

RESOLUTION 2023-005

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF THE IMMOKALEE FIRE CONTROL DISTRICT ADOPTING DISTRICT POLICIES 328, 904, 906, 1100, 1103, 1104 AND 1105, AND AMENDING POLICY 303

The undersigned, being all of the Fire Commissioners of the Board of Fire Commissioners of the Immokalee Fire Control District, a governmental entity, by this instrument at a meeting of the Board of Fire Commissioners, hereby consent to the following resolutions:

1. **WHEREAS**, the Board of Fire Commissioners of the Immokalee Fire Control District desires to adopt District Policies Section 328 – National Fire Incident Reporting, Section 904 – High-Visibility Safety Vests, Section 1100 – Facility Security, Section 1103 – District Owned Fuel Storage Tanks, Section 1104 – Flag Display, and Section 1106 – Fire Station Living, attached hereto as Attachments 1 through 6; and
2. **WHEREAS**, the Board of Fire Commissioners of the Immokalee Fire Control District desires to amend District Policy Section 303 – Holidays, attached hereto as Attachment 7;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF THE IMMOKALEE FIRE CONTROL DISTRICT that District Policies Section 328 – National Fire Incident Reporting, Section 904 – High-Visibility Safety Vests, Section 1100 – Facility Security, Section 1103 – District Owned Fuel Storage Tanks, Section 1104 – Flag Display, Section 1106 – Fire Station Living, and Section 303 – Holidays, attached hereto as Attachments 1 through 7, are hereby adopted.

This resolution shall take effect immediately upon its adoption.

The foregoing resolution was offered by Commissioner Halman who moved for its adoption. The motion was seconded by Commissioner Keen, and the Vote was as follows:

Commissioner Patricia Anne Goodnight	<u>Ray</u>
Commissioner Joseph Brister	<u>JB</u>
Commissioner Donald Gunthner	<u>DL</u>
Commissioner Bonnie Keen	<u>BK</u>
Commissioner Robert Halman	<u>RH</u>

Duly passed and adopted on this 18th day of May, 2023.

Board of Commissioners of the Immokalee Fire Control District

By: Patricia Anne Goodnight
Patricia Anne Goodnight, Chair

ATTACHMENT 8

RESOLUTION 2023-005

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Commissioner Patricia Anne Goodnight	_____
Commissioner Joseph Brister	_____
Commissioner Donald Gunthner	_____
Commissioner Bonnie Keen	_____
Commissioner Robert Halman	_____

Duly passed and adopted on this 18th day of May, 2023.

Board of Commissioners of the Immokalee Fire Control District

By: _____
Patricia Anne Goodnight, Chair

National Fire Incident Reporting System (NFIRS)

328.1 PURPOSE AND SCOPE

The Federal Fire Prevention and Control Act of 1974 authorizes the National Fire Data Center in the U.S. Fire Administration (USFA) to gather and analyze information on the magnitude of the nation's fire problem, as well as its detailed characteristics and trends. To do so, the National Fire Data Center has established the National Fire Incident Reporting System (NFIRS).

Similarly, Florida has established the Fire and Emergency Incident Information Reporting Program utilizing the Florida Fire Incident Reporting System (FFIRS) to facilitate information exchange with NFIRS (§ 633.136, Fla. Stat.).

FFIRS is a means for Florida fire departments to report and maintain computerized records of fires and other fire department incidents in a uniform manner.

The purpose of this policy is to provide guidance regarding NFIRS and FFIRS reporting to ensure district response information is properly reported.

328.2 POLICY

The Immokalee Fire Control District is committed to improving fire reporting and analysis capability locally, statewide and nationally. Therefore, it is the policy of the Immokalee Fire Control District to participate in NFIRS by submission of reports to FFIRS.

328.3 RESPONSIBILITIES

The Deputy Chief should designate an FFIRS coordinator, who should develop and maintain familiarity with NFIRS and FFIRS resources and reporting requirements and ensure district information is compliant with the NFIRS and FFIRS reporting formats and that the information is forwarded to the FFIRS in a timely manner.

The USFA has developed a standard NFIRS package that includes incident and casualty forms, a coding structure for data processing, manuals, computer software and procedures, documentation and a National Fire Academy training course for utilizing the system.

High-Visibility Safety Vests

904.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the guidelines to protect members who may be exposed to hazards presented by passing traffic, construction vehicles and disaster recovery equipment and to comply with applicable safety regulations including requirements contained in the federal Manual on Uniform Traffic Control Devices for Streets and Highways pursuant to 23 CFR 655.601.

