### *Non-Discrimination and Equal Employment Opportunity*

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Greater Naples Fire Rescue District (GNFD) where employment is based upon personal capabilities and qualifications without regard to race, color, religion, sex (gender), age, national origin, disability, marital status or any other protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to all policies and procedures in connection with but not limited to, recruitment and hiring, placement, transfer and promotion, demotion, advertising, compensation, benefits, training, layoff or termination, participation in social or recreational functions and all other terms and conditions of employment.

Employees' questions, concerns, or complaints will be addressed by the Fire Chief or designee. Appropriate disciplinary action may be taken against any employee willfully violating this procedure.

### *Anti-Harassment*

GNFD is committed to providing a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere, which promotes equal employment opportunities and prohibits discriminatory practices, including harassment. The District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

Sexual harassment is defined as unwelcome verbal comments, gestures, or physical actions of a sexual nature toward another employee of the same or opposite sex; demanding sexual favors, applying subtle pressure for sexual favors or activity, promise of preferential treatment and/or influence over one's career because of sexual favors or activity.

Harassment is further defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age, national origin, disability or any other characteristic protected by law or that of his/her relatives, friends or associates, or that creates an intimidating, hostile or offensive work environment; unreasonably interferes with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

This applies to all applicants and employees, and prohibits harassment, discrimination, and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected with our District (e.g., an outside vendor, consultant, or customer). Conduct prohibited by this section and the District Discrimination/Harassment Policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, meetings, and work-related social events. In addition, the District prohibits retaliation against any individual who in good faith reports discrimination or harassment or participates in an investigation of such reports.

The District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they consider contrary to this section and/or District policy or who have concerns about such matters should **immediately** file their complaints or address their concerns with any member of management without regard to the Chain of Command.



Upon receipt of any such complaint, the management member will promptly investigate the matter and if the claim is substantiated, appropriate corrective action will be taken. Any information provided during an investigation will be treated as confidential as possible.

### ***Americans with Disabilities Act***

Our District is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the District's duty not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability, history of disability or perceived disability so long as the employee can perform the essential functions of the job with or without reasonable accommodations. The District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made such a request, provided that such accommodation does not constitute an undue hardship on the District.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their section manager or the Director of Finance Section, as should any job applicant. All inquiries or complaints will be treated as confidential to the extent permissible by law.

### ***Confidentiality and Public Records***

All employees should maintain the highest level of confidentiality when conducting daily business. Employees are required to be familiar with Public Records F.S. Section 119 and the District Policies regarding Public Record Requests and Protected Health Information (PHI).

Employees handling confidential information are responsible for its security. Extreme care must be exercised to ensure that it is safeguarded to protect the District, employees' and citizens' privacy. Employees who are unsure about the confidential nature of specific information should ask their supervisor for clarification.

All Public Records requests will be forwarded as outlined in the District Public Records Request policy to the District Records Custodian or designee.

### ***Personnel Records***

As your employer, the District keeps detailed records on all employees in accordance with federal and state regulations. It is each employee's responsibility to keep the District updated on any change in address, phone number, marital status, name, beneficiaries, dependent coverage, number of dependents, alien registration status and employment authorization. All changes are to be submitted via email or in writing to the District's Human Resource Specialist. All records will be maintained in a confidential manner.

Employees may inspect their personnel file at any time. You are entitled to obtain copies of any document placed in your personnel file. Because the District is a public agency, your personnel file may be inspected by the public at any time. Inspection of these records will be done in accordance with State law and the policy of this District.

### ***Employee Meetings***

Occasionally, throughout your employment, meetings will be held to discuss topics of importance. You will be notified if your attendance is mandatory. If attending a mandatory meeting extends "hours worked" past the FLSA threshold of 40 hours per week, overtime will be approved.

## ***Employee Orientation***

As a new employee, you will be required to attend an Orientation Program. During this program, you will receive an employee handbook and be advised of personnel rules and regulations and District policies.

## ***Employee Suggestions***

You are encouraged to make suggestions, which increase efficiency, cut costs, promote effective communications, improve service, public relations, working conditions, or safety. Suggestions should be openly discussed with an employee's supervisor.

## ***Job Descriptions and Pay***

A general job description for your job classification is on file and should have been presented during your interview process. Likewise, if changes are made once hired an updated job description will be provided to you.

This is a summary of the general responsibilities assigned to a specific position, a brief explanation of typical duties, and the required qualifications of training, experience, and education that an individual must have to perform the work. Please remember that you will be asked to perform duties that are not specifically written in your job description. The rapid change of job requirements makes this a necessity. Also, you will be asked to perform other duties as assigned and will be asked to perform duties of other employees during periods of vacation, illness and other work periods.

Employee will be paid bi-weekly an agreed upon salary/hourly wage. The District's preferred payroll method is through Direct Deposit. All employees will be asked to submit the necessary paperwork during orientation.

## ***Chain of Command Procedures***

The District is committed to extending an open door to employees through a Chain of Command. Employees are encouraged to discuss problems, needs, or requests with those in supervisory positions.

This procedure provides that every employee regardless of position will have the opportunity to address and hopefully resolve any issues, concerns, or problems that may arise in connection with his or her employment. If problems arise on the job, you should follow the chain of command as outlined below to address your problems.

STEP 1            When a problem or question arises, you should first see your immediate supervisor.

STEP 2            If the problem is not resolved or you do not feel comfortable speaking with your supervisor, talk with the Section Manager.

STEP 3            If you are still not satisfied, you may speak with the Fire Chief.

The District is committed to our open door philosophy, and encourages you to take advantage of it without fear of penalty or retaliation.

## EMPLOYEE BENEFITS

### *Employee Classifications*

Employees are classified as follows:

**Regular Full-Time** - An employee who has satisfactorily completed the required probationary period and is regularly scheduled to work a typical 40-hour work week, or those regularly scheduled to work a 24/48-hour shift schedule.

**Probationary Full-Time** - An employee who is employed by the District and is working through the probationary period as defined below.

**Part-Time** - An employee who is regularly scheduled to work less than 29 hours per week. No benefits are implied, accrued, or earned with part-time positions.

**Temporary** - An employee who is hired to do a specific job for a specified period of time. No benefits are implied, accrued, or earned with temporary positions.

If a temporary or part-time employee becomes a regular full-time employee, benefit accrual will commence, and a new probationary period must be satisfactorily completed.

### *Probationary Period*

Your first six months of employment is considered a probationary period. During this period your performance on the job, the quality of your work, your attendance, behavior and other factors will be closely observed and evaluated by your supervisor. Probationary employees will be evaluated weekly and before the conclusion of the six-month period a determination will be made as to continued employment.

If an employee cannot meet the District's expectations at any time during the probationary period, the employee may be released from employment. At the District's discretion, the probationary period may be extended to allow for additional review and for additional improvement to take place. An employee who resigns or is dismissed while in the probationary period will not be paid for any accumulated or accrued sick or vacation leave.

Employees who have completed the probationary period remain employees at will.

### *Promotion/Transfer Probationary Period*

A Regular Classified Staff employee who is promoted or transferred will serve a six (6) month probationary period in the new position from the date of the promotion/transfer. In the event the employee does not meet job requirements and/or performance standards during the promotion/transfer probationary period, the supervisor may issue a Performance Improvement Plan as early in the probationary period as possible that contains the following:

1. Specific nature of the problem(s), including specific examples.
2. Corrective action(s) required, including the specific and reasonable standards related to the problem(s).

Failure to remedy the performance behaviors identified in the Performance Improvement Plan may result in extended probation, reassignment, demotion, or termination of employment, on or before the end of the promotion/transfer probationary period.

## ***Physicals***

### **Annual Physicals:**

High-Risk (Certified FF) employees shall complete the District prescribed annual physical which will be administered by the District chosen vendor at no cost to the employee.

Civilian Employees shall be offered the District chosen vendor physical at no cost to the employee.

## ***Vacation***

Probationary Full-Time and Regular Full-Time employees are entitled to paid vacation, which begins accruing upon commencement of employment on the following basis:

Year of service	Shift Employees	40 Hour Employees
Initial	12 hours	8 hours per month
Over 5 years	19 hours	10 hours per month
Over 10 years	22 hours	14 hours per month
Over 15 years	24 hours	16 hours per month

Vacation is earned upon the employee's six-month anniversary date and successful completion of the Probationary period, and cannot be used before that time. Vacation time must be accrued before taken.

Requests for vacation time off require prior approval. Vacation leave requests shall be submitted to your immediate supervisor for approval in advance to match the length of time requested.

Monthly accrual rate changes will become effective on the employees anniversary date.

Unused vacation time will roll over from one year to the next.

Once an employee has announced their intent to permanently separate they may elect to take continuous vacation time (not to exceed two weeks) prior to their retirement date. One may not complete their term of employment on vacation. Each of the above can be modified at the discretion of the Fire Chief.

The District encourages its employees to take a vacation each year. All employees need and deserve a vacation away from work for rest and recuperation. Getting away from the day-to-day responsibilities of your job should allow you to return to work a more relaxed and a more productive employee.

Employees are not permitted to work their vacation for pay or to receive pay in lieu of taking their vacation.

Routine vacations shall not exceed two weeks at any one time. A request can be made for an extension subject to approval of the Fire Chief.

If a holiday falls during your scheduled vacation, your attendance will be recorded as a Holiday not Vacation.

