



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

AGENDA (FINAL)

THURSDAY, NOVEMBER 19, 2020 ■ 9:00 A.M.
1885 Veterans Park Drive ■ Naples, FL 34109

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL, ADDITIONS OR DELETIONS TO AGENDA**
- 4. APPROVAL OF MINUTES**
 - A. September 24, 2020 Monthly Meeting
 - B. September 24, 2020 Final Budget Hearing
- 5. CHIEF'S REPORT**
- 6. TREASURER'S REPORT**
 - A. September 2020
 - B. October 2020
- 7. LABOR REPORT**
- 8. CONSENT AGENDA**

Table 1: Expenditures for Board Approval

Category	Amount
General Fund Unbudgeted	\$50,400
Impact Fee Fund Unbudgeted	\$0
Inspection Fund Unbudgeted	\$0
Addition of Fixed Assets	\$0
Deletion of Fixed Assets	\$41,049
Other	\$0



9. OLD BUSINESS

None

10. NEW BUSINESS

- A. Request Board Approval of Amendment to FYE 09/30/2020 Impact Fee Fund Budget by Adoption of Resolution 20-034
- B. Request Board Approval of Amendment to FYE 09/30/2020 Inspection Fee Fund Budget by Adoption of Resolution 20-035
- C. Request Board Approval of Amendment to FYE 09/30/2020 General Fund Budget by Adoption of Resolution 20-036
- D. Request Board Approval of FY 2019 State Homeland Security Grant Program Agreement to Administer District Response Team for Regional HazMat Services
- E. Request Board Approval of New District Policy 2.13-Contractor Suspension Policy by Adoption of Resolution 20-037
- F. Request Board Approval of Collier County CARES Act Sub-Award Agreement

11. COMMENTS BY COMMISSION AND PUBLIC

12. ADJOURNMENT



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

MINUTES (DRAFT)

THURSDAY, SEPTEMBER 24, 2020 ■ 9:00 A.M.

1885 Veterans Park Drive ■ Naples, FL 34109

BOARD MEMBERS PRESENT

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

1. CALL TO ORDER

Meeting called to order at 9:00 am by Chairman Lombardo. 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 Burke seconded.

MOTION CARRIED 5:0

4. APPROVAL OF MINUTES

A. August 27, 2020 Monthly Meeting

B. September 10, 2020 Tentative Budget Hearing

Commissioner Feder moved to approve both sets of minutes as presented. Commissioner Crossan seconded. MOTION CARRIED 5:0

5. CHIEF'S REPORT

Fire Chief Eloy Ricardo gave verbal report. There was general consensus of Board for Staff to begin planning for 2021 ceremony to acknowledge 20-year anniversary of September 11th. As per statutory requirements, Chief Ricardo notified Board of emergency purchase for repair of Station 45 roof (Service Works - \$7342.00).

6. TREASURER'S REPORT

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

7. LABOR REPORT

Local 2297 President Scott Palmateer gave verbal report.



8. CONSENT AGENDA

Table 1: Expenditures for Board Approval

Category	Amount
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

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

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

Commissioner Burke moved to adopt Resolution 20-022 approving new impact fee rate schedule effective January 1, 2021. Commissioner Calamari seconded. MOTION CARRIED 5:0

B. Request Renewal of Mental Health Program Service Agreement with Counseling Associates for FY 2020/2021

Commissioner Burke moved to approve renewal of mental health program service agreement with Counseling Associates for FY 2020/2021. Commissioner Crossan seconded. MOTION CARRIED 5:0

C. Request Board Direction and Authorization to Enter into Competitive Negotiations for the Krape Road Engineering/Architectural Project

Executive Director Sal D'Angelo gave verbal summation of grant opportunity and process for selection of firms. Discussion ensued with Commissioner Feder voicing concern for District



pursuing grant funds for administration construction vs. station construction. Discussion continued with Board noting that District was due to evaluate all properties it held, and that evaluation for Krape Road would come now or eventually later, with cost being expended either way. Commissioner Calamari moved to approve District to move forward with competitive negotiations with the top three ranked firms: 1) Architects Design Group in Association with Parker/Mudgett/Smith Architects, Inc.; 2) Stantec and partner firm Schenkel Shultz; and 3) BSSW Architects in collaboration with Dewberry Architects, Inc. Commissioner Crossan seconded. MOTION CARRIED 4:1 (Commissioner Feder dissenting) Chief Ricardo to email grant rules to Board.

