

IMMOKALEE FIRE CONTROL DISTRICT BOARD MEETING AGENDA

November 17, 2016

6:00 PM

- 1) Greet Public and Read Public Comment Statement
- 2) Call Meeting to Order (State date and time for the record)
- 3) Pledge of Allegiance and Invocation or Moment of Silence
- 4) Proof of Publication
- 5) Roll Call / Establish a Quorum
- 6) Approval of Agenda; Move, Remove, and/or Add Agenda Items
- 7) Recognition of Phoenix Award Recipients
- 8) Consent Agenda
 - A. Treasurer's Report and Budget Report
 - B. Approval of the minutes of the following meetings:
 1. October 14th Special Board Meeting;
 2. October 20th Regular Board Meeting
 - C. Fire Marshal's Report (Fire Marshal on vacation; Fire Prevention Fees report provided)
 - D. Deputy Chief's Report
 - E. Chief's Report
 - F. Status on Current Contracts
 - G. Revisions to District Policies
 1. Cover Page
 2. Table of Contents
 3. 109, Employee Background Investigations
 4. 209, Employment Standards, NEW
 5. 403, Incentive Pay
 6. 808, Public Comment during Board Meetings
- 9) Business of the District
 - A. Old Business
 1. Status of Fire Stations 31 and 32 Construction
 - a) Public comment
 2. Discussion: Collective Bargaining Agreement between IFCD and IAFF Local 4657
 - a) Public comment
 3. Discussion: Agreement with Labelle CPA for financial services, including assistance and oversight in accounts payable, payroll, and bank account reconciliation
 - B. New Business
 1. FF Derek Neuman Request for Use of IFCD Facilities
 - a) Public comment
 2. Non-Ad Valorem Assessment Fee; Approval of Extension of Contract with Consultant
 - a) Public comment
 3. Part-Time Administrative Staff Position
 - a) Public comment
 4. Discretionary Sales Surtax for Infrastructure - Fire-Rescue Facilities, Vehicles, and Equipment
 - a) Public comment
 5. Discussion: Contract with Seminole Tribe for Fire Protection on Immokalee Reservation
 6. Discussion: Calendar Year 2017 BOC Meeting Schedule
- 10) Concerns of Commissioners
- 11) Public Comment: Limit of 3 minutes per person
- 12) Adjourn Meeting (State time for the Record)

Next Scheduled Meeting(s):

- Regular Board Meeting: December 15, 2016, 6 p.m.; Immokalee Fire Station 30, 502 New Market Rd E, Immokalee, FL 34142

STATEMENT ON PUBLIC COMMENT DURING BOARD MEETINGS

Members of the public or groups wishing to comment on an agenda item or comment during the opportunity for public comment at the end of the meeting must fill out a request to comment form indicating the agenda item they wish to comment on and provide the completed form to District staff **at the beginning of the meeting.**

There is a time limit of 3 minutes for individuals. Groups or factions of 4 or more individuals must select a representative to speak on their behalf. There is a 10 minute time limit for representatives of groups.

The opportunity for public comment is not an opportunity to debate an issue with the Board, but simply to provide comments that the Board may take into consideration.

**IMMOKALEE FIRE CONTROL DISTRICT
BOARD OF FIRE COMMISSIONERS
2016 REGULAR MEETING SCHEDULE**

**The Board of Fire Commissioners of the Immokalee Fire Control District
will hold Regular Meetings at 6:00 p.m. on the following dates:**

January 14, 2016
February 18, 2016
March 17, 2016
April 21, 2016
May 19, 2016
June 16, 2016
July 21, 2016
August 18, 2016
September 15, 2016
October 20, 2016
November 17, 2016
December 15, 2016

Regular Meeting Location:

**IFCD Headquarters (Fire Station 30)
502 New Market Rd. E.
Immokalee, Florida 34142**

April and October Meeting location:

**Ave Maria Master Association Office
5076 Annunciation Circle, Suite 103
Ave Maria, Florida 34142**

Meetings are normally held on the third Thursday of each month, however may be rescheduled from time to time. A current schedule of meetings is available on the District's website at www.immfire.com

Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agenda for any of the meetings will be available six (6) days prior to the date of the particular meeting and may be obtained by contacting the District Manager at (239) 657-2111. Meetings may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (239) 657-2111 at least six (6) days prior to the date of the particular meeting.



Immokalee Fire Control District

502 New Market Road East, Immokalee, FL. 34142

Board of Fire Commissioners



Action Item Worksheet

Agenda Item: 7

Prepared by:

P. Anderson

Subject: Recognition of Phoenix Award Recipients

Date Prepared:

2016-11-09

Meeting Date: 2016-11-17

BACKGROUND: Three members of IFCD were awarded the Phoenix Award by Collier County Emergency Medical Services at a ceremony November 8th. This award is given to first responders and civilians who provided care, including cardio-pulmonary resuscitation (CPR), to a victim of cardiac arrest who regained spontaneous respirations and heartbeat and subsequently was discharged from the hospital as a cardiac arrest survivor.

Immokalee Fire Control District staff would like to publicly recognize the following members of Immokalee Fire for performing lifesaving care that resulted in an individual surviving cardiac arrest:

- **Lieutenant/EMT Alan Davis**
- **Engineer/EMT James "Clay" Crews**
- **Firefighter/EMT Declan Allison**

FUNDING SOURCE / FINANCIAL IMPACT: No expenditure of District funds.

RECOMMENDATION: I believe the individuals indicated above are deserving of public recognition for a job well done..

POTENTIAL MOTION: No motion necessary.



Immokalee Fire Control District

502 New Market Road East, Immokalee, FL. 34142



TREASURER'S REPORT OCTOBER 20, 2016

Money Market Account	\$1,436,038.32
Impact Fee Account	\$3,112,788.38
Cash/Operating Account	\$ 19,838.35

IMMOKALEE FIRE CONTROL DISTRICT
Profit & Loss Budget vs. Actual
October 2016

	<u>Oct 16</u>	<u>Budget</u>	<u>Remaining</u>
Income			
300000 · REVENUE BALANCE FORWARD	0.00	1,648,566.00	-1,648,566.00
310000 · NEW REVENUE			
311000 · AD VALOREM TAXES - TOTAL	29,779.08	2,918,762.00	-2,888,982.92
331200 · FED GRANT - PUBLIC SAFETY	0.00	1,415,820.00	-1,415,820.00
331900 · OTHER FEDERAL GRANTS	0.00	0.00	0.00
333000 · FED PMT IN LIEU OF TAXES (PILT)	0.00	6,650.00	-6,650.00
334200 · STATE GRANTS - PUBLIC SFTY	0.00	9,050.00	-9,050.00
335210 · STATE FIREFIGHTER SUPP COMP.	0.00	3,840.00	-3,840.00
335290 · STATE SHARING-OTHER PUB SFTY	0.00	0.00	0.00
335900 · STATE SHARING - OTHER	0.00	0.00	0.00
336000 · STATE PMT IN LIEU OF TAXES	0.00	0.00	0.00
337200 · LOCAL GOVT GRANT - PUBLIC SFTY	0.00	0.00	0.00
338000 · SHARED REV FR OTHER LOCAL GOV	0.00	0.00	0.00
339000 · PILT - OTHER LOCAL GOVERNMENT	0.00	134,123.00	-134,123.00
342500 · SERVICE CHARGE - INSPECT FEES	2,929.05	73,000.00	-70,070.95
342900 · PUBLIC SAFETY CHARGES & FEES	0.00	15,275.00	-15,275.00
347400 · SPECIAL EVENT FEES	0.00	0.00	0.00
351300 · FINES & JUDGMENTS - COUNTY CRT	0.00	0.00	0.00
354000 · FINES-LOCAL ORDINANCE VIOL	0.00	0.00	0.00
361100 · INTEREST INCOME	612.00	8,000.00	-7,388.00
362000 · RENTS & ROYALTIES INCOME	1,487.52	5,748.00	-4,260.48
364000 · DISPOSITION OF FIXED ASSETS	0.00	10,500.00	-10,500.00
365000 · SALE OF SURPLUS MATERIALS	0.00	2,500.00	-2,500.00
366000 · DONATIONS RECEIVED	0.00	100.00	-100.00
369300 · SETTLEMENTS	0.00	0.00	0.00
369900 · OTHER MISCELLANEOUS REVENUE	4,277.00	15,109.00	-10,832.00
Total 310000 · NEW REVENUE	39,084.65	4,618,477.00	-4,579,392.35
Total Income	39,084.65	6,267,043.00	-6,227,958.35
Expense			
510000 · PERSONNEL COST			
511000 · SALARIES - ELECTED OFFICIALS		0.00	0.00
512000 · SALARIES REGULAR TOTAL	131,685.00	1,546,608.00	-1,414,923.00
513100 · SALARIES PART-TIME TOTAL	1,651.68	57,783.00	-56,131.32
513200 · SEPARATION PAY	0.00	0.00	0.00
513300 · EMPLOYEE BONUSES	0.00	0.00	0.00
514100 · OVER TIME PAY - TOTAL	10,119.71	58,114.00	-47,994.29
514200 · OVER TIME PAY - FLSA - TOTAL	7,551.13	61,374.00	-53,822.87
515100 · INCENTIVE PAY TOTAL	0.00	201,840.00	-201,840.00
515200 · HOLIDAY PAY TOTAL	0.00	55,300.00	-55,300.00
516000 · VACATION SELL BACK TOTAL	0.00	9,013.00	-9,013.00
517000 · SICK LEAVE SELL BACK TOTAL	6,253.96	5,436.00	817.96
521000 · FICA (SOC SEC/MEDICARE) TOTAL	11,859.53	150,118.00	-138,258.47
522000 · RETIREMENT TOTAL	36,950.68	425,158.00	-388,207.32

IMMOKALEE FIRE CONTROL DISTRICT
Profit & Loss Budget vs. Actual
October 2016

	Oct 16	Budget	Remaining
523000 · GROUP INSURANCE	50,018.45	546,328.00	-496,309.55
524000 · WORKERS' COMP TOTAL	0.00	85,916.00	-85,916.00
525000 · UNEMPLOYMENT TOTAL	0.00	0.00	0.00
Total 510000 · PERSONNEL COST	256,090.14	3,202,988.00	-2,946,897.86
530000 · OPERATING EXPENDITURES			
531100 · EMPLOYEE PHYSICALS TOTAL	808.75	15,960.00	-15,151.25
531200 · LEGAL FEES	1,100.00	19,200.00	-18,100.00
531310 · PROPERTY APPRAISER	3,017.07	30,671.00	-27,653.93
531320 · TAX COLLECTOR	270.53	61,342.00	-61,071.47
531400 · PROFESSIONAL SERVICES	240.50	26,419.00	-26,178.50
531500 · INSPECTIONS MOU	0.00	0.00	0.00
531600 · SERVICES - CONSTR - TOTAL	0.00	0.00	0.00
532100 · AUDIT	2,560.00	35,000.00	-32,440.00
532200 · ACCOUNTANT	3,075.00	17,700.00	-14,625.00
534100 · CONTRACT SERVICES - PAYROLL	649.00	0.00	649.00
534200 · CONTRACT SVCS - Logisitcs/IT	1,005.00	11,700.00	-10,695.00
534300 · ADMIN MOU	0.00	0.00	0.00
534400 · CONSULTANT - FIRE ASSESSMT FEE	0.00	20,000.00	-20,000.00
540000 · TRAVEL AND PER DIEM TOTAL	0.00	12,548.00	-12,548.00
541000 · COMMUNICATIONS	820.11	15,216.00	-14,395.89
542100 · POSTAGE	0.00	750.00	-750.00
542200 · SHIPPING	193.58	750.00	-556.42
543000 · UTILITIES	2,038.00	22,594.00	-20,556.00
544000 · RENTALS AND LEASES	0.00	0.00	0.00
545000 · LIABILITY INSURANCE	0.00	54,974.00	-54,974.00
546100 · REPAIR & MAINT VEHICLE	3,959.69	41,250.00	-37,290.31
546190 · CONTRACTED SERVICES - MECH	0.00	20,400.00	-20,400.00
546200 · REPAIR & MAINT EQUIP	0.00	30,010.00	-30,010.00
546300 · REPAIR & MAINT BLDG	1,288.99	20,000.00	-18,711.01
546400 · REPAIR & MAINT GENERATORS	925.00	1,000.00	-75.00
546500 · HVAC Maintenance	0.00	1,070.00	-1,070.00
546600 · PEST CONTROL	0.00	1,125.00	-1,125.00
546700 · LAWN CARE	0.00	1,500.00	-1,500.00
547000 · PRINTING AND BINDING	0.00	500.00	-500.00
548100 · LEGAL ADVERTISING	0.00	4,350.00	-4,350.00
548200 · FIRE PREVENTION	0.00	2,000.00	-2,000.00
548210 · PUBLIC EDUCATION	3,513.00	3,000.00	513.00
548220 · EXPLORER PROGRAM	0.00	3,000.00	-3,000.00
549100 · EMPLOYEE	0.00	500.00	-500.00
549200 · INTER-DEPARTMENTAL	0.00	500.00	-500.00
549300 · MISCELLANEOUS EXPENSE	175.00	1,500.00	-1,325.00
551000 · OFFICE SUPPLIES	291.37	4,000.00	-3,708.63
552110 · F.F. RESCUE SUPPLIES	0.00	0.00	0.00
552120 · SUPPLIES - OPERATING	1,720.27	4,000.00	-2,279.73

