



AGENDA
GREATER NAPLES FIRE RESCUE DISTRICT
BOARD OF FIRE COMMISSIONERS MEETING
March 12, 2019

- I. Meeting Opened
 - A. Pledge of Allegiance and Invocation
 - B. Line of Duty Deaths Reading and Moment of Silence
 - C. 2018 Annual Awards Ceremony and Presentation 1
 - D. 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 - Director Bishop 2 - 17
 - 2. Disposition of Fixed Assets #19-003 18
 - E. Approval, Additions and Deletions to the Agenda 19 - 22
 - F. Approval of the GNFD Minutes for February 12, 2019
 - G. Awards and Recognition
 - 1. 15 Year Service Award: FF Kristofer Occhipinti, DE Lucas Garcia, LT Aaron Asher and Captain Craig Weinbaum
 - 2. 10 Year Service Award: DE Dustin Hancock and LT Michael Grala
 - 3. Probation Completed: AA Amanda Eberl
 - H. Fire Chief's District Report - Chief Schuldt 23 - 33
 - I. Chapter 175 Firefighters' Pension Plan
 - J. Local 2396 Report – President Kevin Nelmes
- II. OLD BUSINESS
 - A. Attorney Request - Rey Velazquez ** Time Specific 6:30pm
 - B. AIW- Fire Chief's Employment Compensation Review 34 - 35
- III. NEW BUSINESS
 - A. AIW - State of Florida Deferred Compensation Plan – Director Bishop 36 - 39
 - B. AIW - Employee Handbook Update – Deputy Chief Martin 40 - 65
 - C. AIW - Sun Life Dental Administrator Assignment – Director Bishop 66 - 69
 - D. Public Comment on items not listed on the Agenda
 - E. Comments by Commissioners
- IV. ADJOURNMENT

Next Regular BOFC Meeting Tuesday, April 9, 2019



GREATER NAPLES FIRE RESCUE DISTRICT MEMORANDUM

19-014

DATE: February 28, 2018
TO: All Personnel
FROM: Kingman Schuldt, Fire Chief
SUBJECT: 2018 Awards

I am pleased to announce the following individuals will be awarded for their significant achievements and contributions to the District in 2018.

- **Fire Chief's Values** – Lieutenant Tom Purcell
- **Firefighter of the Year** – Driver Engineer Daniel Sawyer
- **Civilian Employee of the Year** – Administrative Assistant Susan Morris
- **Excellence in Service in Fire and Life Safety** – Inspector Mike Bays
- **Excellence in Service in Chaplaincy**- Chaplain Jack Strom
- **Tenzinga Excellence in Leadership Award Trophy**- Battalion Chief Chris Tobin
- **Tenzinga Excellence in Leadership Award Challenge Coin**- Assistant Chief J. Nolan Sapp
- **Tenzinga Excellence in Leadership Award Challenge Coin**- Lieutenant Kevin Nelmes
- **Employees of the Month 2018-**
 - **April**- HR Specialist Debbie Schwarz
 - **May**- Driver Engineer Vaughn Palmateer
 - **September**- Administrative Assistant Sarah Pike
 - **October**- Administrative Assistant Judy Schleiffer
 - **November**- Administrative Assistant Tracey Caparrelli
 - **December**- Administrative Assistant Suanne Woeste

These exceptional individuals will be recognized and awarded at the next Board of Fire Commissioner meeting on March 12th at 5:30pm. Other members who were nominated for the FF and Civilian Employee of the Year award will also be recognized at the meeting.

There will be a reception prior to the Board meeting to celebrate these achievements in the Headquarters Lobby beginning at 4:45 p.m. I invite everyone to come out for some refreshments and show your support for these deserving members.

I would like to thank all who took the time to submit a nomination. Please join me in congratulating these individuals for their achievement.

Professionalism ~ Integrity ~ Compassion

Page 1 of 1

Balance Sheet
As of 2/28/2019

Greater Naples Fire Rescue District (GNF)

Assets

CASH IN BANK

10100-001-0000-001	GENERAL FUND CASH ACCOUNT - GNFRD	\$	1,152,551.55	
10100-001-0000-002	PAYROLL - GNFRD	\$	340,649.15	
10100-001-0000-003	DENTAL ACCOUNT (GNFRD)	\$	71,051.80	
10100-001-0000-004	HEALTH FUND (GNFRD)	\$	37,723.53	
10100-001-0000-005	UHC - MEDICARE - GNFRD	\$	59,794.07	
10100-001-0001-001	GENERAL FUND - OPERATIONS	\$	14,652,932.14	
10100-001-0015-000	DEBT SERVICE RESERVE FUND	\$	707,506.92	
10100-001-0200-000	FIRST FLORIDA INTEGRITY BANK	\$	2,070,336.76	
Total CASH IN BANK:			\$	19,092,545.92

ACCOUNTS RECEIVABLE

11500-001-0001-000	COLLIER COUNTY RECEIVABLE	\$	18,974.67	
11500-001-0003-000	EMPLOYEE RECEIVABLE	\$	9,151.02	
11500-001-0007-000	MISCELLANEOUS RECEIVABLE	\$	41,269.98	
11500-001-0008-000	MISC. RECEIVABLE- PREVENTION	\$	29,885.00	
11500-001-0009-000	COLLIER COUNTY RECEIVABLE	\$	461.18	
11500-001-0011-000	RETURNED CHECKS	\$	160.00	
11500-001-0013-000	FALSE ALARM RECEIVABLE	\$	2,735.43	
Total ACCOUNTS RECEIVABLE:			\$	102,637.28

DUE FROM OTHER FUNDS

13300-001-0000-001	DUE FROM M63	\$	233,256.65	
Total DUE FROM OTHER FUNDS:			\$	233,256.65

PROPERTY HELD FOR SALE

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

PREPAID

15500-001-0001-000	PREPAID INSURANCE	\$	35,191.42	
15500-001-0004-000	DEPOSIT IN ZENNITH FOR GRIT CLAIMS	\$	20,732.79	
Total PREPAID:			\$	55,924.21
Total Assets:			\$	20,484,364.06

Liabilities

VOUCHER PAYABLE

20100-001-0000-001	VOUCHERS PAYABLE	\$	777.63	
20100-001-0000-002	AFLAC - PRE TAX	\$	-0.02	
20100-001-0000-009	EE ELECTIVE LIFE INS - STANDARD INS	\$	-1,041.23	
20100-001-0000-010	EE CONTRIBUTION TO FRS	\$	-0.09	
20100-001-0000-013	FSA CONTRIBUTION	\$	5,238.80	
20100-001-0000-019	DISTRICT 457 MATCH	\$	1,800.00	
20100-001-0000-022	FSA Contributions from Prior Year	\$	1,384.71	
20100-001-0000-023	UNION LOANS TO EMPLOYEES	\$	31.80	
Total VOUCHER PAYABLE:			\$	8,191.60

OTHER CURRENT LIABILITIES

22900-001-0001-000	GRIT BANKRUPTCY DISPURSEMENT	\$	32,404.42	
Total OTHER CURRENT LIABILITIES:			\$	32,404.42
Total Liabilities:			\$	40,596.02

Equity

PREPAID EXPENSES

27300-000-0000-001	PREPAID EXPENSES	\$	146,811.56	
27300-000-0000-002	LAND HELD FOR SALE	\$	1,000,000.00	

Run Date: 3/6/2019 2:15:23PM
G/L Date: 2/28/2019

Page: 1

Balance Sheet
As of 2/28/2019

Greater Naples Fire Rescue District (GNF)

		Total PREPAID EXPENSES:		\$	1,146,811.56
FUND BALANCE					
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	\$	2,262,553.32		
28400-001-0000-002	FUND BALANCE CURRENT YEAR	\$	-1,029,434.43		
28400-001-0000-002	Retained Earnings-Current Year	\$	14,206,076.59		
Total FUND BALANCE:				\$	19,296,956.48
Total Equity:				\$	20,443,768.04
Total Liabilities & Equity:				\$	20,484,364.06

Budget Comparison FY 2018 -2019

Budget summary as of February 2019

Period # 5 ended 02/28/19

Revenue

	Budgeted	Received to date	% Collected	Over/(Under)
Taxes	\$30,028,881.00	\$27,181,187.66	90.52%	-\$2,847,693.34
Inspection Fees New	\$592,155.00	\$285,408.59	48.20%	-\$306,746.41
Inspection Fee Existing	\$44,050.00	\$23,185.00	52.63%	-\$20,865.00
Federal Grants applied for	\$200,362.00	\$0.00	0.00%	-\$200,362.00
Federal Grants - FEMA	\$1,206,030.00	\$0.00	0.00%	-\$1,206,030.00
FF Supplemental	\$60,960.00	\$0.00	0.00%	-\$60,960.00
MARC Unit - State of Florida	\$84,805.00	\$0.00	0.00%	-\$84,805.00
FLS Charges & Fees	\$48,650.00	\$47,060.00	96.73%	-\$1,590.00
Interest	\$55,440.00	\$52,512.58	94.72%	-\$2,927.42
Rentals and Leases	\$117,528.00	\$27,452.70	23.36%	-\$90,075.30
Disposition of Fixed Assets	\$60,000.00	\$0.00	0.00%	-\$60,000.00
Contributions and Donations	\$1,500.00	\$152.00	10.13%	-\$1,348.00
Other Misc. Income	\$272,886.00	\$59,936.58	21.96%	-\$212,949.42
	\$32,773,247.00	\$27,676,895.11	84.45%	-\$5,096,351.89
FDOT MM63		\$172,170.99		
Total		\$27,849,066.10		

Expenses

	Budgeted	Spent to date	% Spent	Over/(Under)
Legislative Salaries	\$32,500.00	\$14,500.00	44.62%	-\$18,000.00
Executive Salaries	\$1,678,414.00	\$648,664.55	38.65%	-\$1,029,749.45
Administrative Wages	\$1,181,387.00	\$482,236.54	40.82%	-\$699,150.46
Bargaining Unit Shift Wages	\$10,825,904.00	\$4,563,354.03	42.15%	-\$6,262,549.97
Firefighters Part time	\$125,000.00	\$70,458.31	56.37%	-\$54,541.69
Bargaining Unit Overtime	\$1,752,750.00	\$901,704.86	51.45%	-\$851,045.14
Safer Grant Salaries - Firefighters	\$1,050,000.00	\$90,485.22	8.62%	-\$959,514.78
Safer Grant Overtime - Firefighters	\$50,000.00	\$7,781.32	15.56%	-\$42,218.68
Bargaining Unit- Non- Shift Wages	\$860,560.00	\$355,786.54	41.34%	-\$504,773.46
Earnings Other	\$611,450.00	\$11,686.49	1.91%	-\$599,763.51
Debt Services	\$683,214.00	\$442,221.48	64.73%	-\$240,992.52
FICA taxes	\$1,275,000.00	\$523,193.34	41.03%	-\$751,806.66
Retirement	\$3,158,842.00	\$1,358,421.25	43.00%	-\$1,800,420.75
Life and Health Insurance	\$3,930,390.00	\$2,012,218.64	51.20%	-\$1,918,171.36
Workers Compensation Premium	\$505,600.00	\$300,968.00	59.53%	-\$204,632.00
EE Workers Comp Checks	-----	-\$8,447.48	-----	-----
Expenses for Grit Claimants	\$2,500.00	\$421.88	16.88%	-\$2,078.12
Unemployment Compensation/PEHP	\$197,000.00	\$200,000.00	101.52%	\$3,000.00
Professional Services	\$1,401,257.00	\$845,046.59	60.31%	-\$556,210.41
Accounting and Auditing	\$31,500.00	\$0.00	0.00%	-\$31,500.00
Current Charges	\$42,500.00	\$8,192.64	19.28%	-\$34,307.36
Travel and Per Diem	\$150.00	\$24.45	16.30%	-\$125.55
Communications & Freight	\$176,630.00	\$62,431.03	35.35%	-\$114,198.97
Utility Services	\$186,083.00	\$74,634.75	40.11%	-\$111,448.25
Utility Services - Ochopee	\$12,750.00	\$5,049.26	39.60%	-\$7,700.74
Rental & Leases	\$157,569.00	\$63,825.05	40.51%	-\$93,743.95
Insurance General	\$322,537.00	\$384,271.76	119.14%	\$61,734.76
Repair and Maintenance	\$1,036,680.00	\$179,672.41	17.33%	-\$857,007.59
Printing	\$1,500.00	\$0.00	0.00%	-\$1,500.00
Office Supplies	\$11,500.00	\$6,165.12	53.61%	-\$5,334.88
Fuels and Lubricants	\$270,775.00	\$99,953.85	36.91%	-\$170,821.15
Operating Supplies	\$130,800.00	\$34,541.67	26.41%	-\$96,258.33
Small Equipment	\$164,982.00	\$35,957.70	21.79%	-\$129,024.30
Uniforms	\$234,796.00	\$81,706.42	34.80%	-\$153,089.58
Book, Dues	\$287,410.00	\$77,922.54	27.11%	-\$209,487.46
Capital Outlay	\$694,305.00	\$12,768.72	1.84%	-\$681,536.28
	\$33,084,235.00	\$13,947,818.93	42.16%	-\$19,127,968.59
MM63 Bargaining Unit Shift		-\$304,829.42		
Total		\$13,642,989.51	41.24%	

GNFRD INCOME STATEMENT
For The 5 Periods Ended 2/28/2019

Greater Naples Fire Rescue District (GNF)

		Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
Revenue									
TAXES									
31100-001-0000-001	AD VALOREM	783,226.67	72.99	2,298,707.00	84.17	25,483,902.48	91.51	27,584,484.00	84.17
31100-001-0000-002	PRIOR YEAR TAXES	34.82	0.00	40,829.50	1.49	5,148.03	0.02	489,954.00	1.49
31100-001-0000-003	WARRANT DISTRIBUTIONS	520.25	0.05	200.00	0.01	1,163.09	0.00	2,400.00	0.01
31100-001-0000-004	COUNTY HELD DISTRIBUTIONS	77.16	0.01	12.50	0.00	174.12	0.00	150.00	0.00
31100-001-0000-005	AD VALOREM INTEREST	0.00	0.00	125.00	0.00	10,074.44	0.04	1,500.00	0.00
31100-001-0000-007	EXCESS FEES	0.00	0.00	8,333.33	0.31	702,925.88	2.52	100,000.00	0.31
31100-001-2060-012	AD VALOREM - OCHOPEE	0.00	0.00	107,107.75	3.92	412,699.62	1.48	1,285,293.00	3.92
31100-001-2060-013	OCHOPEE MANAGEMENT FEE	0.00	0.00	47,091.67	1.72	565,100.00	2.03	565,100.00	1.72
Total TAXES:		783,858.90	73.05	2,502,406.75	91.63	27,181,187.66	97.60	30,028,881.00	91.63
INSPECTION FEES NEW									
32901-001-0000-010	INSPECTION FEES NEW CONSTRL	68,816.58	6.41	42,437.92	1.55	236,531.84	0.85	509,255.00	1.55
32901-001-0000-011	TIMED INSP/RE-INSP FEES NEW C	525.00	0.05	833.33	0.03	3,300.00	0.01	10,000.00	0.03
32901-001-0000-012	RE-INSPECTON - NEW	2,800.00	0.26	3,541.67	0.13	24,100.00	0.09	42,500.00	0.13
32901-001-0000-014	KEY BOX INSPECTION - NEW	0.00	0.00	83.33	0.00	0.00	0.00	1,000.00	0.00
32901-001-0000-015	HYDRANT THRUST BLOCK	150.00	0.01	375.00	0.01	4,100.00	0.01	4,500.00	0.01
32901-001-0000-016	HYDRANT THRUST BLOCK RE-INS	100.00	0.01	41.67	0.00	600.00	0.00	500.00	0.00
32901-001-0000-017	FIRE FLOWS	2,550.00	0.24	1,708.33	0.06	12,850.00	0.05	20,500.00	0.06
32901-001-0000-018	FIRE FLOW RE-INSPECTION	0.00	0.00	75.00	0.00	1,200.00	0.00	900.00	0.00
32901-001-2060-000	INSPECTION FEES NEW - OCHOPEE	0.00	0.00	250.00	0.01	2,726.75	0.01	3,000.00	0.01
Total INSPECTION FEES NEW:		74,941.58	6.98	49,346.25	1.81	285,408.59	1.02	592,155.00	1.81
INSPECTION FEES EXISTING									
32910-001-1000-110	INSP. FEES EXISTING - TIMED	0.00	0.00	62.50	0.00	450.00	0.00	750.00	0.00
32910-001-1000-111	OCCUPATIONAL INSPECTION	2,075.00	0.19	2,000.00	0.07	11,225.00	0.04	24,000.00	0.07
32910-001-1000-112	RE-INSPECTION FEES - EXISTING	0.00	0.00	125.00	0.00	50.00	0.00	1,500.00	0.00
32910-001-1000-113	INSPECTION FEES 0 - 3,000 SQ FT	200.00	0.02	416.67	0.02	1,750.00	0.01	5,000.00	0.02
32910-001-1000-114	INSPECTION FEES 3,001 - 30,000 S	400.00	0.04	250.00	0.01	900.00	0.00	3,000.00	0.01
32910-001-1000-115	INSPECTION FEES 30,001 - 100,000	1,150.00	0.11	295.83	0.01	4,660.00	0.02	3,550.00	0.01
32910-001-1000-116	INSPECTION FEES OVER 100,000 S	500.00	0.05	500.00	0.02	3,850.00	0.01	6,000.00	0.02
32910-001-1000-117	KEY BOX INSPECTIONS - EXISTING	0.00	0.00	20.83	0.00	0.00	0.00	250.00	0.00
32910-001-1000-119	INSP. FEES APARTMENT/CONDO	0.00	0.00	0.00	0.00	300.00	0.00	0.00	0.00
Total INSPECTION FEES EXISTING:		4,325.00	0.40	3,670.83	0.13	23,185.00	0.08	44,050.00	0.13
FEDERAL GRANTS									
33100-001-0000-201	FEDERAL GRANTS APPLIED FOR	0.00	0.00	16,696.83	0.61	0.00	0.00	200,362.00	0.61
33100-001-0000-210	FEDERAL GRANTS- FEMA	0.00	0.00	100,502.50	3.68	0.00	0.00	1,206,030.00	3.68
Total FEDERAL GRANTS:		0.00	0.00	117,199.33	4.29	0.00	0.00	1,406,392.00	4.29

Run Date: 3/6/2019 2:13:03PM
G/L Date: 2/28/2019

Page: 1

GNFRD INCOME STATEMENT
For The 5 Periods Ended 2/28/2019

Greater Naples Fire Rescue District (GNF)

		Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
FIREFIGHTERS SUPPLEMENT INCOME									
33500-001-0000-210	FIREFIGHTER SUPPLEMENTAL INC	0.00	0.00	5,080.00	0.19	0.00	0.00	60,960.00	0.19
33500-001-0000-290	MARC UNIT - STATE OF FLORIDA	0.00	0.00	7,067.08	0.26	0.00	0.00	84,805.00	0.26
33500-001-0063-212	FDOT MM63 PARAMEDIC LABOR	172,170.99	16.04	0.00	0.00	172,170.99	0.62	0.00	0.00
Total FIREFIGHTERS SUPPLEMENT INCOME:		172,170.99	16.04	12,147.08	0.44	172,170.99	0.62	145,765.00	0.44
FIRE & LIFE SAFETY CHARGES & FEES									
34200-001-0000-202	REIMBURSEMENT FOR OT	400.00	0.04	500.00	0.02	6,450.00	0.02	6,000.00	0.02
34200-001-0000-203	FALSE ALARMS	0.00	0.00	2,500.00	0.09	24,900.00	0.09	30,000.00	0.09
34200-001-0000-204	FIRE WATCH	9,950.00	0.93	208.33	0.01	9,950.00	0.04	2,500.00	0.01
34200-001-0000-206	ISO LETTERS	25.00	0.00	25.00	0.00	175.00	0.00	300.00	0.00
34200-001-0000-207	KEY BOXES SOLD	0.00	0.00	25.00	0.00	0.00	0.00	300.00	0.00
34200-001-0000-208	DUPLICATE NOC'S	70.00	0.01	41.67	0.00	325.00	0.00	500.00	0.00
34200-001-0000-209	DEFICIENCY REVIEWS	300.00	0.03	187.50	0.01	1,400.00	0.01	2,250.00	0.01
34200-001-0000-210	VARIANCE REQUESTS	100.00	0.01	250.00	0.01	900.00	0.00	3,000.00	0.01
34200-001-0000-211	FIRE WORK PERMITS	300.00	0.03	83.33	0.00	600.00	0.00	1,000.00	0.00
34200-001-0000-212	TRAINING DONE BY F & L SAFETY	0.00	0.00	25.00	0.00	210.00	0.00	300.00	0.00
34200-001-0000-904	SPECIAL EVENT INSPECTION FEE:	0.00	0.00	41.67	0.00	1,050.00	0.00	500.00	0.00
34200-001-0000-905	OTHER F & L MISC. INCOME	0.00	0.00	166.67	0.01	1,100.00	0.00	2,000.00	0.01
Total FIRE & LIFE SAFETY CHARGES & FEES:		11,145.00	1.04	4,054.17	0.15	47,060.00	0.17	48,650.00	0.15
INTEREST EARNINGS									
36100-001-0000-001	INTEREST EARNINGS	14,782.69	1.38	4,620.00	0.17	52,512.58	0.19	55,440.00	0.17
Total INTEREST EARNINGS:		14,782.69	1.38	4,620.00	0.17	52,512.58	0.19	55,440.00	0.17
RENTALS & LEASES									
36200-001-0000-002	CELL TOWER LEASE CONTRACT	3,333.23	0.31	7,500.00	0.27	16,467.96	0.06	90,000.00	0.27
36200-001-0000-003	PUBLIC SAFETY - STATION 21	576.09	0.05	600.00	0.02	2,989.80	0.01	7,200.00	0.02
36200-001-0000-004	PUBLIC SAFETY - STATION 22	461.18	0.04	344.00	0.01	2,396.72	0.01	4,128.00	0.01
36200-001-0000-005	PUBLIC SAAFTY - STATION 23	300.00	0.03	600.00	0.02	1,500.00	0.01	7,200.00	0.02
36200-001-0000-006	PUBLIC SAFETY - STATION 20	657.80	0.06	750.00	0.03	4,098.22	0.01	9,000.00	0.03
Total RENTALS & LEASES:		5,328.30	0.50	9,794.00	0.36	27,452.70	0.10	117,528.00	0.36
DISPOSITION OF FIXED ASSETS									
36400-001-0000-001	DISPOSITION OF FIXED ASSETS	0.00	0.00	5,000.00	0.18	0.00	0.00	60,000.00	0.18
Total DISPOSITION OF FIXED ASSETS:		0.00	0.00	5,000.00	0.18	0.00	0.00	60,000.00	0.18
CONTRIBUTIONS AND DONATIONS									
36600-001-0000-001	CONTRIBUTIONS AND DONATIONS	0.00	0.00	125.00	0.00	152.00	0.00	1,500.00	0.00
Total CONTRIBUTIONS AND DONATIONS:		0.00	0.00	125.00	0.00	152.00	0.00	1,500.00	0.00
OTHER MISCELLANEOUS INCOME									
36900-001-0000-901	BLS TRAINING	0.00	0.00	20.83	0.00	0.00	0.00	250.00	0.00

Run Date: 3/6/2019 2:13:04PM

G/L Date: 2/28/2019

Page: 2

GNFRD INCOME STATEMENT
For The 5 Periods Ended 2/28/2019

Greater Naples Fire Rescue District (GNF)

		Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
OTHER MISCELLANEOUS INCOME		(Continued)							
36900-001-0000-902	FIRE MARSHALL MOU REIMBURSE	0.00	0.00	3,750.00	0.14	13,193.64	0.05	45,000.00	0.14
36900-001-0000-903	GULF AMERICA CORP (GAC) LANC	0.00	0.00	8,863.58	0.32	0.00	0.00	106,363.00	0.32
36900-001-0000-904	SHOP REVENUE	5,697.72	0.53	7,083.33	0.26	43,252.98	0.16	85,000.00	0.26
36900-001-0000-906	OTHER MISC. INCOME	235.75	0.02	41.67	0.00	236.33	0.00	500.00	0.00
36900-001-0000-907	FLORIDA DEPT OF CORRECTIONS	0.00	0.00	64.42	0.00	0.00	0.00	773.00	0.00
36900-001-2010-052	REVENUE FF FELLOWSHIP	588.87	0.05	0.00	0.00	1,561.22	0.01	0.00	0.00
36900-001-4010-046	VEHICLE REPAIR INSURANCE REII	0.00	0.00	2,916.67	0.11	1,692.41	0.01	35,000.00	0.11
Total OTHER MISCELLANEOUS INCOME:		6,522.34	0.61	22,740.50	0.83	59,936.58	0.22	272,886.00	0.83
Total Revenue:		1,073,074.80	100.00	2,731,103.91	100.00	27,849,066.10	100.00	32,773,247.00	100.00
Gross Profit:		1,073,074.80	100.00	2,731,103.91	100.00	27,849,066.10	100.00	32,773,247.00	100.00
Expenses									
LEGISLATIVE SALARIES									
51100-001-0000-011	LEGISLATIVE SALARIES (COMMIS)	2,500.00	0.23	2,708.33	0.10	14,500.00	0.05	32,500.00	0.10
Total LEGISLATIVE SALARIES:		2,500.00	0.23	2,708.33	0.10	14,500.00	0.05	32,500.00	0.10
EXECUTIVE SALARIES & WAGES									
51200-001-0000-011	EXECUTIVE SALARIES	114,094.70	10.63	139,472.00	5.11	646,510.10	2.32	1,673,664.00	5.11
51200-001-0000-012	EXECUTIVE 175 PENSION CONTRA	390.96	0.04	395.83	0.01	2,154.45	0.01	4,750.00	0.01
Total EXECUTIVE SALARIES & WAGES:		114,485.66	10.67	139,867.83	5.12	648,664.55	2.33	1,678,414.00	5.12
ADMINISTRATIVE SALARIES									
51300-001-1000-012	SALARIES - NON BARGAINING (AD	78,367.27	7.30	92,198.92	3.38	430,797.98	1.55	1,106,387.00	3.38
51300-001-1000-014	OVERTIME (NON-BARGAINING)	8,282.96	0.77	6,250.00	0.23	51,438.56	0.18	75,000.00	0.23
Total ADMINISTRATIVE SALARIES:		86,650.23	8.07	98,448.92	3.60	482,236.54	1.73	1,181,387.00	3.60
BARGAINING UNIT SHIFT SALARIES & WAGES									
51310-001-2000-012	BARGAINING UNIT SALARIES - SHI	831,898.78	77.52	902,158.67	33.03	4,563,354.03	16.39	10,825,904.00	33.03
51310-001-2000-013	FIREFIGHTERS - PART TIME	12,077.60	1.13	10,416.67	0.38	70,458.31	0.25	125,000.00	0.38
51310-001-2000-014	OVERTIME - SHIFT	111,521.71	10.39	146,062.50	5.35	901,704.86	3.24	1,752,750.00	5.35
51310-001-2050-012	SAFER GRANT SALARIES -FF	51,982.70	4.84	87,500.00	3.20	90,485.22	0.32	1,050,000.00	3.20
51310-001-2050-014	SAFER GRANT OVERTIME - FF	5,296.60	0.49	4,167.00	0.15	7,781.32	0.03	50,000.00	0.15
51310-001-2063-012	BARGAINING UNIT SHIFT MM63	0.00	0.00	0.00	0.00	-304,829.42	-1.09	0.00	0.00
Total BARGAINING UNIT SHIFT SALARIES & WAGE		1,012,777.39	94.38	1,150,304.84	42.12	5,328,954.32	19.14	13,803,654.00	42.12
BARGAINING UNIT - NON SHIFT									
51320-001-3000-012	SALARIES - FIRE & LIFE SAFETY	60,310.40	5.62	61,296.67	2.24	330,660.00	1.19	735,560.00	2.24
51320-001-3000-014	OVERTIME FIRE & LIFE SAFETY	8,540.10	0.80	10,416.67	0.38	25,126.54	0.09	125,000.00	0.38
Total BARGAINING UNIT - NON SHIFT:		68,850.50	6.42	71,713.34	2.63	355,786.54	1.28	860,560.00	2.63
EARNINGS OTHER									