D. Request Board Approval to Purchase New Cardiac Monitors and Approve Capital Lease Agreement

Deputy Chief Jorge Aguilera gave verbal summary of benefits of new monitors. Commissioner Calamari moved to approve purchase of new cardiac monitors and approve capital lease agreement with Philips Medical Capital. Commissioner Crossan seconded. MOTION CARRIED 5:0

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

Commissioner Calamari moved to adopt three resolutions (20-023, 20-024, 20-025) simultaneously approving revisions to three policies (2.03-Bidding, 2.02-Purchase, 2.05-Fixed Asset Accounting and Control). It was suggested to include Resolution 20-026 approving changes to policy 3.21-Firefighter Cancer Benefits. Commissioner Calamari accepted amendment to motion. Commissioner Burke seconded amended motion. CFO Ben VanKlingeren gave verbal summary of policy revisions. MOTION CARRIED 5:0

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

Commissioner Feder moved to approve renewal of interlocal agreement with Collier County for provision of inspection and plan review services within Collier County Growth Management division work space. Commissioner Crossan seconded. MOTION CARRIED 5:0

11. COMMENTS BY COMMISSION AND PUBLIC

None

12. ADJOURNMENT



North Collier Fire Control and Rescue District
Board of Fire Commissioners' Meeting Agenda – September 24, 2020

Commissioner Calamari moved to adjourn meeting. Commissioner Crossan seconded. MOTION
CARRIED 5:0 Meeting adjourned at 9:54 am.



**NORTH COLLIER FIRE CONTROL AND RESCUE DISTRICT
FINAL BUDGET HEARING FOR 2020/2021 BUDGET**

MINUTES (DRAFT)

THURSDAY, SEPTEMBER 24, 2020 ■ 5:30 PM

1885 Veterans Park Drive ■ Naples, FL 34109

BOARD MEMBERS PRESENT

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

1. Call to Order

Meeting called to order at 5:30 pm by Chairman Lombardo. With five of five commissioners present, 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 Final Budgets for General Fund, Impact Fee Fund and Inspection/Plan Review Fee Fund Budgets for the Fiscal Year Ending September 30, 2021

CFO VanKlingeren noted there were no changes in the three budgets from those presented at Tentative Budget Hearing.

5. Adoption of Final Millage Rate for the North Naples Service Delivery Area by Resolution 20-027

Commissioner Feder moved to adopt Resolution 20-027 approving final millage rate of 1.0 for the North Naples Service Delivery Area. Commissioner Crossan seconded.

MOTION CARRIED 5:0

6. Adoption of Final Millage Rate for the Big Corkscrew Island Service Delivery Area by Resolution 20-028

Commissioner Burke moved to adopt Resolution 20-028 approving final millage rate of 3.75 for the Big Corkscrew Island Service Delivery Area. Commissioner Crossan seconded. MOTION CARRIED 5:0

7. Adoption of Final Impact Fee Rates for the North Collier Fire Control and Rescue District by Resolution 20-029

Commissioner Feder moved to adopt Resolution 20-029 to approve final impact fee rates for North Collier Fire Control and Rescue District. Commissioner Crossan seconded. MOTION CARRIED 5:0

8. Adoption of Final General Fund Budget for the North Naples Service Delivery Area by Resolution 20-030

Commissioner Feder moved to adopt Resolution 20-030 to approve final General Fund budget for North Naples Service Delivery Area. Commissioner Crossan seconded. MOTION CARRIED 5:0

9. Adoption of Final General Fund Budget for the Big Corkscrew Island Service Delivery Area by Resolution 20-031

Commissioner Crossan moved to adopt Resolution 20-031 to approve final General Fund budget for Big Corkscrew Island Service Delivery Area. Commissioner Burke seconded. MOTION CARRIED 5:0

10. Adoption of Final Impact Fee Fund Budget for the North Collier Fire Control and Rescue District by Resolution 20-032

Commissioner Crossan moved to adopt Resolution 20-032 approving final Impact Fee Fund budget for North Collier Fire Control and Rescue District. Commissioner Burke seconded. MOTION CARRIED 5:0

11. Adoption of Final Inspection/Plan Review Fee Fund Budget for the North Collier Fire Control and Rescue District by Resolution 20-033

Commissioner Crossan moved to adopt Resolution 20-033 approving final Inspection/Plan Review Fee Fund budget for North Collier Fire Control and Rescue District. Commissioner Feder seconded. MOTION CARRIED 5:0.

12. Comments by Commission and Public

None

13. Adjournment

Commissioner Calamari moved to adjourn meeting. Commissioner Burke seconded. MOTION CARRIED 5:0 Meeting adjourned at 5:36 pm.



