



# Immokalee Fire Control District

Regular Fire Commission Meeting

Thursday, December 21, 2023

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## Board of Fire Commissioners

### Board Packet

Thursday, December 21, 2023

### Meeting Zoom Link

<https://immfire.zoom.us/j/85347465630>

Meeting ID 853 4746 5630

#### Next Scheduled Meetings:

- Regular Board Meeting January 18, 2024 at 3:00 pm

All Meetings are Held at Station 32, 5368 Useppa Drive, Ave Maria, FL  
34142



# Immokalee Fire Control District

## Regular Fire Commission Meeting

### Thursday, December 21, 2023

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#### **PLEASE TURN OFF OR SILENCE CELL PHONES**

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- 1) Call Meeting to Order (State date and time for the record)
- 2) Pledge of Allegiance
- 3) Invocation or Moment of Silence
- 4) Greet Public and Public Comment Statement
- 5) Proof of Publication (Alma)
- 6) Roll Call / Establish a Quorum
- 7) Approval of Agenda; Move, Remove, and/or Add Agenda Items
- 8) Union Report
- 9) Business of the District

#### **I. Consent Agenda**

1. Approval of Previous Minutes:
  - a) November 16, 2023 Regular Board Meeting
2. Chief Financial Officer Bronsdon's Financial Report
  - a) Memo from CFO Bronsdon
  - b) Financial Statements – General Fund and Impact Fee Fund
  - c) Trial Balance – General Fund and Impact Fee Fund
  - d) Bank Reconciliation – General Fund and Impact Fee Fund
3. Budgeted Purchases:
  - a) General Fund Total Purchases - \$11,074.46
  - b) Impact Fee Fund Total Purchases - \$-0-
4. Deletion of Surplus Fixed Assets: \$-0-
5. Inspection & Plan Review Reports
6. Deputy Chief Cunningham's Report
7. Fire Chief Choate's Report

#### **II. Old Business**

1. None

#### **III. New Business / Action Items**

1. Election of Officers of Board of Commissioners
  - a) Action Recommended – Internal Discussion Among Board Members Followed by Election
  - b) Public Comment
2. Awards and Recognitions
  - a) None – Completed at December 16, 2023 Awards
3. Approval of District Policies Sections 900 through 917 by Adoption of Resolution 2023-024

- a) Action Recommended – Approve District Policies Sections 900 through 917 by Adoption of Resolution 2023-024
  - b) Public Comment
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- 4. Discussion Regarding Future Apparatus Purchase
    - a) Action Recommended: Discuss Future Apparatus Purchase
    - b) Public Comment
  
  - 5. Ratification of Memorandum of Understanding between the District and the North Collier Professional Firefighters and Paramedics Local 2297 to Provide for Paramedic Incentive Pay
    - a) Action Recommended: Ratify Memorandum of Understanding between the District and Local 2297 to Provide for Paramedic Incentive Pay
    - b) Public Comment
  
  - 6. Update on Agreement for Purchase and Temporary Lease of Old Station 30
    - a) Action Recommended: Discuss Status of Agreement for Purchase and Temporary Lease of Old Station 30
    - b)
  
  - 8. District Manager Comments
  - 9. Commissioners Comments
  - 10. General Public Overall Comment; Limited to 3 Minutes Per Person
  - 11. Adjourn Meeting (State time for the Record)

**Next Scheduled Meeting: Regular Board Meeting January 18, 2024 -3 pm, Station 32, 5368 Useppa Drive, Ave Maria, FL 34142**



# **Immokalee Fire Control District**

**Regular Fire Commission Meeting**  
**Thursday, December 21, 2023**

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## **I. Consent Agenda**

Fire Commission Meeting  
Immokalee Fire Control District  
Board Meeting Minutes  
November 16, 2023

These Minutes are a summary of the meeting. Any further information can be obtained by a tape. The minutes will follow the order of the Agenda.

Present Commissions: Goodnight, Gunthner, Halman and Brister were present. Commissioner arrived at 3:05pm Deputy Chief Thomas Cunningham, Chief Financial Officer Becky Bronsdon, Division Chief Joshua Bauer, Division Chief David Batiato and Admin Assistant Alma Valladares were present. Chief Michael Choate and Union Vice-President Andre Beaudette were not present.

- 1) Call meeting to order at 3pm by Chairperson Goodnight
- 2) Pledge of Allegiance by Chairperson Goodnight
- 3) Invocation or Moment of Silence led by Chairperson Goodnight
- 4) Greet Public and Read Public Comment Statement by Chairperson Goodnight
- 5) Proof of Publication by Chairperson Goodnight
- 6) Roll Call/Establish a Quorum by Alma Valladares
- 7) Approval of Agenda: Move, Remove and/or Add Agenda Items

Chief Choate mentioned that that there was nothing to add to Agenda.

- 8) Union Report

Union President not present

- 9) Business of the District

**Deputy Chief Choate mentioned that there was nothing to add or remove from Agenda. Agenda presented as is. Commissioner Brister motioned to approve the Agenda as is and Commissioner Gunthner seconded the motion. Motion carries unanimously.**

I. Consent Agenda

Chief Choate mentioned there is nothing to change under the Consent Agenda

**Commissioner Brister motioned to approve the Consent Agenda as it is submitted and Commissioner Gunthner seconded the motion. Motion carried unanimously.**

II. Old Business

1. None

III. New Business

1. Awards and Recognition

None

2. Approval of Renewal of District's Health, Dental, Life and Vision Insurance Policies for the Period of January 1, 2024 through December 31, 2024

Chief Financial Officer Bronsdon discussed with the board.

**Commissioner Brister motioned to approval of Renewal of District's Health, Dental, Life and Vision Insurance Policies for the Period of January 1, 2024 through December 31, 2024 and Commissioner Halman seconded the motion. Motion carried unanimously.**

3. Approval of Amendment #2 to General Fund Budget for the Year Ended 9-30-23 by Adoption of Resolution 2023-022  
Chief Financial Officer Bronsdon discussed with the board.  
**Commissioner Brister motioned to approve of Amendment #2 to General Fund Budget for the Year Ended 9-30-23 by Adoption of Resolution 2023-022 and Commissioner Halman seconded the motion. Motion carried unanimously.**
  
4. Approval of Amendment to Impact Fee Fund Budget for the Year Ended 9-30-23 by Adoption of Resolution 2023-023  
Chief Financial Officer Bronsdon discussed with the board.  
**Commissioner Brister motioned to approve of Amendment to Impact Fee Fund Budget for the Year Ended 9-30-23 b Adoption of Resolution 2023-023 and Commissioner Halman seconded the motion. Motion carried unanimously.**

10) District Manager Comments

Deputy Chief Cunningham introduced our Division Chief of Training, David Batiato. Mentioned that he's bringing a lot of training experience from Marco Island Fire. In regards to Station 30. We received a letter from the Bank about the \$800,000 and they have raised another \$200,00. They will also have money when they sell their church. In regards to Station 30, Chief Neuman is working on repairs to the building. The Christmas banquet is on December 16<sup>th</sup> at 5pm. There will be a lot of rewards presented. We still don't have a date for an Open House for Station 30. We are waiting for CO due to a roof leak. We are still waiting to acquire the property for Station 31.

11) Commissioners Comments

None

12) General Public Comments

None

13) Adjourned Meeting at 3:22 pm

Next scheduled Meeting(s):

Regular Board Meeting on December 21, 2023 at 3pm

**All Meetings are held at Station 32 Headquarters, 5368 Useppa Drive, Ave Maria, FL 34142**

**2.**

**Chief  
Financial  
Officer  
Bronsdon's  
Reports**



# Immokalee Fire Control District

5368 Useppa Drive, Ave Maria, FL. 34142

Michael J. Choate, Fire Chief

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## Memorandum

**To:** Board of Commissioners  
**From:** Becky Bronsdon, Chief Financial Officer  
**Date:** December 5, 2023  
**Re:** Financial Report for the Period Ended 11-30-23

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Attached for your review are the bank statements and financial statements for the General Fund and the Impact Fee Fund for the period ended November 30, 2023. The following is a summary of those reports:

### **General Fund**

As of 11-30-23, we have received \$1,378,581 of budgeted ad valorem revenue (19%). Last year at this time we had already received \$3.6 million (or 61% of budgeted ad valorem). However, prior years are more in line with the current receipts, so it is probably just a distribution timing issue. Total revenue is at 18% of total budget which is normal for this time of year.

Expenses total \$1,478,066 or 19% of budgeted expenses, but it's important to note that there are multiple large expense items that are paid in full during October and November (such as loan payments for the engine, water tender and radios). In addition, the District's worker's compensation premium is paid one quarter in advance. These anomalies account for the percentage of total expenses. Last year at this time, our percentage of expenses was comparable.

The breakdown of expenses by category is as follows:

<b>Category</b>	<b>Amount</b>	<b>Percentage of Budget</b>
Personnel	\$ 979,982	18%
Operating	\$ 296,086	23%
Capital	\$ 2,017	18%
Debt Service	\$ 199,981	7%
<b>Total Expenses</b>	<b>\$ 1,478,066</b>	<b>19%</b>

General Fund cash at 11-30-23 totals \$2,949,057.

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Headquarters (239) 657-2111

Fire Prevention (239) 597-9227 Fax (239) 657-9489



**Impact Fee Fund**

As of 11-30-23, we have received \$201,246 in impact fees, which represents one month (October) of receipts since the County collects the impact fees and distributes them to us one month in arrears. Last year at this time our receipts were comparable.

Impact Fee Fund expenses total \$183,852 or 11% of budgeted expenses and consist of loan payment, a vehicle purchase and hose for Water Tender 31.

Impact Fee Fund cash at 11-30-23 totals \$3,360,506.

**2023-2024 GENERAL FUND BUDGET TO ACTUAL NOVEMBER 30, 2023 (17% OF YEAR)**

	Actual 11/30/2023	Final Budget 23/24	Over (Under) Budget	Percentage of Budget
Balance Forward - Cash Reserves (Assigned)	\$ 2,738,046	\$ 2,700,795		
<b>Revenue</b>				
001 Collier County Ad Valorem - 3.75 Millage Rate	\$ 1,378,581	\$ 7,254,923	\$ 5,876,342	19.00%
002 Public Safety Grants - County CDBG			-	
003 Public Safety Grants - FF Supplement		2,500	2,500	0.00%
004 Public Safety Grants - CDBG COVID			-	
005 State Grant - Station 30 Construction			-	
Other Grants			-	
006 Interest Income	10,112	110,000	99,888	9.19%
007 Rents and Royalties	5,813	15,000	9,187	38.75%
008 Sale of Surplus Materials and Equipment			-	
009 Disposition of Fixed Assets		25,000		0.00%
010 Donations		100	100	0.00%
011 Donations - Station 32 Bricks			-	
012 Special Event Fees		1,000	1,000	0.00%
013 Other Miscellaneous Revenue	383	10,000	9,617	3.83%
015 Proceeds from Debt - Vehicle Lease			-	
016 Ave Maria Stewardship		9,643	9,643	0.00%
017 Payment in Lieu of Taxes - Seminole		200,000	200,000	
018 Payment In Lieu of Taxes - Farm Worker's Village		6,000	6,000	0.00%
<b>Total Revenue</b>	<b>1,394,889</b>	<b>7,634,166</b>	<b>6,214,277</b>	<b>18.27%</b>
<b>Personnel Expenses</b>				
030 Salaries	\$ 445,515	\$ 2,815,311	\$ 2,369,796	15.82%
031 Overtime	43,474	200,000	156,526	21.74%
032 FLSA Overtime	25,178	168,539	143,361	14.94%
033 Holiday Pay	16,862	75,958	59,096	22.20%
034 Vacation Time Sell Back		10,000	10,000	0.00%
035 Sick Time Sell Back		10,000	10,000	0.00%
036 Social Security	40,352	251,431	211,079	16.05%
037 Retirement	164,001	918,610	754,609	17.85%
038 Group Insurance (Health/Dental/Life, Medical Clinic)	185,816	825,000	639,184	22.52%
Health Insurance - Commissioners	989	4,000	(6,323)	24.73%
039 Worker's Compensation Insurance	57,795	150,000	92,205	38.53%
040 Retirement Health Plan		57,500	-	
<b>Total Personnel Expenses</b>	<b>979,982</b>	<b>5,486,349</b>	<b>4,439,533</b>	<b>17.86%</b>
<b>Operating Expenses</b>				
045 Employee Physicals		20,000	20,000	0.00%
046 Professional Fees - Legal	3,160	40,000	36,840	7.90%
047 Property Appraiser Fees	6,656	45,000	38,344	14.79%
048 Tax Collector Fees	29,962	145,289	115,327	20.62%
049 Professional Fees - Other	3,391	10,000	6,609	33.91%
050 Professional Fees - Lexipol		8,000	8,000	0.00%
051 Contracted Services - Audit	1,000	35,000	34,000	2.86%
052 Travel & Per Diem	2,975	30,000	27,025	9.92%
053 Communications (Telephone/Internet/Direct TV)	4,005	60,000	55,995	6.68%
054 Postage & Shipping	106	1,000	894	10.60%
055 Utilities	24,607	130,000	105,393	18.93%
056 Bldg./Auto/Liability Insurance	97,518	247,904	150,386	39.34%
057 Repair & Maintenance - Vehicles	9,363	75,000	65,637	12.48%
058 Repair & Maintenance - Fire & Rescue Equipment	24,607	25,000	393	98.43%
059 Repair & Maintenance - Building	14,219	65,000	50,781	21.88%
060 Repair & Maintenance - Bunker Gear	3,147	4,500	1,353	69.94%

	Actual 11/30/2023	Final Budget 23/24	Over (Under) Budget	Percentage of Budget
061 Legal Advertising	30	4,000	3,970	0.75%
062 Printing		-	-	
063 Fire Equipment (Non-Capital)	3,328	25,000	21,672	13.31%
064 Lease & Rental	258	5,000	4,742	5.16%
065 Office Supplies	517	3,500	2,983	14.77%
066 PPE-COVID Grant			-	
PPE FORESTRY GRANT			-	
067 Firefighting Supplies	1,322	8,000	6,678	16.53%
068 EMS Supplies	1,200	7,000	5,800	17.14%
069 CDBG COVID Supplies			-	
070 Station Supplies	2,405	20,000	17,595	12.03%
071 Training Supplies		3,000	3,000	0.00%
072 Fuel & Oil	5,733	70,000	64,267	8.19%
073 Uniforms	6,153	25,000	18,847	24.61%
074 Computer Equipment (Non-Capital)		17,500	17,500	0.00%
075 Computer Maintenance and Training	40,623	70,000	29,377	58.03%
076 Miscellaneous Expense	4	5,000	4,996	0.08%
HURRICANE EXPENSE			-	
077 Communication (Radio) (Non-Capital)	2,401		(2,401)	
078 Public Education			-	
079 Furniture (Non-Capital)			-	
080 Education and Training	2,346	30,000	27,654	7.82%
081 Books & Dues	5,050	6,000	950	84.17%
<b>Total Operating Expenses</b>	<b>296,086</b>	<b>1,240,693</b>	<b>944,607</b>	<b>23.86%</b>
<b>Capital Expenses</b>				
90 LAND			-	
91 FIRE EQUIPMENT-GRANT MATCHING FUNDS		5,000	5,000	0.00%
92 TRAINING EQUIPMENT		-	-	
93 FF RESCUE EQUIPMENT		30,000	30,000	0.00%
94 BUNKER GEAR		10,000	10,000	
95 BUILDINGS/CIP (STATION 30)	2,017		(2,017)	
96 CDBG GRANT-Vehicle			-	
COVID GRANT EQUIPMENT			-	
GRANT EQUIPMENT (STATION 30)			-	
97 COMMUNICATIONS EQUIPMENT		10,000	10,000	
VEHICLES			-	
98 FURNITURE/OFFICE			-	
99 STATION EQUIPMENT			-	
100 COMPUTER EQUIPMENT		20,000	20,000	0.00%
<b>Total Capital Expenses</b>	<b>2,017</b>	<b>75,000</b>	<b>72,983</b>	<b>2.69%</b>
<b>Debt Service</b>				
Principal	142,111	799,000	656,889	17.79%
Interest	57,870		(57,870)	
<b>Total Debt Service</b>	<b>199,981</b>	<b>799,000</b>	<b>599,019</b>	<b>17.79%</b>
<b>TOTAL EXPENSES</b>	<b>1,478,066</b>	<b>7,601,042</b>	<b>6,056,142</b>	<b>19.45%</b>
<b>BEGINNING CASH RESERVES</b>	<b>2,738,046</b>	<b>2,700,795</b>		
<b>TOTAL REVENUE</b>	<b>1,394,889</b>	<b>7,634,166</b>		
<b>TOTAL EXPENSES</b>	<b>(1,478,066)</b>	<b>(7,601,042)</b>		
<b>Ending Cash Reserves</b>	<b>2,654,868</b>	<b>2,733,919</b>		
<b>Assignment of Reserves</b>				
Unassigned				
Assigned - First Quarter of Operations	1,400,000	1,400,000		
Assigned - Projected Deficit				

	Actual 11/30/2023	Final Budget 23/24	Over (Under) Budget	Percentage of Budget
Assigned - Emergency	379,868	458,919		
Assigned Station 30 Construction				
Assigned - COVID Grant Replacement Vehicle	25,000	25,000		
Assigned - Capital Purchases- Vehicle	75,000	75,000		
Assigned - Building	75,000	75,000		
Assigned - Debt	700,000	700,000		
<b>TOTAL RESERVES</b>	<b>2,654,868</b>	<b>2,733,919</b>		
	-			
Excess of Revenue Over (Under) Expenses - Use of Reserves	\$ (83,178)	\$ 33,124		

**2023-2024 IMPACT FEE FUND BUDGET TO ACTUAL FINANCIAL STATEMENT -NOVEMBER 30, 2023**

	Actual 11/30/2023	FINAL 23/24 BUDGET	Over (Under) Budget	Percentage of Budget
Balance Forward - Deferred Revenue (Cash Reserves)	\$ 3,306,228	\$ 3,302,680		
<b>Revenue</b>				
001 Impact Fee Revenue	\$ 201,246	\$ 2,000,000	\$ (1,798,754)	10.06%
002 Interest Income	24,884	85,000	(60,116)	29.28%
003 Proceeds from Debt		-	-	
<b>Total Revenue</b>	<b>226,130</b>	<b>2,085,000</b>	<b>(1,858,870)</b>	<b>10.85%</b>
<b>Expenses</b>				
030 Tax Collector Fees	\$ 2,008	\$ 20,000	\$ (17,992)	10.04%
031 Professional Fees -Impact Fee Study		-	-	
032 Legal Fees		5,000		
033 Vehicles	67,803	225,000		
034 Station and Fire Equipment	37,264			
035 Construction - Station 30		75,000		
036 Construction - Station 32				
<b>Expenses</b>	<b>107,075</b>	<b>325,000</b>	<b>(17,992)</b>	<b>32.95%</b>
<b>Debt Service</b>				
038 Principal-Engine Lease & Construction Loan	49,100	1,057,382	(1,008,282)	4.64%
039 Interest-Engine Lease & Construction Loan	27,677	198,456	(170,779)	13.95%
<b>Total Debt Service</b>	<b>76,777</b>	<b>\$ 1,255,838</b>	<b>(1,179,061)</b>	<b>6.11%</b>
<b>Total Expenses</b>	<b>183,852</b>	<b>1,580,838</b>	<b>(1,197,053)</b>	<b>11.63%</b>
<b>DEFERRED REVENUE 10-01-20</b>	<b>3,306,228</b>	<b>3,302,680</b>		
<b>TOTAL REVENUE</b>	<b>226,130</b>	<b>2,085,000</b>		
<b>TOTAL EXPENSES</b>	<b>(183,852)</b>	<b>(1,580,838)</b>		
<b>Ending Deferred Revenue (Cash Reserves) 9-30-23</b>	<b>3,348,506</b>	<b>3,806,842</b>		