If an employee voluntarily decides to leave the District after one year of service; provided they give two weeks' notice or if separation is involuntary for reasons other than misconduct, any

earned, but unused vacation time will be paid up to the cap of 500 hours. All other accrued time is forfeited.

Probationary employees whose employment is severed during their probationary period will not be paid for accumulated vacation time.

### ***Personal Days***

Regular full-time employees will be credited personal days on October 1<sup>st</sup>. Personal days cannot be accumulated year to year and are not payable at separation. Time must be taken in one hour increments.

#### **Personal Days for Non-Exempt 40 Hour Employees**

Annual Accrual	Hours Conversion
3 days per year	24 hours

#### **Personal Days for Exempt 40 Hour Employees**

Annual Accrual	Hours Conversion
5 days per year	40 hours

#### **Personal Days Scheduled for 24 hour on / 48 hour off Shift Employees**

Six Week Reoccurring Annual Accrual	Hours Conversion
8 to 9 days per year	192 to 216 hours

### ***Sick Leave***

Probationary Full-Time and Regular Full-Time employees are entitled to paid sick leave, which begins accruing upon commencement of employment on the following basis:

40 Hour Employee accrue at 10 hours per month.

Shift Employees accrue at 12 hours per month.

Sick Leave is earned upon the employee's six month anniversary date and cannot be used before that time.

The use of sick time is recorded in attendance as non-productive time, and will not count toward as employees 40-hour threshold for overtime.

Unused sick leave will continue to accumulate each year unless the employee elects to receive pay in-lieu of time off. This election must be made each September by filling out a sick time pay-out form. All employees must maintain a minimum of 80 hours in the sick bank before receiving payouts. The maximum accrued sick hours an employee can be paid out annually is 240 hours.

Upon severing employment with the District, the employee shall be entitled to payment for no more than 320 hours. An employee whose employment is severed for disciplinary action will not be paid for accumulated sick time.

## ***Holidays***

The District recognizes thirteen paid holidays:

New Year's Day	Thanksgiving Day
Martin Luther King's Day	Friday after Thanksgiving
President's Day	Christmas Eve
Columbus Day	Christmas Day
Memorial Day	New Year's Eve
Independence Day (Fourth of July)	
Labor Day	
Veteran's Day	

An employee must work or be in pay status before and after the holiday to be eligible for the holiday off with pay. Employees on leave without pay, or on unpaid leave of absence, will not be credited for the holiday or receive any compensation for said holiday. Terminating employees must work a regularly scheduled workday immediately following the holiday to receive pay for said holiday.

Shift Battalions will be paid three, four-hour Blocks (12 hours) of pay for each Holiday worked.

Employees working a four, 10-hour work day schedule shall temporarily transition to a five, 8-hour work day schedule for weeks including District recognized holidays.

If a Holiday falls on a weekend, it will be declared on either side of the weekend at the discretion of the Fire Chief.

## ***Bereavement Leave***

In the unfortunate event, when an employee is faced with the death of an immediate family member as defined below, an employee may be given up to 48 hours of Bereavement Leave, schedule to be arranged by the employees immediate supervisor. Bereavement leave is a separate leave account and is not charged against any other leave. Immediate family is defined as spouse, significant other, domestic partner, mother, father, mother-in-law or father-in-law, brother, sister, brother-in-law or sister-in-law, children, foster children, step-children, grandchildren, grandparents of employee or spouse. At the discretion of the Fire Chief, consideration of extended family relations may be approved in part or whole. It is expected that Bereavement Leave will be taken within 30 days unless approved by the Fire Chief.

## ***Call Back***

When an non-exempt employee is ordered back to work beyond the employee's scheduled hours of work the employee shall be credited for actual time worked or a minimum of two (2) hours, whichever is greater.

## ***Jury Duty***

All employees are entitled to leave if called for jury duty or work related subpoena to appear as a witness. If you are called to serve, please notify your Supervisor immediately. You will be asked to provide a copy of the jury duty notification or witness subpoena. Any fees paid by the court must be submitted to the District. Employees will receive regular pay while serving on a jury or appearing for the work related subpoena.

Employees who appear as a witness, plaintiff, or defendant due to a personal legal proceeding, must use accrued leave for any such absence from work. If accrued leave is not available, the employee may use leave without pay.

### ***Educational Opportunities***

The District highly values education and recognizes it as a means to promote professionalism within the District and to give the fire service the status and recognition it rightly deserves within our community. Employees must announce their intent to attend college/university courses during the annual budget process, requests not identified during the annual budgeting process may be approved at the discretion of the Fire Chief.

The employer agrees to reimburse the cost of tuition, books, and fees for attendance to an accredited public or private college or university for all courses related to Under Graduate, Graduate, or Doctoral degree in the fields of management, business, finance, human resources, or other fields pre-approved by the Fire Chief. Coursework must be passed with a letter grade of "C" or better to be eligible for reimbursement. The maximum annual reimbursement amount is \$5,000.00 per budget cycle.

Employees will be required to reimburse the District for tuition, books and fees if the employee separates within one year of completing coursework.

Probationary employees may not participate in the education reimbursement program.

The District may grant paid administrative leave during normal work hours, not to exceed four hours per week, for the purpose of participating in pre-approved college education. Additional education scheduled during normal work hours must be pre-approved by the Fire Chief, and may require the use of accrued vacation or personal time for class attendance.

All Classes must have approval prior to registering to be eligible for reimbursement, utilizing District policies.

Employees may be granted Educational Leave for attendance at professional seminars, conferences, or other such business meetings which may contribute to increasing the employee's effectiveness and knowledge. All such opportunities must have approval prior to registering complying with the District Policy.

### ***Educational Incentives***

Eligibility shall be based on the employee job description. If the certification is a job requirement the employee is not eligible for this incentive pay.

The District offers the following educational incentives. All degrees are in their own category.

#### **All:**

Associate Degree	\$1500 Maximum Includes State Supplement
Bachelor Degree	\$2500 Maximum Includes State Supplement
Master Degree	\$3000 Maximum Includes State Supplement
All member certifications.	
EFO/National Fire Academy	\$520

CFO Certified Fire Officer	\$520
FO Fire Officer	\$260
FM Fire Marshal	\$260
CEMSO Chief EMS Officer	\$260
CTO Chief Training Officer	\$260
CPM Certified Public Manager	\$520
CDM Certified District Manager	\$520
Each is added to the other for a maximum of \$2000.	

#### **Certified Firefighter:**

Fire Investigator (I or II) Only one Paid	\$520
Public Safety Life Educator	\$390
Fire Officer (I or II or III or IV) Only one Paid	\$520
Fire Instructor (I or II or III) Only one Paid	\$520
Live Burn Instructor (I or II) Only one Paid	\$520
Live Fire Adjunct (Until Live Burn Instructor)	\$390
Safety Officer	\$390
Paramedic Certification	\$5,200
ALS Program	\$1,560

Each is added to the other for a maximum of \$8,000.

#### **Administrative Employees:**

Accounting Technology Certificate	\$625
Business Administration & Management	\$600
Business Operations	\$450
Emergency Management	\$600
Certified Public Manager® program	\$600
Certificate Accounting Applications	\$750
Programming Specialist	\$450
Information Management (network)	\$600
Web-development Specialist	\$900
A+ Certification	\$600
Network + Certification	\$450
Certified Netware Administrator	\$600
Human Resource Management	\$450
SHRM - Certified Professional	\$600
SHRM- Senior Certified Professional	\$450

Each is added to the other for a maximum of \$3000.

Accredited College Certification or others as determined by the Fire Chief are at \$25 per credit hour.

All courses must be completed with a Certificate.

#### **Fleet Mechanics Only:**

F-1 Inspect, Test, Maintain Fire Apparatus	\$75
F-2 Design and Performance Fire Apparatus	\$75
F-3 Fire Pumps and Accessories	\$75
F-4 Fire Apparatus Electrical Systems	\$75
F-5 Aerial Fire Apparatus	\$75
F-6 Allison Automatic Transmissions	\$75



FA-4 Advanced Electrical	\$75
F-7 Foam Systems	\$75
F-8 Hydraulic Systems	\$75
ASE Automotive Master	\$400
ASE Truck Master	\$400
EVT Level I (Drop off F-1 and F-2)	\$450
EVT Level II (Drop off F-3 and F-4 and Level I)	\$750
EVT Master Tech Level III	
(Drop off F 5 and F-6 and Level II)	\$1,250

Each is added to the other except when dropped off for a maximum of \$3000

**Facilities Personnel Only:**

Licensed General Contractor	\$1,000
Licensed Electrical Contractor	\$350
Licensed HVAC Contractor	\$350
Licensed Plumber	\$350

Each is added to the other for a maximum of \$2,000.

Eligible incentives are included on the employee's bi-weekly pay check. All above figures on incentive are yearly.

***Equipment Allowance***

Regular Full-time Fleet mechanics and Maintenance Personnel shall receive a tool allowance of \$300 annually.

***Family Medical Leave of Absence FMLA***

Employees who have completed 12 months (which need not be consecutive) of employment and have worked at least 1250 hours in the 12 months preceding commencement of the leave, are entitled to a family and medical leave of absence in accordance with the Family and Medical Leave Act of 1993 (FMLA). Federal Law and District policy should be referenced if FMLA leave is needed.