AGENDA ITEM 6

Meeting Date: November 19, 2020
Prepared By: Chief Financial Officer Ben Van Klingerren
Date Prepared: November 4, 2020
Subject: Treasurer's Report

****NOTE - October 22nd meeting was cancelled****

The following is information for the Treasurer's Report for the November 19, 2020 Board Meeting:

GENERAL FUND

Revenue

The following is the breakdown of revenue for the period ended September 30, 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.

		NN SDA	% of		BC SDA	% of	North Collier	% of
		9/30/2020	Budget		9/30/2020	Budget	9/30/2020	Budget
Ad Valorem	\$	32,932,850	101.90%	\$	6,841,453	102.04%	\$ 39,774,303	
Fees	\$	487,270	88.96%	\$	1,801	2.36%	\$ 489,071	
Other Revenue	\$	1,111,725	66.90%	\$	114,836	49.64%	\$ 1,226,561	
Total Revenue	\$	34,531,845	100.01%	\$	6,958,090	99.22%	\$ 41,489,935	101.59%

Expenses

The following is the breakdown of expenses for the period ended September 30, 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

		NN SDA	% of		BC SDA	% of	North Collier	% of
		9/30/2020	Budget		9/30/2020	Budget	9/30/2020	Budget
Expenses								
Personnel	\$	26,419,971	95.00%	\$	3,155,389	81.50%	\$ 29,575,360	93.35%
Operating	\$	4,880,275	91.24%	\$	648,766	87.13%	\$ 5,529,041	90.74%
Debt Service	\$	532,376	107.22%	\$	73,462	106.28%	\$ 605,838	107.11%
Capital	\$	1,090,853	82.46%	\$	118,510	64.35%	\$ 1,209,363	80.25%
Transfer Out to Impact Fund	\$	-	0.00%	\$	-	0.00%	\$ -	0.00%
Total Expenses	\$	32,923,475	94.13%	\$	3,996,127	82.07%	\$ 36,919,602	92.65%

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	\$ 30,035,349	94.81%
Operational	\$ 5,542,923	90.96%
Debt Service	\$ 565,627	100.00%
Capital	\$ 1,209,363	80.25%
Transfer Out to Impact Fund	\$ -	0.00%
Total	\$ 37,353,262	93.74%

As identified above, when adjustments are made to the actual expenses based on known prepaid and accrual adjustments, General Fund expenses are at 94%, which is appropriate for this time of year since we have completed the entire fiscal year.

General Fund Comparison with Prior Year:

Included with the General Fund Financial Statement is a comparison to September 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 7%.

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 -32% primarily due to a lower Chapter 175 retirement payment made in December compared to FY18-19 and the allocation of September expenses (forthcoming).

IMPACT FEE FUND - Comparison with Budget

As of September 30, 2020, total impact fees received plus interest total \$959,881 or 134% of the amended annual budget. Expenses are at 104% 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 September 30, 2020, total revenue received is \$1,807,831 or 89% of budgeted revenue.

Expenses

Expenses total \$1,933,709 or 95% of the total budget. This is appropriate for this time of year since we have completed the entire fiscal year.



AGENDA ITEM 6

Meeting Date: November 19, 2020
Prepared By: Chief Financial Officer Ben Van Klingerren
Date Prepared: November 17, 2020
Subject: Treasurer's Report

The following is information for the Treasurer's Report for the November 19, 2020 Board Meeting:

GENERAL FUND

Revenue

The following is the breakdown of revenue for the period ended October 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.

		NN SDA	% of		BC SDA	% of		North Collier	% of
		10/31/2020	Budget		10/31/2020	Budget		10/31/2020	Budget
Ad Valorem	\$	123,765	0.36%	\$	25,500	0.34%	\$	149,265	
Fees	\$	62,706	13.92%	\$	-	0.00%	\$	62,706	
Other Revenue	\$	24,812	1.44%	\$	5,224	1.89%	\$	30,036	
Total Revenue	\$	211,283	0.58%	\$	30,724	0.39%	\$	242,007	0.55%

Expenses

The following is the breakdown of expenses for the period ended October 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

		NN SDA	% of		BC SDA	% of		North Collier	% of
		10/31/2020	Budget		10/31/2020	Budget		10/31/2020	Budget
Expenses									
Personnel	\$	3,055,435	10.19%	\$	454,945	10.19%	\$	3,510,380	10.19%
Operating	\$	431,073	6.93%	\$	64,185	6.50%	\$	495,258	6.87%
Debt Service	\$	-	0.00%	\$	-	0.00%	\$	-	0.00%
Capital	\$	8,707	0.38%	\$	1,296	0.38%	\$	10,003	0.38%
Total Expenses	\$	3,495,215	8.96%	\$	520,426	8.86%	\$	4,015,641	8.94%