IMMOKALEE FIRE CONTROL DISTRICT

Trial Balance

As of November 30, 2023

	Nov 30, 23	
	Debit	Credit
101000 · FNB CHECKING	649,964.16	
101001 · First Bank Money Market	1,820,194.67	
102000 · FNB MONEY MARKET	453,290.08	
103000 · FL FIT	25,608.66	
105000 · PETTY CASH	0.00	
11000 · Accounts Receivable	0.00	
110000 · PAYROLL CLEARING ACCOUNT	0.00	
120000 · DUE FROM OTHER GOVERNMENTS	0.00	
131000 · DUE FROM IMPACT	0.00	
155000 · PREPAID EXPENSES	0.00	
170000 · Exchange	0.00	
64000 · LAND	390,256.14	
64200 · BUILDING	13,298,312.87	
64300 · CONSTRUCTION IN PROGRESS	2,564,661.72	
64400 · FURNITURE AND FIXTURES	494,047.63	
64500 · EQUIPMENT	2,170,616.36	
64600 · AUTOS & TRUCKS	3,951,659.34	
680000 · AMOUNT TO BE PROVIDED	343,068.45	
200000 · ACCOUNTS PAYABLE		625.71
211000 · ACCRUED EXPENSES	0.00	
220000 · ACCRUED COMPENSATED ABSENCES		343,068.45
221000 · ACCRUED PAYROLL	0.00	
222000 · AFLAC INSURANCE DEDUCTIONS	0.00	
223000 · PAYROLL LIABILITIES	0.00	
224000 · RETIREMENT PAYABLE	0.00	
22410 · Accrued Expenses	0.00	
224100 · Due to Impact Fee Fund	0.00	
224200 · DUE TO OTHER GOVERNMENTS	0.00	
225100 · RETAINAGE PAYABLE		293,562.93
960000 · INVESTMENT IN FIXED ASSETS		22,869,554.06
284190 · RESERVES FORWARD - UNASSIGNED	0.00	
30000 · Opening Balance Equity	0.00	
32000 · Unrestricted Net Assets		2,738,046.12
311100 · AD VALOREM TAXES		1,378,580.57
361100 · INTEREST INCOME		10,111.58
362000 · RENTS & ROYALTIES INCOME		5,812.88
369901 · RETIREE HEALTH INS REIMB		131.82
369902 · OTHER MISC REVENUE		251.28
512000 · SALARIES REGULAR TOTAL	280.00	
512100 · SALARIES - OPS & SURPRESSION	444,815.41	
515310 · STATE SUPP COMP- REGULAR	420.00	
514110 · OVER TIME PAY - REGULAR	43,474.06	
514210 · OVER TIME PAY - FLSA - REG	25,177.86	
515210 · HOLIDAY PAY - REGULAR	16,861.76	
516100 · VACATION SELL BACK - REGULAR	0.00	
517100 · SICK LEAVE SELL BACK - REG	0.00	
521100 · FICA - REGULAR	40,351.92	
522100 · RETIREMENT - REGULAR	164,001.23	
523100 · HEALTH INSURANCE	6,177.53	
523110 · Regular	159,469.39	
526100 · Medical Clinic	9,999.99	
523111 · HEALTH INSURANCE-COMMISSIONERS	989.40	
523210 · Regular	10,169.21	
524100 · WKRS' COMP - REGULAR	57,794.59	
525100 · UNEMPLOYMENT - REGULAR	0.00	
531210 · LEGAL FEES - GENERAL COUNSEL	1,375.00	
531220 · LEGAL FEES - LABOR ATTORNEY	1,785.00	
531310 · PROPERTY APPRAISER	6,655.89	
531320 · TAX COLLECTOR	29,962.16	
531400 · PROFESSIONAL SERVICES	2,664.00	
531430 · Background Investigations	297.36	
531500 · INSPECTIONS MOU	430.00	
532100 · AUDIT	1,000.00	
540300 · TRAVEL & PER DIEM - ADMIN & BOC	2,974.95	

**IMMOKALEE FIRE CONTROL DISTRICT**  
**Trial Balance**  
 As of November 30, 2023

	Nov 30, 23	
	Debit	Credit
541110 · Comcast - Station 30	809.70	
541120 · Comcast - Station 31	203.12	
541130 · Comcast - Station 32	1,169.80	
541220 · Direct TV - Station 31	91.98	
541400 · VERIZON/AT&T	1,729.96	
542100 · POSTAGE	105.90	
543110 · LCEC - Station 30	6,992.74	
543120 · LCEC - Station 31	754.81	
543130 · LCEC - Station 32	11,789.29	
543210 · Water/Sewer - Station 30	249.86	
543220 · Water/Sewer - Station 31	189.63	
543230 · Water/Sewer - Station 32	1,900.81	
543410 · Garbage - Station 30	1,528.12	
543420 · Garbage - Station 31	181.17	
543430 · Garbage - Station 32	1,238.78	
544000 · RENTALS AND LEASES	257.52	
545000 · LIABILITY INSURANCE	97,517.93	
546110 · R&M VEHICLE - OPS AND ADMIN	9,363.32	
546200 · REPAIR & MAINT EQUIP	24,161.90	
546202 · R&M CASCADE & AIR QUALTEST	445.00	
546310 · R&M - BLDG - Station 30	3,136.89	
546330 · R&M - BLDG - Station 32	8,487.54	
546630 · PEST CONTROL - Station 32	245.00	
546700 · LAWN CARE	175.00	
546710 · LAWN CARE - Station 30	1,000.00	
546720 · LAWN CARE - Station 31	175.00	
546730 · LAWN CARE - Station 32	1,000.00	
548100 · LEGAL ADVERTISING	30.00	
549300 · MISCELLANEOUS EXPENSE		213.83
551100 · OFFICE SUPPLIES - GENERAL	516.52	
552100 · EMS SUPPLIES	1,200.00	
552110 · F.F. RESCUE SUPPLIES	32.45	
552120 · SUPPLIES - OPERATING	1,289.28	
552131 · MINOR EQUIPMENT - OPS & ADMIN	3,327.63	
552140 · BUNKER GEAR SUPPLIES	3,147.22	
552150 · STATION (JANITORIAL) SUPPLIES	1,767.96	
552161 · NON-JANITORIAL SUPPLIES- 30	82.99	
552162 · NON-JANITORIAL SUPPLIES- 31	49.98	
552163 · NON-JANITORIAL SUPPLIES- 32	504.00	
552181 · FUEL & OIL - OPERATIONS	5,732.63	
552210 · UNIFORMS - OPERATIONS	6,153.43	
552421 · COMP MAINT, SOFTWARE, TRG-OPS	40,622.97	
552430 · COMMUNICATION (RADIO)	1,755.76	
552440 · COMMUNICATION (PHONE)	645.63	
554110 · BOOKS & DUES - OPS/ADMIN	5,050.00	
555100 · EDUC/TRAINING - OPS/ADMIN	2,346.22	
565100 · CAP OUT - CONST IN PROG ST 30	2,016.65	
571000 · Debt Service-Principal	142,110.85	
571100 · Debt Service - Interest	57,869.50	
<b>TOTAL</b>	<b>27,639,959.23</b>	<b>27,639,959.23</b>

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12/05/23

Accrual Basis

**IFCD- IMPACT FUND**

**Trial Balance**

**As of November 30, 2023**

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	<u>Nov 30, 23</u>	
	<u>Debit</u>	<u>Credit</u>
100 · Cash in Bank-FFI	3,201,633.30	
101000 · FL-FIT	158,872.86	
120000 · Due From Other Governments	0.00	
125000 · Due from General Fund	0.00	
200000 · Accounts Payable	0.00	
201000 · Retainage Payable	0.00	
223000 · Deferred Revenue		3,306,227.80
223100 · Deferred Revenue-Barron Collier		12,000.00
22421 · Due to General Fund	0.00	
224220 · Due To Other Governments	0.00	
31500 · Temp. Restricted Net Assets	0.00	
32000 · Unrestricted Net Assets	0.00	
324100 · IMPACT FEE REVENUE		201,245.86
361100 · IMPACT FEE INTEREST EARNED		24,884.03
531320 · TAX COLLECTOR COMMISSIONS	2,008.31	
564110 · FF/RESCUE EQUIP - OPS & ADMIN	37,263.54	
564650 · VEHICLES - STAFF - OPS & ADMIN	67,803.00	
570000 · LOAN PRINCIPAL	49,099.62	
571000 · LOAN INTEREST	27,677.06	
<b>TOTAL</b>	<b><u>3,544,357.69</u></b>	<b><u>3,544,357.69</u></b>



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12/05/23

**IMMOKALEE FIRE CONTROL DISTRICT**  
**Reconciliation Summary**  
101000 · FNB CHECKING, Period Ending 11/30/2023

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	Nov 30, 23
<b>Beginning Balance</b>	452,961.37
<b>Cleared Transactions</b>	
Checks and Payments - 176 items	-1,370,959.33
Deposits and Credits - 8 items	1,789,633.81
<b>Total Cleared Transactions</b>	418,674.48
<b>Cleared Balance</b>	<u>871,635.85</u>
<b>Uncleared Transactions</b>	
Checks and Payments - 35 items	-221,671.69
<b>Total Uncleared Transactions</b>	-221,671.69
<b>Register Balance as of 11/30/2023</b>	<u>649,964.16</u>
<b>New Transactions</b>	
Checks and Payments - 2 items	-944.70
<b>Total New Transactions</b>	-944.70
<b>Ending Balance</b>	<u><u>649,019.46</u></u>

**IMMOKALEE FIRE CONTROL DISTRICT**  
**Reconciliation Detail**  
**101000 · FNB CHECKING, Period Ending 11/30/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						452,961.37
<b>Cleared Transactions</b>						
<b>Checks and Payments - 176 Items</b>						
Bill Pmt -Check	10/24/2023	39410	North Collier Fire Co...	X	-9,699.42	-9,699.42
Bill Pmt -Check	10/24/2023	39404	Guardian	X	-3,352.63	-13,052.05
Bill Pmt -Check	10/24/2023	39409	Naples Daily News	X	-2,031.36	-15,083.41
Bill Pmt -Check	10/24/2023	39413	TWC Services, Inc.	X	-944.43	-16,027.84
Bill Pmt -Check	10/24/2023	ACH1...	Comcast	X	-311.30	-16,339.14
Bill Pmt -Check	10/24/2023	39396	Amerigas	X	-105.64	-16,444.78
Liability Check	10/26/2023	39416	North Collier Profess...	X	-1,660.20	-18,104.98
Liability Check	10/30/2023		AFLAC	X	-1,906.00	-20,010.98
Bill Pmt -Check	10/31/2023	39418	AccessMD	X	-3,333.33	-23,344.31
Bill Pmt -Check	10/31/2023	39423	Enterprise FM Trust	X	-2,719.18	-26,063.49
Bill Pmt -Check	10/31/2023	39426	HRE,LLC, dba Tenzi...	X	-2,664.00	-28,727.49
Bill Pmt -Check	10/31/2023	39419	All Digital Technology	X	-2,016.65	-30,744.14
Bill Pmt -Check	10/31/2023	39425	Hawkeye Sign Co	X	-1,950.00	-32,694.14
Bill Pmt -Check	10/31/2023	39420	Ave Maria Utility Co...	X	-958.74	-33,652.88
Bill Pmt -Check	10/31/2023	39430	Waste Pro - Ft. Myers	X	-398.00	-34,050.88
Bill Pmt -Check	10/31/2023	39429	Tamiami Ford	X	-173.38	-34,224.26
Bill Pmt -Check	10/31/2023	39428	Stericycle, Inc.	X	-87.51	-34,311.77
Bill Pmt -Check	10/31/2023	39427	Immokalee Water & ...	X	-87.41	-34,399.18
Bill Pmt -Check	10/31/2023	39421	B&L HARDWARE	X	-80.98	-34,480.16
Bill Pmt -Check	10/31/2023	39422	DIRECTV	X	-45.99	-34,526.15
General Journal	11/01/2023			X	-494.70	-35,020.85
Bill Pmt -Check	11/06/2023	ach11...	Comcast	X	-404.85	-35,425.70
General Journal	11/06/2023			X	-227.50	-35,653.20
Bill Pmt -Check	11/07/2023	39450	The Bancorp Bank	X	-16,349.00	-52,002.20
Bill Pmt -Check	11/07/2023	39445	P.G.I.T.	X	-11,526.92	-63,529.12
Bill Pmt -Check	11/07/2023	39435	Cardmember Service	X	-10,845.94	-74,375.06
Bill Pmt -Check	11/07/2023	39442	Lee County Electric ...	X	-5,753.58	-80,128.64
Bill Pmt -Check	11/07/2023	39441	Kelly Roofing LLC	X	-1,799.00	-81,927.64
Bill Pmt -Check	11/07/2023	39443	Melissa Silva & Co.	X	-1,380.00	-83,307.64
Bill Pmt -Check	11/07/2023	39439	Enterprise FM Trust	X	-1,307.14	-84,614.78
Bill Pmt -Check	11/07/2023	39432	All Digital Technology	X	-1,253.85	-85,868.63
Bill Pmt -Check	11/07/2023	39434	AT&T Mobility	X	-1,217.90	-87,086.53
Bill Pmt -Check	11/07/2023	39451	Tuscan & Company,...	X	-1,000.00	-88,086.53
Bill Pmt -Check	11/07/2023	39436	Cheney Landscape	X	-1,000.00	-89,086.53
Bill Pmt -Check	11/07/2023	39447	Signature Patches	X	-845.00	-89,931.53
Bill Pmt -Check	11/07/2023	39446	Robert Mendoza	X	-845.00	-90,776.53
Bill Pmt -Check	11/07/2023	39449	Ten-8 Fire & Safety,...	X	-610.41	-91,386.94
Bill Pmt -Check	11/07/2023	39431	A3 Communications...	X	-568.75	-91,955.69
Bill Pmt -Check	11/07/2023	39437	Collier County Tax C...	X	-515.55	-92,471.24
Bill Pmt -Check	11/07/2023	39448	Tekplan Solutions - ...	X	-451.50	-92,922.74
Bill Pmt -Check	11/07/2023	39433	Applicant Insight	X	-297.36	-93,220.10
Bill Pmt -Check	11/07/2023	39438	Culligan Water	X	-288.48	-93,508.58
Bill Pmt -Check	11/07/2023	39454	Waste Pro - Ft. Myers	X	-227.00	-93,735.58
Bill Pmt -Check	11/07/2023	39440	Grounds Force P.M.	X	-175.00	-93,910.58
Bill Pmt -Check	11/07/2023	39453	Verizon Connect	X	-148.55	-94,059.13
Bill Pmt -Check	11/07/2023	39452	United Uniforms US...	X	-103.38	-94,162.51
Bill Pmt -Check	11/07/2023	39455	WEX Bank	X	-87.49	-94,250.00
General Journal	11/10/2023			X	-450.00	-94,700.00
Bill Pmt -Check	11/13/2023	ACH1...	Waste Pro - Ft. Myers	X	-621.27	-95,321.27
Transfer	11/14/2023			X	-400,000.00	-495,321.27
Bill Pmt -Check	11/14/2023	39461	First Bank	X	-10,578.75	-505,900.02
Bill Pmt -Check	11/14/2023	39463	Lee County Electric ...	X	-3,632.51	-509,532.53
Bill Pmt -Check	11/14/2023	39469	Ten-8 Fire & Safety,...	X	-3,112.00	-512,644.53
Bill Pmt -Check	11/14/2023	39472	United Uniforms US...	X	-1,927.27	-514,571.80
Bill Pmt -Check	11/14/2023	39470	Torcivia, Donlon, Go...	X	-1,785.00	-516,356.80
Bill Pmt -Check	11/14/2023	39465	Manson Bolves Don...	X	-1,375.00	-517,731.80
Bill Pmt -Check	11/14/2023	39462	Hawkeye Sign Co	X	-1,350.00	-519,081.80
Bill Pmt -Check	11/14/2023	39458	Combs Oil Company	X	-851.64	-519,933.44
General Journal	11/14/2023			X	-450.00	-520,383.44
Bill Pmt -Check	11/14/2023	39456	ABC Fire Equipment	X	-443.00	-520,826.44
Bill Pmt -Check	11/14/2023	39464	Lightning Wireless S...	X	-372.00	-521,198.44
Bill Pmt -Check	11/14/2023	ACH1...	Waste Pro - Ft. Myers	X	-278.12	-521,476.56
Bill Pmt -Check	11/14/2023	39460	Erik Miller	X	-268.61	-521,745.17
Bill Pmt -Check	11/14/2023	39466	Sage Haislip	X	-268.61	-522,013.78
Bill Pmt -Check	11/14/2023	39457	Amerigas	X	-238.67	-522,252.45

