



IMMOKALEE FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS

GUIDELINES

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IMMOKALEE FIRE CONTROL DISTRICT

**BOARD OF COMMISSIONERS
GUIDELINES**

SECTION 1

Immokalee Fire Control District Board of Commissioners Guidelines

ARTICLE I NAME

The name of this organization is the Immokalee Fire Control District.

Section 1. Constituting Authority: The Constituting Authority for the District is Chapter 55-30666, Laws of Florida, as amended by Chapter 57-1236, 78-490, 80-485, 87-499, 88-513, 91-368, 98-489, 2000-393, 2001-330 as amended from time to time, and hereinafter referred to as the "Charter."

Section 2. Operating Authority: The Board of Commissioners is the governing board of the Immokalee Fire Control District. The Board is authorized to undertake any action required to accomplish this directive including, without limitation, to: make contracts, borrow money, levy assessments and ad valorem taxes, and collect same, build necessary facilities, acquire firefighting equipment, hire a Fire Chief and other such personnel as are required; to inspect property, or provide administrative support. The Board shall adopt a fire code and adopt ordinances for the District and such rules and regulations as it deems necessary to transact its business and carry out the provisions of the Charter.

ARTICLE II LOCATION

Headquarters for the Commission shall be in the offices of the administrative headquarters of the Immokalee Fire Control District, located at 502 New Market Road E. Immokalee, FL., 34142.

ARTICLE III ELECTIONS

The Board of Commissioners shall be comprised of five individuals who have been elected by registered voters from the Immokalee Fire Control voting precincts, in accordance with Florida Statute 191.005, as amended from time to time.

Section 1. Seats: The office of each Commissioner is distinguished from each of the other seats by a numeral: 1, 2, 3, 4 or 5. The terms of office are staggered with elections for Seat 2 and 4 beginning in 1984 and every 4 years thereafter. Election for Seats 1, 3, and 5 beginning in 1986 and every 4 years thereafter.

Section 2. Term of Office: Each Commissioner shall hold office until his/her successor is elected and qualified, unless he/she ceases to be qualified, resigns, or is removed from office.

Section 3. Elections: Each commissioner shall be elected to serve for a term of 4 years by majority vote of the electors voting to fill such office. Voting for Commissioners shall be district-wide and non-partisan. Elections for Commissioners shall be held at the same time as regular county elections. Any commissioner may succeed himself. Each Commissioner, whenever elected, shall assume office on the first Board meeting following his/her election. Any expenses of holding elections for

Commissioner seats at the regular county elections shall be paid for from the funds of the District if required by proper authority.

Section 4. Residency Requirement: All Commissioners must reside within the boundaries of the District. If any commissioner ceases to reside within the district, his/her office shall be declared vacant as of the date he/she ceases to reside in the District and he/she shall be disqualified from further service until such time as he/she once again becomes eligible.

Section 5. Filling of Vacancies: Vacancies on the Board shall be filled as provided for in F.S 191 and the Charter. All such vacancies shall be filled as expeditiously as possible.

ARTICLE IV PURPOSE

The purpose of this organization is to provide residents of the Immokalee Fire Control District with high quality, cost-effective fire prevention, fire suppression, and emergency medical service in a manner commensurate with fair labor practices and as set forth in the Charter and to manage the assets of the District in the best interest of the residents of the Immokalee Fire Control District.

ARTICLE V COMMISSIONERS

The Board of Commissioners shall have the overall responsibility and authority for the operation of the district, and for ensuring that its purpose, as set forth in the Charter, is properly carried out. The Board shall employ a Fire Chief who is directly responsible to the Board, and who has responsibility for and authority over all departmental personnel, property and activities of the District.

Section 1. Oath of Office: All Commissioners shall be required to take an Oath of Office prior to assuming their duties on the Board.

Section 2. Bonding: Each Commissioner, within 30 days of assuming office, must give the Governor of the State of Florida a good and sufficient surety bond in the sum of \$5,000, the cost thereof being borne by the District, conditioned on the member's faithful performance of his or her duties.