Run Date: 3/6/2019 2:13:04PM
G/L Date: 2/28/2019

Page: 3

GNFRD INCOME STATEMENT
For The 5 Periods Ended 2/28/2019

Greater Naples Fire Rescue District (GNF)

		Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
		(Continued)							
EARNINGS OTHER									
51330-001-9000-011	DISPLACEMENT PAY	0.00	0.00	12.50	0.00	26.90	0.00	150.00	0.00
51330-001-9000-013	HOLIDAY	900.00	0.08	18,750.00	0.69	8,118.24	0.03	225,000.00	0.69
51330-001-9000-014	VACATION	0.00	0.00	10,000.00	0.37	0.00	0.00	120,000.00	0.37
51330-001-9000-015	SICK TIME	0.00	0.00	21,666.67	0.79	25.94	0.00	260,000.00	0.79
51330-001-9000-016	457 CONTRACTUAL	384.62	0.04	408.33	0.01	2,115.41	0.01	4,900.00	0.01
51330-001-9010-011	LIFE INSURANCE OVER \$50,000	0.12	0.00	0.00	0.00	5,186.12	0.02	0.00	0.00
51330-001-9010-012	LIFE INSURANCE OVER \$50,000	-0.12	0.00	0.00	0.00	-5,186.12	-0.02	0.00	0.00
51330-001-9011-012	CLOTHING ALLOWANCE	0.00	0.00	116.67	0.00	1,400.00	0.01	1,400.00	0.00
51330-001-9012-011	DISABILITY BENEFITS	8,194.56	0.76	0.00	0.00	61,984.24	0.22	0.00	0.00
51330-001-9012-012	NET DISABILITY BENEFITS	-8,194.56	-0.76	0.00	0.00	-61,984.24	-0.22	0.00	0.00
Total EARNINGS OTHER:		1,284.62	0.12	50,954.17	1.87	11,686.49	0.04	611,450.00	1.87
DEBT SERVICE									
51700-001-0000-071	DEBT SERVICE - PRINCIPAL PAYM	349.88	0.03	50,601.17	1.85	353,484.24	1.27	607,214.00	1.85
51700-001-0000-072	DEBT SERVICE - INTEREST PAYME	0.00	0.00	6,333.33	0.23	88,737.24	0.32	76,000.00	0.23
Total DEBT SERVICE:		349.88	0.03	56,934.50	2.08	442,221.48	1.59	683,214.00	2.08
FICA TAXES									
52201-001-0000-011	ER SS TAXES	95,230.24	8.87	106,250.00	3.89	522,004.45	1.87	1,275,000.00	3.89
52201-001-0000-012	ER MEDICARE TAXES	1,188.89	0.11	0.00	0.00	1,188.89	0.00	0.00	0.00
Total FICA TAXES:		96,419.13	8.99	106,250.00	3.89	523,193.34	1.88	1,275,000.00	3.89
RETIREMENT CONTRIBUTIONS									
52202-001-0010-022	FRS CONTRIBUTIONS	0.00	0.00	211,350.83	7.74	975,664.54	3.50	2,536,210.00	7.74
52202-001-0011-022	175 RETIREMENT PLAN CONTRIBU	20,999.99	1.96	45,769.33	1.68	135,528.86	0.49	549,232.00	1.68
52202-001-0012-022	NATIONWIDE RETIREMENT PLAN	3,338.38	0.31	4,166.67	0.15	18,502.09	0.07	50,000.00	0.15
52202-001-0013-022	DISTRICT DEF COMP MATCH	218,825.76	20.39	1,950.00	0.07	228,725.76	0.82	23,400.00	0.07
Total RETIREMENT CONTRIBUTIONS:		243,164.13	22.66	263,236.83	9.64	1,358,421.25	4.88	3,158,842.00	9.64
LIFE AND HEALTH INSURANCE									
52205-001-0010-023	INS BENEFITS FIXED - DENTAL	1,191.65	0.11	1,277.83	0.05	20,490.93	0.07	15,334.00	0.05
52205-001-0011-023	INSURANCE BENEFITS FIXED - LIF	3,869.17	0.36	3,776.83	0.14	22,980.54	0.08	45,322.00	0.14
52205-001-0012-023	INS BENEFITS FIXED - MEDICAL	253,485.11	23.62	243,205.25	8.91	1,564,709.30	5.62	2,918,463.00	8.91
52205-001-0013-023	INS BENEFITS FIXED - STD/LTD	9,179.11	0.86	8,592.67	0.31	53,664.92	0.19	103,112.00	0.31
52205-001-0014-023	INS BENEFITS FIXED - VISION	2,364.94	0.22	2,814.00	0.10	11,539.95	0.04	33,768.00	0.10
52205-001-0015-023	INS BENEFITS - DENTAL CLAIMS	19,418.19	1.81	12,333.33	0.45	52,104.06	0.19	148,000.00	0.45
52205-001-0016-023	INS BENEFITS - MEDICAL HRA	43,525.08	4.06	55,532.58	2.03	286,728.94	1.03	666,391.00	2.03
Total LIFE AND HEALTH INSURANCE:		333,033.25	31.04	327,532.49	11.99	2,012,218.64	7.23	3,930,390.00	11.99
WORKERS COMPENSATION									
52210-001-0010-024	WORKERS COMPENSATION PREM	22,355.25	2.08	42,133.33	1.54	300,968.00	1.08	505,600.00	1.54

Run Date: 3/6/2019 2:13:04PM
G/L Date: 2/28/2019

Page: 4

GNFRD INCOME STATEMENT
For The 5 Periods Ended 2/28/2019

Greater Naples Fire Rescue District (GNF)

		Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
		(Continued)							
WORKERS COMPENSATION									
52210-001-0011-024	EE WORKERS COMP CHECKS	-1,909.14	-0.18	0.00	0.00	-8,447.48	-0.03	0.00	0.00
52210-001-0012-024	EXPENSES FOR GRIT CLAIMANTS	218.99	0.02	208.33	0.01	421.88	0.00	2,500.00	0.01
Total WORKERS COMPENSATION:		20,665.10	1.93	42,341.66	1.55	292,942.40	1.05	508,100.00	1.55
UNEMPLOYMENT COMPENSATION									
52215-001-0000-025	RE-EMPLOYMENT TAX	0.00	0.00	1,000.00	0.04	0.00	0.00	12,000.00	0.04
52215-001-0000-026	POST EMPLOYMENT BENEFITS (P	0.00	0.00	15,416.67	0.56	200,000.00	0.72	185,000.00	0.56
Total UNEMPLOYMENT COMPENSATION:		0.00	0.00	16,416.67	0.60	200,000.00	0.72	197,000.00	0.60
PROFESSIONAL SERVICES									
52220-001-0000-031	PROFESSIONAL SERVICES	9,100.92	0.85	21,666.67	0.79	131,895.20	0.47	260,000.00	0.79
52220-001-0011-031	CONTRACTUAL SERV - ADV COLLI	15,677.25	1.46	45,000.00	1.65	460,474.83	1.65	540,000.00	1.65
52220-001-0012-031	CONTRACTUAL SERV - IMPACT FE	2,366.37	0.22	1,166.67	0.04	6,965.52	0.03	14,000.00	0.04
52220-001-0013-031	CONTRACTUAL SERV - PROPERTY	0.00	0.00	14,666.67	0.54	101,322.02	0.36	176,000.00	0.54
52220-001-1000-031	CONTRACTUAL SERV - GENERAL	8,262.93	0.77	11,488.67	0.42	117,606.54	0.42	137,864.00	0.42
52220-001-2060-031	CONTRACTUAL SERV - OCHOPEE	735.50	0.07	1,633.75	0.06	7,152.07	0.03	19,605.00	0.06
52220-001-3000-031	CONTRACTUAL SERV FIRE & LIFE	576.47	0.05	3,316.67	0.12	5,693.17	0.02	39,800.00	0.12
52220-001-4000-031	CONTRACTUAL SERVICES FLEET	0.00	0.00	2,116.67	0.08	0.00	0.00	25,400.00	0.08
52220-001-8000-031	CONTRACTUAL SERV - FACILITEIS	13,514.24	1.26	15,715.67	0.58	13,937.24	0.05	188,588.00	0.58
Total PROFESSIONAL SERVICES:		50,233.68	4.68	116,771.44	4.28	845,046.59	3.03	1,401,257.00	4.28
ACCOUNTING & AUDITING									
52225-001-0000-032	ACCOUNTING & AUDITING	0.00	0.00	2,625.00	0.10	0.00	0.00	31,500.00	0.10
Total ACCOUNTING & AUDITING:		0.00	0.00	2,625.00	0.10	0.00	0.00	31,500.00	0.10
CURRENT CHARGES									
52230-001-0000-037	CURRENT CHARGES	441.15	0.04	3,541.67	0.13	8,192.64	0.03	42,500.00	0.13
Total CURRENT CHARGES:		441.15	0.04	3,541.67	0.13	8,192.64	0.03	42,500.00	0.13
TRAVEL & PER DIEM									
52235-001-0010-040	EMPLOYEE TOLLS REIMBURSEME	0.00	0.00	12.50	0.00	24.45	0.00	150.00	0.00
Total TRAVEL & PER DIEM:		0.00	0.00	12.50	0.00	24.45	0.00	150.00	0.00
COMMUNICATIONS & FREIGHT									
52240-001-0000-041	COMMUNICATIONS- CELL PHONE	475.00	0.04	2,416.67	0.09	7,315.22	0.03	29,000.00	0.09
52240-001-0000-042	FREIGHT & POSTAGE SERVICES	77.15	0.01	291.67	0.01	1,722.43	0.01	3,500.00	0.01
52240-001-0015-041	COMMUNICATIONS-GENERAL	7,085.61	0.66	10,010.83	0.37	43,773.80	0.16	120,130.00	0.37
52240-001-2060-041	COMMUNICATIONS - OCHOPEE	1,132.11	0.11	2,000.00	0.07	9,619.58	0.03	24,000.00	0.07
Total COMMUNICATIONS & FREIGHT:		8,769.87	0.82	14,719.17	0.54	62,431.03	0.22	176,630.00	0.54
UTILITY SERVICES									
52245-001-0000-043	UTILITIES	12,372.25	1.15	15,506.92	0.57	74,634.75	0.27	186,083.00	0.57

Run Date: 3/6/2019 2:13:04PM
 G/L Date: 2/28/2019

Page: 5

GNFRD INCOME STATEMENT
For The 5 Periods Ended 2/28/2019

Greater Naples Fire Rescue District (GNF)

		Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
		(Continued)							
UTILITY SERVICES									
52245-001-2060-043	UTILITY SERVICES - OCHOPEE	874.08	0.08	1,062.50	0.04	5,049.26	0.02	12,750.00	0.04
Total UTILITY SERVICES:		13,246.33	1.23	16,569.42	0.61	79,684.01	0.29	198,833.00	0.61
RENTALS & LEASES									
52250-001-0000-044	RENTALS & LEASES	58.62	0.01	666.67	0.02	594.70	0.00	8,000.00	0.02
52250-001-0015-044	RENTALS & LEASES - E-FLEET	9,567.84	0.89	9,764.08	0.36	47,389.27	0.17	117,169.00	0.36
52250-001-2010-044	RENTALS & LEASES - FELLOWSHII	0.00	0.00	0.00	0.00	741.08	0.00	0.00	0.00
52250-001-8000-044	RENTALS & LEASES - FACILITIES/M	0.00	0.00	2,700.00	0.10	15,100.00	0.05	32,400.00	0.10
Total RENTALS & LEASES:		9,626.46	0.90	13,130.75	0.48	63,825.05	0.23	157,569.00	0.48
INSURANCE GENERAL									
52255-001-0000-045	GENERAL INSURANCE	0.00	0.00	26,878.08	0.98	384,271.76	1.38	322,537.00	0.98
Total INSURANCE GENERAL:		0.00	0.00	26,878.08	0.98	384,271.76	1.38	322,537.00	0.98
REPAIR & MAINT									
52260-001-0500-046	REPAIRS- HURRICANE IRMA	0.00	0.00	18,750.00	0.69	70.01	0.00	225,000.00	0.69
52260-001-0700-046	REPAIR - RADIOS	-500.00	-0.05	666.67	0.02	272.40	0.00	8,000.00	0.02
52260-001-1000-046	REPAIR & MAINTENACE - ADMIN	113.52	0.01	2,083.33	0.08	1,224.11	0.00	25,000.00	0.08
52260-001-2000-046	REPAIR & MAINT - OPERATIONS	2,279.76	0.21	1,000.00	0.04	6,780.10	0.02	12,000.00	0.04
52260-001-2060-046	REPAIR & MAINT OCHOPEE	3,669.18	0.34	1,166.67	0.04	9,907.40	0.04	14,000.00	0.04
52260-001-3000-046	REPAIR & MAINT. FIRE & LIFE SAFI	0.00	0.00	997.92	0.04	295.75	0.00	11,975.00	0.04
52260-001-4010-046	VEHICLE REPAIR - GNFRD VEHICL	19,939.95	1.86	33,333.33	1.22	94,401.95	0.34	400,000.00	1.22
52260-001-4011-046	VEHICLE REPAIR - NON GNFRD	4,403.28	0.41	2,500.00	0.09	32,824.59	0.12	30,000.00	0.09
52260-001-4020-046	REPAIR & MAINTENANCE- MARC L	0.00	0.00	7,067.08	0.26	4,068.08	0.01	84,805.00	0.26
52260-001-4060-046	VEHICLE REPAIR - OCHOPEE	1,193.35	0.11	2,666.67	0.10	4,074.65	0.01	32,000.00	0.10
52260-001-4112-046	REPAIR & MAINT - MARINE VESSEI	0.00	0.00	500.00	0.02	1,067.00	0.00	6,000.00	0.02
52260-001-4115-046	MARINE VESSEL REP & MAINT - N	309.90	0.03	0.00	0.00	381.74	0.00	0.00	0.00
52260-001-4160-046	MARINE VESSEL REP & MAINT OC	0.00	0.00	625.00	0.02	54.96	0.00	7,500.00	0.02
52260-001-5000-046	REPAIR & MAINTENANCE - TRAINII	0.00	0.00	208.33	0.01	122.98	0.00	2,500.00	0.01
52260-001-6000-046	REPAIR & MAINT - SPECIAL OPER/	0.00	0.00	1,666.67	0.06	0.00	0.00	20,000.00	0.06
52260-001-6012-046	REPAIR & MAINTENANCE - SCBA	0.00	0.00	1,208.33	0.04	365.50	0.00	14,500.00	0.04
52260-001-7000-046	REPAIR & MAINTENANCE - MEDIC/	0.00	0.00	208.33	0.01	0.00	0.00	2,500.00	0.01
52260-001-8000-046	REPAIR & MAINT - FACILITIES/MAI	13,737.38	1.28	11,741.67	0.43	23,761.19	0.09	140,900.00	0.43
Total REPAIR & MAINT:		45,146.32	4.21	86,390.00	3.16	179,672.41	0.65	1,036,680.00	3.16
PRINTING									
52265-001-0000-047	PRINTING & BINDING	0.00	0.00	125.00	0.00	0.00	0.00	1,500.00	0.00
Total PRINTING:		0.00	0.00	125.00	0.00	0.00	0.00	1,500.00	0.00
OFFICE SUPPLIES									
52270-001-0000-051	OFFICE SUPPLIES	731.27	0.07	958.33	0.04	6,165.12	0.02	11,500.00	0.04