**IMMOKALEE FIRE CONTROL DISTRICT**  
**Reconciliation Detail**  
**101000 - FNB CHECKING, Period Ending 11/30/2023**

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	11/14/2023	39459	Diversified Administr...	X	-228.00	-522,480.45
Bill Pmt -Check	11/14/2023	39467	Tamiami Ford	X	-113.95	-522,594.40
Bill Pmt -Check	11/14/2023	39468	Task Force Tips	X	-86.87	-522,681.27
Bill Pmt -Check	11/14/2023	ACH1...	Waste Pro - Ft. Myers	X	-83.50	-522,764.77
Liability Check	11/15/2023		United States Treas...	X	-33,294.40	-556,059.17
Paycheck	11/15/2023	ach11...	THOMAS K CUNNI...	X	-4,945.60	-561,004.77
Paycheck	11/15/2023	ach11...	DAVID L PATTERS...	X	-4,399.60	-565,404.37
Paycheck	11/15/2023	ach11...	CODY A RODGERS	X	-4,339.50	-569,743.87
Paycheck	11/15/2023	ach11...	MICHAEL J CHOATE	X	-4,183.44	-573,927.31
Paycheck	11/15/2023	ach11...	ROBERTO MENDO...	X	-3,803.51	-577,730.82
Paycheck	11/15/2023	ach11...	JOSHUA D BAUER	X	-3,752.92	-581,483.74
Paycheck	11/15/2023	ach11...	BRIAN E HUGHES	X	-3,525.96	-585,009.70
Paycheck	11/15/2023	ach11...	WINSTON C SUMM...	X	-3,322.33	-588,332.03
Paycheck	11/15/2023	ach11...	ALAN T DAVIS	X	-3,270.73	-591,602.76
Paycheck	11/15/2023	ach11...	JAMES P EIDEL	X	-3,248.38	-594,851.14
Paycheck	11/15/2023	ach11...	DEREK A NEUMAN	X	-3,234.03	-598,085.17
Paycheck	11/15/2023	ach11...	JUSTIN K STRICKL...	X	-3,182.00	-601,267.17
Paycheck	11/15/2023	ach11...	JESSIE NCOLETT...	X	-3,081.21	-604,348.38
Paycheck	11/15/2023	ach11...	MINDAUGAS DEGU...	X	-2,700.09	-607,048.47
Paycheck	11/15/2023	ach11...	MITCHELL VAN TINE	X	-2,642.30	-609,690.77
Paycheck	11/15/2023	ach11...	GREGORY R SMITH	X	-2,629.44	-612,320.21
Paycheck	11/15/2023	ach11...	JAVIER E BARCELA	X	-2,548.24	-614,868.45
Paycheck	11/15/2023	ach11...	Taylor D Logan	X	-2,504.78	-617,373.23
Paycheck	11/15/2023	ach11...	James W Montgom...	X	-2,349.79	-619,723.02
Paycheck	11/15/2023	ach11...	ROBERT C ROOKA...	X	-2,287.39	-622,010.41
Paycheck	11/15/2023	ach11...	Dimitrios Amasiadis,...	X	-2,226.74	-624,237.15
Paycheck	11/15/2023	ach11...	AGUSTIN RODRIG...	X	-2,214.58	-626,451.73
Paycheck	11/15/2023	ach11...	CHRISTIAN J BART...	X	-2,179.25	-628,630.98
Paycheck	11/15/2023	ach11...	ANDRE R BEAUDE...	X	-2,168.01	-630,798.99
Paycheck	11/15/2023	ach11...	ERIK J. MILLER	X	-2,081.81	-632,880.80
Paycheck	11/15/2023	ach11...	RYNE L. ROSENBA...	X	-2,002.61	-634,883.41
Paycheck	11/15/2023	ach11...	Joham Cherisme	X	-1,949.05	-636,832.46
Paycheck	11/15/2023	ach11...	Sage C Haislip	X	-1,944.46	-638,776.92
Paycheck	11/15/2023	ach11...	Charles T Holman, Jr.	X	-1,855.50	-640,632.42
Paycheck	11/15/2023	ach11...	Nathan C Kopanda	X	-1,849.75	-642,482.17
Paycheck	11/15/2023	ach11...	Robert K Choate	X	-1,812.75	-644,294.92
Paycheck	11/15/2023	ach11...	Quinton P Willis	X	-1,785.07	-646,079.99
Paycheck	11/15/2023	ach11...	Jamie M Blaiweiss	X	-1,781.51	-647,861.50
Paycheck	11/15/2023	ach11...	Mike Turrubiarz II	X	-1,779.46	-649,640.96
Paycheck	11/15/2023	ach11...	ALMA VALLADARES	X	-1,367.30	-651,008.26
Paycheck	11/15/2023	ach11...	Rebecah Brondson	X	-1,365.13	-652,373.39
Liability Check	11/15/2023		AXA	X	-608.04	-652,981.43
Paycheck	11/15/2023	ach11...	Jason E Burr	X	-539.77	-653,521.20
Liability Check	11/15/2023		Ameritas	X	-320.98	-653,842.18
Bill Pmt -Check	11/16/2023	39475	DH Pace Company, ...	X	-2,686.55	-656,528.73
Bill Pmt -Check	11/16/2023	39482	SSW Tinting	X	-1,200.00	-657,728.73
Bill Pmt -Check	11/16/2023	39480	Motorola Solutions, I...	X	-807.58	-658,536.31
Bill Pmt -Check	11/16/2023	39484	Imperial Dade	X	-186.80	-658,723.11
Bill Pmt -Check	11/16/2023	39483	Waste Pro - Ft. Myers	X	-171.00	-658,894.11
Bill Pmt -Check	11/16/2023	39477	Immokalee Water & ...	X	-135.01	-659,029.12
Bill Pmt -Check	11/16/2023	39476	Eagle Engraving	X	-111.55	-659,140.67
Bill Pmt -Check	11/16/2023	39474	Crown Trophy	X	-32.45	-659,173.12
Bill Pmt -Check	11/16/2023	39479	Lee County Electric ...	X	-12.01	-659,185.13
Transfer	11/21/2023			X	-450,000.00	-1,109,185.13
Bill Pmt -Check	11/21/2023	39497	North Collier Fire Co...	X	-6,982.39	-1,116,167.52
Bill Pmt -Check	11/21/2023	39489	Combs Oil Company	X	-985.25	-1,117,152.77
Paycheck	11/21/2023	ACH1...	Dimitrios Amasiadis,...	X	-496.32	-1,117,649.09
Bill Pmt -Check	11/21/2023	39496	Lee County Electric ...	X	-371.55	-1,118,020.64
Bill Pmt -Check	11/21/2023	39498	Tamiami Ford	X	-339.90	-1,118,360.54
Bill Pmt -Check	11/21/2023	39490	Comcast	X	-239.95	-1,118,600.49
Bill Pmt -Check	11/21/2023	39487	Callaghan Tire	X	-95.00	-1,118,695.49
Bill Pmt -Check	11/21/2023	39495	John Collins Auto P...	X	-46.38	-1,118,741.87
Bill Pmt -Check	11/21/2023	39493	Gannett Florida Loc...	X	-30.00	-1,118,771.87
Liability Check	11/22/2023	ACH1...	United States Treas...	X	-85.00	-1,118,856.87
Liability Check	11/30/2023	ACH1...	FL Division of Retire...	X	-91,222.06	-1,210,078.93
Liability Check	11/30/2023		United States Treas...	X	-42,360.86	-1,252,439.79
Paycheck	11/30/2023	ACH1...	DAVID L PATTERS...	X	-6,366.69	-1,258,806.48
Paycheck	11/30/2023	ACH1...	David Batiato	X	-5,323.13	-1,264,129.61

**IMMOKALEE FIRE CONTROL DISTRICT**  
**Reconciliation Detail**  
**101000 - FNB CHECKING, Period Ending 11/30/2023**

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	11/30/2023	ACH1...	JAVIER E BARCELA	X	-5,081.06	-1,269,210.67
Paycheck	11/30/2023	ACH1...	THOMAS K CUNNI...	X	-4,945.59	-1,274,156.26
Paycheck	11/30/2023	ACH1...	CODY A RODGERS	X	-4,511.82	-1,278,668.08
Paycheck	11/30/2023	ACH1...	WINSTON C SUMM...	X	-4,314.80	-1,282,982.88
Paycheck	11/30/2023	ACH1...	ALAN T DAVIS	X	-4,310.80	-1,287,293.68
Paycheck	11/30/2023	ACH1...	MICHAEL J CHOATE	X	-4,258.03	-1,291,551.71
Paycheck	11/30/2023	ACH1...	CHRISTIAN J BART...	X	-4,192.36	-1,295,744.07
Paycheck	11/30/2023	ACH1...	ROBERTO MENDO...	X	-3,871.39	-1,299,615.46
Paycheck	11/30/2023	ACH1...	JOSHUA D BAUER	X	-3,752.93	-1,303,368.39
Paycheck	11/30/2023	ACH1...	JAMES P EIDEL	X	-3,535.68	-1,306,904.07
Paycheck	11/30/2023	ACH1...	JUSTIN K STRICKL...	X	-3,376.01	-1,310,280.08
Paycheck	11/30/2023	ACH1...	MITCHELL VAN TINE	X	-3,346.80	-1,313,626.88
Paycheck	11/30/2023	ACH1...	DEREK A NEUMAN	X	-3,234.02	-1,316,860.90
Paycheck	11/30/2023	ACH1...	JESSIE NICOLETT...	X	-3,227.10	-1,320,088.00
Paycheck	11/30/2023	ACH1...	MINDAUGAS DEGU...	X	-3,185.90	-1,323,273.90
Paycheck	11/30/2023	ACH1...	BRIAN E HUGHES	X	-3,063.94	-1,326,337.84
Paycheck	11/30/2023	ACH1...	Taylor D Logan	X	-2,805.47	-1,329,143.31
Paycheck	11/30/2023	ACH1...	GREGORY R SMITH	X	-2,781.35	-1,331,924.66
Paycheck	11/30/2023	ACH1...	ERIK J. MILLER	X	-2,684.72	-1,334,609.38
Paycheck	11/30/2023	ACH1...	Mike Turrubiardez II	X	-2,564.78	-1,337,174.16
Liability Check	11/30/2023	ACH1...	FL Division of Retire...	X	-2,427.28	-1,339,601.44
Paycheck	11/30/2023	ACH1...	Joham Cherisme	X	-2,393.72	-1,341,995.16
Paycheck	11/30/2023	ACH1...	ANDRE R BEAUDE...	X	-2,358.64	-1,344,353.80
Paycheck	11/30/2023	ACH1...	AGUSTIN RODRIG...	X	-2,335.84	-1,346,689.64
Paycheck	11/30/2023	ACH1...	Dimitrios Amasiadis,...	X	-2,207.30	-1,348,896.94
Paycheck	11/30/2023	ACH1...	RYNE L. ROSENBA...	X	-2,179.22	-1,351,076.16
Paycheck	11/30/2023	ACH1...	Nathan C Kopanda	X	-1,996.54	-1,353,072.70
Paycheck	11/30/2023	ACH1...	James W Montgom...	X	-1,992.58	-1,355,065.28
Paycheck	11/30/2023	ACH1...	Charles T Holman, Jr.	X	-1,962.80	-1,357,028.08
Paycheck	11/30/2023	ACH1...	Robert K Choate	X	-1,917.04	-1,358,945.12
Paycheck	11/30/2023	ACH1...	Quinton P Willis	X	-1,889.37	-1,360,834.49
Paycheck	11/30/2023	ACH1...	Sage C Haislip	X	-1,889.36	-1,362,723.85
Paycheck	11/30/2023	ACH1...	Jamie M Blaiweiss	X	-1,882.86	-1,364,606.71
Paycheck	11/30/2023	ACH1...	ROBERT C ROOKA...	X	-1,716.33	-1,366,323.04
Paycheck	11/30/2023	ACH1...	Rebecah Brondson	X	-1,428.88	-1,367,751.92
Paycheck	11/30/2023	ACH1...	ALMA VALLADARES	X	-1,367.30	-1,369,119.22
Paycheck	11/30/2023	ACH1...	Jason E Burr	X	-539.78	-1,369,659.00
Liability Check	11/30/2023	ACH1...	Ameritas	X	-320.98	-1,369,979.98
Paycheck	11/30/2023	ACH1...	Joseph Brister	X	-230.87	-1,370,210.85
Paycheck	11/30/2023	ACH1...	Robert Halman {com}	X	-230.87	-1,370,441.72
Paycheck	11/30/2023	ACH1...	Bonnie Keen	X	-230.87	-1,370,672.59
Paycheck	11/30/2023	ACH1...	Donald Gunther Jr	X	-205.87	-1,370,878.46
Paycheck	11/30/2023	ACH1...	Patricia Anne Goodn...	X	-80.87	-1,370,959.33
Total Checks and Payments					-1,370,959.33	-1,370,959.33
<b>Deposits and Credits - 8 items</b>						
Bill Pmt -Check	09/25/2023	39343	Waste Pro - Ft. Myers	X	0.00	0.00
Deposit	11/07/2023			X	30,980.65	30,980.65
Deposit	11/14/2023			X	393,850.13	424,830.78
Bill Pmt -Check	11/16/2023	39478	Imperial Dade	X	0.00	424,830.78
Deposit	11/21/2023			X	6,982.39	431,813.17
Transfer	11/21/2023			X	450,000.00	881,813.17
Deposit	11/21/2023			X	550,042.25	1,431,855.42
Deposit	11/28/2023			X	357,778.39	1,789,633.81
Total Deposits and Credits					1,789,633.81	1,789,633.81
Total Cleared Transactions					418,674.48	418,674.48
Cleared Balance					418,674.48	871,635.85

**IMMOKALEE FIRE CONTROL DISTRICT**  
**Reconciliation Detail**  
**101000 · FNB CHECKING, Period Ending 11/30/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 35 items</b>						
Bill Pmt -Check	09/05/2023	39283	Office Furniture Depot		-1,039.46	-1,039.46
Liability Check	09/25/2023	39330	North Collier Profess...		-1,383.50	-2,422.96
Bill Pmt -Check	10/31/2023	39424	Florida Fire Chief's ...		-125.00	-2,547.96
Bill Pmt -Check	11/07/2023	39444	O'Reilly		-278.06	-2,826.02
Bill Pmt -Check	11/14/2023	39471	Tricia Wilson		-75.00	-2,901.02
Bill Pmt -Check	11/14/2023	ACH1...	Comcast		-68.96	-2,969.98
Bill Pmt -Check	11/16/2023	39481	Prism-IPX Systems, ...		-1,017.00	-3,986.98
Bill Pmt -Check	11/16/2023	39473	AC'CENT Business ...		-124.18	-4,111.16
Bill Pmt -Check	11/21/2023	39492	Florida Blue		-53,241.77	-57,352.93
Bill Pmt -Check	11/21/2023	39494	Guardian		-3,463.95	-60,816.88
Liability Check	11/21/2023	39499	North Collier Profess...		-1,660.20	-62,477.08
Bill Pmt -Check	11/21/2023	39486	Amerigas		-847.00	-63,324.08
Bill Pmt -Check	11/21/2023	39488	Channel Innovations		-445.00	-63,769.08
Bill Pmt -Check	11/21/2023	39485	North Collier Fire Co...		-430.00	-64,199.08
Bill Pmt -Check	11/21/2023	39491	Fire Ant Control LLC		-245.00	-64,444.08
Bill Pmt -Check	11/28/2023	39512	Santander Bank, N.A.		-90,338.96	-154,783.04
Bill Pmt -Check	11/28/2023	39509	Municipal Emergenc...		-23,520.62	-178,303.66
Bill Pmt -Check	11/28/2023	39502	Arthur J. Gallagher ...		-18,429.00	-196,732.66
Bill Pmt -Check	11/28/2023	39511	P.G.I.T.		-11,526.92	-208,259.58
Bill Pmt -Check	11/28/2023	39501	AccessMD		-3,333.33	-211,592.91
Bill Pmt -Check	11/28/2023	39510	Municipal Equipmen...		-2,680.00	-214,272.91
Bill Pmt -Check	11/28/2023	39500	ABC Fire Equipment		-1,021.00	-215,293.91
Bill Pmt -Check	11/28/2023	39503	Ave Maria Utility Co...		-942.07	-216,235.98
Bill Pmt -Check	11/28/2023	39517	Waste Pro - Ft. Myers		-914.04	-217,150.02
Bill Pmt -Check	11/28/2023	39508	Everglades Equipment		-683.32	-217,833.34
Bill Pmt -Check	11/28/2023	39516	Verizon		-256.03	-218,089.37
Bill Pmt -Check	11/28/2023	39514	Ten-8 Fire & Safety,...		-240.00	-218,329.37
Bill Pmt -Check	11/28/2023	39515	United Uniforms US...		-233.11	-218,562.48
Bill Pmt -Check	11/28/2023	39506	Century Link		-189.96	-218,752.44
Bill Pmt -Check	11/28/2023	39505	CDW Government		-143.63	-218,896.07
Bill Pmt -Check	11/28/2023	39504	Callaghan Tire		-95.00	-218,991.07
Bill Pmt -Check	11/28/2023	39513	Stericycle, Inc.		-90.14	-219,081.21
Bill Pmt -Check	11/28/2023	39507	DIRECTV		-45.99	-219,127.20
Liability Check	11/30/2023	ACH1...	AFLAC		-1,906.00	-221,033.20
Liability Check	11/30/2023		AXA		-638.49	-221,671.69
Total Checks and Payments					-221,671.69	-221,671.69
Total Uncleared Transactions					-221,671.69	-221,671.69
Register Balance as of 11/30/2023					197,002.79	649,964.16
<b>New Transactions</b>						
<b>Checks and Payments - 2 items</b>						
General Journal	12/01/2023				-494.70	-494.70
General Journal	12/01/2023				-450.00	-944.70
Total Checks and Payments					-944.70	-944.70
Total New Transactions					-944.70	-944.70
<b>Ending Balance</b>					<b>196,058.09</b>	<b>649,019.46</b>

18101 Von Karman Avenue  
Suite 750  
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ADDRESS SERVICE REQUESTED

IMMOKALEE FIRE CONTROL DISTRICT  
5368 USEPPA DR  
AVE MARIA FL 34142-5051

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Irvine, CA 92612

**Summary of Accounts**

Account Type	Account Number	Ending Balance
FL Public Funds Checking	XXXXXXXXX8175	\$871,635.85

**FL Public Funds Checking-XXXXXXXXX8175**

**Account Summary**

Date	Description	Amount	Description	Amount
11/01/2023	Beginning Balance	\$452,961.37	Earnings Balance	\$0.00
	6 Credit(s) This Period	\$1,789,633.81		
	97 Debit(s) This Period	\$1,370,959.33		
11/30/2023	Ending Balance	\$871,635.85		

*✓ Reconciled 12-5-23*

**Electronic Credits**

Date	Description	Amount
11/06/2023	ACH Deposit CC TAX COLLECTOR ACH PYMT	\$30,980.65
11/14/2023	ACH Deposit CC TAX COLLECTOR ACH PYMT	\$393,850.13
11/20/2023	ACH Deposit CC TAX COLLECTOR ACH PYMT	\$550,042.25
11/21/2023	Internet Dep Trf Transfer from DDA 8183	\$6,982.39
11/21/2023	Internet Dep Trf Transfer from DDA 8191	\$450,000.00
11/24/2023	ACH Deposit CC TAX COLLECTOR ACH PYMT	\$357,778.39

**Electronic Debits**

Date	Description	Amount
11/01/2023	ACH Payment IMMOKALEE FIRE C Payroll DD Nov Com Ins	\$494.70
11/02/2023	ACH Payment AFLAC INSURANCE	\$1,906.00
11/06/2023	ACH Payment HEALTHECHOICES I ACH Debit	\$227.50
11/13/2023	ACH Payment WASTE PRO 126 CC 2396572729 MPLNC	\$83.50
11/13/2023	ACH Payment WASTE PRO 126 CC 2396572729 MPLNC	\$278.12
11/13/2023	ACH Payment COMCAST 8535100 411337285 800-266-2278	\$311.30
11/13/2023	ACH Payment DataPath Card Se CARD SERV CARD SERV	\$450.00
11/13/2023	ACH Payment WASTE PRO 126 CC 2396572729 MPLNC	\$621.25
11/14/2023	ACH Payment DataPath Card Se CARD SERV CARD SERV	\$450.00
11/15/2023	ACH Payment Ameritas Life In XR01DD	\$320.98
11/15/2023	ACH Payment IRS USATAXPYMT	\$33,294.40
11/15/2023	ACH Payment IMMOKALEE FIRE C Payroll DD Payroll 11-15-23	\$96,853.99
11/16/2023	ACH Payment DSTRS INVESTMENT	\$608.04
11/22/2023	ACH Payment IRS USATAXPYMT	\$85.00
11/28/2023	ACH Payment COMCAST 8535100 420019197 800-266-2278	\$404.85
11/29/2023	ACH Payment IMMOKALEE FIRE C Payroll DD Payroll Holiday	\$496.32
11/30/2023	ACH Payment Ameritas Life In XR01DD	\$320.98



**FL Public Funds Checking-XXXXXXXX8175 (continued)**
**Electronic Debits (continued)**

Date	Description	Amount
11/30/2023	ACH Payment IRS USATAXPYMT	\$42,360.86
11/30/2023	ACH Payment FLA DEPT REVENUE CRC	\$93,649.36
11/30/2023	ACH Payment IMMOKALEE FIRE C Payroll DD Payroll	\$115,771.28

**Other Debits**

Date	Description	Amount
11/14/2023	Internet W/D Trf Transfer to DDA 8191	\$400,000.00
11/21/2023	Internet W/D Trf Transfer to DDA 8191	\$450,000.00