***Military Leave***

**VETERANS AFFAIRS**

**Military Affairs and Related Matters:**

Employees shall be afforded all State and Federal protections such as those provided in the (a) Service members' Civil Relief Act (SCRA), Title 50, Appendix U.S.C. ss. 501 et seq., (b) the Uniformed Services Employment and Re-employment Rights Act (USERRA), Title 38 United States Code, Chapter 43, and (c) and Florida Statute 295, Laws Relating to Veterans.

**Florida National Guard Leave:**

An employee who is a member of the Florida National Guard shall be entitled to a leave of absence without loss of pay, time, benefits or any efficiency rating on the days the employee is engaged in active state duty for a named event, declared disaster, or operation under state law. A leave of absence with pay may not exceed 30 days for each emergency of disaster.

#### **Military Reserve and National Guard Training:**

An employee who is a volunteer in the Florida National Guard or a reserve force of the United States (Army, Navy, Air Force, Marines) shall be entitled to a leave of absence without loss of pay, time, benefits or any efficiency rating to meet any and all obligations that are accompanied by orders or a clear requirement of the employee to fulfill service requirements.

The District and the affected employee's should take the time to review specific subject material in-depth to ensure all rights are preserved.

### ***Group Insurance***

Group Insurance is available to probationary and regular full-time employees without a waiting period. Group insurance benefits includes Medical, Dental and Vision.

An employee electing District offered group insurance benefits may have an employee contribution deducted from their bi-weekly paycheck as determined by the Board of Fire Commissioners.

New employees, may enroll up to 30 days after hire or must wait for the next open enrollment.

An Open Enrollment Window - allows you to make changes to your coverage each year.

Changes to your coverage are only allowed outside the open enrollment window if you have a qualified family status change as defined by the IRS. Some examples of family status changes are:

- Marriage or Divorce
- Change in Employment status
- Death of employee or dependent
- Birth or Adoption of Child
- Change in Hours Employed by you or your Spouse

Life insurance, short-term and long-term disability insurances are also benefits provided to all probationary and regular full-time employees. Life insurance is provided at the rate of one times salary up to \$75,000. Commissioner life insurance is \$50,000.

Insurance coverage ends on the last day of the month in which you sever employment. For example, if you resign October 10, your coverage ends October 31st at midnight.

### ***Retirement/Social Security***

As an employee of the District you are included in the Social Security System.

District employees hired before January 1, 1996 are members of the Florida Retirement System. This plan is operated and administered by the State of Florida. The District will pay the mandated state contribution percentage. Retirement benefits are defined by the State of Florida.

Full-time District employees hired between January 1, 1996 and November 4, 2014 will be on one of two retirement plans. If the employee is a certified Florida Firefighter and qualifies for High Risk retirement by job classification, the employee will be eligible for the Districts Firefighters 175 Pension Plan. Retirement benefits are defined by the plan document. Contribution levels are determined annual by the Plan.

Full-time employee not qualified for High Risk retirement hired between January 1, 1996 and November 4, 2014 will be eligible for a 401A Profit Sharing retirement plan; managed by an independent retirement company. You will be given a copy of this plan as part of your orientation as well as contribution levels and requirements.

Full-time employees hired after November 4, 2014 will be enrolled in the Florida Retirement System (FRS), unless not eligible for enrollment as determined by FRS. If an employee is determined not eligible for enrollment into FRS the employee will be enrolled in the 401 A Profit sharing retirement.

### ***Deferred Compensation***

Employees are eligible to participate in a 457 Deferred Compensation plan. The plan is a tax deferred savings plan for retirement purposes available to employees upon employment. Eligible employees will be eligible for a matching contribution; general administrative employees \$25.00 per pay period & Command Staff \$50 per pay period to their 457 Deferred Compensation plan. This program is managed by an independent retirement professional.

### ***Credit Union***

District employees and their families are eligible to join the Sun Coast Schools Federal Credit Union.

### ***Time Off To Vote***

Employees are encouraged to vote before or after working hours. When the polls are open two hours before or two hours after the employee's regularly scheduled workday, it is considered sufficient time for voting. However, should an employee's work not allow sufficient time for voting, you will be allowed the necessary time off with pay for voting. Prior arrangements must be made with your supervisor.

### ***Uniforms***

Uniforms are provided for those employees who are required to wear uniforms. Uniform requirements vary among job classifications and will be explained during new hire orientation. Additionally, an employee may also refer to District policy for Uniform specifications.

### ***Employee Organizations***

Employees are free to decide whether or not they wish to join an employee organization without fear of threat or penalty.

### ***Liability***

The Employer shall defend and hold harmless the employee for duties the employee may perform on behalf of the District to the extent that said duties are performed in the normal course of employment, within the scope of the employees training and in the manners prescribed for the performance of said duties. This hold harmless shall be extended beyond separation from the District providing the employee was acting within the scope of the employee's employment of the District at the time of employment.

### ***Post-Employment Health Insurance***

Regular full-time employees will be eligible for Post-Employment Health Insurance contributions per District Policy.

## **EMPLOYEE RESPONSIBILITIES**

### ***Rules of Conduct and Corrective Action***

In order to provide a safe and productive work environment for our employees and to maintain order, the District has established high standards of performance and conduct. Employees are responsible for being familiar with all District Rules and Regulations, Policies, and Applicable Standard Operating Guidelines.

Failure to comply can result in disciplinary action to include counseling, written reprimands and warnings, disciplinary probation, suspension, demotion and termination.

### ***Separation from Employment***

The District hopes that your tenure with our District will be a happy and prosperous one. If you are unhappy with your present job for any reason, please talk to your supervisor and try to resolve the matter. The District does understand, however, that at certain times a change in jobs may be necessary.

In order to leave the District in “good standing”, you must have given your supervisor written notice at least two weeks (14 days) in advance of your last work day, have demonstrated satisfactory or better performance, and returned all District property including uniforms, your district identification, keys, etc.

Failure to provide proper notice can affect your eligibility to receive payout for accrued time (vacation/sick) and could influence your chances for future reemployment with the District. Generally, employees who leave without proper notice or “not in good standing” are not eligible for rehire. Even though an employee may voluntarily terminate, the District retains the right to ask the employee to leave earlier than planned.

### ***Tardiness and Absenteeism***

You are expected to be at work and on time for your scheduled work day. If you cannot report to work as scheduled, you must call/text your immediate supervisor prior to the start of your work day.

You shall notify your Supervisor or designee within one hour of your designated start time each day of absence. Failure to provide this notice may cause denial of sick pay and result in disciplinary action. Illness or hospitalization of more than five consecutive days shall require a doctor's certificate stating the employee may return to work. A doctor's note may be required for each separate instance of absence, repeated absence or extended absences if due to illness.

Punctuality, being at your job on time and ready for work, is part of good attendance and critical to our ability to provide exceptional service. If you are going to be late for your scheduled work day, you must call/text in as soon as you know. Your call/text must include the reason you are running late and your expected time of arrival.

You can receive disciplinary action for unexcused absences and tardiness and for excessive tardiness and absenteeism, even though excused. Three unexcused days absent will result in immediate termination, as the District will assume you have voluntarily abandoned your job.

Your supervisor is the only person authorized to make schedule changes. Failure to return to work following expiration of an approved leave of absence will result in your termination of employment.

### ***Telephone Use, Mail and District-issued Equipment***

Use of the District's telephone lines should be confined to business phone calls and limited personal use. Placing personal long-distant calls is strictly prohibited from District telephone lines and District owned cellular devices.

In order to avoid adding to the increasing volume of mail, employees should not use the District's address for receiving personal mail. District stationary shall not be used for personal correspondence. To do so could reflect an official District communication.

District-issued property (phones/pagers/radios/computers, etc.) are the responsibility of the employees to which they are issued. They must be kept in the employee's possession at all times. Employees will be held accountable for lost, stolen or damaged issued property including any insurance deductible that the District would have to pay.

Violation of the above policies is considered misappropriation of District funds and misuse of District property and is grounds for disciplinary action.

### ***Political Activity***

District employee shall not personally take part in any political campaigns or other political activities during working hours.

### ***Computer Use***

E-mail and Internet access are provided to enhance District business communication and productivity. The use of these systems should be confined to business or work related communications. Employees utilizing District E-mail, voice mail, telephones and computers should have no expectation of privacy. The District reserves the right to monitor the use of these communications at any time. Communications that contain sexually or racially offensive comments, jokes or slurs and/or disparagement of co-workers or subordinates are expressly prohibited and shall be grounds for disciplinary action.

Fax machines, copiers, computer software and hardware, cell phones etc. are provided for the express purpose of conducting business for our District. Personal use and benefit should be limited.

### ***Professionalism***

When representing the District, you are expected to conduct yourself in a professional manner at all times. Professional conduct includes exhibiting a friendly, cooperative and team oriented attitude toward co-workers, management and all residents/visitors.

### ***Breaks and Meal Periods***

Breaks may be taken as business permits. One-hour meal breaks are granted with 30 minutes of the break taken off the clock. A minimum of a 30 minute lunch break is mandatory. All employees will be scheduled a lunch break. Meal breaks may be taken on-site or off District premises.