904.2 POLICY

It is the policy of the Immokalee Fire Control District that all members shall wear class II high-visibility safety vests in addition to required personal protective equipment (PPE) whenever the emergency scene is located on or near a roadway where members are subject to the hazards of moving traffic, construction vehicles or disaster recovery equipment. Members who are working on roadways and are not directly exposed to fire, flame, excessive heat or hazardous materials are expected to wear a high-visibility vest. This includes pump operators, support personnel and command officers. When it is anticipated that the emergency scene will be located on a roadway, high-visibility safety vests should be donned along with other appropriate PPE at the time of dispatch.

High-visibility vests should also be worn any time a member or a supervisor believes increased visibility would improve safety or efficiency.

904.3 PROCEDURE

Although the high-visibility safety vests that are currently available are fire resistant, they do not meet the same fire resistant standards set by the National Fire Protection Association (NFPA). Therefore, members who are directly engaged in fire suppression activities on or near roadways should not wear the vest over their PPE. Once the situation is under control, personnel can then don a vest for the remainder of the incident.

Should the need arise, other district personnel on-scene could easily remove (tear-away) the vest in reaction to unusual circumstances or to render assistance with direct firefighting.

904.3.1 ASSIGNMENT OF HIGH-VISIBILITY SAFETY VESTS

High-visibility vests shall be assigned to members or apparatus as follows:

- (a) Vests will be assigned to each emergency response apparatus for each member.
- (b) ~~Vests will be assigned to each ambulance unit for each member (one additional for a paramedic trainee).~~
- (c) Two vests will be assigned to each Battalion Chief.
- (d) One vest each will be assigned to the Fire Chief, Deputy Chief Assistant Chiefs, Division Chiefs, safety officers, investigators and the Public Information Spokesperson.

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- (e) One vest will be assigned to each support vehicle used by district members who may be required to work on or near roadways.

904.3.2 STORAGE AND CARE

High-visibility safety vests are part of the standard issue PPE and should be stowed so they are readily available for immediate use. Should cleaning be necessary for routine soiling, follow the manufacturer's care instructions or the guidelines in the Personal Protective Equipment Policy.

Facility Security

1100.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the physical security of fire stations and other district facilities. The safety and security of district members is the primary purpose of this policy. District members should be mindful of their responsibility to protect themselves from any potential physical threats and to protect the security of district facilities.

1100.2 POLICY

It is the policy of the Immokalee Fire Control District to provide physical security measures for all facilities under district control.

1100.3 GUIDELINES

Members are responsible for ensuring that all district facilities remain secured from unauthorized access at all times.

District members should apply the following guidelines whenever practicable.

1100.3.1 ADMINISTRATION, FIRE PREVENTION AND OTHER PUBLIC ACCESS AREAS

Public access facilities should only be accessible to the public during published business hours and only when sufficient staffing is available to monitor the movement of visitors and restrict access to areas containing confidential or sensitive materials or information. Any facility allowing access to the public should have a designated reception area and some method of limiting public access to controlled areas.

A visitor control process should be implemented at each facility that allows public access. The control process should include a visitor's log. Each visitor should record his/her name and purpose of the visit. Completed visitor logs should be retained for the period prescribed in the district's records retention schedule. All visitors entering controlled areas of any facility that allows public access should be issued a visitor's badge. The badge should be prominently displayed on the outermost layer of the visitor's clothing throughout the visitor's stay in the facility. Visitors should be accompanied at all times while inside the controlled areas of the facility and monitored throughout the visit.

Members of the public should be prohibited from using photographic, electronic imaging or recording equipment while inside the controlled areas of the facility, unless such use is necessary for the business purpose of the visit and then only with the approval of the facility's manager or a chief officer.

No public access to the facility should be permitted outside of the published business hours. The facility should be secured against unauthorized entry when closed or when sufficient district personnel are not available to monitor visitor access.

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1100.3.2 FIRE STATIONS

Fire stations are considered secure facilities with limited public access. Public access to a fire station shall only be permitted into the designated public access area, which should be kept free of confidential records, reports or other protected materials.

A member of the District should accompany any visitor entering the controlled areas of the fire station. All visitors should be monitored throughout their stay in the fire station. The public should not be allowed access to the member sleeping quarters of the station or to any area where members have private lockers or storage for personal belongings. Visitors should not be allowed to take photographs, electronic images or other recordings while inside a fire station, unless it is essential to the purpose of the visit.

All fire station exterior doors should be equipped with self-closing and self-locking doors. All exterior doors should be kept closed and locked at all times, including apparatus bay doors, unless a member is present to prevent unauthorized access. All points of access to the fire station should be closed and locked any time no members are present. All exterior storage rooms, lockers or other facilities should remain locked at all times unless directly observed by a member. Secure parking areas (fenced/gated) should be kept secured at all times unless directly observed by a member.