**Checks Cleared**

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
39396	11/06/2023	\$105.64	39438	11/24/2023	\$288.48	39464	11/17/2023	\$372.00
39404*	11/01/2023	\$3,352.63	39439	11/21/2023	\$1,307.14	39465	11/17/2023	\$1,375.00
39409*	11/16/2023	\$2,031.36	39440	11/15/2023	\$175.00	39466	11/17/2023	\$268.61
39410	11/06/2023	\$9,699.42	39441	11/16/2023	\$1,799.00	39467	11/16/2023	\$113.95
39413*	11/01/2023	\$944.43	39442	11/15/2023	\$5,753.58	39468	11/24/2023	\$86.87
39416*	11/15/2023	\$1,660.20	39443	11/15/2023	\$1,380.00	39469	11/17/2023	\$3,112.00
39418*	11/30/2023	\$3,333.33	39445*	11/15/2023	\$11,526.92	39470	11/22/2023	\$1,785.00
39419	11/21/2023	\$2,016.65	39446	11/13/2023	\$845.00	39472*	11/17/2023	\$1,927.27
39420	11/06/2023	\$958.74	39447	11/21/2023	\$845.00	39474*	11/21/2023	\$32.45
39421	11/07/2023	\$80.98	39448	11/14/2023	\$451.50	39475	11/24/2023	\$2,686.55
39422	11/09/2023	\$45.99	39449	11/15/2023	\$610.41	39476	11/28/2023	\$111.55
39423	11/13/2023	\$2,719.18	39450	11/14/2023	\$16,349.00	39477	11/21/2023	\$135.01
39425*	11/07/2023	\$1,950.00	39451	11/20/2023	\$1,000.00	39479*	11/22/2023	\$12.01
39426	11/14/2023	\$2,664.00	39452	11/16/2023	\$103.38	39480	11/24/2023	\$807.58
39427	11/07/2023	\$87.41	39453	11/14/2023	\$148.55	39482*	11/28/2023	\$1,200.00
39428	11/07/2023	\$87.51	39454	11/13/2023	\$227.00	39483	11/27/2023	\$171.00
39429	11/06/2023	\$173.38	39455	11/16/2023	\$87.49	39484	11/24/2023	\$186.80
39430	11/03/2023	\$398.00	39456	11/17/2023	\$443.00	39487*	11/28/2023	\$95.00
39431	11/15/2023	\$568.75	39457	11/27/2023	\$238.67	39489*	11/28/2023	\$985.25
39432	11/21/2023	\$1,253.85	39458	11/17/2023	\$851.64	39490	11/29/2023	\$239.95
39433	11/17/2023	\$297.36	39459	11/24/2023	\$228.00	39493*	11/29/2023	\$30.00
39434	11/15/2023	\$1,217.90	39460	11/20/2023	\$268.61	39495*	11/28/2023	\$46.38
39435	11/15/2023	\$10,845.94	39461	11/15/2023	\$10,578.75	39496	11/29/2023	\$371.55
39436	11/15/2023	\$1,000.00	39462	11/21/2023	\$1,350.00	39497	11/30/2023	\$6,982.39
39437	11/15/2023	\$515.55	39463	11/20/2023	\$3,632.51	39498	11/27/2023	\$339.90

\* Indicates skipped check number

**Daily Balances**

Date	Amount	Date	Amount	Date	Amount
11/01/2023	\$448,169.61	11/14/2023	\$431,681.42	11/24/2023	\$1,138,784.47
11/02/2023	\$446,263.61	11/15/2023	\$255,379.05	11/27/2023	\$1,138,034.90
11/03/2023	\$445,865.61	11/16/2023	\$250,635.83	11/28/2023	\$1,135,191.87
11/06/2023	\$465,681.58	11/17/2023	\$241,988.95	11/29/2023	\$1,134,054.05
11/07/2023	\$463,475.68	11/20/2023	\$787,130.08	11/30/2023	\$871,635.85
11/09/2023	\$463,429.69	11/21/2023	\$787,172.37		
11/13/2023	\$457,894.34	11/22/2023	\$785,290.36		



**FL Public Funds Checking-XXXXXXXX8175 (continued)**

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**Overdraft and Returned Item Fees**

	<b>Total for this period</b>	<b>Total year-to-date</b>
<b>Total Overdraft Fees</b>	\$0.00	\$0.00
<b>Total Returned Item Fees</b>	\$0.00	\$0.00

7:52 AM

12/05/23

**IMMOKALEE FIRE CONTROL DISTRICT**  
**Reconciliation Summary**  
**102000 · FNB MONEY MARKET, Period Ending 11/30/2023**

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	<u>Nov 30, 23</u>	
<b>Beginning Balance</b>		46,308.10
<b>Cleared Transactions</b>		
Checks and Payments - 1 item	-450,000.00	
Deposits and Credits - 6 items	856,981.98	
<b>Total Cleared Transactions</b>	<u>406,981.98</u>	
<b>Cleared Balance</b>		<b>453,290.08</b>
<b>Register Balance as of 11/30/2023</b>		453,290.08
<b>New Transactions</b>		
Deposits and Credits - 2 items	403.27	
<b>Total New Transactions</b>	<u>403.27</u>	
<b>Ending Balance</b>		<b>453,693.35</b>

7:52 AM

12/05/23

**IMMOKALEE FIRE CONTROL DISTRICT**  
**Reconciliation Detail**  
**102000 - FNB MONEY MARKET, Period Ending 11/30/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						46,308.10
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Transfer	11/21/2023			X	-450,000.00	-450,000.00
Total Checks and Payments					-450,000.00	-450,000.00
<b>Deposits and Credits - 6 items</b>						
Deposit	11/07/2023			X	40.91	40.91
Deposit	11/09/2023			X	5,812.88	5,853.79
Deposit	11/13/2023			X	101.28	5,955.07
Transfer	11/14/2023			X	400,000.00	405,955.07
Transfer	11/21/2023			X	450,000.00	855,955.07
Deposit	11/30/2023			X	1,026.91	856,981.98
Total Deposits and Credits					856,981.98	856,981.98
Total Cleared Transactions					406,981.98	406,981.98
Cleared Balance					406,981.98	453,290.08
Register Balance as of 11/30/2023					406,981.98	453,290.08
<b>New Transactions</b>						
<b>Deposits and Credits - 2 items</b>						
Deposit	12/01/2023				3.27	3.27
Deposit	12/01/2023				400.00	403.27
Total Deposits and Credits					403.27	403.27
Total New Transactions					403.27	403.27
<b>Ending Balance</b>					<b>407,385.25</b>	<b>453,693.35</b>

18101 Von Karman Avenue  
Suite 750  
Irvine, CA 92612

ADDRESS SERVICE REQUESTED

IMMOKALEE FIRE CONTROL DISTRICT  
MONEY MARKET ACCOUNT  
5368 USEPPA DR  
AVE MARIA FL 34142-5051

**Managing Your Accounts**

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-  Online: [www.firstfoundationinc.com](http://www.firstfoundationinc.com)
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Irvine, CA 92612

**Summary of Accounts**

Account Type	Account Number	Ending Balance
FL Public Funds Money Market	XXXXXXXXX8191	\$453,290.08

**FL Public Funds Money Market-XXXXXXXXX8191**

**Account Summary**

Date	Description	Amount
11/01/2023	Beginning Balance	\$46,308.10
	6 Credit(s) This Period	\$856,981.98
	1 Debit(s) This Period	\$450,000.00
11/30/2023	Ending Balance	\$453,290.08

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	4.60%
Interest Days	30
Interest Earned	\$0.00
Interest Paid This Period	\$1,026.91
Interest Paid Year-to-Date	\$73,758.88
Earnings Balance	\$277,334.48

*Reconciled 12-5-23*

**Deposits**

Date	Description	Amount
11/01/2023	Remote Deposit	\$40.91 ✓
11/09/2023	Remote Deposit	\$5,812.88 ✓
11/13/2023	Remote Deposit	\$101.28 ✓
11/30/2023	Accr Earning Pymt Added to Account	\$1,026.91 ✓

**Electronic Credits**

Date	Description	Amount
11/14/2023	Internet Dep Trf Transfer from DDA 8175	\$400,000.00 ✓
11/21/2023	Internet Dep Trf Transfer from DDA 8175	\$450,000.00 ✓

**Other Debits**

Date	Description	Amount
11/21/2023	Internet W/D Trf Transfer to DDA 8175	\$450,000.00 ✓

**Daily Balances**

Date	Amount	Date	Amount
11/01/2023	\$46,349.01	11/13/2023	\$52,263.17
11/09/2023	\$52,161.89	11/14/2023	\$452,263.17
		11/21/2023	\$452,263.17
		11/30/2023	\$453,290.08

8:21 AM

12/05/23

**IFCD- IMPACT FUND**  
**Reconciliation Summary**  
**100 - Cash in Bank-FFI, Period Ending 11/30/2023**

---

	<u>Nov 30, 23</u>
<b>Beginning Balance</b>	3,109,835.73
<b>Cleared Transactions</b>	
Checks and Payments - 5 items	-128,012.09
Deposits and Credits - 2 items	219,809.66
<b>Total Cleared Transactions</b>	<u>91,797.57</u>
<b>Cleared Balance</b>	<u><b>3,201,633.30</b></u>
<b>Register Balance as of 11/30/2023</b>	3,201,633.30
<b>Ending Balance</b>	3,201,633.30

**IFCD- IMPACT FUND**  
**Reconciliation Detail**  
**100 · Cash in Bank-FFI, Period Ending 11/30/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						3,109,835.73
<b>Cleared Transactions</b>						
<b>Checks and Payments - 5 Items</b>						
Bill Pmt -Check	11/07/2023	1714	Garber Ford, Inc	X	-67,803.00	-67,803.00
Bill Pmt -Check	11/07/2023	1715	TEN-8 Fire & Safety...	X	-12,830.05	-80,633.05
Bill Pmt -Check	11/14/2023	1716	Collier Co Board of ...	X	-2,008.31	-82,641.36
Bill Pmt -Check	11/16/2023	1717	First Bank	X	-38,388.34	-121,029.70
General Journal	11/21/2023	bjb		X	-6,982.39	-128,012.09
Total Checks and Payments					-128,012.09	-128,012.09
<b>Deposits and Credits - 2 Items</b>						
Deposit	11/21/2023			X	208,228.25	208,228.25
Deposit	11/30/2023			X	11,581.41	219,809.66
Total Deposits and Credits					219,809.66	219,809.66
Total Cleared Transactions					91,797.57	91,797.57
Cleared Balance					91,797.57	3,201,633.30
Register Balance as of 11/30/2023					91,797.57	3,201,633.30
<b>Ending Balance</b>					<b>91,797.57</b>	<b>3,201,633.30</b>

18101 Von Karman Avenue  
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ADDRESS SERVICE REQUESTED

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IMPACT FEE ACCOUNT  
5368 USEPPA DR  
AVE MARIA FL 34142-5051

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**Summary of Accounts**

Account Type	Account Number	Ending Balance
FL Public Funds Interest Checking	XXXXXXXX8183	\$3,201,633.30

**FL Public Funds Interest Checking-XXXXXXXX8183**

**Account Summary**

Date	Description	Amount	Interest Summary Description	Amount
11/01/2023	Beginning Balance	\$3,109,835.73	Annual Percentage Yield Earned	4.60%
	2 Credit(s) This Period	\$219,809.66	Interest Days	30
	5 Debit(s) This Period	\$128,012.09	Interest Earned	\$0.00
11/30/2023	Ending Balance	\$3,201,633.30	Interest Paid This Period	\$11,581.41
			Interest Paid Year-to-Date	\$107,384.16
			Earnings Balance	\$3,125,707.51

*Reconciled 12-5-23*

**Deposits**

Date	Description	Amount
11/20/2023	Remote Deposit	\$208,228.25
11/30/2023	Accr Earning Pymt Added to Account	\$11,581.41

**Other Debits**

Date	Description	Amount
11/21/2023	Internet W/D Trf Transfer to DDA 8175	\$6,982.39

**Checks Cleared**

Check Nbr	Date	Amount	Check Nbr	Date	Amount
1714	11/15/2023	\$67,803.00	1716	11/15/2023	\$2,008.31
1715	11/15/2023	\$12,830.05	1717	11/20/2023	\$38,388.34

\* Indicates skipped check number

**Daily Balances**

Date	Amount	Date	Amount	Date	Amount
11/01/2023	\$3,109,835.73	11/20/2023	\$3,197,034.28	11/30/2023	\$3,201,633.30
11/15/2023	\$3,027,194.37	11/21/2023	\$3,190,051.89		

**Attached:  
Items on  
Consent  
Agenda**



# **3.**

## **Budgeted Purchases:**

### **a) General Fund**

**Total Purchase**

**\$ 11,074.46**

### **b) Impact Fee**

**Total Purchase**

**\$ -0-**

---

CONSENT AGENDA - PURCHASES				
December 21, 2023				
Description	Vendor	Bid	Budget Source and Budget Line	Budget Amount Available Prior to Purchase
<b>GENERAL FUND</b>				
<b>ITEM 3A</b>				
Pay Off of Enterprise Lease ( Two 2018 Chevy Tahoes)	Enterprise Fleet Management	\$ 11,074.46	101-Debt Service - Principal	\$ 656,889
	<i>Sole Source Vendor</i>			
<b>Recommendation:</b>	<b>See Attachment 1</b>			
<b>More Space Place</b>	<b>\$11,074.46</b>			
<b>TOTAL IMPACT FEE FUND PURCHASES</b>		<b>\$11,074.46</b>		



Attachment 1

Becky Bronsdon <bbronsdon@immfire.com>

# Immokalee Fire Control District - 2018 Chevy Tahoe's Current Pay Off Amounts

7 messages

**Derek Neuman** <Dneuman@immfire.com>  
To: "Berry, Kyle W" <kyle.w.berry@efleets.com>  
Cc: Becky Bronsdon <bbronsdon@immfire.com>

Mon, Dec 11, 2023 at 12:51 PM

Good afternoon Kyle,

Can you please send me the current pay off amounts for both of the 2018 Chevy Tahoe's at your earliest convenience?

Vehicle ID: **22MQ2W**  
Vehicle ID: **22MQ36**

--  
Thank you,



**Derek Neuman**  
Battalion Chief  
Support Services  
Office: 239-657-2111  
Cell: 239-988-6306  
Fax: 239-657-9489  
dneuman@immfire.com

## IMMOKALEE FIRE CONTROL DISTRICT

Web: [www.immfire.com](http://www.immfire.com)  
Twitter: @immfire\_PID  
[www.facebook.com/immfire](https://www.facebook.com/immfire)

5368 Useppa Drive  
Ave Maria, FL 34142

*Proudly Serving the Communities of Immokalee and Ave Maria*

**Berry, Kyle W** <Kyle.W.Berry@efleets.com>  
To: Derek Neuman <Dneuman@immfire.com>  
Cc: Becky Bronsdon <bbronsdon@immfire.com>

Mon, Dec 11, 2023 at 12:56 PM

Hi Derek,

Below are the vehicles and what is currently owed on them:

Vehicle ID: 22MQ2W – Amount owed: \$5,537.23

Vehicle ID: 22MQ36 – Amount owed: \$5,537.23

Thank you,



**Kyle Berry**  
Senior Account Fleet Coordinator  
Enterprise Fleet Management

### Nov-23

<i>IMMOKALEE FIRE INSPECTION</i>	<i>#</i>	<i>COLLECTED</i>
FIRE Inspection - Alarm Monitoring	7	\$ 700.00
FIRE Inspection - Underground Fire Lines	5	\$ 953.00
FIRE Inspection Add/Alt - Commercial	2	\$ 952.50
FIRE Inspection Alarm - New Construction	5	\$ 2,533.25
FIRE Inspection Architectural Fee Type I-IV Construction - Commercial	1	\$ 1,611.82
FIRE Inspection Architectural Fee Type V Construction - Commercial	2	\$ 1,905.66
FIRE Inspection Minimum Fee - (not otherwise noted)	13	\$ 3,030.83
FIRE Inspection Sprinklers - New Construction Per Tower	9	\$ 6,924.30
<b>TOTALS</b>	<b>44</b>	<b>\$ 18,611.36</b>

**Nov-23**

<i>IMMOKALEE IMPACT FEES</i>	<i>#</i>	<i>COLLECTED</i>
Fire Impact Fee - Immokalee - Non Res	0	\$ -
Fire Impact Fee - Immokalee - Res	45	\$ 217,021.65
<b>TOTALS</b>	<b>45</b>	<b>\$ 217,021.65</b>

**Nov-23**

<i>IMMOKALEE FIRE APPLICATION</i>	<i>#</i>	<i>COLLECTED</i>
FIRE - Application - TENT	2	\$ 100.00
FIRE Application - Alarms Monitoring	2	\$ 200.00
FIRE Application - Architectural	19	\$ 6,119.63
FIRE Application - Fire Alarm - Commerical	4	\$ 360.00
FIRE Application - Hoods	1	\$ 85.00
FIRE Application - Sprinkler System	2	\$ 100.00
FIRE Application - Underground Fire Line	2	\$ 200.00
<b>TOTALS</b>	<b>32</b>	<b>\$ 7,164.63</b>

## Nov-23

<i>IMMOKALEE FIRE REVIEW</i>	<i>#</i>	<i>COLLECTED</i>
Fire Code Review - CU	1	\$ 150.00
Fire Code Review - Insubstantial Change to Construction Plans	1	\$ 100.00
Fire Code Review - Insubstantial Change to Site Plan	1	\$ 100.00
Fire Code Review - NAP	1	\$ 50.00
Fire Code Review Manual Fee	5	\$ 500.00
FIRE Review Fee - Alarms - Commercial	5	\$ 211.75
FIRE Review Fee - Fire Architectural	1	\$ 69.40
FIRE Review Fee - Sprinkler Systems	9	\$ 1,350.90
FIRE Review Fee - Underground Fire Line	5	\$ 90.60
FIRE Review Minimum Fee	5	\$ 509.50
FIRE Second Correction	2	\$ 161.64
<b>TOTALS</b>	<b>36</b>	<b>\$ 3,293.79</b>



# **Immokalee Fire Control District**

**Regular Fire Commission Meeting**

**Thursday, December 21, 2023**

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## **II. Old Business**

**None**





# **Immokalee Fire Control District**

## **Regular Fire Commission Meeting**

### **Thursday, December 21, 2023**

---

### **III. New Business / Action Items**

**1.**

**Election**

**Of Officers**

**Of**

**Board of**

**Commissioners**



# Immokalee Fire Control District

## Regular Board Meeting

### Thursday, December 21, 2023

---

**Meeting Date:** December 21, 2023  
**Prepared By:** Chief Financial Officer Becky Bronsdon  
**Date Prepared:** December 1, 2023  
**Subject:** Election of Offices of Board of Commissioners

**Objective:**

Elect the Chair, Vice-Chair and Secretary/Treasurer of the Board of Fire Commissioners for a one year period.

**Background Information:**

Pursuant to Chapter 191.005, Florida Statutes, the Board of Fire Commissioners must annually elect a Chair, Vice-Chair and Secretary/Treasurer. The Commissioner Handbook identifies the election of officers is to be held at the December meeting. Therefore, the Board must now elect those officers.

**Fiscal Impact:**

None

**Attachments:**

None

**2.**  
**Awards**  
**And**  
**Recognitions**

**NONE**

**3.**

**Approval**

**Of**

**District Policies**

**Sections 900 - 917**

**By**

**Adoption of**

**Resolution 2023-024**



# Immokalee Fire Control District

## Regular Board Meeting

### Thursday, December 21, 2023

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**Meeting Date:** December 21, 2023  
**Prepared By:** Chief Financial Officer Becky Bronsdon  
**Date Prepared:** December 1, 2023  
**Subject:** Approval of District Policies Sections 900 through 917 by Adoption of Resolution 2023-024

**Objective:**

Obtain Board approval of District Policies Sections 900 through 917 by Adoption of Resolution 2023-024.

**Background Information:**

At the December 2020 Board Meeting, the Board engaged Lexipol to create and update comprehensive policies for the District. Staff has been working with Lexipol to review current policies and identify new policies needed in an ongoing process.

