



**NORTH COLLIER FIRE CONTROL AND RESCUE DISTRICT  
BOARD OF FIRE COMMISSIONERS' MEETING  
AGENDA (FINAL)  
THURSDAY, SEPTEMBER 24, 2020 ■ 9:00 A.M.  
1885 Veterans Park Drive ■ Naples, FL 34109**

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- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL, ADDITIONS OR DELETIONS TO AGENDA**
- 4. APPROVAL OF MINUTES**
  - A. August 27, 2020 Monthly Meeting
  - B. September 10, 2020 Tentative Budget Hearing
- 5. CHIEF'S REPORT**
- 6. TREASURER'S REPORT**
- 7. LABOR REPORT**
- 8. CONSENT AGENDA**

Table 1: Expenditures for Board Approval

<b>Category</b>	<b>Amount</b>
General Fund Unbudgeted	\$0
General Fund Budgeted	\$7,500
Impact Fee Fund Budgeted	\$0
Inspection Fund Budgeted	\$0
Addition of Fixed Assets	\$0
Deletion of Fixed Assets	\$23,529
Other	\$0



## **9. OLD BUSINESS**

None

## **10. NEW BUSINESS**

- A. Request Board Adoption of Resolution 20-022 Approving New Impact Fee Rate Schedule effective January 1, 2021
- B. Request Renewal of Mental Health Program Service Agreement with Counseling Associates for FY 2020/2021
- C. Request Board Direction and Authorization to Enter into Competitive Negotiations for the Krape Road Engineering/Architectural Project
- D. Request Board Approval to Purchase New Cardiac Monitors and Approve Capital Lease Agreement
- E. Request Board Adoption of Resolution 20-023 Approving Revisions to District Policy 2.03 – Bidding Policy
- F. Request Board Adoption of Resolution 20-024 Approving Revisions to District Policy 2.02 – Purchase Policy
- G. Request Board Adoption of Resolution 20-025 Approving Revisions to District Policy 2.05 – Fixed Asset Accounting and Control
- H. Request Board Adoption of Resolution 20-026 Approving Revisions to District Policy 3.21- Firefighter Cancer Benefits
- I. Request Board Approval for Renewal of Interlocal Agreement with Collier County for Provision of Inspection and Plan Review Services Within Collier County Growth Management Division Work Space

## **11. COMMENTS BY COMMISSION AND PUBLIC**

## **12. ADJOURNMENT**



**NORTH COLLIER FIRE CONTROL AND RESCUE DISTRICT  
BOARD OF FIRE COMMISSIONERS' MEETING**

**MINUTES (DRAFT)**

**THURSDAY, AUGUST 27, 2020 ■ 9:00 A.M.**  
1885 Veterans Park Drive ■ Naples, FL 34109

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**BOARD MEMBERS PRESENT**

Jim Burke, James Calamari, Christopher Crossan, Norman Feder, Christopher Lombardo

**1. CALL TO ORDER**

Meeting called to order by Chairman Lombardo at 9:00 a.m. With five of five commissioners present, quorum was met.

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL, ADDITIONS OR DELETIONS TO AGENDA**

Commissioner Feder moved to approve agenda as presented. Commissioner Crossan seconded. MOTION CARRIED 5:0

**4. APPROVAL OF MINUTES**

- A. July 23, 2020 Monthly Meeting
- B. July 23, 2020 2020/2021 Budget Workshop

Commissioner Calamari moved to approve minutes as presented. Commissioner Crossan seconded. MOTION CARRIED 5:0

**5. CHIEF'S REPORT**

Chiefs Ricardo, Jimenez and Aguilera gave verbal reports on District happenings.

**6. TREASURER'S REPORT**

Commissioner Calamari read prepared summary of July financial highlights. Board accepted Treasurer's Report as presented into record.

**7. LABOR REPORT**

Local 2297 Deputy Vice President thanked Board for their support.



**8. CONSENT AGENDA**

Table 1: Expenditures for Board Approval

Category	Amount
General Fund Unbudgeted	\$81,265
General Fund Budgeted	\$103,489
Impact Fee Fund Budgeted	\$0
Inspection Fund Budgeted	\$0
Addition of Fixed Assets	\$0
Deletion of Fixed Assets	\$0
Other	\$0

Commissioner Calamari moved to approve Consent Agenda as presented. Commissioner Crossan seconded. MOTION CARRIED 5:0 Chief Ricardo notified the Board of two (2) emergency purchases: 1) Service Works \$5,328.00 (roof repair to Station 44); and 2) Bound Tree \$10,950.00 (medical gloves).

*(10 Minute Break)*

**9. OLD BUSINESS**

None

**10. NEW BUSINESS**

**A. Request Approval of Health Insurance for 2020/2021**

Pat Case gave verbal summary. Commissioner Feder moved to approve the renewal proposal from Florida Blue for health insurance coverage for the period of October 1, 2020 through September 30, 2021 as presented. Commissioner Burke seconded. MOTION CARRIED 5:0

**B. Request Approval of Dental Insurance for 2020/2021**

Commissioner Calamari moved to approve the renewal proposal from Guardian Insurance for dental coverage for the period of October 1, 2020 through September 30, 2021 as presented. Commissioner Crossan seconded. MOTION CARRIED 5:0



**C. Request Approval of Short-Term Disability, Long Term Disability and Life Insurance for 2020/2021**

Commissioner Calamari moved to approve the renewal proposal from Guardian Insurance for life, short-term and long-term disability coverage for the period of October 1, 2020 through September 30, 2021 as presented. Commissioner Burke seconded. MOTION CARRIED 5:0

**D. Request Approval of Workers' Compensation Insurance Renewal for 2020/2021**

Commissioner Feder moved to approve the renewal proposal from Bouchard Insurance and PGIT for worker's compensation coverage for the period of October 1, 2020 through September 30, 2021 as presented. Commissioner Calamari seconded. MOTION CARRIED 5:0  
Commissioner Crossan requested that Staff provide to him claim data for past two years.