## ***Cash Handling***

Employees who are assigned cash handling responsibilities as a part of their job are required to follow proper procedures as outlined by their supervisor. Failure to follow proper procedure for handling checks, credit cards and cash shall result in disciplinary action up to and including termination. Failure to maintain accurate, proper, and timely accountability and control of deposits will also result in disciplinary action. Altering paperwork, or in any way falsifying District records can result in immediate termination. Using District money for personal reasons is strictly prohibited and would be considered misappropriation of District funds.

## **COMPENSATION**

### ***Payroll Information***

Employees are paid by-weekly (every two weeks), on every other Thursday. There are 26 paydays per year. Payroll payments will be made via Direct Deposit, an enrollment form will be provided at hiring.

Paychecks cover the two week work period which ended the previous Monday at 8:00 a.m.

Deduction for Federal Withholding Income Tax and Social Security (F.I.C.A.) are required by law. You may also wish to authorize other deductions from your paychecks such as;

- Deferred Compensation
- Voluntary Life Insurance
- Voluntary AFLAC coverage

You may change your tax withholding deductions and banking institution information any time by completing a new W4 form or Direct Deposit form and submitting it to Human Resources.

### ***Work Schedule***

All 40-hour Administrative, Fleet, Logistics, and Fire and Life Safety personnel shall routinely work a five-day, Monday through Friday, eight-hour work day. The hours for all employees shall be from 8:00 AM to 4:30 PM. Shift personnel shall work 24 hours on and 48 hours off shift schedule. Workday modifications to this schedule shall be approved by the Fire Chief.

A compressed work schedule may be implemented by Section Managers with approval of the Fire Chief.

### ***Overtime***

Your supervisor may require you to work overtime, or on your days off, in order to meet special situations, emergencies, or demands. As a District employee serving the public, you are expected to work the extra hours. Mandatory Overtime will not be unreasonably imposed.

Overtime will not be accrued for attendance at seminars, conferences, school, etc. However, if an employee is scheduled to work during his/her attendance at one of the above, attendance will reflect the employee off on Department Leave or Educational Leave and be counted as productive work hours/time.

Employees are eligible for overtime pay in accordance with the Federal Fair Labor Standards Act.

Employees in Office, Trades and Clerical positions are usually assigned as non-exempt; therefore are eligible for overtime once the forty hour productive threshold is met. Overtime will be paid at time and a half based on the employee's normal rate of pay. All overtime must be preapproved by a supervisor.

De minimis after-hours work, generally less than 10 minutes, is not compensatory; however, work performed outside of assigned work hours is viewed collectively and not on a per-email/text/call or per-incident basis, therefore an employee who collectively works more than 10 minutes needs to have supervisor approval and submit the appropriate overtime request form. A violation of the overtime reporting procedure will result in disciplinary action.

FLSA Overtime Exempt Employees include positions of the management team with supervisory, managerial and disciplinary responsibilities; such as Chief Officers and Directors. Employees in this classification are not eligible for overtime. Exception: Command staff/management who are activated during a declared civil emergency will be eligible for compensation, in accordance with District policy.

Exempt Shift Personnel: Excess assigned shift hours shall be compensated at a rate of \$150 per completed four-hour block.

### ***Emergency Duty Assignments***

If Civil Emergency conditions are declared by the Fire Chief, employees shall be assigned as necessary to duties to fulfill the mission of the District. Civil Emergencies include, but are not limited to; riots, civil disorders, floods, hurricanes, tornados, or similar catastrophes.

## **SAFETY AND SECURITY**

### ***Safety Practices***

The management of the District is dedicated to providing and maintaining a safe environment for all employees and residents/visitors. It is the District's hope and desire that no one will sustain any injury or loss as a result of employment. The best way to ensure safety is through our constant awareness. The District relies on all of our employees to be safety conscience while on the job. The following guidelines should help you in this role:

- Be aware of the safest manner in which to perform your job.
- In an emergency situation, remain calm and relay any information in a calm and rational manner.
- Report any violations of policies and procedures to your supervisor.
- Observe all established fire, safety, civil defense rules and common safety practices.
- Do not take any actions that could contribute to unsanitary or unsafe conditions such as horseplay.
- Cooperate with any and all District investigations.
- Know the location of fire extinguishers and exits.
- Follow proper lifting techniques.
- Do not block access to exits or emergency equipment.
- Aisles and walkways must be kept clear and materials properly stacked and stored safely.
- Any serious situations should be reported to your immediate Supervisor.
- Become familiar with department-specific safety rules and regulations.
- Report any safety hazard.

## ***Workers' Compensation and Accident Reporting***

Workers' compensation benefits are provided in accordance with Florida law and District policy to protect an employee in the event of a work-related injury or illness resulting in medical care and/or loss of work time. Coverage begins immediately upon hire and is paid for by the District.

Under this insurance, medical expenses in connection with a work-related injury or illness will be paid according to the State fee schedule. Benefits covering lost wages will be paid by our insurance company according to State law and require certain minimums and waiting periods before any payment is made.

Accidents that occur on the job must be reported to your supervisor immediately regardless of severity. Only Workers' Compensation-approved doctors are authorized to provide treatment and determine the need for time-off. It is a felony to claim a false injury on the job. All accident reports are fully investigated and fraudulent claims are prosecuted. Any questions regarding Workers' Compensation should be referred to the Human Resource Specialist.

If an employee is off work for seven (7) or less days, due to an on the job injury that is covered under Worker's Compensation, the employee will receive a regular paycheck. If the employee is off more than seven (7) days, the employee will continue to receive a regular pay check from the District. Additionally Disability checks from the Worker's Compensation carrier will also start to be received by the employee at their residence, this check is to be submitted to the Human Resource Specialist within 5 business days.

## ***Emergencies***

In any District or employee emergency including robbery, bomb threat, power failures, injury/accidents, fire, etc. it is important to remain calm, protect against physical harm and notify management as quickly and calmly as possible. Employees should never put themselves in danger to protect property.

## ***Tobacco Free Workplace***

This is a Tobacco Free Workplace in accordance with District Policy.

## ***Drug and Alcohol-Free Workplace***

The District has made a strong commitment to its employees to provide a safe workplace and to promote employee health. Our goal is to maintain a work environment that is free from the adverse effects of drugs and alcohol.

It is the policy of our District that the possession, use, consumption, sale, purchase, distribution, dispensation or manufacture by any employee of alcohol or any illegal drugs or illegally obtained drugs in the workplace, on District premises or within its facilities, in the conduct of District-related work off District premises, or when operating District vehicles on or off duty, is strictly prohibited. The foregoing prohibitions apply at all times during the workday, including mealtimes and break periods.

Nor will the District permit any employee to report to work or to perform his or her duties with the presence of illegal or illegally obtained drugs or alcohol, in his or her body, or while impaired or under the influence of any illegal drug and/or alcohol. The District also does not permit any employee to report to work or to perform his or her duties while taking prescription or non-prescription medication, which in fact is adversely affecting the person's ability to safely, and effectively perform his or her job functions.

An employee for whom a licensed physician or dentist prescribes a controlled substance must advise the

Page 23 of 25



supervisor immediately in order that an evaluation can be made on the impact, if any, on the safe and efficient operation of the District. Employees are required to notify a supervisor in such instances, but need not disclose the medication being used or the medical condition involved. Failure to adhere to these policies will result in disciplinary action up to and including immediate termination.

Employees may be required to submit to drug or alcohol testing at the discretion of management under certain circumstances.

A comprehensive Drug-Free Workplace Policy has been adopted by the District.

### ***Workplace Violence***

It is the shared obligation of management, employees, law enforcement agencies, and employee organizations to individually and jointly act to prevent or defuse actual or implied violent behavior at work. Additionally, GNFD will provide a coordinated effort to manage critical workplace violence incidents. This includes but is not limited to a quick and thorough investigation and response to reports or incidents of threats, attempts, or actions of violence against an employee that were carried out or believed to have been carried out in the workplace by an employee against another employee or citizen.

Violence, attempted violence or the threat of violence by any employee against another GNFD employee or citizen during working hours is unacceptable. Any such action may subject the employee to possible criminal charges by the victim through the appropriate law enforcement agency. Additionally, any employee who is involved in such activity will be subject to serious disciplinary action up to and including termination. The District intends to fully cooperate with law enforcement personnel to assist in the prosecution of any person in or outside the organization who commits violent acts against an employee in the workplace or during working hours.

The possession, use, or threat of use of a weapon, including firearms is not permitted in/on GNFD property, or in a GNFD owned vehicle. Exception: employee rights signed into law under the "Preservation and Protection of the Right to Keep and Bear Arms in Motor Vehicles Act of 2008"; creating s.790.251, F.S.; effective July 1, 2008; Florida employees who possess a valid concealed weapons permits have the right to store firearms in their privately-owned locked vehicles in employer-owned parking lots.

A comprehensive Violence in the Workplace SOG has been adopted by the District.

### ***Communications Connectivity***

All employees shall maintain, at their own expense, a working phone and current contact number/information with the District for communication and automated recall purposes. The District may leave a voice message when communicating messages to employees.

All employees shall maintain a current mailing address and residence address with the District.

Administrative employees assigned by the Fire Chief to use their personal cell phone may receive a monthly communications reimbursement in the amount of \$50.00.

Command Staff assigned by the Fire Chief to use their personal communications and connectivity devices will receive a monthly connectivity reimbursement in the amount of \$75.00.

