



# Immokalee Fire Control District

## Regular Fire Commission Meeting

### Thursday, April 18, 2024

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## Board of Fire Commissioners

### Board Packet

**Thursday, April 18, 2024**

### Meeting Zoom Link

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

Meeting ID 853 4746 5630

#### Next Scheduled Meetings:

- Regular Board Meeting May 16, 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, April 18, 2024

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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) March 21, 2024 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 - \$-0-
  - 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**

None

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

1. Awards and Recognitions
  - a) Action Recommended – Publicly Recognize Employee(s)
  - b) Public Comment
2. Approval of Amendment #1 to the General Budget for the Fiscal Year Ending 9-30-24 by Adoption of Resolution 2024-006
  - a) Action Recommended – Approve Amendment #1 to the General Fund Budget by Adoption of Resolution 2024-006
  - b) Public Comment

3. Approval of Amendment #1 to the Impact Fee Fund Budget for the Fiscal Year Ending 9-30-24 by Adoption of Resolution 2024-007
  - a) Action Recommended – Approve Amendment #1 to the Impact Fee Fund by Adoption of Resolution 2024-007
  - b) Public Comment
  
4. Approval of District Policies Updated and/or Created by Lexipol by Adoption of Resolution 2024-008
  - a) Action Recommended – Approve District Policies Updated and/or Created by Lexipol by Adoption of Resolution 2024-008
  
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 May 16, 2024 -3 pm, Station 32, 5368 Useppa Drive, Ave Maria, FL 34142**



# **Immokalee Fire Control District**

## **Regular Fire Commission Meeting**

### **Thursday, April 18, 2024**

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## **I. Consent Agenda**

Fire Commission Meeting  
Immokalee Fire Control District  
Board Meeting Minutes  
March 21, 2024

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: Brister, Goodnight, Gunthner, Halman. Chief Michael Choate, Deputy Chief Thomas Cunningham, Financial Officer Becky Bronsdon, Division Chief David Batiato, Battalion Chief Neuman, Lieutenant Amasiadis and Admin Assistant Alma Valladares were present. Commissioner Keen was not present and Union Vice-President Andre Beaudette not present.

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

Union President not present

- 9) Business of the District

**Deputy Chief Cunningham mentioned that item 2) Presentation and Request for Acceptance of the Annual Audit for the Fiscal Year Ended September 30, 2023 in New Business will be moved to item 1 and Item 1) Awards and Recognition will be moved to item 2.**

**Commissioner Gunthner motioned to approve the Agenda as presented and Commissioner Halman seconded the motion. Motion carries unanimously.**

I. Consent Agenda

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

**Commissioner Halman 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 Recognitions

Chief Choate presented the 3 promotions: Lieutenant Dimitrious Amasiadis, Driver Engineer Charles Holman and Driver Engineer Robert Keith Choate. The 8 new firefighters were introduced to the Board.

2. Presentation and Request for Acceptance of the Annual Audit for the Fiscal Year Ended September 30, 2023

Jeff Tuscan presented the Annual Audit for the Fiscal Year Ended September 30, 2023.

**Commissioner Goodnight motioned to approve and accept the Annual Audit for the Fiscal Year Ended September 30, 2023 and Commissioner Halman seconded the motion. Motion carried unanimously.**

3. Approval of District Policies sections 600 through 608 by Adoption of Resolution 2024-005  
**Commissioner Goodnight motioned to Approve of the District Policies Sections 600 – 608 by Adoption of Resolution 2024-005 and Commissioner Halman seconded the motion. Motion carried unanimously.**

8) District Manager Comments

Fire Chief Choate and Deputy Chief Cunningham provided an update to the Board.

9) Commissioners Comments

Commissioner Goodnight spoke about the CRA Meeting about wanting to help Immokalee Fire District by helping to raise money for a fire scholarship.

10) General Public Comments

None

11) Adjourned Meeting at 3:50pm

Next scheduled Meeting(s):

Regular Board Meeting on April 18, 2024 at 3pm

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



# 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:** April 2, 2024  
**Re:** Financial Report for the Period Ended 3-31-24

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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 March 31, 2024. The following is a summary of those reports:

### **General Fund**

Please note that we have our first budget amendment for the 23/24 budget, which will address some of the budget line items that need revision, so the percentages of income and expense will change once the budget amendment is approved.

As of 3-31-24, we have received \$6,793,380 of budgeted ad valorem revenue (94%). Last year at this time we had received \$5.5 million (or 94% of budgeted ad valorem), so our collection rate is comparable to last year. Total revenue is at 92% of total budget which is again comparable to last year at this time.

Of note relative to our revenue, we received an unexpected \$101,665 from the CDBG grant for the construction of Station 30 (this was retainage the County was holding until we received our Certificate of Occupancy), which will help to offset the unexpected costs for the construction of Station 30. Interest received is also already at 90% of budget (this is addressed with the proposed budget amendment), or \$98,706, and our miscellaneous revenue is at 500% of budget because we received our FEMA reimbursement for expenses generated due to deployment for Hurricane Idalia. The remaining unknown factor in budgeted revenue is the distribution from the Seminole Casino. Our latest information is that there will NOT be any payments for the period of time when the compact agreement was in litigation because no payments were made to the State. However, we have confirmed that we should receive our first payment at the beginning of the State's fiscal year (July), or in time for the end of our fiscal year. Based on the one partial payment we did receive, we should receive **at least** the amount budgeted (\$200,000).

As of 3-31-24, expenses total \$4,424,471 or 58% of budgeted expenses. The reason we are at 58% of expenses is because we had unbudgeted expenses of almost \$300,000 related to the construction of Station 30. In addition, the District's worker's compensation premium is paid one quarter in advance, and liability and health insurance premiums are both paid one month in advance. Last year at this time, our percentage of expenses was at 64% of total budgeted expenses.

The breakdown of expenses by category is as follows:

<b>Category</b>	<b>Amount</b>	<b>Percentage of Budget</b>
Personnel	\$ 2,953,223	54%
Operating	\$ 818,633	66%
Capital	\$ 292,859	390%
Debt Service	\$ 359,756	30%
<b>Total Expenses</b>	<b>\$ 4,424,471</b>	<b>58%</b>

There are certain expense line items that are significantly over budget. They include:

**Personnel Expenses:**

Vacation Time Sell Back	519%
Sick Time Sell Back	372%

These two items are significantly over budget due to the resignation of a long time employee and the associated pay out of accrued sick and vacation.

**Operating Expenses:**

Repair & Maintenance – Fire/Rescue Equipment	126%
Repair & Maintenance – Building	100%
Firefighting Supplies	207%
EMS Supplies	107%

The budget allocation for these items is largely based on prior years' expenses and anticipated needs for the current year. An increase in item costs, and unexpected repair and maintenance issues for both facilities and equipment are responsible for the increase in costs and are not discretionary. HVAC issues, and the costs associated with opening new Station 30 and preparing old Station 30 for sale also contribute to the increase in those expense budget lines.

**Capital Expenses:**

Construction – Station 30	NO AMOUNT PROVIDED
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During our budgeting process last year, it was my information that there were no further costs associated with the construction of Station 30 that would be received after the end



of the 22/23 fiscal year, so no provision was made for additional construction costs. However, we received **\$289,479** in unbudgeted costs, and that is NET of the additional contribution from the Impact Fee Fund. Fortunately, there are additional funds included in debt service with the intent of paying down the principal on the construction loan. These funds, as identified in the proposed budget amendment, will now have to be reallocated to the capital expense line item to cover the costs.

General Fund cash at 3-31-24 totals \$5,361,885.

### **Impact Fee Fund**

As of 3-31-24, we have received \$1,003,233, or 50% of budgeted impact fees, which represents five months (October through February) of receipts since the County collects the impact fees and distributes them to us one month in arrears. Last year at this time we had received \$889,609 or 45% of budgeted impact fees, so our collection rate is a bit better than last year, and we are on target to receive the \$2,000,000 provided for in the budget.

Impact Fee Fund expenses total \$1,636,057 or 104% of budgeted expenses. The percentage of budgeted expenses is so high because we pre-paid for the fire engine (as approved by the Board) which will not be delivered for approximately 40 months. This was an unbudgeted expense, as is the \$59,291 contribution to Station 30 construction costs. Both are addressed in the proposed budget amendment.

Impact Fee Fund cash at 3-31-24 totals \$2,750,180.

**2023-2024 GENERAL FUND BUDGET TO ACTUAL MARCH 31, 2024 (50% OF YEAR)**

	Actual 3/31/2024	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	\$ 6,798,380	\$ 7,254,923	\$ 456,543	93.71%
002 Public Safety Grants - County CDBG	101,665		(101,665)	
003 Public Safety Grants - FF Supplement	1,260	2,500	1,240	50.40%
004 Public Safety Grants - CDBG COVID			-	
005 State Grant - Station 30 Construction Other Grants			-	
006 Interest Income	98,706	110,000	11,294	89.73%
007 Rents and Royalties	7,239	15,000	7,761	48.26%
008 Sale of Surplus Materials and Equipment	500		(500)	
009 Disposition of Fixed Assets		25,000		0.00%
010 Donations	3	100	97	3.00%
011 Donations - Station 32 Bricks	1,238		(1,238)	
012 Special Event Fees	1,260	1,000	(260)	126.00%
013 Other Miscellaneous Revenue	50,097	10,000	(40,097)	500.97%
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>7,060,348</b>	<b>7,634,166</b>	<b>548,818</b>	<b>92.48%</b>
<b>Personnel Expenses</b>				
030 Salaries	\$ 1,372,661	\$ 2,815,311	\$ 1,442,650	48.76%
031 Overtime	154,713	200,000	45,287	77.36%
032 FLSA Overtime	76,111	168,539	92,428	45.16%
033 Holiday Pay	43,412	75,958	32,546	57.15%
034 Vacation Time Sell Back	51,888	10,000	(41,888)	518.88%
035 Sick Time Sell Back	37,190	10,000	(27,190)	371.90%
036 Social Security	130,748	251,431	120,683	52.00%
037 Retirement	508,411	918,610	410,199	55.35%
038 Group Insurance (Health/Dental/Life, Medical Clinic) Health Insurance - Commissioners	457,314 3,581	825,000 4,000	367,686 419	55.43% 89.53%
039 Worker's Compensation Insurance	103,902	150,000	46,098	69.27%
040 Retirement Health Plan	13,292	57,500		23.12%
<b>Total Personnel Expenses</b>	<b>2,953,223</b>	<b>5,486,349</b>	<b>2,488,918</b>	<b>53.83%</b>
<b>Operating Expenses</b>				
045 Employee Physicals		20,000	20,000	0.00%
046 Professional Fees - Legal	12,080	40,000	27,920	30.20%
047 Property Appraiser Fees	19,354	45,000	25,646	43.01%
048 Tax Collector Fees	138,956	145,289	6,333	95.64%
049 Professional Fees - Other	10,377	10,000	(377)	103.77%
050 Professional Fees - Lexipol	9,117	8,000	(1,117)	113.96%
051 Contracted Services - Audit	36,000	35,000	(1,000)	102.86%
052 Travel & Per Diem	19,519	30,000	10,481	65.06%
053 Communications (Telephone/Internet/Direct TV)	15,465	60,000	44,535	25.78%
054 Postage & Shipping	439	1,000	561	43.90%
055 Utilities	71,293	130,000	58,707	54.84%
056 Bldg./Auto/Liability Insurance	175,894	247,904	72,010	70.95%
057 Repair & Maintenance - Vehicles	40,756	75,000	34,244	54.34%
058 Repair & Maintenance - Fire & Rescue Equipment	31,432	25,000	(6,432)	125.73%
059 Repair & Maintenance - Building	64,938	65,000	62	99.90%
060 Repair & Maintenance - Bunker Gear (& Supplies)	1,746	4,500	2,754	38.80%

	Actual 3/31/2024	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)	9,136	25,000	15,864	36.54%
064 Lease & Rental	761	5,000	4,239	15.22%
065 Office Supplies	1,346	3,500	2,154	38.46%
066 Personal Protective Gear PPE FORESTRY GRANT	7,258		(7,258)	
067 Firefighting Supplies	16,597	8,000	(8,597)	207.46%
068 EMS Supplies	7,458	7,000	(458)	106.54%
069 CDBG COVID Supplies			-	
070 Station Supplies	5,811	20,000	14,189	29.06%
071 Training Supplies	842	3,000	2,158	28.07%
072 Fuel & Oil	23,352	70,000	46,648	33.36%
073 Uniforms	14,127	25,000	10,873	56.51%
074 Computer Equipment (Non-Capital)	7,099	17,500	10,401	40.57%
075 Computer Maintenance and Training	48,164	70,000	21,836	68.81%
076 Miscellaneous Expense HURRICANE EXPENSE	3,323	5,000	1,677	66.46%
077 Communication (Radio) (Non-Capital)	3,553		(3,553)	
078 Public Education			-	
079 Furniture (Non-Capital)			-	
080 Education and Training	16,875	30,000	13,125	56.25%
081 Books & Dues	5,535	6,000	465	92.25%
<b>Total Operating Expenses</b>	<b>818,633</b>	<b>1,240,693</b>	<b>422,060</b>	<b>65.98%</b>
<b>Capital Expenses</b>				
00 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)	289,479		(289,479)	
96 CDBG GRANT-Vehicle COVID GRANT EQUIPMENT GRANT EQUIPMENT (STATION 30)			-	
97 COMMUNICATIONS EQUIPMENT VEHICLES	3,380	10,000	6,620	
98 FURNITURE/OFFICE			-	
99 STATION EQUIPMENT			-	
100 COMPUTER EQUIPMENT		20,000	20,000	0.00%
<b>Total Capital Expenses</b>	<b>292,859</b>	<b>75,000</b>	<b>(217,859)</b>	<b>390.48%</b>
<b>Debt Service</b>				
Principal	242,902	799,000	556,098	30.40%
Interest	116,854		(116,854)	
<b>Total Debt Service</b>	<b>359,756</b>	<b>799,000</b>	<b>439,244</b>	<b>30.40%</b>
<b>TOTAL EXPENSES</b>	<b>4,424,471</b>	<b>7,601,042</b>	<b>3,132,363</b>	<b>58.21%</b>
<b>BEGINNING CASH RESERVES</b>	<b>2,738,046</b>	<b>2,700,795</b>		
<b>TOTAL REVENUE</b>	<b>7,060,348</b>	<b>7,634,166</b>		
<b>TOTAL EXPENSES</b>	<b>(4,424,471)</b>	<b>(7,601,042)</b>		
<b>Ending Cash Reserves</b>	<b>5,373,923</b>	<b>2,733,919</b>		
<b>Assignment of Reserves</b>				
Unassigned	2,640,004	-		
Assigned - First Quarter of Operations	1,400,000	1,400,000		
Assigned - Projected Deficit				