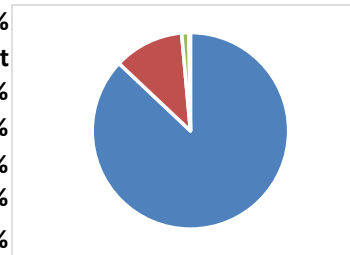
It should be noted that there are four general types of expenditures in terms of payment impact on the fiscal year:

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	\$ 3,706,983	10.76%
Operational	\$ 491,119	6.81%
Debt Service	\$ 51,054	8.33%
Capital	\$ 10,003	0.38%
Total	\$ 4,259,159	9.49%



As identified above, when adjustments are made to the actual expenses based on known prepaid and accrual adjustments, General Fund expenses are at 9.49%, which is appropriate for this time of year since we have completed 8.33% (1/12) of the fiscal year.

General Fund Comparison with Prior Year:

Included with the General Fund Financial Statement is a comparison to October 2019 of each service delivery area, noting the percentage of variance. In brief, total revenue in the NN SDA comparison reflects a variance of -4% which is in line with the budget. Expenses reflect a variance of 7%.

In the Big Corkscrew SDA, a variance in revenue of -11% is reflected due to the timing of Ad Valorem received. Expenses reflect a variance of 14% primarily due to increased personnel costs and timing/allocation.

IMPACT FEE FUND - Comparison with Budget

As of October 31, 2020, none of the budgeted impact fees have been received. However, the District received \$886 in interest during the month. The overall income budget variance totals less than 1%. Expenses are at and 70% of budget for the year due to the annual debt service payment made in October.

INSPECTION/PLAN REVIEW FEE FUND - Comparison with Budget

Revenue

As of October 31, 2020, total revenue received is \$3,502 or less than 1% of budgeted revenue which included partial impact fee payment and interest. October fees should be received in November.

Expenses

Expenses total \$187,425 or 9.6% of the total budget. This is appropriate for this time of year since we have completed 8.33% (1/12) of the fiscal year.



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

AGENDA ITEM 8

Meeting Date: November 19, 2020
Prepared By: Chief Financial Officer Ben Van Klingerren
Date Prepared: November 10, 2020
Subject: Consent Agenda

GENERAL FUND

General Fund (Unbudgeted)

1 **Item Description:** Drain pipe repair (Sun Century Property) - pipe damaged and blocking flow
Requested By: Dale Wohlers, Facilities Coordinator
G/L Account: 001-5220-062-110
Budget Line: GF - 160
Budget Line Amount (NCFR) \$ 391,601
Available Line \$ (111,961)
Bids/Quotes:
Bid #1: American Services \$ 10,920.00
Bid #2: Judd & Associates \$ 14,000.00
Bid #3: n/a (only two responded) \$ -
Waive Bidding Policy? Yes Reason:
Recommendation: American Services \$ 10,920

1 **Item Description:** Replace two (2) flat roofs - St. 45
Requested By: Dale Wohlers, Facilities Coordinator
G/L Account: 001-5220-062-110
Budget Line: GF - 160
Budget Line Amount (NCFR) \$ 391,601
Available Line \$ (111,961)
Bids/Quotes:
Bid #1: Service Works Plus \$ 39,480.00 NOTE - Although not least expensive,
Bid #2: CMR Construction & Roofing \$ 54,836.00 this vendor is selected due to thoroughness
Bid #3: Absolute Roofing \$ 32,000.00 of work proposal and recommendations
Waive Bidding Policy? No Reason:
Recommendation: Service Works Plus \$ 39,480

TOTAL GENERAL FUND UN-BUDGETED \$ 50,400

IMPACT FEE FUND

(NONE)

TOTAL IMPACT FEE FUND UN-BUDGETED \$ -

INSPECTION/PLAN REVIEW FEE FUND

(NONE)

TOTAL INSPECTION FUND UN-BUDGETED	\$	-
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ADDITION OF FIXED ASSETS

(NONE)

TOTAL ADDITION OF FIXED ASSETS	\$	-
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DELETION OF FIXED ASSETS

Asset Category:	Vehicles		
Asset I.D. Number:	1191 / 1191 (FA List)		
Description:	2005 Ford F-250 4x4		
Cost:	\$41,049.19		
Reason for Deletion:	vehicle is in bad condition and it is no longer cost effective to repair		
Intended Disposal:	to be sold (via Royal Auction House)	Original Cost	\$ 41,049
Additional Information:	n/a	Est Net Book Value	\$ -

TOTAL DELETION OF FIXED ASSETS (original cost)	\$	41,049
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TOTAL DELETION OF FIXED ASSETS (NET BOOK VALUE)	\$	-
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OTHER

1 n/a		\$	-
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2 n/a		\$	-
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TOTAL - OTHER	\$	-
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AGENDA ITEM 10A

Meeting Date: November 19, 2020
Prepared by: Chief Financial Officer Ben Van Klingerren
Date Prepared: November 6, 2020
Subject: Request for Board Approval of Amendment to the FYE 9/30/2020 Impact Fee Fund Budget by Adoption of Resolution 20-034

Objective

Obtain Board approval of an amendment to the FYE 9/30/2020 Impact Fee Fund Budget by adoption of Resolution 20-034.