Run Date: 3/6/2019 2:13:04PM
G/L Date: 2/28/2019

Page: 6

GNFRD INCOME STATEMENT
For The 5 Periods Ended 2/28/2019

Greater Naples Fire Rescue District (GNF)

		Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
Total OFFICE SUPPLIES:		731.27	0.07	958.33	0.04	6,165.12	0.02	11,500.00	0.04
FUELS & LUBRICANTS									
52275-001-0010-052	FUELS & LUBRICANTS	2,095.74	0.20	2,625.00	0.10	5,340.93	0.02	31,500.00	0.10
52275-001-0011-052	FUELS & LUBRICANTS - UNLEADED	4,513.43	0.42	3,583.33	0.13	26,482.24	0.10	43,000.00	0.13
52275-001-0012-052	FUELS & LUBRICANTS - DIESEL	12,142.38	1.13	13,750.00	0.50	61,956.38	0.22	165,000.00	0.50
52275-001-0090-052	MARINE NON-ETHANOL UNLEADED	0.00	0.00	1,625.00	0.06	6,174.30	0.02	19,500.00	0.06
52275-001-2060-052	FUEL - OCHOPEE	0.00	0.00	981.25	0.04	0.00	0.00	11,775.00	0.04
Total FUELS & LUBRICANTS:		18,751.55	1.75	22,564.58	0.83	99,953.85	0.36	270,775.00	0.83
OPERATING SUPPLIES									
52285-001-0000-052	OPERATING-GEN-GEN	0.00	0.00	333.33	0.01	0.00	0.00	4,000.00	0.01
52285-001-1000-052	OPERATING SUPPLIES - ADMIN	199.40	0.02	275.00	0.01	580.72	0.00	3,300.00	0.01
52285-001-2000-052	OPERATING SUPPLIES - OPERATING	2,057.73	0.19	3,041.67	0.11	17,406.61	0.06	36,500.00	0.11
52285-001-2010-052	OPERATING EXPENSE FF FELLOW	0.00	0.00	0.00	0.00	1,561.22	0.01	0.00	0.00
52285-001-2020-052	OPERATING EXP - HURRICANE MITIGATION	0.00	0.00	0.00	0.00	1,201.91	0.00	0.00	0.00
52285-001-2060-052	OPERATING SUPPLIES - OCHOPEE	348.58	0.03	291.67	0.01	1,021.36	0.00	3,500.00	0.01
52285-001-3000-052	OPERATING SUPPLY - FIRE & LIFE	0.00	0.00	1,250.00	0.05	2,288.83	0.01	15,000.00	0.05
52285-001-4000-052	OPERATING SUPPLIES - FLEET	1,037.07	0.10	666.67	0.02	2,863.46	0.01	8,000.00	0.02
52285-001-5000-052	OPERATING SUPPLIES - TRAINING	0.00	0.00	416.67	0.02	2,156.38	0.01	5,000.00	0.02
52285-001-7000-052	OPERATING SUPPLIES - MEDICAL	1,382.35	0.13	4,166.67	0.15	5,222.88	0.02	50,000.00	0.15
52285-001-8000-052	OPERATING SUPPLIES - FACILITIES	0.00	0.00	458.33	0.02	129.00	0.00	5,500.00	0.02
Total OPERATING SUPPLIES:		5,025.13	0.47	10,900.01	0.40	34,432.37	0.12	130,800.00	0.40
SMALL EQUIPMENT									
52910-001-1000-049	SMALL EQUIPMENT - ADMIN	0.00	0.00	1,250.00	0.05	844.86	0.00	15,000.00	0.05
52910-001-2000-049	SMALL EQUIPMENT - OPERATIONS	17,549.03	1.64	7,912.50	0.29	31,292.16	0.11	94,950.00	0.29
52910-001-2060-049	SMALL EQUIPMENT - OCHOPEE	0.00	0.00	833.33	0.03	102.08	0.00	10,000.00	0.03
52910-001-3000-049	SMALL EQUIP - FIRE & LIFE SAFETY	0.00	0.00	1,027.67	0.04	2,000.79	0.01	12,332.00	0.04
52910-001-4000-049	SMALL EQUIPMENT - FLEET	99.99	0.01	416.67	0.02	110.35	0.00	5,000.00	0.02
52910-001-5000-049	SMALL EQUIP - TRAINING	0.00	0.00	766.67	0.03	1,590.66	0.01	9,200.00	0.03
52910-001-6010-049	SMALL EQUIP - DIVE RESCUE	0.00	0.00	208.33	0.01	101.10	0.00	2,500.00	0.01
52910-001-6011-049	SMALL EQUIP - HAZ MAT	0.00	0.00	208.33	0.01	0.00	0.00	2,500.00	0.01
52910-001-6013-049	SMALL EQUIPMENT - USAR	0.00	0.00	208.33	0.01	0.00	0.00	2,500.00	0.01
52910-001-6014-049	SMALL EQUIPMENT - MERT	0.00	0.00	208.33	0.01	0.00	0.00	2,500.00	0.01
52910-001-7000-049	SMALL EQUIP - MEDICAL	25.00	0.00	416.67	0.02	25.00	0.00	5,000.00	0.02
52910-001-8000-049	SMALL EQUIP-FACILITIES & MAINT	0.00	0.00	291.67	0.01	0.00	0.00	3,500.00	0.01
Total SMALL EQUIPMENT:		17,674.02	1.65	13,748.50	0.50	36,067.00	0.13	164,982.00	0.50
UNIFORMS									
52920-001-1000-052	UNIFORMS - ADMIN	186.49	0.02	916.67	0.03	1,467.67	0.01	11,000.00	0.03

Run Date: 3/6/2019 2:13:04PM
G/L Date: 2/28/2019

Page: 7

GNFRD INCOME STATEMENT
For The 5 Periods Ended 2/28/2019

Greater Naples Fire Rescue District (GNF)

		Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
		(Continued)							
UNIFORMS									
52920-001-2000-052	UNIFORMS-OPERATIONS	6,330.87	0.59	7,083.33	0.26	18,503.29	0.07	85,000.00	0.26
52920-001-2011-052	UNIFORMS - BUNKER GEAR	21,146.67	1.97	11,149.67	0.41	60,851.36	0.22	133,796.00	0.41
52920-001-3000-052	UNIFORMS - FIRE & LIFE SAFETY	756.70	0.07	416.67	0.02	884.10	0.00	5,000.00	0.02
Total UNIFORMS:		28,420.73	2.65	19,566.34	0.72	81,706.42	0.29	234,796.00	0.72
BOOKS, DUES									
52930-001-1000-055	BOOKS, DUES - ADMIN	744.55	0.07	3,423.33	0.13	9,994.51	0.04	41,080.00	0.13
52930-001-2000-055	BOOKS, DUES - OPERATIONS	15,257.76	1.42	10,833.33	0.40	52,336.52	0.19	130,000.00	0.40
52930-001-3000-055	BOOKS, DUES - FIRE & LIFE SAFETY	40.00	0.00	1,687.50	0.06	6,905.86	0.02	20,250.00	0.06
52930-001-4000-055	BOOKS, DUES - FLEET	-15.00	0.00	865.00	0.03	3,420.00	0.01	10,380.00	0.03
52930-001-5000-055	BOOKS, DUES - TRAINING	0.00	0.00	5,833.33	0.21	2,194.10	0.01	70,000.00	0.21
52930-001-5010-055	BOOKS, DUES - TRAINING CPR	0.00	0.00	83.33	0.00	0.00	0.00	1,000.00	0.00
52930-001-6000-055	BOOKS, DUES- SPECIAL OPERATIONS	0.00	0.00	100.00	0.00	0.00	0.00	1,200.00	0.00
52930-001-6012-055	BOOKS, DUES - CERT	3,071.55	0.29	166.67	0.01	3,071.55	0.01	2,000.00	0.01
52930-001-7000-055	BOOKS, DUES - MEDICAL	0.00	0.00	958.33	0.04	0.00	0.00	11,500.00	0.04
Total BOOKS, DUES:		19,098.86	1.78	23,950.82	0.88	77,922.54	0.28	287,410.00	0.88
CAPITAL OUTLAY									
52940-001-0000-062	CAPITAL OUTLAY - BUILDING & IMPROVEMENTS	0.00	0.00	2,916.67	0.11	0.00	0.00	35,000.00	0.11
52940-001-0000-064	CAPITAL OUTLAY - EQUIP & FURNITURE	9,144.15	0.85	16,766.67	0.61	12,768.72	0.05	201,200.00	0.61
52940-001-0000-068	CAPITAL OUTLAY - INTANGIBLE ASSETS	0.00	0.00	416.67	0.02	0.00	0.00	5,000.00	0.02
52940-001-0000-069	CAPITAL OUTLAY - VEHICLES	0.00	0.00	20,031.67	0.73	0.00	0.00	240,380.00	0.73
52940-001-0000-070	CAPITAL OUTLAY - FIRE & RESCUE EQUIPMENT	0.00	0.00	17,727.08	0.65	0.00	0.00	212,725.00	0.65
Total CAPITAL OUTLAY:		9,144.15	0.85	57,858.76	2.12	12,768.72	0.05	694,305.00	2.12
Total Expenses:		2,206,489.41	205.62	2,757,019.95	100.95	13,642,989.51	48.99	33,084,235.00	100.95
Net Income from Operations:		-1,133,414.61	-105.62	-25,916.04	-0.95	14,206,076.59	51.01	-310,988.00	-0.95
Earnings before Income Tax:		-1,133,414.61	-105.62	-25,916.04	-0.95	14,206,076.59	51.01	-310,988.00	-0.95
Net Income (Loss):		-1,133,414.61	-105.62	-25,916.04	-0.95	14,206,076.59	51.01	-310,988.00	-0.95

**Balance Sheet
As of 2/28/2019**

Greater Naples Fire Rescue District (IMP)

Assets			
10100-301-0000-001	IMPACT FEES (IBERAIBANK)	\$	5,417,818.04
	Total Assets:		<u>\$ 5,417,818.04</u>
Equity			
28100-301-0000-001	FUND BALANCE - IMPACT FEES PRIOR YEAR RESTRICTED	\$	4,123,295.69
28100-301-0000-002	Retained Earnings-Current Year	\$	257,326.70
28100-301-0000-002	FUND BALANCE IMPACT FEES CURRRENT YEAR	\$	<u>1,037,195.65</u>
	Total Equity:		<u>\$ 5,417,818.04</u>
	Total Liabilities & Equity:		<u>\$ 5,417,818.04</u>

Run Date: 3/4/2019 9:46:00AM
G/L Date: 2/28/2019

Page: 1

**Impact Fees income Statement
For The 5 Periods Ended 2/28/2019**

Greater Naples Fire Rescue District (IMP)

		Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
Revenue									
IMPACT FEES									
32400-301-0000-110	IMPACT FEES	148,352.97	97.28	108,333.33	98.86	505,847.11	96.24	1,300,000.00	98.86
Total IMPACT FEES:		148,352.97	97.28	108,333.33	98.86	505,847.11	96.24	1,300,000.00	98.86
GRANTS									
33100-301-0000-200	FEDERAL GRANT - PUBLIC SAFET	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
Total GRANTS:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INTEREST EARNINGS									
36100-301-0000-100	INTEREST	4,152.70	2.72	1,250.00	1.14	19,767.11	3.76	15,000.00	1.14
Total INTEREST EARNINGS:		4,152.70	2.72	1,250.00	1.14	19,767.11	3.76	15,000.00	1.14
OTHER MISCELLANEOUS INCOME									
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 MISCELLANIOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total OTHER MISCELLANEOUS INCOME:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue:		152,505.67	100.00	109,583.33	100.00	525,614.22	100.00	1,315,000.00	100.00
Gross Profit:		152,505.67	100.00	109,583.33	100.00	525,614.22	100.00	1,315,000.00	100.00
Expenses									
IMPACT FEE EXPENSE									
51700-301-0000-071	DEBT SERVICES	1,049.63	0.69	32,155.00	29.34	75,899.29	14.44	385,860.00	29.34
51700-301-0000-072	DEBT SERVICES -INTEREST	0.00	0.00	6,833.33	6.24	17,488.91	3.33	82,000.00	6.24
52220-301-0000-031	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52230-301-0000-037	CURRENT CHARGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52240-301-0000-042	FREIGHT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52250-301-0000-044	RENTAL AND LEASE EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52285-301-2000-052	OPERATING SUPPLIES - SAFER GI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total IMPACT FEE EXPENSE:		1,049.63	0.69	38,988.33	35.58	93,388.20	17.77	467,860.00	35.58
SMALL EQUIPMENT									
52910-301-2000-049	SMALL EQUIPMENT - OPS - SAFER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52910-301-2010-046	NEW VEHICLE SMALL PARTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52910-301-4000-049	SMALL EQUIPMENT AND TOOLS	40,691.54	26.68	0.00	0.00	41,656.54	7.93	0.00	0.00
Total SMALL EQUIPMENT:		40,691.54	26.68	0.00	0.00	41,656.54	7.93	0.00	0.00
UNIFORMS									
52920-301-2000-052	UNIFORMS - SAFER GRANT	781.25	0.51	0.00	0.00	4,251.87	0.81	0.00	0.00
52920-301-2011-052	UNIFORMS - BUNKER GEAR - SAFI	0.00	0.00	0.00	0.00	31,126.62	5.92	0.00	0.00
Total UNIFORMS:		781.25	0.51	0.00	0.00	35,378.49	6.73	0.00	0.00