Staff is now at the point that a consolidation of existing policies, staff updated policies, policies required by grant receipts and Lexipol created policies needs to be adopted by section for clarity and to address some minor changes such as renumbering. The first priority is to adopt (or re-adopt) Personnel and Benefit Policies as a consolidated unit. While there are 17 policies presented for adoption, it is important to note that all of these policies have been previously adopted by the Board, some as recently as a few months ago. They are only presented for readoption so there is no confusion as to what policy is in effect. **It is also important to remember that wage and benefit issues are governed by the Collective Bargaining Agreement for bargaining unit employees.**

The table below identifies the policies to be adopted and which policies they are replacing. As noted, most of these policies were originally adopted in 2017, so virtually all of them needed to be updated to reflect changes in practice, and both internal and external requirements.

Staff is requesting the Board adopt the following policies (attached hereto as Attachments 1 through 17):

Policy Number	Policy Name	Replaces Existing	Previously Updated	Lexipol	Adoption/Revision Date
900	Employment Status and Changes	201-Employment Categories			3/16/2017
901	Recruitment and Selection	205-Promotion			3/16/2017
902	Compensation	403-Incentive Prog			3/16/2017
903	Hours of Work and OT	507-Overtime			3/16/2017
904	Payroll and Timekeeping	401-Payroll & Timekeeping	Yes		10/15/2020
905	Personnel Reduction	208-Personnel Reductions			3/16/2017
906	Vacation	302-Vacation	Yes		8/18/2022
907	Sick Leave Benefits	305-Sick Leave	Yes		8/18/2022
908	Holidays	303-Holidays	Yes		5/18/2023
909	Bereavement	307-Bereavement			3/16/2017
910	FMLA	601-FMLA		Yes	2/23/2023
911	Personal Day	308-Personal Day			3/16/2017
912	Other Leaves of Absence	602-607			3/16/2017
913	Intentionally Blank				
914	Employee Insurance	301-Employee Ben			3/16/2017
915	Retirement	301-Employee Ben			3/16/2017
916	Education Reimbursement	604-Education Reim	Yes		3/28/2019
917	Miscellaneous	105-Medical Examinations, 505-Use of Tobacco			3/16/2017

There are four policies that contain revisions which may have a future financial impact:

1. 902 – Compensation – provision added for exempt employees to receive compensation in very specific overtime circumstances (deployment, hurricane, other declared state of emergency)
2. 908 – Holidays – through collective bargaining, Easter has been added as a holiday.
3. 906 – Vacation and 907 – Sick Leave – date of applicability of policy for part time employees changes from on or before “January 1, 2018” to on or before “November 1, 2018”. This provision would now include one additional employee not originally covered by the benefit (and the only part-time employee).
4. 914 – Employee Insurance – provides for any employee who has Medicare as primary insurance will have their supplemental policy paid by the District, as long as they are employed. This is a financial benefit to the District since the cost of a supplemental policy is significantly less than the District’s policy premium.

**Recommendation:**

Staff recommends the Board adopts the following policies by Resolution 2023-024 (Attachment 18):

1. 900 – Employment Status and Changes
2. 901 – Recruitment and Selection
3. 902 – Compensation
4. 903 – Hours of Work and Overtime
5. 904 – Payroll and Timekeeping
6. 905 – Personnel Reduction
7. 906 – Vacation
8. 907 – Sick Leave Benefits
9. 908 – Holidays
10. 909 – Bereavement
11. -10 – FMLA
12. 911 – Personal Day
13. 912 – Other Leaves of Absence
14. 914 – Employee Insurance
15. 915 – Retirement
16. 916 – Education Reimbursement
17. 917 - Miscellaneous

**Attachments:**

- Attachment 1: 900 – Employment Status and Changes  
Attachment 2: 901 – Recruitment and Selection  
Attachment 3: 902 – Compensation  
Attachment 4: 903 – Hours of Work and Overtime  
Attachment 5: 904 – Payroll and Timekeeping  
Attachment 6: 905 – Personnel Reduction  
Attachment 7: 906 – Vacation  
Attachment 8: 907 – Sick Leave Benefits  
Attachment 9: 908 – Holidays  
Attachment 10: 909 – Bereavement  
Attachment 11: 910 – FMLA  
Attachment 12: 911 – Personal Day  
Attachment 13: 912 – Other Leaves of Absence  
Attachment 14: 914 – Employee Insurance  
Attachment 15: 915 – Retirement  
Attachment 16: 916 – Education Reimbursement  
Attachment 17: 917 – Miscellaneous  
Attachment 18: Resolution 2023-024



# ATTACHMENT 1

## ***IMMOKALEE FIRE CONTROL DISTRICT DISTRICT POLICY***

TITLE	EMPLOYMENT STATUS AND CHANGES
Board Adoption Date	December 21, 2023
Resolution #	2023-024
Effective Date	December 21, 2023
Revision Date	

### **900 EMPLOYMENT STATUS AND CHANGES**

Florida law recognizes the concept of “at will” status whereby either the employer or the employee may choose at any time to end their employment relationship, with or without cause, and only as limited by these policies. Thus, while the District hopes its relationship with all its employees is long and productive, it is important to nonetheless acknowledge that all non-bargaining unit employees serve in an “at will” status except as specifically restricted by those policies where certain appeal rights have been granted to specified classes of employees.

For purposes of delineating the categories of appointments to apply District Policy, the following types of appointments shall be used:

- A. Full Time - works full time on a continuous basis for an indefinite term and receives benefits as outlined in District Policy, or in accordance with the plan terms for matters such as pension and insurance. May be exempt or non-exempt for purposes of the Fair Labor Standards Act.
- B. Part Time - Employees who work less than thirty (30) hours per week. Benefit eligibility is determined by benefit carrier or plan terms.
- C. Temporary - Limited duration appointments made for specific projects or activities. These may include, but are not limited to seasonal, special project opportunities, or student internships. Non-benefited except when or if required by law or plan terms.
- D. Emergency - Appointments filled without using the normal recruitment and selection process so as to avoid stoppage of public business or serious inconvenience to the public or the District. Non-benefited except when or if

# ATTACHMENT 1

## ***IMMOKALEE FIRE CONTROL DISTRICT DISTRICT POLICY***

required by law or plan terms.

- E. Intern – Paid or Unpaid, full or part-time, non-sworn positions may be filled utilizing interns from community organizations at the Fire Chief’s discretion.

Within these appointments, a reference to “sworn” employees shall refer to those persons who are required by the District to have and maintain State of Florida Firefighter certification in compliance with Statute 633.35 and/or State of Florida Paramedic certification in compliance with Statute 401.27 as a condition of employment in the position they hold.

### **1. DUTIES AND RESPONSIBILITIES**

The Fire Chief will maintain job descriptions for all approved classifications and may from time to time recommend to the Board changes in such job descriptions. Notwithstanding the existence of such job descriptions, the District understands that necessary duties and responsibilities may not always be specifically listed. The District reserves the right to assign employees to perform duties in addition to those listed within the job descriptions that are related to the purpose of the District.

### **2. PROBATIONARY PERIODS**

All full time employees serve a one (1) year probationary period commencing with the date of hire. Newly promoted employees shall serve a promotional probationary period of six (6) months at the discretion of the Fire Chief. Probationary periods are intended as a working test to assess the employee’s actual performance and make a decision whether the employee should be retained in the position or in District service generally. A probationary period may be extended up to three (3) additional months with the approval of the Fire Chief if the employee’s performance is such that an extension is warranted in lieu of discharge or return to the employee’s former position. For employees on a promotional probationary period, the Fire Chief may permit a return by the employee to his or her former position in lieu of discharge. While all employees serve the District in an “at will” status except as otherwise stated elsewhere within these policies, designation as probationary determines the extent to which the employee is afforded an opportunity for review of a decision by the District to dismiss the employee. Moreover, for purposes

## ATTACHMENT 1

# ***IMMOKALEE FIRE CONTROL DISTRICT DISTRICT POLICY***

of determining entitlement to unemployment benefits, all newly hired employees serve a 90 day probationary period.

### **3. TRANSFERS**

A transfer is the movement of an employee from one classification to another classification that has the same minimum and maximum rate of pay.

### **4. RECLASSIFICATIONS**

Vacant positions may be reclassified at any time upon recommendation of the Fire Chief and approval of the Board. For occupied positions, the District may direct, or an employee may request, that a position audit be conducted whenever concerns are present that an employee's position may be improperly classified. Where a decision is reached to reclassify a position occupied by an incumbent employee to a higher or lower level, the Fire Chief may either recruit for the position, or may recommend and the Board may approve such reclassification without consideration of other applicants. Generally, compensation in the event of reclassification will be determined under Section 902 of the District Policies, based upon whether the reclassification results in a promotion, demotion, or lateral movement. In addition, where the reclassification is to a higher level position, the Fire Chief may recommend and the Board may approve an increase effective based upon the date the Board determines appropriate under the circumstances.

### **5. PROMOTIONS AND DEMOTIONS**

A promotion is defined as movement from one classification to another classification that has a higher minimum and maximum rate of pay. A demotion is defined as movement from one classification to another classification that has a lower minimum and maximum rate of pay. Compensation changes due to promotion or demotion will be determined in accordance with Section 3.02 of the District Policies.

## ATTACHMENT 1

# ***IMMOKALEE FIRE CONTROL DISTRICT DISTRICT POLICY***

### **6. ACTING OR TEMPORARY STATUS**

In the event a vacancy occurs in a non-bargaining unit position, the Fire Chief may fill the position internally in an Acting or Temporary Status. At the conclusion of the Acting or Temporary vacancy, the position will either be filled permanently or left vacant at the discretion of the Fire Chief in accordance with the procedure identified in District Policy Section 901 – Recruitment and Selection. At such conclusion of the temporary status of the position, the employee appointed to fill that position in a Temporary or Acting Status will either submit an application to fill the position on a permanent basis according to District Policy Section 901, or will be permitted to return to his or her former position. Any employee who has been temporarily promoted as a result of the Temporary vacancy will return to their former position at the conclusion of the Temporary Vacancy.

In the event a vacancy occurs in the position of Fire Chief, the Board of Fire Commissioners may, at their discretion, appoint an Acting or Temporary Fire Chief. At the conclusion of the Acting or Temporary status of the position of Fire Chief, the employee temporarily appointed to such position will either submit an application to fill the position on a permanent basis in accordance with the Board approved Procedure for Selection of Fire Chief, or will return to his or her former position. Any employee who has been temporarily promoted as a result of the Temporary or Acting status of the Fire Chief position will return to their former position at the conclusion of such Acting or Temporary assignment, or will apply to fill the position if a permanent vacancy is posted.

Any temporary vacancy which occurs in a bargaining unit position will be filled in accordance with the provisions of the Collective Bargaining Agreement.

### **7. TYPES OF SEPARATIONS**

Separation or termination from District service will be designated as one of the following types:

## ATTACHMENT 1

### ***IMMOKALEE FIRE CONTROL DISTRICT DISTRICT POLICY***

- A. Resignation - Resignation is the separation of an employee from District service through the submission of a notice that the employee wishes to resign, or by failure of an employee to report to duty for three (3) consecutive working days without authorization or justifiable reason acceptable to the District. An employee wishing to leave in good standing shall notify his or her immediate supervisor at least two (2) weeks before leaving. Failure to do so may be cause for denying such employee re-employment with the District in the future. Where notice has been timely given, the Fire Chief may at his/her discretion pay wages in lieu of work during the notice period, up to a maximum of two (2) weeks.
  
- B. Retirement - When an employee meets the conditions for retirement set forth by the applicable retirement plan, the employee may elect to retire and receive benefits permitted by such plan.
  
- C. Disability - An employee may separate or be involuntarily separated for disability when he or she cannot perform the essential functions of his or her position, even with reasonable accommodation, due to a physical or mental condition, regardless of whether such condition rises to the level of a disability under federal or state law.
  
- D. Death - Separation of an employee shall be effective as of the date of death. All compensation due an employee as of the date of death shall be paid to the beneficiary, surviving spouse, or to the estate of the employee as determined by law or by executed forms in the employee's personnel file.
  
- E. Layoff - Separation of an employee due to a personnel reduction effectuated pursuant to District Policies.
  
- F. Dismissal or Discharge - Separation of an employee for reasons other than resignation, retirement, disability, death, or layoff.

#### 8. RETURN OF DISTRICT PROPERTY

## **ATTACHMENT 1**

### ***IMMOKALEE FIRE CONTROL DISTRICT DISTRICT POLICY***

At the time of separation and before receiving final monies due, all records, books, assets, uniforms, keys, tools and other items of District property in the employee's custody shall be returned to the District. Any monies due the District because of any shortages shall be deducted from the employee's final pay to the extent permitted by the Fair Labor Standards Act, and/or collected through appropriate legal action.

**ATTACHMENT 2**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

<b>TITLE</b>	<b>RECRUITMENT AND SELECTION</b>
Board Adoption Date	December 21, 2023
Resolution #	2023-024
Effective Date	December 21, 2023
Revision Date	

**901 RECRUITMENT AND SELECTION**

**1. PURPOSE**

It is the policy of the District to establish recruitment and selection processes as appropriate to encourage the application of highly qualified individuals who can render exemplary service to the District.

**2. NOTIFICATION**

When a vacancy occurs for which applications are sought, the Fire Chief or designee shall prepare internal postings and external recruiting notices or advertisements as necessary to publicize vacancies. At the Fire Chief's discretion, vacancies may be limited to internal candidates, or may be publicized both internally and externally simultaneously. For the purpose of eligibility for internal postings, internal candidates shall include full time, part time and temporary employees, including those temporary employees engaged by the District through an employment service. Where a vacancy has been initially posted as limited to internal candidates, and either no internal candidates meet the minimum qualifications, or the Fire Chief determines that a broader applicant pool should be considered, the Fire Chief may advertise the position externally before making a decision.

**3. ACCEPTANCE OF APPLICATIONS**

Each candidate for District employment or promotion shall make application in the form specified by the Fire Chief. Such information may be required as is deemed necessary to judge the applicant's qualifications and suitability for employment. Unless otherwise determined by the Fire Chief at the time a position is initially advertised, an applicant shall be required to apply each time a position is sought.

**ATTACHMENT 2**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

**4. SELECTION PROCESSES AND EXAMINATIONS**

Applicants' training, education and experience shall be considered as part of the selection process. At the discretion of the Fire Chief, one or more of the following selection devices may also be used to assist in determining the qualifications of applicants. The results of the devices below may be given weight in the selection process, or may be used to disqualify an applicant from further consideration.

- A. Written Test - This part, when required, shall include a written demonstration designed to show the applicant's familiarity with the knowledge involved in the position sought, the applicant's ability to effectively comprehend and communicate in writing, and the range of general knowledge.
  
- B. Oral Interview - This part, when required, shall include a job related interview with the applicant, either individually and/or through a panel interview process.
  
- C. Performance Test - This part, when required, shall include such tests of performance of specific skills of a type needed for the position sought.
  
- D. Physical Test - This part, when given, shall consist of a process of ability and fitness testing designed to determine ability to successfully perform the employment sought.
  
- E. Cognitive Assessment/Aptitude Tests - This part, when required, shall include such tests as are appropriate to determine the general capacity of applicants for such skills as problem solving, conflict resolution, organizational skills, aptitude, or other job related abilities as deemed appropriate.

**5. BACKGROUND AND REFERENCE CHECKS**

As part of the pre-employment process, former employers and references provided by the applicant shall be checked. Reference checks may be accomplished by phone, mail, or in person, and shall be documented and made part of the applicant's file. The District shall also have the ability to conduct such background checks as deemed appropriate, including verification of education, military background, licenses, criminal history check, and review of other available materials regarding the applicant. Background and reference checks shall be completed prior to



**ATTACHMENT 2**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

an offer of employment being extended. If a third party is used to conduct background checks covered by the federal Fair Credit Reporting Act, the District shall require the execution of necessary forms so as to use the third party process.

**6. PRE-EMPLOYMENT PHYSICAL EXAMINATIONS**

The District may require an applicant to whom a conditional offer of employment has been extended to submit to a medical examination performed by a licensed physician of the District's choice at the District's expense. Drug and alcohol testing may also be required in accordance with the District's Drugfree Workplace policy. If a medical examination required under this Section reveals the applicant cannot perform the essential functions of the position for which a conditional offer has been extended, with or without reasonable accommodation, the conditional offer of employment shall be withdrawn.

**7. VETERANS PREFERENCE**

Upon submission of the appropriate documentation at the time of application, applicants covered by the state veterans preference law (Chapter 295, Florida Statutes) shall be accorded preference in appointment, retention, and promotion to the extent required by law.

**8. DISQUALIFICATION/DISMISSAL**

The Fire Chief may remove from consideration at any time the application of an applicant or employee, or dismiss an existing employee if appropriate, if the individual:

- A. Does not possess the minimum qualifications for the position sought;
- B. Has an unsatisfactory employment or criminal history as evidenced by reference check of such a nature as to demonstrate unsuitability for employment, regardless of when discovered;
- C. Has made false statements or omissions of any information the District deems material or has practiced deception in the application process, regardless of when discovered;

**ATTACHMENT 2**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

- D. Has a disability which renders the applicant unable to perform the essential functions of the position sought with or without reasonable accommodation;
- E. Is a current user of illegal drugs, or otherwise fails to qualify for employment under the District's screening process pursuant to its Drug Free Workplace policy;
- F. Does not respond to a mail inquiry within ten (10) calendar days, or does not return a telephone inquiry within two (2) business days, or otherwise fails to cooperate in the selection process; or
- G. Fails to accept employment within two (2) business days of the offer, or to report for duty within the time prescribed in the offer.

**9. CONDITIONS OF EMPLOYMENT FOR FIREFIGHTERS**

The below listed items are conditions all applicants for employment with the Immokalee Fire Control District must agree to and abide by:

- A. Complete application form.
- B. Be at least 18 years of age.
- C. Be a citizen of the United States or have applied for same.
- D. Must furnish High School diploma or Florida GED.
- E. Must not have been convicted of a felony or misdemeanor involving moral turpitude.
- F. Be of good moral character.
- G. Be neat and present a good appearance.
- H. Have a record of fingerprints on file with State Fire College.
- I. Have a Florida driver's license.

**ATTACHMENT 2**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

- J. Have honorable discharge if has been in service.
- K. Must pass entrance exam.
- L. Sign waiver for and pass agility test given by Department. Must appear before oral interview board.
- M. Pass NFPA 1582 physical examination by Department doctor, to include stress electrocardiogram, chest X-Ray, and pulmonary function test (sworn employees only).
- N. Satisfactorily complete twelve (12) month probation period.
- O. It is to be understood that any state or federal rules or regulations governing hiring will be part of these conditions.

**ATTACHMENT 3**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

<b>TITLE</b>	<b>COMPENSATION POLICY</b>
Board Adoption Date	December 21, 2023
Resolution #	2023-024
Effective Date	December 21, 2023
Revision Date	

**902 COMPENSATION POLICY**

**POLICY:** It is the policy of the District to establish, and from time to time revise, a pay and classification plan which provides the basis of compensation for employees.

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**1. COMPOSITION**

**Compensation for Bargaining Unit Employees is determined by the Collective Bargaining Agreement.**

**The following applies to Non-Bargaining Unit Employees:**

- A. The Pay Plan (Table A to this Section, as revised from time to time upon recommendation of the Fire Chief and approval of the Board) includes the following:
  - 1) List of approved non-bargaining unit classifications;
  - 2) Minimum and maximum full time employee pay ranges;
  - 3) Designation as exempt or non-exempt for Fair Labor Standards Act purposes.
- B. For Bargaining Unit Employees, compensation for employees covered by a Collective Bargaining Agreement will be in accordance with its terms.

