



AGENDA
GREATER NAPLES FIRE RESCUE DISTRICT
BOARD OF FIRE COMMISSIONERS MEETING
February 11, 2020

I. MEETING OPENED

- A. Pledge of Allegiance and Invocation
- B. Line of Duty Deaths Reading and Moment of Silence
- C. 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 **1 - 16**
- D. Approval, Additions and Deletions to the Agenda
- E. Approval of the GNFD Minutes for January 14, 2020 **17 - 19**
- F. Fire Chief's District Report - Chief Schuldt **20 - 29**
- G. Chapter 175 Firefighters' Pension Plan
- H. Local 2396 Report – President Joey Brown

II. OLD BUSINESS

- A. AIW – FEMA/AFG Grant SCBA – Assistant Chief McLaughlin **30 - 34**

III. NEW BUSINESS

- A. AIW – MARC / Communication Equipment – Assistant Chief Low **35 - 37**
- B. AIW – GNFD Handbook Revision – Assistant Chief Martin **38 - 63**
- C. AIW – F&LS Existing Inspection Requests – Assistant Chief Hanson **64 - 66**
- D. AIW- Resolution 2020-03 175 Death & Disability Amendment- Director Bishop **67 - 83**
- E. Public Comment on items not listed on the Agenda
- F. Comments by Commissioners

IV. ADJOURNMENT

Next Regular BOFC Meeting Tuesday, March 10 2020

Balance Sheet
As of 1/31/2020

Greater Naples Fire Rescue District (GNF)

Assets

CASH IN BANK

10100-001-0000-003	DENTAL ACCOUNT (GNFRD)	\$ 115,779.63	
10100-001-0000-004	HEALTH FUND (GNFRD)	\$ 79,616.04	
10100-001-0000-005	UHC - MEDICARE - GNFRD	\$ 145,179.06	
10100-001-0000-010	PURCHASING CARD	\$ 38,947.02	
10100-001-0001-002	OPERATIONS GENERAL FUND	\$ 19,329,416.40	
10100-001-0003-003	PAYROLL CASH IN BANK	\$ 261,982.88	
10100-001-0015-000	DEBT SERVICE RESERVE FUND	\$ 716,776.07	
10100-001-0200-000	FIRST FLORIDA INTEGRITY BANK	\$ 2,090,977.93	
Total CASH IN BANK:			\$ 22,778,675.03

ACCOUNTS RECEIVABLE

11500-001-0001-000	COLLIER COUNTY RECEIVABLE	\$ 18,974.67	
11500-001-0003-000	EMPLOYEE RECEIVABLE	\$ 8,012.87	
11500-001-0007-000	MISCELLANEOUS RECEIVABLE	\$ 8,940.27	
11500-001-0008-000	MISC. RECEIVABLE- PREVENTION	\$ 35,085.00	
11500-001-0009-000	COLLIER COUNTY RECEIVABLE	\$ 322.22	
11500-001-0011-000	RETURNED CHECKS	\$ 160.00	
11500-001-0013-000	FALSE ALARM RECEIVABLE	\$ 2,735.43	
Total ACCOUNTS RECEIVABLE:			\$ 74,230.46

DUE FROM OTHER FUNDS

13100-001-0003-000	DUE FROM FOUNDATION TO GENERAL FUND	\$ 2,380.82	
13200-900-0001-001	DUE FROM MM63 FOR SET UP	\$ 75,000.00	
13300-001-0000-001	DUE FROM M63	\$ 203,770.57	
Total DUE FROM OTHER FUNDS:			\$ 281,151.39

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

15500-001-0000-000	PREPAID EXPENSES	\$ 6,220.09	
15500-001-0001-000	PREPAID INSURANCE	\$ 364,501.08	
15500-001-0004-000	DEPOSIT IN ZENNITH FOR GRIT CLAIMS	\$ 20,732.79	
Total PREPAID:			\$ 391,453.96
Total Assets:			\$ 24,525,510.84

Liabilities

VOUCHER PAYABLE

20100-001-0000-002	AFLAC - PRE TAX	\$-35.89	
20100-001-0000-003	AFLAC - POST TAX	\$-15.95	
20100-001-0000-009	EE ELECTIVE LIFE INS - STANDARD INS	\$-463.54	
20100-001-0000-010	EE CONTRIBUTION TO FRS	\$-0.15	
20100-001-0000-013	FSA CONTRIBUTION	\$-1,919.17	
20100-001-0000-022	FSA Contributions from Prior Year	\$ 15,764.86	
Total VOUCHER PAYABLE:			\$ 13,330.16

ACCRUED TAXES PAYABLE

21700-001-0000-002	FICA TAXES	\$-0.01	
Total ACCRUED TAXES PAYABLE:			\$-0.01

OTHER CURRENT LIABILITIES

22900-001-0001-000	GRIT BANKRUPTCY DISPURSEMENT	\$ 32,404.42	
Total OTHER CURRENT LIABILITIES:			\$ 32,404.42
Total Liabilities:			\$ 45,734.57

Balance Sheet
As of 1/31/2020

Greater Naples Fire Rescue District (GNF)

Equity

PREPAID EXPENSES

27300-000-0000-001	PREPAID EXPENSES	\$ 326,895.99	
27300-000-0000-002	LAND HELD FOR SALE	\$ 1,000,000.00	
	Total PREPAID EXPENSES:		\$ 1,326,895.99

FUND BALANCE

28100-001-0000-000	FUND BALANCE - RESTRICTED	\$ 697,321.00	
28300-001-0000-000	FUND BALANCE ASSIGNED	\$ 310,988.00	
28400-001-0000-000	FUND BALANCE - UNASSIGNED	\$ 3,560,468.98	
28400-001-0000-002	Retained Earnings-Current Year	\$ 16,019,785.34	
28400-001-0000-002	FUND BALANCE CURRENT YEAR	\$ 2,564,316.96	
	Total FUND BALANCE:		\$ 23,152,880.28
	Total Equity:		\$ 24,479,776.27
	Total Liabilities & Equity:		\$ 24,525,510.84

GNFRD INCOME STATEMENT
For The 4 Periods Ended 1/31/2020

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	1,439,483.20	89.77	2,471,718.42	87.74	26,706,627.16	95.86	29,660,621.00	87.74
31100-001-0000-002	PRIOR YEAR TAXES	0.00	0.00	241.67	0.01	0.00	0.00	2,900.00	0.01
31100-001-0000-003	WARRANT DISTRIBUTIONS	6,806.32	0.42	200.00	0.01	6,858.27	0.02	2,400.00	0.01
31100-001-0000-004	COUNTY HELD DISTRIBUTIONS	1.19	0.00	12.50	0.00	14.65	0.00	150.00	0.00
31100-001-0000-005	AD VALOREM INTEREST	14,511.37	0.91	125.00	0.00	14,511.37	0.05	1,500.00	0.00
31100-001-0000-007	EXCESS FEES	0.00	0.00	8,333.33	0.30	0.00	0.00	100,000.00	0.30
31100-001-2060-012	AD VALOREM - OCHOPEE	0.00	0.00	98,903.75	3.51	197,805.83	0.71	1,186,845.00	3.51
31100-001-2060-013	OCHOPEE MANAGEMENT FEE	0.00	0.00	47,091.67	1.67	565,100.00	2.03	565,100.00	1.67
Total TAXES:		1,460,802.08	91.10	2,626,626.34	93.24	27,490,917.28	98.68	31,519,516.00	93.24
INSPECTION FEES NEW									
32901-001-0000-010	INSPECTION FEES NEW CONSTRUCTI	56,472.93	3.52	43,333.33	1.54	113,567.77	0.41	520,000.00	1.54
32901-001-0000-011	TIMED INSP/RE-INSP FEES NEW CONS	1,125.00	0.07	625.00	0.02	3,825.00	0.01	7,500.00	0.02
32901-001-0000-012	RE-INSPECTON - NEW	6,925.00	0.43	3,750.00	0.13	30,975.00	0.11	45,000.00	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	2,100.00	0.13	416.67	0.01	4,000.00	0.01	5,000.00	0.01
32901-001-0000-016	HYDRANT THRUST BLOCK RE-INSP	0.00	0.00	41.67	0.00	0.00	0.00	500.00	0.00
32901-001-0000-017	FIRE FLOWS	3,600.00	0.22	1,708.33	0.06	10,500.00	0.04	20,500.00	0.06
32901-001-0000-018	FIRE FLOW RE-INSPECTION	300.00	0.02	125.00	0.00	600.00	0.00	1,500.00	0.00
32901-001-2060-000	INSPECTION FEES NEW - OCHOPEE	0.00	0.00	291.67	0.01	0.00	0.00	3,500.00	0.01
Total INSPECTION FEES NEW:		70,522.93	4.40	50,375.00	1.79	163,467.77	0.59	604,500.00	1.79
INSPECTION FEES EXISTING									
32910-001-1000-110	INSP. FEES EXISTING - TIMED	300.00	0.02	62.50	0.00	375.00	0.00	750.00	0.00
32910-001-1000-111	OCCUPATIONAL INSPECTION	2,400.00	0.15	2,000.00	0.07	8,100.00	0.03	24,000.00	0.07
32910-001-1000-112	RE-INSPECTION FEES - EXISTING	0.00	0.00	20.83	0.00	0.00	0.00	250.00	0.00
32910-001-1000-113	INSPECTION FEES 0 - 3,000 SQ FT EXIS	300.00	0.02	291.67	0.01	975.00	0.00	3,500.00	0.01
32910-001-1000-114	INSPECTION FEES 3,001 - 30,000 SQ FT	200.00	0.01	250.00	0.01	900.00	0.00	3,000.00	0.01
32910-001-1000-115	INSPECTION FEES 30,001 - 100,000 SQ	0.00	0.00	295.83	0.01	600.00	0.00	3,550.00	0.01
32910-001-1000-116	INSPECTION FEES OVER 100,000 SQ F	200.00	0.01	500.00	0.02	200.00	0.00	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 4 BUI	0.00	0.00	20.83	0.00	0.00	0.00	250.00	0.00
Total INSPECTION FEES EXISTING:		3,400.00	0.21	3,462.49	0.12	11,150.00	0.04	41,550.00	0.12
FEDERAL GRANTS									
33100-001-0000-201	FEDERAL GRANTS APPLIED FOR	0.00	0.00	6,032.17	0.21	5,000.00	0.02	72,386.00	0.21
33100-001-0000-210	FEDERAL GRANTS- FEMA	0.00	0.00	84,479.50	3.00	0.00	0.00	1,013,754.00	3.00
Total FEDERAL GRANTS:		0.00	0.00	90,511.67	3.21	5,000.00	0.02	1,086,140.00	3.21

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GNFRD INCOME STATEMENT
For The 4 Periods Ended 1/31/2020

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 INCOME	0.00	0.00	5,194.67	0.18	0.00	0.00	62,336.00	0.18
33500-001-0000-290	MARC UNIT - STATE OF FLORIDA	0.00	0.00	5,958.33	0.21	0.00	0.00	71,500.00	0.21
Total FIREFIGHTERS SUPPLEMENT INCOME:		0.00	0.00	11,153.00	0.40	0.00	0.00	133,836.00	0.40
FIRE & LIFE SAFETY CHARGES & FEES									
34200-001-0000-202	REIMBURSEMENT FOR OT	1,500.00	0.09	500.00	0.02	8,150.00	0.03	6,000.00	0.02
34200-001-0000-203	FALSE ALARMS	4,050.00	0.25	2,500.00	0.09	15,000.00	0.05	30,000.00	0.09
34200-001-0000-204	FIRE WATCH	0.00	0.00	208.33	0.01	0.00	0.00	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	640.00	0.04	41.67	0.00	1,260.00	0.00	500.00	0.00
34200-001-0000-209	DEFICIENCY REVIEWS	400.00	0.02	187.50	0.01	2,300.00	0.01	2,250.00	0.01
34200-001-0000-210	VARIANCE REQUESTS	400.00	0.02	250.00	0.01	700.00	0.00	3,000.00	0.01
34200-001-0000-211	FIRE WORK PERMITS	300.00	0.02	83.33	0.00	600.00	0.00	1,000.00	0.00
34200-001-0000-212	TRAINING DONE BY F & L SAFETY	30.00	0.00	25.00	0.00	90.00	0.00	300.00	0.00
34200-001-0000-904	SPECIAL EVENT INSPECTION FEES	150.00	0.01	41.67	0.00	1,100.00	0.00	500.00	0.00
34200-001-0000-905	OTHER F & L MISC. INCOME	250.00	0.02	166.67	0.01	1,050.00	0.00	2,000.00	0.01
Total FIRE & LIFE SAFETY CHARGES & FEES:		7,745.00	0.48	4,054.17	0.14	30,425.00	0.11	48,650.00	0.14
INTEREST EARNINGS									
36100-001-0000-001	INTEREST EARNINGS	30,742.24	1.92	9,166.68	0.33	69,701.68	0.25	110,000.00	0.33
Total INTEREST EARNINGS:		30,742.24	1.92	9,166.68	0.33	69,701.68	0.25	110,000.00	0.33
RENTALS & LEASES									
36200-001-0000-002	CELL TOWER LEASE CONTRACT	3,397.74	0.21	7,500.00	0.27	13,397.43	0.05	90,000.00	0.27
36200-001-0000-003	PUBLIC SAFETY - STATION 21	636.22	0.04	600.00	0.02	2,925.31	0.01	7,200.00	0.02
36200-001-0000-004	PUBLIC SAFETY - STATION 22	322.22	0.02	344.00	0.01	1,953.74	0.01	4,128.00	0.01
36200-001-0000-005	PUBLIC SAFETY - STATION 23	300.00	0.02	300.00	0.01	1,200.00	0.00	3,600.00	0.01
36200-001-0000-006	PUBLIC SAFETY - STATION 20	530.86	0.03	750.00	0.03	3,082.54	0.01	9,000.00	0.03
Total RENTALS & LEASES:		5,187.04	0.32	9,494.00	0.34	22,559.02	0.08	113,928.00	0.34
DISPOSITION OF FIXED ASSETS									
36400-001-0000-001	DISPOSITION OF FIXED ASSETS	23,860.00	1.49	833.33	0.03	23,860.00	0.09	10,000.00	0.03
Total DISPOSITION OF FIXED ASSETS:		23,860.00	1.49	833.33	0.03	23,860.00	0.09	10,000.00	0.03
CONTRIBUTIONS AND DONATIONS									
36600-001-0000-001	CONTRIBUTIONS AND DONATIONS	120.00	0.01	20.83	0.00	120.00	0.00	250.00	0.00
Total CONTRIBUTIONS AND DONATIONS:		120.00	0.01	20.83	0.00	120.00	0.00	250.00	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
36900-001-0000-902	FIRE MARSHALL MOU REIMBURSEMENT	0.00	0.00	3,750.00	0.13	13,193.64	0.05	45,000.00	0.13