Run Date: 3/4/2019 9:44:43AM

G/L Date: 2/28/2019

Page: 1

**Impact Fees Income Statement
For The 5 Periods Ended 2/28/2019**

Greater Naples Fire Rescue District (IMP)

		Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
CAPITAL OUTLAY									
52940-301-0000-061	LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52940-301-0000-062	CAPITAL OUTLAY - BUILDING & IMI	1,331.09	0.87	0.00	0.00	1,331.09	0.25	0.00	0.00
52940-301-0000-063	CAPITAL OUTLAY - INFRASTRUCTU	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52940-301-0000-064	CAPITAL OUTLAY - EQUIP & FURNI	64,934.80	42.58	10,833.33	9.89	96,533.20	18.37	130,000.00	9.89
52940-301-0000-065	CAPITAL OUTLAY - CONST. IN PRC	0.00	0.00	41,666.67	38.02	0.00	0.00	500,000.00	38.02
52940-301-0000-066	CAPITAL OUTLAY - PROP UNDER C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52940-301-0000-067	CAPITAL OUTLAY - SPECIAL RESP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52940-301-0000-068	CAPITAL OUTLAY - INTANGIBLE AS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52940-301-0000-069	CAPITAL OUTLAY - VEHICLES	0.00	0.00	1,166.67	1.06	0.00	0.00	14,000.00	1.06
52940-301-0000-070	CAPITAL OUTLAY - FIRE & RESCUI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52940-301-0010-062	CAPITAL OUTLAY - IMPROV OTHE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52940-900-0000-059	DEPRECIATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total CAPITAL OUTLAY:		66,265.89	43.45	53,666.67	48.97	97,864.29	18.62	644,000.00	48.97
Total Expenses:		108,788.31	71.33	92,655.00	84.55	268,287.52	51.04	1,111,860.00	84.55
Net Income From Operations:		43,717.36	28.67	16,928.33	15.45	257,326.70	48.96	203,140.00	15.45
Earnings Before Income Tax:		43,717.36	28.67	16,928.33	15.45	257,326.70	48.96	203,140.00	15.45
Net Income (Loss):		43,717.36	28.67	16,928.33	15.45	257,326.70	48.96	203,140.00	15.45

Balance Sheet
As of 2/28/2019

GNFRD Hydrant Fund (HYD)

Assets				
10100-101-0000-001	HYDRANT OPERATING ACCOUNT	\$	464,291.93	
Total Assets:			\$	<u><u>464,291.93</u></u>
Equity				
28200-101-0000-001	FUND BALANCE - HYDRANT ASSIGNED (PRIOR YTD)	\$	432,196.98	
28200-101-0000-003	Retained Earnings-Current Year	\$	10,604.80	
28200-101-0000-003	FUND BALANCE-CURRENT YEAR	\$	<u>21,490.15</u>	
Total Equity:			\$	<u><u>464,291.93</u></u>
Total Liabilities & Equity:			\$	<u><u>464,291.93</u></u>

Run Date: 3/4/2019 9:04:38AM
 G/L Date: 2/28/2019

Page: 1

HYDRANT FUND INCOME STATEMENT
For The 5 Periods Ended 2/28/2019

GNFRD Hydrant Fund (HYD)

	Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
Revenue								
HYDRANT MAINTENANCE INCOME								
32400-101-0000-900 HYDRANT MAINTENANCE	0.00	0.00	2,500.00	95.24	10,000.00	84.05	30,000.00	95.24
Total HYDRANT MAINTENANCE INCOME:	0.00	0.00	2,500.00	95.24	10,000.00	84.05	30,000.00	95.24
INTEREST EARNINGS								
36100-101-0000-100 INTEREST EARNINGS	355.89	100.00	125.00	4.76	1,897.45	15.95	1,500.00	4.76
Total INTEREST EARNINGS:	355.89	100.00	125.00	4.76	1,897.45	15.95	1,500.00	4.76
Total Revenue:	355.89	100.00	2,625.00	100.00	11,897.45	100.00	31,500.00	100.00
Gross Profit:	355.89	100.00	2,625.00	100.00	11,897.45	100.00	31,500.00	100.00
Expenses								
52200-101-0000-046 REPAIR AND MAINTENANCE	0.00	0.00	2,916.67	111.11	1,292.65	10.86	35,000.00	111.11
52220-101-0000-031 PROFESSIONAL SERVICES - COUN	0.00	0.00	291.67	11.11	0.00	0.00	3,500.00	11.11
Total Expenses:	0.00	0.00	3,208.34	122.22	1,292.65	10.86	38,500.00	122.22
Net Income From Operations:	355.89	100.00	-583.34	-22.22	10,604.80	89.14	-7,000.00	-22.22
Earnings Before Income Tax:	355.89	100.00	-583.34	-22.22	10,604.80	89.14	-7,000.00	-22.22
Net Income (Loss):	355.89	100.00	-583.34	-22.22	10,604.80	89.14	-7,000.00	-22.22

Greater Naples Fire Rescue District
Disposition of Fixed Assets
19-003

To: Board of Fire Commissioners			Date: 3/7/2019				
Inventory No.	Qty.	Description	Condition	Age (years)	Comments Disposal Method	Location	Org Cost
3107	1	2007 Ford F250	Poor	12	Auction	14575 Collier Blvd	\$31,731.00
		VIN 1FDSX2P37EA47401					
						TOTAL:	\$31,731.00

Reviewed by: Tara Bishop, Director
Prepared by: Charlotte M Johnson

Date: 3/7/2019

Date: 3/7/2019

We, the undersigned, certify that the property items listed on this form are in the stated condition and warrant disposition.

Motion to dispose of listed property offered by Commissioner _____, seconded by Commissioner _____. Motion passed by a vote of ____ to _____. Signed this 12th day of March 2019.

Commissioner Jeff Page

Commissioner Charles Cottiers

Commissioner Kevin Gerrity

Commissioner Tom Henning

Commissioner David Stedman



MINUTES
GREATER NAPLES FIRE RESCUE DISTRICT
BOARD OF FIRE COMMISSIONERS MEETING
February 12, 2019

I. MEETING OPENED

Chairman Henning called to order the regular meeting of the Greater Naples Fire Rescue District's Board of Fire Commissioners meeting at 5:30pm., on February 12, 2019 at Administrative Headquarters. Present were Commissioners Henning, Page, Cottiers, Gerrity, and Stedman. Executive Staff in attendance: Fire Chief Schuldt, Deputy Chiefs Martin, and McLaughlin. Staff in attendance: Suanne Woeste and Nicole Chesser. Public in attendance: Kevin Nelmes, George Danz, Dom Tomei, Jean Kungle, Jeff Davenport and Sal D'Angelo. Others were in attendance but did not sign in.

A. Pledge of Allegiance and Invocation

Chairman Henning 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 2 firefighter fatalities for the month of January, bringing the total for 2019 to 2, followed by a moment of silence.

C. Approval, Additions and Deletions to the Agenda

Commissioner Gerrity moved to approve the Agenda as presented. Commissioner Page seconded. Motion passed 5-0.

D. Approval of the GNFD Board Minutes for January 8, 2019

Commissioner Cottiers moved to approve the January 8, 2019 minutes as presented. Commissioner Page seconded the motion. Motion passed 5-0.

E. Consent Agenda

Commissioner Gerrity moved to approve the consent agenda as presented. Commissioner Stedman seconded the motion. Motion passed 5-0

1. Treasurer's Report – Director Bishop
2. Disposition of Fixed Assets 19-002 – Deputy Chief Martin

For future meeting Chairman Henning requested moving Consent Agenda before Item I.C. Approval, Additions, and Deletions to the Agenda.

F. Awards and Recognition

Chief Schuldt recognized the following employees:

- Firefighter A. Borowski – Probation Completed
- Promotion to Full Time Employment: FF's N. Pratt, D. Fleming, D. Gutierrez, J. Alvarado, S. Finger, S. Kehoe, G. Yelinek, L. Conroy, and A. Smith.
- New Hires: FF's Z. Henderson, S. Lawrence, D. Ramis, R. Rogula, R. Roseme', D. Williams, D. Kelly, C. Hogue, W. Wilkie, H. Hullibarger, V. Trapani, A. Arts-Kottke, B. Cipriano, and M. Gonzalez

G. Fire Chief's Report

Chief Schuldt presented report as submitted and added the following:

- In the next week staff will travel to Tallahassee to address funding efforts for Station 63. Senator Passidomo has given her personal commitment to see this bill through.



**MINUTES
GREATER NAPLES FIRE RESCUE DISTRICT
BOARD OF FIRE COMMISSIONERS MEETING
February 12, 2019**

- Several meetings have been held with Union President Nelmes covering a wide range of topics including: collective bargaining, grievance procedures, on-going legal, safety review, safety committee, ALS program, and personnel issues.
- Over the past month Chief Schuldt has met privately with the Union President and others to discuss The Curlew Ave. Fire Safety Review. In cooperation with the Union, Deputy Chief Low will be scheduling a "Lessons Learned" training about that incident in April. All members of the organization will be able to sit in.
- Chief Schuldt stated he was requested by the Lee County fire chiefs to participate in a teleconference to discuss a current effort by the group to develop a bill that would modify the current ad valorem taxing structure for special fire districts in Florida. The proposed change to Chapter 191 will allow the use of special assessments and non-ad valorem assessments with more flexibility under certain circumstances. Chief Schuldt will continue to monitor group.
- The County Commission requested Chief Schuldt to present the storm shutter issue during their February Board meeting. The issue was discussed with the County Chiefs' Association where membership does not support a position to request a local ordinance. Because of the group opposing the District's position, it was determined Chief Schuldt would not present the item to the BBC, Chief Butcher would. Staff continues to develop a public awareness program on Storm Shutters.

6:00 pm – Chairman Henning announced time specific Attorney/Client Session

Chairman Henning read the following statement: As requested by the District's Counsel, there will be a closed door attorney-client meeting to discuss settlement negotiations strategy related to litigation brought forward by Christian Tobin, Matthew Trent, Jeff Davenport, Andy Krajewski, Corey Nelson, and Forrest Campbell vs Greater Naples Fire Rescue District; that should last no more than three and a half hours.

The attendees of the session are: Governing Board Members, Executive Office: Fire Chief, Kingman Schuldt, District Counsel: Rey Velazques, and a court reporter.

The session will be closed to the public pursuant to Section 286.011(8), Florida Statutes.

At the conclusion of the closed-door attorney-client session, I will reopen the public meeting and terminate the attorney-client session.

The public meeting is now recessed, the Board, Executive Officer, and District Counsel will now meet in the Command Post for the closed-door session.

6:28 pm – Chairman Henning announced the public meeting is now reopened and the attorney-client session is terminated.

H. Chapter 175 Firefighters' Pension Plan
No report

I. Local 2396 Report

Union President Nelmes continues working cooperatively with Chief Schuldt, moving mutual items forward. It would be beneficial to also meet with Commissioners and the Chief, as a 3 person group to work on several issues that affect all our people from different angles.



MINUTES
GREATER NAPLES FIRE RESCUE DISTRICT
BOARD OF FIRE COMMISSIONERS MEETING
February 12, 2019

II. OLD BUSINESS

A. Closed Door Attorney-Client Session- Rey Velazques
See above

B. AIW-Ochopee Management/Merger Discussion – Commissioner Henning

- Chief Schuldt presented background information on the Ochopee Management Agreement and a timeline for discussion on formally annexing the Ochopee dependent district.
- Chairman Henning stated meeting with County Manager was very positive. There are issues that need to be worked out such as funding and fire trucks. Next step would be getting an attorney involved.
- Commissioner Page questioned if the PILT Funding would be part of the legislature or separate with the County. Henning- I want surety not for year to year but forever. I would recommend to add legislation after the bill is submitted, as an amendment.

Commissioner Page made a motion to support staff's recommendation and utilize the proposed timeline to merge Ochopee MSTU into the District, and reach agreement with the County for an extension to the existing management agreement. Commissioner Cottiers seconded.

- Discussion continued including: millage rate, PILT funding, long term contract with County, benefits, and what the citizens want.
- District resident Ms. Jean Kungle stated Ochopee has very few tax payers, it has a lot of state and federal land. The County benefits from tourists going to those parks; the County should step up and not expect so few taxpayers to cover costs.

Commissioner Page amended his motion to support staff's recommendation and utilize the proposed timeline to merge Ochopee MSTU into the District, or secure a long term agreement in perpetuity, and, reach agreement with the County for an extension to the existing management agreement. Commissioner Cottiers seconded. Motion passed 5-0.

C. Emergency Services Task Force Merger Presentation

- Chief Schuldt presented the background information on the Emergency Services Task Force Meetings and asked the Board for direction on whether to continue or discontinue merger efforts with NCFD and stop ESTF meetings.
- Commissioner Gerrity stated he would step up and do all the leg work.
- Commissioner Stedman asked who attends these meeting for North Collier.
- North Collier FD Director Sal D'Angelo stated for the record he attends the ESTF meetings on behalf of the District. NCFD Commissioner Burke also attends.
- Commissioner Page attended ESTF meeting for years and does not feel they are productive and that NCFD is not serious about merging with GNFD. Let's focus on Ochopee or Immokalee management.