1100.3.3 BREACH OF SECURITY

All members are responsible for assisting in maintaining the security of district facilities.

Any breach in security should be reported as soon as practicable, through the chain of command, to the chief officer or division manager responsible for the facility.

Any criminal activity that occurs and that poses a threat to district members should immediately be reported to local law enforcement. If warranted by conditions or circumstances, all on-duty members should be notified of the incident and any recommended precautions as soon as practicable. Other members of the District should be notified of the incident as soon as practicable, given the totality of the circumstances.

1100.3.4 SUSPICIOUS ACTIVITY

District members should be vigilant about any suspicious activity occurring in or around district facilities and should report any such activity, through the chain of command, to the chief officer or division manager responsible for the facility. In some circumstances it may be necessary to immediately contact law enforcement to investigate a suspicious activity or circumstance. Suspicious activity may include, but is not limited to:

- Anyone loitering in the vicinity of the facility for an extended period of time.
- Unknown individuals photographing or taking images of the facility, of members of the District assigned to the facility or of district vehicles or apparatus.
- Unknown individuals who appear to be monitoring the activities taking place at the facility.

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- Anyone attempting to gain access or requesting access to district facilities without proper authorization.
- Any abandoned packages or other items left on district grounds or adjacent to district facilities.
- Any unknown or abandoned vehicles left on district grounds or adjacent to the district facility.

District-Owned Fuel Storage Tanks

1103.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all above-ground (ASTs) and underground fuel storage tanks (USTs) located on Immokalee Fire Control District property are maintained and operated in a manner consistent with the safety of district members and the environment and in compliance with all applicable regulations and laws (40 CFR 112.1 et seq.; Rule 62-761.210, F.A.C.).

1103.2 POLICY

It is the policy of the Immokalee Fire Control District to adhere to local, state and federal regulations established to enhance safety and minimize the adverse impacts to the environment from district-owned fuel tank operations (Rule 62-761.210, F.A.C.).

1103.3 DESIGNATED OPERATOR

The Fire Chief shall appoint a designated operator who will be responsible for:

- (a) Maintaining any required certifications.
- (b) Conducting monthly visual inspections of UST facilities as a recognized best practice.
- (c) Ensuring daily inspections of fueling areas, ASTs and USTs.
- (d) Providing basic annual training in the operation and maintenance of USTs to personnel who operate or maintain the UST system.
- (e) Ensuring records of annual training are maintained by the District.
- (f) Receiving reports of spills and notifying appropriate authorities.
- (g) Maintaining records of inspections, repairs and fuel deliveries.
- (h) Preparing and maintaining Spill Prevention Control and Countermeasure Plans if required (40 CFR 112.1 et seq.).
- (i) Preparing and maintaining monitoring plans and response plans for USTs.
- (j) Submitting any required documentation to regulatory agencies.

1103.4 INSPECTION

Fueling areas and ASTs shall be inspected daily. Visual inspections shall be conducted of the tank and containment area to check for pooling of liquids or other signs of leaks and cracks or damage to concrete. Any damage or visible liquid in the containment area shall be reported immediately to the designated operator.

Fuel dispensing areas shall be inspected to ensure that dispensing apparatus is properly maintained and the area is free of litter and debris. The inspection shall confirm that absorbent or other appropriate cleanup materials are available in the fueling area as well as one or more portable fire extinguishers.

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District-Owned Fuel Storage Tanks

In fueling areas where USTs are present, the UST monitoring panel shall be inspected. Any alarms or warnings on the panel shall be reported immediately to the designated operator.

All inspections shall be documented and any problems noted.

1103.5 SPILL CLEANUP

Any spill of fuel or other vehicle fluids in the fueling areas shall be absorbed, picked up and properly containerized to prevent the risk of fire or release to the environment. If a spill cannot be absorbed using the materials available on-site or if the spill has migrated off district property, the designated operator shall be notified immediately.

1103.6 RECORD-KEEPING

- (a) District sites with USTs shall maintain the following records:
 - 1. Copies of any operating permits and Certified Unified Program Agency (CUPA) required forms, such as the Facility Information Form and Tank Information Form
 - 2. Copies of any monitoring plan and response plan for the facility USTs
 - 3. Evidence of financial responsibility if required under 40 CFR 280, Subpart H
 - 4. Copies of all monitoring system certificates, spill bucket tests, secondary containment tests and any other tests performed on the UST system
 - 5. Identification of the designated operator for the facility
- (b) District sites where the cumulative capacity of the ASTs exceeds 1,320 gallons shall maintain a copy of the Spill Prevention Control and Countermeasure Plan for the facility.

