



Immokalee Fire Control District

Regular Fire Commission Meeting

Thursday, May 16, 2024

PLEASE TURN OFF OR SILENCE CELL PHONES

- 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) April 18, 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. Adoption of Interlocal Agreement between the District and Collier County Concerning Fire Plan Review and Inspection
 - a) Action Recommended – Adopt Interlocal Agreement between the District and Collier County Concerning Fire Plan Review and Inspection
 - b) Public Comment

3. Update on Cooperative Arrangement with Collier County for Joint Employment of the Fire Chief
 - a) Action Recommended – Discuss Status of Cooperative Arrangement with Collier County for Joint Employment of the Fire Chief
 - b) Public Comment
4. Approval of Job Descriptions by Adoption of Resolution 2024-009
 - a) Action Recommended – Approve Job Descriptions by Adoption of Resolution 2024-009
 - b) Public Comment
5. Update on and Possible Adoption of Interlocal Agreement – Advanced Life Support Partnership between the District and Collier County
 - a) Action Recommended – Adopt Interlocal Agreement – Advanced Life Support Partnership between the District and Collier County to
 - b) Public Comment
6. Approval to Fill the Position of Deputy Director of Finance During the 2023-2024 Fiscal Year
 - a) Action Recommended – Approve Filling the Position of Deputy Director of Finance During the 2023-2024 Fiscal Year
 - b) Public Comment
7. Ratification of the Memorandum of Understanding Between the District and North Collier Professional Firefighters and Paramedics Local 2297
 - a) Action Recommended – Ratify Memorandum of Understanding Between the District and North Collier Professional Firefighters and Paramedics Local 2297
 - b) Public Comment
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 June 6, 2024 -3 pm, Station 32, 5368 Useppa Drive, Ave Maria, FL 34142



Immokalee Fire Control District

Regular Fire Commission Meeting

Thursday, May 16, 2024

I. Consent Agenda

Fire Commission Meeting
Immokalee Fire Control District
Board Meeting Minutes
April 18, 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 and Keen. Chief Michael Choate, Deputy Chief Thomas Cunningham, Financial Officer Becky Bronsdon, Division Chief David Batiato, Battalion Chief Neuman, Admin Assistant Alma Valladares and Vice President Andre Beaudette were 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 Vice President mentioned that they will be voting for MOU for right ups. Everyone's happy.

- 9) Business of the District

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

I. Consent Agenda

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

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

II. Old Business

1. None

III. New Business

1. Awards and Recognitions

Chief Choate presented Andre Beaudette who was promoted from Engineer to Lieutenant .

2. Approval of Amendment #1 to the General Fund Budget for the Fiscal Year Ending 9/30/24 by Adoption of Resolution 2024-006

Chief Financial Officer Bronsdon discussed with the board about General Fund Budget

Commissioner Gunthner motioned to approve and accept the Amendment #1 to the General Fund Budget for the Fiscal Year Ending 9/30/24 by Adoption of Resolution 2024-006 and Commissioner Halman seconded the motion. Motion carried unanimously.

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

Chief Financial Officer Bronsdon discussed with the board about Impact Fee Fund Budget

Commissioner Keen motioned to approve and accept the Amendment #1 to the Impact Fee Fund Budget for the Fiscal Year Ending 9/30/24 by Adoption of Resolution 2024-007 and Commissioner Halman seconded the motion. Motion carried unanimously.

4. Approval of District Policies Updated and/or Created by Lexipol by Adoption of Resolution 2024-008
Deputy Chief Cunningham discussed with the board about the district policies
Commissioner Gunthner motioned to approve and accept the District Policies updated and/or Created by Lexipol by Adoption of Resolution 2024-008 and Commissioner Halman seconded the motion. Motion carried unanimously.

8) District Manager Comments

Fire Chief Choate mentioned that the Church is hiring an attorney for buying Station 30. It will work out. Also, mentioned that Senator Passidomo's husband Celebration of Life Services will be Friday and Funeral on Saturday at St. Ann's Catholic Church. Deputy Chief Cunningham is working with the Union. Kudos to Chief Financial Officer Bronsdon for everything she does. Also, spoke about ride up positions. This will reduce stress and workload. Deputy Chief will reach out to Sara. There is a critical increase in mental health. The CISM Team is for the county and will help with counseling. Counseling Association of America, peer counseling cast per session.

9) Commissioners Comments

Commissioner Goodnight spoke about the property at RCMA. Commissioner Brister mentioned if FDOT had been contacted about the bypass.

10) General Public Comments

None

11) Adjourned Meeting at 4:44pm

Next scheduled Meeting(s):

Regular Board Meeting on May 16, 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

Memorandum

To: Board of Commissioners
From: Becky Bronsdon, Chief Financial Officer
Date: May 8, 2024
Re: Financial Report for the Period Ended 4-30-24

Attached for your review are the bank statements, trial balances and financial statements for the General Fund and the Impact Fee Fund for the period ended April 30, 2024. The following is a summary of those reports:

General Fund

As of 4-30-24, we have received \$7,027,978 of budgeted ad valorem revenue (97%). Last year at this time we had received \$5.8 million (or 97% 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.

As of 4-30-24, expenses total \$5,105,569 or 64% of budgeted expenses. The reason we are at 64% of expenses is because 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 79% of total budgeted expenses.

The breakdown of expenses by category is as follows:

Category	Amount	Percentage of Budget
Personnel	\$ 3,484,639	62%
Operating	\$ 946,098	74%
Capital	\$ 292,859	52%
Debt Service	\$ 381,973	53%
Total Expenses	\$ 5,105,569	64%

General Fund cash at 4-30-24 totals \$4,990,437.

Impact Fee Fund

As of 4-30-24, we have received \$1,153,780, or 58% of budgeted impact fees, which represents six months (October through March) 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 \$1,096,736 or 55% 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 \$1,929,001 or 88% of budgeted expenses. The expenses consist mostly of loan payments for the construction of Station 32, and the pre-payment of the engine which will not arrive for approximately 40 months.

Impact Fee Fund cash at 4-30-24 totals \$2,614,813.

2023-2024 GENERAL FUND BUDGET TO ACTUAL APRIL 30, 2024 (59% OF YEAR)

	Actual 4/30/2024	Amended Budget 23/24	Over (Under) Budget	Percentage of Budget
Balance Forward - Cash Reserves (Assigned)	\$ 2,738,046	\$ 2,738,046		
Revenue				
001 Collier County Ad Valorem - 3.75 Millage Rate	\$ 7,027,978	\$ 7,254,923	\$ 226,945	96.87%
002 Public Safety Grants - County CDBG	101,665	101,665	-	100.00%
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	124,810	140,000	15,190	89.15%
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	-	100.00%
012 Special Event Fees	1,260	1,000	(260)	126.00%
013 Other Miscellaneous Revenue	51,724	46,000	(5,724)	112.44%
015 Proceeds from Debt - Vehicle Lease		202,325	202,325	
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%
Total Revenue	7,317,677	8,005,394	662,717	91.41%
Personnel Expenses				
030 Salaries	\$ 1,628,056	\$ 2,815,311	\$ 1,187,255	57.83%
031 Overtime	186,710	200,000	13,290	93.36%
032 FLSA Overtime	91,349	168,539	77,190	54.20%
033 Holiday Pay	50,596	75,958	25,362	66.61%
034 Vacation Time Sell Back	51,888	52,000	112	99.78%
035 Sick Time Sell Back	37,190	37,500	310	99.17%
036 Social Security	153,871	251,431	97,560	61.20%
037 Retirement	600,964	918,610	317,646	65.42%
038 Group Insurance (Health/Dental/Life, Medical Clinic)	546,640	825,000	278,360	66.26%
Health Insurance - Commissioners	4,279	4,000	(279)	106.98%
039 Worker's Compensation Insurance	115,429	150,000	34,571	76.95%
040 Retirement Health Plan	17,667	57,500	-	30.73%
Total Personnel Expenses	3,484,639	5,555,849	2,031,377	62.72%
Operating Expenses				
045 Employee Physicals	8,510	20,000	11,490	42.55%
046 Professional Fees - Legal	12,605	40,000	27,395	31.51%
047 Property Appraiser Fees	32,052	45,000	12,948	71.23%
048 Tax Collector Fees	143,570	145,289	1,719	98.82%
049 Professional Fees - Other	11,945	10,000	(1,945)	119.45%
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)	21,717	60,000	38,283	36.20%
054 Postage & Shipping	537	1,000	463	53.70%
055 Utilities	82,000	130,000	48,000	63.08%
056 Bldg./Auto/Liability Insurance	175,894	247,904	72,010	70.95%
057 Repair & Maintenance - Vehicles	57,321	75,000	17,679	76.43%
058 Repair & Maintenance - Fire & Rescue Equipment	32,026	25,000	(7,026)	128.10%
059 Repair & Maintenance - Building	86,318	85,000	(1,318)	101.55%
060 Repair & Maintenance - Bunker Gear (& Supplies)	1,746	4,500	2,754	38.80%

	Actual 4/30/2024	Amended 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)	9,918	25,000	15,082	39.67%
064 Lease & Rental	871	5,000	4,129	17.42%
065 Office Supplies	1,648	3,500	1,852	47.09%
066 Personal Protective Gear	14,584	10,000	(4,584)	145.84%
PPE FORESTRY GRANT			-	
067 Firefighting Supplies	16,597	18,000	1,403	92.21%
068 EMS Supplies	8,818	12,000	3,182	73.48%
069 CDBG COVID Supplies			-	
070 Station Supplies	9,409	15,000	5,591	62.73%
071 Training Supplies	842	3,000	2,158	28.07%
072 Fuel & Oil	28,970	70,000	41,030	41.39%
073 Uniforms	24,419	25,000	581	97.68%
074 Computer Equipment (Non-Capital)	9,927	17,500	7,573	56.73%
075 Computer Maintenance and Training	52,393	60,000	7,607	87.32%
076 Miscellaneous Expense	7,863	5,000	(2,863)	157.26%
HURRICANE EXPENSE			-	
077 Communication (Radio) (Non-Capital)	4,253	5,000	747	
078 Public Education	1,777		(1,777)	
079 Furniture (Non-Capital)			-	
080 Education and Training	17,117	30,000	12,883	57.06%
081 Books & Dues	5,785	6,000	215	96.42%
Total Operating Expenses	946,098	1,275,693	329,595	74.16%
Capital Expenses				
90 LAND			-	
91 FIRE EQUIPMENT-GRANT MATCHING FUNDS		5,000	5,000	0.00%
92 TRAINING EQUIPMENT		-	-	
93 FF RESCUE EQUIPMENT		30,000	30,000	0.00%
94 BUNKER GEAR		10,000	10,000	
95 BUILDINGS/CIP (STATION 30)	289,479	290,000	521	
96 CDBG GRANT-Vehicle			-	
COVID GRANT EQUIPMENT			-	
GRANT EQUIPMENT (STATION 30)			-	
97 COMMUNICATIONS EQUIPMENT	3,380	10,000	6,620	
VEHICLES		202,325	202,325	
98 FURNITURE/OFFICE			-	
99 STATION EQUIPMENT			-	
100 COMPUTER EQUIPMENT		20,000	20,000	0.00%
Total Capital Expenses	292,859	567,325	274,466	51.62%
Debt Service				
Principal	254,540	482,000	227,460	52.81%
Interest	127,433	107,000	(20,433)	
Total Debt Service	381,973	589,000	207,027	52.81%
TOTAL EXPENSES	5,105,569	7,987,867	2,842,465	63.92%
BEGINNING CASH RESERVES	2,738,046	2,738,046		
TOTAL REVENUE	7,317,677	8,005,394		
TOTAL EXPENSES	(5,105,569)	(7,987,867)		
Ending Cash Reserves	4,950,154	2,755,573		
Assignment of Reserves				
Unassigned	2,216,235	-		
Assigned - First Quarter of Operations	1,400,000	1,400,000		
Assigned - Projected Deficit				

	Actual 4/30/2024	Amended 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		
TOTAL RESERVES	4,950,154	2,733,919		
	-			
Excess of Revenue Over (Under) Expenses - Use of Reserves	\$ 2,212,108	\$ 17,527		

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

	Actual 4/30/2024	AMENDED 23/24 BUDGET	Over (Under) Budget	Percentage of Budget
Balance Forward - Deferred Revenue (Cash Reserves)	\$ 3,306,228	\$ 3,306,228		
Revenue				
001 Impact Fee Revenue	\$ 1,153,780	\$ 2,000,000	\$ (846,220)	57.69%
002 Interest Income	84,670	120,000	(35,330)	70.56%
003 Proceeds from Debt		-		
Total Revenue	1,238,450	2,120,000	(881,550)	58.42%
Expenses				
030 Tax Collector Fees	\$ 11,514	\$ 20,000	\$ (8,486)	57.57%
031 Professional Fees -Impact Fee Study		-		
032 Legal Fees		5,000		
033 Vehicles	1,266,146	1,254,738		
034 Station and Fire Equipment	161,649	175,000		
035 Construction - Station 30	59,291	75,000		
036 Construction - Station 32				
Expenses	1,498,600	1,529,738	(8,486)	97.96%
Debt Service				
038 Principal-Engine Lease & Construction Loan	316,791	450,382	(133,591)	70.34%
039 Interest-Engine Lease & Construction Loan	104,610	210,000	(105,390)	49.81%
Total Debt Service	421,401	\$ 660,382	(238,981)	63.81%
Total Expenses	1,920,001	2,190,120	(247,467)	87.67%
DEFERRED REVENUE 10-01-20	3,306,228	3,306,228		
TOTAL REVENUE	1,238,450	2,120,000		
TOTAL EXPENSES	(1,920,001)	(2,190,120)		
Ending Deferred Revenue (Cash Reserves) 9-30-24	2,624,677	3,236,108		

IMMOKALEE FIRE CONTROL DISTRICT

Trial Balance

As of April 30, 2024

	Apr 30, 24	
	Debit	Credit
101000 · FNB CHECKING	59,545.95	
101001 · First Bank Money Market	1,861,420.55	
102000 · FNB MONEY MARKET	3,042,175.02	
103000 · FL FIT	26,085.08	
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	25,963.00	
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		40,093.76
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		216.86
224000 · RETIREMENT PAYABLE	0.00	
22410 · Accrued Expenses	0.00	
224100 · Due to Impact Fee Fund		25,963.00
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		7,027,978.48
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		124,810.04
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		336.37
369902 · OTHER MISC REVENUE		51,387.19
367000 · Donations - St. 32 Bricks		1,237.69
512000 · SALARIES REGULAR TOTAL	0.00	
512100 · SALARIES - OPS & SURPRESSION	1,626,885.50	
515310 · STATE SUPP COMP- REGULAR	1,170.00	
514110 · OVER TIME PAY - REGULAR	186,710.15	
514210 · OVER TIME PAY - FLSA - REG	91,349.39	
515210 · HOLIDAY PAY - REGULAR	50,596.28	
516100 · VACATION SELL BACK - REGULAR	51,888.22	
517100 · SICK LEAVE SELL BACK - REG	37,190.02	
521100 · FICA - REGULAR	153,871.46	
522100 · RETIREMENT - REGULAR	600,964.40	
523100 · HEALTH INSURANCE	6,177.53	
523110 · Regular	488,408.57	
526100 · Medical Clinic	23,333.31	
523111 · HEALTH INSURANCE-COMMISSIONERS	4,279.30	
523210 · Regular	28,720.74	
524100 · WKRS' COMP - REGULAR	115,429.19	
525100 · UNEMPLOYMENT - REGULAR	0.00	
527000 · Retirement Health Savings	17,666.91	

IMMOKALEE FIRE CONTROL DISTRICT

Trial Balance

As of April 30, 2024

	Apr 30, 24	
	Debit	Credit
531110 · EMPLOYEE PHYSICALS - REGULAR	8,510.00	
531210 · LEGAL FEES - GENERAL COUNSEL	10,075.00	
531220 · LEGAL FEES - LABOR ATTORNEY	2,530.00	
531310 · PROPERTY APPRAISER	32,051.69	
531320 · TAX COLLECTOR	143,570.35	
531400 · PROFESSIONAL SERVICES	7,832.12	
531401 · Professional Srv-Lexipol	9,116.78	
531430 · Background Investigations	3,132.49	
531500 · INSPECTIONS MOU	980.00	
532100 · AUDIT	36,000.00	
540300 · TRAVEL & PER DIEM - ADMIN & BOC	19,518.64	
541000 · COMMUNICATIONS	3,479.82	
541110 · Comcast - Station 30	3,808.73	
541120 · Comcast - Station 31	817.61	
541130 · Comcast - Station 32	5,059.45	
541220 · Direct TV - Station 31	338.18	
541400 · VERIZON/AT&T	8,213.05	
542100 · POSTAGE	443.60	
542200 · SHIPPING	93.50	
543110 · LCEC - Station 30	21,612.33	
543120 · LCEC - Station 31	2,084.43	
543130 · LCEC - Station 32	33,231.35	
543200 · WATER/SEWER	91.29	
543210 · Water/Sewer - Station 30	3,945.90	
543220 · Water/Sewer - Station 31	565.72	
543230 · Water/Sewer - Station 32	7,282.67	
543400 · GARBAGE	265.93	
543410 · Garbage - Station 30	7,925.02	
543420 · Garbage - Station 31	667.13	
543430 · Garbage - Station 32	4,328.11	
544000 · RENTALS AND LEASES	871.41	
545000 · LIABILITY INSURANCE	175,893.93	
546110 · R&M VEHICLE - OPS AND ADMIN	57,320.79	
546200 · REPAIR & MAINT EQUIP	30,066.54	
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	13,866.33	
546320 · R&M - BLDG - Station 31	2,891.04	
546330 · R&M - BLDG - Station 32	39,408.64	
546430 · R&M - GENERATORS - STN 32	3,899.00	
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	3,100.00	
546720 · LAWN CARE - Station 31	1,250.00	
546730 · LAWN CARE - Station 32	4,349.00	
548100 · LEGAL ADVERTISING	30.00	
548210 · PUBLIC EDUCATION	1,776.50	
549300 · MISCELLANEOUS EXPENSE	7,863.39	
551100 · OFFICE SUPPLIES - GENERAL	1,648.12	
552100 · EMS SUPPLIES	8,817.57	
552110 · F.F. RESCUE SUPPLIES	11,474.69	
552120 · SUPPLIES - OPERATING	5,122.09	
552131 · MINOR EQUIPMENT - OPS & ADMIN	9,917.66	
552140 · BUNKER GEAR SUPPLIES	8,024.70	
552141 · BNKR GEAR SUPPLIES- OPS & ADM	6,558.90	
552150 · STATION (JANITORIAL) SUPPLIES	3,010.51	
552151 · JANITORIAL SUPPLIES - 30	935.50	