Background Information

The District is prohibited from exceeding the budgeted total expenditures by statute. If actual expenditures do exceed those budgeted, the District is in violation of State law. Therefore, it is essential to ensure the actual expenses remain within the budgeted total for each fund. The budget can be amended up to 60 days after the end of the fiscal year (9-30-2020). The purpose of the budget amendment is not to adjust all income and expense lines to actual figures, but rather to provide for unusual occurrences and/or updated direction by management authorized by the Board and to ensure actual total expenditures do not exceed budgeted expenditures, which would result in a violation of statute. Preliminary financial statements for the Impact Fee Fund as of 9-30-2020 have been updated through November 6, 2020 to include various accruals and adjustments.

It should also be noted that there may be additional expenditures attributable to the 9-30-2020 fiscal year which have not yet been received or recorded. Therefore, the proposed budget amendments account for some of these potential revisions.

On September 26, 2019, the Board adopted the Final General Fund Budget for the fiscal year ending September 30, 2020. At the June 25, 2020 Board Meeting, the Board accepted the annual audit for the fiscal year ended 9-30-19. That audited reflected Impact Fee Fund Deferred Revenue (Cash Reserves) at 9-30-19, which were **\$243,722 MORE** than anticipated at the time the 2019-2020 budget was adopted; therefore, the cash reserves coming into the 2019-2020 fiscal year need to be amended to correspond to the 9-30-19 ending reserves identified in the audit.

Considerations

The Board approved Resolution 20-010 amending the Impact Fee Budget on June 25, 2020. The amendment reflected action the Board has already taken – the acceptance of the 9-30-19 annual audit which increases deferred revenue (cash reserves) coming into the 2019-2020 fiscal year. Additionally, the fiscal impact of the budget amendment to income and expenses elicited a net increase of \$414,674 to deferred revenue (cash reserves).

The following changes are being proposed via Resolution 20-034:



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

Income changes: The amendment includes an increase of Impact Fees (\$6,500) and a decrease of Interest income - \$1,500 - due to interest rate decreases during the year (COVID-19 pandemic).

Expense changes: This amendment adjusts (increases) collection fees which correlates with the higher amount of impact fees anticipated (\$5,000).

Attachment 1 shows the aforementioned amendments to Impact Fee Fund Budget.

Fiscal Impact

Total deferred revenue (cash reserves) at 9-30-2020 remained the same (net) at \$1,366,639 as identified above.

Recommendation

Staff recommends the Board approve the amendment to the Impact Fee Fund Budget for the fiscal year ending September 30, 2020 by adoption of Resolution 20-034.

Attachments:

Attachment 1: Proposed Impact Fee Fund Budget Amendment

Attachment 2: Resolution 20-034

Proposed Motion:

Approve the amended 2019/2020 Impact Fee Fund Budget as presented by adoption of Resolution 20-034.



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

AGENDA ITEM 10B

Meeting Date: November 19, 2020
Prepared by: Chief Financial Officer Ben Van Klingerren
Date Prepared: November 9, 2020
Subject: Request for Board Approval of Amendment to the FYE 9/30/2020 Inspection Fee Fund Budget by Adoption of Resolution 20-035

Objective

Obtain Board approval of an amendment to the FYE 9/30/2020 Inspection Fee Fund Budget by adoption of Resolution 20-035.

Background Information

The District is prohibited from exceeding the budgeted total expenditures by statute. If actual expenditures do exceed those budgeted, the District is in violation of State law. Therefore, it is essential to ensure the actual expenses remain within the budgeted total for each fund. The budget can be amended up to 60 days after the end of the fiscal year (9-30-2020). The purpose of the budget amendment is not to adjust all income and expense lines to actual figures, but rather to provide for unusual occurrences and/or updated direction by management authorized by the Board and to ensure actual total expenditures do not exceed budgeted expenditures, which would result in a violation of statute. Preliminary financial statements for the Impact Fee Fund as of 9-30-2020 have been updated through November 6, 2020 to include various accruals and adjustments.