**E. Request Approval of Firefighter Cancer Insurance Benefits Renewal for 2020/2021**

Commissioner Crossan moved to approve, as presented, the renewal proposal from United Badges for firefighter cancer insurance benefits coverage for the period of October 1, 2020 through September 30, 2021 and allow Bayshore Fire and Immokalee Fire to piggy-back as allowable. Commissioner Burke seconded. MOTION CARRIED 5:0

**F. Request Approval to Amend Section 125 Flexible Benefits Plan by Adoption of Resolution 20-012**

CFO VanKlingeren gave verbal summary. Commissioner Calamari moved to adopt Resolution 20-012 approving the amendment to the Section 125 Flexible Benefits Plan as presented. Commissioner Crossan seconded. MOTION CARRIED 5:0

**G. Request Approval of FY 2019 SHSGP Grant Agreement to Administer the District Response Team for Regional HazMat Services**

Commissioner Calamari moved to approve the Fiscal Year 2019 SHSGP Grant agreement (Contract Number R0171) totaling \$83,600 for the period of September 1, 2019 through March 31, 2021 as presented. Commissioner Feder seconded. MOTION CARRIED 5:0

**H. Request Approval to Amend the NCFR Firefighter Pension Plan to Comply with Minimum Age Requirements of SECURE Act by Adoption of Resolution 20-013**

Commissioner Crossan moved to adopt Resolution 20-013 approving the amendment to the Firefighter Pension Plan as presented to comply with the minimum age requirements of the SECURE Act. Commissioner Feder seconded. MOTION CARRIED 5:0

**I. Request Approval of 2020/2021 Board Meeting Schedule**

Commissioner Crossan moved to approve 2020/2021 board meeting schedule as presented. Commissioner Feder seconded. Commissioner Calamari asked to amend motion to include that back-to-back meetings be posted as such – back-to-back to avoid down time between the meetings. Chairman Lombardo directed Staff to seek legal counsel to ensure meeting notice compliance with State statutes. Commissioners Crossan and Feder accepted amendment to motion. MOTION CARRIED 5:0



**J. Request Approval of Revisions to District Policy 3.02-Compensation by Adoption of Resolution 20-014**

Commissioner Calamari moved to adopt Resolution 20-014 approving revisions to District Policy 3.02-Compensation as presented. Commissioner Crossan seconded. MOTION CARRIED 5:0

**11. COMMENTS BY COMMISSION AND PUBLIC**

None

**12. ADJOURNMENT**

Commissioner Burke moved to adjourn the meeting. Commissioner Crossan seconded. MOTION CARRIED 5:0 Meeting adjourned at 10:20 a.m.



**NORTH COLLIER FIRE CONTROL AND RESCUE DISTRICT**

**BOARD OF FIRE COMMISSIONERS  
TENTATIVE BUDGET HEARING FOR 2020-2021 BUDGET  
Thursday, September 10, 2020 – 5:30 P.M**

1885 Veterans Park Drive ■ Naples, Florida ■ 34109

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**MINUTES (DRAFT)**

**BOARD MEMBERS PRESENT**

Jim Burke, James Calamari, Norman Feder, Christopher Lombardo

**BOARD NOT MEMBERS PRESENT**

Chris Crossan

**1. Call to Order**

Meeting called to order at 5:30 p.m. by Vice-Chairman Feder. With three of five commissioners present (Burke, Calamari, Feder), a quorum was met.

**2. Pledge of Allegiance**

**3. Discussion of Rolled Back Rate Necessary to Fund Budget and Purpose for Which Ad Valorem Revenue May be Increased**

As per statutory requirement, CFO Ben VanKlingeren disclosed the following for both service delivery areas: 1) current year rolled-back rate for North Naples SDA is 0.9695 and levied millage rate of 1.000 is 3.15% higher than rolled-back rate; and 2) current year rolled back rate for Big Corkscrew SDA is 3.6193 and the levied millage rate of 3.7500 is 3.61% higher than rolled-back rate.

**4. Review of Tentative Budgets for General Fund, Impact Fee Fund and Inspection/Plan Review Fee Fund Budgets for the Fiscal Year Ending September 30, 2021**

*(Chairman Lombardo arrived to meeting)* CFO VanKlingeren and Chief Eloy Ricardo indicated that Staff would be bringing new set of impact fee rates to Board for approval at September 24, 2020 board meeting as there was error in Tindale/Oliver methodology rates approved at May 28, 2020 meeting. Staff indicated current rates would continue through end of year, with new rates being approved at September meeting effective on January 1, 2020, allowing for proper 90-day noticing requirement.