**2. PAY PLAN CHANGES**

**ATTACHMENT 3**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

The Board, upon recommendation of the Fire Chief, will be responsible for any changes to the Pay Plan.

**3. NEW EMPLOYEES**

Newly hired non-bargaining unit employees will typically be hired at the minimum salary established in the Pay Plan. With the approval of the Fire Chief, an employee may be hired up to the mid-range of the Pay Plan if the Fire Chief deems a starting salary above the minimum is warranted, based on consideration of, but not limited to, information that the candidate has substantial qualifications that exceed the minimum requirements, or the candidate has unique qualifications and experience that will be of substantial benefit to the District, or that the position is particularly difficult to fill. The justification for exceeding the start rate shall be included as part of the documentation for hiring. An offer of employment above the mid-range of the Pay Plan shall require Board approval.

**4. ANNUAL INCREASES**

A. Movement Within a Pay Range: For full time, non-bargaining unit, non-exempt and exempt, non-sworn and sworn classifications, movement within the pay range shall be determined as follows:

1) Cost of Living Adjustment as determined by the Board of Fire Commissioners during the annual budgeting process, to be effective October 1 of each year. Such Cost of Living Adjustment may be made to individual employee's pay within the identified pay range, or to the pay scale as identified in District Policy Section 902, Table A, at the sole discretion of the Board of Fire Commissioners.

2) Special Salary Adjustments as identified in Section 7-Special Salary Adjustments below.

A. For exempt and non-exempt, non-sworn employees, during the first pay period encompassing October 1 of each year or as otherwise approved by the Board, employees' salaries will be adjusted by such amounts as are approved by the Board, considering such factors as, but not limited to, cost of living adjustments, market equity, compression, or such other factors the Board deems appropriate. Part time employees' salaries may also be adjusted under this paragraph. The

**ATTACHMENT 3**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

Board shall determine at the time of approving such increase whether the Pay Plan (Table A) will be adjusted as well.

**5. PROMOTIONS AND DEMOTIONS**

- A. Promotion is defined as movement from one classification to another classification that has a higher minimum and maximum rate of pay.
- 1) Promotion of Non-Sworn, Non-Bargaining Unit Personnel: Upon promotion a non-sworn, non-bargaining unit employee will be placed in the new pay scale as approved by the Fire Chief, but not to exceed mid-range placement.
  - 2) Promotion of Sworn Employees to a Sworn, Non-Bargaining Unit Position: Upon promotion by a sworn employee to a sworn, non-bargaining unit position (Battalion Chief, Division Chief, Deputy Chief,), at the discretion of the Fire Chief, the promoted employee may be placed at the maximum end of the pay range to accommodate pay compression issues which may exist.
- B. Demotion is defined as movement from one classification to another classification that has a lower minimum and maximum rate of pay.
- 1) Demotion to Non-Bargaining Unit Position: Upon demotion a non-sworn, non-bargaining unit employee will be placed in the new pay scale as approved by the Fire Chief, but not to exceed mid-range placement
  - 2) Demotion to Bargaining Unit Position: Upon demotion from a non-bargaining unit position to a bargaining unit position, the new rate of pay and applicable anniversary date for purposes of further step progression will be determined by the applicable Collective Bargaining Agreement.
- C. Lateral movement between classifications is defined as movement from one classification to another classification that has the same minimum and maximum rate of pay. Lateral movement will not result in a change in anniversary date.

**ATTACHMENT 3**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

**6. FIREFIGHTERS SUPPLEMENTAL COMPENSATION PROGRAM**

In addition to the compensation provided to exempt, sworn employees pursuant to the Pay Plan identified in Section 902, Table A, the District will pay a sworn employee the amount equivalent to the amount of reimbursement paid to the District by the State of Florida, Department of Financial Services, for the attainment of an Associate's or Bachelor's level degree in the disciplines approved by the State of Florida Bureau of Fire Standards and Training, upon acceptance by the State of Florida Bureau of Fire Standards and Training, of the employee's application to participate in said program. Payment to the employee will be in the amount identified by the State of Florida Bureau of Fire Standards and Training, paid monthly and included in the employee's second semi-monthly pay period. Such payment by the District to the employee will continue as long as the State of Florida is providing reimbursement for such educational degree.

**7. SPECIAL SALARY ADJUSTMENTS**

Special pay adjustments may be utilized to justify a pay increase not provided elsewhere under established policies. Special pay adjustments may be approved upon recommendation of the Fire Chief and approval of the Board. In considering a special pay adjustment, the following criteria will be considered:

- A. Exceptional or unusual conditions associated with an employee's job classification;
- B. To address compression or equity issues based on approved bargaining unit employee increases.

**8. EMERGENCY PAY**

- A. In general:

It is the policy of the District to provide for appropriate compensation in circumstances where non-bargaining unit personnel are requested or directed to respond to emergency aid outside of Collier County and during major long-term emergencies in Collier County. In such circumstances, the following pay shall be provided:

**ATTACHMENT 3**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

- 1) Non-exempt non-bargaining unit employees who work through or during the emergency event (whether or not they were normally scheduled to work at that time) will be compensated at their regular rate for all such hours worked, and such time will count as hours worked for purposes of computing overtime.
  
- 2) Exempt non-bargaining unit employees who work through or during the emergency event (whether or not they were normally scheduled to work at that time) will continue to receive their regular salary, which is intended to compensate such employees for all hours worked. In addition, such employees will receive additional compensation on an hour for hour basis based upon the employee's pay for hours in excess of forty eight (48) per week for all hours worked during the time of declared emergency.

In order to qualify for emergency pay as provided above, the following criteria must be met:

- 1) A state of emergency must be declared by the Board of County Commissioners of Collier County, the Governor of the State of Florida, or the President of the United States.
  
- 2) All hours from the time of notification of the emergency through termination of the event will be documented through the District's staffing software. Department time cards or records shall also be maintained so as to determine hours worked during the emergency.
  
- 3) Where possible, the District will seek reimbursement from the state or federal government or other available sources for the additional costs of emergency pay.



**ATTACHMENT 3**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

**B. Assignments During Emergencies:**

In the event of any declared emergency resulting from a natural or other disaster, or where District operations are interrupted and/or any District facilities are inaccessible, the District will establish applicable work assignments. The Fire Chief or designee will be responsible for communicating such assignments to employees which may be outside the scope of regular work duties in order to assist in preparation or recovery efforts. The Fire Chief or designee will be responsible for determining an employee's suitability for such assignments.

**C. Not Working During Closure of District Facilities:**

Upon declaration by the Fire Chief that District facilities are closed due to emergency conditions, and District employees are directed by the Fire Chief to leave the workplace during an existing work shift, non-exempt non-bargaining unit employees will be paid Emergency Pay for the remainder of their normal shift. Pay will continue for up to two additional work days, after which the employee will have the opportunity to use accrued available leave or be placed in a leave without pay status until the Fire Chief reopens the facility. In order to maintain exempt employees' status as "salaried" for purposes of the FLSA, no reductions from the salary of exempt non-bargaining unit personnel will be made in the event of an emergency when the employee is available for work but work is not available for the employee to perform. However, exempt non-bargaining unit employees not reporting for duty when work is available will be considered to be absent for personal reasons and their salary may be adjusted in accordance with law. The conclusion of this condition may be communicated by the Fire Chief through a designee or the available local media.

**D. Post District Emergency Conditions Communication:**

All employees are responsible for reporting to work at the conclusion of an emergency. Communications must be maintained, to the extent practical, with the District. Department supervisors are responsible for maintaining up to date contact information for their employees during emergency conditions.

**E. Bargaining Unit Personnel During Emergencies**

**ATTACHMENT 3**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

Bargaining unit employees will be assigned to work as needed and paid as required by the applicable Collective Bargaining Agreement.

**ATTACHMENT 4**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

<b>TITLE</b>	<b>HOURS OF WORK AND OVERTIME</b>
Board Adoption Date	December 21, 2023
Resolution #	2023-024
Effective Date	December 21, 2023
Revision Date	

**POLICY:** It is the policy of the District to establish, and from time to time revise, a system by which the hours of work and overtime obligations of the District are determined, which policy assists in providing the basis of compensation for employees.

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**903 HOURS OF WORK AND OVERTIME**

Hours of work and overtime for Bargaining Unit Employees are determined pursuant to the Collective Bargaining Agreement.

**1. HOURS OF WORK**

Unless otherwise authorized, employees of the District's fire suppression division shall work 24-hour shifts on schedules to be established by the Assistant Chief of Operations. All other District employees shall work forty hours per week.

**A. Non-Exempt Non-Bargaining Unit Employees**

**1) Scheduling**

The work week for non-bargaining unit non-exempt personnel is forty (40) hours. For purposes of calculating entitlement to overtime, the work week runs from 12:01 a.m. Sunday through midnight Saturday. The annual pay listed in the Pay Plan (Section 902, Table A) is based on forty (40) hours. The District will establish the schedule and hours for such work to be performed. The District reserves the right to require overtime of employees in order to meet the District's needs. Where possible, the assignment of overtime will be made with due consideration for an employee's off duty plans or personal circumstances.

**2) Compensation**

**ATTACHMENT 4**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

All hours worked over forty (40) in one week by non-exempt personnel carry one-half (½) time premium pay in addition to straight time. Compensatory time in lieu of overtime payment is not permitted. For purposes of computing entitlement to overtime, sick time hours used during a work week will not be calculated in the number of hours worked during a 40 hour work week. All other approved paid leaves of absence will be counted as actual hours worked for overtime purposes. Monetary compensation for authorized overtime shall be paid if approval is received from the Department Head or supervisor prior to actual accrual of such overtime except in emergencies. Overtime work performed by an employee that is not authorized by the Department Head or supervisor in advance may result in disciplinary action, up to and including dismissal of the employee for performing unauthorized work.

**B. Exempt Employees**

Exempt employees are expected to work such hours as are necessary and appropriate to fulfill their job responsibilities. Such employees shall be paid on a salary basis with no overtime or additional compensation except that which is permitted by District policy, and with due regard for accountability to the public for taxpayer funds in accordance with 29 CFR §541.5d of the FLSA. Thus, exempt employees may have salaries altered or reduced in a manner consistent with federal law, which shall include a potential reduction of salary and/or leave without pay status for absences for personal reasons or because of illness or injury of less than one work day when accrued leave is not used by the employee because:

- 1) permission for its use has not been sought or has been sought and denied;
- 2) accrued leave has been exhausted; or
- 3) the employee chooses and is approved to use leave without pay.

**ATTACHMENT 4**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

C. Bargaining Unit Employees

Hours of work, the applicable work period for FLSA purposes, and overtime obligations for employees covered by a Collective Bargaining Agreement will be in accordance with the terms of the applicable Collective Bargaining Agreement.

**2. FLEX SCHEDULES**

A. In General

The District recognizes that employees' work schedules may need to be accommodated in order to meet specific or special needs. Therefore, with the prior approval of the Fire Chief, a supervisor may allow for regular flexible scheduling for full time employees so long as the District's needs are fully met. Part time employees will be scheduled based upon the needs of the District.

B. Non-Exempt Non-Bargaining Unit Employees

1) In general, the normal and expected work hours for the District are Monday through Friday, from 8:00 a.m. to 5:00 p.m. Non-exempt employees are also provided with and required to take a one (1) hour unpaid lunch. The District may adjust an employee's normal schedule at any time to meet the District's needs or minimize overtime, or to accommodate work assignments falling outside the employee's normal schedule.

2) Full time employees may also request that their schedules be flexed to accommodate extraordinary family circumstances, school attendance or emergency situations. The hours during which a flex schedule may be permitted are typically between 7:00 a.m. and 6:00 p.m. based upon a five (5) day week, and may include a shortening of the unpaid lunch period to no less than thirty (30) minutes, although the Fire Chief may approve a flex schedule in hours other than as described where it is determined to be in the best interest of the District.

**ATTACHMENT 4**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

- 3) In general, the Fire Chief may use sole discretion to approve a requested flex schedule where it has been determined that the nature of the position held by the employee is suitable for a flex schedule, and that the level of productivity or service will not be negatively impacted. An approved flex schedule of less than forty (40) hours for non-exempt employees will result in a corresponding salary adjustment. Once approved, a flex schedule may be discontinued at any time by the Fire Chief and the employee required to return to the District's normal work schedule.

**C. Exempt Employees**

Exempt employees are required to work such schedules and hours as are necessary to accomplish their assigned responsibilities without expectation of additional compensation unless specifically permitted by District policy. Such employees are also expected to be available during regular business hours and generally at least forty (40) hours per week. The Fire Chief shall have the authority to authorize a flexible schedule for such exempt employees when circumstances so warrant.

**3. Compensation Time**

Comp time, in lieu of Overtime, shall be granted if a written and signed request is filed and submitted immediately after the period the overtime has been worked subject to any limitations set forth by the District.

**ATTACHMENT 5**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

<b>TITLE</b>	<b>PAYROLL AND TIMEKEEPING POLICY</b>
Board Adoption Date	10/15/20
Resolution #	2020-016
Effective Date	10/15/2020
Revision Date	12-21-23

**904 PAYROLL AND TIMEKEEPING POLICY**

**POLICY:** It is the policy of the District to establish, and from time to time revise, a system by which the hours of work and overtime are recorded and compensation is paid to District employees.

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**1. TIMEKEEPING**

All employees are required to record time worked in the District's staffing software system in accordance with District Standard Operating Procedure 100.01

**2. PAYDAY AND PAYROLL PROCESSING**

**A. PAY PERIOD AND PAY PAYDAY**

Employees shall be paid semi-monthly on the 15<sup>th</sup> and last day of each month. Paychecks reflect regular time earnings for the pay period – that is, the pay period of the 1<sup>st</sup> through the 15<sup>th</sup> of each month paid on the 15<sup>th</sup> reflects regular time earnings for that same period;

For non-bargaining unit employees, a work week is identified as Sunday through Saturday. Bargaining unit employees' hours of work and work periods are dictated by the Collective Bargaining Agreement.

**B. PAYROLL PROCESSING**

Payroll will be processed pursuant to District Standard Operating Procedure 100.01

**ATTACHMENT 5**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

Payroll deductions may be authorized by employees for voluntary insurance premiums (such as AFLAC), union dues, voluntary deferred compensation programs and other items in accordance with federal and state laws at the discretion of the Fire Chief. All employee authorizations for deductions shall be provided to the District's Chief Financial Officer or designee no later than two weeks prior to the deduction initiation date.

All payroll will be paid via direct deposit to the employee's financial institution per employee direct deposit form. Employee's net pay may be deposited into no more than two separate employee accounts.

**3. INCENTIVE PROGRAM**

Incentive pay programs for bargaining unit employees shall be paid in accordance with the Collective Bargaining Agreement.

The Board may establish incentive pay for non-bargaining unit employees at its discretion.



**ATTACHMENT 6**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

<b>TITLE</b>	<b>PERSONNEL REDUCTIONS</b>
Board Adoption Date	December 21, 2023
Resolution #	2023-024
Effective Date	December 21, 2023
Revision Date	

**905 PERSONNEL REDUCTIONS**

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**1. IN GENERAL**

In the event of a personnel reduction or the elimination of a position held by a full time employee, the employee may bump back to a lower rank or position in which the employee had previously been employed, so long as the employee still meets the minimum qualifications for the position previously held and provided there is an available position to fill.

If an employee bumps back to a prior position that he or she previously held, adjustments to the employee's compensation will be determined in accordance with District Policy Section 3.02-Compensation. The employee's benefits shall be in accordance with those available for the position in which the employee has placed.

In the event that there is not the opportunity for the employee to bump back to a prior position, the employee shall be laid off.

**ATTACHMENT 7**  
**IMMOKALEE FIRE CONTROL DISTRICT**  
**DISTRICT POLICY**

TITLE	VACATION BENEFIT
Board Adoption Date	February 17, 2022
Resolution #	2022-010
Effective Date	February 17, 2022
Revision Date	August 18, 2022, December 21, 2023

**906 VACATION BENEFITS**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits.

Bargaining Unit employee vacation benefits are as defined in the Collective Bargaining Agreement (CBA). Bargaining Unit employee requests for approval of vacation leave are as indicated in this policy.

Non-Bargaining Unit permanent full-time employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy.

Effective December 21, 2023, Non-Bargaining Unit permanent part-time employees hire prior to November 1, 2018 are eligible to earn and use vacation time as described in this policy.

The amount of paid vacation time employees receives increases with the length of their employment as shown in the following schedules.

**FULL-TIME EMPLOYEES**

**VACATION EARNING SCHEDULE**

<b>YEARS OF ELIGIBLE SERVICE</b>	<b>VACATION HOURS EACH YEAR</b>
<b>1-5 years</b>	<b>80 hours</b>
<b>6-10 years</b>	<b>120 hours</b>
<b>11-15 years</b>	<b>160 hours</b>
<b>16 plus years</b>	<b>200 hours</b>

Paid vacation time can be used in one (1) hour increments.

**PART-TIME EMPLOYEES**

**ATTACHMENT 7**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

**VACATION EARNING SCHEDULE**

Upon implementation of this policy and effective on December 21, 2023, Non-Bargaining Unit permanent part-time employees hired prior to November 1, 2018 and who have been continuously employed by the District with no break in service shall be credited with 200 hours of vacation leave. Upon implementation, Non-Bargaining Unit permanent part-time employees hired prior to November 1, 2018 and who have been continuously employed by the District with no break in service shall begin accruing vacation hours in accordance with the schedule below:

<b>YEARS OF ELIGIBLE SERVICE</b>	<b>VACATION HOURS EACH YEAR</b>
<b>1-4 years</b>	<b>60 hours</b>
<b>5-10 years</b>	<b>100 hours</b>
<b>11-15 years</b>	<b>140 hours</b>
<b>16 plus years</b>	<b>180 hours</b>

The length of eligible service is calculated on the basis of a "benefit year" (anniversary date to anniversary date). This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Unless authorized by the Fire Chief, employees in their initial probationary period are not permitted to use vacation time for the first 6 months of their probationary period. Vacation time will be accrued per pay period.

To take vacation, employees must request advance approval through the chain of command to the Fire Chief or his designee. Requests will be reviewed based on a number of factors, including Department needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of the vacation. It does not include overtime or any special forms of compensation such as incentives, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event an employee has vacation time remaining at the end of his/her benefit year, he/she can carryover that time for use in the future. At no time shall an employee be permitted to exceed 500 hours of carryover time. The employee will be given time off to stay within these restrictions. 24-hour shift employees have the option for the District to buy back up to 72-hours of the carryover. 40-hour or exempt employees have the option for the District to buy back up to 56-hours of the

**ATTACHMENT 7**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

carryover unless otherwise approved by the Board. Part-time administrative employees may sell back an unlimited number of vacation hours due to their flexible schedules on or before September 30 of each year. Vacation hours for Part-time administrative employees shall be valued at the hourly rate of an equivalent full-time position. The end of a benefit year will be your anniversary date.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. However, if The Immokalee Fire Control District, in its sole discretion, terminates employment for cause, or if insufficient notice of resignation is given, forfeiture of unused vacation time may result. In the event the employee is separated because of death, unused vacation leave benefits will be paid to the employee's beneficiary.

**ATTACHMENT 8**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

<b>TITLE</b>	<b>SICK LEAVE BENEFIT</b>
Board Adoption Date	August 18, 2022
Resolution #	2022-010
Effective Date	February 17, 2022
Revision Date	August 18, 2022, December 21, 2023

### **907 SICK LEAVE BENEFITS**

The Immokalee Fire Control District provides paid sick leave to all eligible employees for periods of temporary absence due to illnesses or injuries.