This payment shall not be deemed part of the employee's regular compensation and will not be pensionable. The District may issue a District cell phone in lieu of the monthly business expense reimbursement as outlined above.

## ***ACKNOWLEDGMENT OF RECEIPT OF EMPLOYMENT HANDBOOK***

I have received and agree to read my copy of the employee handbook. In addition, I acknowledge my duty to read and familiarize myself with District Policies, Procedures and Guidelines.

I understand that the policies and procedures contained in the handbook constitute management and employee guidelines only and are not to be interpreted as a contract of employment between the District and any of its employees. I further understand that the District reserves the right to change, modify, delete, suspend or discontinue any part or parts of the policies in the manual at any time without prior notice. I understand this replaces all previous employee handbooks.

I understand that this handbook is merely a guideline and a statement of the privileges, benefits, and conditions of employment for employees. This handbook is not all-inclusive.

I understand that changes to this handbook may be announced and distributed for inclusion in the manual, and it is my obligation to keep my personal copy of the handbook current.

I acknowledge that my employment relationship is at will and I am free to terminate the employment relationship at any time for any reason and that the District retains the same right.

I agree to abide by the rules, regulations and standards of conduct of the District and I know that failing to do so could result in disciplinary action not to exclude termination.

\_\_\_\_\_  
***Employee Signature***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Print Name***

\_\_\_\_\_  
***Translator (if required)***

## RESOLUTION 2017- 16

### **GREATER NAPLES FIRE RESCUE DISTRICT RESOLUTION AMENDING THE DEFINITION OF SALARY; PROVIDING FOR THE ADDITION OF A DEFERRED RETIREMENT OPTION PLAN TO THE GREATER NAPLES FIRE RESCUE DISTRICT FIREFIGHTERS' PENSION PLAN AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Greater Naples Fire Rescue District maintains for the benefit of firefighters employed by the District a local law pension plan pursuant to Chapter 175, Florida Statutes, known as the Greater Naples Fire Rescue District Firefighters' Pension Plan (the "Plan"), which plan is set forth in the District's Resolution 96-03, as amended; and

**WHEREAS**, Section 175.032, Florida Statutes, excludes from pensionable salary any unused sick and annual leave with regard to service earned under a collective bargaining agreement entered into on or after July 1, 2011; and

**WHEREAS**, the District and the bargaining representative of the members of the Plan, IAFF Local 2396, have ratified a collective bargaining agreement that provides for the establishment of a Deferred Retirement Option Plan ("DROP") as set forth herein; and

**WHEREAS**, an actuarial impact statement has been produced in connection with the amendment to the Plan contained in this Resolution, a copy of which statement has been attached to this Resolution; and

**WHEREAS**, public notice of a meeting of the Board of Fire Commissioners for the consideration of the present Resolution was duly effectuated by publication in a newspaper of general circulation in the District as provided by law; and

**WHEREAS**, a public meeting before the Board of Fire Commissioners was held pursuant to the notice referenced above, at which meeting all interested persons were afforded an opportunity to be heard;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF THE GREATER NAPLES FIRE RESCUE DISTRICT, COLLIER COUNTY, FLORIDA:**

**Section 1.** Resolution 96-03 is hereby amended by adding the following underlined language to and deleting the following stricken language from Section 2, Subparagraph o.:

**Section 2.** Definitions

\*\*\*

o. "Salary" means a member's monthly compensation for work performed for the district or the East Naples Fire Control and Rescue District arising from the member's employment as a firefighter, including up to 300 hours of overtime annually, and includes any elective deferral (as defined in Code Section 402(g)(3) of the Internal Revenue Code), and any amount which is contributed or deferred by the employer at the election of the Member and which is not includible in the gross income of the member by reason of Section 125 or 457 of the Internal Revenue Code. For the purposes of determining the limits under Section 415 of the Code, the Plan Years beginning after December 31, 2000, this definition of "salary" shall include employee deferrals, such as those under Section 132(f) of the Code, as required under Section 415(c)(3)(D) of the Code. ~~Effective October 1, 2012 accrued vacation and sick leave balances shall not be included in this definition and shall not be used in the calculation of benefits provided under this pension plan.~~ Effective October 1, 2013, the term salary does not include any payment for unused annual and/or sick leave accrued on or after said date.

**Section 2.** Resolution 96-03 is hereby amended by inserting the following as Section 24, and by renumbering the current Section 24 and all subsequent sections accordingly:

Section 24. *Deferred retirement option plan (DROP).*

A DROP, as set forth below, is established and shall be administered by the board of trustees of the Greater Naples Fire Rescue District Firefighters' Pension Plan. Participation shall be subject to the following terms and conditions:

a. *Eligibility.* A member of the Plan who is in full-time work status may elect to participate in the DROP at any time within one year after the first day of the month coincident with or next following the member's early retirement date, or, in the alternative, within one year after the first day of the month coincident with or next following the member's normal retirement date. The effective date of the member's participation shall be the date of the election. In order to permit the participation in the DROP of members who are in full-time work status on the effective date of this Resolution, and whose early and/or normal retirement date occurred more than 12 months prior to the effective date of this Resolution, a one-year window, beginning on the effective date hereof, is hereby provided within which any such member may elect to participate in the DROP effective the date of such election, provided that the member continues to be employed by the District in full-time status as of the date of election.

b. *Written election.* The election to participate in the DROP as provided above shall be executed on such forms as may be required by the board of trustees, and shall be irrevocable.

c. *Cessation or reduction of contributions.* Upon the effective date of a member's participation in the DROP, all contributions by and on behalf of the member to the plan shall be discontinued.

d. *Benefit calculation.* Upon commencement of participation in the DROP, the member shall no longer earn, nor accrue, nor be eligible to purchase, additional credited service. For all plan purposes, a member's service and vesting credits shall be fixed as of the effective date of commencement of DROP participation. No service after entry into the DROP shall be used for the calculation or the determination of benefits payable by the plan. The member's average final compensation, as defined herein, shall be determined as of the effective date of the commencement of the participation in the DROP and no subsequent earnings shall be used for calculation or determination of benefits payable by the plan. If a member elects to enter the DROP following the attainment of the member's early retirement date and before reaching his or her normal retirement date, the member's DROP account will be credited with reduced payments in accordance with Section 7(d) of the plan.

e. *Benefit credits to DROP account.*

1. Upon entry into DROP, the monthly retirement benefit which would have been payable had the member ceased employment and commenced receiving a normal retirement benefit or early retirement benefit (whichever is applicable) shall be credited to the member's DROP account on a monthly basis. Benefit payments credited to a member's DROP account shall include the annual three percent (3%) cost-of-living adjustment provided by Section 7(e) of the Plan. The crediting of benefit payments to the DROP shall cease upon the attainment of the maximum period of DROP participation.

2. No member shall receive a credit to the member's DROP account until the required DROP forms have been submitted, including the member's irrevocable letter of resignation which shall be filed with the plan and the District in its capacity as the employer.

f. *DROP account earnings.* Each DROP account shall be credited with interest earnings at a rate of six percent (6%) compounded annually, less administrative fees as set forth in Paragraph h.

g. *Maximum period of participation.* A member may elect to participate in the DROP only once. The maximum participation period shall be sixty (60) months. At the conclusion of the maximum period of DROP participation, the crediting of benefit payments to the DROP account shall cease and the member's termination from employment with the District shall become effective pursuant to the executed irrevocable letter of resignation. The distribution of DROP benefits shall commence as set forth in Paragraph i. below. There shall be no minimum period of member participation in the DROP.

h. *Administrative fee for DROP account.* An annual administrative fee shall be charged on January 1 of each year against all DROP accounts in existence under the plan on said date, in an amount to be determined by the Board of Trustees. In no event shall such administrative fee exceed one-half of one percent (0.5%).

i. *Distribution of DROP account.*

1. Upon termination of a member's employment with the District, whether by retirement, resignation, discharge or death, no further credits shall be deposited to the member's respective DROP account.

2. All retirement benefits paid after termination of employment shall be made directly to the member, or in the case of death, in accordance with any survivorship option which the member has elected.

3. Within ninety (90) days following the last day of the month in which the member terminated employment (or, in the case of the death of the member during his or her participation in the DROP, within ninety (90) days following the last day of the month in which the death occurs), the balance of the member's DROP account shall be paid to the member (or in the case of the death of the member, to the member's designated beneficiary under the Plan) as a lump sum or by rollover to another qualified retirement plan. The member, or the member's designated beneficiary in the case of the death of the member, must elect the method of payment within sixty (60) days from the date of the member's termination of employment under the DROP and such election shall be irrevocable. Failure to elect a payment within the prescribed time shall be deemed an election to receive payment of the entire DROP account balance in a lump sum, less required income tax withholding.

4. Notwithstanding the option selected by the member, the board of trustees reserves the right to accelerate payments to comply with the minimum distribution provisions of the Internal Revenue Code or to defer payments to comply with the maximum benefit provisions of the Internal Revenue Code.

**Section 3.** All resolutions or parts of resolutions in conflict with this resolution are hereby repealed to the extent of such conflict.

**Section 4.** If any provision of this resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this resolution which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are declared severable.