	Actual 3/31/2024	Budget 23/24	Over (Under) Budget	Percentage of Budget
Assigned - Emergency	458,919	458,919		
Assigned Station 30 Construction				
Assigned - COVID Grant Replacement Vehicle	25,000	25,000		
Assigned - Capital Purchases- Vehicle	26,500	26,500		
Assigned-Station 30 Replacement Equipment	97,000	97,000		
Assigned - Building	26,500	26,500		
Assigned - Debt	700,000	700,000		
<b>TOTAL RESERVES</b>	<b>5,373,923</b>	<b>2,733,919</b>		
	-			
<b>Excess of Revenue Over (Under) Expenses - Use of Reserves</b>	<b>\$ 2,635,877</b>	<b>\$ 33,124</b>		

**2023-2024 IMPACT FEE FUND BUDGET TO ACTUAL FINANCIAL STATEMENT -MARCH 31, 2024**

	Actual 3/31/2024	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	\$ 1,003,233	\$ 2,000,000	\$ (996,767)	50.16%
002 Interest Income	64,777	85,000	(20,223)	76.21%
003 Proceeds from Debt		-	-	
<b>Total Revenue</b>	<b>1,068,010</b>	<b>2,085,000</b>	<b>(1,016,990)</b>	<b>51.22%</b>
<b>Expenses</b>				
030 Tax Collector Fees	\$ 10,012	\$ 20,000	\$ (9,988)	50.06%
031 Professional Fees -Impact Fee Study		-	-	
032 Legal Fees		5,000		
033 Vehicles	1,209,616	225,000		
034 Station and Fire Equipment	126,808			
035 Construction - Station 30	59,291	75,000		
036 Construction - Station 32			-	
<b>Expenses</b>	<b>1,405,727</b>	<b>325,000</b>	<b>(9,988)</b>	<b>432.53%</b>
<b>Debt Service</b>				
038 Principal-Engine Lease & Construction Loan	163,738	1,057,382	(893,644)	15.49%
039 Interest-Engine Lease & Construction Loan	66,592	198,456	(131,864)	33.56%
<b>Total Debt Service</b>	<b>230,330</b>	<b>\$ 1,255,838</b>	<b>(1,025,508)</b>	<b>18.34%</b>
<b>Total Expenses</b>	<b>1,636,057</b>	<b>1,580,838</b>	<b>(1,035,496)</b>	<b>103.49%</b>
<b>DEFERRED REVENUE 10-01-20</b>	<b>3,306,228</b>	<b>3,302,680</b>		
<b>TOTAL REVENUE</b>	<b>1,068,010</b>	<b>2,085,000</b>		
<b>TOTAL EXPENSES</b>	<b>(1,636,057)</b>	<b>(1,580,838)</b>		
Ending Deferred Revenue (Cash Reserves) 9-30-24	2,738,181	3,806,842		

## IMMOKALEE FIRE CONTROL DISTRICT

## Trial Balance

As of March 31, 2024

	Mar 31, 24	
	Debit	Credit
101000 · FNB CHECKING	72,017.34	
101001 · First Bank Money Market	1,847,500.22	
102000 · FNB MONEY MARKET	3,415,166.40	
103000 · FL FIT	25,963.44	
104000 · First Foundation Donation Acct	1,237.69	
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	13,316,995.52	
64300 · CONSTRUCTION IN PROGRESS	6,508,106.06	
64400 · FURNITURE AND FIXTURES	505,423.38	
64500 · EQUIPMENT	1,803,655.65	
64600 · AUTOS & TRUCKS	4,840,527.42	
680000 · AMOUNT TO BE PROVIDED	343,068.45	
200000 · ACCOUNTS PAYABLE	0.00	
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		18.63
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	0.00	
960000 · INVESTMENT IN FIXED ASSETS		27,364,964.17
284190 · RESERVES FORWARD - UNASSIGNED	0.00	
30000 · Opening Balance Equity	0.00	
32000 · Unrestricted Net Assets		2,738,046.12
311100 · AD VALOREM TAXES		6,798,380.49
335210 · STATE FIREFIGHTER SUPP COMP.		1,260.00
337200 · LOCAL GOVT GRANT - CDGB		101,664.66
347400 · SPECIAL EVENT FEES		1,260.00
361100 · INTEREST INCOME		85,385.85
362000 · RENTS & ROYALTIES INCOME		5,812.88
362001 · RENT - STATION 31 - CCEMS		1,426.58
365000 · SALE OF SURPLUS MATERIALS		500.00
366000 · DONATIONS RECEIVED		3.27
369901 · RETIREE HEALTH INS REIMB		295.46
369902 · OTHER MISC REVENUE		46,511.92
367000 · Donations - St. 32 Bricks		1,237.69
512000 · SALARIES REGULAR TOTAL	0.00	
512100 · SALARIES - OPS & SURPRESSION	1,371,811.12	
515310 · STATE SUPP COMP- REGULAR	850.00	
514110 · OVER TIME PAY - REGULAR	154,712.83	
514210 · OVER TIME PAY - FLSA - REG	76,111.58	
515210 · HOLIDAY PAY - REGULAR	43,411.72	
516100 · VACATION SELL BACK - REGULAR	51,888.22	
517100 · SICK LEAVE SELL BACK - REG	37,190.02	
521100 · FICA - REGULAR	130,748.40	
522100 · RETIREMENT - REGULAR	508,411.28	
523100 · HEALTH INSURANCE	6,177.53	
523110 · Regular	406,965.17	
526100 · Medical Clinic	19,999.98	
523111 · HEALTH INSURANCE-COMMISSIONERS	3,580.50	
523210 · Regular	24,042.62	
524100 · WKRS' COMP - REGULAR	103,902.27	
525100 · UNEMPLOYMENT - REGULAR	0.00	
527000 · Retirement Health Savings	13,291.85	

## IMMOKALEE FIRE CONTROL DISTRICT

## Trial Balance

As of March 31, 2024

	Mar 31, 24	
	Debit	Credit
531210 · LEGAL FEES - GENERAL COUNSEL	9,550.00	
531220 · LEGAL FEES - LABOR ATTORNEY	2,530.00	
531310 · PROPERTY APPRAISER	19,353.79	
531320 · TAX COLLECTOR	138,955.52	
531400 · PROFESSIONAL SERVICES	6,562.12	
531401 · Professional Srv-Lexipol	9,116.78	
531430 · Background Investigations	2,835.35	
531500 · INSPECTIONS MOU	980.00	
532100 · AUDIT	32,000.00	
540100 · TRAVEL AND PER DIEM	560.48	
540300 · TRAVEL & PER DIEM - ADMIN & BOC	18,958.16	
541110 · Comcast - Station 30	3,190.08	
541120 · Comcast - Station 31	583.91	
541130 · Comcast - Station 32	4,360.85	
541220 · Direct TV - Station 31	289.69	
541400 · VERIZON/AT&T	7,040.37	
542100 · POSTAGE	345.15	
542200 · SHIPPING	93.50	
543110 · LCEC - Station 30	18,927.41	
543120 · LCEC - Station 31	1,761.63	
543130 · LCEC - Station 32	29,070.37	
543200 · WATER/SEWER	91.29	
543210 · Water/Sewer - Station 30	3,716.63	
543220 · Water/Sewer - Station 31	372.21	
543230 · Water/Sewer - Station 32	6,086.20	
543410 · Garbage - Station 30	6,703.02	
543420 · Garbage - Station 31	569.95	
543430 · Garbage - Station 32	3,704.03	
544000 · RENTALS AND LEASES	761.26	
545000 · LIABILITY INSURANCE	175,893.93	
546110 · R&M VEHICLE - OPS AND ADMIN	40,457.03	
546200 · REPAIR & MAINT EQUIP	29,472.70	
546201 · R&M F.F. & RESCUE EQUIP	654.00	
546202 · R&M CASCADE & AIR QUALTEST	1,304.92	
546204 · R&M BUNKER GEAR	1,746.20	
546300 · REPAIR & MAINT BLDG	2,102.22	
546310 · R&M - BLDG - Station 30	9,591.74	
546320 · R&M - BLDG - Station 31	154.00	
546330 · R&M - BLDG - Station 32	27,879.55	
546430 · R&M - GENERATORS - STN 32	2,559.00	
546510 · R&M - HVAC - Station 30	500.80	
546520 · R&M - HVAC - Station 31	272.00	
546530 · R&M - HVAC - Station 32	11,434.14	
546610 · PEST CONTROL - Station 30	1,153.00	
546620 · PEST CONTROL - Station 31	629.00	
546630 · PEST CONTROL - Station 32	913.50	
546700 · LAWN CARE	550.00	
546710 · LAWN CARE - Station 30	2,500.00	
546720 · LAWN CARE - Station 31	850.00	
546730 · LAWN CARE - Station 32	3,849.00	
548100 · LEGAL ADVERTISING	30.00	
549300 · MISCELLANEOUS EXPENSE	3,142.81	
551100 · OFFICE SUPPLIES - GENERAL	1,346.46	
552100 · EMS SUPPLIES	7,458.40	
552110 · F.F. RESCUE SUPPLIES	11,474.69	
552120 · SUPPLIES - OPERATING	5,122.09	
552131 · MINOR EQUIPMENT - OPS & ADMIN	9,135.71	
552140 · BUNKER GEAR SUPPLIES	5,115.48	
552141 · BNKR GEAR SUPPLIES- OPS & ADM	2,142.90	
552150 · STATION (JANITORIAL) SUPPLIES	3,106.38	
552151 · JANITORIAL SUPPLIES - 30	935.50	
552161 · NON-JANITORIAL SUPPLIES- 30	169.99	
552162 · NON-JANITORIAL SUPPLIES- 31	124.95	
552163 · NON-JANITORIAL SUPPLIES- 32	1,474.21	

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03/27/24

Accrual Basis

# IMMOKALEE FIRE CONTROL DISTRICT

## Trial Balance

As of March 31, 2024

	Mar 31, 24	
	Debit	Credit
552181 · FUEL & OIL - OPERATIONS	23,351.76	
552210 · UNIFORMS - OPERATIONS	14,127.25	
552411 · COMPUTER EQUIPMENT - OPS	7,099.40	
552421 · COMP MAINT, SOFTWARE, TRG-OPS	48,164.34	
552430 · COMMUNICATION (RADIO)	2,906.88	
552440 · COMMUNICATION (PHONE)	645.63	
554110 · BOOKS & DUES - OPS/ADMIN	5,535.00	
555100 · EDUC/TRAINING - OPS/ADMIN	17,220.34	
555500 · TRAINING SUPPLIES	842.19	
564210 · CAP OUTLAY - COMM EQUIP - OPS	3,380.00	
565100 · CAP OUT - CONST IN PROG ST 30	289,478.77	
565102 · CONST IN PROG ST 30 STATE	0.00	
571000 · Debt Service-Principal	242,901.96	
571100 · Debt Service - Interest	116,853.80	
<b>TOTAL</b>	<b>37,489,836.17</b>	<b>37,489,836.17</b>



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04/02/24

**IMMOKALEE FIRE CONTROL DISTRICT**  
**Reconciliation Summary**  
101000 - FNB CHECKING, Period Ending 03/31/2024

	Mar 31, 24
<b>Beginning Balance</b>	<u>104,519.18</u>
<b>Cleared Transactions</b>	
Checks and Payments - 187 items	-607,134.49
Deposits and Credits - 11 items	636,228.12
<b>Total Cleared Transactions</b>	<u>29,093.63</u>
<b>Cleared Balance</b>	<u><u>133,612.81</u></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 24 items	-58,568.12
<b>Total Uncleared Transactions</b>	<u>-58,568.12</u>
<b>Register Balance as of 03/31/2024</b>	<u><u>75,044.69</u></u>
<b>New Transactions</b>	
Checks and Payments - 1 item	-698.80
<b>Total New Transactions</b>	<u>-698.80</u>
<b>Ending Balance</b>	<u><u>74,345.89</u></u>