IMMOKALEE FIRE CONTROL DISTRICT
Trial Balance
As of April 30, 2024

	Apr 30, 24	
	Debit	Credit
552153 · JANITORIAL SUPPLIES - 32	1,053.39	
552161 · NON-JANITORIAL SUPPLIES- 30	227.99	
552162 · NON-JANITORIAL SUPPLIES- 31	1,852.71	
552163 · NON-JANITORIAL SUPPLIES- 32	2,328.46	
552180 · FUEL & OIL	2,876.62	
552181 · FUEL & OIL - OPERATIONS	26,093.17	
552210 · UNIFORMS - OPERATIONS	24,418.67	
552411 · COMPUTER EQUIPMENT - OPS	9,926.56	
552421 · COMP MAINT, SOFTWARE, TRG-OPS	52,393.14	
552430 · COMMUNICATION (RADIO)	2,906.88	
552440 · COMMUNICATION (PHONE)	1,345.80	
554110 · BOOKS & DUES - OPS/ADMIN	5,785.00	
555100 · EDUC/TRAINING - OPS/ADMIN	17,119.45	
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	254,540.31	
571100 · Debt Service - Interest	127,432.55	
TOTAL	37,830,029.52	37,830,029.52

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05/08/24

Accrual Basis

IFCD- IMPACT FUND

Trial Balance

As of April 30, 2024

	Apr 30, 24	
	Debit	Credit
100 · Cash in Bank-FFI	2,452,984.99	
101000 · FL-FIT	161,828.47	
120000 · Due From Other Governments	0.00	
125000 · Due from General Fund	25,963.00	
20000 · Accounts Payable		4,100.00
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		1,153,779.86
361100 · IMPACT FEE INTEREST EARNED		84,669.65
531320 · TAX COLLECTOR COMMISSIONS	11,514.29	
552140 · BUNKER GEAR	7,422.90	
564110 · FF/RESCUE EQUIP - OPS & ADMIN	37,263.54	
564210 · COMM EQUIP - OPS & ADMIN	103,006.19	
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	236,407.96	
565100 · BLDG CONSTRUCTION - Station 30	59,290.84	
570000 · LOAN PRINCIPAL	316,790.90	
571000 · LOAN INTEREST	104,609.92	
TOTAL	4,560,777.31	4,560,777.31

IMMOKALEE FIRE CONTROL DISTRICT
Reconciliation Summary
102000 · FNB MONEY MARKET, Period Ending 04/30/2024

	<u>Apr 30, 24</u>
Beginning Balance	3,428,486.02
Cleared Transactions	
Checks and Payments - 1 item	-400,000.00
Deposits and Credits - 4 items	13,689.00
Total Cleared Transactions	<u>-386,311.00</u>
Cleared Balance	<u>3,042,175.02</u>
Register Balance as of 04/30/2024	3,042,175.02
New Transactions	
Deposits and Credits - 1 item	40.91
Total New Transactions	<u>40.91</u>
Ending Balance	<u><u>3,042,215.93</u></u>

IMMOKALEE FIRE CONTROL DISTRICT
Reconciliation Detail
 102000 · FNB MONEY MARKET, Period Ending 04/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,428,486.02
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	04/18/2024			X	-400,000.00	-400,000.00
Total Checks and Payments					-400,000.00	-400,000.00
Deposits and Credits - 4 items						
Deposit	04/08/2024			X	40.91	40.91
Deposit	04/18/2024			X	155.20	196.11
Deposit	04/26/2024			X	1,430.29	1,626.40
Deposit	04/30/2024			X	12,062.60	13,689.00
Total Deposits and Credits					13,689.00	13,689.00
Total Cleared Transactions					-386,311.00	-386,311.00
Cleared Balance					-386,311.00	3,042,175.02
Register Balance as of 04/30/2024					-386,311.00	3,042,175.02
New Transactions						
Deposits and Credits - 1 item						
Deposit	05/03/2024				40.91	40.91
Total Deposits and Credits					40.91	40.91
Total New Transactions					40.91	40.91
Ending Balance					-386,270.09	3,042,215.93

ADDRESS SERVICE REQUESTED

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

Managing Your Accounts

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

Summary of Accounts

Account Type	Account Number	Ending Balance
FL Public Funds Money Market	XXXXXXXX8191	\$3,042,175.02

FL Public Funds Money Market-XXXXXXXX8191
Account Summary

Date	Description	Amount
04/01/2024	Beginning Balance	\$3,428,486.02
	4 Credit(s) This Period	\$13,689.00
	1 Debit(s) This Period	\$400,000.00
04/30/2024	Ending Balance	\$3,042,175.02

Interest Summary

Description	Amount
Annual Percentage Yield Earned	4.60%
Interest Days	30
Interest Earned	\$0.00
Interest Paid This Period	\$12,062.60
Interest Paid Year-to-Date	\$57,673.83
Earnings Balance	\$3,255,361.09

N
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Deposits

Date	Description	Amount
04/04/2024	Remote Deposit	\$40.91
04/15/2024	Remote Deposit	\$155.20
04/26/2024	Remote Deposit	\$1,430.29
04/30/2024	Accr Earning Pymt Added to Account	\$12,062.60

Other Debits

Date	Description	Amount
04/18/2024	Internet W/D Trf Transfer to DDA 8175	\$400,000.00

Daily Balances

Date	Amount	Date	Amount
04/01/2024	\$3,428,486.02	04/15/2024	\$3,428,682.13
04/04/2024	\$3,428,526.93	04/18/2024	\$3,028,682.13
		04/26/2024	\$3,030,112.42
		04/30/2024	\$3,042,175.02

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
Reconciliation Summary
100 · Cash in Bank-FFI, Period Ending 04/30/2024

	<u>Apr 30, 24</u>
Beginning Balance	2,599,323.73
Cleared Transactions	
Checks and Payments - 8 items	-319,233.09
Deposits and Credits - 2 items	172,894.35
Total Cleared Transactions	<u>-146,338.74</u>
Cleared Balance	<u>2,452,984.99</u>
Register Balance as of 04/30/2024	2,452,984.99
New Transactions	
Checks and Payments - 1 item	-4,100.00
Total New Transactions	<u>-4,100.00</u>
Ending Balance	<u><u>2,448,884.99</u></u>

IFCD- IMPACT FUND
Reconciliation Detail
100 · Cash in Bank-FFI, Period Ending 04/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,599,323.73
Cleared Transactions						
Checks and Payments - 8 items						
Bill Pmt -Check	03/27/2024	1738	Lightning Fleet Solut...	X	-11,502.00	-11,502.00
Bill Pmt -Check	03/27/2024	1737	Motorol Solutions, Inc.	X	-630.00	-12,132.00
Bill Pmt -Check	04/10/2024	1739	Garber Ford, Inc	X	-66,891.30	-79,023.30
Bill Pmt -Check	04/10/2024	1740	Motorol Solutions, Inc.	X	-34,840.44	-113,863.74
Bill Pmt -Check	04/18/2024	1743	Santander Bank, N.A.	X	-152,682.44	-266,546.18
Bill Pmt -Check	04/18/2024	1742	First Bank	X	-38,388.34	-304,934.52
General Journal	04/18/2024	bjb		X	-12,796.22	-317,730.74
Bill Pmt -Check	04/18/2024	1741	Collier Co Board of ...	X	-1,502.35	-319,233.09
Total Checks and Payments					-319,233.09	-319,233.09
Deposits and Credits - 2 items						
Deposit	04/18/2024			X	163,343.30	163,343.30
Deposit	04/30/2024			X	9,551.05	172,894.35
Total Deposits and Credits					172,894.35	172,894.35
Total Cleared Transactions					-146,338.74	-146,338.74
Cleared Balance					-146,338.74	2,452,984.99
Register Balance as of 04/30/2024					-146,338.74	2,452,984.99
New Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	05/01/2024	1744	Lightning Fleet Solut...		-4,100.00	-4,100.00
Total Checks and Payments					-4,100.00	-4,100.00
Total New Transactions					-4,100.00	-4,100.00
Ending Balance					-150,438.74	2,448,884.99

IFCD- IMPACT FUND
Trial Balance
 As of April 30, 2024

	Apr 30, 24	
	Debit	Credit
100 · Cash in Bank-FFI	2,452,984.99	
101000 · FL-FIT	161,828.47	
120000 · Due From Other Governments	0.00	
125000 · Due from General Fund	25,963.00	
20000 · Accounts Payable		4,100.00
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		1,153,779.86
361100 · IMPACT FEE INTEREST EARNED		84,669.65
531320 · TAX COLLECTOR COMMISSIONS	11,514.29	
552140 · BUNKER GEAR	7,422.90	
564110 · FF/RESCUE EQUIP - OPS & ADMIN	37,263.54	
564210 · COMM EQUIP - OPS & ADMIN	103,006.19	
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	236,407.96	
565100 · BLDG CONSTRUCTION - Station 30	59,290.84	
570000 · LOAN PRINCIPAL	316,790.90	
571000 · LOAN INTEREST	104,609.92	
TOTAL	4,560,777.31	4,560,777.31

18101 Von Karman Avenue
Suite 750
Irvine, CA 92612

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: www.firstfoundationinc.com
-  Mailing: 3560 Kraft Rd
Naples, FL 34105

Summary of Accounts

Account Type	Account Number	Ending Balance
FL Public Funds Interest Checking	XXXXXXXX8183	\$2,452,984.99

FL Public Funds Interest Checking-XXXXXXXX8183

Account Summary

Date	Description	Amount
04/01/2024	Beginning Balance	\$2,599,323.73
	2 Credit(s) This Period	\$172,894.35
	8 Debit(s) This Period	\$319,233.09
04/30/2024	Ending Balance	\$2,452,984.99

Interest Summary

Description	Amount
Annual Percentage Yield Earned	4.60%
Interest Days	30
Interest Earned	\$0.00
Interest Paid This Period	\$9,551.05
Interest Paid Year-to-Date	\$44,324.21
Earnings Balance	\$2,577,701.81

N

Deposits

Date	Description	Amount
04/18/2024	Deposit	\$163,343.30
04/30/2024	Accr Earning Pymt Added to Account	\$9,551.05

Reconciled 5-6-24 MA

Other Debits

Date	Description	Amount
04/18/2024	Internet W/D Trf Transfer to DDA 8175	\$12,796.22

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
1737	04/03/2024	\$630.00	1740	04/15/2024	\$34,840.44	1743	04/30/2024	\$152,682.44
1738	04/02/2024	\$11,502.00	1741	04/22/2024	\$1,502.35			
1739	04/15/2024	\$66,891.30	1742	04/19/2024	\$38,388.34			

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
04/01/2024	\$2,599,323.73	04/15/2024	\$2,485,459.99	04/22/2024	\$2,596,116.38
04/02/2024	\$2,587,821.73	04/18/2024	\$2,636,007.07	04/30/2024	\$2,452,984.99
04/03/2024	\$2,587,191.73	04/19/2024	\$2,597,618.73		

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

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IMMOKALEE FIRE CONTROL DISTRICT
Reconciliation Summary
101000 · FNB CHECKING, Period Ending 04/30/2024

	Apr 30, 24
Beginning Balance	133,612.81
Cleared Transactions	
Checks and Payments - 204 items	-583,605.66
Deposits and Credits - 11 items	637,826.21
Total Cleared Transactions	54,220.55
Cleared Balance	<u>187,833.36</u>
Uncleared Transactions	
Checks and Payments - 23 items	-128,504.27
Deposits and Credits - 1 item	216.86
Total Uncleared Transactions	-128,287.41
Register Balance as of 04/30/2024	<u>59,545.95</u>
New Transactions	
Checks and Payments - 22 items	-31,617.60
Total New Transactions	-31,617.60
Ending Balance	<u><u>27,928.35</u></u>

IMMOKALEE FIRE CONTROL DISTRICT
Reconciliation Detail
101000 · FNB CHECKING, Period Ending 04/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						133,612.81
Cleared Transactions						
Checks and Payments - 204 Items						
Bill Pmt -Check	03/13/2024	39788	Noemy Gonzalez	X	-350.00	-350.00
Bill Pmt -Check	03/21/2024	39794	Amerigas	X	-816.39	-1,166.39
Bill Pmt -Check	03/21/2024	39809	Waste Pro - Ft. Myers	X	-311.00	-1,477.39
Bill Pmt -Check	03/21/2024	ACH4...	Comcast	X	-254.28	-1,731.67
Bill Pmt -Check	03/21/2024	39811	Zoom Video Commu...	X	-177.00	-1,908.67
Bill Pmt -Check	03/21/2024	39810	WBN Marketing of F...	X	-99.00	-2,007.67
Liability Check	03/25/2024	39812	North Collier Profess...	X	-2,288.68	-4,296.35
Bill Pmt -Check	03/27/2024	39813	Arthur J. Gallagher ...	X	-18,429.00	-22,725.35
Bill Pmt -Check	03/27/2024	39819	Crowther	X	-9,298.00	-32,023.35
Bill Pmt -Check	03/27/2024	39822	Municipal Emergenc...	X	-7,320.00	-39,343.35
Bill Pmt -Check	03/27/2024	39817	Combs Oil Company	X	-2,945.50	-42,288.85
Bill Pmt -Check	03/27/2024	39821	Manson Bolves Don...	X	-2,200.00	-44,488.85
Bill Pmt -Check	03/27/2024	39823	Tamiami Ford	X	-1,549.95	-46,038.80
Bill Pmt -Check	03/27/2024	39825	Waste Pro - Ft. Myers	X	-1,179.17	-47,217.97
Bill Pmt -Check	03/27/2024	39814	Ave Maria Utility Co...	X	-1,121.52	-48,339.49
Bill Pmt -Check	03/27/2024	39815	Callaghan Tire	X	-702.72	-49,042.21
Bill Pmt -Check	03/27/2024	39824	United Uniforms US...	X	-229.55	-49,271.76
Bill Pmt -Check	03/27/2024	39818	Crown Trophy	X	-156.95	-49,428.71
Bill Pmt -Check	03/27/2024	39820	DIRECTV	X	-48.49	-49,477.20
Liability Check	03/29/2024	ACH4...	AXA	X	-4,109.81	-53,587.01
Liability Check	03/29/2024	ACHA...	AFLAC	X	-2,358.86	-55,945.87
General Journal	04/01/2024			X	-698.80	-56,644.67
General Journal	04/01/2024			X	-15.00	-56,659.67
General Journal	04/02/2024			X	-145.16	-56,804.83
Bill Pmt -Check	04/03/2024	39829	Collier County Prope...	X	-12,697.90	-69,502.73
Bill Pmt -Check	04/03/2024	39826	AccessMD	X	-8,510.00	-78,012.73
Bill Pmt -Check	04/03/2024	39837	Tuscan & Company,...	X	-4,000.00	-82,012.73
Bill Pmt -Check	04/03/2024	39828	Bennett Fire Product...	X	-2,760.00	-84,772.73
Bill Pmt -Check	04/03/2024	39832	Imperial Dade	X	-1,677.78	-86,450.51
Bill Pmt -Check	04/03/2024	39835	Southeastern Laund...	X	-1,053.39	-87,503.90
Bill Pmt -Check	04/03/2024	39834	Pro-Tec Plumbing &...	X	-1,033.89	-88,537.79
Bill Pmt -Check	04/03/2024	39830	Eagle Engraving	X	-207.55	-88,745.34
Bill Pmt -Check	04/03/2024	39838	Waste Pro - Ft. Myers	X	-199.00	-88,944.34
Bill Pmt -Check	04/03/2024	39833	Joshua D. Bauer	X	-168.64	-89,112.98
Bill Pmt -Check	04/03/2024	39827	B&L HARDWARE	X	-123.04	-89,236.02
Bill Pmt -Check	04/03/2024	COM4...	Comcast	X	-116.85	-89,352.87
Bill Pmt -Check	04/03/2024	39831	Immokalee Water & ...	X	-91.29	-89,444.16
Bill Pmt -Check	04/03/2024	39836	Stericycle, Inc.	X	-90.14	-89,534.30
General Journal	04/03/2024			X	-45.00	-89,579.30
General Journal	04/05/2024			X	-45.00	-89,624.30
General Journal	04/09/2024			X	-4.99	-89,629.29
Bill Pmt -Check	04/10/2024	39846	Cardmember Service	X	-6,129.70	-95,758.99
Bill Pmt -Check	04/10/2024	39856	Lee County Electric ...	X	-4,160.98	-99,919.97
Bill Pmt -Check	04/10/2024	39863	Tamiami Ford	X	-3,572.67	-103,492.64
Bill Pmt -Check	04/10/2024	39841	All Digital Technology	X	-3,479.82	-106,972.46
Bill Pmt -Check	04/10/2024	39839	AccessMD	X	-3,333.33	-110,305.79
Bill Pmt -Check	04/10/2024	39861	Overhead Door Co o...	X	-2,200.00	-112,505.79
Bill Pmt -Check	04/10/2024	39857	Melissa Silva & Co.	X	-1,380.00	-113,885.79
Bill Pmt -Check	04/10/2024	39853	First Bank	X	-1,270.00	-115,155.79
Bill Pmt -Check	04/10/2024	39859	North Collier Fire Co...	X	-1,207.13	-116,362.92
Bill Pmt -Check	04/10/2024	39844	AT&T Mobility	X	-1,172.68	-117,535.60
Bill Pmt -Check	04/10/2024	39858	Municipal Emergenc...	X	-1,170.00	-118,705.60
Bill Pmt -Check	04/10/2024	39849	Combs Oil Company	X	-1,052.58	-119,758.18
Bill Pmt -Check	04/10/2024	39847	Cheney Landscape	X	-1,000.00	-120,758.18
Bill Pmt -Check	04/10/2024	39850	Culligan Water	X	-391.99	-121,150.17
Bill Pmt -Check	04/10/2024	39862	Pro-Tec Plumbing &...	X	-362.40	-121,512.57
Bill Pmt -Check	04/10/2024	39842	Amerigas	X	-345.64	-121,858.21
Bill Pmt -Check	04/10/2024	39855	John Collins Auto P...	X	-335.38	-122,193.59
Bill Pmt -Check	04/10/2024	39854	Grounds Force P.M.	X	-300.00	-122,493.59
Bill Pmt -Check	04/10/2024	39843	Applicant Insight	X	-297.14	-122,790.73
Bill Pmt -Check	04/10/2024	ACHC...	Comcast	X	-292.85	-123,083.58
Bill Pmt -Check	04/10/2024	39852	Diversified Administr...	X	-185.00	-123,268.58
Bill Pmt -Check	04/10/2024	39845	Auto Zone Inc.	X	-176.80	-123,445.38
Bill Pmt -Check	04/10/2024	39866	Waste Pro - Ft. Myers	X	-171.00	-123,616.38
Bill Pmt -Check	04/10/2024	39865	Verizon Connect	X	-148.55	-123,764.93