IMMOKALEE FIRE CONTROL DISTRICT
Profit & Loss Budget vs. Actual
October 2016

	<u>Oct 16</u>	<u>Budget</u>	<u>Remaining</u>
552130 · MINOR EQUIPMENT	0.00	9,500.00	-9,500.00
552140 · BUNKER GEAR SUPPLIES	19,600.87	22,500.00	-2,899.13
552150 · STATION (JANITORIAL) SUPPLIES	367.65	4,530.00	-4,162.35
552160 · STATION (NON JANITORIAL)	103.96	1,800.00	-1,696.04
552180 · FUEL & OIL	3,925.10	41,500.00	-37,574.90
552190 · TIRES & BATTERIES	1,136.48	7,450.00	-6,313.52
552200 · UNIFORMS	2,228.57	23,000.00	-20,771.43
552300 · PHYS. FITNESS EQUIPMENT	0.00	750.00	-750.00
552410 · COMPUTER EQUIPMENT	180.99	2,250.00	-2,069.01
552420 · COMPUTER SOFTWARE & TRAINING	0.00	7,500.00	-7,500.00
552430 · COMMUNICATION (RADIO)	0.00	1,500.00	-1,500.00
552440 · COMMUNICATION (PHONE)	0.00	1,000.00	-1,000.00
552500 · FURNITURE	0.00	4,200.00	-4,200.00
553000 · A/P DISCOUNTS	0.00	0.00	0.00
554100 · BOOKS & DUES	2,036.00	5,450.00	-3,414.00
555000 · EDUCATION/TRAINING	34.22	62,300.00	-62,265.78
559000 · PETC	0.00	0.00	0.00
Total 530000 · OPERATING EXPENDITURES	57,264.70	679,759.00	-622,494.30
560000 · CAPITAL OUTLAY			
561000 · CAP OUTLAY - LAND	0.00	0.00	0.00
562000 · CAP OUTLAY - BUILDINGS	0.00	0.00	0.00
563000 · CAP OUTLAY - INFRA - OTHER	0.00	35,000.00	-35,000.00
564000 · CAP OUTLAY - MACH & EQUIP	0.00	261,008.00	-261,008.00
565000 · CAP OUTLAY - BLDG CONSTR	0.00	546,261.00	-546,261.00
568000 · CAP OUTLAY - INTANGIBLE ASSETS	0.00	0.00	0.00
Total 560000 · CAPITAL OUTLAY	0.00	842,269.00	-842,269.00
580000 · GRANTS & AIDS			
581000 · AIDS TO GOVERNMENT AGENCIES	0.00	0.00	0.00
582000 · AIDS TO PRIVATE ORGANIZATIONS	0.00	0.00	0.00
583000 · OTHER GRANTS AND AIDS	0.00	0.00	0.00
Total 580000 · GRANTS & AIDS	0.00	0.00	0.00
599000 · RESERVES			
599100 · CONTINGENCY UNASSIGNED	0.00	86,574.00	-86,574.00
599200 · RESERVE ASSIGNED FOR FLEET	0.00	100,000.00	-100,000.00
599300 · RESERVE FOR ACCRUED LIABS	0.00	318,157.00	-318,157.00
599400 · RESERVE ASSIGNED FOR DISASTER	0.00	50,000.00	-50,000.00
599500 · RESERVE ASSIGNED OPEB GASB	0.00	151,502.00	-151,502.00
599600 · RESERVE ASSIGNED 800 RADIOS	0.00	0.00	0.00
599700 · RESERVE FOR FY START-UP	0.00	835,794.00	-835,794.00
Total 599000 · RESERVES	0.00	1,542,027.00	-1,542,027.00
66000 · PAYROLL EXPENSES	0.00	0.00	0.00
66900 · Reconciliation Discrepancies	1.00	0.00	1.00
Total Expense	313,355.84	6,267,043.00	-5,953,687.16
Net Income	-274,271.19	0.00	-274,271.19

**Fire Commission Meeting
Immokalee Fire Control District
Special Meeting
October 14, 2016**

These Minutes are a summary of the meeting. Any further information can be obtained by the tape. The minutes will follow the order of the Agenda.

Present Commissioners: Goodnight, Brister, Keen and Olesky. Commissioner Halman out sick. Chief Paul Anderson, Deputy Chief Michael Choate, Leo Rodgers, Board Attorney Kenneth Thompson, Alma Valladares, Union President Bryan Horbal

1) Call Meeting to Order

Meeting was called to order at 6:06pm by Commissioner Goodnight

A. Pledge of Allegiance

Lead by Commissioner Goodnight

B. Prayer or Moment of Silence

Lead by Commissioner Goodnight

2) Proof of Publication

Copy of publication for annual schedule

3) Establish a Quorum

Four Commissioners present. Commissioner Halman not present

4) Approval of Agenda

Commissioner Brister motioned to approve Agenda and Commissioner Olesky seconded the motion. Motion carries unanimously.

5) Business of the District

A. Fire Chief Contract Renewal

Chief Anderson discussed with the board.

1. Public comment

None

Commissioner Brister made a motion to approve Chief Anderson's contract renewal raise the salary to \$118,000 without incentives or buybacks and Commissioner Olesky seconded the motion. Motion carries 3 to 1.

6) Adjourn Meeting at 2:51pm

Next Scheduled Meeting(s):

- **Regular Board Meeting: November 17, 2016, 6 pm; 502 E. New Mkt Rd., Immokalee FL 34142**

**Fire Commission Meeting
Immokalee Fire Control District
Board Meeting
October 20, 2016**

These Minutes are a summary of the meeting. Any further information can be obtained by the tape. The minutes will follow the order of the Agenda.

Present Commissioners: Goodnight, Brister, Keen, Halman. Chief Paul Anderson, Deputy Chief Michael Choate, Board Attorney Kenneth Thompson, Alma Valladares, Chief James Cunningham, Becky Bronsdon, President of Immokalee Union Bryan Horbal, President of North Collier Union Chris Spencer. Commissioner Olesky came in at 6:45pm

1) Call Meeting to Order

Meeting called to order at 6:03pm by Commission Chair Goodnight

2) Pledge of Allegiance

Lead by Commissioner Goodnight

3) Prayer or Moment of Silence

Lead by Commissioner Goodnight

4) Proof of Publication

Copy of publication for annual schedule

5) Establish a Quorum

Quorum established by Commissioner Goodnight. Commissioner Olesky is not yet here.

6) Approval of Agenda

Commissioner Halman motioned to approve the Agenda and seconded by Commissioner Keen.

Motion carries unanimously.

7) Approval of the minutes of the following meetings:

- A. September 15, 2016 Tentative Budget Hearing
- B. September 15, 2016 Regular Board Meeting
- C. September 28, 2016 Closed Session for Collective Bargaining
- D. September 29, 2016 Final Budget Hearing
- E. September 29, 2016 Special Meeting
- F. October 6, 2016 Emergency Meeting

Commissioner Halman motioned to approve minutes for all meetings with second by Commissioner Brister. Motion carries unanimously.

8) Treasurer's Report

Commissioner Brister motioned to approve Treasurer's Report with second by Commissioner Halman.

Motion carries unanimously.

9) Consent Agenda

- A. Fire Marshal's Report
- B. Deputy Chief's Report
- C. Chief's Report
- D. Status on Current Contracts
- E. Title Change of Shift Commander positions
- F. Revisions to District Personnel Policies
 - 1. 201, Employment Categories
 - 2. 303, Holidays
 - 3. 305, Sick Leave

4. 502, Work Schedules
5. 507, Overtime
6. 608, Shift Swaps
7. 704, Attendance and Punctuality
8. 907, Direct Deposit
9. 909, Payroll Processing

Commissioner Goodnight asked if everyone understands the Promise Zone, the achievement award, and the Phoenix award. Chief Anderson mentioned that Lieutenant Davis and Firefighters Crews and Allison were awarded. Commissioner Keen asked Chief Anderson if he had time for all the meetings and she thought we were waiting on paving the parking lot. Chief Anderson mentioned that he's been attending all the meetings and as for the parking lot, it is in poor shape and staff is currently getting bids for paving. **Commissioner Halman motioned to approve the Consent Agenda with second by Commissioner Brister. Motion carries unanimously.**

10) Union Report

Lt. Horbal mentioned nothing at this time; would wait until later in the meeting.

11) Business of the District

A. New Business

1. Collective Bargaining Agreement Ratification

Chief Anderson discussed with the board.

- a. Public comment

Chris Spenser mentioned that they need to review it first and requested that this item be tabled.

Commissioner Brister makes a motion to hold off and bring it back in November meeting with second by Commissioner Keen. Motion carries unanimously.

2. Approval of FEMA Assistance to Firefighter Grant Application and District Share of Grant Funding.

Chief Anderson discussed with the board. It will cost us around \$30,000-35,000 out of Impact Fees that was already included in the approved budget.

- a. Public comment

None

Commissioner Brister makes a motion to approve the grant application with second by Commissioner Halman. Motion carries unanimously.

3. LaBelle CPA Accounting Report

Chris Soud mentioned that they will be helping us with accounting issues and audit for 2015/2016. Commissioner Keen mentioned that we had try to contact LaBelle CPA in July but was put off until the September meeting.

4. Tuscan & Associates Report

Jeff Tuscan and Lisa McKenzie discussed with the board. The board needs to make a decision on who will take over admin help for IFCD. Monthly reports are crucial and important for the board and the department. Keeping the Impact Fees separate from General Account. Last year they made a comment about having the Attorney produce a legal opinion letter approving the purchases. He noticed there was a change on the dollar amount for fixed assets. The promoted number is \$1000 cap for fixed assets. Example: if an apparatus costs \$450,000 and equipment on it costs \$150,000; that may be capitalized as one item in the Fixed Assets. If a piece breaks, that items needs to be expensed out because you can't use Impact Fees to replace an asset. If we capitalize every single little item, we have to change a lot of items on the ledger. You don't have to drop that cap to make it Impact Fee allowable. It's going to be a lot of work to track those items. When he reads the board minutes and sees

that we are only getting a three-number summary as a financial report, he doesn't believe that is enough for the board, we really need a budget to actual report. That's the one that needs to be correct.

B. Old Business

1. Inter-Local Agreement with North Collier Fire and Rescue District for Finance Functions, including Payroll and Accounts Payable

Chief Anderson discussed with the board.

- a. Public comment

Commissioner Keen asked if LaBelle ever worked with fire departments before. They replied that they do several special districts as well as work for Hendry County and Hendry County Sheriff's Office, but not specifically fire departments. He indicated that they have the necessary experience and expertise for government agencies.

Commissioner Halman makes a motion to go with North Collier Fire with second by Commissioner Olesky for discussion purposes only.

Board discussed agreement with North Collier staff.

Break from 7:36pm –7:44pm

Chief Anderson advised that he has a couple of changes in the contract that he would like to propose prior to the vote. These were discussed with board and North Collier staff. North Collier staff was asked about liability insurance if they made a mistake. They advised they have liability insurance, but could not provide a copy or advise what the limits were; they did not have that information with them. Commissioner Goodnight mentioned to have Attorney Thompson review the contract and the insurance and then get back with them. NORTH Collier staff advised that if the decision is delayed until the November 17th meeting they would not have time to set up everything in their system in order to begin providing payroll services January 1st.

Commissioner Halman withdraws his motion.

2. Inter-Local Agreement(s) with North Collier Fire and Rescue District for Administrative, Management, and other Functional Operations

Commissioner Goodnight mentioned to table this item. All Commissioners agreed.

- a. Public comment

None

3. Status of Fire Stations 31 and 32 Construction

Chief Anderson discussed with the board.

- a. Public comment

None

Commissioner Brister motioned to authorize Chief Anderson to find out the price of the piece of property on the curve on SR29 and Roberts Avenue and Commissioner Olesky seconded. Motion carries unanimously.

12) Concerns of Commissioners

Commissioner Brister motions to disengage with the payroll company ESI as of December 31, 2016 and Commissioner Olesky seconded the motion.

13) Public Comment

Attorney Thompson mentioned if the board is in agreement with Chief Anderson's updated contract. Commissioner Keen would like to see the changes. Attorney Thompson mentioned that the effective date was changed to 10/1/16.