Section 3. Duty of Loyalty: Board members have an obligation to act only on what is believed to be in the best interest of the District. Board members shall abide by decisions made by the Board. Board members must disclose any conflicts of interest to ensure that the Board's results are fair and accomplished in good faith. No Commissioner can be hired as a paid employee of the District until one (1) year from the date of the last day of their term of office.

Section 4. Performance of Duties: Each Board member shall discharge his/her duties with the care as a prudent person, in a similar position, would exercise in similar circumstances. Board members shall manage District funds wisely and in accordance with the purposes of the District.

ARTICLE VI OFFICERS

At the January regular meeting, the Board shall elect a Chairman, Vice-Chairman, and a Secretary/Treasurer, all of whom shall serve for a period of one year or until replaced.

The CHAIRMAN shall preside at all meetings of the Board, and shall serve as coordinator of the Board's general activities. He/she has the authority to call special and emergency meetings and is authorized by the Board to sign all documents approved by the Board in the absence of other commissioners. He/she shall maintain liaison with the Fire Chief and keep other members of the Board advised of items of general concern. The Chairman presides over all other functions and speaks for the Board when so authorized and may fulfill any other assignment the Board deems necessary.

The VICE CHAIRMAN shall preside at all meetings in place of the Chairman, and perform such other duties that may arise in the Chairman's absence.

The SECRETARY/TREASURER is responsible for overseeing all of the official and public records of the District and for providing Commissioners' signatures as needed. He/she is also responsible for overseeing all accounting functions and financial records of the District. The Treasurer shall review all expenditures and accounting on a monthly basis and present a report of the revenues, expenses and financial status to the Board at its monthly meeting. The Treasurer, or designee, may be one of the signers on all checks that are prepared for payment of district expenses.

ARTICLE VII MEETINGS

Section 1. Regular monthly meetings: of the Board shall be held on the third Thursday of each month at 6:00 p.m. Said date and time may be changed by agreement of a majority of the Commissioners. Minutes of regular monthly meetings will kept as required by the Charter and Florida Statutes.

Section 2. Special Meetings: of the Board may be held at any time agreeable to the Board to resolve issues that must be resolved prior to the next regular meeting, provided that adequate notice is given of such meetings. Adequate notice shall be at least 48 hours. Minutes will be kept of special meetings, and all actions taken will have the same force and effect as those of regular meetings, however, all actions taken and minutes recorded shall be ratified at the next regularly scheduled meeting. The agenda for such meetings must be restricted solely to the item or items that were given in the notice of meeting.

Section 3. Emergency meetings: may be called to consider matters of such urgency that they must be resolved before a regular meeting may be called. When possible, a minimum of 24 hours notice will be given. The agenda for such meetings must be restricted solely to the item or items considered to be of an emergent nature. All actions taken and minutes recorded shall be ratified at the next regularly scheduled meeting.

Section 4. Work sessions: of the Board shall be held as necessary after proper notification and advertisement at least 48 hours prior to the meeting. These are informal meetings held for the purpose of discussion only, and no official action may be taken.

Section 5. Open meeting policy: Meetings and work sessions of the Board shall be held in accordance with the provision of the Florida Open Government Laws (Sunshine Law Section 286.011 and Chapter 119, “Public Records Law”) and accordingly, are open to the public.

Section 6. Notification: A schedule of the Board’s regular meetings shall be filed annually with the Board of County Commissioners and a local publication of general circulation. The schedule shall include the date, time, and location of each scheduled meeting. Notice of special meetings will be advertised in a local publication of general circulation. Emergency meetings must also be posted with advance notice given to the press by telephone or fax. Regardless of the type of meeting, a notice will also be posted at Fire Administration Headquarters the day of the meeting. All meetings shall be noticed on the District web site.

Section 7. Place of meetings: All meetings of the Board shall be held in a place that is available to the public. Meetings shall be held in a space provided for meetings in the Fire District building at 502 New Market Road E, Immokalee, FL., 34142, with exception to April and October. The meetings in April and October are to be held in the Ave Maria Community at a location to be determined and noticed accordingly. At the direction of the Board or the Fire Chief, meetings may be held in any other suitable location provided that all Board members and the public are properly notified.