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GNFRD INCOME STATEMENT
For The 4 Periods Ended 1/31/2020

Greater Naples Fire Rescue District (GNF)

		Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
		(Continued)							
OTHER MISCELLANEOUS INCOME									
36900-001-0000-904	SHOP REVENUE	1,015.45	0.06	7,083.33	0.25	3,102.06	0.01	85,000.00	0.25
36900-001-0000-906	OTHER MISC. INCOME	53.40	0.00	41.67	0.00	23,134.96	0.08	500.00	0.00
36900-001-4010-046	VEHICLE REPAIR INSURANCE REIM.	0.00	0.00	416.67	0.01	2,046.10	0.01	5,000.00	0.01
Total OTHER MISCELLANEOUS INCOME:		1,068.85	0.07	11,312.50	0.40	41,476.76	0.15	135,750.00	0.40
Total Revenue:		1,603,448.14	100.00	2,817,010.01	100.00	27,858,677.51	100.00	33,804,120.00	100.00
Gross Profit:		1,603,448.14	100.00	2,817,010.01	100.00	27,858,677.51	100.00	33,804,120.00	100.00
Expenses									
LEGISLATIVE SALARIES									
51100-001-0000-011	LEGISLATIVE SALARIES (COMMISSION	2,500.00	0.16	2,708.33	0.10	8,571.50	0.03	32,500.00	0.10
Total LEGISLATIVE SALARIES:		2,500.00	0.16	2,708.33	0.10	8,571.50	0.03	32,500.00	0.10
EXECUTIVE SALARIES & WAGES									
51200-001-0000-011	EXECUTIVE SALARIES	226,212.57	14.11	140,617.42	4.99	570,408.55	2.05	1,687,409.00	4.99
51200-001-0000-012	EXECUTIVE 175 PENSION CONTRACTL	598.08	0.04	395.83	0.01	1,680.33	0.01	4,750.00	0.01
Total EXECUTIVE SALARIES & WAGES:		226,810.65	14.15	141,013.25	5.01	572,088.88	2.05	1,692,159.00	5.01
ADMINISTRATIVE SALARIES									
51300-001-1000-012	SALARIES - NON BARGAINING (ADMIN;	128,720.68	8.03	107,887.67	3.83	359,054.67	1.29	1,294,652.00	3.83
51300-001-1000-014	OVERTIME (NON-BARGAINING)	6,580.60	0.41	6,250.00	0.22	26,449.32	0.09	75,000.00	0.22
Total ADMINISTRATIVE SALARIES:		135,301.28	8.44	114,137.67	4.05	385,503.99	1.38	1,369,652.00	4.05
BARGAINING UNIT SHIFT SALARIES & WAGES									
51310-001-2000-012	BARGAINING UNIT SALARIES - SHIFT	1,247,873.26	77.82	906,711.08	32.19	3,501,582.82	12.57	10,880,533.00	32.19
51310-001-2000-013	FIREFIGHTERS - PART TIME	4,032.00	0.25	10,416.67	0.37	19,872.12	0.07	125,000.00	0.37
51310-001-2000-014	OVERTIME - SHIFT	284,634.61	17.75	150,229.17	5.33	610,667.02	2.19	1,802,750.00	5.33
51310-001-2050-012	SAFER GRANT SALARIES -FF	83,364.98	5.20	104,306.00	3.70	237,565.09	0.85	1,251,672.00	3.70
51310-001-2050-014	SAFER GRANT OVERTIME - FF	9,113.28	0.57	4,167.00	0.15	19,570.28	0.07	50,000.00	0.15
Total BARGAINING UNIT SHIFT SALARIES & WAGES:		1,629,018.13	101.59	1,175,829.92	41.74	4,389,257.33	15.76	14,109,955.00	41.74
BARGAINING UNIT - NON SHIFT									
51320-001-3000-012	SALARIES - FIRE & LIFE SAFETY	90,096.65	5.62	61,296.67	2.18	254,014.31	0.91	735,560.00	2.18
51320-001-3000-014	OVERTIME FIRE & LIFE SAFETY	2,185.99	0.14	10,416.67	0.37	12,441.74	0.04	125,000.00	0.37
Total BARGAINING UNIT - NON SHIFT:		92,282.64	5.76	71,713.34	2.55	266,456.05	0.96	860,560.00	2.55
EARNINGS OTHER									
51330-001-9000-011	DISPLACEMENT PAY	0.00	0.00	12.50	0.00	0.00	0.00	150.00	0.00
51330-001-9000-012	BONUS	0.00	0.00	0.00	0.00	3,567.46	0.01	0.00	0.00
51330-001-9000-013	HOLIDAY	3,600.00	0.22	18,750.00	0.67	6,750.00	0.02	225,000.00	0.67
51330-001-9000-014	VACATION	0.00	0.00	10,000.00	0.35	3,339.82	0.01	120,000.00	0.35
51330-001-9000-015	SICK TIME	0.00	0.00	21,666.67	0.77	3,502.42	0.01	260,000.00	0.77

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GNFRD INCOME STATEMENT
For The 4 Periods Ended 1/31/2020

Greater Naples Fire Rescue District (GNF)

		Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
EARNINGS OTHER		(Continued)							
51330-001-9000-016	457 CONTRACTUAL	576.93	0.04	408.33	0.01	1,620.90	0.01	4,900.00	0.01
51330-001-9010-011	LIFE INSURANCE OVER \$50,000	0.00	0.00	0.00	0.00	5,718.39	0.02	0.00	0.00
51330-001-9010-012	LIFE INSURANCE OVER \$50,000	0.00	0.00	0.00	0.00	-5,718.39	-0.02	0.00	0.00
51330-001-9011-012	CLOTHING ALLOWANCE	1,300.00	0.08	116.67	0.00	1,300.00	0.00	1,400.00	0.00
51330-001-9012-011	DISABILITY BENEFITS	6,741.47	0.42	0.00	0.00	34,103.01	0.12	0.00	0.00
51330-001-9012-012	NET DISABILITY BENEFITS	-6,741.47	-0.42	0.00	0.00	-34,103.02	-0.12	0.00	0.00
Total EARNINGS OTHER:		5,476.93	0.34	50,954.17	1.81	20,080.59	0.07	611,450.00	1.81
DEBT SERVICE									
51700-001-0000-071	DEBT SERVICE - PRINCIPAL PAYMENT	349.88	0.02	50,601.17	1.80	311,345.86	1.12	607,214.00	1.80
51700-001-0000-072	DEBT SERVICE - INTEREST PAYMENT	0.00	0.00	6,333.33	0.22	65,859.88	0.24	76,000.00	0.22
Total DEBT SERVICE:		349.88	0.02	56,934.50	2.02	377,205.74	1.35	683,214.00	2.02
FICA TAXES									
52201-001-0000-011	ER SS TAXES	126,786.25	7.91	109,437.50	3.88	338,295.88	1.21	1,313,250.00	3.88
52201-001-0000-012	ER MEDICARE TAXES	29,651.58	1.85	0.00	0.00	80,472.86	0.29	0.00	0.00
Total FICA TAXES:		156,437.83	9.76	109,437.50	3.88	418,768.74	1.50	1,313,250.00	3.88
RETIREMENT CONTRIBUTIONS									
52202-001-0010-022	FRS CONTRIBUTIONS	360,044.58	22.45	211,350.83	7.50	1,051,961.83	3.78	2,536,210.00	7.50
52202-001-0011-022	175 RETIREMENT PLAN CONTRIBUTION	58,222.89	3.63	45,769.33	1.62	163,865.19	0.59	549,232.00	1.62
52202-001-0012-022	NATIONWIDE RETIREMENT PLAN	4,748.92	0.30	4,166.67	0.15	14,034.96	0.05	50,000.00	0.15
52202-001-0013-022	DISTRICT DEF COMP MATCH - NW	2,175.00	0.14	1,560.00	0.06	6,725.00	0.02	18,720.00	0.06
52202-001-0014-022	DISTRICT DEF COMP FL MATCH	825.00	0.05	390.00	0.01	2,325.00	0.01	4,680.00	0.01
Total RETIREMENT CONTRIBUTIONS:		426,016.39	26.57	263,236.83	9.34	1,238,911.98	4.45	3,158,842.00	9.34
LIFE AND HEALTH INSURANCE									
52205-001-0010-023	INS BENEFITS FIXED - DENTAL	731.34	0.05	1,274.08	0.05	4,594.24	0.02	15,289.00	0.05
52205-001-0011-023	INSURANCE BENEFITS FIXED - LIFE INS	4,841.67	0.30	3,916.67	0.14	20,285.63	0.07	47,000.00	0.14
52205-001-0012-023	INS BENEFITS FIXED - MEDICAL	533,911.49	33.30	254,997.75	9.05	1,086,536.16	3.90	3,059,973.00	9.05
52205-001-0013-023	INS BENEFITS FIXED - STD/LTD	13,106.26	0.82	8,592.67	0.31	53,265.25	0.19	103,112.00	0.31
52205-001-0014-023	INS BENEFITS FIXED - VISION	2,307.40	0.14	2,814.00	0.10	9,407.59	0.03	33,768.00	0.10
52205-001-0015-023	INS BENEFITS - DENTAL CLAIMS	16,640.70	1.04	12,333.33	0.44	54,191.20	0.19	148,000.00	0.44
52205-001-0016-023	INS BENEFITS - MEDICAL HRA	47,566.92	2.97	55,532.58	1.97	257,851.31	0.93	666,391.00	1.97
Total LIFE AND HEALTH INSURANCE:		619,105.78	38.61	339,461.08	12.05	1,486,131.38	5.33	4,073,533.00	12.05
WORKERS COMPENSATION									
52210-001-0010-024	WORKERS COMPENSATION PREMIUM	74,101.34	4.62	43,074.92	1.53	259,514.68	0.93	516,899.00	1.53
52210-001-0011-024	EE WORKERS COMP CHECKS	-373.49	-0.02	0.00	0.00	-9,137.49	-0.03	0.00	0.00
52210-001-0012-024	EXPENSES FOR GRIT CLAIMANTS	0.00	0.00	208.33	0.01	218.99	0.00	2,500.00	0.01
Total WORKERS COMPENSATION:		73,727.85	4.60	43,283.25	1.54	250,596.18	0.90	519,399.00	1.54

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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 (PEHP)	0.00	0.00	15,416.67	0.55	310,000.00	1.11	185,000.00	0.55
52215-001-0010-026	SB 426 CANCER COVERAGE	0.00	0.00	3,500.00	0.12	31,302.39	0.11	42,000.00	0.12
Total UNEMPLOYMENT COMPENSATION:		0.00	0.00	19,916.67	0.71	341,302.39	1.23	239,000.00	0.71
PROFESSIONAL SERVICES									
52220-001-0000-031	PROFESSIONAL SERVICES	145,023.08	9.04	21,291.67	0.76	175,163.71	0.63	255,500.00	0.76
52220-001-0011-031	CONTRACTUAL SERV - ADV COLLECTC	28,962.41	1.81	45,000.00	1.60	537,577.13	1.93	540,000.00	1.60
52220-001-0012-031	CONTRACTUAL SERV - IMPACT FEE CC	1,577.10	0.10	1,166.67	0.04	5,361.13	0.02	14,000.00	0.04
52220-001-0013-031	CONTRACTUAL SERV - PROPERTY API	61,585.46	3.84	18,603.00	0.66	108,004.76	0.39	223,236.00	0.66
52220-001-1000-031	CONTRACTUAL SERV - GENERAL OPEI	8,339.58	0.52	11,488.67	0.41	96,417.75	0.35	137,864.00	0.41
52220-001-2060-031	CONTRACTUAL SERV - OCHOPEE	569.00	0.04	1,633.75	0.06	2,394.75	0.01	19,605.00	0.06
52220-001-3000-031	CONTRACTUAL SERV FIRE & LIFE SAFI	880.18	0.05	3,316.67	0.12	4,745.59	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 - LOGISTICS	0.00	0.00	16,132.33	0.57	14,889.48	0.05	193,588.00	0.57
Total PROFESSIONAL SERVICES:		246,936.81	15.40	120,749.43	4.29	944,554.30	3.39	1,448,993.00	4.29
ACCOUNTING & AUDITING									
52225-001-0000-032	ACCOUNTING & AUDITING	0.00	0.00	3,875.00	0.14	20,380.00	0.07	46,500.00	0.14
Total ACCOUNTING & AUDITING:		0.00	0.00	3,875.00	0.14	20,380.00	0.07	46,500.00	0.14
CURRENT CHARGES									
52230-001-0000-037	CURRENT CHARGES	37,268.31	2.32	3,541.67	0.13	44,807.92	0.16	42,500.00	0.13
Total CURRENT CHARGES:		37,268.31	2.32	3,541.67	0.13	44,807.92	0.16	42,500.00	0.13
TRAVEL & PER DIEM									
52235-001-0010-040	EMPLOYEE TOLLS REIMBURSEMENT	0.00	0.00	12.50	0.00	0.00	0.00	150.00	0.00
Total TRAVEL & PER DIEM:		0.00	0.00	12.50	0.00	0.00	0.00	150.00	0.00
COMMUNICATIONS & FREIGHT									
52240-001-0000-041	COMMUNICATIONS- CELL PHONES	2,652.23	0.17	1,583.33	0.06	6,829.55	0.02	19,000.00	0.06
52240-001-0000-042	FREIGHT & POSTAGE SERVICES	113.74	0.01	333.67	0.01	1,012.74	0.00	4,004.00	0.01
52240-001-0015-041	COMMUNICATIONS-GENERAL	13,095.61	0.82	10,218.83	0.36	41,829.52	0.15	122,626.00	0.36
52240-001-2060-041	COMMUNICATIONS - OCHOPEE	2,336.76	0.15	2,000.00	0.07	9,938.51	0.04	24,000.00	0.07
Total COMMUNICATIONS & FREIGHT:		18,198.34	1.13	14,135.83	0.50	59,610.32	0.21	169,630.00	0.50
UTILITY SERVICES									
52245-001-0000-043	UTILITIES	22,941.43	1.43	16,016.83	0.57	71,096.25	0.26	192,202.00	0.57
52245-001-2060-043	UTILITY SERVICES - OCHOPEE	570.59	0.04	1,062.50	0.04	3,578.02	0.01	12,750.00	0.04
Total UTILITY SERVICES:		23,512.02	1.47	17,079.33	0.61	74,674.27	0.27	204,952.00	0.61
RENTALS & LEASES									