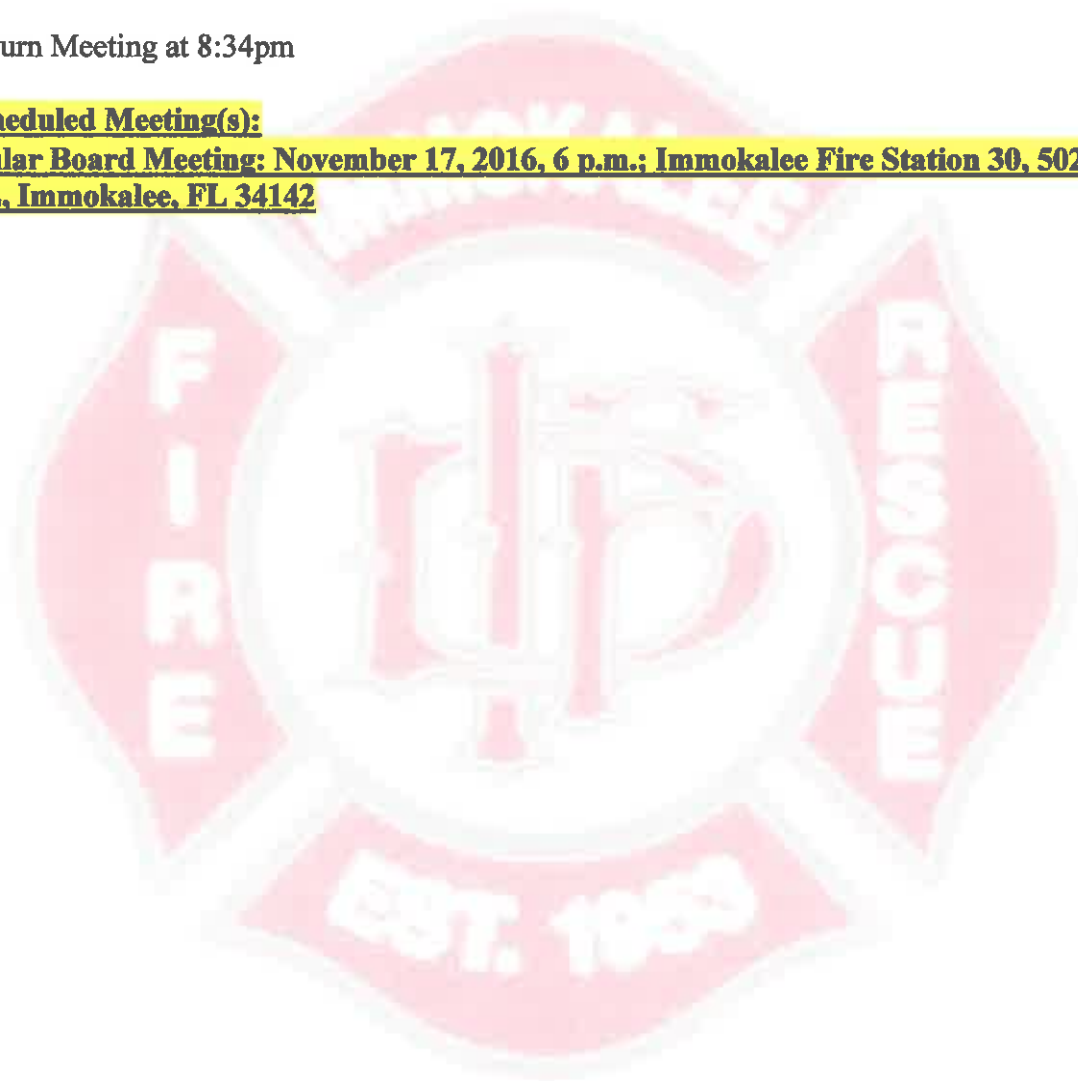
Commissioner Halman motions to approve Chief Anderson's updated contract and Commissioner Brister seconded the motion. Motion carries 4 to 1. Commissioner Keen opposes the motion.

Commissioner Halman received an email of the accident that happened on Hwy 82. Commissioner Goodnight mentioned that they had discussed it. Travis Anderson mentioned that he had emailed it to Chief Anderson. Also, that we were sued and did not know about it. Chief Anderson should have told the board about it. Chief Anderson advised that a lawsuit was never filed, just a notice that the lady was being represented by an attorney. Travis Anderson said it was an issue because it had to be settled. Chief Anderson mentioned that it is not up to the District if they settle; that is a business decision of the District's liability insurance company. Chief Anderson mentioned that he forwarded all of the information and correspondence to both the District's insurance agent and the District's attorney. Also, the District's insurance agent had mentioned it at a meeting.

14) Adjourn Meeting at 8:34pm

Next Scheduled Meeting(s):

- **Regular Board Meeting: November 17, 2016, 6 p.m.; Immokalee Fire Station 30, 502 New Market Rd E, Immokalee, FL 34142**



Oct-16

IMMOKALEE FIRE APPLICATION FEES	#	COLLECTED
FIRE Application - Architectural	5	\$ 1,504.30
TTLS	5	\$ 1,504.30

IMMOKALEE FIRE CODE REVIEW FEES	#	COLLECTED
Fire Code Review - CARNY	1	\$ 100.00
Fire Code Review - Plans and Plat	1	\$ 100.00
Fire Code Review - Site Development Plan	2	\$ 400.00
Fire Code Review Manual Fee	1	\$ 50.00
TTLS	5	\$ 650.00

IMMOKALEE FIRE REVIEW FEES	#	COLLECTED
FIRE Review Fee - Sprinkler Systems	1	\$ 31.35
FIRE Review Minimum Fee	1	\$ 100.00
FIRE Second Correction	1	\$ 91.20
TTLS	3	\$ 222.55

IMMOKALEE FIRE INSPECTION FEES	#	COLLECTED
FIRE Inspection Add/Alt - Commercial	2	\$ 676.25
FIRE Inspection Minimum Fee - (not otherwise n	3	\$ 300.00
FIRE Inspection Sprinklers - Remodels Per Towe	1	\$ 233.00
TTLS	6	\$ 1,209.25

TOTAL FEES	\$ 3,586.10
-------------------	--------------------

IMMOKALEE IMPACT FEES	#	COLLECTED
Fire Impact Fee - Immokalee - Non Res	0	\$ -
Fire Impact Fee - Immokalee - Res	28	\$ 66,361.35
TTLS	28	\$ 66,361.35

STATUS REPORT: OCTOBER, 2016
Michael J. Choate, Deputy Fire Chief

Completed Projects

- Respiratory Protection Program – SOG# 500.20
- Volunteer/Reserve Firefighter Handbook
- Volunteer Firefighter Recruitment Process – SOG# 100.36
- New Hire Employment Standards Contract (Ken Thompson)
- Probationary Firefighter Evaluation Form
- Firefighter Safety Program Revision
- Complete Firefighter - 1 Educational Program with...
- Firefighter – 1 Practical Skill Task Book
- Paramedic Program Reimbursement Agreement with...
- Separate Promissory Note For Employee
- Time Trade SOG# 100.18

On Going Projects

- IFCD Comprehensive 5 Year Strategic Plan with...
- IFCD 5 Year Capital Improvement Plan
- 2015 Fire Prevention and Safety Grant - \$78,386.00
- All Probationary Firefighter 9 Month Evaluations from BC's
- Station-30 Bay Extension/Addition
- Station-30 Parking Lot Resurfacing (Contractor Coordination)
- Station-30 Complete Kitchen/Dining Room Remodel
- Online Uniform Store (Each Employee will have to ability to order with Allowance)
- EMT/Paramedic Recertification Process (All Employees)
- "Do you Have What it Takes?" Volunteer Firefighter Recruitment
- Small Unmanned Aircraft (Drone) SOG
- Active Shooter Training and County Wide Uniform SOG
- Response to Mass Violence Events SOG
- Collier County Fire Chief's Association County Wide Mutual Aid Agreement
- Collier County Fire District's/Departments Operating Plan with Division of Forestry
- Annual Health Check/Physical Strategic Plan
- National Purchasing Partners, Cooperative Purchasing Agreement
- Fire Prevention Company Inspection Form and SOG

Purchases/Quotes

- TecGen Rescue-80 Extrication/Brush gear – 33 sets
- Skid Unit with Water Tank for New (Refurbished) Brush Truck
- Scott Airpack Purchase \$252,000.00 – Complete Change Out (AFG Grant Funded)
- Thermal Imaging Camera's Purchase – Individual vs Truck Replacement
- Body Armor Purchase, "Piggy Back" from North Collier – 8 Complete Sets
- Water Rescue Gear – 5 Complete Sets with Instructor Set
- UTV Wildland/Patient Transport Vehicle with Trailer
- Multiple Tools Appliance Purchase

- **Bunker Gear Extractor (Was going to be for new station)**
- **Awning/Shelter for Tower-32**

Meetings Attended

- **10/03 Safety Committee Meeting**
- **10/04 Ave Maria Stewardship District Meeting**
- **10/04 Shift Meeting**
- **10/04 Union Negotiations Meeting**
- **10/06 Media Interview for Hurricane Matthew**
- **10/07 Del Webb, Coffee with Kelly**
- **10/14 IFCD Special Board Meeting**
- **10/18 Senior Staff Meeting**
- **10/20 County Operations Group Meeting**
- **10/18 County Communications Meeting**
- **10/20 IFCD Board Meeting**
- **10/21 EMS Council Meeting**
- **10/26 Fisher Scientific**
- **10/27 Collier County Fire Chief's Association Meeting**
- **10/31 Union Negotiations Meeting**

Training

- **10/11 Training Burn Farmworker Village, NFPA 1403**
- **10/12 Training Burn Farmworker Village, NFPA 1403**
- **10/13 Training Burn Farmworker Village, NFPA 1403**
- **10/17 Paramedic Training CCEMS**
- **12 Hours Paramedic Recert Training**
- **Crews for Attended 3 day Lauderdale Fire Expo, Travel, Lodging Fees etc.**

Other Notables

- **Working on Veterans Day Program with Del-Webb/Ave Maria**
- **Multiple Problem Areas with Station-32, Building has Water Damage**
- **Scheduling All Employee Physicals for November**
- ***Working Closely with North Collier to Finalize Prevention Interlocal Agreement***
- ***Working Closely with North Collier to Finalize Fleet Maintenance***
- ***Complete Overhaul of Training Division to Align with North Collier***
- ***Working to Overhaul All Information Technology to Align with North Collier***
- ***Working With LaBelle CPA for Quickbooks "Tutorial"***

CHIEF'S REPORT AND UPDATE
FIRE CHIEF PAUL ANDERSON, JR.
November 9, 2016

Commissioners:

I want to begin by once again extending my appreciation to each and every one of you for the opportunity to be Fire Chief of the Immokalee Fire Control District. It is truly an honor and a privilege. I have had another extremely busy month, requiring extensive hours of work.

I have attended the following group meetings in the last month:

- Monthly IFCD Commission meeting
- IFCD Staff meeting
- Chamber of Commerce meeting
- Chamber of Commerce Board meeting
- Rotary Club of Immokalee, weekly
- Local Emergency Planning Council (LEPC)
- Immokalee CRA meeting
- Immokalee MSTU meeting
- Federal Promise Zone Infrastructure Committee meeting
- Collier County Public Safety Chiefs Meeting
- Collier County Fire Chiefs Association meeting
- Fire Cadet/Explorer meeting

I have also attended the following additional meetings:

- Meeting with LaBelle CPA reference IFCD financial software and process, budget, accounts payable X 3
- Union contract negotiations meeting X 2
- Meeting with BOCC candidate McDaniels reference District and community needs X 2
- Meeting with State House of Representatives candidate Byron Donalds
- Meeting with US Congressman Diaz-Balart and staff reference FD and community needs
- Meeting with North Collier staff reference inter-local agreement
- Telephone conference between IFCD staff and ESI staff and owner (current payroll vendor)
- Meetings reference fire station improvements
- Meeting with SW FL Regional Planning Council reference "Promise Zone"
- Fire Engine Dedication to Fallen Firefighter Keith Bernoir, Clermont
- Telephone Conferences with Attorneys (multiple)
- Meeting with Mechanic ref fleet and facilities maintenance
- Meeting with Training Captain ref training programs
- Meeting with Training Captain ref Volunteer Program
- Meeting with staff ref Explorer Post/Fire Rescue cadet Program
- Meeting with FFCA Fire-Rescue Cadet Section Chairman ref cadet program
- Meeting with Fire Marshal ref Fire Code issues
- Meetings with Local 4657 representatives
- Multiple meetings with Deputy Fire Chief
- Meetings with individual Commissioners
- Meetings with individual members of the organization as time permits

**CHIEF'S REPORT AND UPDATE
FIRE CHIEF PAUL ANDERSON, JR.**

November 9, 2016

I have attended the following community events:

- Immokalee High School Football Games
- Former President Bill Clinton at Roberts ranch, stand-by
- Phoenix Award ceremony

I have completed the following training/classes:

- Live Fire Training at Farmworkers Village
- FASD Quarterly meeting/training
- Free Speech, Understanding How and When Employers Can Limit What Firefighters Say, Including Social Media
- EMT Recertification hours

I plan to attend the following training sessions:

- Pulse Nightclub Active Shooter After Action Briefing and Lessons Learned, November 10
- FFCA Fire Rescue Cadet program, November 11 and 12
- FFCA Safety and Health Conference, December 5 – 7, Orlando
- Fire-Rescue East Conference, January 18 - 21

IFCD Units and personnel have attended the following community events:

- Safe Communities Night sponsored by CCSO
- Leadership Collier Government Day
- Immokalee Fall Festival, South Park
- Robert's Ranch Museum Fall festival
- Immokalee Community Park Trunk or Treat
- First Baptist Church Trunk or Treat
- *Public Fire Education with numerous elementary school and Pre-K classes*
- Fire Station Tours at Station 30 and Station 31
- Former President Bill Clinton at Roberts ranch, stand-by
- Swamp Buggy Parade, Naples
- Immokalee Ciclovía Health and Fitness event
- CPR training for Boys and Girls Club staff
- CPR For Citizen Classes
- Immokalee High School Football Games
- Ave Maria University Football Game

Personnel have completed the following training:

- Driver/Operator Training
- Pump Operations Training
- Structural Firefighting training in acquired structures at farmworker's Village
- Live Fire Evolutions in acquired structures at Farmworkers Village
- Tactical Medic training at Farmworkers Village
- Water Rescue
- AMKUS Battery-Powered Extrication Tools demonstration, South Trail FD
- Personnel are completing the weekly in-service training each week, both fire and EMS

CHIEF'S REPORT AND UPDATE
FIRE CHIEF PAUL ANDERSON, JR.
November 9, 2016

- PGIT Safety Classes on-line
- EMS Skills review
- Reserve and Volunteer Firefighter training
- Florida Firefighter I certification class for new Volunteers, on-line portion in process

The following training classes will be scheduled to be offered here in Immokalee:

- Electrical Emergencies training, November 28, 29, 30
- Live Structural Firefighting in acquired structures at farmworker's Village, November-December
- Chemical Suicide Awareness and Response training, TBD

The following community events are scheduled:

- Turkeys Take Flight event, Saturday November 12th, Immokalee Airport, 10 AM
- Immokalee Boys and Girls Club Grand Opening, November 17th, 10:00 AM, Roberts Ave.
- Also on November 17th, the annual Collier County Legislative Delegation meeting is scheduled for 9:00 AM, North Collier Regional Park, 15000 Livingston Rd., Naples, to discuss local bills that are requested to be submitted during the 2017 legislative session in Tallahassee.
- St. Matthews House 5K Run, Saturday, November 19th, 7:00 AM, in Ave Maria
- Farm City Bar-B-Q, November 23rd, 11:00 AM, Seminole Hotel Casino Immokalee
- Immokalee Christmas Tree Lighting, Thursday December 1st, 6:00 PM
- Ave Maria Celebration of Lights, Friday December 2nd, 5:00 PM
- Immokalee Ciclovía Health and Fitness event, Saturday December 3rd, Immokalee Sports Complex
- B&L Hardware Customer Appreciation Day, Thursday December 8th, 11AM – 2PM
- IFCD Christmas Party, Friday December 9th, 6 PM (tentative)
- 4th Annual Feria de Salud, December 10th, Sunripe Tomato Growers, 9 – 2
- Immokalee Christmas Around the World, Saturday December 10th, Parade 5 PM, Gala following parade at Immokalee Sports Complex
- Immokalee Christmas Carrol Night, December 16th, 6 PM, Ciclovía
- Immokalee Most Decorated House Night, December 17th, 6 PM

Sheriff Kevin Rambosk will be holding a press conference regarding the public roll-out of the smart phone app "PulsePoint" on November 15th at 2:00 PM at the CCSO Professional Development Center, 615 3rd Avenue S, Naples. PulsePoint is a 501(c)(3) non-profit foundation based in the San Francisco Bay Area. Through the use of location-aware mobile devices, PulsePoint is building applications that work with local public safety agencies to improve communications with citizens, empowering them to help reduce the millions of annual deaths from sudden cardiac arrest (SCA). Deployment of the PulsePoint app can significantly strengthen the "chain of survival" by improving bystander response to cardiac arrest victims and increasing the chance that lifesaving steps will be taken prior to the arrival of emergency medical services (EMS). PulsePoint is built and maintained by volunteer engineers at Workday and distributed by our marketing and implementation partner Physio-Control, Inc. CTIA Wireless Foundation is a key sponsor and advocate of PulsePoint, providing industry and financial support. Learn more at www.pulsepoint.org. PulsePoint AED lets you report and

CHIEF'S REPORT AND UPDATE
FIRE CHIEF PAUL ANDERSON, JR.

November 9, 2016

update AED locations so that emergency responders, including nearby citizens trained in CPR and off-duty professionals such as firefighters, police officers and nurses, can find an AED close to them when a cardiac emergency occurs. With PulsePoint AED you can help strengthen the chain of survival for cardiac arrest victims. Download PulsePoint AED for free and use it to report AEDs in your community. Describe the location, snap a picture, and the information is stored for local authorities to verify. After that, the AED location data is made available to anyone using PulsePoint Respond (also available for free in the App Store). PulsePoint Respond is the app that alerts citizen responders who know CPR to local emergencies near them and also to the location of the nearest AED. The AEDs that you locate and report using PulsePoint AED are also made available to local dispatchers in the emergency communication center, allowing them to direct callers to the nearby life-saving devices.

Our annual Public Depositor Report has been filed with the Florida Department of Financial Services, with confirmation of a complete report received and processed. This report confirms that we are in compliance with state statute regarding deposit of public funds with *financial institutions*.

We have submitted a grant application to the Florida Department of Agriculture and Consumer Services under their Volunteer Fire Assistance Grant Program in the amount of \$9,525 to cover one-half the cost of the new skid pump and tank unit for the back of the newly acquired brush truck. We are awaiting a response on the status of that grant application.

I have contacted our fire assessment fee consultants regarding moving forward with obtaining additional data from the Property Appraiser's Office in an effort to look at adopting a fire assessment fee next year. I will be working with them over the next two months to gather and analyze the necessary information. The first step in the Non-Ad Valorem Fire Assessment Fee process is an agenda item for this month's meeting.

I continue to attend regular meetings involving the Promise Zone, working towards *getting as much funding as possible funneled into the Immokalee community. I submitted requests for the Promise Zone Infrastructure Task Force to work towards Community Development Block Grant (CDBG) funding for two projects; construction of Fire Station 31 and replacement of Ladder-30 apparatus. I attended the Promise Zone Infrastructure Task Force meeting on October 26th, where the Committee members were tasked with "prioritizing" grant projects. The Committee decided that it was best to not attempt to assign a "priority order" to the projects, as they all are needed in their respective communities. Instead, the Committee decided to place the projects in order of timeline for implementation of the project, with "shovel ready" projects placed highest in the order. This would alleviate the possibility of a high priority project tying up available funds, but those funds not actually being used for an extended period of time, thereby making those funds unavailable for a project that is ready to begin immediately as soon as funding is identified. IFCD's two projects are being considered to be ranked higher on the list, as the ladder truck is considered "shovel ready" (can be ordered immediately) and the Fire Station 31 project already had a workable site plan and station construction plans are 90% complete. I will be seeking both USDA funding and HUD CDBG funding for those projects, with the ladder truck having a strong possibility of being fully funded with CDBG funding.*

CHIEF'S REPORT AND UPDATE
FIRE CHIEF PAUL ANDERSON, JR.
November 9, 2016

I have submitted an application and am awaiting appointment by the County Commission for me to represent public safety in Immokalee on the Immokalee CRA and MSTU. My application is currently being reviewed by the Collier County Attorney for his opinion on *whether it would create a conflict of interest for me being on either the CRA Advisory Committee or the MSTU Board*. I am still awaiting a response regarding the opinion of the County Attorney

Staff and I have been working with the staff of LaBelle CPA regarding our financial processes, budget, and accounts payable. The new QuickBooks software has been installed and configured with the new budget chart of accounts for both the General Fund and Impact Fee Fund. *The new checks for both accounts that are compatible with the new software and printer* have been received and formatted. The system is working well.

Ladder-30 has been advertised for sale on www.govdeals.com for some time now and is still being advertised for sale on Brindlee Mountain Fire Apparatus web site, with little response. Preliminary quotes on refurbishing the truck from Hall-Mark/E-One appear somewhat high compared to the cost of a new truck. We will be contacting PRIDE Enterprises (Florida state prison inmate work system) to get a quote from them while we await information regarding the availability of CDBG funding for the purchase of a new Ladder truck. The application process for the CDBG funding will begin in January.

Staff and I have been getting quotes for re-paving the parking lot at Station-30. It is currently in extremely poor condition. The cost of this has been included in the FY 2016-2017 budget. Staff and I are still working with contractors for quotes on adding an entire additional bay to the south side of the building to accommodate the Tower-Ladder. Funding for this project was also included in the FY 2016-2017 budget.

I have continued to work extra hours every week in an effort to accomplish everything that needs to be accomplished, averaging 67 hours per week for the month of October. I already have an additional 36 hours so far in the first 9 days of November. This was due to continuing to work with the union on the collective bargaining agreement, and research and work on grants. *My family and I will be serving Thanksgiving dinner again this year at The Friendship House*. Last year we served over 500 meals thanks to the generosity of Mr. Carl Ream and Florida Specialty Produce here in Immokalee. In an effort to spend some time with my family, I will be out of town for the Veteran's day weekend. I am also planning to take off the afternoon of Friday November 18th.

In closing, I would like to say that I have enjoyed working with the men and women of Immokalee Fire Control District the past two years and ten months and I look forward to a long and successful road ahead for the entire District.

If you have any questions or concerns, please do not hesitate to contact me either at the office or on my cell phone, 239-980-0210.

Paul Anderson, Jr., Fire Chief



Immokalee Fire Control District

502 New Market Road East, Immokalee, FL. 34142

Board of Fire Commissioners



Action Item Worksheet

Agenda Item: 8.F.	Prepared by: P. Anderson
Subject: Status of Current Contracts	Date Prepared: 2016-11-02
Meeting Date: 2016-11-17	

BACKGROUND: Status of contracts in place between IFCD and various other government entities and vendors.

Current contracts with expiration dates are as follows;

- (1) Payroll Service contract expired September 30, 2015, monthly thereafter, **60-day notice was given to ESI of our intent to terminate the contract effective December 31, 2016.**
- (2) Heavy Equipment Repair Services, Mechanic Services, expired June 15, 2016; **month-month through December 31st, 2016.**
- (3) Copy Machine contract expired October 31, 2016; **negotiating renewal**
- (4) Breathing Air System contract expired September 30, 2016; **negotiating renewal**
- (5) Seminole Tribe contract expires December 2, 2016; **notified by Seminole Tribe that they will NOT be renewing the contract; will be opening their own FD at Immokalee reservation.**
- (6) User Fee billing contract automatically renewed for one year; expires December 31, 2016
- (7) Fire Assessment Fee Consultant contract expires January 13, 2017; **will need extension.**
- (8) Website and Social Media Site Archiving Service contract expires May 30, 2017
- (9) Employee Physical Examination NFPA 1582 & 1583 contract expires Sept. 30, 2017
- (10) Mabry Brothers, Generator Maintenance, expires September 30, 2017, automatic renewal
- (11) Lawn Maintenance agreement expires September 30, 2017, automatic renewal
- (12) On-Line Training service contract expires September 30, 2017, automatic renewal
- (13) Architect, Engineer, and Builder contracts expire November 30, 2017
- (14) ACA Health Insurance Reporting to IRS, Admin America, expires December 22, 2017
- (15) Financial Auditor contract expires September 30, 2019

FUNDING SOURCE / FINANCIAL IMPACT: Funding source is various line items in General and Impact Fee funds.

RECOMMENDATION: This item is primarily for informational purposes only. Any item that a Commissioner wishes to discuss may be pulled from the consent agenda.

POTENTIAL MOTION: No motion necessary at this time; Board direction only.



Immokalee Fire Control District

502 New Market Road East, Immokalee, FL. 34142

Board of Fire Commissioners



Action Item Worksheet

Agenda Item: 8.G.	Prepared by: P. Anderson
Subject: Revisions to District Personnel Policy	Date Prepared: 2016-11-09
Meeting Date: 2016-11-17	

BACKGROUND: Periodic general revisions to policies as well as revisions to specific policies for budget and other purposes.

1. Cover Page
 - a. Changed Revision Date
2. Table of Contents
 - a. Added new policy 209
3. Policy 109, Employment Background Investigations
 - a. Added Dishonorable Discharge from US Armed Forces precludes applicant from employment.
4. Policy 209, Employment Standards
 - a. This is a new policy requiring that new employees reimburse the District for costs associated with the testing and hiring process if they leave employment of the District prior to two years of employment.
5. Policy 403, Incentive Pay
 - a. Revised to match changes in incentive pay proposed in CBA
 - i. Added "eligible" to non-bargaining unit members covered by this Policy
 - ii. Moved OSHA Haz-Mat Technician to Special Operations category
 - iii. Added Community Relations Coordinator as new incentive
 - iv. Removed maximum number of incentives allowed in category V, allowing an individual to receive more than one incentive from that category if they are doing more than one of the special jobs identified in that category
6. Policy 808, Public Comment During Board Meetings
 - a. Revised per suggestions from the Fire District's Attorney.