Section 8. Duration of meetings: No meeting of the Board shall last longer than a 3 hour period. If all items are not covered during the 3 hour time frame, they will be moved to the next regular meeting or a special meeting may be set. In an effort to avoid holding additional or special meetings as a result of not completing an agenda, the agenda should be listed with items of critical importance being held first in each of the two (old and new) business categories. The Chairman has the option to move to new business prior to the completion of old business for “non-critical” items, so that critical new business items may be addressed.

Section 9. Quorum: A majority of the Board members shall constitute a quorum for the purpose of transacting business at any duly called regular, special or emergency meeting.

Section 10. Voting: All Board members must vote on each issue unless a conflict of interest exists under Florida state laws. All voting shall be done by voice or written signed ballot.

Section 11. Minutes: All meetings of the Board of Commissioners shall be recorded by electronic device; decisions, motions, and resolutions adopted shall be prepared in written form and presented to the Board for their review and acceptance. Audio tapes will only be kept on file as long as is required by Florida Statutes, and then destroyed.

ARTICLE VIII COMMITTEES

Committees may be appointed by the chairman from time to time to do research and report on special projects or problems. Only one Commissioner may serve on a committee and if the committee is to propose action for the board to consider, those meetings must be advertised and open to the public according to the Sunshine law.

ARTICLE IX RULES OF CONDUCT

Section 1. Interference: No individual commissioner shall interfere with the daily operation of the Department, except that the Board as a whole may bring to the attention of the Fire Chief areas of the daily operation in which the Board deems fit and proper.

Section 2. Labor Negotiations: All labor negotiations shall be conducted through established procedures which from time to time may be amended, and no individual Commissioner shall negotiate with any employee of the District or his representative.

Section 3. Administration: All orders for personnel will only be issued on the authority of the Fire Chief, who is solely responsible to the Commission for his actions and decisions. Requests by Board members for administrative services and information, over and above copies and basic information, shall be made through the Fire Chief or designee.

Section 4. Complaints: Complaints of any nature made by a Commissioner against an employee of the District shall be made to the Fire Chief in a timely manner, and, the Chief shall decide what actions should be taken.

Section 5. Actions: Commissioners shall not represent their private positions as positions of the entire Board and may not make binding agreements with any individual or organization unless authorized by the Board to do so.

Section 6. Meeting Attendance: Commissioners shall attend all regular meetings unless excused. Acceptable reasons for missing a meeting include, but are not limited to: personal injury or illness, illness of a member of the Commissioner's household which requires the personal care and attention of the Commissioner; death of a member of the Commissioner's household or immediate family; religious holiday; out-of-town travel as defined as more than 50 miles away from the location of the meeting; and business commitments that preclude the Commissioner from attending the meeting. Commissioners may attend a meeting by electronic media, device, or technology when such absence is due to extraordinary circumstances and only when a quorum of the Board members is physically present at the meeting site. The quorum of board members physically present at the meeting site must first determine that an extraordinary circumstance exists. Commissioners missing 3 (three) consecutive meetings will be removed from office by the Board.

Section 7. Conflict of Interest: Board members must abstain from voting on any contract, action or decision that may be presented to the Board from a Commissioner's family member or business associate for consideration. No board member shall personally benefit from any action or decision made by the Board of Commissioners. Any opportunity, benefit or advantage shall accrue only to the District and not to any individual Commissioner.

Section 8. Violations: Any Commissioner violating any of these rules of conduct shall be subject to the Board, who shall take the appropriate action:

First offense: Public reprimand
Second Offense: Publicly asked to resign

ARTICLE X COMPENSATION

Commissioners may receive monthly compensation in an amount determined by resolution, in accordance with F.S. 191.

ARTICLE XI FIRE CHIEF

The Board shall hire a Fire Chief to serve as the Administrative head of the District's Fire Department. As such, the Chief shall be responsible for all personnel, property, and the operation of the Department. He/she shall conduct his/her administration in accordance with a specific set of Policy and Procedure as approved by the Board and within the framework established by the Board. He/she shall keep the Board advised of all non-routine matters that may arise, and maintain close liaison with its members. He/she shall prepare the preliminary annual budget for the approval of the Board, and provide such counsel and assistance as it may require from time to time.