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RENTALS & LEASES									
52250-001-0000-044	RENTALS & LEASES	237.48	0.01	666.67	0.02	1,171.36	0.00	8,000.00	0.02
52250-001-0015-044	RENTALS & LEASES - E-FLEET	14,022.50	0.87	14,764.08	0.52	55,369.80	0.20	177,169.00	0.52
52250-001-8000-044	RENTALS & LEASES - FACILITIES/LOGI	0.00	0.00	3,000.00	0.11	18,000.00	0.06	36,000.00	0.11
Total RENTALS & LEASES:		14,259.98	0.89	18,430.75	0.65	74,541.16	0.27	221,169.00	0.65
INSURANCE GENERAL									
52255-001-0000-045	GENERAL INSURANCE	439,898.45	27.43	32,711.42	1.16	444,627.71	1.60	392,537.00	1.16
Total INSURANCE GENERAL:		439,898.45	27.43	32,711.42	1.16	444,627.71	1.60	392,537.00	1.16
REPAIR & MAINT									
52260-001-0500-046	REPAIRS- HURRICANE IRMA	0.00	0.00	0.00	0.00	105,658.35	0.38	0.00	0.00
52260-001-0700-046	REPAIR - RADIOS	746.41	0.05	666.67	0.02	4,260.18	0.02	8,000.00	0.02
52260-001-1000-046	REPAIR & MAINTENANCE - ADMIN	500.00	0.03	2,083.33	0.07	1,680.52	0.01	25,000.00	0.07
52260-001-2000-046	REPAIR & MAINT - OPERATIONS	1,098.69	0.07	2,062.50	0.07	1,649.13	0.01	24,750.00	0.07
52260-001-2060-046	REPAIR & MAINT OCHOPEE	1,893.89	0.12	1,166.67	0.04	2,330.16	0.01	14,000.00	0.04
52260-001-3000-046	REPAIR & MAINT. FIRE & LIFE SAFETY	13.95	0.00	1,166.67	0.04	6,844.55	0.02	14,000.00	0.04
52260-001-4010-046	VEHICLE REPAIR - GNFRD VEHICLES	18,929.58	1.18	33,645.83	1.19	67,203.42	0.24	403,750.00	1.19
52260-001-4011-046	VEHICLE REPAIR - NON GNFRD	0.00	0.00	3,750.00	0.13	681.58	0.00	45,000.00	0.13
52260-001-4020-046	REPAIR & MAINTENANCE- MARC UNIT	430.99	0.03	5,958.33	0.21	430.99	0.00	71,500.00	0.21
52260-001-4060-046	VEHICLE REPAIR - OCHOPEE	3,663.66	0.23	2,666.67	0.09	6,644.18	0.02	32,000.00	0.09
52260-001-4112-046	REPAIR & MAINT - MARINE VESSEL	0.00	0.00	2,000.00	0.07	1,981.74	0.01	24,000.00	0.07
52260-001-4160-046	REPAIRS & MAINTENANCE MARINE - O	1,025.64	0.06	0.00	0.00	1,025.64	0.00	0.00	0.00
52260-001-4190-046	REPAIR & MAINT MARINE VESSEL - ISL	3,432.73	0.21	0.00	0.00	3,689.12	0.01	0.00	0.00
52260-001-5000-046	REPAIR & MAINTENANCE - TRAINING	14.19	0.00	83.33	0.00	236.77	0.00	1,000.00	0.00
52260-001-6000-046	REPAIR & MAINT - SPECIAL OPERATIO	0.00	0.00	1,666.67	0.06	1,593.00	0.01	20,000.00	0.06
52260-001-6012-046	REPAIR & MAINTENANCE - SCBA	99.34	0.01	1,208.33	0.04	1,032.35	0.00	14,500.00	0.04
52260-001-7000-046	REPAIR & MAINTENANCE - MEDICAL	0.00	0.00	208.33	0.01	0.00	0.00	2,500.00	0.01
52260-001-8000-046	REPAIR & MAINT - FACILITIES	6,924.02	0.43	12,304.17	0.44	29,004.83	0.10	147,650.00	0.44
Total REPAIR & MAINT:		38,773.09	2.42	70,637.50	2.51	235,946.51	0.85	847,650.00	2.51
PRINTING									
52265-001-0000-047	PRINTING & BINDING	0.00	0.00	83.33	0.00	203.57	0.00	1,000.00	0.00
Total PRINTING:		0.00	0.00	83.33	0.00	203.57	0.00	1,000.00	0.00
OFFICE SUPPLIES									
52270-001-0000-051	OFFICE SUPPLIES	795.88	0.05	1,093.75	0.04	4,697.62	0.02	13,125.00	0.04
Total OFFICE SUPPLIES:		795.88	0.05	1,093.75	0.04	4,697.62	0.02	13,125.00	0.04
FUELS & LUBRICANTS									
52275-001-0010-052	FUELS & LUBRICANTS	870.07	0.05	2,625.00	0.09	3,929.00	0.01	31,500.00	0.09
52275-001-0011-052	FUELS & LUBRICANTS - UNLEADED	5,101.09	0.32	5,735.50	0.20	20,761.98	0.07	68,826.00	0.20

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FUELS & LUBRICANTS									
52275-001-0012-052	FUELS & LUBRICANTS - DIESEL	8,924.42	0.56	12,916.67	0.46	38,653.20	0.14	155,000.00	0.46
52275-001-0090-052	MARINE NON-ETHANOL UNLEADED	2,796.13	0.17	1,625.00	0.06	6,212.31	0.02	19,500.00	0.06
52275-001-2060-052	FUEL - OCHOPEE	0.00	0.00	981.25	0.03	46.00	0.00	11,775.00	0.03
Total FUELS & LUBRICANTS:		17,691.71	1.10	23,883.42	0.85	69,602.49	0.25	286,601.00	0.85
OPERATING SUPPLIES									
52285-001-1000-052	OPERATING SUPPLIES - ADMIN	476.13	0.03	275.00	0.01	400.22	0.00	3,300.00	0.01
52285-001-2000-052	OPERATING SUPPLIES - OPERATIONS	5,860.91	0.37	3,916.67	0.14	18,397.08	0.07	47,000.00	0.14
52285-001-2060-052	OPERATING SUPPLIES - OCHOPEE	68.03	0.00	291.67	0.01	1,346.06	0.00	3,500.00	0.01
52285-001-3000-052	OPERATING SUPPLY - FIRE & LIFE SAF	262.21	0.02	1,666.67	0.06	389.25	0.00	20,000.00	0.06
52285-001-4000-052	OPERATING SUPPLIES - FLEET	1,479.67	0.09	666.67	0.02	3,226.32	0.01	8,000.00	0.02
52285-001-5000-052	OPERATING SUPPLIES - TRAINING	23.90	0.00	291.67	0.01	452.10	0.00	3,500.00	0.01
52285-001-6010-052	OPERATING SUPPLIES - DIVE	30.29	0.00	66.67	0.00	30.29	0.00	800.00	0.00
52285-001-6011-052	OPERATING SUPPLIES - HAZ MAT	0.00	0.00	66.67	0.00	0.00	0.00	800.00	0.00
52285-001-6012-052	OPERATING SUPPLIES - SCBA	0.00	0.00	66.67	0.00	0.00	0.00	800.00	0.00
52285-001-6013-052	OPERATING SUPPLIES - USAR	0.00	0.00	66.67	0.00	0.00	0.00	800.00	0.00
52285-001-6014-052	OPERATING SUPPLIES - MERT	0.00	0.00	66.67	0.00	0.00	0.00	800.00	0.00
52285-001-7000-052	OPERATING SUPPLIES - MEDICAL	151.56	0.01	3,750.00	0.13	5,998.49	0.02	45,000.00	0.13
52285-001-8000-052	OPERATING SUPPLIES - FACILITIES/MA	225.47	0.01	291.67	0.01	980.64	0.00	3,500.00	0.01
Total OPERATING SUPPLIES:		8,578.17	0.53	11,483.37	0.41	31,220.45	0.11	137,800.00	0.41
SMALL EQUIPMENT									
52910-001-1000-049	SMALL EQUIPMENT - ADMIN	0.00	0.00	1,250.00	0.04	624.98	0.00	15,000.00	0.04
52910-001-2000-049	SMALL EQUIPMENT - OPERATIONS	1,033.86	0.06	6,966.25	0.25	5,745.82	0.02	83,595.00	0.25
52910-001-2060-049	SMALL EQUIPMENT - OCHOPEE	0.00	0.00	833.00	0.03	0.00	0.00	10,000.00	0.03
52910-001-3000-049	SMALL EQUIP - FIRE & LIFE SAFETY	102.80	0.01	1,070.00	0.04	283.53	0.00	12,832.00	0.04
52910-001-4000-049	SMALL EQUIPMENT - FLEET	0.00	0.00	416.67	0.01	144.51	0.00	5,000.00	0.01
52910-001-5000-049	SMALL EQUIP - TRAINING	0.00	0.00	537.50	0.02	1,420.89	0.01	6,450.00	0.02
52910-001-6010-049	SMALL EQUIP - DIVE	0.00	0.00	208.33	0.01	0.00	0.00	2,500.00	0.01
52910-001-6011-049	SMALL EQUIP - HAZ MAT	0.00	0.00	666.67	0.02	0.00	0.00	8,000.00	0.02
52910-001-6012-049	SMALL EQUIPMENT - SCBA	0.00	0.00	83.33	0.00	0.00	0.00	1,000.00	0.00
52910-001-6013-049	SMALL EQUIPMENT - USAR	0.00	0.00	208.33	0.01	1,848.00	0.01	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	0.00	0.00	291.67	0.01	0.00	0.00	3,500.00	0.01
52910-001-8000-049	SMALL EQUIP-LOGISTICS	0.00	0.00	291.67	0.01	0.00	0.00	3,500.00	0.01
Total SMALL EQUIPMENT:		1,136.66	0.07	13,031.75	0.46	10,067.73	0.04	156,377.00	0.46
UNIFORMS									
52920-001-1000-052	UNIFORMS - ADMIN	2,231.05	0.14	833.33	0.03	5,706.48	0.02	10,000.00	0.03

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UNIFORMS									
52920-001-2000-052	UNIFORMS-OPERATIONS	4,630.99	0.29	7,083.33	0.25	5,878.06	0.02	85,000.00	0.25
52920-001-2011-052	UNIFORMS - BUNKER GEAR	1,746.50	0.11	9,108.00	0.32	2,056.94	0.01	109,296.00	0.32
52920-001-3000-052	UNIFORMS - FIRE & LIFE SAFETY	0.00	0.00	416.67	0.01	0.00	0.00	5,000.00	0.01
Total UNIFORMS:		8,608.54	0.54	17,441.33	0.62	13,641.48	0.05	209,296.00	0.62
BOOKS, DUES									
52930-001-1000-055	BOOKS, DUES - ADMIN	1,469.00	0.09	3,423.33	0.12	3,198.96	0.01	41,080.00	0.12
52930-001-2000-055	BOOKS, DUES - OPERATIONS	6,780.06	0.42	10,833.33	0.38	27,518.29	0.10	130,000.00	0.38
52930-001-3000-055	BOOKS, DUES - FIRE & LIFE SAFETY	360.00	0.02	1,687.50	0.06	2,909.63	0.01	20,250.00	0.06
52930-001-4000-055	BOOKS, DUES - FLEET	2,264.00	0.14	1,281.67	0.05	2,374.00	0.01	15,380.00	0.05
52930-001-5000-055	BOOKS, DUES - TRAINING	2,146.38	0.13	1,666.67	0.06	4,276.46	0.02	20,000.00	0.06
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 - SCBA	0.00	0.00	166.67	0.01	0.00	0.00	2,000.00	0.01
Total BOOKS, DUES:		13,019.44	0.81	19,242.50	0.68	40,277.34	0.14	230,910.00	0.68
CAPITAL OUTLAY									
52940-001-0000-062	CAPITAL OUTLAY - BUILDING & IMPROV	0.00	0.00	16,792.92	0.60	10,060.00	0.04	201,515.00	0.60
52940-001-0000-064	CAPITAL OUTLAY - EQUIP & FURNISHIN	1,404.55	0.09	16,516.67	0.59	5,104.55	0.02	198,200.00	0.59
52940-001-0000-068	CAPITAL OUTLAY - INTANGIBLE ASSET	0.00	0.00	12,750.00	0.45	0.00	0.00	153,000.00	0.45
52940-001-0000-069	CAPITAL OUTLAY - VEHICLES	0.00	0.00	833.33	0.03	0.00	0.00	10,000.00	0.03
Total CAPITAL OUTLAY:		1,404.55	0.09	46,892.92	1.66	15,164.55	0.05	562,715.00	1.66
Total Expenses:		4,237,109.31	264.25	2,802,952.31	99.50	11,838,892.17	42.50	33,635,419.00	99.50
Net Income from Operations:		-2,633,661.17	-164.25	14,057.70	0.50	16,019,785.34	57.50	168,701.00	0.50
Earnings before Income Tax:		-2,633,661.17	-164.25	14,057.70	0.50	16,019,785.34	57.50	168,701.00	0.50
Net Income (Loss):		-2,633,661.17	-164.25	14,057.70	0.50	16,019,785.34	57.50	168,701.00	0.50

Balance Sheet
As of 1/31/2020

Greater Naples Fire Rescue District (IMP)

Assets			
10100-301-0000-001	IMPACT FEES (IBERAIBANK)	\$	6,245,480.97
Total Assets:			<u><u>\$ 6,245,480.97</u></u>
Equity			
28100-301-0000-001	FUND BALANCE - IMPACT FEES PRIOR YEAR RESTRICTED	\$	5,135,764.09
28100-301-0000-002	Retained Earnings-Current Year	\$	125,630.76
28100-301-0000-002	FUND BALANCE IMPACT FEES CURRENT YEAR	\$	984,086.12
Total Equity:			<u><u>\$ 6,245,480.97</u></u>
Total Liabilities & Equity:			<u><u>\$ 6,245,480.97</u></u>

