

RESOLUTION 2025-013

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF THE IMMOKALEE FIRE CONTROL DISTRICT ADOPTING JOB DESCRIPTION – CAPTAIN - TRAINING, JOB DESCRIPTION – CHIEF OF STAFF AND JOB DESCRIPTION – EXECUTIVE ASSISTANT

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 Job Description – Captain – Training, Job Description – Chief of Staff, and Job Description – Executive Assistant, attached hereto as Attachments 1 through 3;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF THE IMMOKALEE FIRE CONTROL DISTRICT that the Job Description – Captain – Training, Job Description – Chief of Staff, and Job Description – Executive Assistant, attached hereto as Attachments 1 through 3, are hereby adopted.

This resolution shall take effect immediately upon its adoption.

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

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

[Signature]
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[Signature]
[Signature]
[Signature]

Duly passed and adopted on this 21st day of August, 2025.

Board of Commissioners of the Immokalee Fire Control District

By: Joseph Brister
Joseph Brister, Chair

IMMOKALEE FIRE CONTROL DISTRICT

JOB DESCRIPTION

Job Title: Captain - Training

Department: Administration

Salary: As determined by the Pay Scale

FLSA STATUS: Exempt

POSITION SUMMARY

The purpose of this classification is to plan and administer the Training Division F.S. 633, ISO and other recognized provisions of fire service training, education, and related programs. The position involves identifying training and development needs, developing training plans and schedules, overseeing the logistical aspects of training, preparing correspondence and reports regarding training, and the development and tracking of training performance benchmarks.

SUPERVISORY RESPONSIBILITIES

As assigned.

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.

- Assists the Division Chief Training or designee in the formulation and implementation of training and safety practices, rules, techniques, and procedures.
- Evaluate job performance of Firefighters during training.
- Maintain training and experience in the most advanced firefighting techniques and keep abreast of technological advances in firefighting and emergency activities.
- Dispatched on structure fires or unusual calls as Safety Officer and works under the direction of the Incident Commander.
- Assists with the maintenance of personnel training records and summary of the same in a digital form, according to ISO format.
- Assists with the training of instructors.
- Assists with the creation of in-house training materials to reduce costs and enhance training for the District.

ADDITIONAL RESPONSIBILITIES

- Trains new Engineer/Drivers on use of vehicles.
- Surveys District's training needs; develops programs and conducts training classes.
- Evaluates new apparatus and equipment available to fire services for possible application to the District's current and future needs.
- Answers the telephone; provides information, guidance and assistance; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.
- Operates an assigned motor vehicle; maintains cleanliness of and fuels vehicle; checks tire inflation and fluid levels; requests or schedules service and/or repairs as needed.
- Performs other related duties as required.
- In the event of a declared State of Emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

REQUIREMENTS

Minimum Requirements

- Must have seven (7) years of service in a full-time position with Immokalee Fire Control District or Ten (10) years progressively responsible full-time, paid professional experience with a full-service Fire Department, including five (5) years of training experience serving as a full-time paid professional Training Officer.
- Must meet the requirements of F.S. 633
- Possess a valid Florida Fire Instructor I certification.
- Possess a valid Florida Paramedic license.
- Must possess and maintain a valid Florida class "E" driver's license.
- Must possess Florida LFTI (Live Fire Training Instructor) Certificate or complete/obtain within 12 months of being hired
- Must possess Florida Incident Safety Officer Certificate or complete/obtain within 18 months of being hired
- Must possess Florida Health & Safety Officer Certificate or complete/obtain within 18 months of being hired
- May be required to attain and maintain other certifications as related to position or for specialized areas of assignment.
- 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

- 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.
- Possess a valid Florida Fire Instructor II or III certification.
- Possess a valid ACLS Instructor certification.
- Completed Florida Fire Chief's Association's Emergency Service Leadership Institute courses

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.

Training Captain

Date

Fire Chief

Date

IMMOKALEE FIRE CONTROL DISTRICT

JOB DESCRIPTION

Job Title: Chief of Staff

Department: Administration

FLSA STATUS: Exempt

Reporting Responsibilities: Fire Chief

Supervisory Responsibilities: As Assigned

GENERAL FUNCTIONS:

- Responsible professional managerial position involved in assisting the Fire Chief in the development, implementation, management and reporting of the District's administrative operations.
- Ensures operation of the District meets the expectations of personnel, the Fire Chief and the Board of Fire Commissioners
- Creates and implements strategic plans, performance measurements and quality control practices
- Assists in the management of all District services and activities in coordination with all division supervisors
- Assists Fire Chief in handling grievances, disciplining subordinates, meeting with union representatives
- Assists Fire Chief in the administration of human resources, compensation, benefits and labor relations
- Participates in managing the development and implementation of Departmental goals, objectives, and priorities for each assigned service area and makes appropriate adjustments as needed
- Assists in preparation of District budgets
- Serves as the liaison for the District with other divisions, departments, and outside agencies; develops and maintain lines of communication and cooperation with peers in surrounding local, state, and federal agencies
- 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 operations, short and long term planning

REQUIREMENTS:

Minimum Requirements:

Bachelor's degree in Business Administration, Public Administration or a related field supplemented by ten (10) years of responsible experience performing executive administrative and managerial work; or high school diploma or GED supplemented by additional administrative and/or business course work supplemented by twelve (12) years of experience performing executive administrative and managerial work; or high school diploma or GED supplemented by twelve (12) years of progressively responsible experience performing executive administrative and managerial work, which provides the requisite knowledge, skills, and abilities for this job.

Preferred Requirements:

Management responsibilities with an independent special district or fire department.
Florida Association of Special Districts Certified District Manager

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.