**IMMOKALEE FIRE CONTROL DISTRICT**  
**Reconciliation Detail**  
**101000 · FNB CHECKING, Period Ending 03/31/2024**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						104,519.18
<b>Cleared Transactions</b>						
<b>Checks and Payments - 187 items</b>						
Bill Pmt -Check	02/07/2024	39677	Derek Neuman	X	-125.00	-125.00
Bill Pmt -Check	02/21/2024	ACH3...	Comcast	X	-254.28	-379.28
Bill Pmt -Check	02/21/2024	39731	Eagle Engraving	X	-162.95	-542.23
Bill Pmt -Check	02/21/2024	39727	B&L HARDWARE	X	-31.14	-573.37
Bill Pmt -Check	02/21/2024	39726	B&B Hydraulics	X	-30.00	-603.37
Bill Pmt -Check	02/22/2024	39742	North Collier Fire Co...	X	-13,366.10	-13,969.47
Bill Pmt -Check	02/22/2024	39743	W L Construction Su...	X	-421.08	-14,390.55
Bill Pmt -Check	02/28/2024	39748	Guardian	X	-3,571.02	-17,961.57
Bill Pmt -Check	02/28/2024	39744	AccessMD	X	-3,333.33	-21,294.90
Bill Pmt -Check	02/28/2024	39746	Ave Maria Utility Co...	X	-1,110.22	-22,405.12
Bill Pmt -Check	02/28/2024	39752	Municipal Equipmen...	X	-1,035.00	-23,440.12
Bill Pmt -Check	02/28/2024	39754	Team Equipment	X	-731.63	-24,171.75
Bill Pmt -Check	02/28/2024	39745	Amerigas	X	-637.61	-24,809.36
Bill Pmt -Check	02/28/2024	39755	Waste Pro - Ft. Myers	X	-398.00	-25,207.36
Bill Pmt -Check	02/28/2024	39747	Century Link	X	-205.04	-25,412.40
Bill Pmt -Check	02/28/2024	39751	Michael J. Choate	X	-150.00	-25,562.40
Bill Pmt -Check	02/28/2024	39749	Immokalee Water & ...	X	-91.29	-25,653.69
Bill Pmt -Check	02/28/2024	39750	Javier Barcela	X	-62.73	-25,716.42
Bill Pmt -Check	02/28/2024	39753	Pak-n-Ship Of SWFL	X	-46.75	-25,763.17
General Journal	02/28/2024			X	-20.00	-25,783.17
Liability Check	02/29/2024	ACH3...	AXA	X	-4,369.79	-30,152.96
Liability Check	02/29/2024	ACH3...	AFLAC	X	-2,303.12	-32,456.08
General Journal	02/29/2024			X	-123.31	-32,579.39
General Journal	03/01/2024			X	-698.80	-33,278.19
General Journal	03/01/2024			X	-100.00	-33,378.19
General Journal	03/02/2024			X	-63.93	-33,442.12
General Journal	03/03/2024			X	-2.99	-33,445.11
Bill Pmt -Check	03/07/2024	39758	Arthur J. Gallagher ...	X	-18,429.00	-51,874.11
Bill Pmt -Check	03/07/2024	39768	Hawkeye Sign Co	X	-8,990.00	-60,864.11
Bill Pmt -Check	03/07/2024	39760	Cardmember Service	X	-7,533.50	-68,397.61
Bill Pmt -Check	03/07/2024	39759	Callaghan Tire	X	-5,138.76	-73,536.37
Bill Pmt -Check	03/07/2024	39770	Lee County Electric ...	X	-3,851.05	-77,387.42
Bill Pmt -Check	03/07/2024	39769	Home Depot Credit ...	X	-2,102.22	-79,489.64
Bill Pmt -Check	03/07/2024	39771	North Collier Fire Co...	X	-1,890.52	-81,380.16
Bill Pmt -Check	03/07/2024	39775	Ten-8 Fire & Safety,...	X	-1,284.79	-82,664.95
Bill Pmt -Check	03/07/2024	39763	Combs Oil Company	X	-1,071.00	-83,735.95
Bill Pmt -Check	03/07/2024	39762	Cheney Landscape	X	-1,000.00	-84,735.95
Bill Pmt -Check	03/07/2024	39761	Channel Innovations	X	-859.92	-85,595.87
Bill Pmt -Check	03/07/2024	39757	Applicant Insight	X	-606.42	-86,202.29
Bill Pmt -Check	03/07/2024	39756	ABC Fire Equipment	X	-501.00	-86,703.29
Bill Pmt -Check	03/07/2024	ACHC...	Comcast	X	-292.85	-86,996.14
Bill Pmt -Check	03/07/2024	39764	Culligan Water	X	-245.49	-87,241.63
Bill Pmt -Check	03/07/2024	39767	Grounds Force P.M.	X	-200.00	-87,441.63
Bill Pmt -Check	03/07/2024	39777	Waste Pro - Ft. Myers	X	-199.00	-87,640.63
Bill Pmt -Check	03/07/2024	ACH3...	Comcast	X	-162.90	-87,803.53
Bill Pmt -Check	03/07/2024	39774	Tamiami Ford	X	-158.90	-87,962.43
Bill Pmt -Check	03/07/2024	39776	Verizon Connect	X	-148.55	-88,110.98
Bill Pmt -Check	03/07/2024	39766	Goodyear Rubber Pr...	X	-123.34	-88,234.32
Bill Pmt -Check	03/07/2024	ACH3...	Comcast	X	-116.85	-88,351.17
Bill Pmt -Check	03/07/2024	39773	Stericycle, Inc.	X	-90.14	-88,441.31
Bill Pmt -Check	03/07/2024	39765	DIRECTV	X	-48.49	-88,489.80
General Journal	03/07/2024			X	-20.00	-88,509.80
General Journal	03/09/2024			X	-20.98	-88,530.78
Bill Pmt -Check	03/13/2024	39792	Tuscan & Company,...	X	-16,000.00	-104,530.78
Bill Pmt -Check	03/13/2024	39790	P.G.I.T.	X	-11,526.92	-116,057.70
Bill Pmt -Check	03/13/2024	39784	First Bank	X	-9,896.25	-125,953.95
Bill Pmt -Check	03/13/2024	39787	Memphis Equipment...	X	-2,199.63	-128,153.58
Bill Pmt -Check	03/13/2024	39786	Melissa Silva & Co.	X	-1,380.00	-129,533.58
Bill Pmt -Check	03/13/2024	39779	AT&T Mobility	X	-1,172.68	-130,706.26
Bill Pmt -Check	03/13/2024	39781	Combs Oil Company	X	-1,071.00	-131,777.26
Bill Pmt -Check	03/13/2024	39780	Bennett Fire Product...	X	-836.50	-132,613.76
Bill Pmt -Check	03/13/2024	39791	Torcivia, Donlon, Go...	X	-605.00	-133,218.76
Bill Pmt -Check	03/13/2024	39778	AC'CENT Business ...	X	-299.03	-133,517.79
Bill Pmt -Check	03/13/2024	39789	O'Reilly	X	-278.06	-133,795.85
Bill Pmt -Check	03/13/2024	39782	Diversified Administr...	X	-192.00	-133,987.85

**IMMOKALEE FIRE CONTROL DISTRICT**  
**Reconciliation Detail**  
**101000 · FNB CHECKING, Period Ending 03/31/2024**

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	03/13/2024	39785	John Collins Auto P...	X	-151.02	-134,138.87
Bill Pmt -Check	03/13/2024	39793	Waste Pro - Ft. Myers	X	-87.00	-134,225.87
Bill Pmt -Check	03/13/2024	39783	Eagle Engraving	X	-76.35	-134,302.22
General Journal	03/14/2024			X	-395.00	-134,697.22
Liability Check	03/15/2024	ach40	United States Treas...	X	-32,725.02	-167,422.24
Paycheck	03/15/2024	ach22	JESSIE NECOLETT...	X	-4,916.22	-172,338.46
Paycheck	03/15/2024	ach38	THOMAS K CUNNI...	X	-4,761.01	-177,099.47
General Journal	03/15/2024			X	-4,690.52	-181,789.99
Paycheck	03/15/2024	ach12	DAVID L PATTERS...	X	-4,177.13	-185,967.12
Liability Check	03/15/2024	ach42	AXA	X	-4,133.39	-190,100.51
Paycheck	03/15/2024	ach25	MICHAEL J CHOATE	X	-3,920.65	-194,021.16
Paycheck	03/15/2024	ach34	ROBERTO MENDO...	X	-3,787.49	-197,808.65
Paycheck	03/15/2024	ach4	ALAN T DAVIS	X	-3,491.28	-201,299.93
Paycheck	03/15/2024	ach13	DEREK A NEUMAN	X	-3,218.32	-204,518.25
Paycheck	03/15/2024	ach10	CODY A RODGERS	X	-3,191.93	-207,710.18
Paycheck	03/15/2024	ach39	WINSTON C SUMM...	X	-3,130.88	-210,841.06
Paycheck	03/15/2024	ach21	JAVIER E BARCELA	X	-3,092.77	-213,933.83
Paycheck	03/15/2024	ach17	JAMES P EIDEL	X	-3,039.81	-216,973.64
Paycheck	03/15/2024	ach11	David Batiato	X	-3,011.07	-219,984.71
Paycheck	03/15/2024	ach20	Jason E Burr	X	-2,964.50	-222,949.21
Paycheck	03/15/2024	ach24	JUSTIN K STRICKL...	X	-2,879.28	-225,828.49
Paycheck	03/15/2024	ach8	Charles T Holman, Jr.	X	-2,718.46	-228,546.95
Paycheck	03/15/2024	ach16	GREGORY R SMITH	X	-2,715.52	-231,262.47
Paycheck	03/15/2024	ach7	BRIAN E HUGHES	X	-2,662.12	-233,924.59
Paycheck	03/15/2024	ach27	MINDAUGAS DEGU...	X	-2,617.70	-236,542.29
Paycheck	03/15/2024	ach28	MITCHELL VAN TINE	X	-2,503.73	-239,046.02
Paycheck	03/15/2024	ach36	Sage C Haislip	X	-2,427.80	-241,473.82
Paycheck	03/15/2024	ach32	ROBERT C ROOKA...	X	-2,214.31	-243,688.13
Paycheck	03/15/2024	ach23	Joham Cherisme	X	-2,142.73	-245,830.86
Paycheck	03/15/2024	ach14	Dimitrios Amasiadis,...	X	-2,138.96	-247,969.82
Paycheck	03/15/2024	ach9	CHRISTIAN J BART...	X	-2,053.13	-250,022.95
Paycheck	03/15/2024	ach37	Taylor D Logan	X	-2,046.50	-252,069.45
Paycheck	03/15/2024	ach6	ANDRE R BEAUDE...	X	-2,014.18	-254,083.63
Paycheck	03/15/2024	ach15	ERIK J. MILLER	X	-1,949.77	-256,033.40
Paycheck	03/15/2024	ach33	Robert K Choate	X	-1,943.65	-257,977.05
Paycheck	03/15/2024	ach18	James W Montgom...	X	-1,852.56	-259,829.61
Paycheck	03/15/2024	ach26	Mike Turrubiardez II	X	-1,839.98	-261,669.59
Paycheck	03/15/2024	ach29	Nathan C Kopanda	X	-1,727.03	-263,396.62
Paycheck	03/15/2024	ach35	RYNE L. ROSENBA...	X	-1,718.54	-265,115.16
Paycheck	03/15/2024	ach19	Jamie M Blaiweiss	X	-1,669.24	-266,784.40
Paycheck	03/15/2024	ach30	Quinton P Willis	X	-1,667.40	-268,451.80
Paycheck	03/15/2024	ach31	Rebecah Brondson	X	-1,383.72	-269,835.52
Paycheck	03/15/2024	ach5	ALMA VALLADARES	X	-1,352.22	-271,187.74
Liability Check	03/15/2024	ach41	Ameritas	X	-225.00	-271,412.74
General Journal	03/18/2024			X	-39.31	-271,452.05
General Journal	03/19/2024			X	-125.00	-271,577.05
Bill Pmt -Check	03/21/2024	39798	Florida Blue	X	-59,688.17	-331,265.22
Bill Pmt -Check	03/21/2024	39806	North Collier Fire Co...	X	-7,830.06	-339,095.28
Bill Pmt -Check	03/21/2024	39800	Foster & Foster	X	-3,700.00	-342,795.28
Bill Pmt -Check	03/21/2024	39801	Guardian	X	-3,467.55	-346,262.83
Bill Pmt -Check	03/21/2024	39799	FMC GlobalSat, Inc.	X	-3,380.00	-349,642.83
Bill Pmt -Check	03/21/2024	39802	Lee County Electric ...	X	-3,007.79	-352,650.62
Bill Pmt -Check	03/21/2024	39808	Ten-8 Fire & Safety,...	X	-1,789.00	-354,439.62
Bill Pmt -Check	03/21/2024	39804	Municipal Emergenc...	X	-1,320.05	-355,759.67
Bill Pmt -Check	03/21/2024	39805	Municipal Equipmen...	X	-599.70	-356,359.37
Bill Pmt -Check	03/21/2024	39797	Eagle Engraving	X	-578.95	-356,938.32
Bill Pmt -Check	03/21/2024	39807	O'Reilly	X	-378.00	-357,316.32
Bill Pmt -Check	03/21/2024	39796	Comcast	X	-239.95	-357,556.27
Bill Pmt -Check	03/21/2024	39795	Century Link	X	-219.02	-357,775.29
Bill Pmt -Check	03/21/2024	39803	Memphis Equipment...	X	-96.94	-357,872.23
General Journal	03/25/2024			X	-250.00	-358,122.23
General Journal	03/25/2024			X	-125.00	-358,247.23
General Journal	03/25/2024			X	-25.00	-358,272.23
General Journal	03/25/2024			X	-9.23	-358,281.46
General Journal	03/28/2024			X	-45.00	-358,326.46
Liability Check	03/29/2024	ACHF...	FL Division of Retire...	X	-84,230.83	-442,557.29
Liability Check	03/29/2024	ACH4...	United States Treas...	X	-38,971.08	-481,528.37
General Journal	03/29/2024			X	-5,216.25	-486,744.62

**IMMOKALEE FIRE CONTROL DISTRICT**  
**Reconciliation Detail**  
**101000 · FNB CHECKING, Period Ending 03/31/2024**

Type	Date	Num	Name	Clr	Amount	Balance	
General Journal	03/29/2024			X	-4,886.18	-491,630.80	
Liability Check	03/29/2024	ACHF...	FL Division of Retire...	X	-2,427.28	-494,058.08	
Liability Check	03/29/2024	ACH4...	Ameritas	X	-225.00	-494,283.08	
General Journal	03/29/2024			X	-142.10	-494,425.18	
General Journal	03/29/2024			X	-58.99	-494,484.17	
Paycheck	03/31/2024	ACH4...	CODY A RODGERS	X	-5,247.28	-499,731.45	
Paycheck	03/31/2024	ACH4...	JAMES P EIDEL	X	-4,872.38	-504,603.83	
Paycheck	03/31/2024	ACH4...	THOMAS K CUNNI...	X	-4,737.42	-509,341.25	
Paycheck	03/31/2024	ACH4...	DAVID L PATTERS...	X	-4,177.14	-513,518.39	
Paycheck	03/31/2024	ACH4...	MICHAEL J CHOATE	X	-3,996.24	-517,514.63	
Paycheck	03/31/2024	ACH4...	ROBERTO MENDO...	X	-3,797.59	-521,312.22	
Paycheck	03/31/2024	ACH4...	BRIAN E HUGHES	X	-3,586.33	-524,898.55	
Paycheck	03/31/2024	ACH4...	JESSIE NICOLETT...	X	-3,564.46	-528,463.01	
Paycheck	03/31/2024	ACH4...	MITCHELL VAN TINE	X	-3,439.66	-531,902.67	
Paycheck	03/31/2024	ACH4...	MINDAUGAS DEGU...	X	-3,379.96	-535,282.63	
Paycheck	03/31/2024	ACH4...	Taylor D Logan	X	-3,315.07	-538,597.70	
Paycheck	03/31/2024	ACH4...	DEREK A NEUMAN	X	-3,194.74	-541,792.44	
Paycheck	03/31/2024	ACH4...	WINSTON C SUMM...	X	-3,107.30	-544,899.74	
Paycheck	03/31/2024	ACH4...	ALAN T DAVIS	X	-3,100.47	-548,000.21	
Paycheck	03/31/2024	ACH4...	David Batiato	X	-3,088.67	-551,088.88	
Paycheck	03/31/2024	ACH4...	Jason E Burr	X	-2,964.51	-554,053.39	
Paycheck	03/31/2024	ACH4...	JAVIER E BARCELA	X	-2,913.32	-556,966.71	
Paycheck	03/31/2024	ACH4...	JUSTIN K STRICKL...	X	-2,855.72	-559,822.43	
Paycheck	03/31/2024	ACH4...	CHRISTIAN J BART...	X	-2,514.22	-562,336.65	
Paycheck	03/31/2024	ACH4...	GREGORY R SMITH	X	-2,437.79	-564,774.44	
Paycheck	03/31/2024	ACH4...	ROBERT C ROOKA...	X	-2,190.73	-566,965.17	
Paycheck	03/31/2024	ACH4...	Dimitrios Amasiadis,...	X	-2,050.32	-569,015.49	
Paycheck	03/31/2024	ACH4...	Nathan C Kopanda	X	-2,033.89	-571,049.38	
Paycheck	03/31/2024	ACH4...	ANDRE R BEAUDE...	X	-1,990.59	-573,039.97	
Paycheck	03/31/2024	ACH4...	Robert K Choate	X	-1,943.66	-574,983.63	
Paycheck	03/31/2024	ACH4...	ERIK J. MILLER	X	-1,940.77	-576,924.40	
Paycheck	03/31/2024	ACH4...	Charles T Holman, Jr.	X	-1,860.66	-578,785.06	
Paycheck	03/31/2024	ACH4...	RYNE L. ROSENBA...	X	-1,694.98	-580,480.04	
Paycheck	03/31/2024	ACH4...	Shaun M Jacobs	X	-1,694.85	-582,174.89	
Paycheck	03/31/2024	ACH4...	Jamie M Blaiweiss	X	-1,664.44	-583,839.33	
Paycheck	03/31/2024	ACH4...	Lazaro A Chao	X	-1,657.85	-585,497.18	
Paycheck	03/31/2024	ACH4...	James W Montgom...	X	-1,656.00	-587,153.18	
Paycheck	03/31/2024	ACH4...	Joham Cherisme	X	-1,645.65	-588,798.83	
Paycheck	03/31/2024	ACH4...	Quinton P Willis	X	-1,643.83	-590,442.66	
Paycheck	03/31/2024	ACH4...	Mike Turrubiardez II	X	-1,635.99	-592,078.65	
Paycheck	03/31/2024	ACH4...	Sage C Haislip	X	-1,633.45	-593,712.10	
Paycheck	03/31/2024	ACH4...	Martin F Lawrence	X	-1,617.85	-595,329.95	
Paycheck	03/31/2024	ACH4...	Michael Fernandez	X	-1,617.85	-596,947.80	
Paycheck	03/31/2024	ACH4...	Miguelangel Ricardo	X	-1,617.85	-598,565.65	
Paycheck	03/31/2024	ACH4...	Noah T Brown	X	-1,617.85	-600,183.50	
Paycheck	03/31/2024	ACH4...	Damion L Escobar	X	-1,617.85	-601,801.35	
Paycheck	03/31/2024	ACH4...	Anthony J Vitiello	X	-1,617.85	-603,419.20	
Paycheck	03/31/2024	ACH4...	Rebecah Brondson	X	-1,383.73	-604,802.93	
Paycheck	03/31/2024	ACH4...	ALMA VALLADARES	X	-1,352.21	-606,155.14	
Paycheck	03/31/2024	ACH4...	Robert Halman {com}	X	-230.87	-606,386.01	
Paycheck	03/31/2024	ACH4...	Joseph Brister	X	-230.87	-606,616.88	
Paycheck	03/31/2024	ACH4...	Bonnie Keen	X	-230.87	-606,847.75	
Paycheck	03/31/2024	ACH4...	Donald Gunther Jr	X	-205.87	-607,053.62	
Paycheck	03/31/2024	ACH4...	Patricia Anne Goodn...	X	-80.87	-607,134.49	
Total Checks and Payments						-607,134.49	-607,134.49