Impact Fees Income Statement
For The 4 Periods Ended 1/31/2020

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	111,693.88	93.37	108,333.33	97.74	253,985.81	89.86	1,300,000.00	97.74
Total IMPACT FEES:		111,693.88	93.37	108,333.33	97.74	253,985.81	89.86	1,300,000.00	97.74
GRANTS									
33100-301-0000-200	FEDERAL GRANT - PUBLIC SAFETY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
33400-301-0000-200	STATE GRANT - PUBLIC SAFETY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	7,925.09	6.63	2,500.00	2.26	28,649.39	10.14	30,000.00	2.26
Total INTEREST EARNINGS:		7,925.09	6.63	2,500.00	2.26	28,649.39	10.14	30,000.00	2.26
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 MISCELLANEOUS 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:		119,618.97	100.00	110,833.33	100.00	282,635.20	100.00	1,330,000.00	100.00
Gross Profit:		119,618.97	100.00	110,833.33	100.00	282,635.20	100.00	1,330,000.00	100.00
Expenses									
IMPACT FEE EXPENSE									
51700-301-0000-071	DEBT SERVICES	1,049.63	0.88	33,564.64	30.28	129,916.04	45.97	402,775.69	30.28
51700-301-0000-072	DEBT SERVICES -INTEREST	0.00	0.00	8,556.61	7.72	27,088.40	9.58	102,679.31	7.72
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 GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total IMPACT FEE EXPENSE:		1,049.63	0.88	42,121.25	38.00	157,004.44	55.55	505,455.00	38.00
SMALL EQUIPMENT									
52910-301-2000-049	SMALL EQUIPMENT - OPS - SAFER GR/	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total SMALL EQUIPMENT:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNIFORMS									
52920-301-2000-052	UNIFORMS - SAFER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52920-301-2011-052	UNIFORMS - BUNKER GEAR - SAFER G	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total UNIFORMS:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Run Date: 2/7/2020 12:10:30PM

G/L Date: 1/31/2020

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Impact Fees Income Statement
For The 4 Periods Ended 1/31/2020

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 & IMPROV	0.00	0.00	41,666.67	37.59	0.00	0.00	500,000.00	37.59
52940-301-0000-063	CAPITAL OUTLAY - INFRASTRUCTURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52940-301-0000-064	CAPITAL OUTLAY - EQUIP & FURNISHIN	0.00	0.00	8,750.00	7.89	0.00	0.00	105,000.00	7.89
52940-301-0000-065	CAPITAL OUTLAY - CONST. IN PROGRE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52940-301-0000-066	CAPITAL OUTLAY - PROP UNDER CAP I	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52940-301-0000-067	CAPITAL OUTLAY - SPECIAL RESPONS	0.00	0.00	5,416.67	4.89	0.00	0.00	65,000.00	4.89
52940-301-0000-068	CAPITAL OUTLAY - INTANGIBLE ASSET	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	0.00	0.00	0.00	0.00	0.00	0.00
52940-301-0000-070	CAPITAL OUTLAY - FIRE & RESCUE VEI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52940-301-0010-062	CAPITAL OUTLAY - IMPROV OTHER TH	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:		0.00	0.00	55,833.34	50.38	0.00	0.00	670,000.00	50.38
Total Expenses:		1,049.63	0.88	97,954.59	88.38	157,004.44	55.55	1,175,455.00	88.38
Net Income From Operations:		118,569.34	99.12	12,878.74	11.62	125,630.76	44.45	154,545.00	11.62
Earnings Before Income Tax:		118,569.34	99.12	12,878.74	11.62	125,630.76	44.45	154,545.00	11.62
Net Income (Loss):		118,569.34	99.12	12,878.74	11.62	125,630.76	44.45	154,545.00	11.62

Balance Sheet
As of 1/31/2020

GNFRD Hydrant Fund (HYD)

Assets				
10100-101-0000-001	HYDRANT OPERATING ACCOUNT	\$	504,546.43	
	Total Assets:		\$	<u><u>504,546.43</u></u>
Equity				
28200-101-0000-001	FUND BALANCE - HYDRANT ASSIGNED (PRIOR YTD)	\$	453,687.13	
28200-101-0000-003	Retained Earnings-Current Year	\$	2,540.60	
28200-101-0000-003	FUND BALANCE-CURRENT YEAR	\$	<u>48,318.70</u>	
	Total Equity:		\$	<u><u>504,546.43</u></u>
	Total Liabilities & Equity:		\$	<u><u>504,546.43</u></u>

HYDRANT FUND INCOME STATEMENT
For The 4 Periods Ended 1/31/2020

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	1,666.67	93.02	0.00	0.00	20,000.00	93.02
Total HYDRANT MAINTENANCE INCOME:	0.00	0.00	1,666.67	93.02	0.00	0.00	20,000.00	93.02
INTEREST EARNINGS								
36100-101-0000-100 INTEREST EARNINGS	640.21	100.00	125.00	6.98	2,540.60	100.00	1,500.00	6.98
Total INTEREST EARNINGS:	640.21	100.00	125.00	6.98	2,540.60	100.00	1,500.00	6.98
Total Revenue:	640.21	100.00	1,791.67	100.00	2,540.60	100.00	21,500.00	100.00
Gross Profit:	640.21	100.00	1,791.67	100.00	2,540.60	100.00	21,500.00	100.00
Expenses								
52200-101-0000-046 REPAIR AND MAINTENANCE	0.00	0.00	3,858.33	215.35	0.00	0.00	46,300.00	215.35
Total Expenses:	0.00	0.00	3,858.33	215.35	0.00	0.00	46,300.00	215.35
Net Income From Operations:	640.21	100.00	-2,066.66	-115.35	2,540.60	100.00	-24,800.00	-115.35
Earnings Before Income Tax:	640.21	100.00	-2,066.66	-115.35	2,540.60	100.00	-24,800.00	-115.35
Net Income (Loss):	640.21	100.00	-2,066.66	-115.35	2,540.60	100.00	-24,800.00	-115.35

Budget Comparison FY 2019-2020

Budget summary as of January 2020

Revenue				
	Budgeted	Received to date	% Collected	Over/(Under)
Taxes	\$31,519,516.00	\$27,490,917.28	87.22%	-\$4,028,598.72
Inspection Fees New	\$604,500.00	\$163,467.77	27.04%	-\$441,032.23
Inspection Fee Existing	\$41,550.00	\$11,150.00	26.84%	-\$30,400.00
Federal Grants applied for	\$72,386.00	\$5,000.00	6.91%	-\$67,386.00
Federal Grants - FEMA	\$1,013,754.00	\$0.00	0.00%	-\$1,013,754.00
FF Supplemental	\$62,336.00	\$0.00	0.00%	-\$62,336.00
MARC Unit - State of Florida	\$71,500.00	\$0.00	0.00%	-\$71,500.00
FLS Charges & Fees	\$48,650.00	\$30,425.00	62.54%	-\$18,225.00
Interest	\$110,000.00	\$69,701.68	63.37%	-\$40,298.32
Rentals and Leases	\$113,928.00	\$22,559.02	19.80%	-\$91,368.98
Disposition of Fixed Assets	\$10,000.00	\$23,860.00	238.60%	\$13,860.00
Contributions and Donations	\$250.00	\$120.00	48.00%	-\$130.00
Other Misc. Income	\$135,750.00	\$41,476.76	30.55%	-\$94,273.24
	\$33,804,120.00	\$27,858,677.51	82.41%	-\$5,945,442.49
Total Revenue		\$27,858,677.51		

Expenses				
	Budgeted	Spent to date	% Spent	Over/(Under)
Legislative Salaries	\$32,500.00	\$8,571.50	26.37%	-\$23,928.50
Executive Salaries	\$1,692,159.00	\$572,088.88	33.81%	-\$1,120,070.12
Administrative Wages	\$1,369,652.00	\$385,503.99	28.15%	-\$984,148.01
Bargaining Unit Shift Wages	\$10,880,533.00	\$3,501,582.82	32.18%	-\$7,378,950.18
Firefighters Part time	\$125,000.00	\$19,872.12	15.90%	-\$105,127.88
Bargaining Unit Overtime	\$1,802,750.00	\$610,667.02	33.87%	-\$1,192,082.98
Safer Grant Salaries - Firefighters	\$1,251,672.00	\$237,565.09	18.98%	-\$1,014,106.91
Safer Grant Overtime - Firefighters	\$50,000.00	\$19,570.28	39.14%	-\$30,429.72
Bargaining Unit- Non- Shift Wages	\$860,560.00	\$266,456.05	30.96%	-\$594,103.95
Earnings Other	\$611,450.00	\$20,080.59	3.28%	-\$591,369.41
Debt Services	\$683,214.00	\$377,205.74	55.21%	-\$306,008.26
FICA taxes	\$1,313,250.00	\$418,768.74	31.89%	-\$894,481.26
Retirement	\$3,158,842.00	\$1,238,911.98	39.22%	-\$1,919,930.02
Life and Health Insurance	\$4,073,533.00	\$1,485,331.90	36.46%	-\$2,588,201.10
Workers Compensation Premium	\$516,899.00	\$259,514.68	50.21%	-\$257,384.32
EE Workers Comp Checks	\$0.00	-\$9,137.49	---	---
Expenses for Grit Claimants	\$2,500.00	\$218.99	8.76%	-\$2,281.01
Unemployment Compensation/PEHP	\$239,000.00	\$341,302.39	142.80%	\$102,302.39
Professional Services	\$1,448,993.00	\$944,554.30	65.19%	-\$504,438.70
Accounting and Auditing	\$46,500.00	\$20,380.00	43.83%	-\$26,120.00
Current Charges	\$42,500.00	\$44,723.22	105.23%	\$2,223.22
Travel and Per Diem	\$150.00	\$0.00	0.00%	-\$150.00
Communications & Freight	\$169,630.00	\$59,610.32	35.14%	-\$110,019.68
Utility Services	\$192,202.00	\$71,096.25	36.99%	-\$121,105.75
Utility Services - Ochopee	\$12,750.00	\$3,578.02	28.06%	-\$9,171.98
Rental & Leases	\$221,169.00	\$74,541.16	33.70%	-\$146,627.84
Insurance General	\$392,537.00	\$444,627.71	113.27%	\$52,090.71
Repair and Maintenance	\$847,650.00	\$235,946.51	27.84%	-\$611,703.49
Printing	\$1,000.00	\$203.57	20.36%	-\$796.43
Office Supplies	\$13,125.00	\$4,697.62	35.79%	-\$8,427.38
Fuels and Lubricants	\$286,601.00	\$69,602.49	24.29%	-\$216,998.51
Operating Supplies	\$137,800.00	\$31,220.45	22.66%	-\$106,579.55
Small Equipment	\$156,377.00	\$10,067.73	6.44%	-\$146,309.27
Uniforms	\$209,296.00	\$13,641.48	6.52%	-\$195,654.52
Book, Dues	\$230,910.00	\$40,277.34	17.44%	-\$190,632.66
Capital Outlay	\$562,715.00	\$15,164.55	2.69%	-\$547,550.45
	\$33,635,419.00	\$11,838,007.99	35.20%	-\$21,788,273.52
Suspense Account				
Total Expenses		\$11,838,007.99		

NET INCOME (LOSS) \$16,020,669.52



MINUTES
GREATER NAPLES FIRE RESCUE DISTRICT
BOARD OF FIRE COMMISSIONERS MEETING
January 14, 2020

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 January 14, 2020 at Administrative Headquarters. Present were Commissioners Henning, Page, Cottiers, Stedman, and Gerrity. Executive Staff in attendance: Fire Chief Schuldt, Director Bishop, Assistant Chiefs Martin and Sapp. Staff in attendance: Nicole Chesser. Public in attendance: Joey Brown, Tim Sims and Josh Grimm. Others were in attendance but did not sign in.

A. Pledge of Allegiance and Invocation

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

B. Line of Duty Deaths Reading and Moment of Silence

Chief Schuldt reported there were a total of 6 firefighter fatalities for the month of December bringing the total for 2019 to 59, followed by a moment of silence.

C. Consent Agenda

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

1. Treasurer's Report
2. Disposition of Fixed Assets 20-001

D. Approval, Additions and Deletions to the Agenda

Director Bishop requested adding under III. New Business A. Attorney/Client Closed Door Session, Action to be taken as a result of Attorney/Client Closed Door Session. *Commissioner Gerrity moved to approve the Agenda as amended. Commissioner Cottiers seconded. Motion passed 5-0.*

E. Approval of the GNFD Board Minutes for December 3, 2019

Commissioner Stedman moved to approve the GNFD Board minutes as presented. Commissioner Gerrity seconded. Motion passed 5-0.

F. Awards and Recognition

- 20 Year Service Award – Lt. Joshua Grimm
- 5 Year Service Award – Firefighters Mario Castaneda, Justin Diaz and Daniel Garretto.

G. Fire Chief's Report

Chief Schuldt presented report as submitted and added the following:

- Labor Management working well with Union President Joey Brown; having some difficulty finding dates that both Attorneys are available.
- Tentative start date for ALS Credentialing to begin is January 27th.
- Toy Drive give-away was a huge success with toys given to over 1,200 children.
- A Greater Naples Fire Foundation challenge coins will be offered free to all employees in honor of GNFD's 5-year anniversary.
- With the end of the FY 19/20 first quarter, work will begin on some Capital projects.



MINUTES
GREATER NAPLES FIRE RESCUE DISTRICT
BOARD OF FIRE COMMISSIONERS MEETING
January 14, 2020

- Annual Report is in progress, initial numbers of firefighter response is 22,626 and over 10,000 inspections.
- Changes are being made on how awards and retirees are recognized.
- The Board discussed the need to improve apparatus turnout times to meet the District's 60/80 second standard.

H. Chapter 175 Firefighters' Pension Plan - Chairman Tim Sims

It was announced that Pension Board Seat 2 is vacant; eligible candidates must live within the Greater Naples Fire District boundaries. New pension board officers are as follows: Chair- Tim Sims, Vice Chair- Scott Hogan, and Treasurer- Scott MacQuarrie.

I. Local 2396 Report – President Joey Brown

- Union and Labor Management working on getting negotiation dates together.
- Getting closer to contract agreement, only 4 items left.
- Local 2396 would like to start doing on duty fundraising.

The Board discussed how to move up negotiation dates, possibly have Chief Schuldt and management meet with the Union to finalize contract without lawyers.

Commissioner Gerrity made a motion to authorize Chief Schuldt to sit down with Union without lawyers. Commissioner Stedman seconded. After Board discussion Commissioner Stedman pulled his second. Commissioner Cottiers seconded. Motion passed 4-1 (Henning).

II. OLD BUSINESS

A. AIW- Fire District Growth Needs

The Board supported Staff's recommendation to develop a Master Plan to address long-term infrastructure needs including logistics, fleet and training needs.

III. NEW BUSINESS

A. Closed Door Attorney/Client Session

Chairman Page read the following statement at 6:07pm: 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 Velazquez, 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.

6:43 pm – Chairman Page stated the public meeting is reopened and the closed-door attorney-client session is terminated.



**MINUTES
GREATER NAPLES FIRE RESCUE DISTRICT
BOARD OF FIRE COMMISSIONERS MEETING
January 14, 2020**

B. Action after Attorney/Client Closed Door Session

Commissioner Henning made a motion to accept settlement offered by the District's attorney. Commissioner Cottiers seconded. Motion passed 5-0.

C. AIW- Fire EMS Station 74

Commissioner Henning made a motion to proceed with authorizing the Fire Chief to develop a cost sharing agreement for facilities at Station 74 with CCEMS and authorize up to 1,000,000 to be used for design and construction needs of the District. Commissioner Cottiers seconded. Motion passed 5-0.