**Bargaining Unit, Regular Full Time Employees** earn sick leave in accordance with the Collective Bargaining Agreement

**Non-Bargaining Unit, Regular Employees** Eligible Non-Bargaining 24-hour shift employees will accrue sick leave benefits at the rate of 144 hours per year. Eligible Non-Bargaining 40-hour and exempt employees will accrue sick leave at a rate of 96 hours per year. Effective December 21, 2023, Non-Bargaining Unit permanent part-time employees hire prior to November 1, 2018 will accrue sick leave at a rate of 48 hours per year.

Upon Implementation of this policy and effective on December 21, 2023, Non-Bargaining Unit permanent part-time employees hired prior to November 1, 2018 and who have been continuously employed by the District with no break in service shall be credited with 192 hours of sick leave.

Sick leave will be accrued per payday at a rate equal to the total number of hours accrued per year divided by the number of paydays. Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period begins when the employee starts to earn sick leave benefits. The maximum accrual of sick leave for employees will be 480 hours for permanent part-time employees hired prior to November 1, 2018 960 hours for 40 hour employees and 1200 hours for 24-hour shift employees.

Sick leave shall not be considered as a right, which an employee may use at the employee's discretion, but rather as a privilege, which shall be allowed only in case of personal sickness or disability, legal quarantine because of exposure to a contagious disease, or in the case of illness within the immediate family (living in the same household). No more than five working days in any calendar year may be taken as sick leave because of illness within the immediate family, except otherwise authorized by the Chief.

**ATTACHMENT 8**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

**In order to be granted sick leave with pay, a full-time employee must meet the following conditions:**

**A.** Notify the on-duty Shift Commander not later than one hour prior to the beginning of the scheduled workday with the reason for absence.

**B.** File a written request for such sick leave, upon return to duty. If the illness/injury lasts for more than 3 consecutive days (40-hour employees or 2 shifts (24-hour employees), or as requested by the Fire Chief, the employee will be required to provide a medical certification signed by a physician stating that the employee has been incapacitated for work for the period of absence, and that the employee is again physically able to perform duties.

Part-time administrative employees may sell back an unlimited number of sick time hours due to their flexible schedules on or before September 30 of each year. Sick time hours for Part-time administrative employees shall be valued at the hourly rate of an equivalent full-time position. The end of a benefit year will be your anniversary date.

Employees serving a probationary period on an original appointment shall accrue sick leave in accordance with the provisions of this section provided that no sick leave with pay shall be granted such employee until completion of two (2) months of service.

**ATTACHMENT 9**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

TITLE	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, 12/21/2023

**908 HOLIDAYS**

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

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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 (3<sup>rd</sup> Monday in January)
3. Presidents’ Day (3<sup>rd</sup> Monday in February)
4. Easter Sunday (Variable Date)
5. Memorial Day (Last Monday in May)
6. Juneteenth (June 19)
7. Independence Day (July 14)
8. Labor Day (First Monday in September)
9. Veterans Day (November 11<sup>th</sup>)
10. Thanksgiving (4<sup>th</sup> Thursday in November)
11. Day after Thanksgiving
12. Christmas Eve (December 24)
13. 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

**ATTACHMENT 9**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

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.

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 11<sup>th</sup> 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.



**ATTACHMENT 10**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

<b>TITLE</b>	<b>BEREAVEMENT</b>
Board Adoption Date	December 21, 2023
Resolution #	2023-024
Effective Date	December 21, 2023
Revision Date	

**909 BEREAVEMENT**

**POLICY:** It is the policy of the Board to provide funeral leave benefits for a time of bereavement for full time employees.

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**1. LEAVE BENEFIT**

Bargaining Unit Employees will receive bereavement leave in accordance with the Collective Bargaining Agreement.

In the event of a death of the immediate family of a full time employee, the employee shall be granted leave with pay. The immediate family shall mean the employee's father, mother, sister, brother, wife, husband, significant other, son, daughter, father-in-law, mother-in-law, stepfather, stepmother, stepson, stepdaughter, grandfather, grandmother, grandchildren, foster children, brother-in-law, sister-in-law, aunt, uncle, niece or nephew, or other close relative living with the employee.

Paid leave shall be as defined below:

Shift Personnel: One (1) shift when funeral services are within 250 miles of the District and two (2) shifts when funeral services are 250 miles or more away from the District.

Forty (40) Hour Personnel: Three (3) days when funeral services are within 250 miles of the District and Five (5) days when funeral services are 250 miles or more away from the District.

**ATTACHMENT 10**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

Upon approval of the Fire Chief, an employee may be allowed additional time off with pay through the utilization of accrued and available annual leave.

**2. ELIGIBILITY**

Only full time employees are eligible for bereavement leave. Appropriate documentation can be required to verify entitlement prior to payment being authorized. The employee must be in an active paid status to be eligible for bereavement leave.

TITLE	FAMILY MEDICAL LEAVE ACT
Board Adoption Date	February 23, 2023
Resolution #	2023-001
Effective Date	December 21, 2023
Revision Date	12-21-2023

## 910 FAMILY MEDICAL LEAVE ACT

### PURPOSE AND SCOPE

The purpose of this policy is to provide general guidance for managing unpaid leave for eligible employees for qualified medical and family reasons, including (29 USC § 2612):

- The birth, adoption, or foster care placement of a child.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition.
- When an employee is unable to work because of his/her own serious health condition.
- To care for a spouse, son, daughter, parent, or next of kin who is a service member of the United States Armed Forces and who has a serious injury or illness incurred in the line of duty.

This policy does not address all possible situations and circumstances that may arise when an employee requests leave for family or medical reasons. As these leave situations arise, supervisors should consult with the Administration or legal counsel to obtain specific guidance regarding leave rights and obligations.

Nothing in this policy supersedes any provision of any collective bargaining agreement, civil service or other local rule, or any law that provides greater family or medical leave rights.

### 1. DEFINITIONS

Definitions related to this policy include:

**Child** - A child under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability (29 USC § 2611; 29 CFR 825.102; 29 CFR 825.122). An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, or foster child; stepchild; or a child for whom the employee is standing in loco parentis (in place of a parent).

**FMLA** - The federal Family and Medical Leave Act (29 USC § 2601 et seq.).

**Qualified health care professional** - A physician, surgeon, doctor of osteopathy, podiatrist, dentist, psychologist, optometrist, nurse practitioner, nurse midwife, clinical social worker, or physician assistant duly licensed and authorized to practice medicine; chiropractors for some purposes; any health care provider from whom the district benefits plan will accept certification of the existence of a serious health condition to substantiate a claim for benefits (29 CFR 825.125).

**Spouse** - The person with whom an employee has entered into a marriage defined or recognized by the location in which the marriage was entered into (29 USC § 2611(13); 29 CFR 825.102; 29 CFR 825.122).

# Immokalee Fire Control District

## *Family and Medical Leave*

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### **2. POLICY**

It is the policy of the Immokalee Fire Control District to manage unpaid leave for eligible employees for qualified medical and family reasons in compliance with federal and state law and any applicable collective bargaining agreement.

### **3. ELIGIBLE EMPLOYEES**

Employees are eligible for FMLA after working for the Immokalee Fire Control District for at least one year and completing 1,250 hours over the 12 months prior to the commencement of the leave (29 USC § 2611; 29 CFR 825.110). Employees may not be eligible for leave if there are less than 50 other employees within 75 miles of the employee's work site.

### **4. TYPE AND DURATION OF LEAVE**

Generally, eligible employees are entitled under FMLA to 12 work weeks of unpaid leave during a 12-month period (29 USC § 2612; 29 CFR 825.100). Up to 26 weeks of unpaid leave during a single 12-month period may be available to care for certain injured military service members. The 12-month period is measured backward from the date leave is taken and continuously with each additional leave day taken.

#### **4.1 SERIOUS HEALTH CONDITIONS**

Eligible employees may take up to 12 weeks of leave to care for a spouse, child, or parent with a serious health condition or when the employee is unable to work because of his/her own serious health condition (29 USC § 2612(a)(1); 29 CFR 825.200).

If both spouses are employed by the Immokalee Fire Control District, the combined number of work weeks to care for a sick parent is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.201).

Generally, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves (29 USC § 2611; 29 CFR 825.113):

- An overnight stay in a hospital, hospice, or residential medical care facility (29 CFR 825.114).
- Continuing treatment by a qualified health care professional due to a serious health condition of more than three full consecutive calendar days (29 CFR 825.115(a)).
- Any period of incapacity due to pregnancy complications or prenatal care (29 CFR 825.115(b)).
- A chronic condition which requires treatment (29 CFR 825.115(c)).
- A permanent condition for which treatment may not be effective (such as Alzheimer's or the terminal stages of a disease) (29 CFR 825.115(d)).

# Immokalee Fire Control District

## *Family and Medical Leave*

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- Any period of absence to receive multiple treatments, including any recovery period, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days without medical intervention or treatment (such as cancer chemotherapy or physical therapy for arthritis) (29 CFR 825.115(e)).

### **4.2 BIRTH OR PLACEMENT OF CHILD**

Eligible employees may take up to 12 weeks of leave for the birth, adoption, or foster care placement of a child of the employee (29 USC § 2612; 29 CFR 825.200). The leave must be concluded within one year of the birth or placement of the child (29 CFR 825.120; 29 CFR 825.121).

If both parents are employed by the Immokalee Fire Control District, the combined number of work weeks of leave is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.120; 29 CFR 825.121).

### **4.3 MILITARY EXIGENCY LEAVE**

Eligible employees may take service member leave of up to 12 weeks for qualifying exigencies occurring because a spouse, child, or parent is on covered active duty or has been notified of an impending order to active duty (29 USC § 2612(a)(1)(E); 29 CFR 825.200). This type of leave is available to a family member of a person in the National Guard, Reserves, or members of the regular Armed Forces deployed to a foreign country. Qualifying exigencies include (29 CFR 825.126):

- Addressing issues that arise from a short notice (seven or less days) deployment.
- Attending military events related to the active duty or call to duty.
- Attending family support or assistance programs.
- Making child care or educational arrangements or attending school activities arising from active duty or a call to active duty.
- Making financial and legal arrangements.
- Spending time with a military member who is on short-term rest-and-recuperation leave during a period of deployment.
- Attending post-deployment activities.
- Addressing issues that arise from the death of a military member, such as making funeral arrangements.
- Caring for a military employee's parent who is incapable of self-care, such as providing care on an immediate need basis or arranging for alternative care.

# Immokalee Fire Control District

## *Family and Medical Leave*

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### **4.4 MILITARY CAREGIVER LEAVE**

Eligible employees may take up to 26 weeks of leave in a single 12-month period to care for a spouse, son, daughter, parent, or next of kin who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member medically unfit to perform work (29 USC § 2612; 29 CFR 825.200).

Military caregiver leave is also available to family members of covered veterans who were members of the Armed Forces, including the National Guard or Reserves, at any point in the five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy (29 USC § 2612; 29 CFR 825.127).

During the single 12-month period, employees are entitled to no more than a combined total of 26 weeks of FMLA leave. In any case in which both spouses are employed by the Immokalee Fire Control District, the combined number of work weeks of leave is limited to 26 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.127).

Service member FMLA leave runs concurrent with other leave entitlements provided under federal, state, and local law. Where FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first.

### **4.5 DOMESTIC VIOLENCE LEAVE**

Eligible employees may take up to three working days of unpaid leave in any 12-month period for any of the purposes specified in § 741.313, Fla. Stat. if the employee or a family or household member of the employee is the victim of domestic violence or sexual violence.

Advance notice of domestic violence leave is required except in cases of imminent danger to the health or safety of the employee or to the family or household member of the employee. Employees shall provide documentation to support the leave. Employees are required to first exhaust vacation leave, personal leave, and sick leave prior to seeking domestic violence leave. All information relating to this leave shall be kept confidential (§ 741.313, Fla. Stat.).

### **4.6 INTERMITTENT LEAVE**

An employee may take leave for the employee's own serious health condition, for the serious health condition of the employee's spouse, child, or parent, or to care for a covered service member with a serious injury or illness, intermittently or on a reduced schedule if medically necessary, and if that medical need can best be accommodated by an intermittent schedule as defined in federal law (29 USC § 2612(b); 29 CFR 825.202; 29 CFR 825.124).

Leave due to a military exigency may be taken on an intermittent or reduced-leave schedule (29 CFR 825.202).

# Immokalee Fire Control District

## *Family and Medical Leave*

Intermittent leave for the birth, adoption, or foster care placement of a child is only available if granted at the discretion of the Fire Chief, unless the employee has a serious health condition in connection with the birth or if the newborn child has a serious health condition (29 CFR 825.120; 29 CFR 825.121).

Intermittent leave for any employee shall be tracked and calculated. 1039.4.7

### **4.7 PREGNANCY DISABILITY LEAVE**

Pregnant employees who are disabled by pregnancy may be entitled to a disability leave in addition to any FMLA leave. The duration of leave is dependent on the circumstances. The District shall defer to a pregnant member's qualified health care professional in assessing the member's ability to work.

### **5. EMPLOYEE BENEFITS WHILE ON LEAVE**

While on leave, employees will continue to be covered by any group health insurance to the same extent that coverage is provided while the employee is on the job (29 USC § 2614(c); 29 CFR 825.209). However, employees will not continue to be covered under non-health benefit plans.

Employees are responsible for any health plan employee contributions while on leave (29 CFR 825.210). Employee contribution rates are subject to any change in rates that occurs while the employee is on leave. If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the District may recover its share of health plan premiums for the entire leave period unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or his/her family member that would entitle the employee to leave, or because of circumstances beyond the employee's control (29 CFR 825.213). The District may recover premiums through deduction from any sums (e.g., unpaid wages, vacation pay).

Employees may not earn additional time off while on unpaid leave.

### **6. SUBSTITUTION OF PAID ACCRUED LEAVES**

Subject to applicable collective bargaining agreements and civil service rules, employees are required to exhaust all applicable paid leave before taking unpaid leave. Paid accrued leave includes vacation leave, sick leave, personal leave, and compensatory time earned in lieu of overtime, pursuant to the Fair Labor Standards Act, during FMLA leave. Employees may not use paid accrued leave to extend FMLA leave beyond 12 work weeks per year.

### **7. USE OF FMLA LEAVE**

If an employee takes a leave of absence for any reason that is FMLA qualifying, the District may designate that non-FMLA leave as running concurrently with the employee's 12-week FMLA leave entitlement.

# Immokalee Fire Control District

## *Family and Medical Leave*

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### **8. PROCEDURES**

The following procedures will apply for all employees requesting leave under FMLA:

- (a) When a leave is requested for a medical or other FMLA-related treatment appointment, the employee must make a reasonable effort to schedule the appointment at a time that minimizes disruption to the district's operations (29 USC § 2612; 29 CFR 825.302).
- (b) An employee who wishes to take FMLA must provide his/her supervisor with 30 days' advanced notice when the leave is foreseeable or as soon as practicable if the need for leave is not foreseeable (29 USC § 2612; 29 CFR 825.302; 29 CFR 825.303).
- (c) At the time of the request, the employee must complete a FMLA request form.

Requests for medical leave shall be accompanied by a qualified health care professional statement, including the date on which the serious health condition began and the estimated date of return to work (29 USC § 2613; 29 CFR 825.302).

Once the leave is requested or designated by the District, the supervisor should forward the request and any medical certifications to the Administration and ensure the employee is provided the necessary forms and FMLA information within five days (29 CFR 825.300).

Employees are required to provide medical certification of a qualified health care professional or military documentation, if requested (29 CFR 825.305; 29 CFR 825.308; 29 CFR 825.309; 29 CFR 825.310).

Employees shall be required to periodically report on their status and intent to return to work (29 USC § 2614; 29 CFR 825.311). This may assist in avoiding a delay in reinstatement when the employee is ready to return to work.

Employees returning from a medical leave from the employee's own serious health condition will be required to present medical verification from a qualified health care professional of the employee's ability to return to work and a list of any restrictions that need to be accommodated (29 USC § 2614; 29 CFR 825.100; 29 CFR 825.312).

### **9. REINSTATEMENT FOLLOWING LEAVE**

Generally, employees returning from FMLA leave within the qualified period will be restored to their original job or to an equivalent job with equivalent pay and benefits (but not seniority), unless the employee would not otherwise have been employed at the time reinstatement is requested (e.g., in the case of a layoff) (29 USC § 2614; 29 CFR 825.214; 29 CFR 825.216).

If the same position is no longer available, such as in a layoff, the employee will be entitled to a position that is comparable in pay, job content, and promotional opportunities and geographic location, if such a comparable position exists.

If upon return from leave an employee is unable to perform the essential functions of the job because of a physical or mental disability, the supervisor should work with the Administration



# ***IMMOKALEE FIRE CONTROL DISTRICT DISTRICT POLICY***

or legal counsel to engage in an interactive process with the employee to identify a potential reasonable accommodation.

After exhausting paid FMLA leave, non-paid leave will continue until the conclusion of the protected 12- or 26-week time limit. Following the protected leave, the Fire Chief, in consultation with the legal counsel or the Administration, will determine whether non-FMLA leave should apply.

## **10. RESPONSIBILITY**

Supervisors should work with the Administration or legal counsel regarding questions relating to leave or reinstatement from leave under this policy. The Administration should advise the supervisor and inform members of their rights and responsibilities.

## **11. RECORDS**

The District will maintain leave-related records as required by 29 CFR 825.500 for at least three years and in compliance with the district's established records retention schedule.

Records and documents related to doctor certifications and other medical information created for purposes of complying with FMLA and this policy shall be maintained as confidential medical records in separate files from employee personnel files.

## **12. NOTICE TO EMPLOYEES**

The Fire Chief and/or designee should ensure that a notice explaining the FMLA's provisions and procedures is prominently posted in conspicuous places in the District where it can be readily seen by all employees and applicants for employment. Electronic posting is sufficient as long as the other posting requirements have been met as provided by 29 CFR 825.300 (29 CFR 5.300 (29 CFR 825.300)).

**ATTACHMENT 12**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

<b>TITLE</b>	<b>PERSONAL DAY</b>
Board Adoption Date	December 21, 2023
Resolution #	2023-024
Effective Date	December 21, 2023
Revision Date	

**911 PERSONAL DAY**

The Immokalee Fire Control District employees will be given one day off with pay as a personal day each calendar year. To receive their personal day off with pay, the employee must have **pre-approval** from the Chief, as the department will not pay overtime to allow their personal day off.

**Eligibility**

Employees must have completed six (6) months of employment to be eligible to receive a personal day.

The personal day must be used during the calendar year prior to December 31<sup>st</sup> and shall not be carried forward into the next year. Holidays recognized by the District are excluded from use of the personal day, except if the employee's birthday falls on the holiday, in which case they can take their personal day off on their birthday.

**Pre-approval**

40 hour personnel must turn in a leave request form a minimum of two (2) working days in advance of the day requested off or they will not receive the day off.

**ATTACHMENT 13**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

<b>TITLE</b>	<b>OTHER LEAVES OF ABSENCE</b>
Board Adoption Date	December 21, 2023
Resolution #	2023-024
Effective Date	December 21, 2023
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**912 OTHER LEAVES OF ABSENCE**

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**POLICY:** It is the policy of the Board to provide for other types of leave as may from time to time arise or be deemed appropriate.

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**1. MILITARY LEAVE**

Military leave shall be as provided by law. The employee shall be required to submit an order or statement from the appropriate military commander as evidence of such duty unless excused by law. Such order or statement must accompany the formal request for military leave.