IMMOKALEE FIRE CONTROL DISTRICT

Reconciliation Detail

101000 · FNB CHECKING, Period Ending 04/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	04/18/2024	39875	DH Pace Company, ...	X	-707.00	-315,724.97
Bill Pmt -Check	04/18/2024	39872	CDW Government	X	-700.17	-316,425.14
Bill Pmt -Check	04/18/2024	39882	The Battery Store N...	X	-580.00	-317,005.14
Bill Pmt -Check	04/18/2024	39870	All Roads Kenworth	X	-264.86	-317,270.00
Bill Pmt -Check	04/18/2024	39873	Comcast	X	-239.95	-317,509.95
Bill Pmt -Check	04/18/2024	39877	Immokalee Water & ...	X	-229.27	-317,739.22
Bill Pmt -Check	04/18/2024	39883	Waste Pro - Ft. Myers	X	-227.00	-317,966.22
General Journal	04/18/2024			X	-125.00	-318,091.22
Bill Pmt -Check	04/18/2024	39869	AC'CENT Business ...	X	-110.15	-318,201.37
General Journal	04/22/2024			X	-110.00	-318,311.37
Bill Pmt -Check	04/24/2024	39893	P.G.I.T.	X	-11,526.92	-329,838.29
Bill Pmt -Check	04/24/2024	39896	Waste Pro - Ft. Myers	X	-1,413.19	-331,251.48
Bill Pmt -Check	04/24/2024	39890	Manson Bolves Don...	X	-525.00	-331,776.48
General Journal	04/25/2024			X	-3.32	-331,779.80
General Journal	04/29/2024			X	-9.23	-331,789.03
Liability Check	04/30/2024	ACH4...	FL Division of Retire...	X	-98,669.69	-430,458.72
Liability Check	04/30/2024	ACH4...	United States Treas...	X	-38,346.40	-468,805.12
Paycheck	04/30/2024	ACH4...	THOMAS K CUNNI...	X	-4,737.94	-473,543.06
Paycheck	04/30/2024	ACH4...	CODY A RODGERS	X	-4,197.54	-477,740.60
Paycheck	04/30/2024	ACH4...	BRIAN E HUGHES	X	-4,021.82	-481,762.42
Paycheck	04/30/2024	ACH4...	MICHAEL J CHOATE	X	-3,996.23	-485,758.65
Paycheck	04/30/2024	ACH4...	WINSTON C SUMM...	X	-3,975.85	-489,734.50
Paycheck	04/30/2024	ACH4...	ROBERTO MENDO...	X	-3,798.09	-493,532.59
Paycheck	04/30/2024	ACH4...	JAVIER E BARCELA	X	-3,633.40	-497,165.99
Paycheck	04/30/2024	ACH4...	JESSIE NECOLETT...	X	-3,538.00	-500,703.99
Paycheck	04/30/2024	ACH4...	ERIK J. MILLER	X	-3,527.75	-504,231.74
Paycheck	04/30/2024	ACH4...	JAMES P EIDEL	X	-3,449.69	-507,681.43
Paycheck	04/30/2024	ACH4...	Charles T Holman, Jr.	X	-3,432.24	-511,113.67
Paycheck	04/30/2024	ACH4...	DAVID L PATTERS...	X	-3,227.81	-514,341.48
Paycheck	04/30/2024	ACH4...	DEREK A NEUMAN	X	-3,195.25	-517,536.73
Paycheck	04/30/2024	ACH4...	GREGORY R SMITH	X	-3,115.36	-520,652.09
Paycheck	04/30/2024	ACH4...	David Batiato	X	-3,088.66	-523,740.75
Paycheck	04/30/2024	ACH4...	Taylor D Logan	X	-3,085.16	-526,825.91
Paycheck	04/30/2024	ACH4...	ALAN T DAVIS	X	-3,063.58	-529,889.49
Paycheck	04/30/2024	ACH4...	Jason E Burr	X	-2,964.50	-532,853.99
Paycheck	04/30/2024	ACH4...	JUSTIN K STRICKL...	X	-2,856.22	-535,710.21
Paycheck	04/30/2024	ACH4...	RYNE L. ROSENBA...	X	-2,455.91	-538,166.12
Liability Check	04/30/2024	ACH4...	FL Division of Retire...	X	-2,427.28	-540,593.40
Paycheck	04/30/2024	ACH4...	ROBERT C ROOKA...	X	-2,191.25	-542,784.65
Paycheck	04/30/2024	ACH4...	MITCHELL VAN TINE	X	-2,178.98	-544,963.63
Paycheck	04/30/2024	ACH4...	ANDRE R BEAUDE...	X	-2,133.77	-547,097.40
Paycheck	04/30/2024	ACH4...	CHRISTIAN J BART...	X	-2,052.29	-549,149.69
Paycheck	04/30/2024	ACH4...	Robert K Choate	X	-1,943.67	-551,093.36
Paycheck	04/30/2024	ACH4...	MINDAUGAS DEGU...	X	-1,906.76	-553,000.12
Paycheck	04/30/2024	ACH4...	Dimitrios Amasiadis,...	X	-1,870.68	-554,870.80
Paycheck	04/30/2024	ACH4...	Noah T Brown	X	-1,815.96	-556,686.76
Paycheck	04/30/2024	ACH4...	Nathan C Kopanda	X	-1,797.08	-558,483.84
Paycheck	04/30/2024	ACH4...	Sage C Haislip	X	-1,688.63	-560,172.47
Paycheck	04/30/2024	ACH4...	Joham Cherisme	X	-1,664.38	-561,836.85
Paycheck	04/30/2024	ACH4...	James W Montgom...	X	-1,656.51	-563,493.36
Paycheck	04/30/2024	ACH4...	Jamie M Blaiweiss	X	-1,646.17	-565,139.53
Paycheck	04/30/2024	ACH4...	Quinton P Willis	X	-1,644.33	-566,783.86
Paycheck	04/30/2024	ACH4...	Shaun M Jacobs	X	-1,644.10	-568,427.96
Paycheck	04/30/2024	ACH4...	Mike Turrubiardez II	X	-1,636.49	-570,064.45
Paycheck	04/30/2024	ACH4...	Lazaro A Chao	X	-1,607.10	-571,671.55
Paycheck	04/30/2024	ACH4...	Damion L Escobar	X	-1,585.34	-573,256.89
Paycheck	04/30/2024	ACH4...	Martin F Lawrence	X	-1,567.10	-574,823.99
Paycheck	04/30/2024	ACH4...	Anthony J Vitiello	X	-1,567.10	-576,391.09
Paycheck	04/30/2024	ACH4...	Miguelangel Ricardo	X	-1,567.10	-577,958.19
Paycheck	04/30/2024	ACH4...	Michael Fernandez	X	-1,567.10	-579,525.29
Paycheck	04/30/2024	ACH4...	ALMA VALLADARES	X	-1,352.22	-580,877.51
Paycheck	04/30/2024	ACH4...	Rebecah Brondson	X	-1,320.70	-582,198.21
Paycheck	04/30/2024	ACH4...	Robert Halman {com}	X	-230.88	-582,429.09
Paycheck	04/30/2024	ACH4...	Joseph Brister	X	-230.88	-582,659.97
Paycheck	04/30/2024	ACH4...	Bonnie Keen	X	-230.88	-582,890.85
Liability Check	04/30/2024	ACH4...	Ameritas	X	-225.00	-583,115.85
Paycheck	04/30/2024	ACH4...	Donald Gunther Jr	X	-205.88	-583,321.73
General Journal	04/30/2024			X	-160.00	-583,481.73

IMMOKALEE FIRE CONTROL DISTRICT
Reconciliation Detail
 101000 · FNB CHECKING, Period Ending 04/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 22 items						
Bill Pmt -Check	05/01/2024	39901	Arthur J. Gallagher ...		-18,429.00	-18,429.00
Bill Pmt -Check	05/01/2024	39914	TWC Services, Inc.		-2,219.66	-20,648.66
Bill Pmt -Check	05/01/2024	39904	Bennett Fire Product...		-1,656.00	-22,304.66
Bill Pmt -Check	05/01/2024	39905	Bound Tree Medical,...		-1,359.17	-23,663.83
Bill Pmt -Check	05/01/2024	39900	ArchiveSocial, LLC		-1,314.00	-24,977.83
Bill Pmt -Check	05/01/2024	39902	Ave Maria Utility Co...		-1,196.47	-26,174.30
Bill Pmt -Check	05/01/2024	39908	Erik Miller		-1,182.28	-27,356.58
Bill Pmt -Check	05/01/2024	39899	Amerigas		-1,010.35	-28,366.93
Bill Pmt -Check	05/01/2024	39911	Lightning Fleet Solut...		-830.00	-29,196.93
General Journal	05/01/2024				-698.80	-29,895.73
Bill Pmt -Check	05/01/2024	39906	Culligan Water		-401.49	-30,297.22
Bill Pmt -Check	05/01/2024	39909	FMC GlobalSat, Inc.		-315.00	-30,612.22
Bill Pmt -Check	05/01/2024	39915	Waste Pro - Ft. Myers		-199.00	-30,811.22
Bill Pmt -Check	05/01/2024	39912	Pro-Tec Plumbing &...		-174.00	-30,985.22
Bill Pmt -Check	05/01/2024	39910	Immokalee Water & ...		-102.22	-31,087.44
Bill Pmt -Check	05/01/2024	39916	Stericycle, Inc.		-90.14	-31,177.58
Bill Pmt -Check	05/01/2024	39907	DIRECTV		-48.49	-31,226.07
Bill Pmt -Check	05/01/2024	39903	B&L HARDWARE		-32.55	-31,258.62
General Journal	05/02/2024				-143.69	-31,402.31
Bill Pmt -Check	05/03/2024	COM5...	Comcast		-116.85	-31,519.16
General Journal	05/03/2024				-34.44	-31,553.60
General Journal	05/06/2024				-64.00	-31,617.60
Total Checks and Payments					-31,617.60	-31,617.60
Total New Transactions					-31,617.60	-31,617.60
Ending Balance					-105,684.46	27,928.35

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
-  Mailing: 3560 Kraft Rd
Naples, FL 34105

Summary of Accounts

Account Type	Account Number	Ending Balance
FL Public Funds Checking	XXXXXXXXX8175	\$187,833.36

FL Public Funds Checking-XXXXXXXXX8175
Account Summary

Date	Description	Amount	Description	Amount
04/01/2024	Beginning Balance	\$133,612.81	Earnings Balance	\$0.00
	5 Credit(s) This Period	\$637,826.21		
	111 Debit(s) This Period	\$583,605.66		
04/30/2024	Ending Balance	\$187,833.36		

Reconciled 5-6-24

Electronic Credits

Date	Description	Amount
04/05/2024	ACH Deposit CC TAX COLLECTOR ACH PYMT	\$1,197.41 ✓
04/05/2024	ACH Deposit CC TAX COLLECTOR ACH PYMT	\$1,230.77 ✓
04/05/2024	ACH Deposit CC TAX COLLECTOR ACH PYMT	\$222,601.81 ✓
04/18/2024	Internet Dep Trf Transfer from DDA 8183	\$12,796.22 ✓
04/18/2024	Internet Dep Trf Transfer from DDA 8191	\$400,000.00 ✓

Electronic Debits

Date	Description	Amount
04/01/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$15.00 ✓
04/01/2024	ACH Payment IMMOKALEE FIRE C Payroll DD April Cmsr Ins.	\$698.80 ✓
04/02/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$145.16 ✓
04/02/2024	ACH Payment DSTRS INVESTMENT	\$4,109.81 ✓
04/03/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$45.00 ✓
04/03/2024	ACH Payment AFLAC COLUMBUS ACHPMT	\$2,358.86 ✓
04/05/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$45.00 ✓
04/08/2024	ACH Payment COMCAST 8535100 420129376 800-266-2278	\$116.85 ✓
04/09/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$4.99 ✓
04/09/2024	ACH Payment TRANSAMERICA CONTRIBUTE	\$4,913.05 ✓
04/10/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$42.00 ✓
04/12/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$10.62 ✓
04/12/2024	ACH Payment COMCAST 8535100 411337285 800-266-2278	\$254.28 ✓
04/15/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$13.64 ✓
04/15/2024	ACH Payment Ameritas Life In XR01DD	\$225.00 ✓
04/15/2024	ACH Payment IRS USATAXPYMT	\$39,303.72 ✓
04/15/2024	ACH Payment IMMOKALEE FIRE C Payroll DD Apr 15 24 pr	\$114,295.62 ✓
04/16/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$2.70 ✓

FL Public Funds Checking-XXXXXXXX8175 (continued)

Electronic Debits (continued)

Date	Description	Amount
04/16/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$96.36
04/16/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$470.00
04/16/2024	ACH Payment DSTRS INVESTMENT	\$4,267.93
04/17/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$127.73
04/18/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$125.00
04/22/2024	ACH Payment COMCAST 8535100 420242088 800-266-2278	\$162.90
04/23/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$110.00
04/25/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$3.32
04/29/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$9.23
04/29/2024	ACH Payment COMCAST 8535100 420019197 800-266-2278	\$292.85
04/30/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$24.38
04/30/2024	ACH Payment DIVERSIFIED ADMI DEBCARDTX	\$160.00
04/30/2024	ACH Payment Ameritas Life In XR01DD	\$225.00
04/30/2024	ACH Payment IRS USATAXPYMT	\$38,346.40
04/30/2024	ACH Payment FLA DEPT REVENUE CRC	\$101,115.64
04/30/2024	ACH Payment IMMOKALEE FIRE C Payroll DD PR 4-30-24	\$111,945.21

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
39788	04/23/2024	\$350.00	39834	04/08/2024	\$1,033.89	39861	04/17/2024	\$2,200.00
39794*	04/03/2024	\$816.39	39835	04/08/2024	\$1,053.39	39862	04/16/2024	\$362.40
39809*	04/05/2024	\$311.00	39836	04/08/2024	\$90.14	39863	04/15/2024	\$3,572.67
39810	04/02/2024	\$99.00	39837	04/15/2024	\$4,000.00	39864	04/16/2024	\$26.03
39811	04/02/2024	\$177.00	39838	04/12/2024	\$199.00	39865	04/16/2024	\$148.55
39812	04/23/2024	\$2,288.68	39839	04/16/2024	\$3,333.33	39866	04/15/2024	\$171.00
39813	04/04/2024	\$18,429.00	39840	04/19/2024	\$14.67	39867	04/16/2024	\$91.62
39814	04/01/2024	\$1,121.52	39841	04/24/2024	\$3,479.82	39868	04/22/2024	\$2,650.00
39815	04/02/2024	\$702.72	39842	04/19/2024	\$345.64	39869	04/25/2024	\$110.15
39817*	04/04/2024	\$2,945.50	39843	04/17/2024	\$297.14	39870	04/23/2024	\$264.86
39818	04/02/2024	\$156.95	39844	04/17/2024	\$1,172.68	39871	04/24/2024	\$4,094.86
39819	04/02/2024	\$9,298.00	39845	04/16/2024	\$176.80	39872	04/26/2024	\$700.17
39820	04/05/2024	\$48.49	39846	04/16/2024	\$6,129.70	39873	04/23/2024	\$239.95
39821	04/02/2024	\$2,200.00	39847	04/18/2024	\$1,000.00	39874	04/23/2024	\$1,273.66
39822	04/04/2024	\$7,320.00	39848	04/16/2024	\$46.83	39875	04/24/2024	\$707.00
39823	04/02/2024	\$1,549.95	39849	04/12/2024	\$1,052.58	39876	04/19/2024	\$10,578.75
39824	04/02/2024	\$229.55	39850	04/22/2024	\$391.99	39877	04/23/2024	\$229.27
39825	04/05/2024	\$1,179.17	39852*	04/16/2024	\$185.00	39879*	04/24/2024	\$3,382.29
39826	04/16/2024	\$8,510.00	39853	04/12/2024	\$1,270.00	39881*	04/24/2024	\$2,017.45
39827	04/15/2024	\$123.04	39854	04/17/2024	\$300.00	39882	04/30/2024	\$580.00
39828	04/10/2024	\$2,760.00	39855	04/16/2024	\$335.38	39883	04/23/2024	\$227.00
39829	04/09/2024	\$12,697.90	39856	04/16/2024	\$4,160.98	39884	04/24/2024	\$3,007.72
39830	04/16/2024	\$207.55	39857	04/19/2024	\$1,380.00	39890*	04/30/2024	\$525.00
39831	04/08/2024	\$91.29	39858	04/16/2024	\$1,170.00	39893*	04/30/2024	\$11,526.92
39832	04/09/2024	\$1,677.78	39859	04/26/2024	\$1,207.13	39896*	04/30/2024	\$1,413.19
39833	04/05/2024	\$168.64	39860	04/16/2024	\$137.89			