The proposed revisions were sent to Local 4657 representatives for review and comment per the CBA on November 3, 2016. Comments were received from FD staff officers and revisions made. No objections or comments have been received from Local 4657 as of November 9, 2016 (6 days).

FUNDING SOURCE / FINANCIAL IMPACT: Funding source for Policy 403 is General Fund Incentive Pay.

RECOMMENDATION: Staff recommends approval of revisions as proposed.

POTENTIAL MOTION: I motion to approve the revisions to District Policy Cover Page, Table of Contents, 109, 209, 403, and 808 as proposed.

Immokalee Fire Control District

502 East New Market Road

Immokalee, FL 34142

239-657-2111



District Policy Manual

Revised 2016-11-17

TABLE OF CONTENTS

INTRODUCTION

- 3 Mission statement
- 4 Employee Welcome Message
- 5 Introductory Statement

EMPLOYMENT

- 101 Nature of Employment
- 102 Employee Relations
- 103 Equal Employment Opportunity
- 104 Hiring of Relatives
- 105 Employee Medical Examinations
- 106 Immigration Law Compliance
- 107 Conflicts of Interest
- 108 Outside Employment
- 109 Background Investigations

EMPLOYMENT STATUS & RECORDS

- 201 Employment Categories
- 202 Access to Personnel Files
- 203 Personnel Data Changes
- 204 Probationary Period
- 205 Promotion
- 206 Employment Applications
- 207 Administrative Investigations
- 208 Personnel Reduction
- 209 Employment Standards

EMPLOYEE BENEFIT PROGRAMS

- 301 Employee Benefits
- 302 Vacation Benefits
- 303 Holidays
- 304 Workers' Compensation Insurance
- 305 Sick Leave Benefits
- 306 Time Off to Vote
- 307 Bereavement Leave
- 308 Personal Day

TIMEKEEPING / PAYROLL

- 401 Timekeeping
- 402 Paydays
- 403 Incentive Program
- 404 Employment Termination
- 405 Severance Pay
- 406 Pay Advances
- 407 Administrative Pay Corrections
- 408 Pay Deductions & Setoffs

WORK CONDITIONS & HOURS

- 501 Safety
- 502 Work Schedules
- 503 Personal Telephone Requirements
- 504 Personal Telephone Use
- 505 Smoking
- 506 Rest & Meal Periods
- 507 Overtime
- 508 Use of Equipment & Vehicles
- 509 Damage of Equipment or Apparatus

- 510 Cellular Phone Policy

- 511 Station Duties

LEAVES OF ABSENCE

- 601 Family & Medical Leave
- 602 Personal Leave
- 603 Educational Leave
- 604 Educational Reimbursement
- 605 Military Leave
- 606 Maternity Related Absences
- 607 Civil Leave
- 608 Shift Swaps

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

- 701 Employee Conduct & Work Rules
- 702 Drug & Alcohol Use
- 703 Sexual & Other Unlawful Harassment
- 704 Attendance & Punctuality
- 704b Attendance Point System (APS)
- 705 Personal Appearance
- 706 Return of Property
- 707 Blank
- 708 Resignation
- 709 Security Inspections
- 710 Drug Testing

MISCELLANEOUS

- 800 Life-Threatening Illnesses
- 801 Visitation
- 803 Use of District Facilities
- 804 Internet Use
- 805 Drug-Free Workplace
- 806 Report Writing
- 807 Community Service Workers
- 808 Public Comment during BOC Mtg.
- 809 Social Media

FINANCE

- 901 Fund Balance
- 902 Purchasing
- 903 Petty Case
- 904 Disposal of Surplus Property
- 905 Receiving Reports
- 906 Records Retention
- 907 Direct Deposit
- 908 Budget Administration
- 909 Payroll Processing
- 910 Depositories and Disbursement of Funds
- 911 Formulation of District Budget
- 912 Cash Management
- 913 Credit Card Use
- 914 Fraud Risk Management

Table of Contents

A.	<i>Purpose</i>	1
B.	<i>Scope</i>	1
C.	<i>Responsibility</i>	1
D.	<i>Job Applicant Background Investigations</i>	1
E.	<i>Adverse Job Applicant Background Investigation Reports</i>	3
F.	<i>Background Investigation Results Received Prior to Employment Start Date</i>	6

A. Purpose

The Immokalee Fire Control District reserves the right to conduct background investigations on job applicants. This is done to ensure that individuals who join the District's workforce are well qualified, have a strong potential to be productive and successful, and have honestly presented their background and qualifications as outlined in their application materials. The District will conduct the background investigations in accordance with the Fair Credit Reporting Act.

B. Scope

The job applicant background investigations authorized in this policy shall apply to the hiring of all District employees and volunteer firefighters.

In addition, this policy does not pertain to the verification of a job applicant's education, business/occupational license status, previous work history or personal references. These verifications should continue to be completed by staff prior to making a conditional offer of employment to the job applicant.

C. Responsibility

The Fire Chief or his designee will initiate all background investigations covered by this policy. The Fire Chief or his designee will be the primary liaison to the investigating agencies and upon receipt of the investigation results will notify the appropriate bureau head as to whether the job applicant has met the District's hiring criteria. In the event a job applicant does not meet the District's hiring criteria, the Fire Chief or his designee will provide appropriate notice to the job applicant in accordance with applicable laws.

D. Job Applicant Background Investigations

Job applicant background investigations are performed only after a conditional offer of employment has been made and the job applicant has been informed in writing of the investigation and has authorized such. If the job applicant refuses to authorize the investigation, the conditional offer of employment will be rescinded.

All job applicant background investigations will consist of at least the following searches:

1. State-Wide Criminal Background Search - A search of a state's criminal records database consisting of felonies and/or misdemeanors.
2. Social Security Number Search - A search which provides name, date issued and state, as well as up to the last three (3) addresses.
3. Wants and Warrants Search - A search to determine if the job applicant is wanted by a state or federal authority or has an outstanding warrant at a state or federal level.
4. Sexual Offender/Predator Search - A search to determine if the job applicant has been designated as a Sexual Offender/Predator under Florida law.

5. Social Networking Sites Search - A search of social networking sites.
6. Motor Vehicle Report Search - A search of the issuing state's driver license database in order to determine license validity, violations and points. This search is performed for any job applicant that has been offered employment in a position in which they would be authorized to drive a District vehicle or their own vehicle while conducting District business.
7. Previous Drug and Alcohol Testing Records Search - A search of a job applicant's previous Department of Transportation (DOT) regulated employer's drug and alcohol testing records within the last three (3) years.
8. Consumer Credit Search - A search of a job applicant's consumer credit history. This search is performed for any job applicant that has been offered employment in a position that involves the handling of cash and/or checks on a reoccurring basis.

E. Adverse Job Applicant Background Investigation Results

In reviewing and analyzing the State-Wide Criminal Background Search, the District considers:

- The nature and gravity of the offense or conduct;
- The time that has passed since the offense, conduct and/or completion of the sentence; and
- The nature of the job held or sought.

For firefighter positions, the District also considers whether the applicant has an arrest awaiting final disposition, has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, or has been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited under Florida Statute Section 435.04(2) or similar law of another jurisdiction. Further, the District considers whether the applicant has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, any offense that constitutes domestic violence as defined in Florida Statute Section 741.28, whether such act was *committed in this state or in another jurisdiction*.

The District may also make an individualized assessment when reviewing background investigation results with respect to a record of criminal activity including, but not limited to:

- The facts or circumstances surrounding the offense or conduct;
- The number of offenses for which the individual was convicted;
- Age at the time of conviction, or release from prison;
- *Evidence that the individual performed the same type of work, post-conviction, with a different employer, with no known incidents of criminal conduct;*
- The length and consistency of employment history before and after the offense or conduct;
- Rehabilitation efforts;
- Employment or character references and other information regarding fitness for the position applied for;
- Whether the individual is bonded under a federal, state, or local bonding program.

Based on the foregoing, the job applicant's conditional offer of employment may be rescinded if the screening results are not satisfactory to the District including, but not limited to, any of the following situations:

1. Any false statement or omission of material facts in the job application materials.
2. Conviction of any felony offense during the seven (7) years prior to the date of employment or the perpetration of an act that would constitute any felony offense, whether criminally prosecuted or not.
3. Conviction of two (2) or more alcohol/drug related offense(s) during the ten (10) years prior to employment.
4. Conviction of drug related offense(s) during the five (5) years prior to employment.
5. Conviction of any misdemeanor drug offenses from five (5) to seven (7) years prior to the date of employment will be reviewed on a case by case basis to determine employment eligibility.
6. Conviction of alcohol related offense(s) during the three (3) years prior to employment.
7. Conviction of any misdemeanor alcohol related offenses from three (3) to seven (7) years prior to the date of employment will be reviewed on a case by case basis to determine employment eligibility.
8. Conviction of any misdemeanor crimes of violence during the seven (7) years prior to the date of employment will be reviewed on a case by case basis to determine employment eligibility.
9. Conviction of any crime involving moral turpitude, fraud, dishonesty, embezzlement or violence in the workplace during the seven (7) years prior to the date of employment.
10. Job applicant is classified as a Sexual Offender/Predator.
11. Conviction of any crime or other offenses deemed relevant to the position applied for will be reviewed on a case by case basis.
12. The perpetration of an act that would constitute any offense listed within this document, whether criminally prosecuted or not, bears the same weight as if the applicant had been convicted.
13. All offenses listed within this document are not withstanding any suspension of sentence or withholding of adjudication.
14. Job applicant has current arrests and/or pending charges. At such time that the current arrests and/or pending charges are cleared, the job applicant may be eligible for hire.
15. Job applicant's previous arrests involving dispositions other than convictions will be reviewed on a case by case basis.

16. Job applicant is wanted by a state or federal authority or has outstanding warrants by a state or federal authority.
17. Conviction of Driving under the Influence, Refusal to Submit to a Breathalyzer, or conviction of Reckless Driving, during the five (5) years prior to the date of employment if the job applicant has been offered a position that requires driving.
18. A Non-contested uniform traffic citation for Reckless Driving during the five (5) years prior to the date of employment will be reviewed on a case-by-case basis if the job applicant has been offered a position that requires driving.
19. Uniform Traffic Citation for leaving the scene of an accident during the five (5) years prior to the date of employment.
20. *Driver's license suspended more than once or revoked during the three (3) years prior to the date of employment, if the job applicant has been offered a position that requires driving.*
21. Accumulation of more than nine (9) points on a Driver's License in eighteen (18) months prior to date of employment, twelve (12) points in thirty-six (36) months prior to the date of employment, or accumulation of more than eighteen (18) points on a driver's license during the forty-eight (48) months prior to the date of employment if the job applicant has been offered a position that requires driving.
22. Two (2) or more failure to pay traffic fines during the three (3) years prior to the date of employment.
23. Two (2) or more seat belt violations during the three (3) years prior to the date of employment.
24. No indicators of a history as a habitual violator of traffic laws during the five (5) years prior to conditional offer of employment or date of employment.
25. A driving record during the seven (7) years prior to the date of employment that demonstrates repeated offenses and flagrant disregard for traffic laws if the job applicant has been offered a position that requires driving.
26. A positive drug/alcohol test result from a previous DOT regulated employer during the three (3) years prior to the date of the employment.
27. The District has determined or discovered any additional information, circumstances or factors of any kind, which may negatively impact the District and/or the applicant's job performance and which the District is permitted to consider in accordance with applicable law.

28. Employees in job classifications requiring operation of motor vehicles are required to maintain a valid Florida driver's license and must inform their direct supervisor immediately if their Florida driver's license is denied, expired, suspended, or ticketed. Immokalee Fire Control District conducts annual driver's license checks of employee's driving record for those employees required to operate motor vehicles while conducting District business. Corrective action up to and including separation from IFCD employment may result should the employee not maintain a valid driver's license.
29. ARMED FORCES; Any individual who has served in the Armed Forces of the United States and received a Dishonorable Discharge cannot be considered for employment with the District. Individuals who have served in the armed forces of another country and received a Dishonorable Discharge or the equivalent will be reviewed on a case-by-case basis after consultation with the United States Armed Forces to determine if a similar situation would have resulted in a Dishonorable Discharge from the Armed Forces of the United States. Dishonorable discharges involving specific situations that would be equivalent to a minor infraction in civilian life may be considered on a case-by-basis by the Fire Chief or designee for continued consideration of employment

F. Background Investigation Results Received Prior to Employment Start Date

All background investigation results with the exception of the Previous Drug and Alcohol Testing Search and the Wants and Warrants Search must be received and properly reviewed prior to any job applicant starting employment with the District. Considering the amount of time it may take to receive the results of these searches, it is permissible to start a job applicant if these search results are not available. It is noted that if these search results are adverse in accordance with this policy then the employee will be immediately terminated upon receipt of the results.