**5. Adoption of Tentative Millage Rate for the North Naples Service Delivery Area by Resolution 20-015**

Commissioner Calamari moved to adopt Resolution 20-015 approving tentative millage rate of 1.0 for the North Naples Service Delivery Area. Commissioner Burke seconded. MOTION CARRIED 5:0

**6. Adoption of Tentative Millage Rate for the Big Corkscrew Island Service Delivery Area by Resolution 20-016**

Commissioner Calamari moved to adopt Resolution 20-016 approving tentative millage rate of 3.75 for the Big Corkscrew Island Service Delivery Area. Commissioner Feder seconded. MOTION CARRIED 5:0

**7. Adoption of Tentative Impact Fee Rates for the North Collier Fire Control and Rescue District by Resolution 20-017**

Commissioner Burke moved to adopt Resolution 20-017 to approve tentative impact fee rates for North Collier Fire Control and Rescue District. Commissioner Feder seconded. MOTION CARRIED 5:0

**8. Adoption of Tentative General Fund Budget for the North Naples Service Delivery Area by Resolution 20-018**

Commissioner Feder moved to adopt Resolution 20-018 to approve tentative General Fund budget for North Naples Service Delivery Area. Commissioner Burke seconded. MOTION CARRIED 5:0

**9. Adoption of Tentative General Fund Budget for the Big Corkscrew Island Service Delivery Area by Resolution 20-019**

Commissioner Calamari moved to adopt Resolution 20-019 to approve tentative General Fund budget for Big Corkscrew Island Service Delivery Area. Commissioner Burke seconded. MOTION CARRIED 5:0

**10. Adoption of Tentative Impact Fee Fund Budget for the North Collier Fire Control and Rescue District by Resolution 20-020**

Commissioner Feder moved to adopt Resolution 20-020 approving Impact Fee Fund budget for North Collier Fire Control and Rescue District. Commissioner Burke seconded. MOTION CARRIED 5:0

**11. Adoption of Tentative Inspection/Plan Review Fee Fund Budget for the North Collier Fire Control and Rescue District by Resolution 20-021**

Commissioner Calamari moved to adopt Resolution 20-021 approving Inspection/Plan Review Fee Fund budget for North Collier Fire Control and Rescue District. Commissioner Burke seconded. MOTION CARRIED 5:0.

**12. Comments by Commission and Public**



Discussion followed with Board giving general direction for Staff to begin focus on the following items as the District begins its new fiscal budget: 1) analyze single millage rate scenario; and 2) revive discussions regarding future use of Station 40 and Sun Century properties and disposal of Yarberry Lane property.

### **13. Adjournment**

Commissioner Feder moved to adjourn meeting. Commissioner Burke seconded.  
MOTION CARRIED 5:0 Meeting adjourned at 6:06 p.m.



**AGENDA ITEM 6**

**Meeting Date:** September 24, 2020  
**Prepared By:** Chief Financial Officer Ben Van Klingerren  
**Date Prepared:** September 22, 2020  
**Subject:** Treasurer's Report

The following is information for the Treasurer's Report for the September 24, 2020 Board Meeting:

**GENERAL FUND**

**Revenue**

The following is the breakdown of revenue for the period ended August 31, 2020 for the North Naples Service Delivery Area ("NN SDA"), the Big Corkscrew Service ("BC SDA") and North Collier Fire Control & Rescue District. Note that these financial statements reflect the Board approved cost allocation method; per that method, there is no allocation of revenue (except for grant funds) - it remains in the SDA in which it is earned/received.

		<b>NN SDA</b>	<b>% of</b>	<b>BC SDA</b>	<b>% of</b>	<b>North Collier</b>	<b>% of</b>
		<b>8/31/2020</b>	<b>Budget</b>	<b>8/31/2020</b>	<b>Budget</b>	<b>8/31/2020</b>	<b>Budget</b>
Ad Valorem	\$	32,782,282	101.43%	\$ 6,808,692	101.55%	\$ 39,590,974	
Fees	\$	455,996	83.25%	\$ -	0.00%	\$ 455,996	
Other Revenue	\$	1,049,541	63.16%	\$ 108,105	46.73%	\$ 1,157,646	
<b>Total Revenue</b>	<b>\$</b>	<b>34,287,819</b>	<b>99.30%</b>	<b>\$ 6,916,797</b>	<b>98.64%</b>	<b>\$ 41,204,616</b>	<b>100.90%</b>

**Expenses**

The following is the breakdown of expenses for the period ended August 31, 2020 for NN SDA, BC SDA and the North Collier Fire Control & Rescue District utilizing the cost allocation method approved by the Board.

**GENERAL FUND, CONT'D**

		<b>NN SDA</b>	<b>% of</b>	<b>BC SDA</b>	<b>% of</b>	<b>North Collier</b>	<b>% of</b>
		<b>8/31/2020</b>	<b>Budget</b>	<b>8/31/2020</b>	<b>Budget</b>	<b>8/31/2020</b>	<b>Budget</b>
<b>Expenses</b>							
Personnel	\$	22,666,125	81.50%	\$ 3,155,389	81.50%	\$ 25,821,514	81.50%
Operating	\$	4,346,725	81.26%	\$ 648,604	87.10%	\$ 4,995,329	81.98%
Debt Service	\$	527,703	106.28%	\$ 73,462	106.28%	\$ 601,165	106.28%
Capital	\$	851,295	64.35%	\$ 118,510	64.35%	\$ 969,805	64.35%
Transfer Out to Impact Fund	\$	-	0.00%	\$ -	0.00%	\$ -	0.00%
<b>Total Expenses</b>	<b>\$</b>	<b>28,391,848</b>	<b>81.17%</b>	<b>\$ 3,995,965</b>	<b>82.06%</b>	<b>\$ 32,387,813</b>	<b>81.28%</b>

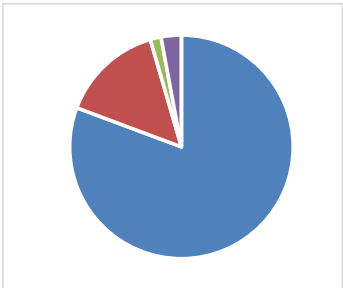
It should be noted that there are four general types of expenditures in terms of payment impact on the fiscal year:

1. Those that are paid monthly at fairly regular and predictable monthly intervals.
2. Those that are paid quarterly or annually so are not reflected in an appropriate percentage.
3. Those that are based on unpredictable need, such as building, equipment or vehicle repairs.
4. Items that were budgeted in the prior year, but were not received or invoiced until this year.