D. Public Comments items not listed on the Agenda

None

E. Comments by Commissioners

Commissioner Stedman asked if F&LS is keeping up with inspections. Chief Schuldt stated the goal is to fulfill requests in 1-2 business days. There is a matrix in place for overtime should inspections fall behind. There is a need for annual inspections, more information will be provided at next Board meeting.

IV. ADJOURNMENT

Commissioner Stedman made a motion to adjourn. Commissioner Cottiers seconded. Motion passed 5-0, meeting adjourned.

Duly passed with a vote of _____ to _____ and adopted in session on the 11th day February 2020.

Chairman Jeff Page

Commissioner Tom Henning

Commissioner Charles Cottiers

Commissioner David Stedman

Commissioner Kevin Gerrity



GREATER NAPLES FIRE RESCUE DISTRICT FIRE CHIEF REPORT

JANUARY, 2020

REPORTING OFFICER	Kingman Schuldt, Fire Chief
TYPE	Monthly – Commission
SUBMITTAL DATE	February 6, 2020

ACTIVITIES REPORT

Florida Forest Service - January 30, 2020 marked one of the most devastating wildfires in our area. On January 30, 1985 Florida Division of Forestry (Florida Forest Service), Forest Ranger Marco Miranda was fatally injured and 11 others were injured during a wildfire in Golden Gate Estates. Marco Miranda was using a tractor to construct a fireline when the head of the fire blew up with great intensity. Unusual fire behavior was brought on by drought conditions and a hard freeze that occurred on January 21 and 22, which had killed much of the fine fuels and normally green vegetation. Ranger Miranda died of carbon monoxide poisoning secondary to smoke inhalation, according to the Coroner's Report. May we always honor the memory of our fallen brother; Ranger Marco Miranda and our brothers and sisters of the Florida Forest Service for their service and sacrifices.

Battalion Commander Reclassification – All changes were formally implemented on January 27. Staff met with all Battalion Commanders to review new duties and responsibilities. I additionally met with Union President Brown to review changes and discuss any issues that may affect current union members. Staff looks forward to working cooperatively to implement changes and move the organization forward.

Standard Operating Guidelines – Numerous procedural guidelines have been identified and work initiated to accommodate the Battalion Commander reclassification. Specifically, to modify roles and responsibilities relating to management duties.

Turnout Times – February 5; A General Order was implemented to clearly define expectations and enforce existing policies, provide regular reports, and hold officers accountable to meet the standards established.

Ochopee Interlocal Agreement – January 15; Chairman Page and staff met with Collier County Government to continue negotiating current and future terms. Both parties came to preliminary agreement on financials, management terms, and annexation schedule. Also included:

- Term of Agreement to be modified: Greater Naples agrees to initiate annexation legislation no later than the 2024 legislative session. Millage rate of 3.75 will be included.
- Ownership of Vehicles to be modified: Vehicles purchased through the FDOT Agreement for funding Station 63 will be transferred to Greater Naples upon execution of this Agreement in accordance with FDOT grant requirements.



GREATER NAPLES FIRE RESCUE DISTRICT FIRE CHIEF REPORT

Additionally, the terms below will be incorporated into the Agreement in accordance with guidance from the County Attorney:

- Upon successful passage of a referendum for annexation, the sum of \$250,000 will be paid to Greater Naples to offset the cost of capital replacements.
- Upon successful enactment of state legislation allowing annexation, the sum of \$250,000 will be paid to Greater Naples to offset the cost of capital replacements.
- Upon annexation, the County will make payment in the first quarter of each fiscal year for ten years in an amount not to exceed \$640,000 to supplement total ad valorem assessment of 3.75 mills. Should there be no such deficit, no payment will be made in that fiscal year. Supplemental payments shall not be made after the tenth fiscal year after annexation.

District staff is waiting for the County to provide a final draft agreement for review and presentation to the Board for consideration.

Labor Management – January 24; President Brown met with staff to schedule future bargaining arbitration dates. February 10, 19, and 27 remain offered by the District. The Union is discussing internally and will notify the District of their ability to participate on these dates. Staff continues to work with the Union leadership and prepare for negotiations.

Driver/Engineer Bunting Arbitration – January 20; The District was notified by the Arbitrator the January 28th Arbitration has been postponed. The current proposed date is April 15th.

Station 70 Termite Repairs – January 16; Wright construction began the remodel of the bathrooms caused by termite damage. The bathroom was scheduled to be out of service for an estimated three weeks during the reconstruction period. On January 25th however, workers found evidence of live termites. Collier County moved to action to remediate the infestation via sub terrain spot treatments which were completed and reconstruction work resumed February 3rd.

Station 23 Septic System – February 5; A contractor was awarded the bid and is preparing to initiate work. Staff continues to monitor septic sewage levels and there have been no additional critical failures.

Fleet Mold Situation – February 5; A contractor was awarded the bid and is preparing to initiate remediation and repairs work.

Facility Inspections – Staff completed several facility inspections in recent weeks. This is an on-going effort to assist in the prioritization and scheduling of capital infrastructure needs.

Personnel – An employment offer has been extended to a candidate for the Fire and Life Safety Receptionist. Interviews were completed and the final two Apprentice Firefighters have been transitioned to full-time employment. The Apprentice Firefighter application period is closing and staff is preparing to conduct initial interviews in order to replenish the roster of nine. Application period for Fire Inspector remains open and active.



GREATER NAPLES FIRE RESCUE DISTRICT FIRE CHIEF REPORT

Station 25 – Staff finalized staffing and apparatus projections in preparation for the opening of the station. Current models indicate the District intends to utilize a dynamic staffing model including a squad or engine company. This will assist in reducing potential overtime and allow the District to analyze personnel options and financial implications prior to development of the 2021 fiscal budget.

Station 71 Lighting – A Purchase order has been approved and contractor secured to repair the parking lot lighting system at Station 71. The current system has been repaired numerous times and currently is not functional. The facility is used regularly for community meetings and the District has received complaints regarding the situation.

Strategic Facility Planning - Staff initiated preliminary contact with multiple realtors to assess potential properties to accommodate potential needs in effort to prepare recommendations to the Board at a future meeting.

Annual Fire Inspections – As a result of January Board direction a staff analysis was completed to determine the resources necessary conduct annual fire inspections of all commercial buildings in the District. More than 8,000 structures currently exist, and would require approximately seven full-time inspectors with an investment of nearly \$500,000 annually. Staff will be presenting a complete analysis and recommendation during the February Board meeting.

Interagency Training – CCSO and District staff continue to work cooperatively to develop a comprehensive training agenda specific to incidents of mass violence. On February 3rd a draft schedule was established for 2020 as well as an updated response plan (for all agencies).

Surplus Equipment Auction – The District recently conducted an on-line auction and received in excess of \$20,000 in revenue. Items previously approved for disposition include one surplus vehicle, communications equipment, and various pieces of loose equipment.

Executive Leadership Training – February 3; District Senior management staff collaborated with peers from Fort Myers Beach Fire Control District in a one-day joint management development retreat. A facilitator guided both teams through various communication, time management, and planning skills. A round table session was facilitated by the Fire Chiefs to discuss common challenges and management strategies to enhance leadership skills.

Local Mitigation Strategy- Staff attended regular local mitigation strategy meetings and the District has been preliminarily approved for a grant for hardening of Stations 23 and 90.

Upcoming Travel
None Scheduled



GREATER NAPLES FIRE RESCUE DISTRICT FIRE CHIEF REPORT

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
 - International Association of Fire Chiefs
- Meetings
 - Weekly Command Staff
 - SEAFRC Health & Wellness Symposium; Coweta County, GA
 - FDOT Agreement
 - Fully Involved
 - Interviews

PUBLIC PROGRAMS

November Events- 8
November Contacts- 7,076

YTD Events- 8
YTD Contacts- 7,076

Customer Satisfaction Surveys
Emergency Response- 3
Fire & Life Safety- 7
Administrative- 1

OPERATIONS SECTION

January 2020 Statistics

Total Incidents	2287
Total Responses	2873 (based on all apparatus)
Medical / Rescue	1447 calls for service.
Percentage Medical	63.27%
Fire / Other	840 calls for service
Busiest Response Unit	EN75 284 Incidents
Busiest Day of Week	Thursday 403 Incidents
Busiest Time of Day	11:00 to 11:59 158 Incidents



GREATER NAPLES FIRE RESCUE DISTRICT FIRE CHIEF REPORT

FIRE & LIFE SAFETY SECTION

Inspection Statistics- December 2019

Permitted Inspections: 621

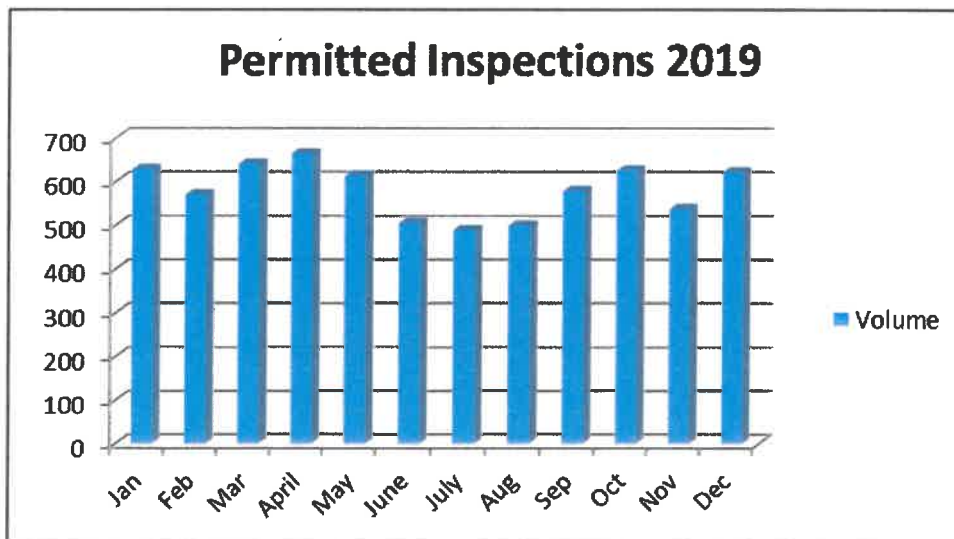
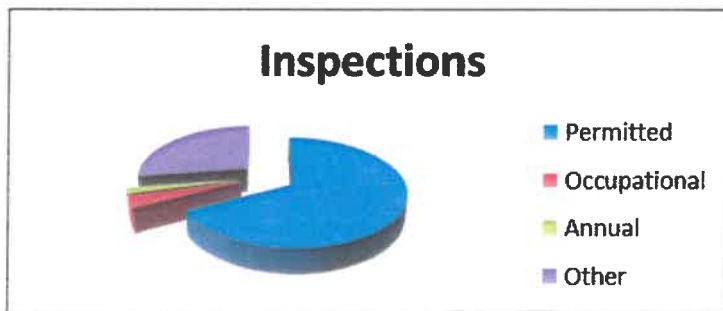
Occupational/Business Tax License Inspections: 33