**2. ADMINISTRATIVE LEAVE**

Administrative leave with or without pay may be authorized or directed by the Fire Chief for attendance at official or educational meetings, while an employee is under investigation, when there is a need to verify an employee's fitness for duty, or when otherwise deemed to be in the best interest of the District. Employees may use accrued vacation and personal leave days if placed in an unpaid status.

**3. COURT LEAVE/CIVIC DUTY**

- A. Witness Duty:** Any employee subpoenaed to appear for deposition or testify in a court of law while off duty for any job related reason bearing on the performance

**ATTACHMENT 13**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

of his/her employment duties shall be paid at one and one-half times his/her hourly rate for such time, except for cases initiated by the employee. If an employee receives a subpoena he/she shall have the District attempt to reschedule while on duty. Employees subpoenaed for a work related case shall notify the District of such subpoena as soon as possible. Employees subpoenaed for a work related case shall be dressed in the appropriate uniform. Employees who are plaintiffs or defendants or called as witnesses for proceedings unrelated to their employment are not eligible for court time unless specifically approved by the Board.

- B. Jury Duty:** Any employee receiving a subpoena for jury duty shall be given full pay for the time he/she serves. In such circumstances, the employee shall be required to submit to the District proof of the proceeding, and to turn over to the District any witness fees or compensation received in connection with such appearance. Employees who attend such proceedings during only a portion of their regular work hours are expected to report to work for the remainder of their schedule. Employees who are plaintiffs or defendants or called as witnesses for proceedings unrelated to their employment are not eligible for court time unless specifically approved by the Board.
  
- C. Time off for Voting:** Time off to vote shall be granted for designated National, State or Local elections. Employees living more than fifty (50) miles from The North Collier Fire Control and Rescue District shall make every effort to vote on their own time through early or absentee ballot. Employees wishing to vote on their duty day shall notify the District no later than five (5) business days prior to the election in question, so that appropriate arrangements can be made.

**4. PERSONAL LEAVE OF ABSENCE**

An employee may request an unpaid personal leave of absence for good cause. The Fire Chief shall have the sole discretion and authority to determine whether to grant such a leave up to a maximum of thirty (30) calendar days, and under what circumstances. A personal leave request in excess of thirty (30) calendar days requires approval of the Board. The employee will not accrue leave or be entitled to any other benefits while in an unpaid status, and the employee will be responsible for the cost of maintaining insurance coverage.

**ATTACHMENT 14**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

<b>TITLE</b>	<b>EMPLOYEE INSURANCE</b>
Board Adoption Date	December 21, 2023
Resolution #	2023-024
Effective Date	December 21, 2023
Revision Date	

**914 EMPLOYEE INSURANCE**

**Bargaining Unit Employee Insurance is determined by the Collective Bargaining Agreement.**

**1. HEALTH, VISION AND DENTAL INSURANCE**

Employees are eligible for health, dental and vision insurance for themselves and their eligible dependents. Entitlement to benefits based on the classification of full or part time employee status shall be determined exclusively by the carrier in accordance with the plan terms. The District currently pays 100% of the premium costs for employees and their eligible dependents. The Board shall determine changes to the insurance or the amounts to be paid by the District on an annual basis.

All employees are required to notify the District within ten (10) days of a qualifying event that impacts their coverage status (i.e., birth, divorce).

**2. LIFE INSURANCE**

In addition to the AD&D insurance required for sworn employees under state law, the District will provide the employee with life insurance coverage in an amount approved by the Board. The District will pay the premium costs. Eligibility will be determined exclusively by the plan terms and not by this policy.

**3. WORKERS' COMPENSATION**

**A. In General**

- 1) All employees are covered by the Workers' Compensation statute, Chapter 440, Florida Statutes, and will receive such benefits as they are eligible for under that law. It is expected that all employees will cooperate in the effectuation of benefits under this policy. The District will also continue

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***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

the employee's insurance, vacation, and sick leave accruals on the same basis as if he or she were in an active pay status for the period of time while an employee is on Workers' Compensation leave of absence for a compensable illness or injury.

- 2) In the event an employee's physician authorizes the employee to return in a light duty capacity, the Fire Chief shall have the ability to make such work available if there is a legitimate need by the District. There shall be no obligation to create light duty.
  
- 3) An employee returning to work in a full duty status shall be returned to the same or equivalent position as held prior to the illness or injury. If there is a determination that the employee is unable to return to work within a reasonable period of time, that the employee will be unable to return to work at all, or that the employee has reached Maximum Medical Improvement (MMI) and is unable to perform the essential functions of his or her position, with or without reasonable accommodation, the District will separate the employee on this basis.
  
- 4) An employee who is being considered for separation due to being unable to return to work may exhaust any accrued leave prior to separation. Any employee who is able to return to work and is released to do so, but fails to return to work, will be terminated from employment and all benefits under this policy will be terminated. In addition, the failure of an employee to submit to an examination by the District physician when required by the District, refusal to accept light duty, or failure to comply with rehabilitation and treatment recommendations may result in a cessation of benefits under this policy.

**B. Supplementation**

For sworn employees and non-sworn employees, the District will supplement Workers' Compensation payments up to 100% of the employee's base pay for up to three (3) months. This supplementation may be extended for an additional period upon approval of the Board of Fire Commissioners. Supplementation ceases when the employee reaches MMI as determined by the carrier.

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**4. INSURANCE AFTER MEDICARE ELIGIBILITY**

Employees, either full or part time, who have Medicare as their primary source of medical, dental and vision insurance, at the discretion of the Board and as provided for during the annual budgeting process, shall have their supplemental Medicare policy paid 100% by the District for the eligible employee only.

**5. INSURANCE AFTER RETIREMENT**

The District shall allow participation in the District's insurance programs by any Retiree regarding whom participation opportunities are required under Section 112.0801, Florida Statutes, or any successor thereto. DROP Participants and Current Employees who retire within the meaning of the District's retirement plan and begin receiving benefits shall also be afforded insurance participation opportunities upon retirement as required. The Retiree shall be responsible for payment of all premiums for themselves and their dependents for any coverage selected by the Retiree.

The actual benefits provided to Retirees in conjunction with the insurance they elect to participate in shall be governed exclusively by the plan terms and not by this policy. Spouse and dependent eligibility will also be governed exclusively by the plan terms.

Upon the death of the Retiree, any participating eligible spouse or dependents shall be eligible to maintain coverage to the extent required by law at their own expense.

Retirees are responsible for keeping the District notified as to current address as well as any change of status as to themselves or spouse/dependents that potentially affects coverage.

**ATTACHMENT 15**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

<b>TITLE</b>	<b>RETIREMENT</b>
Board Adoption Date	December 21, 2023
Resolution #	2023-024
Effective Date	December 21, 2023
Revision Date	

**915 RETIREMENT**

**POLICY:** It is the policy of the Board to provide a pension benefit to eligible employees through enrollment of qualified employees in the Florida Retirement System or another available plan.

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**1. FLORIDA RETIREMENT SYSTEM**

The District participates in the Florida Retirement System (FRS). All full and part time permanent employees as who meet the established eligibility and participation requirements as established by FRS, are enrolled in FRS. Information regarding this benefit can be obtained from the District's Chief Financial Officer or by accessing the FRS website at [www.myfrs.com](http://www.myfrs.com).

**2. RETIREMENT**

An employee seeking to retire from the District shall initiate the process by submission of written notice to the Fire Chief. Where possible, at least thirty (30) calendar days' notice should be given so as to allow the District a reasonable opportunity to plan for the employee's separation.



**ATTACHMENT 16**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

TITLE	Educational Reimbursement
Board Adoption Date	September 18, 2014
Resolution #	Revision: 2019-02, Revision: 2023-
Effective Date	September 18, 2014
Revision Date	March 28, 2019, December 21, 2023

**POLICY 916 Education Reimbursement**

Collective Bargaining Unit Employees are covered as provided for in the Collective Bargaining Agreement and as referred to the policy below.

The District will reimburse tuition, books and associated fees for college level courses, at the State College rate, the related to the employee’s job description, certification course or a degree program, as well as any seminar, conference or other educational event related to their job, up to \$1,500 per employee per fiscal year (dollar value as amended from time to time per the Collective Bargaining Agreement and subject to the District’s financial position).

In order to receive reimbursement an employee must:

1. Fill out and sign a School Request Form.
2. Complete and submit any Registration Forms.
3. Pay Registration Fee.
4. Turn into the District a paid Registration Form Receipt and provide documentation of successfully completing the class.

The District will reimburse employees for non-fire classes taken towards a related degree upon completion with a passing grade.

If an employee voluntarily leaves the District’s employ within two (2) calendar years of course completion and reimbursement, the employee will reimburse the District any monies received for courses not completed prior to the two year mark. The District will decrease the employee’s vacation and sick leave payout by the amount owed. If there is not enough in payout then the employee will have the remaining amount deducted from their final two pay checks, in accordance with applicable law.

**ATTACHMENT 17**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

<b>TITLE</b>	<b>MISCELLANEOUS</b>
Board Adoption Date	December 21, 2023
Resolution #	2023-024
Effective Date	December 21, 2023
Revision Date	

**917 MISCELLANEOUS**

**1. ERRORS AND OMISSIONS**

The legal defense of employees and/or the payment of judgments shall be available as provided under Chapter 111, Florida Statutes and subject to provisions of Chapter 768, Florida Statutes, or as otherwise provided by law. All privileges and immunities conferred upon the District by law, including but not limited to sovereign immunity, are fully preserved.

**2. ANNUAL PHYSICALS**

All sworn employees are required to undergo an annual physical examination performed by the District’s physician. Non-sworn employees shall have the option of an annual physical once per calendar year, performed by the District’s physician. For physical examinations under this policy, the District will either bear any of the cost of the base physical examination or the cost will be provided for through the employee’s health insurance wellness benefit, as determined by the District. All follow-up medical work will occur through the employees’ health plan or at the employees’ expense.

**3. USE OF TOBACCO PRODUCTS**

**Section 1** There will be no smoking or use of tobacco products in or on any District building, facilities, property, or vehicle. Likewise, on-duty employees and volunteers are not to smoke or use any tobacco products when any member of the general public is present, or when in clear view of the general public.

For the purpose of this policy, the term “smoking” includes the use of electronic cigarettes (“e-cigarettes”) and /or medical marijuana and any other product that emits smoke or vapor and is intended to be inhaled or consumed.

**Section 2** Any new employee or Volunteer Firefighter will execute the “non-use of Tobacco Products Agreement.” In addition, any new employee or Volunteer Firefighter will agree to remain tobacco free for the duration of their

**ATTACHMENT 17**  
***IMMOKALEE FIRE CONTROL DISTRICT***  
***DISTRICT POLICY***

employment/membership with the District.

For the purpose of this policy, the term “tobacco products” includes the use of electronic cigarettes (“e-cigarettes”) and /or medical marijuana and any other product that emits smoke or vapor and is intended to be inhaled or consumed.

**4. STAFF INTERFACE WITH INDIVIDUAL BOARD MEMBERS**

In cases where individual Board members contact staff for purposes of gathering information or making inquiry, staff members will comply with such requests and inform the Fire Chief of the request and the information provided in response. However, it is recognized that the Board as a whole appoints the Fire Chief to manage the overall operations of the District, charging the Fire Chief with responsibility for the proper administration of the District's affairs and to bring to fruition the policies of the Board. In order to insure efficient operations and to minimize instances where the work of District employees is interfered with or re-prioritized due to requests by individual Board members, the Board from a policy standpoint encourages all such requests be submitted through the office of the Fire Chief for response unless they are of a minimal nature.

# ATTACHMENT 18

## RESOLUTION 2023-024

### **A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF THE IMMOKALEE FIRE CONTROL DISTRICT ADOPTING DISTRICT POLICIES 900 THROUGH 912, AND 914 THROUGH 917**

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 the following District Policies attached hereto as Attachments 1 through 17:
  - a. Section 900– Employment Status and Changes
  - b. Section 901 – Recruitment and Selection
  - c. Section 902 – Compensation
  - d. Section 903 – Hours of Work and Overtime
  - e. Section 904 – Payroll and Timekeeping
  - f. Section 905 – Personnel Reduction
  - g. Section 906 – Vacation
  - h. Section 907 – Sick Leave Benefits
  - i. Section 908 – Holidays
  - j. Section 909 – Bereavement
  - k. Section 910 – FMLA
  - l. Section 911 – Personal Day
  - m. Section 912 – Other Leaves of Absence
  - n. Section 914 – Employee Insurance
  - o. Section 915 – Retirement
  - p. Section 916 – Education Reimbursements
  - q. Section 917 – Miscellaneous;

**NOW THEREFORE**, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF THE IMMOKALEE FIRE CONTROL DISTRICT that the following District Policies are hereby adopted:

- a. Section 900– Employment Status and Changes
- b. Section 901 – Recruitment and Selection
- c. Section 902 – Compensation
- d. Section 903 – Hours of Work and Overtime
- e. Section 904 – Payroll and Timekeeping
- f. Section 905 – Personnel Reduction
- g. Section 906 – Vacation
- h. Section 907 – Sick Leave Benefits
- i. Section 908 – Holidays
- j. Section 909 – Bereavement
- k. Section 910 – FMLA

**ATTACHMENT 18**

- l. Section 911 – Personal Day
- m. Section 912 – Other Leaves of Absence
- n. Section 914 – Employee Insurance
- o. Section 915 – Retirement
- p. Section 916 – Education Reimbursements
- q. Section 917 – Miscellaneous;

This resolution shall take effect immediately upon its adoption.

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

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

Duly passed and adopted on this 21st day of December, 2023.

Board of Commissioners of the Immokalee Fire Control District

By: \_\_\_\_\_  
Patricia Anne Goodnight, Chair

**4.**

**Discussion**

**Regarding**

**Future**

**Apparatus**

**Purchase**



# Immokalee Fire Control District

## Regular Board Meeting

### Thursday, December 21, 2023

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**Meeting Date:** December 21, 2023  
**Prepared By:** Chief Financial Officer Becky Bronsdon  
**Date Prepared:** December 1, 2023  
**Subject:** Discussion Regarding Future Apparatus Purchases

**Objective:**

Discussion by the Board regarding the purchase of future apparatus.

**Background Information:**

According to the District's apparatus replacement plan, Engine 30 will need to be put in reserve status in 2026. Additionally, a new apparatus will need to be purchased within the next few years to serve the planned Horse Trails SRA Village.

According to Pierce (the apparatus manufacturer) the **current** timeline for delivery of an apparatus is approximately 40 months from date of order. The longer the delay in order date, the longer the timeframe for delivery. Therefore, it is important the Board have a discussion about the purchase of the apparatus that will be needed in the next few years.

Chief Cunningham will provide additional information to the Board at the meeting.

**Attachments:**

None

**5.**

**Ratification of  
Memorandum of  
Understanding  
between the District  
and the NC  
Professional FF &  
PMD Local 2297 to  
Provide for  
Paramedic Incentive  
Pay**





# Immokalee Fire Control District

## Regular Board Meeting

### Thursday, December 21, 2023

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**Meeting Date:** December 21, 2023

**Prepared By:** Chief Financial Officer Becky Bronsdon

**Date Prepared:** December 13, 2023

**Subject:** Ratification of Memorandum of Understanding between the District and the North Collier Professional Firefighters and Paramedics Local 2297 to Provide for Paramedic Incentive Pay

**Objective:**

Obtain Board ratification of the Memorandum of Understanding between the District and the Union to provide for paramedic incentive pay.

**Background Information:**

The District is currently one of the only fire districts in Collier and Lee Counties which does not provide paramedic incentive pay. It is the intent of administration to work with Collier County to credential our State certified paramedics so they can provide advanced life support services (“ALS”) to the community. Because this credentialing process involves education and testing, and will allow our paramedics to utilize their skills to serve the community, it is appropriate to provide incentive pay to those employees who qualify to do so.

Attachment 1 is a Memorandum of Understanding (“MOU”) that provides for the following pay incentives:

- |  |  |
|--|--|
| 1. State Certified Paramedic   | \$2,000 annually paid per pay period on a pro rata basis |
| 2. Collier County Credential Paramedic                               | \$6,000 annually paid per pay period on a pro rata basis |
| 3. Florida State Certified AND Collier County Credentialed Paramedic | \$8,000 annually paid per pay period on a pro rata basis |

The adoption of the paramedic incentive pay is also essential to have in place as we begin to hire the firefighters provided for in the 2023-2024 General Fund Budget. In order to remain competitive with the other local districts who are also in the process of hiring firefighters, it is important to establish this incentive pay which is standard in our neighboring fire districts and fire departments.

**Fiscal Impact:**

Currently we have five State Certified Paramedics. If this incentive pay is adopted and effective January 1, 2024, the financial impact on the 2023-2024 General Fund Budget would be approximately \$7,500, with the potential for another \$8,000 if all of the new firefighters are State Certified Paramedics. Once the credentialing process is in place with Collier County, if all of the current and future paramedics are credentialed, the impact would most probably not be realized until the 2024-2025 budget. The maximum liability at that time would be \$104,000.

**Attachments:**

Attachment 1: Memorandum of Understanding – Paramedic Incentive Pay



ATTACHMENT 1

# Immokalee Fire Control District

5368 Useppa Drive, Ave Maria, FL. 34142

Michael J. Choate, Fire Chief

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## Memorandum of Understanding

Between

**The Immokalee Fire Control District**

and

**North Collier Professional Firefighters and Paramedics Local 2297**

The following incentive pay has been agreed to by the Immokalee Fire Control District (“IFCD”) and the North Collier Professional Firefighters and Paramedics Local 2297 (“Local 2297”):

- |   |                  |
|---|------------------|
| 1. Florida State Certified Paramedic  | \$2,000 annually |
| 2. Collier County Credentialed Paramedic  | \$6,000 annually |
| 3. Florida State Certified Paramedic AND<br>Collier County Credentialed Paramedic | \$8,000 annually |

Such incentive pay will be effective January 1, 2024, and be paid on a pro rata basis per pay period as long as Florida State certification and Collier County Credentialed status is maintained. Such incentive is not available during any periods of unpaid leave.

This incentive pay will be included in the calculation of hourly rate and overtime rate and will be pensionable wages.

This Memorandum of Understanding shall be negotiated annually by mutual consent of authorized representatives of the District and Local 2297, and is subject to ratification by the Board of Fire Commissioners.

\_\_\_\_\_  
MICHAEL CHOATE  
Fire Chief/District Manager

DATED: \_\_\_\_\_

\_\_\_\_\_  
ANDRE BEAUDETTE  
Local 2297 DVP

DATED: \_\_\_\_\_

\_\_\_\_\_  
ADAM WILSON  
President, Local 2297

DATED: \_\_\_\_\_

**6.**  
**Update on**  
**Agreement**  
**for Purchase**  
**and**  
**Temporary Lease**  
**of**  
**Old Station 30**



# Immokalee Fire Control District

## Regular Board Meeting

### Thursday, December 21, 2023

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**Meeting Date:** December 21, 2023  
**Prepared By:** Chief Financial Officer Becky Bronsdon  
**Date Prepared:** December 13, 2023  
**Subject:** Update on Agreement for Purchase and Temporary Lease of Old Station 30

**Objective:**

Provide the Board with an update regarding the Agreement for Purchase and Temporary Lease of old Station 30.

**Background Information:**

For several months, the District has been working with Iglesia La Estrella Resplandeciente Church ("the Church") on the purchase of old Station 30. The Church has been approved by First Bank for \$800,000 towards the purchase price, with the intent of paying the remaining balance once they sell their existing building.

Attorney Laura Donaldson has prepared a Purchase Agreement as well as a Lease Agreement to provide for their use of the building until the purchase price has been paid in full. Chief Choate has been in communication with the Church regarding the documents and will provide the Board with an update regarding the status of those Agreements.

**Attachments:**

None