Based on these payment type exceptions, accrual or prepayment adjustments can be made to the actual expenditures, and an adjusted percent of budget determined.

When these adjustments are made, year-to-date expenditures as a percentage of budgeted expenditures, by category, are as follows:

	Adj Amt. - North Collier	Adj. % of Budget
Personnel	\$ 26,694,848	84.26%
Operational	\$ 4,902,941	80.46%
Debt Service	\$ 518,490	91.67%
Capital	\$ 969,805	64.35%
Transfer Out to Impact Fund	\$ -	0.00%
<b>Total</b>	<b>\$ 33,086,084</b>	<b>83.03%</b>



As identified above, when adjustments are made to the actual expenses based on known prepaid and accrual adjustments, General Fund expenses are at 83%, which is appropriate for this time of year since we have completed 92% (11/12) of the fiscal year.

**General Fund Comparison with Prior Year:**

Included with the General Fund Financial Statement is a comparison to August 2019 of each service delivery area, noting the percentage of variance. In brief, total revenue in the NN SDA comparison reflects a variance of less than 1% which is in line with the budget. Expenses reflect a variance of 4%.

In the Big Corkscrew SDA, a variance in revenue of 19% is reflected due to the timing of Ad Valorem received. Expenses reflect a variance of -23% primarily due to a lower Chapter 175 retirement payment made in December compared to FY18-19.

**IMPACT FEE FUND - Comparison with Budget**

As of August 31, 2020, total impact fees received plus interest total \$875,428 or 123% of the amended annual budget. Expenses are at 100% of budget for the year due to the annual debt service payment in October and 100% of budgeted collection fees expense due to early revenue receipts.

**INSPECTION/PLAN REVIEW FEE FUND - Comparison with Budget**

**Revenue**

As of August 31, 2020, total revenue received is \$1,488,184 or 73% of budgeted revenue.

**Expenses**

Expenses total \$1,746,641 or 86% of the total budget. This is appropriate for this time of year since we have completed 92% (11/12) of the fiscal year.



North Collier Fire Control and Rescue District  
Board of Fire Commissioners  
REGULAR MONTHLY MEETING

**AGENDA ITEM 8**

**Meeting Date:** September 24, 2020  
**Prepared By:** Chief Financial Officer Ben Van Klingeren  
**Date Prepared:** September 16, 2020  
**Subject:** Consent Agenda

**GENERAL FUND**

General Fund (Unbudgeted)	N/A		
<b>TOTAL GENERAL FUND UN-BUDGETED</b>		<b>\$</b>	<b>-</b>

**General Fund (Budgeted)**

<b>1</b>	<b>Item Description:</b>	Promotional Testing software	
	<b>Requested By:</b>	Deputy Chief Jorge Aguilera	
	<b>G/L Account:</b>	001-5220-054-807	
	<b>Budget Line:</b>	GF - 126	
	<b>Budget Line Amount (NCFR)</b>	\$	223,200
	<b>Available Line</b>	\$	150,138
	<b>Bids/Quotes:</b>		
	<b>Bid #1:</b>	Public Safety Training & Develk	\$ 7,500.00
	<b>Bid #3:</b>	n/a	\$ -
	<b>Bid #4:</b>	n/a	\$ -
	<b>Waive Bidding Policy?</b>	Yes	Reason: Sole Source product for specific testing
	<b>Recommendation:</b>	<b>Public Safety Training &amp; Development</b>	<b>\$ 7,500</b>

<b>TOTAL GENERAL FUND BUDGETED</b>	<b>\$</b>	<b>7,500</b>
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**IMPACT FEE FUND**

(NONE)

<b>TOTAL IMPACT FEE FUND BUDGETED</b>	<b>\$</b>	<b>-</b>
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**INSPECTION/PLAN REVIEW FEE FUND**

(NONE)

<b>TOTAL INSPECTION FUND BUDGETED</b>	<b>\$</b>	<b>-</b>
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**ADDITION OF FIXED ASSETS**

(NONE)

<b>TOTAL ADDITION OF FIXED ASSETS</b>	<b>\$</b>	<b>-</b>
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**DELETION OF FIXED ASSETS**

Asset Category:	Vehicles		
Asset I.D. Number:	229 / 22003 (FA List)		
Description:	2007 Ford Explorer		
Cost:	\$21,498.00		
Reason for Deletion:	vehicle is in bad condition and it is no longer cost effective to repair		
Intended Disposal:	to be sold (via GovDeals)	Original Cost \$	21,498
Additional Information:	n/a	Est Net Book Value \$	-

Asset Category:	Furniture, Fixtures & Equipment		
Asset I.D. Number:	70319 / 4335 (FA list)		
Description:	(5) 40" Sharp LED TVs		
Cost:	\$2,030.94		
Reason for Deletion:	not functioning / beyond repair		
Intended Disposal:	scrap	Original Cost \$	2,031
Additional Information:	n/a	Est Net Book Value \$	-