It should also be noted that there may be additional expenditures attributable to the 9-30-2020 fiscal year which have not yet been received or recorded. Therefore, the proposed budget amendments account for some of these potential revisions.

On September 26, 2019, the Board adopted the Final General Fund Budget for the fiscal year ending September 30, 2020. At the June 25, 2020 Board Meeting, the Board accepted the annual audit for the fiscal year ended 9-30-19. That audit reflected fund balance (reserves) in the Inspection Fee Fund of \$41,636 more than anticipated at the time the 2019-2020 budget was adopted; therefore, the cash reserves coming into the 2019-2020 fiscal year need to be amended to correspond to the 9-30-19 ending reserves identified in the audit.

Considerations

The Board approved Resolution 20-011 amending the Inspection Fee Fund Budget on June 25, 2020. The amendment reflected action the Board has already taken – the acceptance of the 9-30-19 annual audit which increases fund balance (cash reserves) coming into the 2019-2020 fiscal year.

The following changes are being proposed via Resolution 20-035:

Income changes: N/A.



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

Expense changes: There is a net \$0 effect to personnel costs due to the proposed budget amendments. Post-Employment Health Plan costs will increase \$26,500 due to the authorized annual contribution applicable to Inspection Fund personnel while Life/Health Insurance costs will decrease (\$10,981) and Employee physicals will decrease (\$15,519) eliciting a net \$0 effect to the personnel expense budget. The two decreased lines were under-expended during the fiscal year.

Attachment 1 shows the aforementioned amendments to Inspection Fee Fund Budget.

Fiscal Impact

There is a net zero (\$0) fiscal impact to the Inspection Fee Fund as a result of this budget amendment.

Recommendation

Staff recommends the Board approve the amendment to the Inspection Fee Fund Budget for the fiscal year ending September 30, 2020 by adoption of Resolution 20-035.

Attachments:

Attachment 1: Proposed Inspection Fee Fund Budget Amendment

Attachment 2: Resolution 20-035

Proposed Motion:

Approve the amended 2019/2020 Inspection Fee Fund Budget as presented by adoption of Resolution 20-035.



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

AGENDA ITEM 10C

Meeting Date: November 19, 2020
Prepared by: Chief Financial Officer Ben Van Klingerren
Date Prepared: November 9, 2020
Subject: Request for Board Approval of Amendment to FYE 9/30/2020 General Fund Budget by Adoption of Resolution 20-036

Objective

Obtain Board approval of an amendment to the FYE 9/30/2020 General Fund Budget by adoption of Resolution 20-036.

Background Information

The District is prohibited from exceeding the budgeted total expenditures by statute. If actual expenditures do exceed those budgeted, the District is in violation of State law. Therefore, it is essential to ensure the actual expenses remain within the budgeted total for each fund. The budget can be amended up to 60 days after the end of the fiscal year (9-30-2020). The purpose of the budget amendment is not to adjust all income and expense lines to actual figures, but rather to provide for unusual occurrences and/or updated direction by management authorized by the Board and to ensure actual total expenditures do not exceed budgeted expenditures, which would result in a violation of statute. Preliminary financial statements for the Impact Fee Fund as of 9-30-2020 have been updated through November 6, 2020 to include various accruals and adjustments.

It should also be noted that there may be additional expenditures attributable to the 9-30-2020 fiscal year which have not yet been received or recorded. Therefore, the proposed budget amendments account for some of these potential revisions.

On September 26, 2019, the Board adopted the Final General Fund Budget for the fiscal year ending September 30, 2020. At the June 25, 2020 Board Meeting, the Board accepted the annual audit for the fiscal year ended 9-30-19. That audit reflected overall fund balance (reserves) in the General Fund of \$726,759 more than anticipated (\$2,016,975 MORE in the NNSDA and (\$1,290,216) LESS in the BC SDA) at the time the 2019-2020 budget was adopted; therefore, the cash reserves coming into the 2019-2020 fiscal year need to be amended to correspond to the 9-30-19 ending reserves identified in the audit).

Considerations

The Board approved Resolution 20-009 amending the General Fund Budget on June 25, 2020. The amendment reflected actions the Board has already taken – the acceptance of the 9-30-19 annual audit which increases cash reserves coming into the 2019-2020 fiscal year, adjusting State & Federal grant income, proceeds from debt, and various capital expenditures.