Annual Inspections: 16

Other Inspections: 253

Average wait time for an inspection in December: 2-3 Days

Current wait time as of January 15th: 2 Days



Investigations- December 2019

Number of fire investigations: 0

Hours spent: 0



GREATER NAPLES FIRE RESCUE DISTRICT FIRE CHIEF REPORT

Fire Plans Review Statistics- December 2019

Fire Plan Building Reviews: 359; decrease of 29 from November

Site Development/Planning Reviews: 63; same as November

Everglades City Building Reviews: 12; decrease of 1 from November

Average Review Time: 2 Days

PLANNING AND GROWTH MANAGEMENT SECTION

Fleet Statistics- January 2020

Total Repairs \$71,075

Significant Repairs Engine 90 \$9,337

Tires \$7,654

Mechanic Hours 483

Fleet Statistics- FYTD

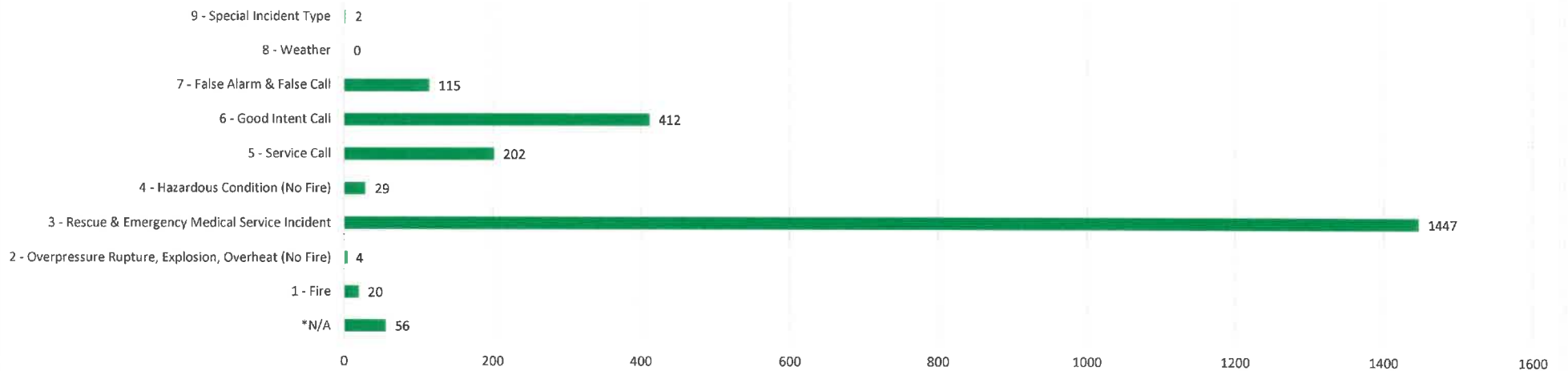
Total Repairs \$193,373

Significant Repairs Ladder 72 \$19,960

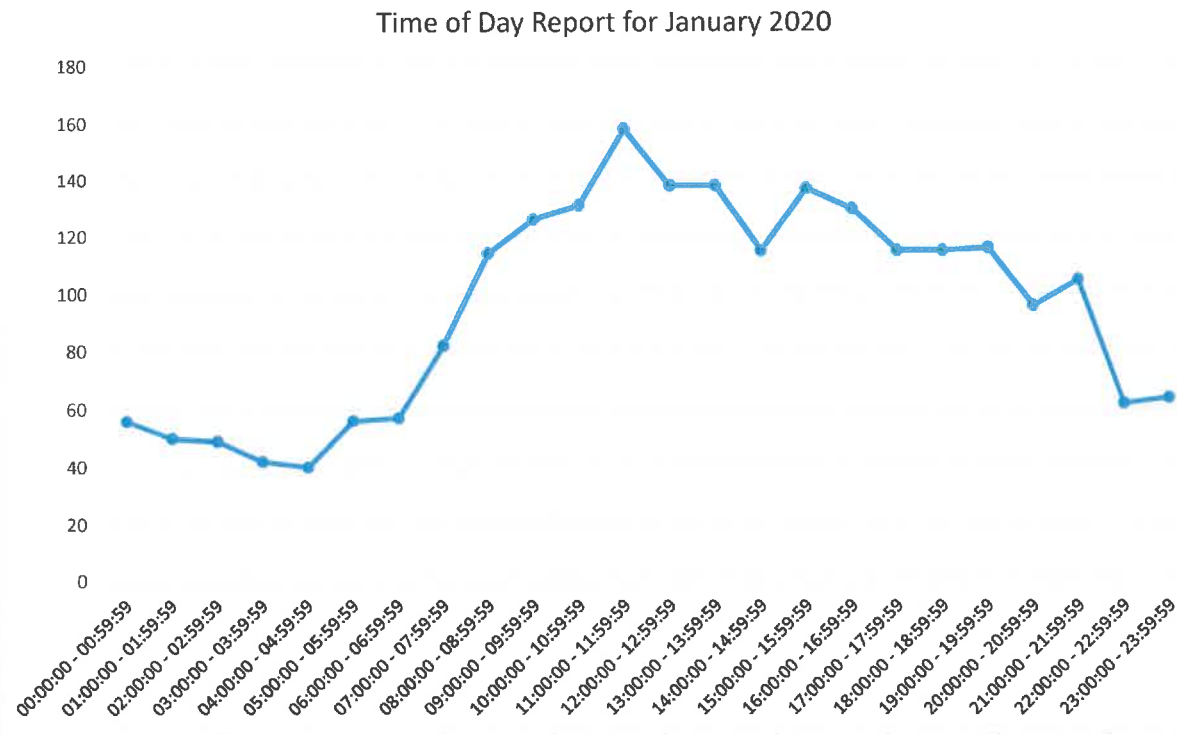
Alarm Summary

Basic Incident Type Category (FD1.21)	Jan.	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
*N/A	56												56	2.45%
1 - Fire	20												20	0.87%
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	4												4	0.17%
3 - Rescue & Emergency Medical Service Incident	1,447												1447	63.27%
4 - Hazardous Condition (No Fire)	29												29	1.27%
5 - Service Call	202												202	8.83%
6 - Good Intent Call	412												412	18.01%
7 - False Alarm & False Call	115												115	5.03%
8 - Weather	0												0	0.00%
9 - Special Incident Type	2												2	0.09%
Total Summary	2287												2287	
Responses by Day Average	73.8													
Responses by Station Average	152													
Medical vs. Fires and Other Calls	63.27%													

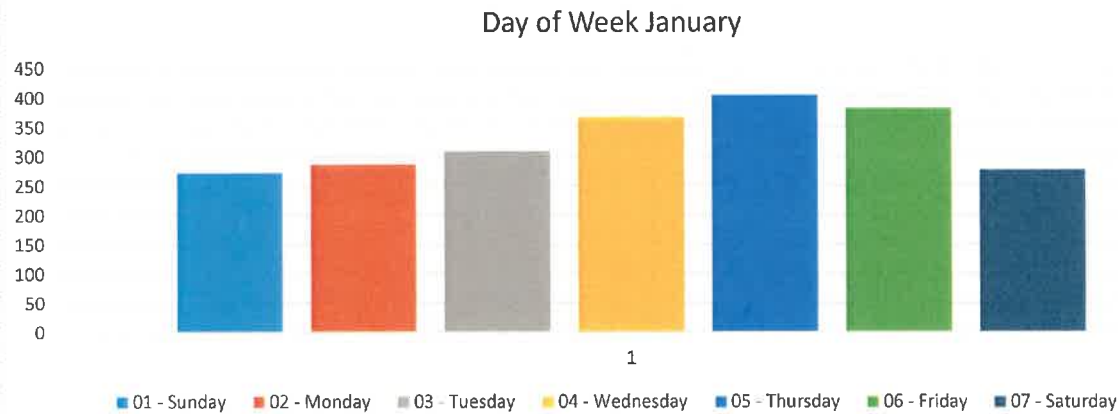
Alarm Type Summary



Hour of Day	Number of Incidents
00:00:00 - 00:59:59	56
01:00:00 - 01:59:59	50
02:00:00 - 02:59:59	49
03:00:00 - 03:59:59	42
04:00:00 - 04:59:59	40
05:00:00 - 05:59:59	56
06:00:00 - 06:59:59	57
07:00:00 - 07:59:59	82
08:00:00 - 08:59:59	114
09:00:00 - 09:59:59	126
10:00:00 - 10:59:59	131
11:00:00 - 11:59:59	158
12:00:00 - 12:59:59	138
13:00:00 - 13:59:59	138
14:00:00 - 14:59:59	115
15:00:00 - 15:59:59	137
16:00:00 - 16:59:59	130
17:00:00 - 17:59:59	115
18:00:00 - 18:59:59	115
19:00:00 - 19:59:59	116
20:00:00 - 20:59:59	96
21:00:00 - 21:59:59	105
22:00:00 - 22:59:59	62
23:00:00 - 23:59:59	64



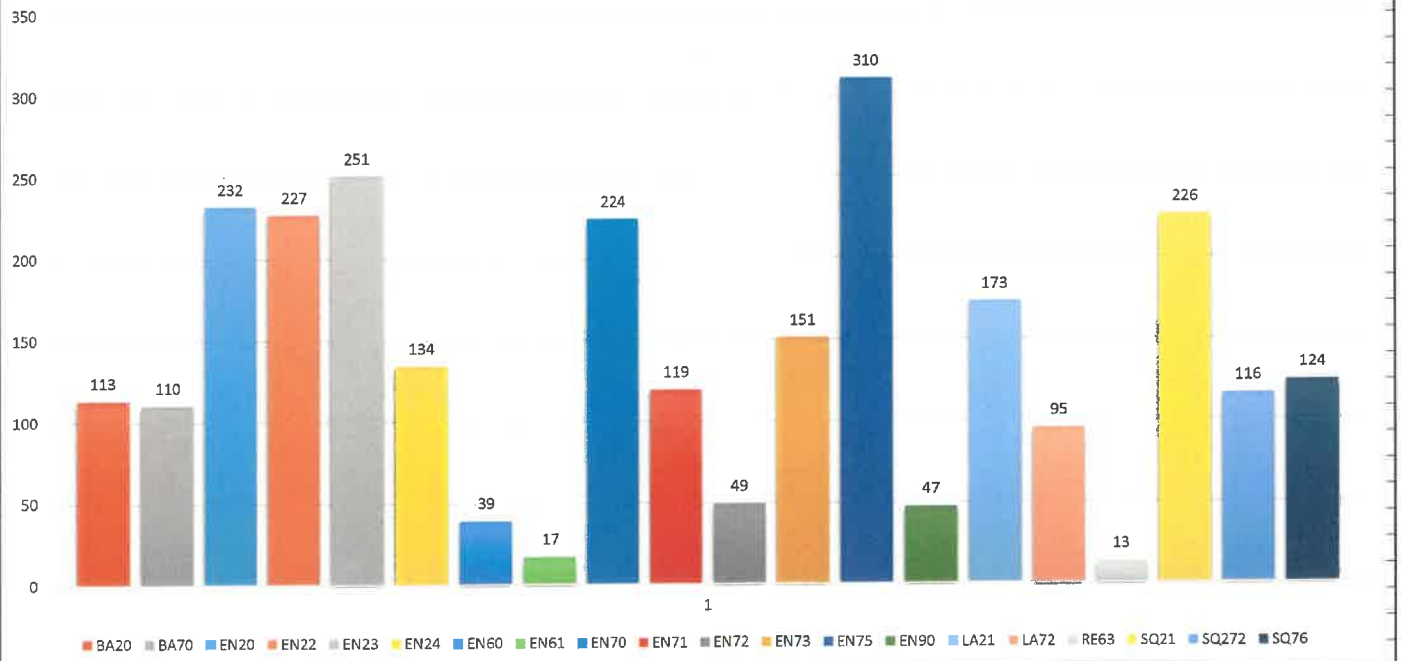
Day of Week	Number of Incidents
01 - Sunday	272
02 - Monday	286
03 - Tuesday	308
04 - Wednesday	366
05 - Thursday	403
06 - Friday	381
07 - Saturday	276



Apparatus Responses 2020

UNIT	Jan.	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
N/A	2												2	0.07%
BA20	113												113	3.93%
BA70	110												110	3.83%
BO60	6												6	0.21%
BO90	13												13	0.45%
BR21	4												4	0.14%
BR22	1												1	0.03%
BR71	8												8	0.28%
BR72	8												8	0.28%
BR73	3												3	0.10%
CA223	5												5	0.17%
CH210	11												11	0.38%
EN20	232												232	8.08%
EN22	227												227	7.90%
EN23	251												251	8.74%
EN24	134												134	4.66%
EN60	39												39	1.36%
EN61	17												17	0.59%
EN70	224												224	7.80%
EN71	119												119	4.14%
EN72	49												49	1.71%
EN73	151												151	5.26%
EN75	310												310	10.79%
EN90	47												47	1.64%
LA21	173												173	6.02%
LA72	95												95	3.31%
RE63	13												13	0.45%
SQ21	226												226	7.87%
SQ272	116												116	4.04%
SQ72	22												22	0.77%
SQ76	124												124	4.32%
WT20	8												8	0.28%
WT60	1												1	0.03%
WT63	1												1	0.03%
WT70	6												6	0.21%
WT71	4												4	0.14%
	2873												2873	

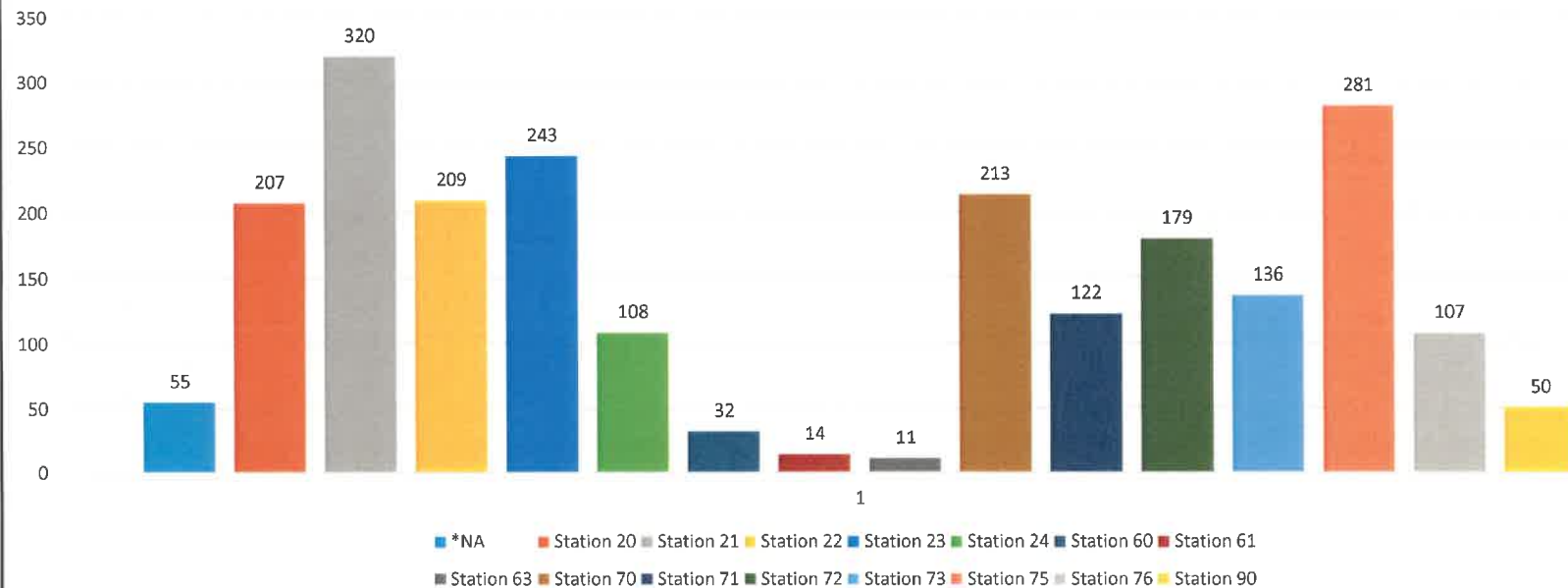
Apparatus Responses YTD



Responses by Station

Station	Jan.	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
*NA	55												55	2.40%
Station 20	207												207	9.05%
Station 21	320												320	13.99%
Station 22	209												209	9.14%
Station 23	243												243	10.63%
Station 24	108												108	4.72%
Station 60	32												32	1.40%
Station 61	14												14	0.61%
Station 63	11												11	0.48%
Station 70	213												213	9.31%
Station 71	122												122	5.33%
Station 72	179												179	7.83%
Station 73	136												136	5.95%
Station 75	281												281	12.29%
Station 76	107												107	4.68%
Station 90	50												50	2.19%
													2287	

Station Incidents





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

OLD BUSINESS

Agenda Item: II. A.
Subject: Assistance to Firefighter Grant- Grant EMW-2018-FO-03451
Meeting Date: February 11, 2020
Prepared By: Alan McLaughlin, Assistant Chief

BACKGROUND: The Greater Naples Fire Rescue District has been awarded a FEMA Firefighters Assistance Grant EMW-2018-FO-03451. Its purpose is to provide self-contained breathing apparatus equipment for fire rescue apparatus.

On October 9, 2018 the Board of Fire Commissioners authorized the District to move forward and apply for the Fire Fighters Assistance Grant.

On October 8, 2019 the Board of Fire Commissioners accepted the grant award of \$610,250.00 for the purpose of replacing aging and outdated SCBA. This grant will provide all front-line apparatus with new breathing apparatus and accessories.

In accordance with the District's Purchasing Policy, Formal Bids were publicly solicited from three (3) firms; Pro-am Safety, Municipal Equipment Services (MES), and Fisher Scientific. Two bids were received by the due date from Fisher Scientific Company LLC in the amount of \$598,202.19 and MES in the amount of \$617,446.50 Bids were opened by Assistant Chief Martin, Assistant Chief McLaughlin, and Technician Scott Johnson on Feb 7, 2020 @ 1430 hrs.

The current fiscal year 2019-2020 budget includes \$115,000.00 for anticipated match required funding. Federal Grant Project cost-share includes Federal funding of \$538,381.98 and District match-funding of \$59,820.21.

FUNDING SOURCE / FINANCIAL IMPACT: The funding source will be the General Fund.