<b>TOTAL DELETION OF FIXED ASSETS (original cost)</b>	<b>\$</b>	<b>23,529</b>
<b>TOTAL DELETION OF FIXED ASSETS (NET BOOK VALUE)</b>	<b>\$</b>	<b>-</b>

**OTHER**

1 n/a	\$	-
2 n/a	\$	-
<b>TOTAL - OTHER</b>	<b>\$</b>	<b>-</b>



North Collier Fire Control and Rescue District  
Board of Fire Commissioners  
REGULAR MONTHLY MEETING

**AGENDA ITEM 10A**

**Meeting Date:** September 24, 2020  
**Prepared by:** Chief Financial Officer Ben Van Klingerren  
**Date Prepared:** September 11, 2020  
**Subject:** Request for Board Approval of Revised Impact Fee Indexing Methodology and Adoption of Resolution 20-022 Providing for New Impact Fee Rates Commencing January 1, 2021

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**Objective**

Obtain approval of revised Impact Fee indexing methodology by adopting Resolution 20-022 providing for new Impact Fee rates commencing January 1, 2021.

**Background Information**

At the May 28, 2020 Board Meeting, the Board of Fire Commissioners adopted Resolution 20-004 and approved a revised Impact Fee Indexing methodology. As stated by the summary report dated March 13, 2020 in attachment 1, page 1, "The methodology used to update the fire impact fee is a consumption-based impact fee methodology, which has also been used to calculate the current adopted fire impact fee for the District as well as several fire/EMS impact fees throughout Florida, including, but not limited to, fees in Collier, Orange, Palm Beach, Indian River and Brevard Counties. A consumption-based impact fee is intended to charge new growth the proportionate share of cost associated with providing fire rescue facilities available for use by new growth. The demand component of the District's current fire impact fee uses a population-based approach. Per the request of the District, this current update study utilizes an incident-based approach for the demand component." The new impact fee rates were as follows: **\$0.17/sf for Residential and \$1.85/sf for Non-Residential**. This new rate structure was approved and was to become effective October 1, 2020.

In conjunction with Board approval, it was noted that the Non-Residential impact fee rate (**\$1.85/sf**) appeared higher than anticipated. Upon further review by Collier County and NCFR staff, it was determined there was a calculation error in conjunction with Non-Residential impact fees. NCFR then requested Tindale Oliver to review and update the Fire Impact Fee Report. NCFR received a new report dated August 24, 2020 (see Attachment 2) that included a revised Non-Residential impact fee rate of **\$1.06/sf**.

**Considerations**

Adoption of Resolution 20-022 provides ample time to comply with the Florida Impact Fee Act (Section 163.31801, Florida Statutes) requiring a 90-day notice to local taxpayers. Moreover, this provides ample time to discuss with our building community partners the rate increase prior to the January 1, 2021 implementation date. Resolution 20-022 also provides a clause that it supersedes Resolution 20-004 and that the current impact fee rate structure will remain in place until the new effective date of January 1, 2021.



**Fiscal Impact**

The District estimates to collect an additional \$390,940 due to the new rate structure, which equates to a 40% increase from the current year. (See Attachment 2: Impact Fee Revenue Comparison).

The District had originally estimated to collect an additional \$884,456 in impact fees based on the prior Impact Fee Report dated March 13, 2020, which equated to a 90% increase from the current year.

**Recommendation**

Staff recommends the Board adopt Resolution 20-022 to approve the revised Impact Fee indexing methodology and provide for new Impact Fee rates commencing January 1, 2021, which will also supersede Resolution 20-004.

**Attachments:**

Attachment 1: Resolution 20-022

Attachment 2: Fire Impact Fee Final Report – Tindale Oliver

Attachment 3: Impact Fee Revenue Comparison – Tindale Oliver

**Proposed Motion:**

Approve the revised Impact Fee indexing methodology as presented and adopt Resolution 20-022 providing for new Impact Fee rates commencing January 1, 2021.



**AGENDA ITEM 10B**

**Meeting Date:** September 24, 2020  
**Prepared by:** Chief Financial Officer Ben Van Klingerren  
**Date Prepared:** September 16, 2020  
**Subject:** Request for Board Approval to Renew Behavioral Health Program Service Agreement for the period October 1, 2020 through September 20, 2021 with the Counseling Associates

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**Objective**

Obtain Board Approval to renew mental health program service Agreement with the Counseling Associates for the period October 1, 2020 through September 30, 2021.

**Background Information**

At the July 12, 2018 Board of Fire Commissioners Meeting, the Board voted unanimously to approve the service agreement with the Counseling Associates to provide emotional and behavioral health services, beyond EAP services provided through the District's health program. The Counseling Associates offers convenient locations in Naples, Bonita Springs and Fort Myers with a team of licensed professionals. As part of the Agreement, the Counseling Associates originally provided the following services:

- Employee Assistance Program (EAP) up to five visits per family member
- Clinical Assessment and Counseling
- Pre-employment and Fit for Duty evaluations
- Educational Workshops
- Psychological Evaluation and Testing

At the July 11, 2019 Board of Fire Commissioners Meeting, the Board voted to amend the contract to eliminate the pre-employment and fit for duty components and increase the number of allowable visits for employees (and family members).

**Considerations**

The District has continuously taken a proactive approach addressing wellness related initiatives as it leads to both direct and indirect long-term cost savings. The proposed contract for the period October 1, 2020 through September 30, 2021 maintains the allowable ten (10) EAP sessions for each employee per event up to a maximum twenty (20) visits per family. However, it does include a +26% increase in the hourly rate for services from \$95 per hour to \$120 per hour.