APPROVED AND ADOPTED BY THE BOARD OF FIRE COMMISSIONERS OF THE IMMOKALEE FIRE CONTROL DISTRICT ON AUGUST 20, 2015.

209 Employment Standards

- 1) **EMPLOYMENT STANDARDS:** Applicants shall meet specific standards as outlined in this Guideline. Applicants who are ineligible based on an examination, interview, investigation or test will be notified in writing by the Immokalee Fire Control District (District).
- 2) **TESTING AND INTERVIEW:** Applicants who pass the requirements outlined in District SOG may be hired or placed on the Department's hiring list for twelve months. Factors evaluated in the application, testing, and hiring process include, but are not limited to, the following:
 - i) Education and experience evaluation from the application packet.
 - ii) Physical Ability Testing.
 - iii) Firefighter Testing: This test will include questions from IFSTA Essentials of Firefighting and DOT ERG. *Failure of the test is a critical fail, the candidate will not move forward and will be dismissed at this point.*
 - iv) EMS Testing: This test will include questions from State of Florida approved curriculum for the level of EMS certification of the position applied for and possibly a medical and/or trauma patient assessment. *Failure of the EMS portion is a critical fail, the candidate will not move forward and will be dismissed at this point.*
 - v) Interview: The goal of the interview is to determine which candidates will best fit into the Department. The interview will look at personalities, communication skills, personal values and behavioral issues.
- 3) **DRUG USE:** To be eligible for appointment, an applicant will not have:
 - i) Used, tried, experimented with or possessed marijuana within the previous three years.
 - ii) *Used, tried, experimented with or possessed any other illegal controlled substance (except marijuana) or abused prescription drugs in the previous ten years.*
 - iii) Sold, delivered, cultivated or manufactured any controlled substance illegally at any time.
 - iv) Used any illegal controlled substance after the age of 23.
- 4) **GUILTY OF,** any felony or misdemeanor involving perjury, false statement or domestic violence within the last seven (7) years, may not be eligible for employment, even if the sentence was suspended or adjudication withheld.
- 5) **ARMED FORCES:** Any individual who has served in the Armed Forces of the United States and received a Dishonorable Discharge cannot be considered for a firefighter position with the Department.
- 6) **PERSONAL APPEARANCE:** *All candidates must be in compliance with (IFCD) Standard Operating Guideline 200.04. All candidates must sign that they are in compliance with this document.*

- 7) **DRIVING RECORD:** The safe and efficient operation of emergency vehicles is essential to successful job performance. The applicant must be in compliance with the District's background check Policy 109.

I, (print name) _____ understand the above employment standards of the Immokalee Fire Control District and certify that I meet all of the requirements.

I agree to repay the Immokalee Fire Control District the cost incurred for the pre-employment process, including, but not limited to, application education and experience points assessment, testing/interview, background investigation, medical physical examination, drug testing, personal protective equipment, and uniforms if I leave, or if I am dismissed with cause, during the first two years of employment with the Immokalee Fire Control District. I understand that I am liable for these costs.

Date: _____ Signature: _____.

2016-11-17

403 INCENTIVE PROGRAM

Bargaining Unit Employees will receive incentive pay in accordance with the current Collective Bargaining Agreement. Eligible Non-Bargaining Unit Employees will receive incentive pay in accordance with this policy.

1. Each qualified employee will be paid an educational incentive as identified below. Payment shall commence after the District has been furnished with proof of Certification from the Certifying Agency. In the event that the employee loses a Certification or fails to re-certify, incentive payments shall be discontinued.
2. The district **shall not** pay reimbursement for re-certification of certifications for which an employee is receiving incentive pay.
3. The employee shall receive (before taxes) the dollar amounts indicated below divided by the annual hours worked and added to their base pay rate as an hourly adjustment for purposes of calculating overtime to be paid each payday for each incentive that you have Certification in, up to the maximum number of incentives in each category.
4. Payments for incentives will be included within the employee's total hourly rate for purposes of calculating overtime, but not the base hourly rate.
5. It is the employee's responsibility to present renewal/current certification status to administration the last week of September of each year in order to maintain receiving an incentive.

Category I

- Florida Paramedic with Collier County Medical Director Approval, \$5,000
- Master's Degree in Public Administration, MBA-PA, or Master's Degree in Emergency Services Related Field (accredited institution), \$5,000
- Florida Certified District Manager, \$1,500
- CFPSE Chief Fire Officer Designation, \$1,500

Category II, \$1,500 each, maximum of 2 from this group

(Positions requiring specific certifications are not eligible for incentive pay for required certifications.)

- Florida Fire Officer I
- Fla. Fire Officer II, III, or IV (only single highest level eligible for incentive pay)
- Florida Fire Instructor I, II or III. You must teach a minimum of 24 hours within the fiscal year. Training/Teaching shall be authorized by the Chief or designee.
- Fla. Fire Inspector I, II, or III (only single highest level eligible for incentive pay)
- Fla. Clowning for Safety Certified. You must perform a minimum of 24 hours within the fiscal year. Performances shall be authorized by the Chief or designee.
- Florida Fire Apparatus Pump Operator
- Fire Investigator

Category III, Special Operations

- USAR (All 5 disciplines, minimum Operations Level), \$1,500
- OSHA Hazardous Materials Technician, \$750
- Florida Hazardous Materials Technician Certification, \$750

Category IV, \$750 each, maximum of 2 from this group

- Air Pack Coordinator (maximum of (3) members of IFCD)
- CERT Instructor (maximum of (6) members of IFCD)
- Juvenile Fire Setter instructor (maximum of (4) members of IFCD)
- Live Fire Instructor I or II (maximum of (10) members of IFCD)
- Hose Maintenance Coordinator (maximum of (1) member of IFCD)
- Marine Equipment Coordinator (maximum of (1) member of IFCD)
- Medical Supply Coordinator (maximum of (1) member of IFCD)
- Wellness and Fitness Coordinator (maximum of (1) member of IFCD)
- Uniform Coordinator (maximum of 1 member of IFCD)
- Pre-Plan Coordinator (maximum of (1) per shift IFCD)
- Shift PPE Maintenance Coordinator (maximum of (1) per shift IFCD)
- EVOC Instructor (maximum of (5) members of IFCD)
- ~~Hazardous Materials Technician (OSHA Technician Level 40 hour compliant)~~

Category V, \$1,500 each, ~~maximum of 1 from this group~~

- Fleet Maintenance Coordinator (maximum of (1) member of IFCD)
- Public Information Officer
- CPR Instructor (maximum of (12) members of IFCD)
- Community Relations Coordinator

Category VI, \$1,500 each, maximum of 1 from this group

- USAR Logistics Manager
- USAR Training and Safety Manager
- USAR Operations Manager

Determination of employees receiving incentive pay that is limited to a maximum number of employees is at the discretion of the Fire Chief, who will determine the recipients based on the best interest of the District.

In order to properly budget adequate funds to cover the incentive pay received for all members, any member who is planning on taking classes that make him eligible for incentive pay and anticipates becoming eligible for incentive pay anytime between October 1 and September 30 of the next fiscal year must submit a statement to that effect in writing to the Fire Chief no later than July 1 of each year with the date that they anticipate becoming eligible for incentive pay. If a member fails to submit that notice, that member will not be eligible for the additional incentive pay until October 1 of the following fiscal year (17 months after the July 1 deadline).

808 PUBLIC COMMENT DURING BOARD MEETINGS

It is the desire of the Immokalee Fire Control District Board of Commissioners to encourage public comment on any matter related to the topics of any board meeting or other matters relevant to the Immokalee Fire Control District. It is therefore understood that all persons seeking to be recognized for comment will conduct themselves in a manner that reflects the proper decorum and conduct of agency meetings. The opportunity for public comment is not an opportunity to debate an issue with the Board, but simply to provide comments that the Board may take into consideration.

A PUBLIC COMMENT REQUEST FORM will be available for all members of the public or groups wishing to make open comment at any Fire Commission Board Meeting. The form shall be filled out and given to ~~the Fire Board Chairman or his/her designee in the event of absence of the Fire Board Chairman~~ District staff at the beginning of the meeting.

The meeting agenda will have time designated for public comment under each agenda item that requires a vote of the Board or in which the Board takes official action. This comment shall be allowed during the discussion phase of the agenda item and prior to a vote or official action taking place.

The public comment requirement does not apply to the following:

- 1) An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the Board to act;
- 2) An official act involving no more than a ministerial or ceremonial act, including, but not limited to, approval of minutes and ceremonial proclamations;
- 3) Meetings that are exempt from statute 286.011;
- 4) Meetings during which the Board is acting in a quasi-judicial capacity.

Additional ~~Time~~ for public comment regarding matters not specified as an agenda item will be allotted at the end of the meeting after "Topics Initiated by Commissioners" and before "Adjournment", at which time the Chairman ~~will~~ may recognize any requests for public comment not addressed previously during the meeting.

Comments by individual speakers shall be limited to three (3) minutes. A speaker may not allocate their time to another speaker; however the Chairman has the authority to allow additional time to a speaker if it is felt to be in the best interest of the Immokalee Fire Control District.

Representatives of groups or factions are permitted to address the Board, rather than all members of such group or faction, at meetings in which a large-number group of four (4) or more individuals wishes to be heard. The representative shall indicate the number of individuals that are being represented that are actually in attendance at the meeting. The representative shall may have up to ten (10 minutes) to address the board.

Public Comment Request

Name: _____

Group represented: _____

Agenda Item / Subject: _____

Resident of the District

Yes ☐

No ☐

Public Comment Request

Name: _____

Group represented: _____

Agenda Item / Subject: _____

Resident of the District

Yes ☐

No ☐



Immokalee Fire Control District

502 New Market Road East, Immokalee, FL. 34142

Board of Fire Commissioners



Action Item Worksheet

Agenda Item: 9.A.1.

Prepared by:

P. Anderson

Subject: Fire Station 31 and 32 Construction

Date Prepared:

2016-11-09

Meeting Date: 2016-11-17

BACKGROUND – Station 31: Staff and I have continued to research the possibility of combining both Station 30 and Station 31 into one central fire station in the center of town and have been in contact with three different property owners for potential sites. I have submitted a request to the Promise Zone Infrastructure Task Force to consider the Fire Station 31 project for CDBG funding. The application period for the CDBG funding opens in January. I also spoke with US Congressman Mario Diaz-Balart, who committed to supporting Immokalee Fire in an effort to secure USDA funding through the Promise Zone initiative for the Fire Station 31 project.

It is my recommendation that we place this project on hold and submit applications for both CDBG funding and USDA funding prior to expending Fire District funds in either the general Fund or Impact Fee fund accounts.

We have also been notified by the Seminole Tribe that they will not be renewing their contract for fire protection on the Immokalee Seminole Reservation, including the Seminole Casino and Hotel. Instead, they will be opening their own Seminole Tribe Fire Department operation on the Immokalee Reservation. I am recommending that we place the Fire Station 31 project on hold for this reason as well, as we had funds budgeted in the General Fund to cover a percentage of the construction cost related to the total square footage in the existing station that is being replaced in the new building if it is reconstructed on the same property. A portion of those funds now need to remain in the General Fund to cover salaries of the SAFER grant employees next year at the end of the grant.

FUNDING SOURCE / FINANCIAL IMPACT: If we replace Station 31 on Carson Rd., the construction cost will need to be split between Impact Fee Funds and General Fund due to replacing an existing station at the same location. The General Fund portion will need to cover the square footage of our current station that we are replacing, with the balance of the square footage of the new station eligible for use of Impact Fee Funds. The General Fund portion currently is estimated at approximately 19.74% of the cost of construction. We were previously able to have funds budgeted for the General Fund portion of the cost of construction, however with the loss of revenue from the Seminole Tribe, those funds need to remain in the General Fund. When we are able to construct the station, it may be in the District's best interest to acquire a loan for a good portion of the cost to be covered out of the Impact Fee Fund and leave the majority of the impact fee funds in the bank to use for construction of Station 32. Our money market account that the impact fee funds are in is currently doing very well and we are receiving approximately \$1,100 each month in interest income.

If we replace both fire stations with a new central fire station in a separate location, it is possible that the entire cost may be eligible for use of Impact Fees. I will need to meet with both our attorney and our auditor to discuss the possibility of that.

RECOMMENDATION: Staff recommendation is to place this project on hold pending results of application for federal CDBG funding and federal USDA funding for this project.

POTENTIAL MOTION: I motion to place the Fire Station 31 project on hold indefinitely, direct the Fire Chief to seek federal CDBG and USDA funding for this project, and to reallocate the funds in the 2016-2017 General Fund budget, including assigned reserves for contingency next fiscal year.