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
04/01/2024	\$131,777.49	04/04/2024	\$81,194.60	04/09/2024	\$282,793.01
04/02/2024	\$113,109.35	04/05/2024	\$304,472.29	04/10/2024	\$279,991.01
04/03/2024	\$109,889.10	04/08/2024	\$302,086.73	04/12/2024	\$277,204.53

FL Public Funds Checking-XXXXXXXX8175 (continued)
Daily Balances (continued)

Date	Amount	Date	Amount	Date	Amount
04/15/2024	\$115,499.84	04/19/2024	\$480,895.40	04/25/2024	\$455,904.48
04/16/2024	\$85,640.79	04/22/2024	\$477,690.51	04/26/2024	\$453,997.18
04/17/2024	\$81,543.24	04/23/2024	\$472,707.09	04/29/2024	\$453,695.10
04/18/2024	\$493,214.46	04/24/2024	\$456,017.95	04/30/2024	\$187,833.36

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

Apr-24

<i>IMMOKALEE FIRE INSPECTION</i>	<i>#</i>	<i>COLLECTED</i>
FIRE Inspection - Commercial/Multi-Family	1	\$ 1,100.00
Fire Inspection - Fence	1	\$ 150.00
FIRE Inspection - Fire Alarm Monitoring	2	\$ 300.00
FIRE Inspection - Fire Alarm System Project - Replacement/Install	1	\$ 200.00
FIRE Inspection - Low Voltage	1	\$ 150.00
Fire Inspection - LP Gas Tanks Underground	1	\$ 175.00
FIRE Inspection - Suppression Total Flood - Pre-Engineered or Clean Agent	1	\$ 175.00
FIRE Inspection - Underground Fire Lines	2	\$ 487.00
FIRE Inspection Alarm - New Construction	3	\$ 2,704.25
FIRE Inspection Architectural Fee Type I-IV Construction - Commercial	1	\$ 1,611.82
FIRE Inspection Architectural Fee Type V Construction - Commercial	1	\$ 934.20
FIRE Inspection Fuel Storage Installation - Above Ground	1	\$ 250.00
FIRE Inspection Minimum Fee	3	\$ 1,004.76
FIRE Inspection Sprinklers - New Construction Per Tower	5	\$ 4,116.00
TOTALS	24	\$ 13,358.03

Apr-24

Fire Code Review - Site Development Insubstantial	2	\$	300.00
Fire Code Review - Site Improvement Plan	1	\$	200.00
Fire Code Review - Temporary Use	2	\$	300.00
FIRE Pre-Application Meeting	3	\$	450.00
FIRE Review - Low Voltage	1	\$	150.00
Fire Review - LP Gas Tanks	1	\$	10.00
FIRE Review - Pre-Engineered Fire Suppression Systems Hood System	1	\$	10.00
FIRE Review Fee - Alarms - Commercial	3	\$	339.00
FIRE Review Fee - Fire Architectural	1	\$	480.69
FIRE Review Fee - Fossil Fuel Storage Systems (gas/diesel)	1	\$	150.00
FIRE Review Fee - Sprinkler Systems	5	\$	616.00
FIRE Review Fee - Underground Fire Line	2	\$	37.40
FIRE Review Minimum Fee	1	\$	100.00
FIRE Second Correction	1	\$	139.34
TOTALS	25	\$	3,282.43

Apr-24

<i>IMMOKALEE IMPACT FEES</i>	<i>#</i>	<i>COLLECTED</i>
Fire Impact Fee - Immokalee - Non Res	0	\$ -
Fire Impact Fee - Immokalee - Res	72	\$ 253,979.28
<i>TOTALS</i>	72	\$ 253,979.28

Apr-24

<i>IMMOKALEE FIRE APPLICATION</i>	<i>#</i>	<i>COLLECTED</i>
FIRE Application - Architectural	10	\$ 5,273.58
FIRE Application - Fee	19	\$ 2,850.00
TOTALS	29	\$ 8,123.58



Immokalee Fire Control District

Regular Fire Commission Meeting
Thursday, May 16, 2024

II. Old Business

NONE



Immokalee Fire Control District

Regular Fire Commission Meeting

Thursday, May 16, 2024

III. New Business / Action Items

1.
Awards
and
Recognition

2.

**Adoption of
Interlocal Agreement
between the
District and Collier
County Concerning
Fire Plan Review
and
Inspection**



Immokalee Fire Control District

Regular Board Meeting

Thursday, January 18, 2024

Meeting Date: May 16, 2024
Prepared By: Chief Financial Officer Becky Bronsdon
Date Prepared: May 1, 2024
Subject: Adoption of Interlocal Agreement Concerning Fire Plan Review and Inspection for Immokalee between the District and Collier County

Objective:

Adopt the Interlocal Agreement Concerning Fire Plan Review and Inspection for Immokalee between the District and Collier County.

Background Information:

On January 28, 2003, the District entered into an Interlocal Agreement with Collier County, North Naples Fire Control & Rescue District, Big Corkscrew Fire Control and Rescue District, East Naples Fire Control and Rescue District, Golden Gate Fire Control and Rescue District, Ochopee Fire District and Isle of Capri Municipal Rescue and Fire Services Taxing District (“the Fire Districts”) which delineated the responsibilities of the County and the Fire Districts with respect to plan reviews and fire inspections for new construction, construction projects, and existing structures.

On May 17, 2018 the District and North Collier Fire Control and Rescue District amended that Interlocal Agreement.

At the January 18, 2024 Board Meeting, the Board adopted an Interlocal Agreement between the District and Collier County to provide for the conditions and manner in which the County would continue to collect and disburse fees for fire plan review and inspections. North Collier Fire Control and Rescue District (“NCFCRD”) has third party beneficiary status.

On April 19, 2024, attorney Laura Donaldson notified us that the County had not yet adopted the Interlocal Agreement we approved on January 18, and requested we revise the fee schedule attached to the Agreement to reflect ONLY the fees the District charges that are collected by the County (as opposed to listing all the inspection fees we charge). She therefore created a new Interlocal Agreement between the County and the District which identifies only the fees the County will collect. The District’s fee schedule the Board adopted (by separate action) at the January 18 meeting remains in effect and is not impacted by this Interlocal Agreement. The only change to the entire agreement is the fee schedule.

Recommendation:

Staff recommends the Board adopt the Interlocal Agreement Concerning Fire Plan Review and Inspection for Immokalee between the District and the County.

Attachments:

Attachment 1: Interlocal Agreement Concerning Fire Plan Review and Inspection for Immokalee
Between the District and the County

**INTERLOCAL AGREEMENT CONCERNING
FIRE PLAN REVIEW AND INSPECTION FOR IMMOKALEE**

THIS INTERLOCAL AGREEMENT CONCERNING FIRE PLAN REVIEW AND INSPECTION FOR IMMOKALEE (hereinafter referred to as the "Agreement") is made and entered into this ___ of _____, 2024, by and between Immokalee Fire Control District, an independent special district (hereinafter referred to as "District") and Collier County, Florida, a political subdivision of the State of Florida (hereinafter referred to as "County"), collectively referred to as the "Parties."

RECITALS:

WHEREAS, the North Naples Fire Control and Rescue District, Golden Gate Fire Control and Rescue District, Big Corkscrew Island Fire Control and Rescue District, Immokalee Fire Control District, East Naples Fire Control and Rescue District, Ochopee Fire District, and Isle of Capri Municipal Rescue and Fire Services Taxing District (collectively referred to as the "Fire Districts"), have entered into an Interlocal Agreement with Collier County dated January 28, 2003 ("Fire District Agreement"), for the purpose of delineating the responsibilities of Collier County and the Fire Districts with respect to plan reviews and fire inspections for new construction, construction projects, and existing structures, a copy of which is attached as Exhibit A; and

WHEREAS, there is an Amended Interlocal Agreement dated May 17, 2018, by and between the Immokalee Fire Control District and North Collier Fire Control and Rescue District for the purpose of providing plan review and fire inspection services for new construction and construction projects, a copy of which is attached as Exhibit B ("Interlocal Agreement"); and

WHEREAS, pursuant to the Interlocal Agreement, the North Collier Fire Control and Rescue District ("NCFRD") acts as the Administrative District for the Immokalee Fire Control District by reviewing all building permit plans and site plans filed with Collier County and by performing inspection services for compliance with the Florida Fire Prevention Code in the boundaries of Immokalee Fire Control District; and

WHEREAS, the Parties agree it is appropriate to terminate the Fire District Agreement and enter into this Agreement between the District and County to provide for the conditions and manner in which County will continue to collect and disburse certain fees for fire plan review and inspections.

WITNESSETH:

NOW, THEREFORE, the parties agree as follows:

1. All of the above RECITALS are true and correct and are hereby expressly incorporated herein by reference as if set forth fully below.

2. The County will continue to collect certain fees for fire plan review and inspections within the boundaries of the District in accordance with the fee schedule effective January 1, 2024, with the portion of the adopted fee schedule that is to be collected by the County in accordance with this Agreement attached hereto as Exhibit "C" and incorporated herein. The District may change these fees by Resolution of the District, and by providing the County written notice of the change no later than 180 days prior to the effective date of the new fees.

3. County will disburse the fees collected to NCFRD.

4. The Parties hereby terminate the Fire District Agreement.

5. Any notice made under this Agreement shall be in writing and delivered by hand or by United States Postal Service, certified mail, to the following:

To County:

Michael Stark, Division Director-Operations Support
Growth Management Community Development Department
2800 N. Horseshoe Drive
Naples, FL 34104

To District:

Fire Chief
Immokalee Administrative Headquarters
5368 Useppa Drive
Ave Maria, FL 34142

6. The term of this Agreement is five (5) years, but it may be terminated by either Party upon thirty (30) days written notice to the other. Thereafter, unless notice of termination is given by either party, this Agreement shall automatically and without further notice or action of either party renew for additional five year periods on each five-year anniversary date.

7. The County will provide NCFRD monthly fee collection reports and NCFRD will review and approve fee collections monthly. The County will make adjustments upon written approval from NCFRD following verification by the County. Distribution of fees to NCFRD shall occur on a monthly basis.

8. NCFRD is a third-party beneficiary of this Agreement.

9. This Agreement contains the complete and entire understanding of the District and County.

10. In accordance with § 163.02(11), Florida Statutes, this Agreement shall be recorded by the Clerk of the Circuit Court in the Official Records of Collier County, Florida by

the County. The County shall provide a copy of the recorded Amended Interlocal Plan Review Agreement to the District within twenty (20) business days of its recording.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their appropriate officials, as of the date first above written.

ATTEST:
CRYSTAL K. KINZEL, CLERK

BOARD OF COUNTY COMMISSIONERS
OF COLLIER COUNTY, FLORIDA

By: _____
Deputy Clerk

By: _____
Chris Hall, Chairman

Approved as to form and legality:

Heidi Ashton-Cicko
Managing Assistant County Attorney

WITNESSES

IMMOKALEE FIRE CONTROL DISTRICT

Signature

By: _____
Joseph Brister, Chairman

Print Name

Signature

Print Name

- Attachments:
Exhibit A -Fire District Agreement
Exhibit B – 2018 NCFRD Agreement
Exhibit C- Applicable Portion of the District Adopted Fee Schedule

EXHIBIT A

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CLERK TO THE BOARD
INTEROFFICE
KEY 7240

RECORDED in the OFFICIAL RECORDS of COLLIER COUNTY, FL
01/31/2003 at 12:42PM BY TONY S. BROCK, CLERK

REC FEE 100.00
INDEXING 0.00
COPIES 20.00

INTERLOCAL AGREEMENT

EXHIBIT A

This Interlocal Agreement ("Agreement") is made and entered into by and between Collier County, a political subdivision of the State of Florida, hereinafter referred to as the "COUNTY" and the North Naples Fire Control and Rescue District, Golden Gate Fire Control and Rescue District, Big Cortacrew Island Fire Control and Rescue District, Immokalee Fire Control District, East Naples Fire Control and Rescue District, Ochopsee Fire District, Isles of Capri Municipal Rescue and Fire Services Taxing District, hereinafter collectively referred to as the "FIRE DISTRICTS."

WHEREAS, the Florida Interlocal Cooperation Act of 1969, § 183.01, Florida Statutes, authorizes the joint exercise of any power, privilege or authority which the public agencies involved herein might exercise separately; and

WHEREAS, the COUNTY and the FIRE DISTRICTS are public agencies, within the meaning of the Florida Interlocal Cooperation Act and desire the joint exercise of power which each might exercise separately for the purpose of providing fire prevention within Collier County; and

WHEREAS, Section 553.79(2), Florida Statutes, requires review and approval, by both the BUILDING OFFICIAL and the appropriate fire inspector, of plans and specifications for the construction, erection, alteration, repair or demolition of any building before a permit for such work may be issued.

NOW, THEREFORE, in consideration of the foregoing recited and the mutual promises, covenants, and duties hereinafter set forth, the COUNTY and the FIRE DISTRICTS formally covenant, agree, and bind themselves as follows:

SECTION ONE: Purpose.

The purpose of this Agreement is to provide for an expeditious, high-quality fire plan review and fire inspection process for new construction, construction projects and existing structures within the boundaries of the FIRE DISTRICTS by delineating the responsibilities of the COUNTY and the FIRE DISTRICTS in order to enhance service to the citizens of Collier County.

SECTION TWO: Definitions.

The following terms as used in this Agreement shall be defined as follows:

ADMINISTRATIVE DISTRICT - East Naples Fire Control and Rescue District.

ASSISTANT FIRE CODE OFFICIAL - An individual who is employed by the ADMINISTRATIVE DISTRICT and who serves in the absence of the FIRE CODE OFFICIAL pursuant to this agreement.

AUTHORITY HAVING JURISDICTION - The Fire Chief or his/her designee (Fire Marshal or FIRE SAFETY INSPECTOR or FIRE CODE OFFICIAL) responsible for, and having final authority in his/her respective jurisdiction, in both new and existing construction (§ FS 633.121).

BOARD - The Collier County Building Board of Adjustments and Appeals as established in Division 5.4 of the Collier County Land Development Code.

BUILDING CODE- The Florida Building Code 2001, as adopted by Collier County Ordinance No. 2002-01.

BUILDING OFFICIAL - The Collier County Building Review and Permitting Director or his designee.

COUNTY - The general-purpose government of Collier County, which is a political subdivision of the State of Florida.

FIRE CODE - The Collier County Fire Prevention Ordinance, Ordinance No. 2002-49, the State Minimum Fire Safety Standards and the State Fire Marshal's Uniform Fire Standards set forth in Chapter 633, Florida Statutes and any successor or amendment thereto during the life of this Agreement.

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FIRE CODE OFFICIAL - The individual appointed by the FIRE DISTRICTS and employed by the ADMINISTRATIVE DISTRICT who is responsible for the following duties:

1. The accurate and timely review of building permit applications, plans and specifications for compliance with the applicable FIRE CODE;
2. The performance of statutory functions of the Fire Marshal and FIRE CODE OFFICIAL for fire plan review;
3. Providing Collier County with assistance in updating the FIRE CODES and related ordinances;
4. Managing and over-seeing all employees and records of the FIRE CODE OFFICIAL'S Office on a daily basis including time sheets and expenditures;
5. Providing training as needed to office staff and fire district personnel;
6. Presenting a preliminary budget to the Fire Chief of each district, and a final budget to the Fire Chief of the ADMINISTRATIVE DISTRICT or his/her designee; and
7. Participating as a member of the Collier County Fire Marshals Association.

FIRE DISTRICTS - The independent fire control and rescue districts operating within Collier County, including North Naples, Golden Gate, Big Coppickrow Island, Immokalee, East Naples and the dependent districts of Ochopee and Isle of Capri.

FIRE SAFETY INSPECTOR - The individual appointed to carry out the functions identified by and referenced in Chapter 553, Florida Statutes, Building Code Construction Standards, and Chapter 633, Florida Statutes, Fire Prevention and Control. Such individual must be certified by the Division of State Fire Marshal pursuant to § 633.05, Florida Statutes. The term as used in this Agreement may refer to the FIRE CODE OFFICIAL, the ASSISTANT FIRE CODE OFFICIAL, Fire Marshal or a FIRE SAFETY INSPECTOR employed by one of the FIRE DISTRICTS.

FIRE SERVICE STEERING COMMITTEE - A Florida corporation created 12th day of March 1991

NEW CONSTRUCTION OR CONSTRUCTION - These terms include any construction, erection, alteration, repair or demolition of a building.

SECTION THREE: Administration of Fire District Duties.

In order to implement their duties and obligations under this Agreement, the FIRE DISTRICTS have entered into separate interlocal agreements with the ADMINISTRATIVE DISTRICT. The FIRE DISTRICTS represent to the COUNTY that the ADMINISTRATIVE DISTRICT is authorized by these interlocal agreements to employ personnel, lease office space, receive payments, disburse funds, and otherwise operate to represent the FIRE DISTRICTS and administer the FIRE DISTRICTS' duties under this Agreement. The COUNTY, based upon the FIRE DISTRICTS' representations, agrees to recognize the ADMINISTRATIVE DISTRICT as the FIRE DISTRICTS' agent for the implementation and administration of this Agreement.

SECTION FOUR: Qualifications of FIRE CODE OFFICIAL and ASSISTANT FIRE CODE OFFICIAL.

The FIRE DISTRICTS agree to provide to the County a FIRE CODE OFFICIAL and an ASSISTANT FIRE CODE OFFICIAL.