**IMMOKALEE FIRE CONTROL DISTRICT**  
**Reconciliation Detail**  
**101000 · FNB CHECKING, Period Ending 03/31/2024**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Deposits and Credits - 11 Items</b>						
Bill Pmt -Check	11/07/2023	39444	O'Reilly	X	0.00	0.00
Bill Pmt -Check	11/16/2023	39473	AC'CENT Business ...	X	0.00	0.00
Bill Pmt -Check	02/15/2024	39713	Memphis Equipment...	X	0.00	0.00
General Journal	03/04/2024			X		
Deposit	03/07/2024			X	8.66	8.66
Transfer	03/07/2024			X	114,144.12	114,152.78
Paycheck	03/15/2024	ach3	AGUSTIN RODRIG...	X	350,000.00	464,152.78
Deposit	03/21/2024			X	0.00	464,152.78
Deposit	03/27/2024			X	109,494.72	573,647.50
Deposit	03/27/2024			X	59,290.84	632,938.34
Deposit	03/28/2024			X	3,289.78	636,228.12
Paycheck	03/31/2024	ACH4...	AGUSTIN RODRIG...	X	0.00	636,228.12
<b>Total Deposits and Credits</b>					<b>636,228.12</b>	<b>636,228.12</b>
<b>Total Cleared Transactions</b>					<b>29,093.63</b>	<b>29,093.63</b>
<b>Cleared Balance</b>					<b>29,093.63</b>	<b>133,612.81</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 24 Items</b>						
Bill Pmt -Check	10/31/2023	39424	Florida Fire Chiefs ...		-125.00	-125.00
Bill Pmt -Check	03/07/2024	39772	Pak-n-Ship Of SWFL		-46.75	-171.75
Bill Pmt -Check	03/13/2024	39788	Noemy Gonzalez		-350.00	-521.75
Bill Pmt -Check	03/21/2024	39794	Amerigas		-816.39	-1,338.14
Bill Pmt -Check	03/21/2024	39809	Waste Pro - Ft. Myers		-311.00	-1,649.14
Bill Pmt -Check	03/21/2024	ACH4...	Comcast		-254.28	-1,903.42
Bill Pmt -Check	03/21/2024	39811	Zoom Video Commu...		-177.00	-2,080.42
Bill Pmt -Check	03/21/2024	39810	WBN Marketing of F...		-99.00	-2,179.42
Liability Check	03/25/2024	39812	North Collier Profess...		-2,288.68	-4,468.10
Bill Pmt -Check	03/27/2024	39813	Arthur J. Gallagher ...		-18,429.00	-22,897.10
Bill Pmt -Check	03/27/2024	39819	Crowther		-9,298.00	-32,195.10
Bill Pmt -Check	03/27/2024	39822	Municipal Emergenc...		-7,320.00	-39,515.10
Bill Pmt -Check	03/27/2024	39817	Combs Oil Company		-2,945.50	-42,460.60
Bill Pmt -Check	03/27/2024	39816	Certified Pest Control		-2,450.50	-44,911.10
Bill Pmt -Check	03/27/2024	39821	Manson Bolves Don...		-2,200.00	-47,111.10
Bill Pmt -Check	03/27/2024	39823	Tamiami Ford		-1,549.95	-48,661.05
Bill Pmt -Check	03/27/2024	39825	Waste Pro - Ft. Myers		-1,179.17	-49,840.22
Bill Pmt -Check	03/27/2024	39814	Ave Maria Utility Co...		-1,121.52	-50,961.74
Bill Pmt -Check	03/27/2024	39815	Callaghan Tire		-702.72	-51,664.46
Bill Pmt -Check	03/27/2024	39824	United Uniforms US...		-229.55	-51,894.01
Bill Pmt -Check	03/27/2024	39818	Crown Trophy		-156.95	-52,050.96
Bill Pmt -Check	03/27/2024	39820	DIRECTV		-48.49	-52,099.45
Liability Check	03/29/2024	ACH4...	AXA		-4,109.81	-56,209.26
Liability Check	03/29/2024	ACHA...	AFLAC		-2,358.86	-58,568.12
<b>Total Checks and Payments</b>					<b>-58,568.12</b>	<b>-58,568.12</b>
<b>Total Uncleared Transactions</b>					<b>-58,568.12</b>	<b>-58,568.12</b>
<b>Register Balance as of 03/31/2024</b>					<b>-29,474.49</b>	<b>75,044.69</b>
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
General Journal	04/01/2024				-698.80	-698.80
<b>Total Checks and Payments</b>					<b>-698.80</b>	<b>-698.80</b>
<b>Total New Transactions</b>					<b>-698.80</b>	<b>-698.80</b>
<b>Ending Balance</b>					<b>-30,173.29</b>	<b>74,345.89</b>

ADDRESS SERVICE REQUESTED

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

**Managing Your Accounts**

-  Toll-Free: (888) 405-4332
-  Online: [www.firstfoundationinc.com](http://www.firstfoundationinc.com)
-  Mailing: 3560 Kraft Rd  
Naples, FL 34105

**Summary of Accounts**

To our valued customer:

Thank you for your loyal patronage and business. We are pleased to announce a significant enhancement to our security measures aimed at safeguarding your financial transactions and protecting you against the ever-evolving threat of check fraud. As part of our ongoing commitment to your security and peace of mind, we will be implementing a new feature called MICR Masking.

MICR stands for *Magnetic Ink Character Recognition* and is the routing and account numbers, and check sequence number printed on the bottom of a check. Obscuring this sensitive account information on the check images contained within your monthly checking account statement adds an additional layer of defense against unauthorized access and manipulation of your financial data. This fraud protection measure underscores our dedication to providing you with the highest level of protection and reliability.

This MICR Masking feature will be effective as of April, 10<sup>th</sup> 2024 and will be reflected on the check images contained in your monthly statement. If you have any questions or require further information about MICR Masking, please do not hesitate to call us at 888-405-4332.

Thank you for choosing First Foundation Bank. We appreciate your business and look forward to continuing to service your banking needs.

Account Type	Account Number	Ending Balance
FL Public Funds Checking	XXXXXXXXX8175	\$133,612.81

**FL Public Funds Checking-XXXXXXXXX8175**
**Account Summary**

Date	Description	Amount	Description	Amount
03/01/2024	Beginning Balance	\$104,519.18	Earnings Balance	\$0.00
	5 Credit(s) This Period	\$636,219.46		
	101 Debit(s) This Period	\$607,125.83		
03/31/2024	Ending Balance	\$133,612.81		

**Electronic Credits**

Date	Description	Amount
03/06/2024	ACH Deposit CC TAX COLLECTOR ACH PYMT	\$114,144.12 ✓
03/07/2024	Internet Dep Trf Transfer from DDA 8191	\$350,000.00 ✓

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

Date	Description	Amount
03/18/2024	Internet Dep Trf Transfer from DDA 8183	\$109,494.72
03/27/2024	Internet Dep Trf Transfer from DDA 8183	\$59,290.84
03/28/2024	ACH Deposit DataPath Card Se Refund 327	\$3,289.78

**Electronic Debits**

Date	Description	Amount
03/01/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$20.00
03/01/2024	ACH Payment IMMOKALEE FIRE C Payroll DD March Ins	\$698.80
03/01/2024	ACH Payment DSTRS INVESTMENT	\$4,369.79
03/04/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$123.31
03/04/2024	ACH Payment AFLAC COLUMBUS ACHPMT	\$2,294.46
03/05/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$2.99
03/05/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$63.93
03/05/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$100.00
03/06/2024	ACH Payment COMCAST 8535100 420129376 800-266-2278	\$116.85
03/08/2024	ACH Payment TRANSAMERICA CONTRIBUTE	\$4,690.52
03/11/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$20.00
03/12/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$20.98
03/12/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$25.00
03/12/2024	ACH Payment COMCAST 8535100 411337285 800-266-2278	\$254.28
03/15/2024	ACH Payment Ameritas Life In XR01DD	\$225.00
3/15/2024	ACH Payment IRS USATAXPYMT	\$32,725.02
03/15/2024	ACH Payment IMMOKALEE FIRE C Payroll DD 3-15-24 PR	\$94,941.59
03/18/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$395.00
03/18/2024	ACH Payment DSTRS INVESTMENT	\$4,133.39
03/19/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$39.31
03/20/2024	ACH Payment COMCAST 8535100 420242088 800-266-2278	\$162.90
03/21/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$125.00
03/22/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$9.23
03/26/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$125.00
03/26/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$250.00
03/27/2024	ACH Payment TRANSAMERICA CONTRIBUTE	\$4,886.18
03/28/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$45.00
03/28/2024	ACH Payment Ameritas Life In XR01DD	\$225.00
03/28/2024	ACH Payment COMCAST 8535100 420019197 800-266-2278	\$292.85
03/29/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$58.99
03/29/2024	ACH Payment IRS USATAXPYMT	\$38,971.08
03/29/2024	ACH Payment FLA DEPT REVENUE CRC	\$92,016.46
03/29/2024	ACH Payment IMMOKALEE FIRE C Payroll DD 3-31-24 PR	\$112,650.32

**Checks Cleared**

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
39677	03/21/2024	\$125.00	39751	03/01/2024	\$150.00	39764	03/18/2024	\$245.49
39726*	03/04/2024	\$30.00	39752	03/06/2024	\$1,035.00	39765	03/13/2024	\$48.49
39727	03/04/2024	\$31.14	39753	03/18/2024	\$46.75	39766	03/19/2024	\$123.34
39731*	03/06/2024	\$162.95	39754	03/04/2024	\$731.63	39767	03/19/2024	\$200.00
39742*	03/01/2024	\$13,366.10	39755	03/04/2024	\$398.00	39768	03/12/2024	\$8,990.00
39743	03/04/2024	\$421.08	39756	03/12/2024	\$501.00	39769	03/13/2024	\$2,102.22
39744	03/13/2024	\$3,333.33	39757	03/15/2024	\$606.42	39770	03/14/2024	\$3,851.05
39745	03/11/2024	\$637.61	39758	03/15/2024	\$18,429.00	39771	03/15/2024	\$1,890.52
39746	03/04/2024	\$1,110.22	39759	03/12/2024	\$5,138.76	39773*	03/15/2024	\$90.14
39747	03/05/2024	\$205.04	39760	03/15/2024	\$7,533.50	39774	03/13/2024	\$158.90
39748	03/08/2024	\$3,571.02	39761	03/18/2024	\$859.92	39775	03/18/2024	\$1,284.79
39749	03/04/2024	\$91.29	39762	03/14/2024	\$1,000.00	39776	03/12/2024	\$148.55
39750	03/01/2024	\$62.73	39763	03/11/2024	\$1,071.00	39777	03/11/2024	\$199.00

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

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
39778	03/21/2024	\$299.03	39789*	03/26/2024	\$278.06	39800	03/26/2024	\$3,700.00
39779	03/21/2024	\$1,172.68	39790	03/21/2024	\$11,526.92	39801	03/26/2024	\$3,467.55
39780	03/27/2024	\$836.50	39791	03/20/2024	\$605.00	39802	03/27/2024	\$3,007.79
39781	03/19/2024	\$1,071.00	39792	03/25/2024	\$16,000.00	39803	03/26/2024	\$96.94
39782	03/22/2024	\$192.00	39793	03/28/2024	\$87.00	39804	03/26/2024	\$1,320.05
39783	03/22/2024	\$76.35	39795*	03/26/2024	\$219.02	39805	03/27/2024	\$599.70
39784	03/18/2024	\$9,896.25	39796	03/28/2024	\$239.95	39806	03/29/2024	\$7,830.06
39785	03/20/2024	\$151.02	39797	03/27/2024	\$578.95	39807	03/29/2024	\$378.00
39786	03/21/2024	\$1,380.00	39798	03/28/2024	\$59,688.17	39808	03/27/2024	\$1,789.00
39787	03/21/2024	\$2,199.63	39799	03/26/2024	\$3,380.00			

\* Indicates skipped check number

**Daily Balances**

Date	Amount	Date	Amount	Date	Amount
03/01/2024	\$85,851.76	03/12/2024	\$517,810.27	03/21/2024	\$424,327.39
03/04/2024	\$80,620.63	03/13/2024	\$512,167.33	03/22/2024	\$424,049.81
03/05/2024	\$80,248.67	03/14/2024	\$507,316.28	03/25/2024	\$408,049.81
03/06/2024	\$193,077.99	03/15/2024	\$350,875.09	03/26/2024	\$395,213.19
03/07/2024	\$543,077.99	03/18/2024	\$443,508.22	03/27/2024	\$442,805.91
03/08/2024	\$534,816.45	03/19/2024	\$442,074.57	03/28/2024	\$385,517.72
03/11/2024	\$532,888.84	03/20/2024	\$441,155.65	03/29/2024	\$133,612.81