ARTICLE XII STAFF

The Board shall provide for a staff which will include the following:

Section 1. Secretarial personnel: Shall be hired by, and serve under the supervision of, the Fire Chief. Board members shall request through the Fire Chief, for administrative services and information over and above copies and basic information to be provided by the Secretarial staff.

Section 2. Legal Counsel: Shall be retained to ensure the District's compliance with all applicable state laws, authenticate documents as required, and attend regular commission meetings and such other meetings as the Board deems appropriate.

ARTICLE XIII REPORTS

The Board shall ascertain that all required reports on the District's finances and activities are filed with the county Board of Commissioners and other cognizant agencies as required.

ARTICLE XIV FISCAL YEAR

The Immokalee Fire Control District's fiscal year shall run from October 1 through September 30.

ARTICLE XV AMENDMENTS

These By-Laws may be amended by a simple majority vote of the Board at any regular or special meeting thereof, provided there is no conflict with existing pertinent law.

ARTICLE XVI DURATION

The Immokalee Fire Control District and its Board of Commissioners shall remain in operation until replaced by legislative process.

ARTICLE XVII EFFECTIVE DATE

These Guidelines shall become effective upon adoption of a resolution by the Board of Commissioners.

BOARD OF COMMISSIONERS

Date

Edward "Ski" Olesky, Commissioner

Terry Heath, Commissioner

Travis Anderson, Commissioner

Bonnie Keen, Commissioner

Patricia Anne Goodnight, Commissioner

Paul Anderson, Jr., Fire Chief

IMMOKALEE FIRE CONTROL DISTRICT

DEPARTMENT OVERVIEW

SECTION 2

COMMUNITY, DISTRICT, AND DEPARTMENT OVERVIEW

The Community

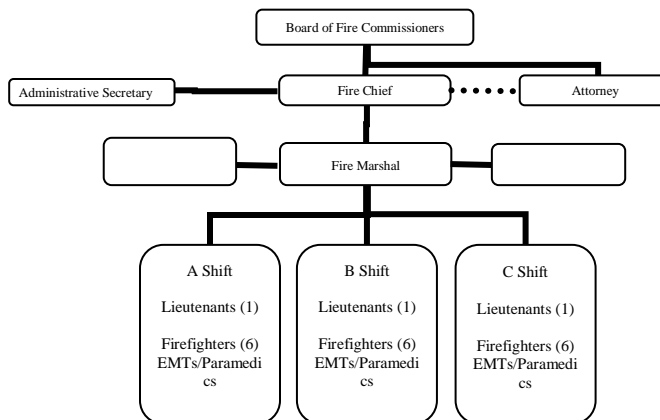
The District serves the unincorporated communities Immokalee and Ave Maria, and the surrounding residential and agricultural areas in northeastern Collier County, Florida. The District also provides contract services for fire protection to the Seminole Tribe of Florida's Indian Reservation and Casino located within the District's boundaries. The Immokalee Fire Control District is characterized by a rural, tight knit community setting amongst many acres of agricultural crops.

The District

Formed as an independent fire control district in 1955, the District presently encompasses 234 square miles, serves a population of 29,000 persons and protects a real property value of over \$609 Million.

The Fire Chief is employed by the Board of Commissioners and serves as the District's administrator, as well as the director of the department's operations. The Fire Chief is supplemented by a staff consisting of one Fire Marshal. There are three Lieutenants and 18 Firefighter/EMT/Paramedics. Administrative Support staff includes an Administrative Assistant. Services for fleet maintenance and repair are provided by an EVT certified mechanic under contractual agreement.

The affairs of the District are governed by a Board of five commissioners. They are elected by the residents of the District and serve four year terms. The terms are staggered. The major responsibilities of the Board are policy making and setting the annual budget.



The current Organizational Structure for the District is outlined above. Serving under the Board is the Fire Chief who is responsible for the day to day operations of the District and carrying out the policy decisions of the Board.