The FIRE CODE OFFICIAL shall have the following qualifications:

1. A minimum of ten (10) years experience reviewing construction plans for FIRE CODE compliance. A combination of training and experience may be considered.
2. A Fire Protection Engineering Degree is preferred, but an otherwise qualified candidate with an Associates Degree in Fire Science or Administration, with a combination of additional training and experience is eligible for the position.
3. Fire Service experience including fire district operations and fire prevention is desired.

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4. Experience in National Fire Protection Association codes and Model Code interpretation and enforcement.
5. Certification as a Florida Municipal Fire Inspector
6. Managerial skills that can be demonstrated either by experience or training.
7. The ability to provide a precise, technical and timely examination of construction plans and Specifications for the purpose of determining adequacy of fire and life safety features.
8. All legally required licenses and certifications to fulfill his or her duties as outlined in this Agreement including, but not limited to, all licenses and certifications that may be required by Section 553.79 and Chapter 633, Florida Statutes, as amended from time to time.

The ASSISTANT FIRE CODE OFFICIAL shall meet the minimum qualifications set forth in paragraphs 3-8 above.

It shall be the responsibility of the ADMINISTRATIVE DISTRICT to ensure that the FIRE CODE OFFICIAL and ASSISTANT FIRE CODE OFFICIAL have and maintain the qualifications outlined in this section.

SECTION FIVE: Fire Plan Review Procedure.

The FIRE CODE OFFICIAL shall review the building construction plans and specifications of all new construction and construction projects, except for one and two family dwellings, for compliance with the FIRE CODE.

1. The COUNTY shall provide copies of all commercial and multi-family building permit applications with plans and specifications as submitted by the applicant. The FIRE CODE OFFICIAL shall review such applications by the end of ten (10) working days following the day the building permit application is received and denied subject to single family and duplex residential plans shall not be part of the fire plan review process.
2. The FIRE CODE plan review shall be performed by the FIRE CODE OFFICIAL while COUNTY staff is reviewing separate copies of the building plans for compliance with the Building, Plumbing, Mechanical, and Electrical Codes and performing other reviews that are performed by COUNTY staff.
3. After completing his review, the FIRE CODE OFFICIAL'S Office shall submit the reviewed plans along with his comments to the COUNTY for the COUNTY'S review and to assure consistency with the BUILDING CODES (Plumbing, Mechanical, Building and Electrical Code). Any inconsistencies shall be resolved pursuant to Section Ten of this Agreement.
4. After the construction plans have been reviewed and approved by the COUNTY and FIRE CODE OFFICIAL, the FIRE CODE OFFICIAL shall deliver one (1) copy of the plans to the particular FIRE DISTRICT in which the construction is to occur. The FIRE DISTRICT hereby agrees to critique, with respect to the FIRE CODE, the review of the plans by the FIRE CODE OFFICIAL.
5. The FIRE DISTRICT shall, to the extent possible, within ten (10) working days after receipt of the plans notify the FIRE CODE OFFICIAL of any objections or comments the FIRE DISTRICT may have with regard to review and/or modifications of the plans.

SECTION SIX: Required Inspections and Fees.

1. Inspections During Construction of Buildings.

The FIRE DISTRICTS agree to perform the following inspections during construction of buildings and the COUNTY agree to pay the ADMINISTRATIVE DISTRICT at the rate provided in Collier County Resolution No. 2001-313, and any amended or successor resolution, for the inspections.

- (a) Fire stopping / Draft stopping
 1. At time of installation of penetrations through rated assemblies

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- (b) **Temporary Stand Pipe**
 1. After third floor
 2. Location
 3. Inspection at each floor
 4. Fire department access
 5. Operation

- (c) **Exit Lights**
 1. Location
 2. Type...
 3. Operation

- (d) **Smoke Detector**
 1. Location
 2. Type
 3. Operation

- (e) **Heat Detectors**
 1. Location
 2. Type
 3. Operation

- (f) **Doors**
 1. Type
 2. Rating
 3. Self closures
 4. Panic hardware
 5. Locks
 6. Operation

- (g) **Emergency Lighting**
 1. Type
 2. Location
 3. Operation

- (h) **Trash Chute**
 1. Location
 2. Rating
 3. Sprinklers in chute
 4. Sprinklers in trash room
 5. Height at roof

- (i) **Emergency Generator Operation**

- (j) **Elevator Operation During Alarm**

- (k) **Fire Department access**
 1. Fire lanes
 2. Turning Radius
 3. Obstructions

- (l) **Notice of Compliance Inspection**

- (m) **Stand Pipes**
 1. Fire hose cabinets
 - (aa) Location
 - (bb) Fire hose
 - i. Location
 - ii. Type



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iii. Length
iv. Nozzle

- 2. Pressure Test
- 3. Location
- 4. Location of FDC
- 5. Roof Manifold
 - (aa) Location
 - (bb) Pressure
- 6. Operation

(n) Fire Pump

- 1. Type
- 2. Size
- 3. Valves
- 4. Flow switches
- 5. Tamper switches
- 6. Location
- 7. Operation

(o) Fire Alarm

- 1. Speakers
 - (aa) Type
 - (bb) Location
 - (cc) Operation
- 2. Pull Stations
 - (aa) Type
 - (bb) Location
 - (cc) Operation
- 3. Phone Jacks
 - (aa) Type
 - (bb) Location
 - (cc) Operation
- 4. P.A. System
- 5. Tape/alarm system
- 6. Central Station
- 7. Operation of alarm

(p) Fire Extinguisher

- 1. Size
- 2. Location
- 3. Type
- 4. Service Tag

(q) Any other fire inspections required to verify FIRE CODE compliance.

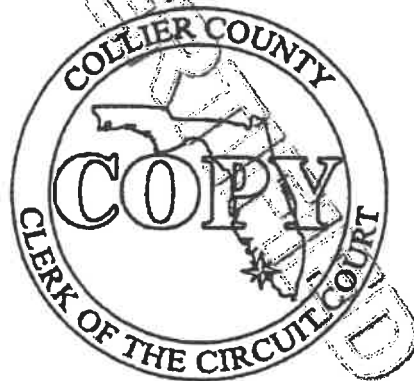
2. Construction Project Inspections.

The FIRE DISTRICTS agree to perform the following inspections and the COUNTY agrees to pay the ADMINISTRATIVE DISTRICT at the rate provided in Collier County Resolution No. 2001-313, and any amended or successor resolution, for the inspections.

(a) Fire Sprinkler System Installations

The following inspections shall be performed:

- 1. Pressure test
- 2. Pressure test after 2 hours



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- 3. Location of head
- 4. Type of heads
- 5. Fire department connection
- 6. Location of fire department connection
- 7. Gauges
- 8. Operation
- 9. Notice of compliance inspection

(b) **Hood System Installation or Spray Booth Installation**
 The following inspections shall be conducted on kitchen hood systems or spray booths with dry chemical, carbon dioxide or halon systems:

- 1. Piping
- 2. Heads- location
- 3. Size
- 4. Type
- 5. Service tag
- 6. Fan
- 7. Height
- 8. Clearances
- 9. Operation
- 10. Notice of compliance inspection

(c) **Flammable Liquids and Gas Tank Installations**
 The following inspections shall be performed:

- 1. Location
- 2. Anchoring
- 3. Piping
- 4. Notice of compliance inspection

(d) **Fire Hydrant Installations**
 The following inspections shall be performed:

- 1. Thrust block inspection
- 2. Type
- 3. Height from streamer port to ground
- 4. Threads
- 5. Location
- 6. Access
- 7. Notice of compliance inspection

(e) **L. P. Gas Installations**
 The following inspections shall be performed:

- 1. Location
- 2. Anchoring
- 3. Piping
- 4. Notice of compliance inspection

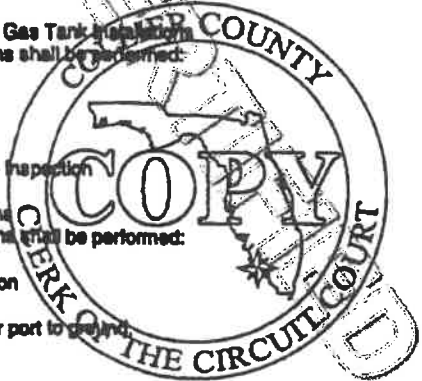
(f) **Minimum Fire Inspection Fee.**

3. Re-inspection fees.

The COUNTY shall pay the ADMINISTRATIVE DISTRICT in accordance with Collier County re-inspection fee schedule found in Collier County Resolution 2001-313, and any amended or successor resolution, for every properly documented re-inspection conducted by the FIRE DISTRICTS.

4. Certificate of Occupancy.

No Certificate of Occupancy shall be issued until a determination is rendered by the BUILDING OFFICIAL, or



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his / her designee, that the construction is in compliance with the Statewide BUILDING CODES (Plumbing, Mechanical, Building and Electrical Code) as adopted by the County, and a Notice of Fire Compliance issued.

5. Collection and Disbursement of Inspection Fees.

The COUNTY shall be responsible for the collection and disbursement of fees to the ADMINISTRATIVE DISTRICT, including building plan review, fire inspection fees and fire re-inspection fees, based upon information provided by the FIRE CODE OFFICIAL and the FIRE DISTRICTS. Disbursement to the ADMINISTRATIVE DISTRICT shall occur by the twentieth (20th) working day following the last day of the calendar month in which the fees were collected. A copy of the COUNTY'S distribution listing by district shall be provided along with the check and the calculation sheet of the amount being remitted.

SECTION SEVEN: Required Inspection for Existing Structures.

The FIRE DISTRICTS agree to perform the following inspections on existing structures within their districts at no charge to the COUNTY. These inspections to be performed include, but are not limited to, the following types of inspections:

- (a) **Fire Extinguishers**
 1. Type
 2. Size
 3. Location
 4. Height
 5. Service Tag.
- (b) **Means of Egress**
 1. Fire Rating
 2. Doors
 3. Emergency Lighting
 4. Obstruction
 5. Travel Distance
- (c) **Fire Sprinkler**
 1. Verify existing Fire Sprinkler Systems have been inspected per NFPA 25.
- (d) **Fire Alarms**
 1. Manual Pull Stations Locations
 2. Smoke Detector Locations
 3. Heat Detector Locations

SECTION EIGHT: Position Funding.

The office of the FIRE CODE OFFICIAL shall be funded by the current funding operation. The current funding arrangement is specified in Collier County Resolution 2001-313 and any amended or successor resolution. The fire plan review fees shall continue to be collected by the County and forwarded to the ADMINISTRATIVE DISTRICT in the appropriate amount. The ADMINISTRATIVE DISTRICT shall utilize these funds to support the budget for the FIRE CODE OFFICIAL'S Office.

SECTION NINE: General.

1. The FIRE CODE OFFICIAL shall represent all independent and dependent FIRE DISTRICTS in Collier County, which are parties to this Agreement.
2. The COUNTY shall provide rental office space within the Community Development and Environmental Services building for the office of the FIRE CODE OFFICIAL to conduct his duties. Said rental space shall be provided in accordance with the Lease Agreement dated _____ entered into between the County and the East Naples Fire Control and Rescue District, which Lease is attached hereto as Exhibit "A." Said Lease Agreement addresses the amount of rent to be paid to Collier County for the FIRE CODE OFFICIAL'S Office and also addresses issues

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such as access to the COUNTY'S computer system, office equipment and telephone system to the FIRE CODE OFFICIAL'S OFFICE.

3. The FIRE CODE OFFICIAL'S office shall be open during the normal business hours of other offices in the Development Services building.

4. The FIRE DISTRICTS shall provide FIRE SAFETY INSPECTORS, in accordance with Chapter 833, Florida Statutes, to perform the required fire inspections listed in Section Six of this Agreement. The FIRE DISTRICTS need not provide certified FIRE SAFETY INSPECTORS to perform inspections of existing structures pursuant to Section Seven of this Agreement, however, these inspections shall be performed by appropriately trained personnel of the FIRE DISTRICTS.

5. The COUNTY shall provide the necessary enforcement authority for the FIRE DISTRICTS to conduct plan review and inspections for new construction.

6. The FIRE DISTRICTS agree to continue to enforce the FIRE CODE on existing buildings and when violations are found the FIRE DISTRICTS, or anyone of them, shall pursue enforcement through the Collier County Code Enforcement Board, State Attorney, or other agencies as allowed by law. The FIRE DISTRICTS, or anyone of them, shall in coordination with County staff prepare and present the case to these agencies, perform all follow-up investigations and provide any necessary documentation for future action by the FIRE DISTRICTS, or anyone of them, with the agency involved.

7. The COUNTY shall adopt the FIRE CODE as required by Florida Statutes and shall review amendments thereto requested by the FIRE DISTRICTS.

8. The FIRE CODE OFFICIAL and his/her office staff shall be employees of the ADMINISTRATIVE DISTRICT and subject to the personnel policies and rules of the ADMINISTRATIVE DISTRICT and policies and procedures developed for the office. In no event is the COUNTY intended to stand in an employer-employee relationship with either the FIRE CODE OFFICIAL or ASSISTANT FIRE CODE OFFICIAL.

SECTION TEN: Conflicts and Appeals

1. In the event of a conflict between the applicable minimum BUILDING CODE and the applicable minimum FIRE CODE, it shall be resolved by agreement between the BUILDING OFFICIAL and the FIRE CODE OFFICIAL in favor of the requirement of the code, which offers the greatest degree of life safety or alternatives which would provide an equivalent degree of life safety and an equivalent method of construction.
2. In the event that the BUILDING OFFICIAL and FIRE CODE OFFICIAL are unable to agree on a resolution of the conflict between the applicable minimum BUILDING CODE and the applicable minimum FIRE CODE, the BUILDING OFFICIAL shall render a temporary decision to resolve the conflict.
3. An applicant for a building permit may appeal any decision made by the FIRE CODE OFFICIAL and the BUILDING OFFICIAL or any temporary decision made by the BUILDING OFFICIAL to the BOARD in accordance with the procedures stated in Division 5.4 of the Collier County Land Development Code. Should construction continue during the appeal of a decision or temporary decision, it shall be at the risk of the contractor or permit holder.
4. All decisions of the FIRE CODE OFFICIAL and/or the BUILDING OFFICIAL and all decisions of the Board shall be in writing. Decisions of general application shall be indexed by Building and FIRE CODE sections and shall be available for inspection at the COUNTY'S Development Services building during normal business hours.
5. In the event a conflict of code or interpretation develops between the FIRE CODE OFFICIAL and a representative of one of the FIRE DISTRICTS, the conflict shall be resolved by a committee of members to be known as the Fire Board of Adjustments and Appeals. The persons on this

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committee shall be the Fire Marshals or Fire Official of each participating Fire District. The Board shall operate in accordance with the procedures attached as Exhibit "B". Each committee member shall have one (1) vote and any decision shall be rendered by majority vote. All decisions of this committee shall be in writing and mailed to each Fire District, the FIRE CODE OFFICIAL and the BUILDING OFFICIAL. The disagreeing parties shall not have a vote on the issues in question.

6. Major field modifications shall be directed through the FIRE CODE OFFICIAL'S Office by way of a revision process.

SECTION ELEVEN: Notices.

Any notice made pursuant to this Agreement by the COUNTY to the ADMINISTRATIVE DISTRICT shall be in writing and delivered by hand or by the United States Postal Service, certified mail, return receipt requested, postage prepaid, addressed to the following: East Naples Fire Control and Rescue District, 4798 Davis Blvd., Naples, Florida 34104. All invoices and payments shall be sent to the East Naples Fire Control and Rescue District. Any notice required or made pursuant to this Agreement by the ADMINISTRATIVE DISTRICT to the COUNTY shall be in writing and delivered by hand or by the United States Postal Service certified mail, return receipt requested, postage prepaid, addressed to the following: County Administrator, Collier County Government Center, 3301 Tamiami Trail East, Naples Florida 34112, with a copy to Administrator, Community Development & Environmental Services Division, 2800 North Horseshoe Drive, Naples, Florida 34104.

Any notice required to be provided to any FIRE DISTRICT shall be mailed to the Chief of the Fire District at the fire station in which his office is located.

SECTION TWELVE: Term and Termination.

The Agreement shall remain in effect until terminated by either the COUNTY or the ADMINISTRATIVE DISTRICT. The COUNTY or the ADMINISTRATIVE DISTRICT may terminate this Agreement with or without cause by providing written notice to all other parties to this Agreement. Such termination shall be effective forty-five (45) days from receipt of such written notice.

If an independent or dependent Fire District that is a party to this Agreement wishes to withdraw from this Agreement, it shall provide written notice of its withdrawal to the COUNTY and the COUNTY shall have forty-five (45) days to give notice of termination to the ADMINISTRATIVE DISTRICT. If the COUNTY wishes to terminate this Agreement, if no such termination notice is delivered by the COUNTY, this Agreement shall be deemed modified to exclude the withdrawing district.

SECTION THIRTEEN: Entire Agreement and Amendment of this Agreement.

This Agreement contains the complete and entire understanding of the parties. Other than as stated in Section Twelve, this Agreement may only be amended by a written instrument duly executed by the parties with the same formalities as the original.

SECTION FOURTEEN: Termination of Prior Interlocal Agreements.

Upon the effective date of this Agreement, all prior interlocal agreements between the COUNTY and the FIRE DISTRICTS on the same subject shall be terminated.

SECTION FIFTEEN: Recording.

In accordance with § 163.01(11), Florida Statutes, this Agreement shall be recorded by the Clerk of the Circuit Court in the official records of Collier County, Florida.

SECTION SIXTEEN: Effective Date.

This Agreement shall become effective upon its execution by the COUNTY and the FIRE DISTRICTS and its filing in the Official Records of Collier County, Florida.

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IN WITNESS WHEREOF, this Agreement was signed, sealed and witnessed on the respective dates set forth below.