BACKGROUND – Fire Station 32 Property and Construction: Neither the County (EMS), nor CCSO included any funds in their 2016-2017 budgets for construction of Station 32. They also will not commit to funding for this project in their fiscal year 2017-2018 budget. A site has been identified, with Barron-Collier agreeing to turn the property over in exchange for credits on future impact fees. Collier County advised that they are not prepared to offer Impact Fee credits immediately and would have to go for BOCC approval. Collier County's Administrative Services Director then advised that Station 32 is "not on the County's priority list" because they already have adequate facilities for their Ambulance in Ave Maria. I advised her that this project IS on IFCD's priority list and needs to be completed as soon as possible. I suggested that Immokalee Fire District obtain a portion of the total 3 acres that we would need for our fire station (at the most 1.5 – 2 acres) for Impact Fee credits and let the County obtain their portion whenever they are ready. The County wants to own the entire three acres and have a shared-ownership building. I believe that it is in IFCD's best interest to own our own property and building. Barron-Collier is reluctant to provide a portion of the three acres to IFCD, as they need to get compliance with that requirement signed off, which includes the entire three acres.

Barron-Collier's attorney sent IFCD a letter regarding their asking price for the property (\$4 per square foot; \$173,056 per acre), which would be covered through credits on future impact fees until the value of the land is recovered by Barron-Collier. At the Board's previous direction, I contracted with an appraiser to provide the District with an appraisal on the property with a value per square foot. The appraisal came back above Barron-Collier's asking price. Attorney Thompson recommends that we have two separate appraisals done from two different appraisers, including one utilized by Collier County. I will be contacting Collier County staff to request a list of appraisers on the County's approved vendors list to get a second appraisal.

FUNDING SOURCE / FINANCIAL IMPACT: Funding source for property parcel would be credits on future Impact Fees provided to Barron-Collier Corp.

The IFCD portion of the cost of construction would be through impact fees budgeted for this purpose. I believe there still may be an opportunity for even more cost savings if we could enter into an agreement with Barron-Collier for them to take care of the construction with their contractors, with their cost being reimbursed through partial credit on future impact fees from growth within the Ave Maria development and surrounding area, where the District collects a percentage of the impact fees due from Barron-Collier (possibly 50%) and Barron-Collier retains the balance (50%) until their cost of construction is recovered, at which time they would resume payment of 100% of impact fees due. This will accomplish several things that will benefit both the District and Barron-Collier. The District will benefit by not expending impact fee funds

currently in the bank, meaning those funds can then remain in the bank for purchase of necessary additional apparatus and equipment as well as towards future needs of expansion at Station 30. This will benefit Barron-Collier by allowing them to devote funding that they would have paid in impact fees to other projects or to allow the ability for them to provide incentives for commercial development in Ave Maria, which in turn benefits the District through growth of the tax base.

RECOMMENDATION: I would like to request Board approval to move forward with negotiations with Barron-Collier for IFCD to obtain only the portion of the property needed to satisfy our needs and let the County build their own building on their own parcel when they are ready for that project to be “on their priority list”. I would also like to request Board approval to address the County Commission with a request for them to approve the County accepting their portion in exchange for credit on future County Impact Fees.

POTENTIAL MOTION: No motion necessary at this time; Board direction only.



Immokalee Fire Control District

502 New Market Road East, Immokalee, FL. 34142

Board of Fire Commissioners



Action Item Worksheet

Agenda Item: 9.A.2.

Subject: Ratification of Revisions to CBA

Meeting Date: 2016-11-17

Prepared by:

P. Anderson

Date Prepared:

2016-11-09

BACKGROUND: Specific Articles in Local 4657's CBA are open for negotiation annually, along with other Articles allowed to be open for negotiation under the CBA. Local 4657 and the District's CBA negotiating teams have had multiple collective bargaining sessions and are requesting Board ratification of the proposed revisions to the CBA.

Although the District has been notified of the intent of Local 4657 to merge with North Collier Professional Firefighters and Paramedics Local 2297, the District has received no notification from the State of Florida indicating that Local 2297 is recognized as the bargaining agent for Immokalee employees. Therefore, the proposed CBA revisions are being proposed under the current CBA between IFCD and The Professional Firefighters of Immokalee, Local 4657 IAFF.

FUNDING SOURCE / FINANCIAL IMPACT: Funds budgeted in the FY 2016-2017 General Fund budget.

RECOMMENDATION: Board discussion only, as Local 4657 has not indicated that they are ready to move forward with ratification at the November meeting.

POTENTIAL MOTION: No motion necessary at this time; discussion purposes and Board direction to staff only.



Immokalee Fire Control District

502 New Market Road East, Immokalee, FL. 34142

Office of the Fire Chief



November 9, 2016

Bryan Horbal, President
Immokalee Professional Firefighters Local 4657, IAFF
502 New Market Rd E
Immokalee, FL 34142

President Horbal,

In April of this year you reported to the IFCD Board of Commissioners regarding a proposed merger agreement between Local 4657, Professional Firefighters of Immokalee and Local No. 2297, North Collier Professional Fire Fighters and Paramedics. As of this date IFCD has not received any correspondence from Local 4657, Local No. 2297, or the State of Florida regarding said merger. IFCD has also not received any correspondence from the State of Florida indicating that Local No. 2297, North Collier Professional Fire Fighters and Paramedics, is recognized as the bargaining agent for Immokalee FCD employees. Can you please provide an update on the status of the proposed merger as well as provide IFCD copies of any documents submitted to the State of Florida regarding any requested merger?

A final copy of the proposed collective bargaining agreement revisions for renewal showing language proposed to be deleted in strike-through, language proposed to be added underlined, and all proposed revisions, both deletions and additions, highlighted was sent to Local 4657 via e-mail on October 10, 2016, with a "clean" copy for ratification sent via e-mail on October 20, 2016. Can you confirm if the "clean" copy reflects all agreed upon changes as discussed during our collective bargaining sessions?

I am in the process of finalizing the IFCD Board of Commissioners meeting agenda for the November 17th regular board meeting and need to determine if ratification of the CBA has been voted on by the Local 4657 membership. If so, can you please provide the date of that vote? If not, can you provide a date that a vote by the membership for ratification is scheduled, if any? If ratification has either not occurred, or a vote for ratification is not scheduled prior to the November 17th meeting, I will need to remove ratification of the CBA from the November regular board meeting agenda.

Sincerely,

Paul Anderson, Jr.
Fire Chief/District Manager
E-Mail: panderson@immfire.com
www.immfire.com



Immokalee Fire Control District

502 New Market Road East, Immokalee, FL. 34142

Board of Fire Commissioners

Action Item Worksheet



Agenda Item: 9.A.3

Subject: Agreement with Labelle CPA, Inc.

Meeting Date: 2016-11-17

Prepared by:

Date Prepared:

P. Anderson

2016-11-09

BACKGROUND: The contract with our current payroll vendor has expired and we are continuing on a month-to-month basis per the contract. The Board reviewed our options for payroll, including either bringing it back totally in-house, bringing it back in-house with outside third-party oversight, or contracting with another fire district that has dedicated staff performing those functions to provide that service for IFCD. A temporary agreement was already in place with Labelle CPA until December 31, 2016. We provided written notice to our current payroll services provider on October 30th indicating that the District would be terminating the agreement for their services effective December 31st, 2016.

Reports were provided by our newly contracted Accounting firm and the District's financial auditor at the October Board meeting. NCFRD and LaBelle CPA both provided proposals for providing payroll and accounts payable services; NCFRD proposing for them to perform all services of both payroll and accounts payable utilizing only their staff and their financial software, and Labelle CPA proposing to provide oversight and review of IFCD staff performing those services in-house with Labelle CPA assistance utilizing our own financial software. Both proposals included means to address the comments from the last annual financial audit. The question of liability insurance came up during discussion at the October meeting and NCFRD advised that they did not have that information immediately available, but would provide it, however if the decision was going to be delayed until Immokalee's November meeting, they would not have time to set-up Immokalee's records and finances in their system. Immokalee's Board tabled the decision until the November meeting pending NCFRD providing insurance documentation. During discussions both immediately following the October meeting as well as follow-up conversations during the next few days, NCFRD Fire Chief Cunningham stated that due to the delay in NCFRD being able to provision their financial software to provide services to Immokalee, that it may be in the best interest of both parties to no longer consider NCFRD's proposal and go with Labelle CPA. This information was shared with Board Chair Goodnight, who directed me to proceed with requesting a proposed service agreement from Labelle CPA to provide accounting and bank account reconciliation services as well as assistance and oversight for accounts payable and payroll.

The proposed agreement for services from Labelle CPA was forwarded to IFCD general counsel Attorney Thompson for review. He reviewed it and found it legally sufficient for its intended purpose (copy of legal opinion included).

FUNDING SOURCE / FINANCIAL IMPACT: Funding source would be funds budgeted for this purpose in General Fund account.

RECOMMENDATION: I have signed the agreement for services per direction of legal counsel and Board Chair Goodnight.

POTENTIAL MOTION: No motion necessary.

LaBelle CPA

CERTIFIED PUBLIC ACCOUNTANTS

October 25, 2016

Chief Paul Anderson
Immokalee Fire Control District
502 E. New Market Road
Immokalee, FL. 34142

RE: Accounting Services Request for Proposal

Chief Anderson:

We currently have a temporary agreement in place to provide accounting support services for the District. As requested we are proposing to extend the temporary agreement through calendar year 2017. During that time we will provide assistance as needed with the District's accounting and payroll processing. Our services will include the following:

- Annual year-end audit assistance
- Assist with transition to Quickbooks
- Guide transition to in-house payroll by 1/1/17
- Train and assist District staff with monthly bookkeeping
- Prepare monthly bank reconciliations
- Prepare quarterly and annual payroll reports
- Assist with monthly budget reporting
- Attend monthly Board meetings as needed.

Our fees for these services will be based on the actual time required to perform the outlined services outlined above using our standard rates (currently range from \$90.00 to \$170.00 per hour) subject to an overall cap of \$18,000 for the year.

If you are agreeable to these terms please indicate by having one of your Board member sign in the space provided.

Meanwhile if you have any questions feel free to call.

Sincerely,

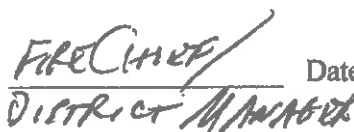


Christopher Soud
Certified Public Accountant

Accepted: Immokalee Fire Control District.

By: 

Title:


FIRE CHIEF/
DISTRICT MANAGER

Date:


11/09/16

KENNETH K. THOMPSON
Attorney-at-Law
1150 Lee Boulevard, Suite 1
Lehigh Acres, Florida 33936
E-Mail: Ken@KenThompson-LawOffice.com

Phone: (239) 369-5664

Fax: (239) 369-8763

via email and U. S. Mail

Immokalee Fire Control District
Attention: Chief Anderson
502 New Market Road East
Immokalee, Florida 34142

RE: Engagement Letter LaBelle CPA
Legal Opinion

Dear Chief Anderson:

Thank you for the opportunity to review the engagement letter from LaBelle CPA dated October 25, 2016. I have reviewed it and find it legally sufficient for its intended purpose.

Based on the Board's previous actions in awarding the contract to LaBelle CPA, and the provisions in your recently reviewed and approved employment contract which grants you authority to sign contracts on behalf of the Board, I believe that it is appropriate for you to sign the contract without further action from the Board.

If you have any questions or comments, please do not hesitate to call me.

Sincerely,


Kenneth K. Thompson

KKT/rdh
Enclosure



Immokalee Fire Control District

502 New Market Road East, Immokalee, FL. 34142

Board of Fire Commissioners



Action Item Worksheet

Agenda Item: 9.B.1

Prepared by:

P. Anderson

Subject: FF Derek Neuman Request for Use of IFCD Facilities

Date Prepared:

2016-11-09

Meeting Date: 2016-11-17

BACKGROUND: Firefighter Derek Neuman has requested permission for the use of IFCD Station 30 meeting room for a "Gender Reveal" event to share with friends and family of him and his wife as well as their IFCD family the gender of the new addition to both families. This has been placed on the agenda for Board approval at the suggestion of legal counsel, as we currently do not have a policy in place addressing a request such as this.

FF Neuman is requesting to hold the event at Station 30 with some friends and family on December 26th at 1400hrs (2:00 PM). He is also requesting approval to add some pool dye in the water tank of Heavy Rescue 31 so the baby's gender can be revealed by discharging colored water from the deck gun of that apparatus. This has been done at some other FD's around the country. FF Neuman advised that he will speak to the company that he plans on buying the dye from to verify that it will not cause any damage or lasting effects. They plan on serving pizza and drinks to their guests in the Fire Station 30 meeting room.

FUNDING SOURCE / FINANCIAL IMPACT: No expenditure of District funds.

RECOMMENDATION: I believe this request is somewhat different than a request from the general public, as FF Neuman is an employee and his family is part of the IFCD family. I don't foresee any problems arising out of his request. I will work on developing a draft policy for use of FD facilities for Board approval at a future meeting.

POTENTIAL MOTION: I motion to approve FF Neuman's request..