**Fiscal Impact**

The District has had more usage of the available service in the current fiscal year compared to the prior fiscal year (+\$18,000 vs \$9,500). NCFR is budgeting approximately \$20,000 to provide the service to employees.





**Recommendation**

Staff recommends that the Board accepts the renewal proposal from Counseling Associates for behavioral health services for the period of October 1, 2020 through September 30, 2021.

**Attachments:**

Attachment 1: Behavioral Health Services Agreement – markup version

Attachment 2 : Behavioral Health Services Agreement - FINAL

**Proposed Motion:**

Approve the renewal proposal from Counseling Associates for behavioral health services for the period of October 1, 2020 through September 30, 2021 as presented.



North Collier Fire Control and Rescue District  
Board of Fire Commissioners  
REGULAR MONTHLY MEETING

**AGENDA ITEM 10C**

**Meeting Date:** September 24, 2020  
**Prepared by:** Executive Director Sal D'Angelo  
**Date Prepared:** August 28, 2020  
**Subject:** Request for Board Direction and Authorization to Enter Into Competitive Negotiations for the Krape Road Engineering/Architectural Project

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**Objective:**

Per compliance with District policy 2.03, Section 4., and Florida Statute 287.055, "Compliance with the Consultants Competitive Negotiation Act," staff requests the Board approve and authorize the Fire Chief, or designee, to enter into competitive negotiations with said ranked firm(s).

**Background Information**

During the month of June 2020, Chief Ricardo was apprised of a mitigation grant funding opportunity from Collier County Government; then, on Monday, June 29, 2020, Chief Ricardo and myself attended a virtual meeting hosted by Kristi Sonntag and other Collier County Government representatives regarding the Community Development Block Grant (The Rebuild Florida Mitigation General Infrastructure Program).

Upon learning the grant objectives and details, the decision was made to submit a project for a new District administrative headquarters/emergency operations center to be located at our Krape Road property. After consulting with Chief Ricardo and with the assistance from attorney Laura Donaldson, I proceeded with the 'Statement of Qualifications' process to ascertain sealed proposals from Engineering and Architectural firms. On August 17, 2020, using the Naples Daily News, the District advertised for Architect-Engineering Services and requested for Statement of Qualifications.

The sealed proposals are due to the District by Monday, September 14, 2020, at 4:00 pm Eastern Standard Time. In addition, the District established a selection committee of five (5) staff members to rank the firms at a public meeting on Thursday, September 17, 2020, with an additional public meeting (if necessary) on Monday, September 21, 2020, for firm presentations and interviews. The aforementioned meeting dates and times were advertised in the Naples Daily News on Thursday, September 10, 2020.

All timely submitted proposals are attached for review (Attachment #1), and at the October 22, 2020, board meeting, the Board has the option to approve a final contract with the selected firm.

**Note: During the fee negotiation process (September 25 – October 21, 2020), if we are not successful with ranked firm #1, we end negotiations, then move to ranked firm #2 – repeat the process, and if unsuccessful, move to ranked firm #3. Hence, the reason for selecting the top three ranked firms in successive order.**



### **Fiscal Impact**

The fiscal impact for the services is not known yet as the fee negotiation component is the reason for this agenda item.

### **Recommendation**

The District's selection committee members select the following 3 firms, with firm #1 receiving the highest score (maximum points that could be received equals 500), firm #2 second highest score, and firm #3 third highest score. Note: The point range between Firm #1 and Firm #3 equaled 7 points, and 3 points separating the top 2 firms.

Firm #1: Architects Design Group in Association with Parker/Mudgett/Smith Architects, Inc.

Firm #2: Stantec and partner firm SchenkelShultz

Firm #3: BSSW Architects in collaboration with Dewberry Architects, Inc.

### **Attachments**

Attachment 1: Timely Submitted Proposal Packages (see separate PDF Files)



North Collier Fire Control and Rescue District  
Board of Fire Commissioners  
REGULAR MONTHLY MEETING

**AGENDA ITEM 10D**

**Meeting Date:** September 24, 2020  
**Prepared by:** Deputy Chief Jorge Aguilera  
**Date Prepared:** September 16, 2020  
**Subject:** Request for Board Approval to purchase twenty-three (23) Philips Tempus ALS Cardiac and Advanced Vital Signs/Diagnostic monitors as well approve the presented capital lease through Philips Medical Capital dated December 28, 2020

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**Objective**

Obtain Board approval to purchase twenty-three (23) Philips Tempus ALS Cardiac and Advanced Vital Signs/Diagnostic monitors as well approve the presented capital lease through Philips Medical Capital dated December 28, 2020.

**Background Information**

The District has held its State Non-Transport Advanced Life Support license for almost ten years. Since then, we have had twenty (20) cardiac monitors. Although the cardiac monitors have extended warranties and annual preventative maintenance, the life span of these critical medical devices is between 7-10 years. In 2018, the Philips Corporation announced they are discontinuing the manufacturing of these devices that will phase out by 2021.

Significant new and updated system.

There have been significant changes to the Philip Tempus ALS Cardiac monitor that we feel will help improve the District's Advance Life Support program and enhance the delivery of care we provide. This monitor includes new technology that will allow the District to participate in Mobile Integrated Health Programs. This includes monitoring, diagnostic opportunities, and telemedicine technology. District Paramedics will have instant video and audio contact with a physician or other licensed medical providers.