**Section 5.** This Resolution shall become effective immediately upon adoption.

We, the undersigned hereby certify that the Greater Naples Fire Rescue District Board of Fire Commissioners is comprised of eight members, of whom \_\_\_\_, constituting a quorum, were present at a meeting duly and regularly called, noticed, convened and held this \_\_\_\_ day of \_\_\_\_\_, 2017, and that the foregoing Resolution was duly adopted at said meeting by the affirmative vote of \_\_\_\_ members, and opposed by \_\_\_\_ members, and that said Resolution has been duly recorded in the Official records and is in full force and effect.

\_\_\_\_\_  
Jeff Page, Chairman

\_\_\_\_\_  
Steve Hemping, Vice Chair

\_\_\_\_\_  
Brian Cross, Secretary

\_\_\_\_\_  
David Stedman, Treasurer

\_\_\_\_\_  
Kevin Gerrity, Commissioner

\_\_\_\_\_  
Rob Boyer, Commissioner

\_\_\_\_\_  
Charlie Cottiers, Commissioner

\_\_\_\_\_  
Tom Henning, Commissioner



GREATER NAPLES FIRE RESCUE DISTRICT  
FIREFIGHTERS' PENSION PLAN

ACTUARIAL IMPACT STATEMENT

November 29, 2017  
(Page 1)

Attached hereto is a comparison of the impact on the Total Required Contribution (per Chapter 112, Florida Statutes), and the Required District Contribution, resulting from the implementation of the following changes:

1. Amending the definition of Salary to include annual leave accrued prior to October 1, 2013.
2. Implementation of a Deferred Retirement Option Plan (no cost).

Please note that the analysis includes using a final salary load individually determined for each Member based on the applicable annual leave balances as provided by the District.

The cost impact, determined as of October 1, 2016 (as applicable for the fiscal year beginning October 1, 2017), are shown below.

	<u>Current</u>	<u>Proposed</u>
Total Required Contribution		
% of Total Annual Payroll	0.00%	0.00%
Member Contributions		
% of Total Annual Payroll	3.00%	3.00%
Required District & State Cont.		
% of Total Annual Payroll	0.00%	0.00%
Applicable State Contribution *	699,305	699,305
% of Total Annual Payroll	19.17%	19.17%
Balance From District		
% of Total Annual Payroll	0.00%	0.00%
Normal Cost Minimum Funding (District and State)	31.59%	32.20%

\* Amount received in Calendar 2017.

GREATER NAPLES FIRE RESCUE DISTRICT  
FIREFIGHTERS' PENSION PLAN

ACTUARIAL IMPACT STATEMENT

November 29, 2017  
(Page 2)

The changes presented herein are in compliance with Part VII, Chapter 112, Florida Statutes and Section 14, Article X of the State Constitution. The liabilities were computed based on the data used for the October 1, 2016 actuarial valuation report. This impact statement and the October 1, 2016 valuation report are considered an integral part of the actuarial opinions. The undersigned is familiar with the immediate and long-term aspects of pension valuations, and meets the Qualification Standards of the American Academy of Actuaries necessary to render the actuarial opinions contained herein.



---

Christine M. O'Neal, FSA, EA, MAAA  
Enrolled Actuary #17-7916

STATEMENT OF PLAN ADMINISTRATOR

The prepared information presented herein reflects the estimated cost of the proposed improvement.

---

Chairman, Board of Trustees

Ms. Sarah Carr  
Police Officers' and Firefighters' Retirement Trust Funds  
Department of Management Services, Division of Retirement  
Post Office Box 3010  
Tallahassee, FL 32315-3010

Re: Actuarial Impact Statement

Dear Ms. Carr:

The Greater Naples Fire Rescue District is considering the implementation of amended retirement benefits for its Firefighters. The changes are described in the enclosed material.

Pursuant to the provisions of Chapter 175, we are enclosing the required Actuarial Impact Statement and a copy of the proposed Resolution for your review.

If you have any questions or if additional information is needed, please contact us.

Sincerely,

Mr. Keith Brinkman  
Bureau of Local Retirement Systems  
Division of Retirement  
Post Office Box 9000  
Tallahassee, FL 32315-9000

Re: Actuarial Impact Statement

Dear Mr. Brinkman:

The Greater Naples Fire Control Rescue District is considering the implementation of amended retirement benefits for its Firefighters. The changes are described in the enclosed material.

Pursuant to Section 22d-1.04 of the Agency Rules, we are enclosing the required Actuarial Impact Statement (AIS) and a copy of the proposed Resolution for your review.

If you have any questions or if additional information is needed, please contact us.

Sincerely,

# COMPARATIVE SUMMARY OF PRINCIPAL VALUATION RESULTS

	Proposed <u>10/1/2016</u>	Current <u>10/1/2016</u>
A. Participant Data		
Actives	43	43
Service Retirees	1	1
Beneficiaries	0	0
Disability Retirees	2	2
Terminated Vested	<u>9</u>	<u>9</u>
Total	55	55
Total Annual Payroll	\$3,648,372	\$3,648,372
Payroll Under Assumed Ret. Age	3,648,372	3,648,372
Annual Rate of Payments to:		
Service Retirees	51,344	51,344
Beneficiaries	0	0
Disability Retirees	51,937	51,937
Terminated Vested	172,458	172,458
B. Assets		
Actuarial Value (AVA) <sup>1</sup>	23,317,766	23,317,766
Market Value (MVA) <sup>1</sup>	23,317,766	23,317,766
C. Liabilities		
Present Value of Benefits		
Actives		
Retirement Benefits	26,594,997	26,110,069
Disability Benefits	1,501,093	1,476,170
Death Benefits	360,226	354,060
Vested Benefits	35,659	35,568
Refund of Contributions	2,500	2,500
Service Retirees	693,092	693,092
Beneficiaries	0	0
Disability Retirees	710,636	710,636
Terminated Vested	1,131,280	1,131,280
Share Plan Balances <sup>1</sup>	<u>995,910</u>	<u>995,910</u>
Total	32,025,393	31,509,285

C. Liabilities - (Continued)	Proposed <u>10/1/2016</u>	Current <u>10/1/2016</u>
Present Value of Future Salaries	34,680,479	34,680,479
Present Value of Future Member Contributions	1,040,414	1,040,414
Normal Cost (Retirement)	1,110,821	1,091,569
Normal Cost (Disability)	102,067	100,449
Normal Cost (Death)	18,095	17,790
Normal Cost (Vesting)	4,672	4,654
Normal Cost (Refunds)	<u>586</u>	<u>586</u>
Total Normal Cost	1,236,241	1,215,048
Present Value of Future Normal Costs	11,672,608	11,481,213
Accrued Liability (Retirement)	16,001,166	15,691,096
Accrued Liability (Disability)	606,895	595,800
Accrued Liability (Death)	192,065	188,582
Accrued Liability (Vesting)	21,011	20,946
Accrued Liability (Refunds)	730	730
Accrued Liability (Inactives)	2,535,008	2,535,008
Share Plan Balances <sup>1</sup>	<u>995,910</u>	<u>995,910</u>
Total Actuarial Accrued Liability (AL)	20,352,785	20,028,072
Unfunded Actuarial Accrued Liability (UAAL)	(2,964,981)	(3,289,694)
Funded Ratio (AVA / AL)	114.6%	116.4%

D. Actuarial Present Value of Accrued Benefits	Proposed <u>10/1/2016</u>	Current <u>10/1/2016</u>
Vested Accrued Benefits		
Inactives + Share Plan Balances <sup>1</sup>	3,530,918	3,530,918
Actives	8,267,558	8,114,319
Member Contributions	<u>538,816</u>	<u>538,816</u>
Total	12,337,292	12,184,053
Non-vested Accrued Benefits	<u>1,284,946</u>	<u>1,257,144</u>
Total Present Value		
Accrued Benefits (PVAB)	13,622,238	13,441,197
Funded Ratio (MVA / PVAB)	171.2%	173.5%
Increase (Decrease) in Present Value of Accrued Benefits Attributable to:		
Plan Amendments	181,041	
Assumption Changes	0	
New Accrued Benefits	0	
Benefits Paid	0	
Interest	0	
Other	<u>0</u>	
Total	181,041	

Valuation Date Applicable to Fiscal Year Ending	Proposed 10/1/2016 <u>9/30/2018</u>	Current 10/1/2016 <u>9/30/2018</u>
E. Pension Cost		
Normal Cost (with interest) % of Total Annual Payroll <sup>2</sup>	35.20	34.59
Administrative Expenses (with interest) % of Total Annual Payroll <sup>2</sup>	4.57	4.57
Payment Required to Amortize Unfunded Actuarial Accrued Liability over 26 years (as of 10/1/2016, with interest) % of Total Annual Payroll <sup>2</sup>	(42.46)	(44.59)
Total Required Contribution % of Total Annual Payroll <sup>2</sup>	0.00	0.00
Expected Member Contributions % of Total Annual Payroll <sup>2</sup>	3.00	3.00
Expected District and State Contribution % of Total Annual Payroll <sup>2</sup>	0.00	0.00

<sup>1</sup> The asset values and liabilities include accumulated Share Balances as of 9/30/2016.

<sup>2</sup> Contributions developed as of 10/1/2016 are expressed as a percentage of total annual payroll at 10/1/2016 of \$3,648,372.