Chairman Henning made a motion to table the Emergency Task Force Meeting until significant changes in the merging of Ochopee and Greater Naples Fire District comes to light. Commissioner Page seconded. Motion Passed 4-1 (Gerrity)



**MINUTES
GREATER NAPLES FIRE RESCUE DISTRICT
BOARD OF FIRE COMMISSIONERS MEETING
February 12, 2019**

III. NEW BUSINESS

A. AIW – 4711 Outer Drive Amendment to Listing Agreement

Commissioner Page made a motion to accept the Exclusive Right of Sale Listing agreement presented by IPC, agent William Gonnering and a list sale price of 1,600,000. Commissioner Cottiers seconded. Motion passed 5-0.

B. AIW – Resolution 2019-01 Adoption of the National Incident Management System

Commissioner Cottiers moved to adopt Resolution 2019-01 formally adopting the National Incident Management System (NIMS). Commissioner Page seconded. Motion passed 5-0.

C. Public Comment

- District resident Don Tomei spoke as a delegate for the Naples Estates HOA and wanted to ask the Fire Chief some questions about the recent fire at their clubhouse construction site. *Chief Schuldt stated he would be happy to meet with Mr. Tomei to discuss, but not in a public forum when he has no back up information or data. A meeting was set for 8:00am the next day.*
- Mr. Tomei stated he had a great time running against Commissioner Stedman and got to meet a lot of great guys. East Naples and Golden Gate guys who should all rally together to be Greater Naples.

D. Comments by Commissioners

- Commissioner Stedman said it was an honor to run against Mr. Tomei.
- Chairman Henning stated when he met with the County Manager they talked about fire trucks that should have been in the District's name and are in the County's name. The County manager responded if you are going to merge you can have everything. However, if you decide not to merge and the County needs to provide fire protection, we will need fire trucks, equipment, land, etc. Chairman Henning - I think we need to wait before we talk about whose name is on the titles.
- Chairman Henning stated it is the Board's responsibility per contract to evaluate The Fire Chief and award a merit increase of at least 2%, if the majority of evaluations are positive. Commissioner Page agreed and stated it needs to be retroactive to October, 2018.

IV. ADJOURNMENT

Meeting Adjourned.

Duly passed with a vote of _____ to _____ and adopted in session on the 12th day March 2019.

Chairman Tom Henning

Commissioner David Stedman

Commissioner Charles Cottiers

Commissioner Jeff Page

Commissioner Kevin Gerrity



GREATER NAPLES FIRE RESCUE DISTRICT FIRE CHIEF REPORT

FEBRUARY, 2019

REPORTING OFFICER	Kingman Schuldt, Fire Chief
TYPE	Monthly – Commission
SUBMITTAL DATE	March 6, 2019

ACTIVITIES REPORT

Labor Negotiations – Staff is working closely with Union leadership with an apparent renewed sense of cooperation. There has been a number of negotiation sessions, workshops, and meetings pertaining to several Articles with significant financial implications.

Personnel – Two Apprentice Firefighters were transitioned to full-time position as the result of two resignations. Both previous employees accepted positions on the east coast. The application period for Administrative Assistant has closed. This is in preparation for the pending retirement of a current AA in the next couple of months.

Naples Estates Incident - February 14; an after-action review was conducted for the incident. Areas discussed included apparatus placement, water supply, and roof operations, for example. Staff confirmed the contractor had not informed the District the fire hydrants had been turned off any time prior to the incident. To date, Mr. Tomei has not provided any video or other information relating to the fire.

Collier County Wildfire Roundup – February 15; staff participated in the County's annual wildfire roundup, delivering presentations on regional and statewide responses, and on-going mitigation strategies in the rural areas of the County.

Brush 71 – Staff has made a couple of inspection visits to REV in Ocala, FL to inspect progress of the new brush truck. Delivery is expected within the next couple of weeks.

Legislative – Staff has travelled to Tallahassee February 19-21, and March 5-7 to address funding efforts for Station 63. Meetings included the Governor's Legislative Affairs Director, FDOT Secretary, Senator Passidomo, Representative Rommel, and numerous other legislators. Staff also testified at several Senate and House Committee meetings.

Golden Gate Estates Area Civic Association – February 20; staff provided a brief presentation on storm shutter safety.

Legal Matters – Staff continues to allocate a significant amount of time and effort addressing legal matters of the District.



GREATER NAPLES FIRE RESCUE DISTRICT FIRE CHIEF REPORT

Everglades City Life Safety – Staff continues to work closely with City staff to address a number of commercial businesses that do not meet current building and fire prevention code.

Collier County Fire Chiefs – The chiefs voted to support a public relations campaign to raise awareness of the hazards associated with storm shutters. The group did not move to request the County Commission to explore any such ordinance addressing the issue. The Chiefs group also moved to develop a standardized message; however to date, no product has been produced. EMS Chief Butcher presented to the BCC outlining recommendations of the Association. GNFD staff has developed a public relations campaign and materials, includes the topic in all hurricane preparation discussions, and has submitted a “call to action” letter to the Board of County Commissioners.

County Commission Town Hall Meetings – Staff attended meetings for both Commissioner Fiala and Taylor over recent weeks.

ISO Survey – Staff continues to work with representatives from ISO to finalize an updated report for the combined fore district including the East Naples, Golden Gate, Isles of Capri, previous District 1, and Ochopee service areas. It is anticipated the new single grading will be a “4” but there remains a possibility a “3” is achievable. As of recently as last week, the District is three points short of achieving a “3”. There are three areas creating the largest challenge; (1) Deployment – the travel time associated with overall response time; (2) Staffing – number of available firefighters, and; (3) Training – the lack of a training center, although some improvements with existing training routines and delivery of training by company officers will also support an increased grading.

Auction - The District completed an on-line auction producing approximately \$65,000.00 in revenue. Included in the disposition of assets was three fire apparatus, five staff vehicles, and numerous pieces of loose equipment.

Isles of Capris – Staff met with citizens of the Isles of Capri to discuss concerns over the actions of Marco Island, suggesting the County medic unit (Medic 90) be relocated to Marco Island. Staff was also informed that a small group of individuals on the island are spreading inaccurate rumors that fire rescue services have diminished since the merger. As a result, a public safety town hall meeting has been scheduled for March 28, 2019. County EMS Chief Butcher has also been invited to participate in the meeting.

Housing Coalition - Staff continues to participate in the county Housing Coalition to address affordable housing. The District was asked to participate due to discussion raised with the Chamber relating to the number of firefighters who do not live in the County, and our inability to hire local residents and retain employees.

New Apparatus Push Backs – The District completed Push Backs for all new apparatus recently acquired. In total, ceremonies were held for five fire engines, two battalion units, and one squad.



GREATER NAPLES FIRE RESCUE DISTRICT FIRE CHIEF REPORT

Foundation Fundraiser – The District launched its March fundraising event. St. Patrick's Day shirts are currently on sale with proceeds being directed to the St. Baldrick Foundation to raise awareness for children's cancer. As the result of the recent Veteran's Day fundraising efforts, the Foundation presented a check in the amount of \$1,500.00 to the Lee Collier Honor Flight.

Fleet – Technician Records attended a one-week Pierce EVT training program. January records indicate Fleet performed approximately 167 man hour repairs and purchased approximately \$34,800.00 in parts. The District is realizing the benefits of having a dedicated Administrative Assistant at Fleet, learning and working with the RMS platform and developing more accurate record keeping.

Upcoming Travel

Legislative Hearings- Tallahassee, FL March 5-7
LFCA Conference- Baton Rouge, LA March 21-23

Public Programs

26 Events in February
97,301 Contacts in February

36 Events YTD
103,151 Contacts YTD

Customer Satisfaction Surveys

Emergency Response- 0
Fire & Life Safety- 8
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
 - Ochopee Fire Management Agreement
 - Community Foundation of Collier
 - Knox Advisory- Phoenix, AZ
 - Several Legislative Meetings
 - Fully Involved
 - CCFEMSCA



GREATER NAPLES FIRE RESCUE DISTRICT FIRE CHIEF REPORT

March 2019 Operations Stats:

Total Incidents	1993
Total Responses	2270 (based on all apparatus)
Medical / Rescue	1396 calls for service
Percentage Medical	70.0%
Fire / Other	597 calls for service
Busiest Response Unit	EN75 255 Incidents
Busiest Day of Week	Monday 314 Incidents
Busiest Time of Day	120:00PM to 12:59PM 139 Incidents

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

Greater Naples Fire Rescue District	Jan-19	Feb-19	Mar-19	Apr-19	May-19	June-19	July-19	Aug-19	Sept-19	Oct-19	Nov-19	Dec-19	Total
*NA	5	5											10
100 Series Fire	34	24											58
200 Series Overpressure Rupture, Explosion, Overheat(no fire)		1											1
300 Series Rescue & Emergency Medical Service Incident	1305	1396											2701
400 Series Hazardous Condition(No fire)	19	9											28
500 Series Service Call	118	125											243
600 Series Good Intent Call	426	333											759
700 Series False Alarm & False Call	115	99											214
800 Series Severe Weather													0
900 Series Special Incident Type		1											1
Grand Total	2022	1993	0	0	0	0	0	0	0	0	0	0	4015

Responses by day average	65.2	71.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	11.0
Average by Stations Daily	4	5	0	0	0	0	0	0	0	0	0	0	1
Average Medical vs. other calls for service (combined)	64.5%	70.0%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	67.3%

General Types of Assembly Usage	Jan-19	Feb-19	Mar-19	Apr-19	May-19	June-19	July-19	Aug-19	Sept-19	Oct-19	Nov-19	Dec-19	Total
*NA	7	8											15
Assembly	70	86											156
Educational	10	21											31
Health Care, Detention	278	222											500
Industrial , Utility, Defense, Agriculture, Mining		1											1
Mercantile, Business	80	90											170
Outside or Special Property	388	441											829
Residential	1180	1110											2290
Storage	9	14											23
GRAND TOTAL	2022	1993	0	0	0	0	0	0	0	0	0	0	4015

Mutual Aid / Auto Aid Report # of Incidents

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Mutual Aid Given from GNFD	Incidents												
*NA													0
Bonita Springs Fire													0
City of Naples													0
Florida Forestry Service													0
Immokalee Fire													0
Marco Island													0
North Collier													0
Broward County / Dade County		1											1
Total	0	1	0	0	0	0	0	0	0	0	0	0	1
	January	February	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
Mutual Aid Received to GNFD	Incidents												
*NA													0
Florida Forestry													0
City of Naples	1												1
Collier EMS													0
Immokalee Fire													0
Marco Island													0
North Collier													0
Ochophee													0
Broward County / Dade County													0
Total	1	0	0	0	0	0	0	0	0	0	0	0	1
Automatic Aid Report													
Auto Aid Call Data does not include calls we weren't on as well													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Auto Aid Given	Incidents												
*NA													0
City of Naples	31	22											53
Florida Forestry Service													0
Immokalee Fire													0
Marco Island	17	13											30
North Collier	79	87											166
Total	127	122	0	0	0	0	0	0	0	0	0	0	249
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
Auto Aid Received to GNFD	Incidents												
*NA													
Broward County													
Florida Forestry													0
City of Naples	20	12											32
Collier EMS													0
Immokalee Fire													0
Marco Island	4	6											10
North Collier	20	38											58
Total	44	56	0	0	0	0	0	0	0	0	0	0	100

GREATER NAPLES FRACTILE TRAVEL TIMES

FROM 2/1/2019 TO 2/28/2019

Unit	< 4 Min	< 5 Min	< 6 Min	< 7 Min	< 9 Min	< 10 Min	< 11 Min	< 12 Min	> 12 Min
EN20	45.74	67.55	80.85	90.43	98.40	98.40	98.94	99.47	0.53
EN22	27.81	56.29	75.50	88.74	96.03	96.69	98.68	98.68	1.32
EN23	16.86	30.81	47.67	62.21	82.56	88.95	94.19	96.51	3.49
EN24	13.33	34.44	58.89	74.44	90.00	92.22	96.67	98.89	1.11
EN60	24.00	28.00	28.00	36.00	44.00	60.00	68.00	68.00	32.00
EN61	53.85	69.23	84.62	84.62	84.62	84.62	84.62	84.62	15.38
EN70	37.09	58.94	78.15	88.08	96.03	98.01	99.34	99.34	0.66
EN71	3.17	19.05	30.16	39.68	61.90	71.43	76.19	84.13	15.87
EN72	17.39	27.54	37.68	50.72	78.26	81.16	92.75	95.65	4.35
EN73	15.07	42.47	58.90	72.60	84.93	87.67	91.78	97.26	2.74
EN75	19.47	38.50	57.96	73.01	91.15	93.81	94.69	96.02	3.98
EN90	26.92	50.00	57.69	61.54	73.08	84.62	92.31	92.31	7.69
LA21	23.75	41.25	56.25	77.50	93.75	96.25	96.25	96.25	3.75
RE63	5.56	11.11	16.67	22.22	27.78	27.78	38.89	38.89	61.11
SQ76	10.47	20.93	39.53	62.79	82.56	86.05	91.86	94.19	5.81

Zone	Alarms	Avg Resp
20	213	5
21	248	5
22	176	5
23	235	7
24	86	7
60	35	11
61	12	4
63	26	15
70	200	5
71	76	9
72	152	7
73	74	6
75	263	
76	37	7
90	30	8
Out	123	6
	1986	