**Overdraft and Returned Item Fees**

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00



7:18 AM

04/02/24

**IMMOKALEE FIRE CONTROL DISTRICT**  
**Reconciliation Summary**  
102000 - FNB MONEY MARKET, Period Ending 03/31/2024

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	<u>Mar 31, 24</u>
<b>Beginning Balance</b>	3,758,051.10
<b>Cleared Transactions</b>	
Checks and Payments - 1 item	-350,000.00
Deposits and Credits - 5 items	20,434.92
	<u>-329,565.08</u>
<b>Cleared Balance</b>	<b><u>3,428,486.02</u></b>
<b>Register Balance as of 03/31/2024</b>	3,428,486.02
<b>Ending Balance</b>	3,428,486.02

7:18 AM

04/02/24

**IMMOKALEE FIRE CONTROL DISTRICT**  
**Reconciliation Detail**  
**102000 - FNB MONEY MARKET, Period Ending 03/31/2024**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						3,758,051.10
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Transfer	03/07/2024			X	-350,000.00	-350,000.00
<b>Total Checks and Payments</b>					-350,000.00	-350,000.00
<b>Deposits and Credits - 5 items</b>						
Deposit	03/07/2024			X	140.91	140.91
Deposit	03/07/2024			X	1,426.58	1,567.49
Deposit	03/11/2024			X	1,042.76	2,610.25
Deposit	03/26/2024			X	4,505.05	7,115.30
Deposit	03/31/2024			X	13,319.62	20,434.92
<b>Total Deposits and Credits</b>					20,434.92	20,434.92
<b>Total Cleared Transactions</b>					-329,565.08	-329,565.08
<b>Cleared Balance</b>					-329,565.08	3,428,486.02
<b>Register Balance as of 03/31/2024</b>					-329,565.08	3,428,486.02
<b>Ending Balance</b>					<b>-329,565.08</b>	<b>3,428,486.02</b>

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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Naples, FL 34105

**Summary of Accounts**

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Account Type	Account Number	Ending Balance
FL Public Funds Money Market	XXXXXXXXX8191	\$3,428,486.02

**FL Public Funds Money Market-XXXXXXXXX8191**
**Account Summary**

Date	Description	Amount
03/01/2024	Beginning Balance	\$3,758,051.10
	6 Credit(s) This Period	\$20,434.92
	1 Debit(s) This Period	\$350,000.00
03/31/2024	Ending Balance	\$3,428,486.02

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	4.60%
Interest Days	31
Interest Earned	\$0.00
Interest Paid This Period	\$13,319.62
Interest Paid Year-to-Date	\$45,611.23
Earnings Balance	\$3,478,516.81

Reconciled 4-2-24  


**FL Public Funds Money Market-XXXXXXXXX8191 (continued)**
**Deposits**

Date	Description	Amount
03/01/2024	Deposit	\$140.91
03/06/2024	Remote Deposit	\$1,426.58
03/11/2024	Remote Deposit	\$1,042.76
03/26/2024	Deposit	\$20.00
03/26/2024	Remote Deposit	\$4,485.05
03/31/2024	Accr Earning Pymt Added to Account	\$13,319.62

**Other Debits**

Date	Description	Amount
03/07/2024	Internet W/D Trf Transfer to DDA 8175	\$350,000.00

**Daily Balances**

Date	Amount	Date	Amount	Date	Amount
03/01/2024	\$3,758,192.01	03/07/2024	\$3,409,618.59	03/26/2024	\$3,415,166.40
03/06/2024	\$3,759,618.59	03/11/2024	\$3,410,661.35	03/31/2024	\$3,428,486.02

**Overdraft and Returned Item Fees**

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

**IFCD- IMPACT FUND**

**Trial Balance**

As of March 31, 2024

	Mar 31, 24	
	Debit	Credit
100 · Cash in Bank-FFI	2,589,106.43	
101000 · FL-FIT	161,073.82	
120000 · Due From Other Governments	0.00	
125000 · Due from General Fund	0.00	
20000 · 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		1,003,232.78
361100 · IMPACT FEE INTEREST EARNED		64,776.65
531320 · TAX COLLECTOR COMMISSIONS	10,011.94	
552140 · BUNKER GEAR	7,422.90	
564110 · FF/RESCUE EQUIP - OPS & ADMIN	37,263.54	
564210 · COMM EQUIP - OPS & ADMIN	68,165.75	
564430 · STA. EQUIP - OPS/ADMIN - STA 32	11,795.00	
564510 · COMP EQUIP - OPS & ADMIN	2,161.31	
564610 · VEHICLES - FIRE APPARATUS	1,029,738.00	
564650 · VEHICLES - STAFF - OPS & ADMIN	179,877.66	
565100 · BLDG CONSTRUCTION - Station 30	59,290.84	
570000 · LOAN PRINCIPAL	163,737.68	
571000 · LOAN INTEREST	66,592.36	
<b>TOTAL</b>	<b>4,386,237.23</b>	<b>4,386,237.23</b>

**IFCD- IMPACT FUND**  
**Reconciliation Summary**  
100 · Cash in Bank-FFI, Period Ending 03/31/2024

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	<u>Mar 31, 24</u>
<b>Beginning Balance</b>	2,423,195.88
<b>Cleared Transactions</b>	
Checks and Payments - 3 items	-100,342.79
Deposits and Credits - 2 items	276,470.64
<b>Total Cleared Transactions</b>	<u>176,127.85</u>
<b>Cleared Balance</b>	<u><u>2,599,323.73</u></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 2 items	-12,132.00
<b>Total Uncleared Transactions</b>	<u>-12,132.00</u>
<b>Register Balance as of 03/31/2024</b>	<u><u>2,587,191.73</u></u>
<b>Ending Balance</b>	2,587,191.73

**IFCD- IMPACT FUND**  
**Reconciliation Detail**  
100 · Cash in Bank-FFI, Period Ending 03/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						2,423,195.88
<b>Cleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Bill Pmt -Check	03/18/2024	1736	First Bank	X	-38,388.34	-38,388.34
Bill Pmt -Check	03/18/2024	1735	Collier Co Board of ...	X	-2,663.61	-41,051.95
General Journal	03/27/2024	bjb		X	-59,290.84	-100,342.79
<b>Total Checks and Payments</b>					-100,342.79	-100,342.79
<b>Deposits and Credits - 2 items</b>						
Deposit	03/21/2024			X	266,883.34	266,883.34
Deposit	03/31/2024			X	9,587.30	276,470.64
<b>Total Deposits and Credits</b>					276,470.64	276,470.64
<b>Total Cleared Transactions</b>					176,127.85	176,127.85
<b>Cleared Balance</b>					176,127.85	2,599,323.73
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Bill Pmt -Check	03/27/2024	1738	Lightning Fleet Solut...		-11,502.00	-11,502.00
Bill Pmt -Check	03/27/2024	1737	Motorol Solutions, Inc.		-630.00	-12,132.00
<b>Total Checks and Payments</b>					-12,132.00	-12,132.00
<b>Total Uncleared Transactions</b>					-12,132.00	-12,132.00
<b>Register Balance as of 03/31/2024</b>					163,995.85	2,587,191.73
<b>Ending Balance</b>					<b>163,995.85</b>	<b>2,587,191.73</b>

ADDRESS SERVICE REQUESTED

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

**Managing Your Accounts**

	Toll-Free:	(888) 405-4332
	Online:	<a href="http://www.firstfoundationinc.com">www.firstfoundationinc.com</a>
	Mailing:	3560 Kraft Rd Naples, FL 34105

**Summary of Accounts**

To our valued customer:

Thank you for your loyal patronage and business. We are pleased to announce a significant enhancement to our security measures aimed at safeguarding your financial transactions and protecting you against the ever-evolving threat of check fraud. As part of our ongoing commitment to your security and peace of mind, we will be implementing a new feature called MICR Masking.

MICR stands for *Magnetic Ink Character Recognition* and is the routing and account numbers, and check sequence number printed on the bottom of a check. Obscuring this sensitive account information on the check images contained within your monthly checking account statement adds an additional layer of defense against unauthorized access and manipulation of your financial data. This fraud protection measure underscores our dedication to providing you with the highest level of protection and reliability.

This MICR Masking feature will be effective as of April, 10<sup>th</sup> 2024 and will be reflected on the check images contained in your monthly statement. If you have any questions or require further information about MICR Masking, please do not hesitate to call us at 888-405-4332.

Thank you for choosing First Foundation Bank. We appreciate your business and look forward to continuing to service your banking needs.

Account Type	Account Number	Ending Balance
FL Public Funds Interest Checking	XXXXXXXXX8183	\$2,599,323.73

**FL Public Funds Interest Checking-XXXXXXXXX8183**
**Account Summary**

Date	Description	Amount
03/01/2024	Beginning Balance	\$2,423,195.88
	3 Credit(s) This Period	\$385,965.36
	4 Debit(s) This Period	\$209,837.51
03/31/2024	Ending Balance	\$2,599,323.73

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	4.60%
Interest Days	31
Interest Earned	\$0.00
Interest Paid This Period	\$9,587.30
Interest Paid Year-to-Date	\$34,773.16
Earnings Balance	\$2,503,957.73



**FL Public Funds Interest Checking-XXXXXXXXX8183 (continued)**
**Deposits**

Date	Description	Amount
03/18/2024	Remote Deposit	\$109,494.72
03/20/2024	Deposit	\$266,883.34
03/31/2024	Accr Earning Pymt Added to Account	\$9,587.30

**Other Debits**

Date	Description	Amount
03/18/2024	Internet W/D Trf Transfer to DDA 8175	\$109,494.72
03/27/2024	Internet W/D Trf Transfer to DDA 8175	\$59,290.84

**Checks Cleared**

Check Nbr	Date	Amount	Check Nbr	Date	Amount
1735	03/25/2024	\$2,663.61	1736	03/22/2024	\$38,388.34

\* Indicates skipped check number

**Daily Balances**

Date	Amount	Date	Amount	Date	Amount
03/01/2024	\$2,423,195.88	03/22/2024	\$2,651,690.88	03/31/2024	\$2,599,323.73
03/18/2024	\$2,423,195.88	03/25/2024	\$2,649,027.27		
03/20/2024	\$2,690,079.22	03/27/2024	\$2,589,736.43		

**Overdraft and Returned Item Fees**

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

**Mar-24**

<i>IMMOKALEE IMPACT FEES</i>	<i>#</i>	<i>COLLECTED</i>
Fire Impact Fee - Immokalee - Non Res	3	\$ 422.40
Fire Impact Fee - Immokalee - Res	45	\$ 149,812.32
<i>TOTALS</i>	48	\$ 150,234.72

## Mar-24

<i>IMMOKALEE FIRE INSPECTION</i>	<i>#</i>	<i>COLLECTED</i>
FIRE Inspection - Commercial/Multi-Family	3	\$ 2,024.20
Fire Inspection - Fence	1	\$ 150.00
FIRE Inspection - Fire Alarm System Project - Modification	1	\$ 220.00
FIRE Inspection - Fire Alarm System Project - Replacement/Install	15	\$ 3,000.00
FIRE Inspection - Shutters and Similar items	1	\$ 150.00
FIRE Inspection - Standpipes	1	\$ 200.00
FIRE Inspection - Suppression Hood - Pre-Engineered or Clean Agent	1	\$ 190.00
FIRE Inspection - Underground Fire Lines	1	\$ 254.00
FIRE Inspection Architectural Fee Type I-IV Construction - Commercial	3	\$ 1,540.24
FIRE Inspection Architectural Fee Type V Construction - Commercial	3	\$ 2,805.48
FIRE Inspection Hoods	1	\$ 420.00
FIRE Inspection Minimum Fee	1	\$ 357.60
FIRE Inspection Sprinklers - New Construction Per Tower	1	\$ 1,484.70
<i>TOTALS</i>	<i>33</i>	<i>\$ 12,796.22</i>

**Mar-24**

<i>IMMOKALEE FIRE APPLICATION</i>	<i>#</i>	<i>COLLECTED</i>
FIRE Application - Architectural	6	\$ 2,069.11
FIRE Application - Fee	23	\$ 3,450.00
<b>TOTALS</b>	<b>29</b>	<b>\$ 5,519.11</b>

### Mar-24

Fire Code Review - Plans and Plat	1	\$ 200.00
Fire Code Review - Site Development Insubstantial	2	\$ 300.00
Fire Code Review - Site Improvement Plan Insubstantial Change	1	\$ 150.00
Fire Code Review - Temporary Use	1	\$ 150.00
FIRE Pre-Application Meeting	3	\$ 450.00
FIRE Review - Fence/Gates	1	\$ 150.00
FIRE Review - Pre-Engineered Fire Suppression Systems Hood System	1	\$ 20.00
FIRE Review Fee - Hoods	1	\$ 170.00
FIRE Review Fee - Sprinkler Systems	1	\$ 416.10
FIRE Review Fee - Underground Fire Line	1	\$ 20.80
FIRE Review Minimum Fee	2	\$ 200.00
Fire Revision Fee	1	\$ 150.00
<b>TOTALS</b>	<b>16</b>	<b>\$ 2,376.90</b>



# **Immokalee Fire Control District**

## **Regular Fire Commission Meeting**

### **Thursday, April 18, 2024**

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## **II. Old Business**

**NONE**



# **Immokalee Fire Control District**

## **Regular Fire Commission Meeting**

### **Thursday, April 18, 2024**

---

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

**1.**  
**Awards**  
**and**  
**Recognition**



**2.**

**Approval of  
Amendment #1**

**to the**

**General Budget for  
the Fiscal Year**

**Ending 9/30/24 By**

**Adoption of**

**Resolution 2024-006**



# Immokalee Fire Control District

## Regular Board Meeting

### Thursday, April 18, 2024

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**Meeting Date:** April 18, 2024  
**Prepared By:** Chief Financial Officer Becky Bronsdon  
**Date Prepared:** April 1, 2024  
**Subject:** Approval of Amendment #1 to 2023-2024 General Fund Budget by Adoption of Resolution 2024-006

**Objective:**

Amend the 2023-2024 General Fund Budget to remain in compliance with statutory requirements by adoption of Resolution 2024-006.

**Background Information:**

In order to remain in compliance with Florida Department of Revenue financial requirements, the District must amend the cash reserves (fund balance) coming into the 2023-2024 fiscal year following acceptance of the audit, which the Board did at the March Board Meeting.

As has been discussed previously, the purpose of a budget amendment is not to adjust each budget line to what is anticipated to be the actual amount received or spent. It is to acknowledge significant changes due to specific circumstances or to reallocate budgeted amounts to revise categories of income or expenses.

Attachment 1 identifies the requested Amendment #1 to the 2023-2024 General Fund Budget. In addition to **increasing the cash reserves coming into the 23/24 fiscal year by \$37,251**, the amendments proposed are as follows:

**Revenue:**

- Budget Line 002 – County CDBG Grant – **Increase by \$101,665** to reflect grant funds held until the Certificate of Occupancy was obtained.
- Budget Line 006 – Interest – **Increase by \$30,000** to account for the increase in interest income resulting from higher interest rates paid on the money market accounts held at both First Bank and First Foundation Bank.
- Budget Line 011 – Donation – Bricks St. 32 – **increase by \$1,238** to reflect actual receipts.
- Budget Line 013 – Miscellaneous – **Increase by \$36,000** to reflect receipt of FEMA reimbursement for Hurricane Idalia.
- Budget Line 015 – Proceeds from Debt – **Increase by \$202,325** to reflect full cost of lease for 2 vehicles (CH300 and CH330). Note that these are “paper” entries only – there is a corresponding cost budget amendment to reflect the full price of payment for these vehicles even though we also have to show the debt service payment annually.