ATTEST:
 DWIGHT H. ROCK, JR.
 Clerk of the Circuit Court
 Collier County, Florida

[Signature]
 Witness

[Signature]
 Witness

BOARD OF COUNTY COMMISSIONER
COLLIER COUNTY, FLORIDA

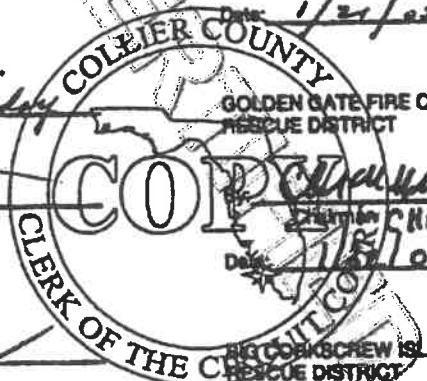
By: *[Signature]*
 Date: 1-28-03

NORTH NAPLES FIRE CONTROL and
RESCUE DISTRICT

By: *[Signature]*
 Chairman Christopher Lombardo
 Date: 1/21/03

[Signature]
 Witness

[Signature]
 Witness



GOLDEN GATE FIRE CONTROL and
RESCUE DISTRICT

By: *[Signature]*
 Chairman CHARLES Mc MAHON SR.
 Date: 1/21/03

[Signature]
 Witness

[Signature]
 Witness

BIG CORKSCREW ISLAND FIRE CONTROL
RESCUE DISTRICT

By: *[Signature]*
 Chairman
 Date: 1/22/03
 George Eckhardt

[Signature]
 Witness

[Signature]
 Witness

IMMOKALEE FIRE CONTROL DISTRICT

By: *[Signature]*
 Chairman
 Date: 1/24/03

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RBQ 1-16-03
Witness

EAST NAPLES FIRE CONTROL and
RESCUE DISTRICT

David Bishop
Witness

By: [Signature]
Chairman

Date: _____

ATTEST:
[Seal of Collier County Clerk]

BOARD OF COUNTY COMMISSIONERS
COLLIER COUNTY, FLORIDA AS THE
GOVERNING BOARD OF THE OCHOPEE FIRE
DISTRICT

By: [Signature]
Date: 1-28-03

ATTEST:
[Seal of Collier County Clerk]

COLLIER COUNTY
CLERK OF THE CIRCUIT COURT

BOARD OF COUNTY COMMISSIONERS
COLLIER COUNTY, FLORIDA AS THE
GOVERNING BODY OF THE ISLES OF CAPRI
MUNICIPAL RESCUE AND FIRE SERVICES
TAXING DISTRICT
By: [Signature]
Date: 1-28-03

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

[Signature]
Robert N. Zachary
Assistant County Attorney

h:\R\Z\Agreements\FireControl&Rescue\interlocal2003

EXHIBIT B

AMENDED INTERLOCAL AGREEMENT BETWEEN IMMOKALEE FIRE CONTROL DISTRICT AND NORTH COLLIER FIRE CONTROL AND RESCUE DISTRICT

Pursuant to Section 163.01 and Chapter 191, Florida Statutes, this Interlocal Agreement ("Agreement") is entered into on the 21st day of May, 2015, amended on the 21 day of June, 2016, and again amended this 10 day of May, 2018 between the Immokalee Fire Control District ("IFCD"), an independent special fire control and rescue district created and operating pursuant to chapter 191, Florida Statutes, and chapter 2000-393, Laws of Florida, and the North Collier Fire Control and Rescue District ("NCFRD"), an independent special fire control and rescue district created and operating pursuant to chapter 191, Florida Statutes, (collectively referred to as the "Parties"), and sets forth the terms and conditions to which the Parties agree for the purpose of providing review and approval of fire code compliance of plans and specifications for the construction, erection, alteration, repair or demolition of any building before a permit for such work may be issued and any *inspection services that may be deemed applicable for compliance of Federal, State and local regulations.*

WITNESSETH

WHEREAS, the IFCD and NCFRD are independent fire control and rescue districts located within the boundaries of Collier County, Florida; and

WHEREAS, the IFCD and NCFRD both share the same mission of providing the highest level of service in the most cost efficient manner; and

WHEREAS, Section 633, Florida Statutes, requires examination, review and approval, by both the building official and the appropriate fire inspector, of plans and specifications for the construction, erection, alteration, repair or demolition of any building before a permit for such work may be issued; and

WHEREAS, NCFRD provides fire code plan review *and inspection services* within its jurisdiction; and

WHEREAS, IFCD desires to contract with NCFRD to provide fire code plan review and inspection services within its jurisdiction; and

WHEREAS, the Agreement is specifically authorized by Florida law including, but not necessarily limited to, the provisions of Chapters 163, 191, and 633, Florida Statutes.

NOW THEREFORE, in consideration of the mutual promises contained herein and given by each party to the other, the Parties hereby do covenant and agree as follows:

Section 1–Recitations:

The recitations set forth above ("Whereas" clauses) are Incorporated herein by reference in their entirety and form a material part of this Agreement upon which the Parties have relied.

Section 2 – Legal Authority:

This Agreement is entered into pursuant to the provisions of Section 163.01, Florida Statutes, the Florida Cooperation Act of 1969, and other applicable law. In entering this Agreement, the ICFD and NCFRD are fully cognizant of the constitutional limitations of the transfer of powers set forth in Article VII, Section 4 of the Constitution of the State of Florida.

Section 3 – Purpose:

The purpose this Agreement is for NCFRD to provide fire code plan review and inspection services to IFCD.

Section 4 – Fire Code Plan Review and Inspection Services:

A. Scope of Service

- 1) Provide examination, review and approval of building plans and site plans that are not completed by IFCD for compliance with the Florida Fire Prevention Code, local ordinances and IFCD resolutions.
- 2) IFCD plans will be reviewed based on the same schedule, using the same processes and procedures, and with the same turn-around time as NCFRD plans.
- 3) Provide inspection services that are not completed by IFCD for compliance with the Florida Fire Prevention Code, local ordinances and IFCD resolutions.

B. Relationship of Employees

- 1) This Agreement does not, and shall not, be construed to make any employee of the NCFRD an employee of the IFCD for any purpose whatsoever.

C. Financial Considerations

- 1) The fees collected for the plan review pursuant to IFCD Resolution 2008-03-01, 2010-12-02, and 2011-7-3 shall be paid directly to NCFRD by Collier County in the same manner the fees for NCFRD are currently collected and distributed. 100% of all fees collected for plans review shall be due to and retained by NCFRD for performance of the plans reviews.
- 2) The fees collected for inspection services pursuant to IFCD adopted by resolutions, shall be paid directly to NCFRD by IFCD.
- 3) NCFRD upon approval by IFCD Fire Chief or designee shall purchase necessary software licensure to provide accurate record keeping of inspection services rendered.

Section 5 – Liabilities & Indemnification:

A. Liabilities/Indemnification

- 1) To the extent permitted by law and as limited by Section 768.28, Florida Statutes, IFCD shall defend, indemnify and hold harmless NCFRD and its officers, employees, or agents from any and all liability, losses or damages, including attorneys' fees and costs of defense, which IFCD or its officers, employees or agents may incur as a result of any claim, demand, suit or cause of action or proceeding of any kind or nature arising out of, relating to, or resulting from the negligence of NCFRD. I shall promptly notify NCFRD of each claim, cooperate the defense and resolution of each claim not settle or otherwise dispose the participation.
- 2) Each party shall be responsible for any damage or to persons or property arising out of the negligence or willful and intentional acts of the agents for the negligent party. The negligent or willful party shall save, defend and hold harmless the other party.
- 3) The indemnification provisions of this Agreement shall survive termination of this Agreement for any claims that may be filed after the termination date of the Agreement provided the claims are based upon actions that occurred during the performance of this Agreement.

B. Liability Insurance/Worker's Compensation/Disability

- 1) Although the official acts of the Plan Reviewers *and Fire Inspectors* should be entitled to immunity under Florida Statutes

Section 6 - Notices:

Whenever any party is required to give or deliver any notice to any other party, or desires to do so, such notices shall be sent via certified mail, private postal service or hand delivery to:

IFCD:

Patricia Anne Goodnight
Chair
Immokalee Fire Control District
502 E. New Market Road Immokalee, FL 34142
Telephone: (239) 657-2111

With a Copy to:

Michael Choate
Fire Chief/District Manager
Immokalee Fire Control District

502 E. New Market Road
Immokalee, FL 34142
Telephone: (239) 657-2111

NCFRD:

J. Christopher Lombardo
Chair
North Collier Fire Control and Rescue District
1885 Veterans Park Drive
Naples, FL 34109
Telephone: (239) 597-3222

With a Copy to:

James Cunningham
Fire Chief
North Collier Fire Control and Rescue District
1885 Veterans Park Drive
Naples, FL 34109 Telephone:
(239) 597-3222

Section 7 – Records, Retention, Audit:

A. Each party shall keep records with respect to the expenditure of funds paid by it under this Agreement. All such records shall be retained pursuant to Section 119.021, Florida Statutes, and the records retention schedule adopted as rules the Division of Library and Information Services of the Department of State.

B. The Board of Fire Commissioners or their respective designee, from either party, may inspect and/or audit the financial records of the other party upon reasonable notice. Reasonable notice should include a written request of a minimum of seven (7) working days prior to the intended site visit and the specific records to be inspected.

C. Each party shall provide the other party's Board of Fire Commissioners or its designee access to the records during regular business hours. If in any audit of a party's records relating to this Agreement, either party finds a discrepancy between the actual amount of funds paid and the requirements of the Agreement, then the party shall within thirty (30) days or receipt of written notification from the other party, either credit/debit the party the amount of the discrepancy or refund the same. If either party disagrees with the other's audit, the party shall notify the other party's Board of Fire Commissioners within fifteen (15) days of the receipt of the audit findings requesting an independent audit. The Parties' respective Board of Fire Commissioners shall select a mutually agreed upon independent auditor to review the audit and resolve the discrepancies. The auditor's

fee shall be paid by the Parties equally.

Section 8 – Severability: If any term or provision of this Agreement shall to any extent be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each remaining term or provision of the Agreement shall be valid and enforceable to the fullest extent permitted by law.

Section 9 – Waiver of Jury Trial: The Parties irrevocably, knowingly agree to waive their rights to a trial by jury in any action to enforce the terms or conditions of this Agreement.

Section 10 – Counterparts: This Agreement may be signed in one of more counterparts, each of which when executed shall be deemed an original and together shall constitute one and the same instrument.

Section 11 – Choice of Law: This Agreement shall be governed by the laws of the State of Florida. Venue shall lie in Collier County.

Section 12 – Effective Date and Term:

- A. This Agreement shall be effective from the date of execution by the last party and shall continue thereafter unless terminated by either party without cause or liability, except as the indemnification provided herein, with written notice to the other.
- B. Written notice must be given not less than thirty (30) days prior to the termination date and shall be deemed delivered when a copy is delivered the other party by certified or registered mail, return receipt requested.
- C. Upon notice of termination, the IFCD and the NCFRD shall mutually agree to the amounts due according to services rendered, if applicable, and terms of payment of each party for any services provided by NCFRD up to the date of termination.

Section 13 – Integration: This Agreement (and all exhibits thereto) constitutes the entire understanding and agreement between the Parties hereto with respect to the subject matter herein. No modification or amendment of this Agreement shall be valid and binding upon the Parties unless in writing and executed by the Parties to be bound thereby with the same formalities of this Agreement. Each person executing this Agreement warrants and represents that he or she has full authorization to bind their respective party. This Agreement supersedes all prior and contemporaneous Agreements and understandings of the Parties, if any, relating to the same matters, but not any other Agreements between the Parties.

IN WITNESS WHEREOF, the Parties to this Agreement have caused the same to be signed by their duly authorized representatives this 17 day of May, 2018.

ATTEST:

Alma Rosa Valladas

Signature
Authorized Attesting Authority

Alma Rosa Valladas
Printed Name

IMMOKALEE FIRE CONTROL DISTRICT

P. A. G. G. G.
Signature

Chair of Board
Title

P. A. Gooding Lt
Printed Name

ATTEST:

Lori Freiburg

Signature
Authorized Attesting Authority

Lori Freiburg
Printed Name

**NORTH COLLIER FIRE CONTROL
AND RESCUE DISTRICT**

[Signature]
Signature

CHAIRMAN
Title

J. CHRISTOPHER LOMBARDO
Printed Name

EXHIBIT C

**SCHEDULE OF FEES TO BE COLLECTED
BY COLLIER COUNTY**

**Immokalee Fire Control District
Effective January 1, 2024**

PERMIT PLAN REVIEW AND INSPECTION FEES	
Section I. FIRE CODE COMPLIANCE PLAN REVIEW FEES	
1.) Application Review Fee	\$150.00 minimum
2.) Architectural plan review (Application fees for building permit based on the declared job value)	I. 0.57% of declared job value under \$100,000.00 II. \$500.00 plus 0.055% of declared job value equal to or greater than \$100,000.00
3.) A/C Change Out	\$150.00
4.) Cell Tower	\$150.00
5.) Change of Occupancy	\$200.00
6.) Demolition	I. Demo Building- full/partial \$150.00 II. Demo Fire Alarm System \$500.00 III. Demo Fire Sprinkler System \$150.00
7.) Dumpster Enclosure	\$150.00
8.) Emergency Responder Radio Systems	\$300.00
9.) Fence/Gates	\$150.00
10.) Fire Alarms	I. Zoned/Conventional - \$150.00 plus, \$20.00 Per Zone II. Intelligent/Addressable - \$150.00 plus, \$1.00 Per Device III. Dedicated Function - \$200.00
11.) Fire Alarm Monitoring	I. Non-Campus - Style \$150.00 II. Campus Style - \$200.00
12.) Fire Pump	\$300.00
13.) Fire Sprinkler Systems	\$150.00 plus \$1.00 per Head
14.) Fossil Fuel Storage System	\$150.00 plus \$75.00 each Tank
15.) Generator	\$250.00
16.) Hoods	\$150.00
17.) Low Voltage	\$150.00
18.) L.P. Gas	\$150.00 plus \$10.00 per Tank

19.) Marine	\$150.00
20.) Mechanical Ventilation	\$150.00
21.) Pool	\$150.00
22.) Pre-Engineered Fire Suppression Systems	I. Total Flood System - \$150 Base plus, \$20 per Bottle and \$10 per Device II. Hood System - \$150* plus, \$10 per Bottle
23.) Shutters or Similar Items	\$150.00 per Unit
24.) Solar	\$150.00
25.) Spray Booths or Rooms	\$150.00 each
26.) Standpipes	\$150.00
27.) Tents	\$150.00 plus \$10.00 each Tent
28.) Underground Fire Line	\$150 plus \$.20 per Linear Foot
29.) Water Feature	\$150.00
30.) Window/Door Replacements	\$150.00 per Unit
31.) Fire Minimum Fee	\$150.00
32.) Fire Revision Fee	\$150.00 minimum, plus additional fees as applicable, i.e., per head if adding items etc.
33.) Plan Review Fees listed above include an initial review and one re-review. Additional review fees will be provided as follows:	
<ul style="list-style-type: none"> • Third Correction: 35% of initial fire plan review fee, with a minimum fee of \$125.00 • Fourth Correction: 60% of initial fire plan review fee, with a minimum fee of \$200.00 • Fifth Correction: 100% of initial fire plan review fee, with a minimum fee of \$300.00 • Sixth and Subsequent Corrections or Re-Reviews: 150% of initial fire plan review fee, with a minimum of \$500.00. • Seventh Correction: Department of Business and Professional Regulations will be notified. 	
Section II. FIRE CODE COMPLIANCE INSPECTION FEES	
1.) Building Construction Inspections	I. Single Story - \$300.00 plus \$0.03 per square foot II. Multi Story/Level - \$250.00 per floor plus \$0.03 per square foot for the entire structure III. Remodels & Alterations: \$300.00 per floor, level plus \$0.20 per square foot
2.) A/C Changeouts	\$150.00
3.) Alternate Water Supply	\$600.00
4.) Cell Tower	\$150.00

5.) Change of Occupancy	\$150.00
6.) Demolition	\$250.00
7.) Dumpster Enclosures	\$150.00
8.) Emergency Responder Radio Systems	\$300.00 per System plus \$100.00 per floor
9.) Fire Alarm Systems	<ul style="list-style-type: none"> I. New - \$350.00 per floor, level, tower plus \$0.75 per device II. Remodels - \$250.00 per floor, level, per tower plus \$2.00 per device III. Dedicated Function - \$250.00 IV. New - Monitoring <ul style="list-style-type: none"> a. Non-Campus Style: \$150.00 b. Campus Style: \$150.00 per building
10.) Fire Pumps	\$300.00 each
11.) Fire Sprinklers	<ul style="list-style-type: none"> I. New - \$350.00 per floor, level, tower plus \$1.00 per head II. Remodels - \$250.00 per floor, level, per tower plus \$2.00 per head
12.) Fire Alarm System Project	<ul style="list-style-type: none"> I. Modification - \$200.00 base fee plus \$20.00, covers maximum of 20 device/components II. Replacement/Install Communicator or a Monitoring change - \$200.00
13.) Fire Sprinkler System Project	<ul style="list-style-type: none"> I. \$200.00 base fee plus \$20.00 covers maximum number of 20 heads
14.) Fossil Fuel Storage	<ul style="list-style-type: none"> I. Above Ground - Install, removal, or abandoned, \$150.00 plus \$50.00 per tank II. Underground – Install, removal or abandoned, \$150.00 plus \$100 per tank
15.) Generators	\$250.00
16.) Hoods	\$200.00 each plus \$2.00 per linear foot of duct
17.) Low Voltage	\$150.00
18.) LP Gas	<ul style="list-style-type: none"> I. Above Ground - Install, removal, or abandoned, \$150.00 plus \$10.00 per tank II. Underground – Install, removal or abandoned, \$150.00 plus \$25.00 per tank
19.) Mechanical Ventilation	\$150.00
20.) Pre-Engineered Systems	<ul style="list-style-type: none"> I. Total Flood System - \$150.00 plus \$25.00 per bottle and \$10.00 per device

	II. Hood system - \$150.00 plus \$20.00 per bottle
21.) Shutters and Similar items	\$150.00 per unit
22.) Solar	\$150.00 per Building
23.) Spray Booths or Rooms	\$200.00 each
24.) Standpipes	\$150.00 each per independent riser
25.) Tents	\$150.00 plus \$25.00 each Tent
26.) Underground Fire Line	\$150.00 plus \$1.00 per linear foot, plus \$50 per hydrant restraint if not charged at District
27.) Window/Door Replacements	\$150.00 per unit
28.) Minimum Inspection Fee	\$150.00
<i>Fire Review and Inspection Fees are non-refundable if Reviews and/or Inspections were already conducted.</i>	
Section III. PLANNING & ZONING AND DEVELOPMENT REVIEW FEES	
*Pre-Application Meeting (PREAP) (Applied as credit towards fire review fee upon submittal of application if within 9 months of the pre-app meeting date)	\$150.00
Alternate Water Supply Review (SDP/PPL)	\$250.00
Carnival/Circus Permit (CARN)	\$150.00
*Conditional Use (CU)	\$150.00
*Construction Plans (CNST)	\$150.00
Construction Plan, Insubstantial (ICP)	\$150.00
*Mixed Use Project (MUP)	\$200.00
Nominal Approval Process (NAP)	\$150.00
*Planned Unit Development (PUDZ)	\$300.00
*PUD to PUD Rezone (PUDR)	\$300.00
*Planned Unit Development Amendment (PUDA)	\$150.00
PUD Minor Change (PMC)	\$150.00
Planned Unit Development, Insubstantial (PDI)	\$150.00
*Plans and Plat Construction (PPL)	\$200.00
*Plans and Plat Construction Amendment (PPLA)	\$150.00
*Preliminary Subdivision Plat (PSP)	\$150.00

Preliminary Subdivision Plat Amendment (PSPA)	\$150.00
*Site Development Plan (SDP)	\$300.00
*Site Development Plan Amendment (SDPA)	\$200.00
Site Development Plan, Insubstantial (SDPI)	\$150.00
*Site improvement Plan (SIP)	\$200.00
Site Improvement Plan, Insubstantial (SIPI)	\$150.00
Special Event/Temporary Use Permit	\$150.00
Street Name Change (SNR or SNNP)	\$150.00
*Stewardship Receiving Area (SPR)	\$1,000.00
Minimum Review of Planning Petitions for Fire Code Compliance IF REQUIRED shall be \$150.00 unless otherwise listed above or determined not applicable previously.	\$150.00

3.