Immokalee Fire Control is a full service emergency service organization providing fire, rescue, and EMS service to the District from three strategically located stations. The Department has grown from a small volunteer organization to a progressive department which is responding to over 3,900 emergencies annually. Our call volume is made up 65% medical (or EMS) type calls and 35% fire and rescue calls. We respond to the most structure fires within Collier County – on average 27 per year.

The District provides fire suppression, prevention, public education, EMS, technical rescue, and hazardous material response services to District residents, businesses, and visitors. The Department operates two Class A first due response engines, one (Class A) reserve engine, one Class A heavy rescue engine, one 75 foot ladder truck, one 95 foot tower-ladder truck, one 4 X 4 quick attack unit (utilized for medical emergencies and brush fires), one 6 X 6 brush truck, and one 3,000 gallon water tender; as well as a variety of staff vehicles.

The District experiences good labor relations with its personnel represented by Local 4657 of the International Association of Fire Fighters (IAFF).

The Department is part of a county-wide automatic aid system that dispatches the closest appropriate unit, in accordance with predetermined running assignments, for either fire or EMS emergencies. Alarms are dispatched by the Collier County Sheriff's Office Dispatch Center which serves all fire/rescue agencies within Collier County with exception of the City of Naples.

IMMOKALEE FIRE CONTROL DISTRICT

FIRE STATION INFORMATION

Fire Administration - 239-657-2111 (Main Admin #) 502 New Market Road E, 34142
Fax 239-657-9489

Fire Prev/Ed/Ins- 239-657-2700 502 New Market Road E, 34142
Fax 239-657-9489

Station 30 - 239-657-8587 502 New Market Road E, 34142

Station 31 - 239-657-1756 1107 Carson Road, 34142

Station 32 - 239-348-0150 4817 Ave Maria Blvd, 34142

SENIOR STAFF

Paul Anderson, Jr., Fire Chief/District Manager Leo Rodgers, Division Chief/Fire Marshal
Paul Devan, Training Captain/Volunteer Coordinator

LOCAL 4657 - OFFICERS

Tom Cunningham, President
Daniel Gonzalez, Vice President
Josh Bauer, Secretary/Treasurer

COMMISSIONERS

Patricia Anne Goodnight, Chair Travis Anderson, Vice-Chair
Edward "Ski" Olesky, Secretary/Treasurer Terry Heath, Commissioner
Bonnie Keene, Commissioner

IMMOKALEE FIRE CONTROL DISTRICT

GENERAL OPERATIONAL INFORMATION

SECTION 3

CALENDAR OF EVENTS

Workshop and Regular Meeting Schedule

Commissioner/Staff workshops are held as necessary after the required notification and advertisements. Regular meetings are held at 6:00 p.m. on the third Thursday of each month. All meetings, except April and October are held at 502 New Market Road E. April and October meetings are held in the Ave Maria community at a properly noticed location.

Labor Agreement (Contract) Duration

The current Union Contract went into effect October 1, 2012 and expires on September 30, 2015.

Fiscal Year/Budget Hearing and Workshops

The Department's fiscal year is October 1 through September 30. The Board holds two budget workshops and two budget hearings. The dates for the budget hearings are set in late July/early August and usually take place in late August/September. The estimated millage rate is set at a regular board meeting (July/August) and a FINAL rate is set at a budget hearing.

Departmental Holidays

The Department observes the following Holidays. Except for emergencies, the Administrative Offices are closed these days*. Fire/Rescue operations personnel are scheduled as usual.

New Years Day, Martin Luther King, Jr Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day.

*When a Holiday falls on a Saturday or Sunday, the Administrative Offices are closed either Friday or Monday, respectively, that week.

Florida Association of Special Districts Meetings

The Department is a member of the Florida Association of Special Districts (FASD). Meetings and workshops are held throughout the year at various locations. The locations and dates of these meetings are published in advance to each Commissioner. Any and all Fire Commissioners may attend the FASD meetings and conferences, but shall not discuss matters related to Immokalee Fire Control District business with fellow Immokalee Fire Control District Commissioners. Information on the FASD can be found at www.fasd.com.

Fire Prevention Week and Activities

Fire Prevention Week is held nationwide during October. Although Fire Prevention is a yearlong activity, special focus is directed to fire prevention during this week. Our Department is very active throughout the year and does a number of programs during Fire Prevention Week and the entire month of October.