- Develops and implements policies, processes and strategies and maintains compliance with federal and state regulations. Recommends new and modifications to existing policies and procedures.
- Assists in Collective Bargaining as instructed by the Fire Chief
- Plans, organizes and administers the District's Insurance Programs; Health, 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.
- Prepares resolutions, executive summaries and other documents for Board approval.
- Attends internal and external meetings as requested and facilitates such meetings upon request.
- Assists Fire Chief and acts as liaison with District's external legal counsel and other

professionals

- Oversees District's electronic and physical storage of public records and the District's filing system.
- Monitors and administers District contracts, seeks renewals when appropriate and ensures compliance with internal and external requirements.
- Prepares reports and analyses as directed by the Fire Chief,
- Assists in District program planning activities; delegates responsibility to assigned resource components, monitors and coordinates activities to ensure successful performance and achievement of objectives.
- Review reports of his subordinates and either approves or disapproves them.
- Analyzes and evaluates District reports and statistics to ascertain trends, patterns, and needs; recommends changes to meet District needs.
- Performs operational research, productivity analyses and management studies: Develops recommendations for changes in District financial policies and procedures.
- Issues memos as needed regarding District matters.
- Prepares documents related to grievances and disciplinary actions under the direction of the Fire Chief or his designee.
- Performs other duties as directed by the Fire Chief or as specified in District standard operating procedures or department memorandum.

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.

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.

Immokalee Fire Control 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.

Chief of Staff

Date

Fire Chief

Date

IMMOKALEE FIRE CONTROL DISTRICT

JOB DESCRIPTION

Job Title: Executive Assistant

Department: Administration

FLSA STATUS: Non-Exempt

GENERAL FUNCTIONS:

- The purpose of this classification is to provide highly responsible and complex administrative support to the Board of Fire Commissioners, Fire Chief, and the Command Staff.
- Work involves providing administrative support functions at the highest level of District government.
- Employees in this class are in highly visible positions requiring frequent communications with all levels of government, external agencies and businesses, the media, and the general public.

REPORTING RESPONSIBILITIES: Chief of Staff or Fire Chief

SUPERVISORY RESPONSIBILITIES:

- As assigned

REQUIREMENTS:

Minimum Requirements:

Bachelor's degree in Business Administration, Public Administration or a related field supplemented by five (5) years of responsible experience performing executive administrative work; or high school diploma or GED supplemented by additional administrative and/or business course work supplemented by eight (8) years of experience performing executive administrative work; or high school diploma or GED supplemented by eight (8) years of progressively responsible experience performing executive administrative work, which provides the requisite knowledge, skills, and abilities for this job.

Preferred Requirements:

Executive administrative experience with a 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.

- Maintains calendars for the Fire Chief and Board of Fire Commissioners; schedules and prepares for meetings, public petitions, workshops, and/or public hearings; places advertisements and public notices as applicable; handles all logistical arrangements pertaining to the preparation and set up for the scheduled meetings/events; prepares minutes of all Board Meetings
- Maintains frequent communication with all levels of government, external agencies, local businesses, community groups, the media, constituents, and the general public. Serves as initial point of contact for the Fire Chief and the Board of Fire Commissioners, and presents a professional and positive image for the District. Receives and screens calls and visitors; provides assistance and information; responds to complaints, inquires and requests for information; and coordinates the collection and/or distribution of information pertaining to Fire District activities. Refers callers/visitors to other departments as appropriate.
- Prepares Board of Fire Commissioner meeting agendas, executive summaries, supporting documents and minutes; responsible for all record keeping, advertising and posting related to meetings held by the Board of Fire Commissioners.
- Prepares reports, correspondence, and other documents upon request. Prepares legal advertisements and other materials needed for scheduled meetings. Attends internal and external meetings as requested and facilitates such meetings upon request.
- Serves as the District's Public Records Custodian. Supervises processing of public record requests and ensures compliance with Florida Statutes and applicable law. Responsible for maintenance and disposal of records pursuant to statutory requirements.
- Coordinates advisory committees and/or task forces initiated by the Fire Chief. Maintains lists of members, monitors term expirations where applicable; coordinates meetings schedules; and tracks project status, due dates, scheduled presentations.
- Provides guidance to new Commissioners regarding District resources, business practices, policies and procedures.
- Makes reservations and travel arrangements, and coordinates logistical arrangements for meetings (i.e. conference rooms, catering.) for Chief Officers and Board Members
- Establishes, maintains and updates filing system and records, to include both

automated and manual files.

- Operates a personal computer, telephones, copiers and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS:

- Prepares packages for Requests for Proposals [RFPs] and Invitations for Bids. Meets with department personnel to verify specifications. Ensures that RFPs and Bid invitations comply with applicable regulations. Serves as point of contact for prospective vendors submitting proposals and bids where appropriate. Prepares documents to notify vendors of successful bids.
- Maintains records of all liability and hazard insurance i.e.; Errors and omissions, Indemnity bonds, Fidelity bonds, Officers and Directors liability, Employment practices liability, Facilities, and vehicles, to include apparatus, equipment, automotive, watercraft.
- Supervises annual employee driving record verification and spot checking of employee driving records quarterly, reporting back to employee's supervisor if they are ineligible to drive District vehicles.
- Prepares documents related to grievances and disciplinary actions under the direction of the Fire Chief or his designee.
- Provides administrative and organizational support to the Public Information Officer or other designee related to the District's public education programs.
- Performs other duties as directed by the Fire Chief or as specified in District standard operating procedures or department memorandum.
- Performs other related duties as required.

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.

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.

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Environmental Factors: Essential functions are regularly performed without exposure to

adverse environmental conditions.

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ACCEPTANCE:

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Executive Assistant

Date

Fire Chief

Date