**TOTAL INCREASE TO REVENUE: \$371,228**

**Expenses:**

- Budget Line 034 – Vacation Time Sell Back – **Increase** by \$42,000 to reflect actual expenses related to the resignation of a long term employee.
- Budget Line 035 – Sick Time Sell Back – **Increase** by \$27,500 to reflect actual expenses related to the resignation of a long term employee.
- Budget Line 059 – Building Maintenance– **Increase** by \$20,000 to reflect actual expenses, including HVAC repairs in excess of \$10,000.
- Budget Line 066 – Personal Protective Gear – **Increase** by \$10,000 to reflect actual expenses.
- Budget Line 067 – Firefighting Supplies – **Increase** by \$10,000 to reflect actual expenses.
- Budget Line 068 – EMS Supplies – **Increase** by \$5,000 to reflect additional costs related to price increases.
- Budget Line 070 – Station Supplies – **Decrease** by \$5,000 to reflect reduction in expenses compared to the prior year.
- Budget Line 075 – Computer Maintenance – **Decrease** by \$10,000 to reflect anticipated cost increases that did not occur.
- Budget Line 077 –Communication – Non-Capital – **Increase** by \$5,000 to reflect actual costs.
- Budget Line 95 – Capital - Station 30 – **Increase** by \$290,000 to provide for additional construction costs.
- Budget Line 98 - Capital – Vehicles– **Increase** by \$202,325 to reflect TOTAL cost of 2 vehicles leased (corresponding income entry so no net effect on ending cash reserves).
- Budget Line 130 – Debt Service Principal – **Decrease** by \$317,000 to cover the additional costs for Station 30 construction and reduce the additional funds to pay on the principal of the construction loan and to reallocate portion of debt service to interest.
- Budget Line 131 – Debt Service – Interest – **Increase** by \$107,00 to reallocate funds from principal to interest to reflect actual costs.

**TOTAL INCREASE TO EXPENSES: \$386,825**

**Fiscal Impact:**

Attachment 1 identifies the budget lines proposed for amendment. The net impact of the budget amendment is as follows:

- ✓ Increase cash reserves at 10-01-23 by \$37,251
- ✓ Increase revenue by \$371,228 (**NOTE: Actual increase to revenue is \$168,903 when “paper” entry of revenue for proceeds from debt are excluded**)
- ✓ Increase expenses by \$386,825 (**NOTE: Actual increase to expenses is \$184,500 when “paper” entry or payment of full purchase amount of vehicles expense is excluded**)

- ✓ Increase **originally budgeted** cash reserves at 9-30-24 by \$21,654, consisting of \$37,251 increase in beginning cash reserves and net increase to expenses \$15,597.

The original 23/24 budget reflected ending cash reserves at 9-30-24 of \$2,733,919; the newly amended budget will reflect ending cash reserves at 9-30-24 of \$2,755,573.

The breakdown of adjustments, by category, are as follows:

	Amount Per Budget Amendment	Actual Impact on Budget (Excluding Lease Purchase)
Beginning Cash Reserves	37,251	37,251
Revenue	371,228	168,903
Personnel Expenses	(69,500)	(69,500)
Operating Expenses	(35,000)	(35,000)
Capital Expenses	(492,325)	(290,000)
Debt Service	210,000	210,000
Increase to Ending Cash Reserves	21,654	21,654

The net result of these amendments is that instead of ending the year with \$2,733,919, we will end the year with \$2,755,573 in reserves. Because the ending reserves have increased, the allocation of reserves is also amended to increase assigned building reserves by \$21,654.

It should be noted that it is anticipated that another budget amendment will be necessary prior to the completion of, or immediately following, the conclusion of the 2023-2024 fiscal year to account for any additional revenue received or any unforeseen circumstances resulting in an increase to expenses.

**Recommendation:**

Staff recommends the Board approve Amendment #1 to the 2023-2024 General Fund Budget by adoption of Resolution 2024-006 (Attachment 2).

**Attachments:**

- Attachments 1: Proposed 2023-2024 General Fund Budget Amendment #1
- Attachment 2: Resolution 2024-006

ATTACHMENT 1

2023-2024 GENERAL FUND BUDGET AMENDMENT #1

	Actual 3/31/2024	Original Budget 23/24	Proposed Amendment #1	Amended Budget 23/24
Balance Forward - Cash Reserves (Assigned)	\$ 2,738,046	\$ 2,700,795	37,251	\$ 2,738,046
<b>Revenue</b>				
001 Collier County Ad Valorem - 3.75 Millage Rate	\$ 6,798,380	\$ 7,254,923		\$ 7,254,923
002 Public Safety Grants - County CDBG	101,665		101,665	\$ 101,665
003 Public Safety Grants - FF Supplement	1,260	2,500		\$ 2,500
004 Public Safety Grants - CDBG COVID			-	\$ -
005 State Grant - Station 30 Construction			-	\$ -
Other Grants			-	\$ -
006 Interest Income	85,386	110,000	30,000	\$ 140,000
007 Rents and Royalties	7,239	15,000		\$ 15,000
008 Sale of Surplus Materials and Equipment	500			\$ -
009 Disposition of Fixed Assets		25,000		\$ 25,000
010 Donations	3	100		\$ 100
011 Donations - Station 32 Bricks	1,238		1,238	\$ 1,238
012 Special Event Fees	1,260	1,000		\$ 1,000
013 Other Miscellaneous Revenue	46,807	10,000	36,000	\$ 46,000
015 Proceeds from Debt - Vehicle Lease			202,325	\$ 202,325
016 Ave Maria Stewardship		9,643		\$ 9,643
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
<b>Total Revenue</b>	<b>7,043,738</b>	<b>7,634,166</b>	<b>371,228</b>	<b>\$ 8,005,394</b>
<b>Personnel Expenses</b>				
030 Salaries	\$ 1,372,661	\$ 2,815,311		\$ 2,815,311
031 Overtime	154,713	200,000		\$ 200,000
032 FLSA Overtime	76,111	168,539		\$ 168,539
033 Holiday Pay	43,412	75,958		\$ 75,958
034 Vacation Time Sell Back	51,888	10,000	42,000	\$ 52,000
035 Sick Time Sell Back	37,190	10,000	27,500	\$ 37,500
036 Social Security	130,748	251,431		\$ 251,431
037 Retirement	508,411	918,610		\$ 918,610
038 Group Insurance (Health/Dental/Life, Medical Clinic)	457,185	825,000		\$ 825,000
Health Insurance - Commissioners	3,581	4,000		\$ 4,000
039 Worker's Compensation Insurance	103,902	150,000		\$ 150,000
040 Retirement Health Plan	13,292	57,500		\$ 57,500
<b>Total Personnel Expenses</b>	<b>2,953,094</b>	<b>5,486,349</b>	<b>69,500</b>	<b>\$ 5,555,849</b>
<b>Operating Expenses</b>				
045 Employee Physicals		20,000		\$ 20,000
046 Professional Fees - Legal	12,080	40,000		\$ 40,000
047 Property Appraiser Fees	19,354	45,000		\$ 45,000
048 Tax Collector Fees	138,956	145,289		\$ 145,289
049 Professional Fees - Other	10,377	10,000		\$ 10,000
050 Professional Fees - Lexipol	9,117	8,000		\$ 8,000
051 Contracted Services - Audit	32,000	35,000		\$ 35,000
052 Travel & Per Diem	19,519	30,000		\$ 30,000
053 Communications (Telephone/Internet/Direct TV)	15,465	60,000		\$ 60,000
054 Postage & Shipping	439	1,000		\$ 1,000
055 Utilities	71,003	130,000		\$ 130,000
056 Bldg./Auto/Liability Insurance	175,894	247,904		\$ 247,904
057 Repair & Maintenance - Vehicles	40,457	75,000		\$ 75,000
058 Repair & Maintenance - Fire & Rescue Equipment	31,432	25,000		\$ 25,000
059 Repair & Maintenance - Building	64,938	65,000	20,000	\$ 85,000
060 Repair & Maintenance - Bunker Gear (& Supplies)	1,746	4,500		\$ 4,500

ATTACHMENT 1

	Actual 3/31/2024	Original Budget 23/24	Proposed Amendment #1	Amended Budget 23/24
061 Legal Advertising	30	4,000		\$ 4,000
062 Printing		-		\$ -
063 Fire Equipment (Non-Capital)	9,136	25,000		\$ 25,000
064 Lease & Rental	761	5,000		\$ 5,000
065 Office Supplies	1,346	3,500		\$ 3,500
066 Personal Protective Gear	7,258		10,000	\$ 10,000
PPE FORESTRY GRANT				\$ -
067 Firefighting Supplies	16,597	8,000	10,000	\$ 18,000
068 EMS Supplies	7,458	7,000	5,000	\$ 12,000
069 CDBG COVID Supplies				\$ -
070 Station Supplies	5,811	20,000	(5,000)	\$ 15,000
071 Training Supplies	842	3,000		\$ 3,000
072 Fuel & Oil	23,352	70,000		\$ 70,000
073 Uniforms	14,127	25,000		\$ 25,000
074 Computer Equipment (Non-Capital)	7,099	17,500		\$ 17,500
075 Computer Maintenance and Training	48,164	70,000	(10,000)	\$ 60,000
076 Miscellaneous Expense	3,143	5,000		\$ 5,000
HURRICANE EXPENSE				\$ -
077 Communication (Radio) (Non-Capital)	3,553		5,000	\$ 5,000
078 Public Education				\$ -
079 Furniture (Non-Capital)				\$ -
080 Education and Training	17,220	30,000		\$ 30,000
081 Books & Dues	5,535	6,000		\$ 6,000
<b>Total Operating Expenses</b>	<b>814,209</b>	<b>1,240,693</b>	<b>35,000</b>	<b>\$ 1,275,693</b>
<b>Capital Expenses</b>				
90 LAND				\$ -
91 FIRE EQUIPMENT-GRANT MATCHING FUNDS		5,000		\$ 5,000
92 TRAINING EQUIPMENT		-		\$ -
93 FF RESCUE EQUIPMENT		30,000		\$ 30,000
94 BUNKER GEAR		10,000		\$ 10,000
95 BUILDINGS/CIP (STATION 30)	289,479		290,000	\$ 290,000
96 CDBG GRANT-Vehicle				\$ -
COVID GRANT EQUIPMENT				\$ -
GRANT EQUIPMENT (STATION 30)				\$ -
97 COMMUNICATIONS EQUIPMENT	3,380	10,000		\$ 10,000
98 VEHICLES			202,325	\$ 202,325
99 FURNITURE/OFFICE				\$ -
100 STATION EQUIPMENT				\$ -
101 COMPUTER EQUIPMENT		20,000		\$ 20,000
<b>Total Capital Expenses</b>	<b>292,859</b>	<b>75,000</b>	<b>492,325</b>	<b>\$ 567,325</b>
<b>Debt Service</b>				
130 Principal	242,902	799,000	(317,000)	\$ 482,000
131 Interest	116,854		107,000	\$ 107,000
<b>A</b>	<b>359,756</b>	<b>799,000</b>	<b>(210,000)</b>	<b>\$ 589,000</b>
<b>TOTAL EXPENSES</b>	<b>4,419,918</b>	<b>7,601,042</b>	<b>386,825</b>	<b>\$ 7,987,867</b>
<b>BEGINNING CASH RESERVES</b>	<b>2,738,046</b>	<b>2,700,795</b>	<b>37,251</b>	<b>\$ 2,738,046</b>
<b>TOTAL REVENUE</b>	<b>7,043,738</b>	<b>7,634,166</b>	<b>371,228</b>	<b>\$ 8,005,394</b>
<b>TOTAL EXPENSES</b>	<b>(4,419,918)</b>	<b>(7,601,042)</b>	<b>(386,825)</b>	<b>\$ (7,987,867)</b>
<b>Ending Cash Reserves</b>	<b>5,361,866</b>	<b>2,733,919</b>	<b>21,654</b>	<b>\$ 2,755,573</b>
<b>Assignment of Reserves</b>				
Unassigned	2,627,947	-		\$ -
Assigned - First Quarter of Operations	1,400,000	1,400,000		\$ 1,400,000
Assigned - Projected Deficit				\$ -

ATTACHMENT 1

	Actual 3/31/2024	Original Budget 23/24	Proposed Amendment #1	Amended Budget 23/24
Assigned - Emergency	458,919	458,919		\$ 458,919
Assigned Station 30 Construction				\$ -
Assigned - COVID Grant Replacement Vehicle	25,000	25,000		\$ 25,000
Assigned - Capital Purchases- Vehicle	26,500	26,500		\$ 26,500
Assigned-Station 30 Replacement Equipment	97,000	97,000		\$ 97,000
Assigned - Building	26,500	26,500	21,654	\$ 48,154
Assigned - Debt	700,000	700,000		\$ 700,000
<b>TOTAL RESERVES</b>	<b>5,361,866</b>	<b>2,733,919</b>	<b>21,654</b>	<b>\$ 2,755,573</b>
	-			
<b>Excess of Revenue Over (Under) Expenses - Use of Reserves</b>	<b>\$ 2,623,820</b>	<b>\$ 33,124</b>		

**ATTACHMENT 2**

**RESOLUTION 2024-006**

**A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF THE IMMOKALEE FIRE CONTROL DISTRICT AMENDING ITS GENERAL FUND BUDGET FOR THE YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the District is required to make appropriations for each fiscal year that do not exceed the amount to be received from taxation and other revenue sources; and

WHEREAS, the Board of Fire Commissioners of the Immokalee Fire Control District is desirous of amending the 2023/24 General Fund Budget as identified on Attachment 1 hereto;

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE IMMOKALEE FIRE CONTROL DISTRICT THAT:

Section 1. The 2023-2024 General Fund Budget is hereby amended pursuant to Attachment 1 hereto.

Section 2. This Resolution shall take effect immediately upon its adoption and be reflected in the Fiscal Year End September 30, 2024 Financial Statements and Audit Report of the District.

**THE FOREGOING RESOLUTION WAS OFFERED BY COMMISSIONER \_\_\_\_\_ WHO MOVED THE RESOLUTION'S ADOPTION. THE MOTION WAS SECONDED BY COMMISSIONER \_\_\_\_\_ AND, UPON BEING PUT TO A VOTE, THE VOTE WAS AS FOLLOWS:**

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

Duly passed and adopted on this 18th day of April, 2024.