The following changes are being proposed via Resolution 20-036:

Income Changes: N/A



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Expense Changes: Life/Health Insurance – (\$241,500) decrease due to lower health insurance claims than anticipated. Benefits/Harmonization – (\$72,000) decrease due to incorrect budget line item used in original budget. Life/Health Insurance – Commissioners - \$72,000 increase incorrect budget line items used in original budget. Post-Employment Health Plan - \$241,500 increase due NCFR Contribution to eligible employees’ PEHP as per the current CBA and District Policy. Total Personnel Costs remained unchanged as budgeted changes off-set.

TABLE A

	Amended Budget 19-20	Amended Budget 19-20	Amended Budget 19-20	Proposed Amendment #2 of 2 11/19/20	FINAL Amended Budget 19-20	FINAL Amended Budget 19-20	FINAL Amended Budget 19-20
Budget Line	NN SDA	BC SDA	North Collier		NN SDA	BC SDA	North Collier
Cash Reserves at 10-01-19	\$14,243,357	\$ 565,991	\$14,809,348	\$0	\$14,243,357	\$ 565,991	\$14,809,348
Income:							
Net Changes in Income				\$0			
Expenses:							
Life/Health Insurance	\$ 4,260,189	\$ 593,068	\$4,853,258	(\$241,500)	\$ 4,048,200	\$ 563,557	\$4,611,757
Benefits-Harmonization	\$ 63,202	\$ 8,798	\$72,000	(\$72,000)	\$ -	\$ -	\$0
Life/Health Ins.-Commissioners	\$ -	\$ -	\$0	\$72,000	\$ 63,202	\$ 8,798	\$72,000
Post-Employment Health Plan	\$ 8,778	\$ 1,222	\$10,000	\$241,500	\$ 220,767	\$ 30,733	\$251,500
Net Change in Expenses				\$0			
Changes to Assigned Reserves:							
Amendment to Budgeted Reserves at 9-30-20	\$13,177,771	\$2,623,348	\$15,801,119	\$0	\$13,177,771	\$2,623,348	\$15,801,119



Fiscal Impact

There is no fiscal impact as the budgetary changes off-set within Personnel Costs.

Recommendation

Staff recommends the Board approve the amendment to the General Fund Budget for the fiscal year ending September 30, 2020 by adoption of Resolution 20-036.

Attachments:

Attachment 1: Proposed General Fund Budget Amendment

Attachment 2: Resolution 20-036

Proposed Motion:

Approve the amended 2019/2020 General Fund Budget as presented by adoption of Resolution 20-036.



AGENDA ITEM 10D

Meeting Date: November 19, 2020
Prepared by: Chief Financial Officer Ben Van Klingerren
Date Prepared: November 10, 2020
Subject: Request for Board Approval of FY 2020 SHSGP Grant Agreement to administer the District Response Team (DRT) for regional HazMat services – Contract Number R0287

Objective

Obtain Board Approval of FY 2020 SHSGP Grant Agreement – Contract Number R0287 - to administer the District Response Team (DRT) for regional HazMat services.

Background Information

Since 2002 the State of Florida has awarded State Homeland Security Grant Program (SHSGP) grants for Hazardous Materials/Weapons of Mass Destruction (WMD) to the City of Marco Island as the lead agency for distribution to the Collier County Regional Hazardous Material Team. The Hazardous Material/WMD team is made up of Fire-Rescue Personnel from the following agencies throughout the county, City of Marco Island, City of Naples, and NCFR. The Collier HazMat Team covers Region 6 in the State of Florida. The proposed grant would be the first for NCFR to administer the grant as the lead agency. This was discussed with all agency representatives earlier in the fiscal year.

Considerations

The FY 2020 SHSGP (State Homeland Security Grant Program) Grant agreement totals \$15,330 and has a period of performance from September 1, 2020 through March 31, 2021. Budgeted equipment costs include Area RAE Sensors (and associated agreement), Gas ID MX Contract, Hazmat CAD agreement, LCD 3.3 Smiths Detection system, PID Sensors, and associated shipping and insurance costs.

NOTE – The Board approved the FY 2019 SHSGP grant at the August 27, 2020 meeting and recently received back the fully executed agreement from the State. Procurement of the eligible items will commence shortly.

Currently, no eligible costs have been incurred or encumbered (for either FY 2019 nor FY 2020). Additionally, NCFR received confirmation from the grant program administrator that required reporting will start once the grant agreement has been executed by both parties (i.e. NCFR and the Florida Division of Emergency Management). To execute the current grant agreement, the District will need to submit two (2) signed copies of the grant agreement to the Florida Division of Emergency Management.



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Fiscal Impact

The District will have **\$15,330** to reimburse eligible expenditures through March 31, 2022. Management anticipates to update the 2020/2021 General Fund Budget to account for these expenditures and associated grant reimbursement.