## ACTUARIAL ASSUMPTIONS AND METHODS

### Mortality Rates

#### *Healthy Lives:*

**Female:** RP2000 Generational, 100% Annuitant White Collar, Scale BB

**Male:** RP2000 Generational, 10% Annuitant White Collar / 90% Annuitant Blue Collar, Scale BB

#### *Disabled Lives:*

**Female:** 60% RP2000 Disabled Female set forward two years / 40% Annuitant White Collar with no setback, no projection scale

**Male:** 60% RP2000 Disabled Male setback four years / 40% Annuitant White Collar with no setback, no projection scale

The assumed rates of mortality were mandated by Chapter 2015-157, Laws of Florida. This law mandates the use of the assumption used in either of the two most recent valuations of the Florida Retirement System (FRS). The above rates are those outlined in the July 1, 2015 FRS actuarial valuation report for special risk employees. We feel this assumption sufficiently accommodates future mortality improvements.

Previously, the RP 2000 Combined Healthy – Sex Distinct with disabled lives set forward 5 years was utilized.

### Termination Rates

<u>Years of Service</u>	<u>Probability</u>
Less than 6	4.5%
6-9	1.5
10 and Higher	0.0

The above rates are based on results of the August 4, 2014 Experience Study.

### Disability Rates

See sample rates that follow. 75% of disabilities are assumed to be service-incurred. These rates are consistent with those utilized by other Florida public safety Plans.

<u>Age</u>	<u>Probability of Becoming Disabled in Next Year</u>
20	0.14%
25	0.15
30	0.18
35	0.23
40	0.30
45	0.51
50	1.00
55	1.55

#### Normal Retirement Age

Earlier of 1) Age 55 with 6 years of Credited Service or 2) the completion of 25 years of Credited Service, regardless of age. Also, any Member who has reached Normal Retirement is assumed to continue employment for one additional year.

The above rates are considered reasonable based on Plan provisions.

#### Early Retirement Age

Attainment of age 50 with 6 years of Credited Service. Members are assumed to retire with an immediate subsidized benefit at the same rate assumed for termination of service.

The above rates are considered reasonable based on Plan provisions.

#### Interest Rate

7.75% per year, compounded annually, net of investment related expenses. This assumption is reasonable, based on the Plan's target asset allocation and long-term expected returns by asset class.

#### Salary Increases

<u>Years of Service</u>	<u>% Increase in Salary</u>
Less than 2	15.0%
2-9	7.0
10-14	6.5
15-19	6.0
20 and Higher	5.5

The above rates are based on results of the August 4, 2014 Experience Study.

#### Administrative Expenses

\$160,474, based on actual administrative expenses incurred during the prior fiscal year.

<u>Post Retirement COLA</u>	3.00% per year for all categories of retirement.
<u>Payroll Growth</u>	None.
<u>Funding Method</u>	Individual Entry Age Normal Actuarial Cost Method (level percent of pay).
<u>Asset Method</u>	Fair Market Value, net of investment-related expenses.

FIREFIGHTERS' PENSION PLAN  
SUMMARY OF PLAN PROVISIONS

<u>Eligibility</u>	Full-time employees hired after December 31, 1995 who are classified as certified Firefighters participate in the Plan as a condition of employment.
<u>Credited Service</u>	Total years and fractional parts of years of service with the District as a Firefighter.
<u>Compensation</u>	Monthly compensation, including up to 300 hours of overtime annually, but excluding lump sum payments of unused leave.
<u>Average Final Compensation</u>	Average Compensation for the best five (5) years of Credited Service.
<u>Member Contributions</u>	3.0% of Compensation.
<u>District and State Contributions</u>	Remaining amount required in order to pay current costs and amortize unfunded past service cost, if any, over 30 years.
<u>Normal Retirement</u>	
Date	Earlier of 1) age 55 and the completion of 6 years of Credited Service, or 2) the completion of 25 years of credited service, regardless of age.
Benefit Amount	3.00% of Average Final Compensation (AFC) <u>times</u> Credited Service, limited to 100% or AFC.  In addition, a monthly supplemental benefit of \$5 times Credited Service is payable, with a minimum of \$50 per month and a maximum of \$150 per month.
Form of Benefit	Ten Year Certain and Life Annuity (options available).

### Early Retirement

Date	Age 50 and the completion of 6 years of Credited Service.
Benefit Amount	Accrued benefit, reduced 3% per year retirement precedes the earlier of age 55 and 6 years of service or the date when 25 years of service would have been completed.

### Vesting

Schedule	100% after 6 years of Credited Service.
Benefit Amount	Member will receive the vested portion of his (her) accrued benefit payable at age 55 (unreduced), or age 50, reduced as for Early Retirement.  Non-vested members receive a refund of member contributions.

### Disability

Eligibility	Total and permanent as determined by the Board of Trustees. Members are covered from Date of Employment (Service Incurred), or after 8 years of Credited Service (Non-Service Incurred).
Benefit Amount	Accrued benefit, but not less than 42% of Average Final Compensation (Service Incurred), or 25% of Average Final Compensation (Non-Service Incurred).
Duration	Payable for life with 10 years certain or until recovery (as determined by the Board).

### Death Benefits

Pre-Retirement	
Vested	Accrued benefit, actuarially reduced for commencement prior to age 50. The benefit is determined as if the participant had retired immediately prior to death and had chosen the 10 Year Certain and Life Annuity.
Non-Vested	Refund of member contributions.
Post-Retirement	Benefits payable to beneficiary in accordance with option selected at retirement.

### Cost of Living Adjustment

Eligibility	Normal and Early service Retirees and Beneficiaries, Disability Retirees and Vested, Terminated Retirees.
Amount	3.0% increase at the beginning of each fiscal plan year.

### Chapter 175 Share Accounts

Allocation	Effective October 1, 2009, the initial accumulated Excess State Monies Reserve of \$1,217,569 shall be allocated to all active members who were employed on or before September 30, 2008 in a pro-rata fashion according to months of Credited Service. For subsequent years after the frozen State contribution is reduced to \$659,404, premium tax monies received pursuant to Chapter 175, Florida Statutes in excess of \$659,404 will be allocated to individual Member Share accounts based on months of Credited Service, determined as of September 30.
------------	--

Investment Earnings	Net rate of investment return realized by the Plan for the preceding Plan Year. Members within 5 years of the Normal Retirement Date have a one-time option of changing the interest crediting as realized by a money market mutual fund selected by the Board. Investment earnings will not begin to accrue until the frozen State contribution is reduced to the \$659,404 level.
---------------------	---

Vesting Schedule	Same as for other benefits.
------------------	-----------------------------

Distribution	Lump sum payment at retirement, termination, disability, or death.
--------------	--

<u>Board of Trustees</u>	Two Trustees appointed by the Board of Fire Commissioners, two Members of the Plan elected by the membership, and a fifth Member elected by other 4 and appointed by the Board of Fire Commissioners as a ministerial duty.
--------------------------	---



**GREATER NAPLES FIRE RESCUE DISTRICT  
BOARD OF FIRE COMMISSIONERS  
Action Item Worksheet**

**NEW BUSINESS**

**Agenda Item:** New Business III. I.  
**Subject:** On-line Auction Authorization  
**Meeting Date:** December 12, 2017  
**Prepared By:** Tara Bishop Deputy Director

---

**Background:**

In an effort to maximize efficiency and create a viable way to dispose of surplus goods, staff would like to contract with Atkinson Realty and Auction, Inc. for on-line auction services. Periodically through out the year as the Board declares items surplus, viable items may be listed on-line for auction. The Auction company will handle all on-line services and would receive 8% for their services.

**Funding Source/Financial Impact:**


All revenue received would be deposited in to the General Fund.

**Recommendation:**

Staff recommends contracting with Atkinson Realty and Auction, Inc for on-line auction services as a method of disposing of surplus items.

**Potential Motion:**

I move to support staff's recommendation and authorize the contract with Atkinson Realty and Auction, Inc. for on-line auction services.

  
\_\_\_\_\_  
12/8/2017  
Fire Chief Review

**ATKINSON REALTY & AUCTION, Inc.** AB-1141 Licensed Real Estate Broker

6003 28<sup>th</sup> Street East  
Bradenton, FL 34204

Phone: 941-361-1070  
Fax: 941-827-9755  
Mobil: 813-477-3613

Internet <http://www.atkinsononline.com>  
e-mail: [info@atkinsononline.com](mailto:info@atkinsononline.com)

**EXCLUSIVE RIGHT OF SALE AUCTION LISTING AGREEMENT**  
**FOR PERSONAL PROPERTY**

- 1) This exclusive right of sale agreement of the personal property, hereinafter referred to as "property", described within for the listing and sale of property made this 5th day of December 2017 by and between the following parties:

**SELLER:** Greater Naples Fire Rescue District  
14575 Collier Blvd Naples, Florida 34119

Hereinafter referred to as "Seller", and Seller's Agent, hereinafter referred to as "Auctioneer",

Hereby agree that the Seller shall use Auctioneers' Services to sell the described property upon the terms and conditions set forth in this contract.

- 2) **DATE OF AUCTION/SALE:** The auction will be held on or about; \_\_\_\_\_  
Will be Online as needed by the Seller.
- 3) **AUCTION FEE:** An 8 % commission will be paid by Seller based on the final bid price:
- 4) **DOCUMENTATION:** Seller shall furnish all documents requested by the Auctioneer. If said documents are not satisfactory, Auctioneer has the right to cancel or revoke this listing Agreement with written notice.
- 5) **REQUIREMENTS:** Seller agrees that the auction/sale is to be conducted under complete control of Auctioneer, and that Seller will not in any way interfere in the conducting of the auction/sale or commit any act that may hinder or in any way diminish the effectiveness or success of a sale. Should the Seller interfere with the conduct of the auction/sale in such a way as to diminish the effectiveness or success of the auction/sale resulting in the loss of the sale of all or any part of the property, then the Seller shall be responsible to pay Auctioneer a commission based upon the highest bid received for that portion of the property.