Board of Commissioners of the  
Immokalee Fire Control District

By: \_\_\_\_\_  
Joseph Brister, Chair



**3.**

**Approval Of  
Amendment #1  
to the Impact Fee  
Fund Budget for  
the Fiscal Year  
Ending 9/30/24 by  
Adoption of  
Resolution 2024-007**



# Immokalee Fire Control District

## Regular Board Meeting

### Thursday, April 18, 2024

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**Meeting Date:** April 18, 2024  
**Prepared By:** Chief Financial Officer Becky Bronsdon  
**Date Prepared:** April 1, 2024  
**Subject:** Approval of Amendment #1 to the 2023-2024 Impact Fee Fund Budget by Adoption of Resolution 2024-007

**Objective:**

Amend the 2023-2024 Impact Fee Fund Budget to remain in compliance with statutory requirements by adoption of Resolution 2024-007.

**Background Information:**

In order to remain in compliance with financial requirements, the District must amend the 2023-2024 Impact Fee Fund Budget.

As has been discussed previously, the purpose of a budget amendment is not to adjust each budget line to what is anticipated to be the actual amount received or spent. It is to acknowledge significant changes due to specific circumstances or to reallocate budgeted amounts to revise categories of income or expenses.

Attachment 1 identifies the requested Amendment #1 to the Impact Fee Fund Budget. In addition to **increasing the deferred revenue (cash reserves) coming into the fiscal year on 10/01/23 by \$3,548** following the audit presentation and acceptance, the amendments proposed are as follows:

**Revenue:**

- Budget Line 002 – Interest – **Increase** by \$35,000 to reflect actual year to date interest received.

**TOTAL INCREASE TO REVENUE: \$35,000.**

**Expenses:**

- Budget Line 033 – Vehicles – **Increase** by \$1,029,738 to reflect the pre-payment of a pumper which will not be ready to put in service for approximately 40 months.
- Budget Line 034 – Station and Fire Equipment – **Increase** by \$175,000 to reflect purchases of station and fire equipment.
- Budget Line 038 – Debt Service - Principal – **Decrease** by \$607,000 to reflect actual principal cost of the loan for the construction of Station 32. This amount was originally budgeted to allow additional principal payments, but with the future development in

progress, it might be prudent to retain these impact fee funds for the additional construction and purchases which will be necessary.

- Budget Line 039 – Debt Service – Interest – **Increase** by \$11,544 to reallocate the interest/principal payment on the construction loan for Station 32.

**TOTAL INCREASE TO EXPENSES: \$609,282**

**Fiscal Impact:**

Attachment 1 identifies the budget lines proposed for amendment. The net impact of the budget amendment is as follows:

- ✓ Increase deferred revenue at 10/01/23 by \$3,548
- ✓ Increase revenue by \$35,000
- ✓ Increase expenses by \$609,282
- ✓ Decrease deferred revenue (cash reserves) at 9-30-24 by \$570,734

The breakdown of adjustments, by category, are as follows:

Beginning Deferred Revenue	3,548
Revenue	35,000
Capital	(1,204,738)
Debt Services	595,456
Decrease to Ending Deferred Revenue	(570,734)

**Recommendation:**

Staff recommends the Board approve Amendment #1 to the 2023-2024 Impact Fee Fund Budget by adoption of Resolution 2024-007 (Attachment 2).

**Attachments:**

Attachments 1: Amendment #1 to 2023-2024 Impact Fee Fund Budget

Attachment 2: Resolution 2024-007

ATTACHMENT 1

2023-2024 IMPACT FEE FUND BUDGET AMENDMENT #1

	Actual 3/31/2024	Original 23/24 BUDGET	Proposed Amendment #1	Amended 23/24 Budget
Balance Forward - Deferred Revenue (Cash Reserves)	\$ 3,306,228	\$ 3,302,680	3,548	\$ 3,306,228
<b>Revenue</b>				
001 Impact Fee Revenue	\$ 1,003,233	\$ 2,000,000		\$ 2,000,000
002 Interest Income	64,777	85,000	35,000	\$ 120,000
003 Proceeds from Debt		-	-	
<b>Total Revenue</b>	<b>1,068,010</b>	<b>2,085,000</b>	<b>35,000</b>	<b>\$ 2,120,000</b>
<b>Expenses</b>				
030 Tax Collector Fees	\$ 10,012	\$ 20,000		\$ 20,000
031 Professional Fees -Impact Fee Study		-	-	\$ -
032 Legal Fees		5,000		\$ 5,000
033 Vehicles	1,209,616	225,000	1,029,738	\$ 1,254,738
034 Station and Fire Equipment	126,808		175,000	\$ 175,000
035 Construction - Station 30	59,291	75,000		\$ 75,000
036 Construction - Station 32			-	\$ -
<b>Expenses</b>	<b>1,405,727</b>	<b>325,000</b>	<b>1,204,738</b>	<b>\$ 1,529,738</b>
<b>Debt Service</b>				
038 Principal-Engine Lease & Construction Loan	163,738	1,057,382	(607,000)	\$ 450,382
039 Interest-Engine Lease & Construction Loan	66,592	198,456	11,544	\$ 210,000
<b>Total Debt Service</b>	<b>230,330</b>	<b>\$ 1,255,838</b>	<b>(595,456)</b>	<b>\$ 660,382</b>
<b>Total Expenses</b>	<b>1,636,057</b>	<b>1,580,838</b>	<b>609,282</b>	<b>\$ 2,190,120</b>
<b>DEFERRED REVENUE 10-01-20</b>	<b>3,306,228</b>	<b>3,302,680</b>	<b>3,548</b>	<b>\$ 3,306,228</b>
<b>TOTAL REVENUE</b>	<b>1,068,010</b>	<b>2,085,000</b>	<b>35,000</b>	<b>\$ 2,120,000</b>
<b>TOTAL EXPENSES</b>	<b>(1,636,057)</b>	<b>(1,580,838)</b>	<b>(609,282)</b>	<b>\$ (2,190,120)</b>
<b>Ending Deferred Revenue (Cash Reserves) 9-30-24</b>	<b>2,738,181</b>	<b>3,806,842</b>	<b>(570,734)</b>	<b>\$ 3,236,108</b>

**ATTACHMENT 2**

**RESOLUTION 2024-007**

**A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF THE IMMOKALEE FIRE CONTROL DISTRICT AMENDING ITS IMPACT FEE FUND BUDGET FOR THE YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the District is required to make appropriations for each fiscal year that do not exceed the amount to be received from taxation and other revenue sources; and

WHEREAS, the Board of Fire Commissioners of the Immokalee Fire Control District is desirous of amending the 2023/24 Impact Fee Fund Budget as identified on Attachment 1 hereto;

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE IMMOKALEE FIRE CONTROL DISTRICT THAT:

Section 1. The 2023-2024 Impact Fee Fund Budget is hereby amended pursuant to Attachment 1 hereto.

Section 2. This Resolution shall take effect immediately upon its adoption and be reflected in the Fiscal Year End September 30, 2024 Financial Statements and Audit Report of the District.

**THE FOREGOING RESOLUTION WAS OFFERED BY COMMISSIONER \_\_\_\_\_ WHO MOVED THE RESOLUTION’S ADOPTION. THE MOTION WAS SECONDED BY COMMISSIONER \_\_\_\_\_ AND, UPON BEING PUT TO A VOTE, THE VOTE WAS AS FOLLOWS:**

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

Duly passed and adopted on this 18th day of April, 2024.

Board of Commissioners of the  
Immokalee Fire Control District

By: \_\_\_\_\_  
Joseph Brister, Chair

**4.**

**Approval of  
District Policies  
Updated and/or  
Created by  
Lexipol by  
Adoption of  
Resolution 2024-008**



# Immokalee Fire Control District

## Regular Board Meeting

### Thursday April 18, 2024

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**Meeting Date:** April 18, 2024  
**Prepared By:** Chief Financial Officer Becky Bronsdon  
**Date Prepared:** April 8, 2024  
**Subject:** Approval of Policies Created and/or Updated by Lexipol by Adoption of Resolution 2024-008

**Objective:**

Obtain Board approval of polices created and/or updated by Lexipol by Adoption of Resolution 2024-008.

**Background Information:**

At the December 2020 Board Meeting, the Board engaged Lexipol to create and update comprehensive polices 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 presenting to the Board the next group of completed policies for approval.

The following policies have been created or updated by Lexipol and Board approval is requested:

1. Section 900 – Illness and Injury Prevention Program (Attachment 1)
2. Section 910 – Health and Safety Officer (Attachment 2)
3. Section 911 – Vehicle Safety Belts (Attachment 3)
4. Section 1022 - Critical Incident Stress Debriefing (Attachment 4)

The Fire Chief and Deputy Chief have thoroughly reviewed these policies, and they have been reviewed by the Union as required. As with all of the policies created or updated by Lexipol, they will not be in effect until training has been completed on the comprehensive package of policies.

**Recommendation:**

Staff recommends the Board adopt the above referenced policies by adoption of Resolution 2024-008 (Attachment 5).

**Attachments:**

Attachment 1: Section 900 – Illness and Injury Prevention Program  
Attachment 2: Section 910 – Health and Safety Officer  
Attachment 3: Section 911 – Vehicle Safety Belts  
Attachment 4: Section 1022 - Critical Incident Stress Debriefing  
Attachment 5: Resolution 2024-008

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# Illness and Injury Prevention Program

## 900.1 PURPOSE AND SCOPE

### Best Practice

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of injury and illness for members of the Immokalee Fire Control District.

Although this policy provides the essential guidelines for a plan that reduces injury and illness, it may be supplemented by district procedures outside the Policy Manual.

This policy supplements but does not supersede any related Districtwide safety efforts.

## 900.2 POLICY

### Best Practice

The Immokalee Fire Control District will adopt an Illness and Injury Prevention Program (IIPP) in order to increase the safety of its members.

## 900.3 ILLNESS AND INJURY PREVENTION PROGRAM PLAN

### State

The Health and Safety Officer (HSO) is responsible for developing an IIPP that shall include:

- (a) Workplace safety and health training programs.
- (b) Safety inspections.
- (c) Informing members of IIPP guidelines.
- (d) Recognizing members who perform safe work practices.
- (e) Member evaluation processes, including member safety performance.
- (f) A system ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.
- (g) A communication system facilitating the continuous flow of safety and health information between supervisors and members. This system shall include:
  1. New member orientation, including a discussion of safety and health policies and procedures.
  2. Regularly scheduled safety meetings.
  3. Regular member review of the IIPP.
- (h) Establishing Division Safety Coordinators and defining their responsibilities.
- (i) Posting or distributing safety information.
- (j) A system for members to anonymously inform management about workplace hazards.
- (k) Availability of forms that address:
  1. Identification, documentation and correction of hazards, any unsafe condition or work practice, and actions taken to correct them.



# Immokalee Fire Control District

## Fire Services Manual

### *Illness and Injury Prevention Program*

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2. Investigations and corrective actions taken regarding individual incidents or accidents.
  3. Training records of each member, including the member's name or other identifier, training dates, type of training, and training providers.
- (l) Establishing a safety and health committee, which will (§ 633.522, Fla. Stat.):
1. Meet regularly.
  2. Prepare a written record of safety and health committee meetings.
  3. Review the results of periodic scheduled inspections.
  4. Review investigations of accidents and exposures.
  5. Make suggestions to command staff for the prevention of future incidents.
  6. Review investigations of alleged hazardous conditions.
  7. Submit recommendations to assist in the evaluation of member safety suggestions.
  8. Establish the procedures and guidelines as set forth in Rule 69A-62.043, F.A.C., including but not limited to training members on safety standards, investigating workplace accidents, and conducting safety inspections.
  9. Assess the effectiveness of efforts made by the District to meet standards.
- (m) The procedures and safeguards necessary to comply with the requirements of the Florida Firefighters Occupational Safety and Health Act (§ 633.520, Fla. Stat.).
- (n) A written Comprehensive Safety and Health Program incorporating the requirements of Rule 69A-62.021, F.A.C., including any necessary compliance plans (Rule 69A-62.020, F.A.C.; Rule 69A-62.022, F.A.C.; Rule 69A-62.024, F.A.C.).

The HSO must conduct and document a review of the IIPP at least annually.

#### 900.3.1 SAFETY AND HEALTH COMMITTEE

**State**

The district HSO shall serve as the chairperson of the safety and health committee. The number of employer-selected representatives shall not exceed the number of employee-elected representatives (Rule 69A-62.042, F.A.C.).

The committee shall, at minimum, meet quarterly and at other such times as a majority of the committee agrees is necessary or the District requires. Minutes shall be taken of all safety and health committee meetings and made available to all members. Records of the committee shall be maintained by the District for a minimum of three years (Rule 69A-62.042, F.A.C.).

#### 900.3.2 REVIEW OF SAFETY MANDATES

**State**

The IIPP shall also include a process to review compliance with safety mandates. The process should include a review of safety mandates relating to:

# Immokalee Fire Control District

## Fire Services Manual

### *Illness and Injury Prevention Program*

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- (a) Communicable diseases (see the Communicable Diseases Policy).
- (b) Respiratory protection (see the Respiratory Protection Program Policy).
- (c) Personal protective equipment (see the Personal Protective Equipment Policy).
- (d) Emergency Action Plan and Fire Prevention Plan (see the Emergency Action Plan and Fire Prevention Plan Policy).
- (e) Walking-Working Surfaces (see the Fire Station Living Policy).
- (f) Emergency response to hazardous materials releases (see the Hazardous Materials Response Policy).
- (g) Confined spaces (see the Confined Space Rescue Response Policy).

#### **900.4 DIVISION SAFETY COORDINATORS**

##### **Best Practice**

Division Safety Coordinator responsibilities include but are not limited to:

- (a) Ensuring member compliance with injury and illness prevention guidelines and answering questions from members about this policy.
- (b) Training, counseling, instructing, or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Conduct and Behavior Policy.
- (c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
- (d) Completing required forms and reports relating to injury and illness prevention; such forms and reports shall be submitted to the Administration Division Chief.
- (e) Notifying the HSO when:
  - 1. New substances, processes, procedures, or equipment that present potential new hazards are introduced into the work environment.
  - 2. New, previously unidentified hazards are recognized.
  - 3. Occupational injuries and illnesses occur.
  - 4. New and/or permanent or intermittent members are hired or reassigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
  - 5. Workplace conditions warrant an inspection.

#### **900.5 HAZARDS**

##### **Best Practice**

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices, or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

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## Fire Services Manual

### *Illness and Injury Prevention Program*

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Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and the dates they are completed shall be documented on the appropriate form. This form should be forwarded to the Administration Division Chief via the chain of command.

The Administration Division Chief will take appropriate action to ensure the IIPP plan addresses potential hazards upon such notification.

#### **900.6 INSPECTIONS**

##### **State**

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards.

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

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

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

# Immokalee Fire Control District

## Fire Services Manual

### *Illness and Injury Prevention Program*

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

#### **900.7 RECORDS**

##### **Best Practice**

Records relating to injury and illness prevention will be maintained in accordance with the established records retention schedule.

#### **900.7.1 RECORDKEEPING**

##### **State**

The HSO shall ensure that records related to work-related injuries, diseases and illnesses are documented and maintained in accordance with Rule 69A-62.033, F.A.C. (§ 633.508, Fla. Stat.). Upon request, these records shall be made available to the Division of State Fire Marshal.