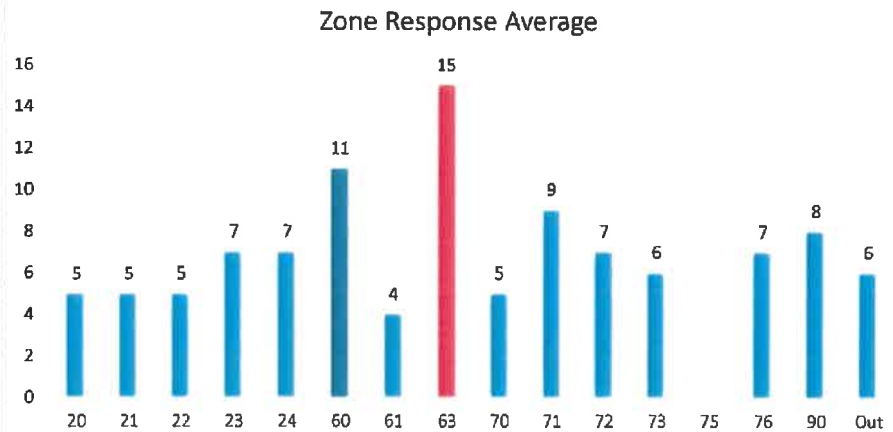
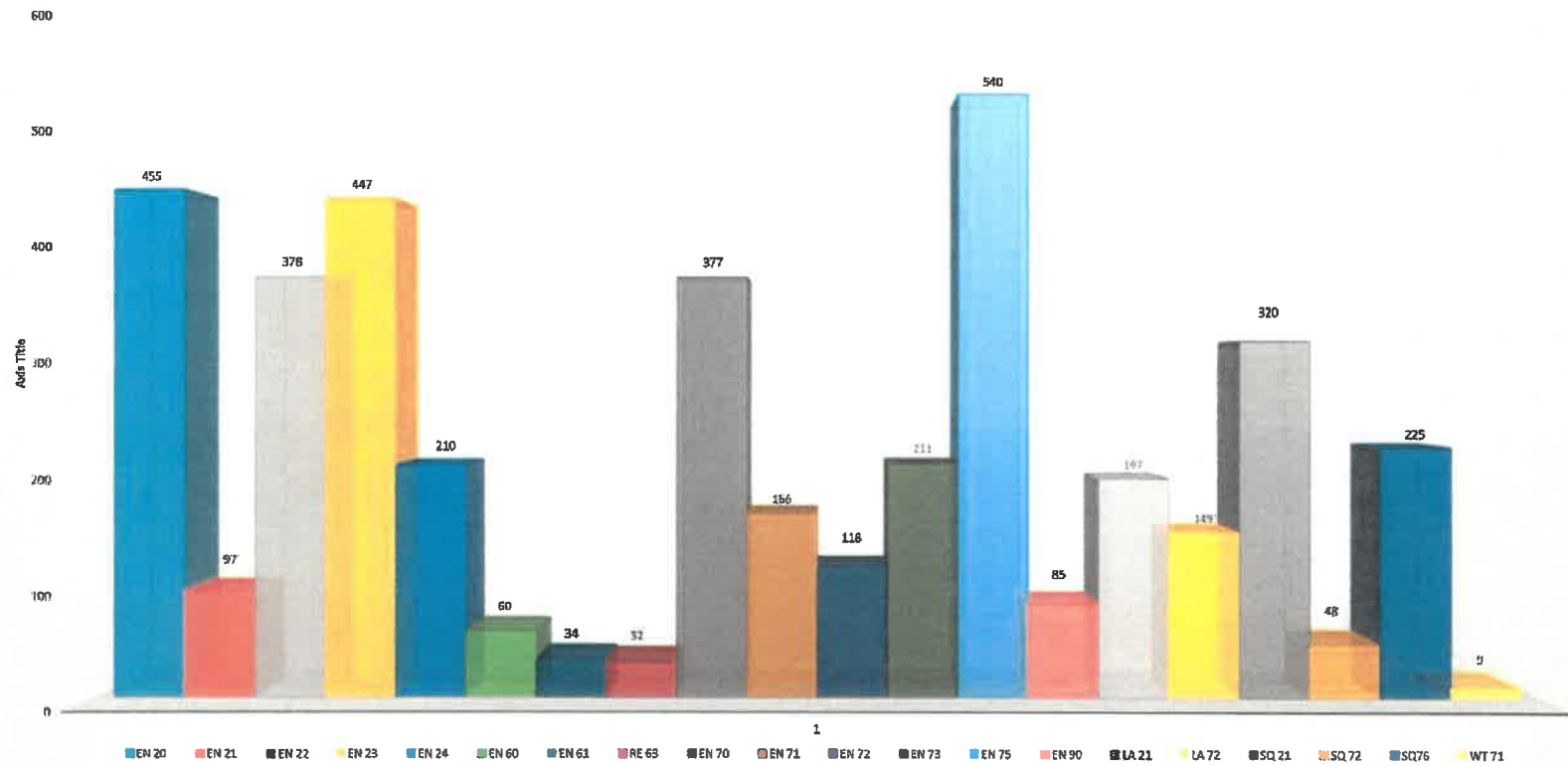


Image Trend Data

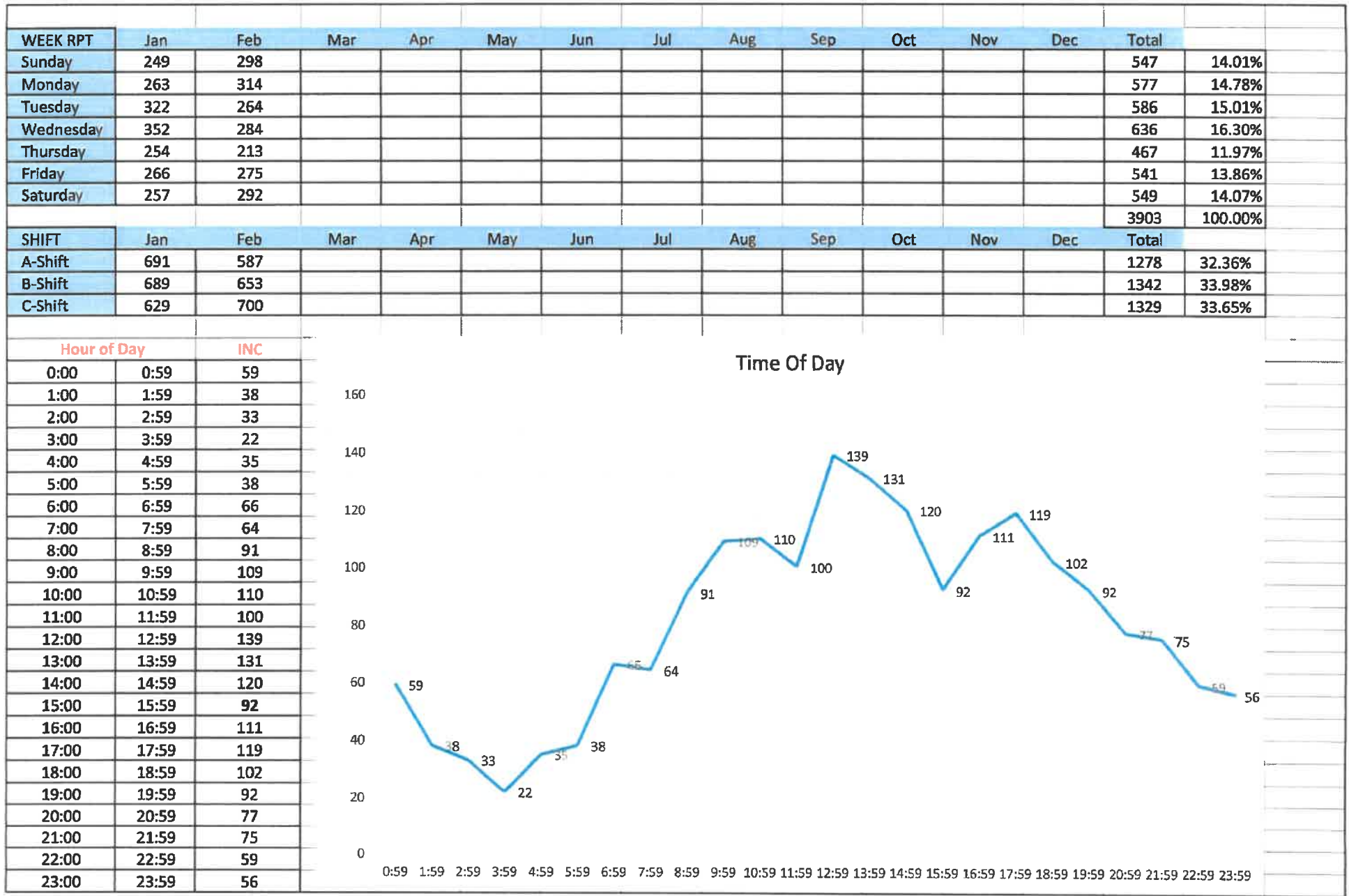
Apparatus Response Report

	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Total	YTD
AIR 72	0												0	0.00%
AT 23	0												0	0.00%
AT 60	0												0	0.00%
AT 63	1												1	0.02%
AT 90	0	9											9	0.20%
BA 20	72	58											130	2.87%
BA 60	3	3											6	0.13%
BA 70	70	77											147	3.24%
BO60	2	2											4	0.09%
BO 90	6	10											16	0.35%
BR 21	5	1											6	0.13%
BR 22	3	3											6	0.13%
BR 70	0												0	0.00%
BR 71	0												0	0.00%
BR 72	1												1	0.02%
BR 73	1	3											4	0.09%
CA 22	0												0	0.00%
CA 223	1	1											2	0.04%
CH 200	0												0	0.00%
CH 23	0												0	0.00%
CH 210	8	5											13	0.29%
EMS 25		4											4	0.09%
EN 20	239	216											455	10.03%
EN 21	97	0											97	2.14%
EN 22	186	192											378	8.33%
EN 23	242	205											447	9.85%
EN 24	94	116											210	4.63%
EN 60	26	34											60	1.32%
EN 61	13	21											34	0.75%
RE 63		32											32	0.71%
EN 70	183	194											377	8.31%
EN 71	93	73											166	3.66%
EN 72	33	85											118	2.60%
EN 73	125	86											211	4.65%
EN 75	285	255											540	11.90%
EN 90	48	37											85	1.87%
LA 21	59	138											197	4.34%
LA 72	149	0											149	3.28%
PU 21	0												0	0.00%
PU 22	0												0	0.00%
RE 72	0												0	0.00%
SQ 20	0												0	0.00%
SQ 21	131	189											320	7.05%
SQ 72	9	39											48	1.06%
SQ76	122	103											225	4.96%
SQ 272		66												
WT 20	3												3	0.07%
WT60	2												2	0.04%
WT63	7	3											10	0.22%
WT 70	8	6											14	0.31%
WT 71	5	4											9	0.20%
													0	
Total Resp.	2332	2270	0	0	0	0	0	0	0	0	0	0	4536	

APPARATUS YTD RESPONSES



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



December 1 through December 31, 2018

Inspection Statistics

Permitted Inspections: 442

Occupational/Business Tax License Inspections: 28

Annual Inspections: 21

Other Inspections: 206



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

Current wait time as of January 25th: 3 Days

Investigations

Number of fire investigations: 2

Hours spent: 15.25

Fire Plans Review Statistics

Fire Plan Building Reviews: 325; decrease of 122 from November

Site Development/Planning Reviews: 60; increase of 6 from November

Everglades City Building Reviews: 5; decrease of 1 from November

Average Review Time: 3 Days



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

OLD BUSINESS

Agenda Item: II. B.
Subject: Fire Chief Employment Compensation Review
Meeting Date: March 12, 2019
Prepared By: Chairman Henning / Director Bishop

Background:

The employment agreement (dated June 14, 2016) between the Greater Naples Fire Rescue District and the Kingman Schuldt, the Administrator / Fire Chief, identifies Section 3-Evaluations; whereas the Board annually must take action. As discussed in the February 2019 Board meeting a performance evaluation and potential subsequent compensation increase is warranted per the employment agreement; page 3 attached.

The last annual performance reviews were conducted in October 2017, as a result a 2% increase was granted at the November 14, 2017 Board meeting, with an effective date of October 1, 2017.

Historical financial information:

Effective Date	Salary	Supplemental Compensation	Total Annual Salary	% OF CHANGE
6/20/2016	150,000.00	1,320.00	151,320.00	8.09%
10/1/2016	153,000.00	1,320.00	154,320.00	2.00%
10/01/20107	156,060.00	1,320.00	157,380.00	2.00%

Funding Source/Financial Impact:

General Fund- Salary

Recommendation:

Recommendation not presented by staff

Potential Motions:

Motion to award merit increase of ____ %

Staff Review

**EMPLOYMENT AGREEMENT
BETWEEN
GREATER NAPLES FIRE RESCUE DISTRICT
&
KINGMAN D. SCHULDT**

SECTION 2 – TERM OF EMPLOYMENT

The term of this agreement shall be a period of seven (7) years, commencing with the approval of this agreement; subject however, to prior termination as provided in the Termination Section of this agreement. At the expiration date of November 18, 2023, this agreement shall be considered renewed for regular periods of one (1) year, provided neither party submits a letter of intent not to renew, at least 90 days prior to termination date.

At the agreement of the District and Administrator the terms of this Agreement may be reviewed on the annual anniversary date of November 18.

SECTION 3 - EVALUATION

Administrator, in carrying out his/her responsibilities, shall demonstrate the following:

- A. Ability to cooperate with the District Board, Union, community citizens and leaders, peer organizations and neighboring districts, municipalities and counties;
- B. Ability to effectively communicate;
- C. Ability to effectively lead employees;
- D. Good work habits and an example to employees;
- E. Full and efficient utilization of all facilities and services;
- F. Management skills necessary to maximize the fire-rescue services made available to the citizens of the District and minimize the cost to the taxpayers.

The District shall conduct an Annual Performance Review of the Administrator based on the above criteria and overall performance of job duties. The review shall be completed by the regular November Board meeting of each year. It is the duty of the Board to schedule, conduct the Review, meet with the Administrator and establish a time and place for the annual evaluation. The procedures for evaluation will be conducted by the Board in accordance with the open meeting laws of Florida, District governing documents or a combination thereof, as applicable.

If, as the result of a favorable Performance Evaluation the Board of Fire Commissioners determines the Administrator's actions deserve merit, the Fire Chief's annual base compensation shall be increased at least two percent (2%) of the Administrator's prior year's base salary. District shall implement such pay increase on October 1 of each year. Increases shall be awarded unless evaluations by a majority of the Board indicate that it is not warranted.



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

NEW BUSINESS

Agenda Item: III. A.
Subject: State of Florida Deferred Compensation Plan
Meeting Date: March 12, 2019
Prepared By: Tara Bishop, Director

Background:

Currently the District offers employees the option of enrolling the Nationwide Deferred Compensation 457b Plan. Available to employees is a more robust option administered through the State of Florida. Employees will have the benefit of expanded investment provider options (from one to five), no administrative, maintenance, or commissioner fees. Additionally, the State of Florida administers the plan and oversees all the fiduciary responsibilities, relieving the District of this task. The State plan was established in 1982, current assets are in excess of \$4 billion with 90,000 participant accounts.