COMMISSIONER INFORMATION

Roles and Responsibilities Described

Our Department exists to serve the community. The Commissioners share a number of responsibilities relating to operations and management of the District. The following are some of these roles and responsibilities.

- The Commissioners must meet the needs of the District as both residents and taxpayers, considering the needs of the Department and its employees.
- Commissioners, as a group, set and approve policies, goals, and objectives for the Fire Chief to implement and achieve.
- Commissioners must assure that the District has adequate resources and that funds are responsibly spent.
- Commissioners approve an annual budget which is submitted and administered by the Fire Chief.
- Commissioners must play an active role in supporting the Department and the Fire Chief.
- Commissioners, as a group, select and evaluate the Fire Chief (Chief Executive Officer), who in turn becomes the manager for the organization.
- Commissioners may be asked to serve, individually, on committees.

Commissioner Salary

Although permitted by Florida Statute, the Immokalee Fire Control District Board of Commissioners has elected not to receive compensation.

Station Visitation

Commissioners are encouraged to visit the Stations and meet the personnel. Often, particularly during the daytime hours, crews have scheduled activities including inspections, public education programs, and training. It is therefore helpful if you call the station in advance and let them know you are coming. Of course, emergency responses cannot be predicted so the crew may be out, regardless of whether or not they know you are coming.

2

Reimbursement of Expenses

Commissioners are eligible for reimbursement of expenses relating to their duties as commissioners. Reimbursement for registration fees will be provided for educational sessions attended that relate to the duties of a Commissioner. Board members may be reimbursed for travel and per diem expenses as provided in Florida Statute 112.061, as may be amended from time to time. Some reimbursements require the use of a standard form available from the Office Manager.

Ride-a-Longs

Commissioners may sometime want to do a ride-a-long with the operations crews. This is permitted and encouraged as it gives the Commissioner a firsthand view of the issues that crews face in the street. Ride-a-longs should be scheduled through the Fire Chief in advance. Commissioners should dress appropriately when doing a ride along. Also, it is important to remember that much of the information gathered by crews at emergency scenes is confidential and must not be discussed with anyone outside of the responders.

Role in Community

- Attend special meetings and events to represent the Fire District.
- Speak at community functions about the District, functions of the Board, tax rates, etc.
- Elicit feedback from constituents regarding District operations.
- Represent the District at local and state organizations.
- Represent Board at Department functions.

Record Retention

The Board of Commissioners and the Fire District are bound by state law in terms of record retention. The Department follows the State requirements for all records retention and destruction.

Responding to incidents

Generally, it is not expected that Commissioners respond to emergency incidents. However, it is understood that a Commissioner may elect to respond to some incidents. The Commissioner responding to the incident should carry proper identification and be aware that the Incident Commander will have a safety zone established and Fire Department personnel without protective clothing will be expected to remain outside of that zone. It is a good idea to report to the Incident Commander that you are on the scene.

Responding to Media Requests

As a courtesy, media contacts and interviews by Commissioners should be relayed to the Fire Chief and PIO as well.

Role in the Grievance Process

The Board plays an important role in the settling of a grievance. The Labor Agreement requires a multi-step process for resolving disputes or violations covered by the agreement. The Board may become involved in this process if there is no resolution of the dispute on the Fire Chief's level. Normally, the Staff will provide the Board with copies of any actions already taken and needed background information.

Summary

This document has been prepared to help you, the Fire Commissioner, fulfill your duties. It is by no means a complete guide, but is comprehensive enough to provide the basic information needed.

Documents available for reference

- a. Union Contract
- b. Standard Operation Procedures (Rules and Regulations)
- c. Disaster Plan
- d. Budget
- e. Impact Fee Legislation
- f. Minutes of Past Meetings
- g. Insurance Policies
- h. Contracts
- i. Resolutions
- j. Robert's Rules of Order
- k. Government in the Sunshine Manual*
- l. Special Districts Handbook *
- m. Florida Statutes 189, 191, 112, and 633*

*on line materials that can be viewed individually or printed upon request.