RECOMMENDATION: Staff recommends accepting the Fisher Scientific bid for the purposes of securing new self-contained breathing apparatus.

POTENTIAL MOTION: Move to proceed with awarding Fisher Scientific LLC to provide new self-contained breathing apparatus in the amount of \$598,202.19.

A handwritten signature in blue ink, likely belonging to Alan McLaughlin, is located at the bottom left of the page.

Scott Johnson

From: Mail Delivery System <MAILER-DAEMON@s05-gw004.mycloudmailbox.com>
To: brett.ortengren@thermofisher.com; paul@pro-amsafety.com
Sent: Tuesday, January 7, 2020 4:38 PM
Subject: Relayed: Solicitation: 20-100R Self Contained Breathing Apparatus (SCBA) and systems accessories

Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:

brett.ortengren@thermofisher.com

paul@pro-amsafety.com

Subject: Solicitation: 20-100R Self Contained Breathing Apparatus (SCBA) and systems accessories



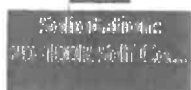
Scott Johnson

From: postmaster@mesfire.com
To: jharkness@mesfire.com
Sent: Tuesday, January 7, 2020 4:38 PM
Subject: Delivered: Solicitation: 20-100R Self Contained Breathing Apparatus (SCBA) and systems accessories

Your message has been delivered to the following recipients:

jharkness@mesfire.com

Subject: Solicitation: 20-100R Self Contained Breathing Apparatus (SCBA) and systems accessories



Scott Johnson

From: Harkness, John <jharkness@mesfire.com>
To: Scott Johnson
Sent: Wednesday, January 8, 2020 2:14 AM
Subject: Read: Solicitation: 20-100R Self Contained Breathing Apparatus (SCBA) and systems accessories

Your message

To:
Subject: Solicitation: 20-100R Self Contained Breathing Apparatus (SCBA) and systems accessories
Sent: Wednesday, January 8, 2020 2:13:54 AM (UTC-05:00) Eastern Time (US & Canada)

was read on Wednesday, January 8, 2020 2:13:51 AM (UTC-05:00) Eastern Time (US & Canada).

Scott Johnson

From: Ortengren, Brett <brett.ortengren@thermofisher.com>
To: Scott Johnson
Sent: Tuesday, January 7, 2020 4:44 PM
Subject: Read: Solicitation: 20-100R Self Contained Breathing Apparatus (SCBA) and systems accessories

Your message

To:
Subject: Solicitation: 20-100R Self Contained Breathing Apparatus (SCBA) and systems accessories
Sent: Tuesday, January 7, 2020 4:43:39 PM (UTC-05:00) Eastern Time (US & Canada)

was read on Tuesday, January 7, 2020 4:43:35 PM (UTC-05:00) Eastern Time (US & Canada).



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

NEW BUSINESS

Agenda Item: III. A.
Meeting Date: February 11, 2020
Prepared By: Rob Low, Assistant Chief
Subject: SHSGP Grant 2018- Marc Region 6

Background

In July of 2019, the Board of Fire Commissioners approved the acceptance of the 2018 grant cycle, Agreement #R0001, FEMA Award ID number EMW-2018-SS-00064 for the Florida Division of Emergency Management Region 6 Mutual Aid Radio Communications (MARC) Cache.

Annual funding is executed through the Homeland Security Grant Program (HSGP); the 2018 grant funding period is through August 31, 2020. The approved 2018 grant funding allocates \$71,500 for approved equipment expenditures.

Funding Source/Financial Impact

With 100% reimbursement under the 2018 grant Federal Award Identification Number EMW-2017-SS-00064 in the amount of \$71,500, this request is to fund the purchase of authorized equipment not to exceed the amount of \$71,500.

The attached quote demonstrates the initial request for ten radio units and accessories; however, confirmation from the grant administrator verifies additional approved equipment may be purchased up to the total grant amount of \$71,500. Maximizing expenditures will allow for the purchase of an additional APX 8000 radio with accessories, and extra batteries and chargers.

Pricing based on Broward County, FL Agreement R1422515R1/P1

Recommendation

Staff recommends the Board authorize the purchase of approved equipment for FY 2018 HSGP grant agreement R0001 in the amount of \$71,500.

Potential Motion

I, move to authorize the funding and purchase of approved equipment based on the previously executed FY 2018 HSGP grant agreement R0001.

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



Equipment Quotation

Quote Number: 15JAN20FY18

Date effective: 1/15/20

Date expires: 3/31/20

Customer: Greater Naples Fire Rescue District

Contract: Broward Co. Technology Contract

Sales Contact: Mike Harrington

Name: Captain Khri Klock

Phone: 239-574-8765

Email: kklock@gnfire.org

Email: wirelessmikeh@gmail.com

Quantity	Part Number	Description	Unit Price	Extended Price
10	H91TGD9PW7AN	APX 8000 ALL BAND PORTABLE MODEL 3.5	\$3,775.20	\$37,752.00
10	Q806CB	ADD: ASTRO DIGITAL CAI OPERATION	\$309.00	\$3,090.00
10	QA05100AA	ENH:STD WARRANTY APPLIES-NO SFS	\$0.00	\$0.00
10	Q629AH	ENH: AES ENCRYPTION	\$285.00	\$2,850.00
10	H38BS	ADD: SMARTZONE OPERATION	\$900.00	\$9,000.00
10	Q361AN	ADD: P25 9600 BAUD TRUNKING	\$180.00	\$1,800.00
10	QA00580AA	ADD: TDMA OPERATION	\$270.00	\$2,700.00
10	H869BW	ENH: MULTIKEY	\$198.00	\$1,980.00
10	Q53AF	ADD: FRONT PANEL PROGRAMMING & CLONING	\$90.00	\$900.00
APX 8000 Subtotal			\$6,007.20	\$60,072.00
10	PMLN7901	APX6000 UNIVERSAL CARRY HOLDER	\$21.17	\$211.70
1	NNTN8844A	CHARGER, MULTI-UNIT, IMPRES 2, 6-DISP, NA/LA-PLU	\$912.50	\$912.50
10	PMNN4439A	BATT CLAMPSHELL 3000T	\$54.00	\$540.00
10	PMNN4486A	BATT IMPRESS 2 LION R IP67 3400T	\$103.66	\$1,036.60
Accessories Subtotal				\$2,700.80
Total Equipment Quote				\$62,772.80

NOTES SECTION

- Note 1: This quotation is provided to you for information purposes only and is not intended to be an offer or a binding proposal. If you wish to purchase the quoted products, Motorola Solutions, Inc. ("Motorola") will be pleased to provide you with our standard terms and conditions of sale (which will include the capitalized provisions below), or alternatively, receive your purchase order which will be acknowledged.
- Note 2: Quotes are exclusive of all installation and programming charges (unless expressly stated) and all applicable taxes. All shipping costs are included.
- Note 3: Unless otherwise stated, payment will be due within thirty days after invoice. Invoicing will occur concurrently with shipping. MOTOROLA DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO THE ORDERED PRODUCTS, EXPRESS OR IMPLIED INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. MOTOROLA'S TOTAL LIABILITY ARISING FROM THE ORDERED PRODUCTS WILL BE LIMITED TO THE PURCHASE PRICE OF THE PRODUCTS WITH RESPECT TO WHICH LOSSES OR DAMAGES ARE CLAIMED. IN NO EVENT WILL MOTOROLA BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.
- Note 4: Pricing based on Broward County, FL Agreement R1422515R1/P1
- Note 5: Please provide Accounts Receivable Email Address on all P.O.s

Note 6: Each APX 8000 comes equipped with: QA00583 BLUETOOTH SOFTWARE, Q947BH ENHANCED DATA, QA00782 GPS ACTIVATION, KT000026A01 ALL BAND ANTENNA



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

NEW BUSINESS

Agenda Item: III. B.
Subject: Employee Handbook Update
Meeting Date: February 11, 2020
Prepared By: Wayne J. Martin, Assistant Chief

BACKGROUND:

As part of Staff's annual review of the Administrative Employee Handbook a number of proposed modifications are reflective of current and recommend changes to District operations.

- Battalion Chief reclassification - All reference to administrative, financial and operational responsibilities of the position of Battalion Chief have been removed.
- Clothing stipend for administrative employees has been removed. Previously, some civilian employees were issued pants while others received a stipend, dependent on assignment. All civilian employees will now be provided uniform pants in lieu of a monetary stipend.
- Employees requiring telecommunications for the purpose of District business will no longer receive a stipend. Such employees shall be issued a cell phone limited to District business. The District will utilize State contract pricing through Verizon for phones and services. These changes will enhance service coverage for persons not currently receiving public safety prioritization and better meet public record requirements for cell, text, and picture files.

FUNDING SOURCE / FINANCIAL IMPACT:

Civilian Uniforms	Increase of approximately \$500.00 to current budget.
Cell Phones	Decrease of approximately \$13,000.00 to current budget.

RECOMMENDATION:

Staff recommends approval of the Employee Handbook dated February 11, 2020.

POTENTIAL MOTION:

I, move to adopt the revised Employee Handbook dated February 11, 2020.

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

*Employee Handbook for the
Administrative Employees of the*

Greater Naples Fire Rescue District



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

Draft ~~March 2019~~ February 2020



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

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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 Recourse 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 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
President's Day
Columbus Day
Memorial Day
Independence Day (Fourth of July)
Labor Day
Veteran's Day

Friday after Thanksgiving
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. 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 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 Chief 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. FMLA Leave is considered non-productive unpaid leave.

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.

The District and the affected employee 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 [SOG policy](#) for Uniform specifications.

~~Non-Uniformed 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 hourly employee's possession while on duty 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 for 10 hour a day employees and one hour for eight hour a day and employees 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 routinely 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.

Employees on a compressed work schedule will revert to working a five / eight hour schedule during recognized District Holiday weeks in accordance with the District SOG.

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 communication stipend in the amount of \$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 \$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.~~

~~c~~

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: Fire & Life Safety Periodic Inspections Program Staffing

Meeting Date: February 11, 2020

Prepared By: Shawn M. Hanson, Assistant Chief

Background

The Greater Naples Fire Rescue District (District) Fire & Life Safety Section is seeking additional staffing to support a proactive periodic (annual or triennial) inspections program of the District's approximately 8,550 commercial properties, including multi-family residential buildings.

Current FLS staffing perform an average of 580 new construction inspections per month, which is 63% of the total monthly inspection output. Current mandatory inspections on existing commercial buildings of 61 per month equates to an average of 6.5% of the total monthly inspections and accounts for 8.4% of commercial properties annually, however, this does not include routine annual inspections, which are virtually nonexistent.

With the current staffing levels and rate of existing building inspections, it would take more than 12 years to inspect every commercial property in the District. The goal of the District is to provide a fire & life safety inspection on each commercial property not more than every three (3) years, and ideally annually.

Funding Source/Financial Impact

The funding source will be the General Fund, supplemented by inspection revenue.

The loaded cost of a civilian inspector is \$85,000.

Examples of inspection numbers and potential inspections revenue:

Annual Inspection Numbers Scenario:

8,550 commercial properties divided by 45 weeks = 190 inspections per week
190 inspections divided by 25 inspections per week per inspector = 8 inspectors
(rounded up) needed to conduct inspections annually on 8,550 commercial properties.

Annual Inspection Revenue Examples:

Current Fee Schedule

8,550 x \$100 average per inspection = \$855,000 divided by \$85,000 = 10 inspectors

Example Reduced Fee Schedule for First Visit

8,550 x \$25 per initial inspection = \$213,750 divided by \$85,000 = 2.5 inspectors



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

NEW BUSINESS

Agenda Item: III. C.

Subject: Fire & Life Safety Periodic Inspections Program Staffing

Meeting Date: February 11, 2020

Prepared By: Shawn M. Hanson, Assistant Chief

Example No Charge Fee Schedule for First Visit

$8,550 \text{ divided by } 50\% \text{ compliance} = 4,275 \times \$100 = \$427,500 \text{ divided by } \$85,000 = 5$
inspectors

(If there are violations, this projects an average of 50% of buildings needing at least one (1) reinspection at an average of \$100)

3 Year Periodic Inspection Numbers Scenario:

$8,550 \text{ commercial properties divided by three (3) years} = 2,850$. 2,850 commercial properties divided by 45 weeks = 63 inspections per week

63 inspections divided by 25 inspections per week per inspector = 3 inspectors (rounded up) needed to conduct inspections annually on 2,850 commercial properties, resulting in a periodic fire & life safety inspection on all of the District's 8,550 existing commercial properties every 3 years or less.

3 Year Periodic Inspection Revenue Examples

Current Fee Schedule

$2,850 \times \$100 \text{ average per inspection} = \$285,000$

Example Reduced Fee Schedule for First Visit

$2,850 \times \$25 \text{ per initial inspection} = \$71,250 \text{ divided by } \$85,000 = .8 \text{ inspectors}$

Example No Charge Fee Schedule for First Visit

$2,850 \text{ divided by } 50\% \text{ compliance} = 1,425 \times \$100 = \$142,500 \text{ divided by } \$85,000 = 1.6 \text{ inspectors}$

(If there are violations, this projects an average of 50% of buildings needing at least one (1) reinspection at an average of \$100)

Recommendation

It is staff's recommendation we achieve a performance measure of conducting 33% of periodic inspections annually for the first three (3) years and move forward with hiring no more than three (3) quality civilian fire & life safety inspectors dedicated to performing periodic inspections and to evaluate the current Fire & Life Safety Fees Schedule and to present updated fees at the next BOFC meeting that provide fees that aid in the success of the Periodic Inspection Program.



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

NEW BUSINESS

Agenda Item: III. C.

Subject: Fire & Life Safety Periodic Inspections Program Staffing

Meeting Date: February 11, 2020

Prepared By: Shawn M. Hanson, Assistant Chief

Potential Motion

I, move to proceed with directing staff to hire no more than three (3) civilian inspectors for the purposes of performing a progressive Periodic Inspections Program and to evaluate the current Fire & Life Safety Fees Schedule and present updated fees at the next BOFC meeting that provide fees that aid in the success of the Periodic Inspection Program.



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

NEW BUSINESS

Agenda Item: III. D.
Meeting Date: February 11, 2020
Prepared By: Tara Bishop, Director
Subject: Chapter 175 Pension Plan – Death and Disability Amendment

Background

Greater Naples Fire Rescue District maintains for the benefit of firefighters employed by the District a local law pension plan pursuant to Chapter 175, Florida Statutes, known as the Greater Naples Fire Rescue District Firefighters' Pension Plan (the "Plan"). As a result of the 2019 Florida Legislature enacted Chapter 2019-21, Laws of Florida, which mandates certain amendments to the Firefighters' Pension Plan. An amendment to the Plan is necessary to permit such new obligations and conditions.