Current Nationwide 457b participants may continue in our current plan, may transfer funds to the new State Plan, or participate in both. Participation in both plans is regulated by one annual contribution limit, this is the only limitation.

The State of Florida Deferred Compensation Plan will become the District offering to all new hires.

Funding Source/Financial Impact:

No financial impact to the District. Cost savings to the participants, i.e. no administration or commission fees.

Recommendation:

Staff recommends initiating enrollment in the State of Florida Deferred Compensation Plan 457 (b).

Potential Motions:

I, move to support staff's recommendation thereby authorizing participation in the State of Florida Deferred Compensation Plan 457 (b).

A handwritten signature in blue ink, reading "Kim O. Pace", is written over a horizontal line.



GREATER NAPLES FIRE RESCUE DISTRICT
ADMINISTRATIVE HEADQUARTERS
14575 Collier Boulevard • Naples, FL 34119
Phone: (239)348-7540 Fax: (239)348-7546

Kingman Scholdt, Fire Chief

State of Florida Deferred Compensation 457(b) Letter of Intent

In accordance with 112.215 (4)(a) Florida Statutes, the Greater Naples Fire Rescue District, a Special District under 189.012 Florida Statute is requesting to join the State of Florida Deferred Compensation 457(b) Plan.

The Plan is to be made available to all eligible Special District employees, including any Board Members or Elected Officials.

The State of Florida Deferred Compensation 457(b) Plan is hereby authorized to execute for the Greater Naples Fire Rescue District enrollments of eligible employees, and to act as the Administrator of the Plan. It is implicitly understood that the Special District will be not incur any cost to join the State of Florida Deferred Compensation 457(b) Plan.

Special District Authorized

Signature _____
Chairman, Board of Fire Commission

Address 14575 Collier Blvd, Naples, FL. 34104

Email tbishop@gnfire.org

Phone Number 234-348-7540

Professionalism ~ Integrity ~ Compassion

Board of Fire Commissioners
Charlie Cottiers, Kevin Gerrity, Tom Henning, Jeff Page, Dave Stedman

March 12, 2019 BOFC Meeting



State of Florida Deferred Compensation Plan

Plan history:

- The Plan in place since 1983
- Serves 90,000 employees over \$4 Billion in employee assets
- Plan operates with 5 of the leading companies in retirement industry:
 - Nationwide
 - Empower
 - Valic
 - Voya
 - T Rowe Price

A few great reasons to join the Plan:

- Easy set up with no startup costs
- Consolidation of multiple programs
- Not limited to one Investment Provider
- Over 80 industry leading mutual funds
- Best and most reasonable cost investments without any additional administrative, commission or trading fees
- Fixed accounts with up to a 3.5% rate of return
- Self-directed brokerage account with Charles Schwab administered thru Nationwide
- Dedicated field representatives and support staff
- State oversight on all investments and expenses
- Ongoing retirement planning and education
- Loans allowed in the Plan



Florida's 457b Plan vs Other Plans

Florida's 457b Plan

- Five Investment Providers
- Multiple investment options
- No commission/administration fees
- Investment oversight by the State
- Self directed brokerage account
- Fixed account paying 3.5%
- Loans allowed in the Plan

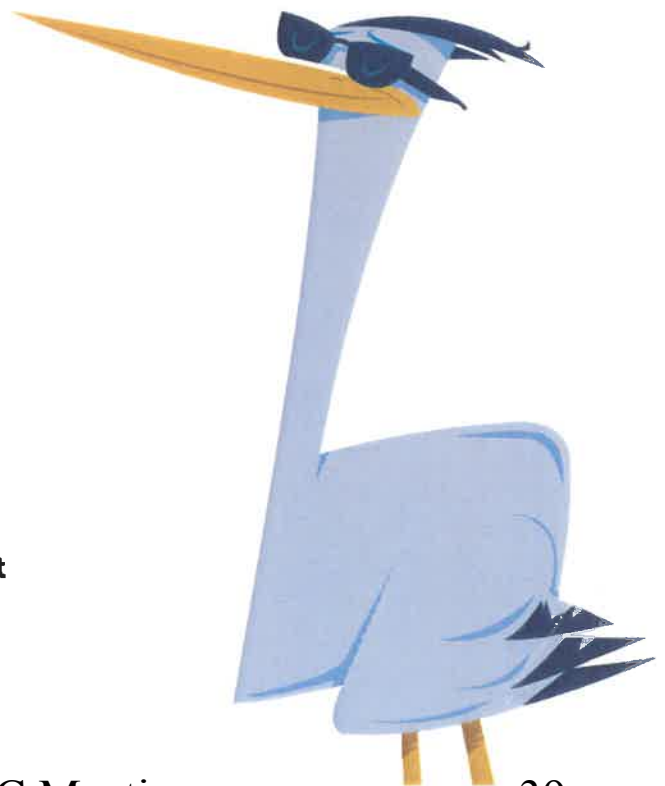
Other Plans

- Limited investment choices
- Typically higher fees possible commissions
- Minimal investment oversight
- Limited customer service
- Possible early withdrawal penalty (403b and 401k)

The Florida Bureau of Deferred Compensation can assist by providing a comparison of Florida's 457b Plan to the current program offered to any Special District employees. For a comparison, please provide the Bureau of Deferred Compensation any enrollment information, service disclosures, and performance reports detailing historical returns and expense ratios.

Key Benefits Offered to Employees

- No administrative, maintenance, or commission fees
- Penalty-free withdrawals after separation from employment
- Lower current taxable income through automatic pre-tax payroll contribution
- Excellent investment options, including guaranteed principle and interest accounts, Target Date Funds, and over 80 mutual funds
- Penalty-free account modification, such as contribution change, investment reallocation, and Investment Provider addition/replacement
- Rollover other pre-tax retirement accounts into the Florida Deferred Compensation Plan
- Dedicated customer service and professional investment performance oversight from the Bureau of Deferred Compensation and the Plan's Investment Providers
- Immediate vesting





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

NEW BUSINESS

Agenda Item: III. B.
Subject: Employee Handbook Update
Meeting Date: March 12, 2019
Prepared By: Wayne J Martin, Deputy Chief

Background:

The Greater Naples Fire Rescue District Handbook for Administrative Employees is a living document, often requiring updates. Since the most recent adoption in March, 2018 it has become necessary to address a number of items. Minor grammatical and clarification changes are noted in the document as strikethrough and/or underlined text.

Funding Source/Financial Impact: N/A

Recommendation:

Staff recommends approving the Greater Naples Fire Rescue District Administrative Employee Handbook dated March 2019.

Potential Motion:

I, move to proceed with adopting the Greater Naples Fire Rescue District Administrative Employee Handbook dated March 2019.

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

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



*14575 Collier Blvd.
Naples, Florida 34119
www.GreaterNaplesFire.org
239-348-7540*

Draft March 2019



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
Promotion /Transfer 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

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

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, by making an appointment with the Human Resource Specialist. 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 40-hour employee's 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 1st. 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
Columbus Day
Memorial Day
Independence Day (Fourth of July)
Labor Day
Veteran's Day

Christmas Eve
Christmas Day
New Year's Eve

Employees are entitled to recognize holidays with pay except as outlined below. 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 24-hour Holiday worked.

For 40-hour employees, 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.

Page 13 of 25

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 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~~ Educational 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. All incentives are listed as annual amounts. Eligible incentives are included on the employee's bi-weekly paycheck.

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

College degrees incentive paid for the highest degree only.

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 Only:

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
Specialty Team (per team)	\$500

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

Administrative Employees Only:

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

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.

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

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.

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.

Full time administrative employees, off probation, will be given a stipend in the amount of \$100 in January.

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

The meal period shall be established and scheduled by the Fire Chief or designee. It shall be scheduled for a minimum of 30 minutes and shall be without pay.

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

The Fire Chief shall establish the standard work week and hours not to exceed 40 hours for non-shift personnel. Office hours shall be Monday through Friday from 8:00 AM to 5:00 PM. A work schedule will be established under the direction 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 \$150.00 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

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~~ communication stipend in the amount of ~~\$50.00~~ \$600.00 annually. Stipends will be distributed through payroll in equal installments, pro-rated when applicable.

Command Staff assigned by the Fire Chief to use their personal communications and connectivity devices will receive a ~~monthly~~ connectivity stipend in the amount of ~~\$75.00~~ \$900.00 annually. Stipends will be distributed through payroll in equal installments, pro-rated when applicable.

This payment shall be deemed part of the employee's regular compensation., subject to applicable tax

withholding.

The District may issue a District cell phone in lieu of the monthly business expense reimbursement.

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



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

NEW BUSINESS

Agenda Item: III. C.
Subject: Resolution 2019-02 Sun Life Dental Administrator Assignment
Meeting Date: March 12, 2019
Prepared By: Tara Bishop, Director

Background:

The District's current Dental insurance program was managed by the company named Assurant Dental, during the course of the last two years the company has transitioned to Sun Life Assurance Company of Canada. In an effort to transition all the necessary paperwork the company has asked for the attached authorization resolution. The resolution is clerical in nature and does not change our provided benefits.

Funding Source/Financial Impact: N/A

Recommendation:

Staff recommends approving Resolution 2019-02; therefore assigning Sun Life Assurance Company the District's dental claims administrator.

Potential Motion:

I, move to proceed with adopting Resolution 2019-02.

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



RESOLUTION 2019- 02

RESOLUTION TO ASSIGN SUN LIFE ASSURANCE COMPANY THE DISTRICTS DENTAL CLAIMS ADMINISTRATOR

WHEREAS, The undersigned, as the duly authorized authority of GREATER NAPLES FIRE RESCUE DISTRICT (referred to as the “District”), a State of Florida Independent Special District organized and existing under the laws of the State of Florida, does hereby certify that the following is a true and correct copy of a Resolution adopted by the Board of Fire Commissioners of the District through a Resolution with unanimous written consent and that the Resolution remains in full force and effect:

WHEREAS, the District did on October 1, 2009 establish the GREATER NAPLES FIRE RESCUE DISTRICT Plan (the “Plan”) for the exclusive benefit of employees of the District who become participants therein, and

WHEREAS, the District now desires to designate Sun Life Assurance Company of Canada as Dental Claims Administrator of the Plan.

NOW THEREFORE, IT IS HEREBY RESOLVED:

THAT, effective as of October 1, 2018, Sun Life Assurance Company of Canada shall be and hereby is designated as the Plan’s Dental Claims Administrator;

FURTHER RESOLVED, that the Plan be amended in the form attached hereto to designate Sun Life Assurance Company of Canada as the Plan’s Dental Claims Administrator;

FURTHER RESOLVED, that the Board of Fire Commissioners of the District and Finance Director Tara Bishop are authorized and directed to take any other action deemed necessary or helpful to implement the resolutions set forth herein including, without limitation, by signing such instruments as are necessary to implement the foregoing.

IN WITNESS WHEREOF, Adopted by the Greater Naples Fire Rescue District Board of Commissioners this 12th day of March, 2019. 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.

Chairman Tom Henning

Commissioner Jeff Page

Commissioner Kevin Gerrity

Commissioner David Stedman

Commissioner Charles Cottiers

DENTAL

Introducing the Sun Life Dental NetworkSM

A new dental Preferred Provider Organization (PPO) for your dental plan



New dental preferred provider network (PPO)

The dental plan made available through your employer now uses a new PPO provider network, the Sun Life Dental NetworkSM. Like the network previously used, plan dentists agree to offer discounted rates to employees on our plan. You are not required to see a dentist in the network. However, when you visit a provider in the network, you could see lower out of pocket costs because the in-network providers have agreed to discounted fees.

The Sun Life Dental NetworkSM is one of the largest dental PPO networks in the U.S., including over 125,000 unique dentists across the country, and in your neighborhood¹. If your dentist was in the Assurant[®] Dental Network, they will most likely be in the Sun Life Dental NetworkSM. If your dentist does not currently participate in our network, you can nominate them. We will reach out and invite them to join.

What you need to know

Your dentist office will want to know that you are now using the Sun Life Dental NetworkSM so they can submit your claim accurately. Simply share a copy of your new dental ID card at your next dental visit. You can access a copy of your dental ID card through Online Advantage or via our mobile app, Benefit Tools. Quick references to register and access these tools are included on this page. Please note that printed dental ID cards are not provided and/or mailed to your home.

Benefit Tools mobile app

Benefit Tools takes your access to information, including your dental ID card and find a dentist, on-the-go! Available for iPhone and Android devices, find the app at www.sunlife.com/mobileapps.

Online Advantage

Online Advantage is your web tool to access everything you need to know about your dental benefits, including your dental ID card, benefit schedule, explanation of benefits (EOBs) and more. Register today at www.sunlife.com/onlineadvantage.

Dental Health Center

Get the most from your dental plan by visiting our Dental Health Center. Learn more about dental treatments, average costs, and you can even pose questions through ask-a-dentist. Take control of your dental health at www.sunlife.com/dentalhealthcenter.

Nominate your dentist for the Sun Life Dental NetworkSM today at: www.sunlife.com/findadentist!

1. The Ignition Group data as of June 2017 based on unique dentist count. For more information, please visit www.netminder.com

2. In North Carolina, the PPO network is the Sun Life Focus Dental NetworkSM

"Assurant Employee Benefits," the Assurant name, and related logos are trademarks of Assurant, Inc. and are used under license. This dental plan does not provide coverage for pediatric oral health services that satisfies the requirements for "minimum essential coverage" as defined by the Patient Protection and Affordable Care Act. ("PPACA"). Group insurance policies are underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) in all states, except New York, under Policy Form Series 15-GP-01 and 16-DEN-C-01. In New York, group insurance policies are underwritten by Sun Life and Health Insurance Company (U.S.) (Lansing, MI) under Policy Form Series 15-GP-01 and 16-DEN-C-01. Product offerings may not be available in all states and may vary depending on state laws and regulations.

© 2017 Sun Life Assurance Company of Canada, Wellesley Hills, MA 02481. All rights reserved. Sun Life Financial and the globe symbol are registered trademarks of Sun Life Assurance Company of Canada. Visit us at www.sunlife.com/us.