Recommendation

Staff recommends that the Board approve the FY 2020 SHSGP Grant agreement – Contract Number R0287 totaling \$15,330 for the period September 1, 2020 through March 31, 2022.

Attachments:

Attachment 1: FY 2020 SHSGP Grant Agreement – Contract Number R0287

Attachment 2: Budget Detail Worksheet

Proposed Motion:

Approve the FY 2020 SHSGP Grant agreement – Contract Number R0287 totaling \$15,330 for the period September 1, 2020 through March 31, 2022 as presented.



AGENDA ITEM 10E

Meeting Date: November 19, 2020
Prepared by: Chief Financial Officer Ben Van Klingerren
Date Prepared: November 13, 2020
Subject: Request for Board to Adopt Resolution 20-037 Approving New Policy 2.13-Contractor Suspension

Objective

To obtain approval from the Board of Fire Commissioners to approve new District Policy 2.13-Contractor Suspension which allows for the ability to suspend a contractor from working with the District, either temporarily or permanently, when a contractor materially breaches a contract with the District.

Background Information

Such a policy will allow the District to serve as a good steward of taxpayer funds, and encourage good business practices that require a contractor to materially perform in accordance with the terms and conditions of a contract with the District. This policy is in conjunction with the parameters of District Policy 2.03 – Procurement. Policy 2.13 includes the following sections:

- Authorization to suspend contractors
- Recommendation and notice of material breach
- Determination and notice of contractor suspension
- Protests of suspension notices
- Miscellaneous parameters

Fiscal Impact

There is no direct fiscal impact to create this policy.

Recommendation

The District recommends the Board adopt Resolution 20-037 approving the new Policy 2.13-Contractor Suspension which allows for the ability to suspend a contractor from working with the District, either temporarily or permanently, when a contractor materially breaches a contract with the District.

Attachments:

Attachment 1: New Policy 2.13-Contractor Suspension
Attachment 2: Resolution 20-037

Proposed Motion:

Approved the new Policy 2.13-Contractor Suspension by adoption of Resolution 20-037.



AGENDA ITEM 10F

Meeting Date: November 19, 2020
Prepared by: Chief Financial Officer Ben Van Klingerren
Date Prepared: November 13, 2020
Subject: Request for Board Approval of Sub Award Agreement between Collier County and the North Collier Fire Control and Rescue District via Coronavirus Relief Fund (CARES Act) First Responder Program – Contract “COVID-19-FIRE-002”

Objective

Obtain Board Approval of Sub Award Agreement between Collier County and North Collier Fire Control and Rescue District via Coronavirus Relief Fund (CARES Act) First Responder Program – Contract “COVID-19-FIRE-002”. The period of performance is March 1, 2020 through December 30, 2020.

Background Information

Collier County received \$67 million in funding from the State of Florida Division of Emergency Management for the execution and implementation of the CARES Act Program, pursuant to the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Section 601 (d) of the Social Security Act. The funds include five broad initiatives as follows:

- 1) \$30 million for community health and services initiatives
- 2) \$15 million for individual assistance
- 3) \$10 million for small business relaunch and rehire grants
- 4) \$5 million for personal protective equipment (PPE)
- 5) \$7 million in reserve

Considerations

At the October 27, 2020 Collier County Board of County Commissioners meeting, the Board approved reimbursement to fire, law enforcement and EMS. The County allocated \$5 million for salaries and \$1 million for PPE expenses. The District submitted the necessary application data and payroll data and was subsequently awarded \$1 million toward first responder salaries.

The District has been awarded two other grant agreements applicable to COVID-19. However, all three grant agreements will reimburse different expenditures, ranging from COVID-related supplies, PPE, personnel, and overtime. The District assures that there is NOT a duplication of benefits (i.e. grant programs reimbursing the same item(s)).

Fiscal Impact

The District will be awarded **\$1 million** to reimburse eligible first responder and associated staff salary and benefits attributable to the COVID-19 public health emergency.



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Recommendation

Staff recommends that the Board approve the Sub Award Agreement between Collier County and the North Collier Fire Control and Rescue District via Coronavirus Relief Fund (CARES Act) First Responder Program – Contract “COVID-19-FIRE-002” for the period March 1, 2020 through December 30, 2020.

Attachments:

Attachment 1: Collier County CARES Act Agreement – Contract Number “COVID-19-FIRE-002”
Worksheet

Proposed Motion:

Approve the Sub Award Agreement between Collier County and the North Collier Fire Control and Rescue District via Coronavirus Relief Fund (CARES Act) First Responder Program totaling \$1 million for the period March 1, 2020 through December 30, 2020 as presented.