Funding Source/Financial Impact

See Attached Actuarial Impact Statement.

Recommendation

Staff recommends the Board authorize execution of Resolution 2020-03 Amending Pre-Retirement Death Benefits; Amending Section 9, Disability, Providing Compliance with Chapter 2019-21, Laws of Florida.

Potential Motion

I move to authorize execution of Resolution 2020-03 Amending Pre-Retirement Death Benefits; Amending Section 9, Disability, Providing Compliance with Chapter 2019-21, Laws of Florida.

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

RESOLUTION 2020-03

**GREATER NAPLES FIRE RESCUE DISTRICT
RESOLUTION AMENDING SECTION 8,
PRE-RETIREMENT DEATH BENEFITS; AMENDING
SECTION 9, DISABILITY, PROVIDING COMPLIANCE
WITH CHAPTER 2019-21, LAWS OF FLORIDA TO THE
GREATER NAPLES FIRE RESCUE DISTRICT
FIREFIGHTERS' PENSION PLAN; PROVIDING FOR
REPEAL OF CONFLICTING RESOLUTIONS; PROVIDING
FOR SEVERABILITY; AND PROVIDING FOR AN
EFFECTIVE DATE.**

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

WHEREAS, the 2019 Florida Legislature enacted Chapter 2019-21, Laws of Florida, which mandates certain amendments to the Firefighters' Pension Plan; and

WHEREAS, an amendment to the Plan is necessary to permit such new obligations and conditions; and

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

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

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

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

Section 1. Resolution 96-03, as amended and restated, is hereby amended by adding a subparagraph c., *Cancer Presumption*, to Section 8, Pre-retirement Death Benefit, as follows:

Section 8. Pre-retirement Death Benefits

*** **

c. *Cancer Presumption. As provided and subject to the limitations in section 112.1816, Florida Statutes, effective July 1, 2019, a firefighter (as defined in section 112.1816(1), Florida Statutes) Member is considered to have died in the line of duty if he or she dies as a result of cancer (as defined in section 112.1816(1), Florida Statutes) or circumstances that arise out of the treatment of cancer (as defined in section 112.1816(1), Florida Statutes).*

Section 2. Resolution 96-03, as amended and restated, is hereby amended by inserting the underlined language to subparagraph b. of Section 9, Disability, as follows:

Section 9. Disability

* * * * *

b. Any condition or impairment of health of a firefighter caused by hypertension or heart disease shall be presumed to have been suffered in line of duty unless the contrary is shown by competent evidence, provided that such firefighter shall have successfully passed a physical examination upon entering into such service, including cardiogram, which examination failed to reveal any evidence of such condition; and provided further, that

such presumption shall not apply to benefits payable or granted in a policy of life insurance or disability insurance. A condition or impairment of health caused by hepatitis, meningococcal meningitis, or tuberculosis, that requires medical treatment and results in disability or death shall be presumed to have occurred in the line of duty, unless the contrary be shown by competent evidence, in accordance with Section 112.181, Florida Statutes, as amended from time to time. As provided and subject to the limitations in section 112.1816, Florida Statutes, effective July 1, 2019, a firefighter (as defined in section 112.1816(1), Florida Statutes) Member shall be considered to be totally and permanently disabled in the line of duty if he or she meets the Plan's definition of Totally and Permanently Disabled due to a diagnosis of cancer (as defined in section 112.1816(1), Florida Statutes) or circumstances that arise out of the treatment of cancer (as defined in section 112.1816(1), Florida Statutes).

* * * * *

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

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

Section 5. This Resolution shall be effective upon passage; however, the provisions of this Resolution that are specified to take effect as of a date certain shall take effect as of the date specified herein.

ADOPTED by the Greater Naples Fire Rescue District Board of Commissioners this ___ day of _____, 2020. 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 Jeff Page

Commissioner Tom Henning

Commissioner Kevin Gerrity

Commissioner David Stedman

Commissioner Charles Cottiers

Prepared by Ken Harrison, Esq., Sugarman & Susskind,
8-9-2019 Q. Meeting, Draft Version #2

GREATER NAPLES FIRE RESCUE DISTRICT
FIREFIGHTERS' PENSION PLAN

ACTUARIAL IMPACT STATEMENT

November 25, 2019
(Page 1)

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

Chapter 2019-21, Laws of Florida was signed into effect granting certain disability and death benefits to firefighters participating in an employer-sponsored retirement plan. Effective July 1, 2019, "the retirement plan must consider the firefighter totally and permanently disabled in the line of duty if he or she meets the retirement plan's definition of totally and permanently disabled due to the diagnosis of cancer or circumstances that arise out of the treatment of cancer." For this purpose, "cancer" is as defined in Section 112.1816(1), Florida Statutes. Similarly, a death is assumed to be in-line of duty if the defined cancer is the cause.

To value for this change, we are increasing the in-line-of duty assumption from 75% of deaths and disablements to 90% of deaths and disablements for Firefighters. Please note since the Plan does not provide for enhanced in-line of duty death benefits there is no cost associated with the death benefit.

Please note that the benefit changes provided in this resolution only relate to the death and disability benefits for the Pension Fund and do not provide for other additional benefits that are provided for in Florida Statutes Section 112.1816.

The cost impact, determined as of October 1, 2018 (as applicable for the fiscal year beginning October 1, 2019), are shown below.

	<u>Proposed</u>	<u>Current</u>
Total Required Contribution		
% of Total Annual Payroll	14.08%	14.10%
Member Contributions		
% of Total Annual Payroll	3.00%	3.00%
Required District & State Cont.		
% of Total Annual Payroll	11.08%	11.10%
Normal Cost Minimum Funding		
% of Total Annual Payroll	32.41%	32.24%
State Contributions (est)	679,099	679,099
% of Total Annual Payroll	16.49%	16.49%
Balance from District		
% of Total Annual Payroll	15.92%	15.75%

GREATER NAPLES FIRE RESCUE DISTRICT
FIREFIGHTERS' PENSION PLAN

ACTUARIAL IMPACT STATEMENT

November 25, 2019
(Page 2)

The changes presented herein are in compliance with Part VII, Chapter 112, Florida Statutes and Section 14, Article X of the State Constitution. The undersigned is familiar with the immediate and long-term aspects of pension valuations, and meets the Qualification Standards of the American Academy of Actuaries necessary to render the actuarial opinions contained herein. All of the sections of this report and the October 1, 2018 valuation report are considered an integral part of the actuarial opinions.



Sara E. Carlson, ASA, EA, MAAA
Enrolled Actuary #17-8546

STATEMENT OF PLAN ADMINISTRATOR

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

Chairman, Board of Trustees

COMPARATIVE SUMMARY OF PRINCIPAL VALUATION RESULTS

	New Benefits <u>10/1/2018</u>	Old Benefits <u>10/1/2018</u>
A. Participant Data		
Actives	42	42
Service Retirees	1	1
Beneficiaries	0	0
Disability Retirees	2	2
Terminated Vested	<u>8</u>	<u>8</u>
Total	53	53
Total Annual Payroll	\$4,118,642	\$4,118,642
Payroll Under Assumed Ret. Age	4,118,642	4,118,642
Annual Rate of Payments to:		
Service Retirees	54,411	54,411
Beneficiaries	0	0
Disability Retirees	55,040	55,040
Terminated Vested	172,458	172,458
B. Assets		
Actuarial Value (AVA) ¹	29,996,511	29,996,511
Market Value (MVA) ¹	29,996,511	29,996,511
C. Liabilities		
Present Value of Benefits		
Actives		
Retirement Benefits	31,867,891	31,867,891
Disability Benefits	1,562,940	1,558,914
Death Benefits	176,527	176,527
Vested Benefits	18,678	18,678
Refund of Contributions	357	357
Service Retirees	702,880	702,880
Beneficiaries	0	0
Disability Retirees	731,573	731,573
Terminated Vested	1,320,985	1,320,985
Share Plan Balances ¹	<u>1,093,247</u>	<u>1,093,247</u>
Total	37,475,078	37,471,052

C. Liabilities - (Continued)	New Benefits <u>10/1/2018</u>	Old Benefits <u>10/1/2018</u>
Present Value of Future Salaries	32,982,258	32,982,258
Present Value of Future Member Contributions	989,468	989,468
Normal Cost (Retirement)	1,268,616	1,268,616
Normal Cost (Disability)	122,558	116,017
Normal Cost (Death)	9,741	9,741
Normal Cost (Vesting)	2,741	2,741
Normal Cost (Refunds)	<u>204</u>	<u>204</u>
Total Normal Cost	1,403,860	1,397,319
Present Value of Future Normal Costs	11,134,052	11,097,392
Accrued Liability (Retirement)	21,685,765	21,685,765
Accrued Liability (Disability)	689,460	722,094
Accrued Liability (Death)	104,575	104,575
Accrued Liability (Vesting)	12,388	12,388
Accrued Liability (Refunds)	153	153
Accrued Liability (Inactives)	2,755,438	2,755,438
Share Plan Balances ¹	<u>1,093,247</u>	<u>1,093,247</u>
Total Actuarial Accrued Liability (EAN AL)	26,341,026	26,373,660
Unfunded Actuarial Accrued Liability (UAAL)	(3,655,485)	(3,622,851)
Funded Ratio (AVA / EAN AL)	113.9%	113.7%

D. Actuarial Present Value of Accrued Benefits	New Benefits <u>10/1/2018</u>	Old Benefits <u>10/1/2018</u>
Vested Accrued Benefits		
Inactives + Share Plan Balances ¹	3,848,685	3,848,685
Actives	11,739,954	11,728,307
Member Contributions	<u>803,600</u>	<u>803,600</u>
Total	16,392,239	16,380,592
Non-vested Accrued Benefits	<u>1,864,323</u>	<u>1,865,228</u>
Total Present Value		
Accrued Benefits (PVAB)	18,256,562	18,245,820
Funded Ratio (MVA / PVAB)	164.3%	164.4%
Increase (Decrease) in Present Value of Accrued Benefits Attributable to:		
Plan Amendments	10,742	
Assumption Changes	0	
New Accrued Benefits	0	
Benefits Paid	0	
Interest	0	
Other	<u>0</u>	
Total	10,742	

Valuation Date	New Benefits	Old Benefits
Applicable to Fiscal Year Ending	10/1/2018 <u>9/30/2020</u>	10/1/2018 <u>9/30/2020</u>
E. Pension Cost		
Normal Cost (with interest)		
% of Total Annual Payroll ²	35.41	35.24
Administrative Expenses (with interest)		
% of Total Annual Payroll ²	4.57	4.57
Payment Required to Amortize Unfunded Actuarial Accrued Liability over 24 years (as of 10/1/2018, with interest)		
% of Total Annual Payroll ²	(25.90)	(25.71)
Total Required Contribution		
% of Total Annual Payroll ²	14.08	14.10
Expected Member Contributions		
% of Total Annual Payroll ²	3.00	3.00
Expected District and State Contribution		
% of Total Annual Payroll ²	11.08	11.10

¹ The asset values and liabilities include accumulated Share Plan Balances as of 9/30/2018.

² Contributions developed as of 10/1/2018 are expressed as a percentage of total annual payroll at 10/1/2018 of \$4,118,642.

ACTUARIAL ASSUMPTIONS AND METHODS

Mortality Rate

Healthy Active Lives:

Female: RP2000 Generational, 100% Combined Healthy White Collar, Scale BB

Male: RP2000 Generational, 10% Combined Healthy White Collar / 90% Combined Healthy Blue Collar, Scale BB

Healthy Inactive Lives:

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

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

Disabled Lives:

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

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

The above assumption rates were mandated by Chapter 2015-157, Laws of Florida. This law mandates the use of the assumptions used in either of the two most recent valuations of the Florida Retirement System (FRS). The above rates are those outlined in Milliman's July 1, 2018 FRS valuation report for special risk employees. We feel this assumption sufficiently accommodates future mortality improvements.

Interest Rate

7.75% per year compounded annually, net of investment related expenses. This is supported by the target asset allocation of the trust and the expected long-term return by asset class.

Salary Increases

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

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

Payroll Growth

0.00% for purposes of amortizing the Unfunded Actuarial Accrued Liability. This assumption cannot exceed the ten-year average payroll growth, in compliance with Part VII of Chapter 112, Florida Statutes.

Administrative Expenses

\$181,342 annually, based on actual expenses incurred in the prior fiscal year.

Normal Retirement Age

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

The above rates are considered reasonable based on Plan provisions.

Early Retirement Age

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

The above rates are considered reasonable based on Plan provisions.

Termination Rates

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

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

Disability Rates

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

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

Post Retirement COLA

3.00% per year for all categories of retirement.

Funding Method

Individual Entry Age Normal Actuarial Cost Method
(level percent of pay).

Actuarial Asset Method

Fair Market Value, net of investment-related expenses.

SUMMARY OF CURRENT PLAN

<u>Eligibility</u>	Full-time employees hired after December 31, 1995 by the East Naples Fire Control and Rescue District who are classified as certified Firefighters participate in the Plan as a condition of employment.
<u>Credited Service</u>	Total years and fractional parts of years of service with the District as a Firefighter.
<u>Compensation</u>	Monthly compensation, including up to 300 hours of overtime annually, but excluding lump sum payments of unused leave.
<u>Average Final Compensation</u>	Average Compensation for the best five (5) years of Credited Service.
<u>Member Contributions</u>	3.0% of Compensation.
<u>District and State Contributions</u>	Remaining amount required in order to pay current costs and amortize unfunded past service cost, if any, over 30 years.
<u>Normal Retirement</u>	
Date	Earlier of 1) age 55 and the completion of 6 years of Credited Service, or 2) the completion of 25 years of credited service, regardless of age.
Benefit Amount	3.00% of Average Final Compensation (AFC) <u>times</u> Credited Service, limited to 100% of AFC. In addition, a monthly supplemental benefit of \$5 times Credited Service is payable, with a minimum of \$50 per month and a maximum of \$150 per month.
Form of Benefit	Ten Year Certain and Life Annuity (options available).
<u>Early Retirement</u>	
Date	Age 50 and the completion of 6 years of Credited Service.
Benefit Amount	Accrued benefit, reduced 3% per year retirement precedes the earlier of age 55 and 6 years of service or the date when 25 years of service would have been completed.

Vesting

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

Disability

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

Death Benefits

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

Cost of Living Adjustment

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

Chapter 175 Share Accounts

Allocation

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

Notwithstanding the above, per a Memorandum of Understanding between the Membership and the District effective June 28, 2018, State Monies in excess of \$679,098.83 will be used to the fund the Share Plan.

Investment Earnings

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

Vesting Schedule

Same as for other benefits.

Distribution

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

Board of Trustees

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