# Health and Safety Officer (HSO)

## 910.1 PURPOSE AND SCOPE

### Best Practice

The purpose of this policy is to establish the minimum qualifications for, and specify the duties and responsibilities of, the Health and Safety Officer (HSO).

## 910.2 POLICY

### Best Practice

It is the policy of the Immokalee Fire Control District that the HSO will be appointed by the Fire Chief or the authorized designee and shall be responsible for the duties described in this policy and other duties as assigned. When the HSO is unavailable, the Fire Chief or the authorized designee shall identify a replacement.

## 910.3 QUALIFICATIONS

### Best Practice

The district's HSO should be a member with qualifications and training that include:

- (a) Knowledge of federal, state, and local laws regarding occupational health and safety applicable to the fire service.
- (b) Knowledge of the physical and behavioral health and fitness factors unique to the fire service.
- (c) Knowledge of health and safety hazards involved in firefighting and related activities.
- (d) Experience in fire suppression, Emergency Medical Services (EMS), and instruction.
- (e) Familiarity with the operation of the district's apparatus and equipment, including emergency communications equipment.
- (f) Management skills appropriate to the operation of a health and safety program.
- (g) The physical capability to conduct operations at an incident scene.
- (h) The following certifications and courses:
  1. Fire Instructor I (NFPA Instructor I)
  2. NFPA Instructor II
  3. NFPA Fire Officer I
  4. Training program management
  5. Incident Safety Officer Certification by the Florida Bureau of Fire Standards and Training (BFST)
  6. Health and Safety Officer Certification by BFST, including the following courses:
    - (a) Florida Health and Safety Officer
    - (b) Courage To Be Safe

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## Fire Services Manual

### *Health and Safety Officer (HSO)*

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#### (c) Legal Issues for Safety Officers

#### **910.4 ADMINISTRATIVE RESPONSIBILITIES**

##### **Best Practice**

The HSO's administrative responsibilities shall include but are not limited to:

- Developing and maintaining the Illness and Injury Prevention Program (IIPP) and general district safety standards, and serving as the chair of the Health and Safety Committee (see the Illness and Injury Prevention Program Policy).
- Ensuring that health and safety regulations are followed and that any violations or deficiencies are immediately corrected and reported to the Fire Chief or the authorized designee.
- Ensuring that information provided to the Fire Chief or the authorized designee involving safety issues is also provided to the Health and Safety Committee for review.
- Conducting regular safety inspections.
- Serving as a resource for district officers regarding health and safety matters.
- Identifying, documenting, and notifying members of workplace safety hazards.
- Researching, identifying, and recommending appropriate safety equipment and personal protective equipment (PPE).
- Coordinating with the Battalion Chief of Training for the development and implementation of behavioral and physical health and safety training topics.
- Providing safety supervision at training activities when requested.
- Developing and distributing safety information to members.
- Ensuring that accidents, exposures, and injuries are thoroughly investigated.
- Developing and maintaining accident, injury, and exposure statistics, reporting on trends, and making recommendations to prevent a reoccurrence.
- Ensuring accidents are investigated and procedures are in place so that investigations will be handled appropriately.

#### **910.5 RESPONSE DUTIES**

##### **Best Practice**

Whenever available, the HSO will respond to the following incidents and assume the position of Incident Safety Officer to monitor scene safety and enforce appropriate health and safety practices:

- Working structure fires
- Greater alarm assignments
- Hazardous materials (HAZMAT) incidents

# Immokalee Fire Control District

## Fire Services Manual

### *Health and Safety Officer (HSO)*

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- Rescue response incidents, including trench, confined space, high angle, structural collapse, and water rescues
- Serious injury or death of an on-duty member
- Injuries to third parties that may result in hospitalization
- Upon the request of an Incident Commander due to special or unusual circumstances

#### **910.6 HEALTH AND SAFETY INCIDENT REVIEW**

**Best Practice**

The HSO should review health and safety incident reports and ensure copies are forwarded to the Health and Safety Committee (see the Illness and Injury Prevention Program Policy).

# Vehicle Safety Belts

## 911.1 PURPOSE AND SCOPE

### State

The purpose of this policy is to ensure that all members of the District wear safety belts while operating or riding in district vehicles or privately owned vehicles while conducting district business. The use of safety belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic accident.

## 911.2 POLICY

### State

It is the policy of the Immokalee Fire Control District that all members shall wear properly adjusted safety restraints when operating or positioned in any vehicle owned, leased or rented by this district, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all occupants, including any non-members, are properly restrained unless such lack of restraint is distinctly necessary for provision of patient care during an emergency medical transport (§ 316.614, Fla. Stat.).

## 911.3 INOPERABLE SAFETY BELTS

### Best Practice

No person shall operate district vehicles in which the safety belt in the driver's position is inoperable. No person shall be transported in a seating position in which the safety belt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, except for vehicle maintenance and repair staff, who shall do so only with the express authorization of the Fire Chief.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.



# Critical Incident Stress Debriefing

## 1022.1 PURPOSE AND SCOPE

### Best Practice

The purpose of this policy is to establish a Critical Incident Stress Debriefing (CISD) program. The Immokalee Fire Control District recognizes that during the course of performing job duties, members may become involved in or be exposed to incidents that have the potential to cause various forms of short- or long-term emotional trauma.

### 1022.1.1 DEFINITIONS

#### Best Practice

Definitions related to this policy include:

**Critical incident stress** - A strong emotional, cognitive, or physical reaction that has the potential to interfere with daily life, including physical and emotional illness, loss of interest in the job, personality changes, marital discord, and loss of ability to function.

**Critical Incident Stress Debriefing (CISD)** - A standardized approach using a group format to provide education, an atmosphere and opportunity for emotional release through discussion, and support for members who are involved in emergency incidents under conditions of extreme stress. CISD is not a diagnostic or treatment process like that provided in counseling sessions by a mental health professional. Instead, it is a service that provides education and support.

## 1022.2 POLICY

### Best Practice

It is the policy of the Immokalee Fire Control District to implement a CISD program to provide support and professional intervention to members of this district following exposure to situations that are likely to create unusually strong emotional reactions.

## 1022.3 CISD PROGRAM

### Best Practice

The District should establish a committee responsible for implementing and managing the CISD program. The Fire Chief or the authorized designee is responsible for appointing members to the committee who represent all levels of district personnel. The district's Health and Safety Officer serves as the committee chairperson.

Functions of the committee include but are not limited to:

- Providing input and assistance to the development and implementation of the CISD program.
- Recommending the type and content of critical incident-related programs, workshops, and seminars.
- Distributing CISD-related information to members.

# Immokalee Fire Control District

## Fire Services Manual

### *Critical Incident Stress Debriefing*

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- Providing the administrative and technical support needed to implement CISD activities.
- Coordinating and following up on requests for CISD.
- Identifying state and local peer CISD organizations and teams.

#### **1022.4 CISD COMPONENTS**

##### **Best Practice**

The CISD program should include pre-incident, on-scene, and post-incident activities, including education, diffusion of emotional reactions, and debriefing. The purpose of the program is to minimize the impact of stress on members following major incidents.

Ideally, CISD should incorporate the services of both peer support members and trained professionals, such as physicians, psychologists, or counselors.

The program is intended to be consistent with the recommendations of the National Fire Protection Association (NFPA) and the Fire Service Joint Labor Management Wellness-Fitness Initiative developed by the International Association of Fire Fighters (IAFF) and the International Association of Fire Chiefs (IAFC).

#### **1022.4.1 ACTIVATION**

##### **Best Practice**

The following are examples of incidents that may initiate a CISD response:

- Major disaster or mass casualty incidents
- Serious injury, death, or suicide of a firefighter, police officer, or other emergency service provider
- Serious injury or death of a civilian resulting from emergency service operations
- Death of a child or similar incident involving a profound emotional response
- Any incident that attracts significant media attention
- Loss of life following an unusual or extremely prolonged expenditure of emotional and physical energy by emergency services personnel
- Any unusual incident that produces an extreme, immediate, or delayed emotional response
- Cumulative trauma from multiple incidents

Any time it has been determined that a critical incident has occurred and intervention may be needed, a CISD should be requested. The request may be made either directly to peer support members or through the CISD committee. Depending on the type and magnitude of the incident and services that may be needed, the CISD may be activated either during or after a critical incident.

# Immokalee Fire Control District

## Fire Services Manual

### Critical Incident Stress Debriefing

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All members are responsible for recognizing incidents that may need a CISD. Once an incident has been identified as a critical incident, a CISD should be initiated as soon as practicable.

Debriefing may be conducted anywhere there is ample space, privacy, and freedom from distractions. Consideration should be given to including responders from other agencies who were involved in the incident, including but not limited to communications personnel, law enforcement officers, and paramedics or ambulance personnel.

For additional guidance on members requesting peer support or professional help on an individual basis, see the Wellness Program Policy.

#### 1022.4.2 CISD PROVIDERS

##### **Best Practice**

CISD providers should include mental health professionals and peer support members.

- (a) The duties and responsibilities of mental health professionals include the following:
  - 1. Supervise and advise on all clinical aspects of the program
  - 2. Ensure the quality of CISD services
  - 3. Offer clinical support and program guidance to the CISD committee and peer support members.
  - 4. Provide guidance to peer support members
  - 5. Assist in training peer support members and with continuing education
  - 6. Advise on the development of policy and written operational CISD protocols
- (b) Mental health professionals involved in the CISD program should have the following qualifications:
  - 1. Be a licensed mental health professional
  - 2. Be trained and experienced in a recognized CISD model
  - 3. Demonstrate experience in counseling emergency services personnel
- (c) The duties and responsibilities of peer support members related to CISD services include the following:
  - 1. Assist and support the CISD mental health professionals as necessary
  - 2. Provide referrals to mental health professionals, where appropriate
  - 3. Provide support and basic education to members and their families
  - 4. Serve as a CISD provider with mental health professionals

#### 1022.5 DEBRIEFING

##### **Best Practice**

The CISD format used should depend on the nature of the incident and how early the intervention is activated. The use of one format does not preclude the use of others for the same critical incident.

Common CISD formats include:

# Immokalee Fire Control District

## Fire Services Manual

### Critical Incident Stress Debriefing

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- (a) On-scene debriefing: Peer support members or mental health professionals respond to the scene as observers and advisers to watch for the development of acute reactions. They may offer encouragement and support, check on the well-being of personnel, and allow for individual discussion of feelings and reactions.
- (b) Initial defusing: This usually takes place within a few hours of the incident and is generally facilitated by peer support members. It is an informal process encouraging open and free expression of feelings without a critique of the incident. The purpose is to stabilize involved members so they can go home or return to service.
- (c) Formal debriefing: Debriefing led by a CISD program mental health professional and peer support members that usually takes place 24 to 48 hours after the conclusion of the incident. Members involved in the critical incident are given the opportunity for free expression of feelings. This expression should be met with acceptance, support, and understanding.
- (d) Follow-up debriefing: If deemed necessary, follow-up may be facilitated by the CISD mental health professional and peer support members several weeks or months after a critical incident. The main purpose is to resolve any issues or problems that were not initially resolved. The follow-up debriefing may include the entire group or a portion of those originally involved.

Regardless of the type of debriefing, a CISD is not a critique of district operations at the incident. The CISD provides a setting in which members can discuss their feelings and reactions as a means to reduce the stress resulting from exposure to critical incidents. Performance issues should not be discussed during the debriefing.

No one has rank during the debriefing process. Everyone is equal.

Following any intervention, members who need additional assistance should contact peer support members or the wellness coordinator to obtain information.

### **1022.6 ATTENDANCE**

#### **Best Practice**

Only those involved in the incident and CISD team members should be present. Members directly exposed to the traumatic aspects of an incident are strongly encouraged to participate in a CISD.

Under special circumstances, the supervising officer may make attendance mandatory. Even if attendance is mandatory, members should not be obligated to speak or express their feelings during the CISD.

During debriefings, involved members should be out of service with radios, personal communications devices, or other distractions turned off.

### **1022.7 ROTATION OF PERSONNEL**

#### **Best Practice**

Incident Commanders should minimize members' exposure at critical incidents by rotating or removing initial responding personnel from the immediate scene and reassigning them to less

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stressful operations as soon as possible. Members directly involved in critical incidents should be considered a high priority for immediate reassignment or removal from the scene. Relief from duty may also be considered.

Peer support members may make a request to their Lieutenant or Battalion Chief for relief or reassignment during a shift to participate in CISD activities. The peer support members should provide on-scene services, including on-site evaluation, encouragement, and consultation. They should also be considered an available resource for assignment to rehab, medical, or other areas as needed.

Circumstances of a critical incident may result in a recommendation that individuals or companies be taken out of service. The Battalion Chief is responsible for making the appropriate arrangements.

Under no circumstances is being taken out of service to be construed as critical or negative. Personnel taken out of service are to be viewed as deserving of the same consideration as an injured firefighter.

#### **1022.8 CONFIDENTIALITY**

##### **Best Practice**

The District considers all CISD interventions, regardless of type, as strictly confidential. Notes, other than those specifically identified in this policy, are prohibited. No audio or video recording may be made without the express consent of all participants.

The only exceptions to confidentiality should be when:

- (a) There is reasonable evidence to assume a risk of harm to the member or to others. If the risk is to another person, that person is identifiable, and there are means to contact the person.
- (b) Participants divulge information that falls under any applicable state mandatory reporting duties.
- (c) The communication is between a member and a peer support member and one of the exceptions identified in § 111.09, Fla. Stat. (e.g., consent, suspicion that a criminal act has been or will be committed) applies.

#### **1022.9 RECORD-KEEPING**

##### **Best Practice**

Following a CISD, the committee chairperson should prepare a summary report and forward it to the CISD program committee for statistical record-keeping. The report should be limited to the following information:

- (a) Incident date and time
- (b) Brief description of incident facts
- (c) Intervention date and location

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- (d) Names of CISD team members conducting the intervention
- (e) Numbers of participants from each agency involved

Names of participants should not be recorded.

**ATTACHMENT 5**

**RESOLUTION 2024-008**

**A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF THE IMMOKALEE FIRE CONTROL DISTRICT ADOPTING DISTRICT POLICIES 900, 910, 911, AND 1022**

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

- 1. **WHEREAS**, the Board of Fire Commissioners of the Immokalee Fire Control District desires to adopt District Policies Section 900 – Illness and Injury Prevention Program, Section 910 – Health and Safety Officer, Section 911 – Vehicle Safety Belts, and Section 1022 – Critical Incident Stress Debriefing, attached hereto as Attachments 1 through 4;

**NOW THEREFORE**, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF THE IMMOKALEE FIRE CONTROL DISTRICT that District Policies Section 900 – Illness and Injury Prevention Program, Section 910 – Health and Safety Officer, Section 911 – Vehicle Safety Belts, and Section 1022 – Critical Incident Stress Debriefing, attached hereto as Attachments 1 through 4, are hereby adopted.

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

Duly passed and adopted on this 18th day of April, 2024.

Board of Commissioners of the Immokalee Fire Control District

By: \_\_\_\_\_  
Joseph Brister, Chair