**Update on
Cooperative
Arrangement
With
Collier County
for
Joint Employment
of the Fire Chief**



Immokalee Fire Control District

Regular Board Meeting

Thursday, May 16, 2024

Meeting Date: May 16, 2024

Prepared By: Chief Financial Officer Becky Bronsdon

Date Prepared: May 1, 2024

Subject: Update from Fire Chief Michael Choate Regarding the Cooperative Arrangement Between the District and Collier County for Dual Employment of the Fire Chief

Objective:

Update by Chief Choate on the status of the arrangement with Collier County for dual employment of the Fire Chief.

Background Information:

In June of 2023, Collier County approached the District to request the assistance of Fire Chief Choate in improving the delivery of emergency services throughout Collier County, and in particular to the Immokalee Fire District.

At the August 24, 2023 Board Meeting, the Board of Fire Commissioners adopted the Second Amendment to the Employment Agreement between the District and Chief Choate that allowed the Chief to perform his duties wherever necessary throughout the geographic territory legislatively designated to the District, as well as at locations outside of the District for business meetings, remote work and other purposes representing the District's interests. The Second Amendment also removed the reference to a specific number of hours of work each week, recognizing and retaining the position's full-time status.

Over the course of the last several months, the Chief has held dual employment with Collier County and the District. He has performed his duties as the Fire Chief and District Manager of the District, as well as provided Collier County with the requested assistance.

The resulting benefits of this cooperative arrangement have improved the level of emergency medical service throughout the County and particularly in the Immokalee Fire District. Among the accomplishments achieved during this period are:

- Expansion of the Certificate of Public Convenience and Necessity ("COPCN") process to allow, through a credentialing process, the Immokalee Fire Control District to provide Advanced Life Support Services ("ALS") within its legislative boundaries. Without this

expansion of the COPCN, the District was only authorized to perform Basic Life Support Services (“BLS”). This dramatically increased the resources available to the residents of our community.

- Expansion of the COPCN process to allow emergency medical transport by agencies other than Collier County EMS.
- Improved communication and cooperative efforts between all of the Fire Districts in Collier County and Collier County EMS.
- Moved a single unit paramedic (EMS-84) to Immokalee to shift from each of the 30 zones to cover when an Advanced Life Support (ALS) Unit leaves the Immokalee Fire District to transport a patient. This provides that initial on scene time of a paramedic for treatment that may otherwise not be available.
- Implemented unified medical protocols County-wide, thereby allowing the equalization of medical treatment and training of all agencies including Immokalee, across the County. Reallocation of all ALS units across the County to keep our EMS units in zone more often to prevent them from shifting west into busier areas. This provides better coverage within our District for 9-1-1 calls.
- Working as a mediator between the County public safety department and all fire agencies to explore a multiagency cooperative agreement to include strategic services such as: purchasing/procurement, facilities management, fleet services, central warehousing and supply/delivery etc.
- Overseeing the upgrade of the County’s critical 800 MHZ infrastructure. Immokalee is currently only covered with a singular link to the rest of the County’s communications system. Upon completion of this upgrade, the Immokalee Fire Control District will have a redundant fiber connection as well as multiple line-of-sight microwave connections to ensure a constant link of radio communications when needed the most.

In addition, Chief Choate has continued to serve as the President Elect of the Florida Fire Chief’s Association in preparation of his upcoming role of President of the Florida Fire Chief’s Association. While these volunteer roles require the Chief to travel outside of the District, this exposure has allowed the Chief to continue to provide valuable legislative influence in both the State of Florida and the United States legislatures, benefitting the District and all fire agencies in the State of Florida.

Initially, it was intended that the cooperative arrangement with the County for dual employment of the Chief would conclude in June of 2024. It now appears that it will be optimum to continue this arrangement through December of 2024, with the initial phasing out of the provision of services to the County beginning during the next several months including incrementally increasing the Chief’s physical presence at the District offices.

This cooperative arrangement has benefitted the District and the County as a whole, and in order to maximize the results, the additional time is necessary. The Chief has, and will continue to, serve as the Immokalee Fire Chief and District Manager, performing his duties as necessary, and maintaining daily communication with staff, the Board, and community stakeholders as needed.

Under the current Employment Agreement, the Board or the Chief has the option to give notice of opening the Employment Agreement on or before May 31, 2024, to accommodate any requests for revisions. Similarly, if the Board were to conclude at some point that this dual employment is no longer beneficial to the District or negatively impacts the District, the Board could end its authorization for the dual County employment with 30 days' notice.

District staff continues to work with the County regarding funding as it relates to this cooperative relationship and will continue to provide updates on the progress.

Attachments:

None

4.

Approval

of

Job Descriptions

by

Adoption

of

Resolution 2024-009



Immokalee Fire Control District

Regular Board Meeting

Thursday, May 16, 2024

Meeting Date: May 16, 2024
Prepared By: Chief Financial Officer Becky Bronsdon
Date Prepared: May 6, 2024
Subject: Approval of Job Descriptions by Adoption of Resolution 2024-009

Objective:

Obtain Board approval of job descriptions identified below by Adoption of Resolution 2024-009.

Background Information:

For the last few years, staff has been in the process of updating policies and procedures, including job descriptions for positions filled, as well as for positions anticipated to be necessary in the near future.

Staff is presenting three job descriptions for approval:

1. Deputy Chief (Attachment 1)
2. Chief Financial Officer (Attachment 2)
3. Deputy Director of Finance (Attachment 3)

The first two job descriptions are for positions currently in existence and provided for in the 2023-2024 General Fund Budget.

The job description for Deputy Director of Finance is for a new position. Approval of the job description does not approve funding the position. A separate agenda item discusses the need for that position and the timeline for its funding.

Recommendation:

Staff recommends the Board approve the three job descriptions by adoption of Resolution 2024-009 (Attachment 4).

Attachments:

Attachment 1: Job Description – Deputy Chief
Attachment 2: Job Description – Chief Financial Officer
Attachment 3: Job Description – Deputy Director of Finance
Attachment 4: Resolution 2024-009

IMMOKALEE FIRE CONTROL DISTRICT

JOB DESCRIPTION

Job Title: Deputy Chief

Department: Administration

FLSA STATUS: Exempt

POSITION SUMMARY

The Deputy Chief serves as the second-in-command of the District only to the Fire Chief. The Deputy Chief reports to the Fire Chief and oversees operational, managerial, and support functions of the District.

SUPERVISORY RESPONSIBILITIES

Oversees all employees, with the exception of the Fire Chief, responsible for interviewing, hiring, planning, assigning, and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

Handles discipline of employees in accordance with all applicable State laws and District policies.

ESSENTIAL FUNCTIONS

The Essential Functions contained within this Position Description are representative of the required responsibilities for the position, and may not include all responsibilities. The omission of specific statements of duties does not exclude them from the position's responsibilities if the work is similar, related or a logical assignment for this position. Other duties may be required as assigned.

Leadership

- Plan, lead, direct, develop, and coordinate the District's policies, activities, and staff, ensuring legal compliance and implementing the District's mission. The Deputy Chief acts in the absence
- of the Fire Chief as the District's interim authority.
- Acts as liaison between all personnel and the Fire Chief.
- Will temporarily assume duties associated with the position of any vacancy of a direct report.
- May be required to prepare agenda items and supporting material for District meetings.

Personnel Management

- Makes recommendations to the Fire Chief, regarding selection and hire, evaluations of performance, promotions, and disciplinary actions up to and including termination.
- Effectively communicates directives, policies, and procedures to all staff.
- The Fire Chief can direct the Deputy Chief to be the lead negotiator for labor relations, exercising authority on behalf of the Fire Chief to issue grievance resolves, negotiate materials, conduct labor-management relations, issue opinions to the union on behalf of the District, schedules public meetings and proceedings, etc.; all of which are subject to the review and signature of the Fire Chief.
- Reviews and approves all reports generated by subordinates.

Administration

- Responsible for development, organization, direction and administration of programs for the District and ensures successful performance and achievement of the programs' objectives.
- Consults and advises with assigned Division/Department Heads to ensure they have all the resources necessary to fulfill their responsibilities for the District.
- Assist with the Fire District's accreditation process of attainment, compliance, and renewal.

Strategic Planning and Growth

- Assists the Fire Chief in strategic planning and District growth which may include, but is not limited to:
 - Design, planning and construction of new facilities; and
 - Analyzing and evaluating reports and statistics to ascertain trends, patterns and needs of the District and allocating resources accordingly to meet the changing needs of the District.
- Attends and participates in educational opportunities, conferences and seminars increasing knowledge of technological advancements in emergency operations and applying such knowledge to strategic growth and planning.

Fiscal Responsibility

- Assist in the preparation and administration of the approved District budget.
- Assist in the research, development, management, and administration of District grants.

Policy and Procedure

- Responsible for the development and implementation of District's policies, rules, techniques, and procedures.
- Maintains and enforces rules and procedures of the District.
- Stays current and knowledgeable of laws and regulations relating to Independent Special Fire Districts.

Additional Functions

- Represents the District at various civic, community, or government meetings.
- Must maintain all required certifications and Licensures.
- Takes command of fire and emergency scenes as warranted.

Competencies

- **Communication:** Requires the ability to communicate effectively in both written and verbal formats.
- **Critical Thinking:** Under the general direction of the Fire Chief, requires the exercise of independent judgment in decision making, delegation, initiative, and leadership in coordinating daily operations, short and long-term planning.
- **Effectiveness:** Performance evaluation will be made based on work performance, attainment of objectives, review of activities, written and oral reports and through periodic conferences with the Fire Chief.

REQUIREMENTS

Minimum Requirements

- Ten (15) years progressively responsible full-time, paid professional experience with a full-service Fire Department, including five (5) years of managerial experience serving as a full-time paid professional Fire Officer.
- Must possess an Associate's Degree from an accredited college or university with a major in any of the following: Fire Administration, Public Administration, Business Administration, Management, Executive Management, Fire and Emergency Services Management or a related field.
- Must meet the requirements of F.S. 633
- Must possess Florida Association of Special Districts Certified District Manager Certificate
- Must possess Florida Fire Chief's Association's Emergency Service Leadership Institute courses
- Must possess and maintain a valid Florida Emergency Medical Technician.
- Must possess and maintain a valid Florida class "E" driver's license.
- All candidates must have the ability to perform prolonged physical activity under hazardous conditions.
- The selected candidate must pass the entrance physical by the Fire District's physician

Preferred Requirements

- Twenty (20) years of progressively responsible full-time, paid professional experience with a full-service Fire Department, including eight (8) years of managerial experience serving as a full-time paid professional Fire Officer.
- Possess a Bachelor's Degree from an accredited college or university with a major in any one of the following: Fire Administration, Public Administration, Business Administration, Management, Executive Management, Fire and Emergency Services Management or a related field.
- Possess a valid Florida Fire Inspector I or II certification.
- Possess a valid Florida Fire Investigator I or II certification.
- Possess a valid Florida Fire Instructor I, II or III certification.
- Possess a valid Florida Paramedic license.
- Completed Florida Fire Chief's Association's Emergency Service Leadership Institute courses
- Completed National Fire Academy Executive Fire Officer program

PERFORMANCE APTITUDES

Data Utilization

Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction

Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization

Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude

Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude

Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning

Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning

Requires the ability to exercise judgment, decisiveness, and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA COMPLIANCE

Immokalee Fire Control District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Fire District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability

Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements

Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, water hazards, bright/dim light, toxic agents, disease, pathogenic substances, or animal/wildlife attacks.

ACCEPTANCE

I hereby certify that I have read and understand the above job description.

Deputy Chief

Date

Fire Chief

Date

IMMOKALEE FIRE CONTROL DISTRICT

JOB DESCRIPTION

Job Title: Chief Financial Officer

Department: Administration

FLSA STATUS: Exempt

GENERAL FUNCTIONS:

- Responsible professional managerial position involved in assisting the Fire Chief in the development, implementation, management and reporting of the District's financial, budgeting and administrative operations.
- This position has the responsibility for the effective and efficient management of the assigned Division.
- Activities include planning, coordinating, and managing District programs; performing community and public relations activities; performing budgeting and purchasing functions; deploying, assigning, supervising, counseling, disciplining, and directing all personnel under his/her command, as well as the responsibility for District financial needs and policy;
- The work requires the ability to communicate effectively in both written and verbal formats.
- The work is performed under the general direction of the Fire Chief and requires the exercise of independent judgment in decision making, delegation, initiative and leadership in coordinating daily financial and administrative operations, and short and long term planning.
- This position serves as an advisor to the Fire Chief and Board of Fire Commissioners regarding all budget and financial related issues, and supports a wide range of administrative functions for the District.
- A written evaluation will be made based on work performance, attainment of objectives, review of activities, written, and oral reports and through periodic conferences with supervisor.

REPORTING RESPONSIBILITIES: Fire Chief

SUPERVISORY RESPONSIBILITIES:

- Deputy Chief of Finance and as Assigned

REQUIREMENTS:

Experience

Required:

Minimum of fifteen years' experience performing professional financial and administrative work which provides the requisite knowledge, skills, and abilities for this job.

Preferred:

Experience related to or working with Emergency Service fields.

Education

Required:

Must possess a Bachelor's Degree from an accredited college or university with a major in any of the following: Finance/Accounting, Fire Administration, Public Administration, Business Administration, Management, Executive Management, Fire and Emergency Services Management or a related field.

Preferred:

A Master's degree from an accredited college or university with a major in any of the following: Finance/Accounting, Business Administration, Public Administration, Management, Executive Management, Fire and Emergency Services Management or a related field.

Florida State Certifications/Licenses

Required:

- Must possess and maintain a valid Florida class "D" driver's license.
- Must complete District background checks.

Preferred

- Certified District Manager
- Certified Public Accountant

DISTINGUISHING RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Assists the Fire Chief in the development and implementation of financial and budgetary plans, goals, and objectives for the District.

- Assists in District program planning activities; delegates responsibility to assigned resource components, monitors, and coordinates activities to ensure successful performance and achievement of objectives.
- Assists the Fire Chief in the development and implementation of District policy, rules, techniques, and procedures. Recommends new and modifications to existing policies and procedures. Ensures adherence to District policies and procedures and state regulations which govern the District's finances. Reviews and evaluates District financial and budgetary operations, policies, and procedures.
- Assists the Fire Chief as a liaison for the District to other fire districts, and city, county, state, and federal agencies.
- Review reports of his/her subordinates and either approves or disapproves them.
- Assists the Fire Chief in managing fiscal accountability for all District functions.
- Analyzes and evaluates District reports and statistics to ascertain trends, patterns, and needs; recommends changes to meet District needs.
- Reports to the Fire Chief concerning District activities and operations.
- Assists the Fire Chief in managing fiscal accountability for all District functions.
- Assists the Fire Chief in the preparation and process of collective bargaining negotiations and in the administration of all labor agreements.
- Participates in the Strategic Planning Process.
- In the absence of any reporting subordinate, assumes or designates responsibility of the Distinguishing Responsibilities assigned to that reporting subordinate.
- Reports to the Fire Chief concerning Capitol Projects, Construction and Contract Management, and Compliance Standards.

ADDITIONAL FUNCTIONS:

- Directs and provides guidance and consultation regarding budget requests; presents budget recommendations to the Fire Chief and Board of Fire Commissioners. Prepares, and/or collects comprehensive information for use in the creation of the District Budget.