The Board originally approved this as a budgeted capital project in the current FY 19/20 budget (Line 163 - \$1,080,000) with associated capital lease proceeds (Line 29 - \$1,080,000). However, these monitors were in the process of becoming FDA certified (and were not available for purchase prior to this designation). In August, 2020, the FDA approved Philip Tempus ALS Cardiac monitors for usage. Due to the timing of procurement, NCFR will not be able to purchase these items during the current fiscal year and have (tentatively) budgeted this capital purchase in the FY 20/21 budget.

**Considerations**

The EMS/Training Division has considered several different cardiac monitors. However, the Philips Tempus ALS monitor has all the components the District needs. The new monitor is telemedicine in a compact, lightweight, and durable platform.

Per District Policy, it was determined that the purchase of the Philip Tempus ALS Cardiac monitor is considered a "sole-source" purchase.



North Collier Fire Control and Rescue District  
Board of Fire Commissioners  
REGULAR MONTHLY MEETING  
**AGENDA ITEM 10D**

Finally, the District intends to obtain a capital lease to finance the cost of the twenty-three (23) Philips Tempus Pro monitors using a 60-month (5-year) term at 1.9% interest financing a total of \$1,106,574.20 with payments of \$19,347.40 per month effective December 28, 2020. The fiscal impact for FYE 9/30/2021 will be \$174,126.60.

The purchase has been tentatively approved within the FYE 20/21 budget (Line 163 – Capital Outlay / Line 29 – Capital Lease Proceeds).

**Fiscal Impact**

The total cost of the twenty-three (23) cardiac monitors is \$1,106,574.20 and the financing costs will total \$174,126.60 for FYE 9/30/2021. In addition to the stated monthly payment of \$19,347.40, a monthly Service/Maintenance payment of \$3,195.29 is due and payable monthly. This monthly Service/Maintenance payment is separate from the \$19,347.40 monthly tax-exempt principal and interest equipment lease payment. The aforementioned Service/Maintenance payment will be passed through to the Vendor providing the service/maintenance. The total monthly payment due for months 13 through 60 is \$22,542.69 (\$19,347.40 + \$3,195.29).

**Recommendation**

Staff recommends the Board approve the purchase of twenty-three (23) Philips Tempus ALS Cardiac monitors for \$1,106,574.20 as well approve the presented five-year capital lease from Philips Medical Capital at 1.9% with monthly payments totaling \$19,347.40.

**Attachments:**

Attachment 1: Quote – twenty-three (23) cardiac heart monitors

Attachment 2: Quote - Capital Lease agreement – lease number 500-50165978

**Proposed Motion:**

Approve the purchase of twenty-three (23) Philips Tempus ALS Cardiac monitors for \$1,106,574.20 as well approve the presented five-year capital lease from Philips Medical Capital at 1.9% with monthly payments totaling \$19,347.40.



**AGENDA ITEM 10E**

**Meeting Date:** September 24, 2020  
**Prepared by:** Chief Financial Officer Ben Van Klingerren  
**Date Prepared:** September 20, 2020  
**Subject:** Request for Board Adoption of Resolution 20-023 Approving Revisions to District Policy 2.03-Procurement (former Bidding Policy)

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**Objective**

For Board adoption of Resolution 20-023 approving revisions to District Policy 2.03-Procurement (former Bidding Policy).

**Background Information**

The District is currently undergoing a comprehensive review of all District policies and Standard Operating Guidelines. To ensure consistency with local, State, and Federal procurement guidelines, the District obtained legal counsel to review and provide updates to the current policy – 2.03 – “Bidding”. The newly proposed policy is now titled “Procurement” as it encompasses additional purchasing parameters beyond vendor bidding.

**Considerations**

The proposed policy meets all current local, State, and Federal procurement guidelines and regulations.

**Recommendation**

Staff recommends the Board adopt Resolution 20-023 approving revisions to District Policy 2.03-Procurement as presented.

**Fiscal Impact:**

There are no fiscal impacts associated with the proposed revisions.

**Attachments:**

- Attachment 1: District Policy 2.03-Procurement (added language reflected in red and deleted language with strikethroughs)
- Attachment 2: Resolution 20-023

**Proposed Motion:**

Move to adopt Resolution 20-023 approving revisions to District Policy 2.03 as presented by Staff



**AGENDA ITEM 10F**

**Meeting Date:** September 24, 2020  
**Prepared by:** Chief Financial Officer Ben Van Klingerren  
**Date Prepared:** September 20, 2020  
**Subject:** Request for Board Adoption of Resolution 20-024 Approving Revisions to District Policy 2.02-Purchase Policy

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**Objective**

For Board adoption of Resolution 20-024 approving revisions to District Policy 2.02-Purchase Policy.

**Background Information**

The District is currently undergoing a comprehensive review of all District policies and Standard Operating Guidelines. Some of the policy parameters are now detailed in District Policy 2.03-Procurement. Therefore, these references are proposed to be removed from the current policy. Additionally, the District is proposing to change requirements for purchase orders and consent agenda items.

**Considerations**

The proposed changes combine control and efficiency in the approval process and processing payments to vendors for goods and services. The District will continually monitor and review policies and procedures to determine what are adequate and proper changes to mirror growth and change.

**Recommendation**

Staff recommends the Board adopt Resolution 20-024 approving revisions to District Policy 2.02-Purchase Policy as presented.

**Fiscal Impact:**

There are no fiscal impacts associated with the proposed revisions.