Flag Display

1104.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Immokalee Fire Control District regarding the proper display of the flags of both the United States and the State of Florida and also the POW-MIA flag and the Firefighter Memorial Flag.

1104.2 POLICY

It is the policy of the Immokalee Fire Control District to display flags at district facilities in compliance with Florida and federal laws.

1104.3 DISPLAYING THE FLAG OF THE UNITED STATES

Federal law providing for the use and the display of the U.S. flag is contained in Title 4 Chapter 1 of the United States Code, commonly referred to as the "Flag Code." Members of this district will display the flag of the United States in accordance with the provisions of 4 USC § 1 through 4 USC § 10.

1104.3.1 DISPLAY OF THE U.S. FLAG IN DAILY OPERATIONS

District members should consult the Flag Code for guidance whenever the flag of the United States is to be displayed in any manner. This is to ensure that the display is presented in accordance with the Flag Code and as follows:

- (a) The United States flag should be conspicuously posted on all district facilities during hours of operation.
- (b) It is the universal custom to display the flag only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness (4 USC § 6).
- (c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed (4 USC § 6).
- (d) The U.S. flag may only be flown at half-staff by Presidential or Gubernatorial decree, and on Memorial Day until noon (4 USC § 7).

Whenever the U.S. flag is displayed in conjunction with other flags or symbols it should occupy the "Place of Honor" (4 USC § 7).

1104.4 DISPLAY OF THE FLORIDA STATE FLAG

Members of the Immokalee Fire Control District will display the Florida State flag prominently and in the proper position of honor in accordance with the United States Flag Code as prescribed by rules of the governor (§ 256.015, Fla. Stat.).

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Flag Display

1104.4.1 DISPLAY OF THE FLORIDA STATE FLAG IN DAILY OPERATIONS

District members should consult the protocols established by the governor of Florida for guidance whenever the flag is to be displayed in any manner to ensure that the display is presented appropriately. Displays of the flag should be consistent with the following protocol (§ 256.015, Fla. Stat.):

- (a) The flag should be conspicuously posted on all district facilities during hours of operation.
- (b) Generally, the flag should be displayed only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness.
- (c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
- (d) The flag shall be flown at half-staff whenever the flag of the United States is flown at half-staff, and may only be flown at half-staff at other times by order of the governor of Florida.
- (e) Whenever the flag is displayed in conjunction with the United States flag, the United States flag shall occupy the position of first honor (4 USC § 7). When the flag is displayed in conjunction with other flags or symbols, it should occupy the position of honor.

For flag display protocol subsequent to a line-of-duty death, see the Line-of-Duty Death Policy.

1104.4.2 DISPLAY OF THE FIREFIGHTER MEMORIAL FLAG

The Florida Firefighter Memorial flag may be displayed at memorial or funeral services of firefighters who have died in the line of duty, at firefighter memorials, at fire stations, at the Fallen Firefighter Memorials located in Tallahassee and at the Florida State Fire College in Ocala, by the families of fallen firefighters, and at any other location designated by the State Fire Marshal (§ 256.15, Fla. Stat.). The flag may also be displayed on any occasion that honors the fire service in a reverent and honorable manner and does not violate § 256.05, Fla. Stat. (Rule 69A-62.050, F.A.C.).

Fire Station Living

1106.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for the health of all members and visitors by establishing guidelines for fire station cleanliness and maintenance, to ensure that stations and equipment are properly maintained and that clean and sanitary conditions exist in the living spaces (Rule 69A-62.024, F.A.C.).

1106.2 POLICY

It is the policy of the Immokalee Fire Control District that routine care, maintenance, and cleaning shall be conducted daily at each station by members on all shifts.

1106.3 PROCEDURE

Each company shall be assigned responsibility for a specific area of the station and should cooperate with other companies to ensure all duties are completed during the course of a shift.

All fire stations and equipment shall be inspected periodically by a Battalion Chief. The focus of the inspections shall be the proper maintenance and overall cleanliness of the station and equipment.

All members should keep desks, cars, beds, and lockers in a neat and clean condition. Supervisors are responsible for monitoring member housekeeping and hygiene and immediately addressing any issue that disrupts the good working order of the station or detracts from a professional image.