- Performs research, data collection, analysis, and synthesis of information used to develop the District budgets, including the use of historical information, capital improvement projects, pending programs, and forecasts of future expenditures and revenues.
- Supervises the preparation of information through research and calculations, such as salary and benefit spreadsheets. Analyzes and recommends departmental funding levels. Schedules and conducts public hearings related to the adoption of the budget.
- Provides training, guidance and consultation regarding budget requests and budget submissions with District Officers.
- Manages the administration, amendment, and execution of the adopted budget. Prepares annual budget book in accordance with applicable standards and regulations; reconciles the accounting system to the approved budget. Establishes, implements, and monitors measures that reflect the status and performance; monitors expenditures and revenues; monitors performance measures and reviews, approves, and controls budget amendments to ensure compliance with appropriation limits, financial policies, program goals and objectives. Approves the creation of new budgetary accounts. Performs research on budget operations and transactions;
- Performs operational research, productivity analyses and management studies: Develops recommendations for changes in District financial policies and procedures.
- Serves as advisor to the Fire Chief and the Board of Fire Commissioners, managers, and administrators regarding all budget and financial issues. Prepares and/or reviews reports, executive summaries, resolutions, and presentations for the Fire Chief and Fire Commissioners. Responds to questions, complaints and requests for information pertaining to the budget and financial issues. Represents the District before elected officials, professional, and community leaders, the media, and the general public.
- Plans, organizes, and administers the District's Insurance Programs; Health and Dental Insurance; Worker's Compensation; Property and Casualty.
- Review worker's compensation, disability and liability claims and make recommendations on proper actions to be taken.
- Assist the Fire Chief in recommending changes in District policies pertaining to insurance levels and insurance coverage.
- Supervises preparation of reports and analyses for annual audit. Acts as liaison to District auditor and legal counsel as necessary. Directs implementation of provisions of Governmental Accounting Standards Board and ensures District compliance thereto.

- Issues memos as needed regarding District matters.
- Performs other job related tasks as assigned by the Fire Chief.
- Reviews and adjusts the general ledger; effects all journal entries; reviews reconciliations of balance sheets monthly. Supervises entry of critical database information into the accounting, finance, or payroll system.
- Reviews and approves all check runs for accounting or payroll; ensuring accurate printing, signing and distribution. Reviews and supervises general ledger journal entries for all payroll voids, manual checks and benefit corrections. Approves and submits payroll tax deposits. Communicates with employees resolving variances on payroll issues.
- Prepares and processes bank transfers via internet.
- Receives reviews and processes emergency purchase orders. Prepares and maintains required documentation.
- Designated as District liaison with auditor throughout the year. Schedules audit and ensures all reports are prepared and accurate for audit field work. Directs audit preparation and provides annual audit reports.
- Directs preparation of fixed asset listing for all capital items. Provides supervision and guidance to Logistic Officer relating to the physical inventory of the District's fixed assets.

PERFORMANCE APTITUDES:

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include

ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA COMPLIANCE:

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth and visual cues or signals. Some tasks require the ability to communicate orally.

ACCEPTANCE:

I hereby certify that I have read and understand the above job description.

Chief Financial Officer

Date

Fire Chief

Date

ATTACHMENT 3

IMMOKALEE FIRE CONTROL DISTRICT

JOB DESCRIPTION

Job Title: Deputy Director of Finance

Department: Administration

FLSA STATUS: Exempt

GENERAL FUNCTIONS:

- The purpose of this classification is to assist the Chief Financial Officer in the development, implementation and reporting of the District's financial and budgeting operations.
- This position is responsible for collecting, synthesizing and disseminating a wide variety of short- and long-term budget and financial information.
- Duties include the production of timely and accurate monthly, quarterly and annual reports and schedules, and providing support for maintaining compliance with internal and external financial and accounting policies, procedures and audit requirements.
- Duties are performed in accordance with state and federal regulatory requirements, under minimum supervision.
- Performs duties at the District Headquarters, as well as remote locations throughout the Fire District and Community at large.
- This position is typically assigned a forty (40) hour work week, but is subject to recall off-duty when urgent operational, administrative or other emergencies arise, or as directed by the Fire Chief or designee.

REPORTING RESPONSIBILITIES: Chief Financial Officer

SUPERVISORY RESPONSIBILITIES:

- As assigned

REQUIREMENTS:

Minimum Requirements:

Bachelor's degree in finance, accounting, business administration, or a closely related field; supplemented by five years of performing professional financial and administrative work; or

ATTACHMENT 3

an equivalent combination of education and training which provides the requisite knowledge, skills, and abilities for this job.

Preferred Requirements:

Financial experience with fire district or local government agency.

DISTINGUISHING RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.

- Assists the Chief Financial Officer in the development and implementation of financial and budgetary plans, goals and objectives for the District.
- Recommends new and modifications to existing policies and procedures.
- Ensures adherence to District Policies and procedures and state regulations which govern the District's finances.
- Prepares and/or collects comprehensive information for use in the creation of the District Budget. Performs research, data collection, analysis and synthesis of information used to develop the District budgets, including the use of historical information, capital improvement projects, pending programs, and forecasts of future expenditures and revenues.
- Assists with the administration, amendment and execution of the adopted budget. Prepares annual budget book in accordance with applicable standards and regulations.
- Monitors expenditures and revenues. Assists with the establishment and implementation of measures that reflect the status and performance of District's finances.
- Assists with operational research, productivity analyses and management studies.
- Responds to questions, complaints and request for information pertaining to the budget and financial issues.
- Performs financial reviews and analyses for the District; compiles and evaluates data and cost histories.
- Reviews internal and external billing activities and financial statements.
- Performs monthly close out procedures.
- Prepares reports and analyses for annual audit. Assists with implementation of Governmental Accounting Standards Board and District compliance thereto.

DISTINGUISHING FUNCTIONS:

- Reviews and adjust the general ledger, effects journal entries, reviews reconciliations.
- Receives and reviews all procurement requests and ensures completeness and accuracy of purchase requests and purchase orders, including appropriate

ATTACHMENT 3

- authorization and supporting documentation.
- Assists with entry of critical database information into the accounting, finance or payroll system.
- Notifies Logistics Officer when fixed assets are received to ensure timely tagging and tracking of asset; effects monthly addition of fixed assets to master fixed asset list.
- Directs preparation of fixed asset listing for all capital items; provides supervision and guidance to Logistics Officer relating to the physical inventory of the District's fixed assets.
- Assists in document production for public records requests.
- In the absence of subordinate positions, performs daily functions, including processing payroll, accounts payable and bank reconciliations.
- Responds when needed to emergent situations to assist other staff members and the Fire District.

PERFORMANCE APTITUDES:

Data Utilization: Requires the ability to coordinate, manage and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy. Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels. Requires the ability to apply principles of persuasion and/or influence over others and to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

ATTACHMENT 3

Functional Reasoning: Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organizational problems of major financial functions. Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

North Collier Fire Control and Rescue District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACCEPTANCE:

I hereby certify that I have read and understand the above job description.

Deputy Director of Finance

Date

Fire Chief

Date

ATTACHMENT 4

RESOLUTION 2024-009

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF THE IMMOKALEE FIRE CONTROL DISTRICT ADOPTING JOB DESCRIPTIONS FOR DEPUTY CHIEF, CHIEF FINANCIAL OFFICER AND DEPUTY DIRECTOR OF FINANCE

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:

WHEREAS, the Board of Fire Commissioners of the Immokalee Fire Control District adopts and amends job descriptions for current and future positions necessary to operate the District; and

WHEREAS, the Board of Fire Commissioners of the Immokalee Fire Control District desires to adopt the following job descriptions attached hereto as Attachments 1 through 3:

- 1. Job Description – Deputy Chief (Attachment 1)
- 2. Job Description – Chief Financial Officer (Attachment 2)
- 3. Job Description – Deputy Director of Finance (Attachment 3)

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF THE IMMOKALEE FIRE CONTROL DISTRICT that the following job descriptions, attached hereto as Attachments 1 through 3, are hereby adopted:

- 1. Job Description – Deputy Chief (Attachment 1)
- 2. Job Description – Chief Financial Officer (Attachment 2)
- 3. Job Description – Deputy Director of Finance (Attachment 3)

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 16th day of May, 2024.

Board of Commissioners of the Immokalee Fire Control District

By: _____
Joseph Brister, Chair

5.

**Update on the
Possible Adoption**

Of

Interlocal Agreement

Advanced Life

Support Partnership

between the District

and Collier County



Immokalee Fire Control District

Regular Board Meeting

Thursday, May 16, 2024

Meeting Date: May 16, 2024

Prepared By: Chief Financial Officer Becky Bronsdon

Date Prepared: May 8, 2024

Subject: Update on and Possible Adoption of Interlocal Agreement – Advanced Life Support Partnership between Collier County and the District

Objective:

Provide the Board with an update on, and possible adoption of the Interlocal Agreement – Advanced Life Support Partnership between Collier County and the District (“Interlocal Agreement”).

Background Information:

Currently District paramedics and EMTs are only authorized by Collier County to perform Basic Life Support Services. Staff has been working with Attorney Laura Donaldson to finalize the Interlocal Agreement which provides:

1. The County will issue the District a Certificate of Public Convenience and Necessity (“COPCN”) for Advanced Life Support (“ALS”) non-transport services throughout the boundaries of the District and any areas in which the District responds.
2. The County will provide all ALS equipment necessary to each of the District’s non-transport units.
3. The County will provide training and credentialing and recredentialing to the District’s firefighters/paramedics.
4. Within 21 days of the District’s licensure by the State to provide ALS services, or June 1, 2024, whichever is earlier, the County will provide 3 County paramedic/firefighters to the District to be utilized on the District’s fire apparatus to provide ALS services. The County will pay wage and benefits for these assigned paramedic/firefighters.
5. The District will utilize the County’s Medical Director at no charge to the District.
6. The Interlocal Agreement will be reviewed and renegotiated as necessary after three years, and will automatically renew in 3 year periods.

This Interlocal Agreement will result in life saving benefits to the Immokalee and Ave Maria communities by providing the District with the ability to provide ALS. The County will also provide County staff, at no cost to the District, to utilize on our fire apparatus to provide ALS

services during the time it takes for our paramedics to be credentialed and thereafter. This is a tremendous benefit and is a direct result of the Chief's cooperative work with the County.

As soon as we have the finalized Agreement, we will provide it to the Board. If it is not ready for the meeting, it will be presented to the Board for approval at the June meeting.

Fiscal Impact:

Once our paramedics are credentialed by the County, their paramedic incentive will increase from \$2,000 annually to \$8,000. Based on the current number of paramedics, the resulting increase to cost would be \$24,000 annually. There may be other costs associated with this Interlocal Agreement, such as supplies and incidentals, but the equipment will be provided by the County. The ability to provide ALS to our community far outweighs the cost.

Recommendation:

Staff recommends the Board adopt the Interlocal Agreement if it is ready.

Attachments:

None

6.
Approval to
Fill the
Position of Deputy
Director of Finance
During
the
2023-2024 Fiscal
Year



Immokalee Fire Control District

Regular Board Meeting

Thursday, May 16, 2024

Meeting Date: May 16, 2024

Prepared By: Chief Financial Officer Becky Bronsdon

Date Prepared: May 8, 2024

Subject: Approval to Fill the Position of Deputy Director of Finance During the 2023-2024 Fiscal Year

Objective:

Obtain Board approval to fill the position of Deputy Director of Finance during the current fiscal year.

Background Information:

The District's Chief Financial Officer ("CFO") will be retiring in approximately two years. Staff has been aware that the need exists to fill a financial position that can transition into the CFO, allowing sufficient time to work under the direction of current staff.

The Board has been presented with the job description of the Deputy Director of Finance in an earlier agenda item this meeting. Staff believes this position provides the necessary level of skill, education and experience to be able to transition into the CFO (or similar title) by the time the CFO retires in approximately July of 2026.

Staff intended to budget for this position in the 2024-2025 fiscal year. However, knowing the challenges associated with finding the appropriate qualified employee and the time to fully train and transition the employee to independently manage the District's finances, staff believes it is more advantageous to the District to fill this position before the end of the fiscal year, allowing the new employee to work through as many budgeting cycles as possible.

Fiscal Impact:

It is anticipated that the position would be filled late July or early August. While the position is not currently provided for in the 2023-2024 General Fund Budget, there are sufficient funds available due to the vacated Division Chief position.

Recommendation:

Staff recommends the Board approve filling the position of Deputy Director of Finance during the 2023-2024 fiscal year.

Attachments: None

7.

**Ratification of the
Memorandum of
Understanding
Between the District
and North Collier
Professional
Firefighters &
Paramedics
Local 2297**



Immokalee Fire Control District

Regular Board Meeting

Thursday, May 16, 2024

Meeting Date: May 16, 2024

Prepared By: Chief Financial Officer Becky Bronsdon

Date Prepared: May 8, 2024

Subject: Ratification of Memorandum of Understanding Between the District and North Collier Professional Firefighters and Paramedics Local 2297

Objective:

Obtain Board ratification of the Memorandum of Understanding (“MOU”) between the District and North Collier Professional Firefighters and Paramedics Local 2297 (“Local 2297”).

Background Information:

Over the last several months, operational overtime has increased beyond the budgeted amount, largely due to the shortage of Engineers and Lieutenants. This shortage is the result of the external certifications required to promote and the time it takes to acquire such certifications. To remedy this situation, the District and Local 2297 have created an MOU to allow employees who have met the years of service requirements and successfully completed a mutually agreed upon training task book to be temporarily authorized to ride up to Engineer and Lieutenant to function in those roles prior to official promotion.

The MOU facilitates a temporary "ride up" program allowing qualified members to assume the roles of engineers and lieutenants. This initiative includes several key provisions:

1. ****Training Requirements**:** Participants must complete the specific training outlined in the task book agreed upon by both parties. This ensures that all members riding up meet the necessary professional standards.
2. ****Competency Identification**:** The Operations Chief and Training Chief are responsible for identifying members who have demonstrated competency in the required skills. This selective approach helps maintain operational integrity and safety.
3. ****Compensation**:** Members participating in the ride-up program will be compensated according to the terms set forth in the Collective Bargaining Agreement (CBA). This ensures that all temporarily promoted members are remunerated fairly for their increased responsibilities.
4. ****Credit for Experience**:** Time spent in these temporary roles will be acknowledged and credited to the members once the official promotion process is ratified. This provision

recognizes the value of practical experience and aims to streamline future formal promotions.

Overall, this MOU represents a proactive approach to staff development and operational efficiency within the Immokalee Fire Control District, ensuring that personnel are both prepared and appropriately compensated for advanced roles.

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Attachment 1 is the MOU presented to the Board for ratification. Local 2297 is voting to ratify the MOU on May 14, 15 and 16th.

Recommendation:

Staff recommends the Board ratify the MOU. The sooner the District has the MOU in place, the sooner we can eliminate overtime related to the shortage of engineers and lieutenants.

Attachments:

Attachment 1: Memorandum of Understanding Between the District and Local 2297



Immokalee Fire Control District

5368 Useppa Drive, Ave Maria, FL. 34142

Michael J. Choate, Fire Chief

Memorandum of Understanding

Between

The Immokalee Fire Control District

and

North Collier Professional Firefighters and Paramedics Local 2297

The Immokalee Fire Control District (“IFCD”) and the North Collier Professional Firefighters and Paramedics Local 2297 (“Local 2297”) recognize the need for a process to temporarily expand the opportunity for employees to ride up into the Lieutenant and Engineer positions and agree as follows:

1. The parties have mutually agreed upon a task book for training employees to ride up into the Lieutenant and Engineer positions.
2. The mutually agreed upon task book will serve as the basis for negotiation of the promotional process in the future, provided such negotiations begin prior to September 30, 2026.
3. Employees who meet the years of service requirement for Lieutenant and Engineer ride ups as set forth in Article 13, Sections 13.5 and 13.6 are eligible to ride up to such positions without taking and passing the promotional exam, provided that the employee has completed the mutually agreed upon task book.
 - a. Employees temporarily authorized to ride up to Lieutenant (FO1) have six (6) months to achieve state certifications. Failure to receive the certification within six (6) months of the temporary ride up authorization will automatically remove the authorization for the employee to temporarily ride up.
 - b. Employees temporarily authorized to ride up to Engineer (Pump Ops) have six (6) months to achieve state certifications. Failure to receive the certification within six (6) months of the temporary ride up authorization will automatically remove the authorization for the employee to temporarily ride up.
4. Compensation for assignment to a temporary ride up shall be as set forth in Section 26.3 of the Collective Bargaining Agreement.
5. In accordance with Section 26.3 of the Collective Bargaining Agreement, employees on the promotional list shall have preference for the designation of working out of classification/ride ups, then the employees authorized for temporary ride up shall be considered.
6. Employees on a temporary ride up assignment shall not be assigned to Station 32.

7. The temporary ride up process does not result in any employee being placed on the promotional list. Promotions and the creation of promotional lists shall remain in strict compliance with Article 13 of the Collective Bargaining Agreement.
8. At such time when a new promotional process is negotiated, the parties shall provide credit toward the promotional process for those employees who become qualified for and assigned as temporary ride ups provided they have achieved the applicable state certification referenced in Paragraph 3(a) and (b).
9. This MOU shall remain in effect until the parties ratify an updated promotional process within Article 13 of the Collective Bargaining Agreement. In negotiating the new promotional process, the parties shall consider:
 - a. whether and to what extent temporary ride ups may continue to ride up until the next promotional test results are available; and
 - b. whether employees who have not yet received the certifications in Paragraphs 3(a) or 3(b) above, as applicable, shall be permitted to continue to ride up until the completion of the referenced six (6) month period.

This Memorandum of Understanding is subject to ratification by the Board of Fire Commissioners.

 MICHAEL CHOATE
 Fire Chief/District Manager

DATED: _____

 ANDRE BEAUDETTE
 Local 2297 DVP

DATED: _____

 ADAM WILSON
 President, Local 2297

DATED: _____

Approved by the IMMOKALEE FIRE CONTROL DISTRICT Board of Commissioners on this ___ day of May, 2024.

 JOSEPH BRISTER, CHAIRMAN

DATED: _____