**Attachments:**

- Attachment 1: District Policy 2.02-Purchase Policy (added language reflected in red and deleted language with strikethroughs)
- Attachment 2: Resolution 20-024

**Proposed Motion:**

Move to adopt Resolution 20-024 approving revisions to District Policy 2.02 as presented by Staff



**AGENDA ITEM 10G**

**Meeting Date:** September 24, 2020  
**Prepared by:** Chief Financial Officer Ben Van Klingerren  
**Date Prepared:** September 20, 2020  
**Subject:** Request for Board Adoption of Resolution 20-025 Approving Revisions to District Policy 2.05-Fixed Asset Accounting and Control

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**Objective**

For Board adoption of Resolution 20-025 approving revisions to District Policy 2.05-Fixed Asset Accounting and Control.

**Background Information**

The District is currently undergoing a comprehensive review of all District policies and Standard Operating Guidelines. The State of Florida Department of Financial Services (DFS) updated the administrative rules for the threshold, capitalization, inventory, and recording of tangible personal property, which became effective July 1, 2020 via Florida Administrative Code (FAC) 69I-72.

**Considerations**

The rule amendments of FAC 69I-72 update definitions, add the term “attractive items” and its definition, and increase the thresholds for recording tangible personal property inventory from \$1,000 to \$5,000. In anticipation of this rule change and the District’s adherence, the proposed FY 2020/2021 capital budget only includes items with a unit cost of greater than \$5,000 (and /or only “attractive items” per FAC 69I-72).

**Recommendation**

Staff recommends the Board adopt Resolution 20-025 approving revisions to District Policy 2.05-Fixed Asset Accounting and Control as presented.

**Fiscal Impact:**

There are no fiscal impacts associated with the proposed revisions. However, future considerations include fixed asset deletions of items with individual costs less than \$5,000.

**Attachments:**

Attachment 1: District Policy 2.05-Fixed Asset Accounting and Control (added language reflected in red and deleted language with strikethroughs)

Attachment 2: Resolution 20-025

**Proposed Motion:**

Move to adopt Resolution 20-025 approving revisions to District Policy 2.05 as presented by Staff





**AGENDA ITEM 10H**

**Meeting Date:** September 24, 2020  
**Prepared by:** Deputy Director of Human Resources Dena Rader  
**Date Prepared:** September 17, 2020  
**Subject:** Request for Board to Adopt Resolution 20-026 Approving Updates to Policy 3.21-Firefighter Cancer Benefits

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**Objective**

To obtain approval from the Board of Fire Commissioners to accept revisions to District Policy 3.21-Firefighter Cancer Benefits so that the policy aligns with the prior approved cancer insurance coverage that includes a rider for non-sworn administrative staff.

**Background Information**

On July 1, 2019, Section 112.1816, Florida Statutes (“F.S.”) became effective. It provides eligible firefighters who are diagnosed with certain cancers benefits as an alternative to pursuing workers’ compensation benefits.

On November 21, 2019, the Board of Fire Commissioners for North Collier Fire Control and Rescue District approved Policy 3.21-Firefighter Cancer Benefits as a guideline for District staff to administer benefits pursuant to Section 112.1816, F.S.

The District obtained an insurance policy to cover this benefit through Provident Insurance. On August 27, 2020, the Board of Fire Commissioners approved renewal of the insurance policy held with Provident Insurance which included the benefit rider covering non-sworn administrative staff.

**Fiscal Impact**

There is no fiscal impact to update the policy to align with the approved insurance coverage that includes a rider for non-sworn administrative staff.

**Recommendation**

The District recommends the Board adopt Resolution 20-026 approving the changes to Policy 3.21-Firefighter Cancer Benefits so that the policy aligns with the District’s approved cancer insurance coverage that includes a rider for non-sworn administrative staff.

**Attachments**

Attachment 1: Updated Policy 3.21 Firefighter Cancer Benefits with mark-ups  
Attachment 2: Resolution 20-026



North Collier Fire Control and Rescue District  
Board of Fire Commissioners  
REGULAR MONTHLY MEETING

**AGENDA ITEM 10I**

**Meeting Date:** September 24, 2020  
**Prepared by:** Fire Chief Eloy Ricardo  
**Date Prepared:** September 18, 2020  
**Subject:** Request Board Approval for Extension of Interlocal Agreement with Collier County Providing for Work Space for District Plan Review Services Within Collier County Growth Management Offices

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**Objective**

To obtain approval from the Board of Fire Commissioners for the extension of the interlocal agreement with Collier County providing work space for District plan review services within Collier County Growth Management Offices

**Background Information**

On April 10, 2014, the North Naples Board of Fire Commissioners approved an interlocal agreement with Collier County to lease office space within its Growth Management offices located at 2800 North Horseshoe Drive to house the District's Plan Review team (Attachment 1). The lease included an annual rental cost of \$50,000 inclusive of all software, utilities, licenses, use of furniture, computers and telephones and a shared conference room. That agreement expired on April 22, 2019.

The District has worked with Collier County to develop an extension to the interlocal agreement (Attachment 2). The terms are the same as in the original agreement with two changes - the inclusion of automatic renewals until either party wishes to terminate or renegotiate and the reference to the District's name change from North Naples to North Collier.

**Fiscal Impact**

The annual rent of \$50,000 has been and continues to be a budgeted expense in the District's budget. There are no additional expenses related to the extension of this interlocal agreement.

**Recommendation**

The District recommends the Board approve the extension of the interlocal agreement with Collier County for the provision of work space for District Plan Review Services within Growth Management Offices.

**Attachments**

Attachment 1: Original Interlocal Agreement for Lease Space Dated April 22, 2014  
Attachment 2: Proposed Extension of Interlocal Agreement for Lease Space