- 15) **LIMITATION OF LIABILITY:** Auctioneer shall not be responsible for any damages, expenses or other losses occurring by the high bidder at any auction refusing to perform on his agreement to purchase. Although due care will be used, the Auctioneer will not be liable for uncollectable funds and pilfered merchandise.
- 16) **OTHER AGREEMENTS:** No modification or changes in this listing agreement shall be valid or binding upon the parties involved unless it is in writing and executed by the parties to be bound thereby.
- 17) **CONDITION OF PROPERTY:** Property is to be sold "as is, where is", with the Seller and Auctioneer making no guarantees as to the condition of said property.
- 18) **AUCTIONEERS' RESPONSIBILITY:** It is mutually agreed upon between the Seller and Auctioneer that the Auctioneer shall provide all necessary equipment, personnel and forms to produce a high quality auction, The Auctioneer is authorized to obtain sealed bids, phone bids and or faxed bids.
- 19) Seller acknowledges that the Auctioneer and/or its agents cannot accurately predict the price the inventory will bring at public auction, and Seller further acknowledges that the Auctioneer and/or its agents have not made any such assurances or predictions to Seller and/or its Agents.
- 20) **SPECIAL TERMS:** ALL ITEMS WILL BE SOLD ABSOLUTE TO THE LAST & HIGHEST BIDDER.

21) \_\_\_\_\_  
\_\_\_\_\_

*Mark Atkinson*

\_\_\_\_\_  
Auctioneer/Agent

\_\_\_\_\_  
Seller:

\_\_\_\_\_  
Seller:

\_\_\_\_\_  
December 5th, 2017

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**GREATER NAPLES FIRE RESCUE DISTRICT  
BOARD OF FIRE COMMISSIONERS  
Action Item Worksheet**

**NEW BUSINESS**

**Agenda Item:** New Business  
**Subject:** Reserve Fund Banking  
**Meeting Date:** 12/12/2017  
**Prepared By:** Deputy Director Tara Bishop

---

**Background:**

The District has been issued notice from the State of Florida and Encore Bank that the bank will be merging sometime during the first quarter of 2018 with Lake Michigan Credit Union. This change in bank status unqualifies them as a Qualified Public Depository (QPD); therefore, District funds must be moved.

**Funding Source/Financial Impact:**

N/A

**Recommendation:**

Staffs recommends moving the reserve account from Encore Bank to First Florida Integrity Bank. First Integrity is a Florida Qualified Public Depository, meeting all statutory requirements.

**Potential Motion:**

I, move to approve staff's recommendation and make a motion to open a new checking account with First Florida Integrity Bank for the purposed of transferring Reserve funds from Encore Bank.

A handwritten signature in blue ink, appearing to read "Kim O. Pado", is written over a horizontal line.

12/8/2017  
Fire Chief Review

## Charlotte Johnson

---

**From:** Lee, Kenneth <Kenneth.Lee@myfloridacfo.com>  
**Sent:** Tuesday, November 21, 2017 10:16 AM  
**Cc:** Stanford, Don  
**Subject:** Encore Bank

**Importance:** High

Good morning,

Florida's Bureau of Collateral Management is sending this email to the contact persons we have recorded for the Florida public depositors known to have funds on deposit at Encore Bank. While it's our understanding that Encore Bank has informed all of its depositors (individual, business, governmental) of its planned merger into Lake Michigan Credit Union in the 1<sup>st</sup> quarter of 2018, and separately advised its Florida public depositors of the eventual need to move their deposits prior to the merger, our office wanted to independently inform all known public depositors of several important matters.

- At the present time, credit unions are not eligible to be a qualified public depository ("QPD") under Florida law and may not accept or retain any Florida public deposits.
- Similarly, Florida public depositors are required to use a QPD for all funds placed on deposit unless there's an exemption from the law.
- If your organization secures its banking services by way of a request for proposal ("RFP") or any other bid or negotiation method, please ensure that you initiate and complete any such process prior to Encore Bank's merger into Lake Michigan Credit Union.
- Any time a Florida public depositor moves funds from one QPD to another, a Public Deposit Identification and Acknowledgment Form should be completed for the new account(s).

Should you have any questions concerning this matter, please contact Don Stanford of our staff at (850) 413-3360 or [don.stanford@myfloridacfo.com](mailto:don.stanford@myfloridacfo.com).

Sincerely,

Kenny Lee  
Chief, Bureau of Collateral Management  
Division of Treasury  
Department of Financial Services  
850-413-3383  
[kenneth.lee@myfloridacfo.com](mailto:kenneth.lee@myfloridacfo.com)



August 15, 2017

Greater Naples Fire Rescue District  
14575 Collier Blvd  
Naples, FL 34119-9605

To our most valued customers:

We have some exciting news to share with you today. Lake Michigan Credit Union (LMCU), headquartered in Grand Rapids, MI, has signed a definitive agreement to acquire Encore Bank. The combined entity will have approximately \$5.6 billion in assets, over \$9 billion in serviced mortgages, with ten branches in Florida and over 40 in Michigan.

We want you to know that it's business as usual here at the bank. You will continue to work with the same bankers. Encore Bank has a reputation of consistently exceeding our customers' expectations and of providing the absolute highest level of customer service. We look forward to providing you with the same high level of service while delivering exceptional products. The combining of the two organizations will provide you with greater convenience and allow us to serve you with more resources, including a wider array of bank products and services, while preserving the spirit of community banking. Over the next six months there may be some changes along the way but we will keep you informed throughout the process.

We are extremely proud of the relationships we have built at Encore Bank and are convinced this partnership with LMCU will significantly benefit our customers and the communities we serve. We look forward to continuing to serve your needs in the future.

You will be getting more communication from the bank and LMCU in the weeks and months to come. If at any time you have questions, comments or concerns, please free to contact your commercial loan officer or branch manager directly.

Sincerely,

Tom Ray  
President / CEO



[www.EncoreBank.com](http://www.EncoreBank.com)



3003 Tamiami Trail N., Ste. 100  
Naples, Florida 34103  
239.919.5638

2370 Vanderbilt Beach Road  
Naples, Florida 34109  
239.994.3177

4450 Bonita Beach Road, Ste.15  
Bonita Springs, Florida 34134  
239.495.0243

7920 Summerlin Lakes Drive  
Fort Myers, Florida 33907  
239.278.5505

2120 Kings Highway  
Port Charlotte, Florida 33980  
941.258.3055

1653 Sun City Center Plaza, Ste. 1001  
Sun City Center, Florida 33573  
813.683.8701

12/8/2017

107

Commissioner Comment: Commissioner Tom Henning

The following below was cited at the November meeting, by me and others.

#### **191.008 Special powers**

(2) Employ, train, and equip such personnel, and train, coordinate, and equip such volunteer firefighters, as are necessary to accomplish the duties of the district. The board may employ and fix the compensation of a fire chief or chief administrator. The board shall prescribe the duties of such person, which shall include supervision and management of the operations of the district and its employees and maintenance and operation of its facilities and equipment. The fire chief or chief administrator may employ or terminate the employment of such other persons, including, without limitation, professional, supervisory, administrative, maintenance, and clerical employees, as are necessary and authorized by the board

Florida statutes is sometimes confusing in my opinion. The Greater Naples Fire and Rescue Board grants its authority to administer the day to day operations to the Chief by policy and contract.

Excerpt from Fire Chief Contract: DESCRIPTION OF DUTIES: As head of the management team, Administrator evaluates and sets the goals and objectives of the District. Administrator shall participate in the preparation and administration of the fiscal budget, advises the Board of Fire Commissioners on fire protection/emergency services matters and the administration of the District. Administrator coordinates the efforts of the management team to keep all programs and procedures in line with the overall goals, objectives and mission of the District. Administrator shall respond to fire and emergency incidents and assume command as Administrator deems necessary.

Administrator shall have the power and authority to establish suitable measures to put into effect the policies, rules and regulations, practices and procedures necessary for the efficient operation of the District. It is recognized that the Fire Chief is the Administrator of the Fire District and as such, employees or volunteers may try to circumvent the Chain of Command and bring an issue to individual Board members. Should this occur, the Board agrees to discuss with the Administrator, District issues only in the presence of the Administrator and the remainder of the Board.

Administrator shall appoint the appropriate staff of personnel to complete the assigned duties and responsibilities of the District. Administrator shall furnish job descriptions for each approved and budgeted position. Administrator and the appointed officers/personnel are required to perform the following duties:

1. Operate and maintain the District property.
2. Select and train uniform and non-uniform employees and/or volunteers.
3. Execute authority at emergency incidents and daily operations.
4. Recommend to the District Board additions to personnel, apparatus and equipment and removal/disposal of same.
5. Meet with and report to the District Board regarding District activities.

Administrator shall have the authority to hire, reprimand, suspend or remove any member from the service of the District and call to duty all off-duty personnel when necessary.