- (a) The station and equipment shall be maintained in a clean, orderly, and sanitary condition. Daily tasks to accomplish this shall include but are not limited to:
 1. Vacuuming.
 2. Sweeping and mopping floors.
 3. Dusting.
 4. Polishing.
 5. Cleaning restrooms.
 6. Cleaning apparatus bays.
- (b) Additional station and equipment maintenance and cleaning should be conducted weekly or on an as-needed basis. Sporadic tasks shall be divided between shifts so there is a shared responsibility for the overall condition of the station and the equipment.
- (c) Safety considerations regarding cleaning and maintenance may include but are not limited to:
 1. Cleaning and repairing the source of water leaks quickly to avoid mold growth.
 2. Avoiding the use of compressed air to blow dust and debris from clothing while the clothing is being worn.
 3. Maintaining cooking appliances and eating utensils in good working order.

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4. Cleaning kitchen hoods and vents at least monthly and ensuring the hood light is installed and functioning.
 5. Providing and clearly labeling first-aid supplies.
 6. Posting signs in all restrooms reminding employees/visitors to wash their hands.
 7. Using district-provided fall protection systems or fall protection personal protective equipment when working above ground level.
 8. Addressing hazards associated with walking-working surfaces.
- (d) All members shall follow established policies and procedures regarding:
1. Beginning and end of shift preparation, readiness, equipment inventory, and testing.
 2. Meal plans for the shift.
 3. Shift change station cleanup.
 4. Sleeping quarter assignments.
 5. Permissible and restricted activities and hours.
 6. Use of technology and electronics on-duty.

Any disputes shall be resolved by a supervisor.

1106.4 QUARTERLY INSPECTIONS

All district facilities, stations, and equipment shall be inspected quarterly for safety and health hazards by a Chief Officer Division Safety Coordinator. The focus of the inspections shall be to correct safety and health hazards and ensure the proper maintenance and overall cleanliness of the facility, station, and equipment (Rule 69A-62.024, F.A.C.).

Inspections shall be documented and recorded using a form developed by the Health and Safety Committee or ~~Division Safety Coordinator~~, which shall contain the following items at a minimum (Rule 69A-62.024, F.A.C.):

- (a) General station conditions
- (b) Housekeeping
- (c) Exits
- (d) Walking and working surfaces
- (e) Apparatus floors/maintenance areas
- (f) Laundry/cleaning/disinfecting areas
- (g) Building exterior and grounds
- (h) Decontamination rooms
- (i) Fire prevention and protection
- (j) Hazardous materials

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(k) Electrical wiring/fixtures/controls

Safety and health hazards identified during inspections shall be reported to the Health and Safety Committee and Deputy Chief or ~~Division Safety Coordinator~~.

ATTACHMENT 7

IMMOKALEE FIRE CONTROL DISTRICT DISTRICT POLICY

TITLE	Policy # 303 – Holidays
Board Adoption Date	July 25 2019
Resolution #	Resolution – 2023-005
Effective Date	May 18, 2023
Original/Revision Date	3/15/12, 10/20/16, 7/25/2019, 5/18/2023

PURPOSE: To identify the holidays recognized by the District for bargaining unit and non bargaining unit positions.

Recognized holidays for Bargaining Unit Employees will be in accordance with the Collective Bargaining Agreement, which incorporates any holidays identified in District Policy.

The following holidays are recognized:

1. New Years Day (January 1)
2. Martin Luther King Day (3rd Monday in January)
3. Presidents' Day (3rd Monday in February)
4. Memorial Day (Last Monday in May)
5. Juneteenth (June 19)
6. Independence Day (July 14)
7. Labor Day (First Monday in September)
8. Veterans Day (November 11th)
9. Thanksgiving (4th Thursday in November)
10. Day after Thanksgiving
11. Christmas Eve (December 24)
12. Christmas Day (December 25)

For 40 hour employees, when a holiday falls on a non-workday (Saturday or Sunday) the holiday is observed on Monday (if the holiday falls on Sunday) or Friday (if the holiday falls on Saturday). If a 40 hour employee works a 10 hour day, thereby working only 4 days per week, they are permitted to take their holiday accordingly (if the employee normally is off on the day of the designated holiday, he/she would have their next normal work day off for the holiday). If the holiday falls in the middle of a work week, non-bargaining unit 40 hour employees are permitted to take the holiday during that same week on either Monday or Friday, subject to approval of the Fire Chief.

ATTACHMENT 7
IMMOKALEE FIRE CONTROL DISTRICT
DISTRICT POLICY

Non-bargaining unit employees shall be paid eight (8) hours at straight time for each of the above holidays.

Bargaining unit employees shall be paid in accordance with the Collective Bargaining Agreement.

September 11th will be recognized as a holiday not qualifying for holiday pay or time off, but will be recognized to honor those lost in the 09/11/2001 terrorist attack. Forty hour employees will be required to work, but may attend memorial services and other official functions during work hours.