Paul Anderson

From: Derek Neuman
Sent: Monday, November 07, 2016 10:05 AM
To: Paul Anderson
Subject: Gender Reveal

Hey Chief,

I forgot to ask you last week when we met about a party my wife and I were thinking about throwing for our baby gender reveal. I would like to have it at Station 30 with some friends and family on December 26th at 1400hrs. Also, we wanted to know if you were ok with us adding some pool dye in the tank and shooting water out of the deck gun from Heavy Rescue 31 to reveal our baby gender. I have seen some departments around the nation that have done this and I have not heard of any damage. I can speak to the company I planned on buying the dye from to verify. We would only be spraying water for about a minute. We plan on serving pizza and drinks to our guests. Let me know if you think this is a possibility. My wife and I would greatly appreciate it.

Respectively,

Derek Neuman
Driver/Engineer
Heavy Rescue 31
Immokalee Fire Control District
"A-Shift"



Immokalee Fire Control District

502 New Market Road East, Immokalee, FL. 34142

Board of Fire Commissioners



Action Item Worksheet

Agenda Item: 9.B.2

Prepared by:

P. Anderson

Subject: Non-Ad Valorem Fire Assessment Fee

Date Prepared:

2016-11-09

Meeting Date: 2016-11-17

BACKGROUND: The Board selected the firm of Bryant Miller Olive (BMO) to conduct the required fee study and coordinate the adoption of Non-Ad Valorem Fire Assessment Fees for the District last fiscal year, however due to data limitations from the Property Appraiser's Office they were only able to look at one methodology for calculating those fees. The Board chose to not move forward with putting the non-ad valorem fee question on the ballot this year and directed staff to work with the consultants in the coming year to gather additional data necessary to conduct a complete study of our options regarding non-ad valorem fire assessment fees. I have discussed our needs and expectations with Mr. Christopher Roe from BMO and we will be scheduling meetings in the near future to begin gathering additional data. The current contract for consulting services expires January 13, 2017 and will need to be extended if the Board wishes to continue utilizing the services of BMO.

If the Board wishes to pursue the possibility of implementing non-ad valorem fees in fiscal year 2017-2018, the Board would need to adopt a resolution stating that at the December 15th Board meeting (the resolution language has already been provided by BMO). Prior to adoption of this resolution, a public hearing must be advertised weekly for at least four consecutive weeks prior to the meeting at which the resolution is scheduled to be adopted (copy of resolution included for your review). With that being said, the Board needs to make a determination if they are interested in looking at the possibility of non-ad valorem fees at the November 17, 2016 meeting. The Board must also approve the newspaper advertising at the November 17 meeting (copy included for your review).

Approving the advertisement and adopting the resolution does not mandate that the Board pursue a ballot question for non-ad valorem fees, but simply provides the board the ability to pay a consultant to do a study and provide the Board the ability to review the options and make a decision at a later date.

FUNDING SOURCE / FINANCIAL IMPACT: Funding source is funds budgeted in general fund operating budget for fire assessment fee consultant. These funds may be recovered through the fire assessment fee revenue if approved. Financial Impact is potential for additional revenue if fire assessment fees are approved by voters.

RECOMMENDATION: I recommend that the Board approve an extension of the contract with BMO and approve advertisement for the proposed resolution public hearing on December 15, 2016.

POTENTIAL MOTION: I motion to approve extension of the contract with BMO and advertising of the proposed public hearing to adopt the resolution.



Immokalee Fire Control District

502 New Market Road East, Immokalee, FL. 34142

Office of the Fire Chief



PROPOSED FIRE DISTRICT FUNDING SOURCE NON-AD VALOREM FIRE ASSESSMENT FEE – AVAILABILITY METHOD

Background:

Local governments are limited in their ability to raise revenues with which to pay for essential services such as police, emergency medical, and fire rescue services. Many governments rely primarily on property taxes to fund their fire department operating budgets. However, property tax revenues are dependent upon the value of real property which can fluctuate dramatically as a result of state or national economic downturns. Property tax revenues are also dependent, as well as reduced, by non-profit and tax-exempt status of properties as well as Homestead exemptions, resulting in many properties in a community not paying any property taxes at all. Local governments are generally limited in how much property tax millage they can impose and collect in a given year. Faced with property value reductions and state limits on millage, fire departments may face great pressure to reduce costs to the point of personnel layoffs, deferred maintenance and resulting reductions in quality of service.

Special assessments are a dedicated funding source available to local governments to fund all or a portion of their annual fire department budgets. Assessments offer flexibility with respect to the dollar amount imposed each year, are not as vulnerable to property value fluctuations, non-profit, tax-exempt, or Homestead Exemption status, and offer stability by reducing dependence upon property taxes alone. They can be an effective and efficient complement to a local government's overall fire department funding strategy.

We are proposing a non-ad valorem fire assessment fee that would be in combination with an ad valorem tax millage rate. Numerous homes in our district are valued near or below \$50,000. That coupled with a homestead exemption of \$50,000 results in those homeowners paying little or no taxes. Their neighbors with more valuable homes are basically paying for their fire protection. The same is true for multi-family complexes (apartment complexes) that are owned by a company that has a non-profit status, warehouses and packing houses in town that are associated with a local farm and receive the same agricultural exemption as the crop fields that are 20 miles away, and a multitude of other properties with various exemptions or non-profit status. Adoption of a fire assessment fee would result in all properties throughout Immokalee Fire Control District (IFCD), including those that currently pay no ad valorem taxes, paying something for fire protection. Currently, 60% of the total property value in IFCD is not paying ad valorem taxes due to some form of tax-exemption, Homestead Exemption, non-profit, or other status. The remaining 40% are carrying the burden of funding 100% of the Fire District, while many of their neighbors as well as neighboring businesses and commercial buildings are receiving fire protection for free (actually paid for by their neighbor, who is paying a higher tax millage rate due to the number of properties not paying taxes). The

fire assessment fee would enable the District to reduce the ad valorem millage rate so those properties currently paying Fire District taxes would pay less taxes; what they pay would simply be split between ad valorem taxes and the Fire assessment fee. This will also benefit those property owners in the future as property values continue to rise, as the reduced millage rate will have a compounding effect in savings on property taxes, while the fire assessment fee on the property parcel remains constant and does not normally rise. On the other hand, those who currently pay nothing for fire protection will at least be paying something. We are attempting to more equitably distribute the cost of fire protection among property owners.

Although the proposal would include a reduction in Fire District millage rate, that reduction in ad valorem revenue will be more than offset with a majority of the 60% of property value throughout the District that currently pays nothing, now paying for fire protection, resulting in an overall increase in revenue.

The proposal includes buildings owned by a recognized church and used solely for the church sanctuary to be excluded from paying the Fire assessment fee. The Board of Fire Commissioners would have the authority to exempt any other properties that they feel appropriate from the Fire assessment fee, with those properties continuing to pay nothing for fire protection.

We currently have nine Firefighters whose salaries and benefits are covered by a federal grant. Hiring those Firefighters enabled the District to staff an additional vehicle to respond to the increasing number of calls the District is experiencing as well as provide additional staffing for structure fire calls. The primary purpose of the fire assessment fee is to generate enough revenue to enable the District to retain those nine Firefighters after the period of the grant expires. Without the additional revenue, those nine Firefighters could face layoff along with a fire unit being taken out of service. The fire assessment fee is not solely for the purpose of salaries and benefits, but for the overall operation of the fire district, including generating revenue for replacement of equipment and vehicles when necessary. We are at a point where there are so many properties in our fire district that do not pay for the fire and emergency services that they are receiving that if they do not begin paying something the level of service provided for everyone, including those that currently pay, will end up being decreased.

The District has hired a consultant who is currently reviewing various data from the District, the Property Appraiser's Office, and the Tax Collector's Office to determine what the actual fee for various classifications of both residential and non-residential property should be. We will not know what those fees will be until late June or July. The IFCD Board of Commissioners will be holding public hearings to discuss the fees at both the June and July Fire Commission meetings, which are held the third Thursday of every month at Fire Station 30, 502 New Market Rd E in Immokalee. There will be a question on the August ballot for the voters within the District to decide if they approve of the fire assessment fee or not.

The law on special assessments sets forth two basic requirements: (1) the service and facilities paid for by the assessments must convey a *special benefit* to the real property subject to the assessment, and (2) the total amount imposed must be *fairly and reasonably* apportioned among the affected properties. Florida courts have repeatedly determined that fire services convey the special benefit necessary for funding by special assessment.

Demand Apportionment:

Local governments have wide discretion in determining how to apportion fire services costs among assessed real property. Generally, the determination as to whether a given apportionment plan is "fair and reasonable" is left entirely to the governing body and will not be overturned by the court system unless the method is shown to be arbitrary. That said, for many years the only option available for apportioning fire assessments has been the *demand or calls for service* method.

The demand method approximates how much it will cost to actually serve various property use categories based upon past demand for service as measured by call data. For example, if 60% of the historic fire rescue calls went to residential properties during the call study period, then 60% of the costs to be recovered through the assessment are imposed against residential property – typically with all residential properties, regardless of size, location or physical characteristics, paying the same amount. Remaining costs are allocated among the non-residential properties according to square footage at rates which are derived from the percentage of calls originating from the non-residential property use categories (commercial, industrial, institutional, educational, mercantile, business, etc.) during the call study period. While some local governments have adopted minor modifications to the demand approach, for many years that basic premise of apportioning costs according to historic calls for service has been the only option available for fire assessments. The demand method has been upheld by the Florida court system as a valid apportionment mechanism for special assessments.

Availability Method:

In 2012, Brooksville, Florida became the first city to adopt the two-tiered *availability or readiness to serve* apportionment methodology for fire assessments. The availability method does not focus upon how much it will cost the fire department to respond to actual fire incidents. Instead, the method is premised upon the fact that substantial and measurable costs are incurred each year merely in maintaining a state of continual readiness, regardless of the number or nature of calls received. Such costs are *fixed* in that they are generally consistent from year to year (other than inflation or periodic infrastructure and equipment expenses) and are independent of the physical characteristics associated with individual properties. Each parcel, regardless of how or whether it has been developed, is benefitted by that availability alone as reflected by favorable property insurance rates resulting from a well-staffed and well-funded fire

department, and by the heightened use and enjoyment of the property resulting from the knowledge that assistance is constantly available at a moment's notice.

Since each parcel of property benefits in substantially equal measure from availability, the fixed costs are apportioned on a per parcel basis, such that all parcels – developed or undeveloped – pay an equal amount under the fixed cost tier, regardless of the value per acre (it doesn't cost more to respond to a parcel valued at \$100,000 than it does to respond to an equal size parcel valued at \$10,000). More variable costs, such as those incurred in responding to actual fire incidents, are more closely associated with the physical characteristics of parcels and therefore apportioned among developed properties in accordance with the value of improvements constructed on each as determined by the county property appraiser. This fee is commonly apportioned as a rate per \$1,000 of improved property value; larger homes pay more than smaller homes; larger commercial buildings pay more than smaller commercial buildings. The value of land is generally excluded since the land – and its value – will remain even in the event of total loss of the improvements. The system is efficient because it relies on improvement value data produced by the property appraiser during the course of performing his or her regular responsibilities, at no extra cost to the property appraiser. As improvement value changes from year to year, the variable tier component of the assessment is adjusted to reflect the new value. The variable tier recognizes the greater benefit accruing to more valuable properties by the availability of fire service (in much the same way that an insurance premium is generally higher for more valuable properties). In many cases the methodology can be administered from year to year by local staff, thereby avoiding reliance upon, and the costs associated with, outside consulting services.

Cape Coral Case:

After Brooksville, several other Florida cities adopted the availability method, including St. Petersburg, Cocoa, North Port, Springfield, Stuart and Cape Coral. In the summer of 2013, Cape Coral sought judicial validation of its assessment program and the City's authority to use the availability method. Several property owners (including two sitting city council members who had voted against imposing the assessment) intervened and contested both tiers of the assessment, arguing that the apportionment of costs on a per parcel basis was arbitrary and that the use of improvement value rendered the assessment an unlawful tax. After a four day trial which included arguments from a late-intervening landowner, the trial court ruled in favor of the City and upheld the methodology. The opposing landowners appealed that ruling to the Florida Supreme Court. The appeal involved legal briefs in support of Cape Coral filed by Cocoa, North Port and the Florida League of Cities. On May 7, the Supreme Court issued its decision in Morris vs. City of Cape Coral which unanimously upheld the city's fire assessment program and the availability method as a lawful mechanism for apportioning fire assessments among specially benefitted property.

Conclusion:

Arguably there is no perfect assessment methodology, and each method has advantages and disadvantages. Critics of the availability method may take issue with the fixed cost tier, while opponents of the demand method may feel that charging the same amount to every residential property – regardless of its size or value – is unfair. Florida courts have recognized, however, that perfection is not the applicable standard. So long as the local government has determined that its chosen method is fair and reasonable, the methodology will usually be upheld.

It may be that one system doesn't work for a given community, or that one results in a rate structure which is more acceptable to the governing body than the other. In any case, there are now two viable apportionment techniques which have been upheld by the Florida court system and all local governments and their fire departments are benefited by having a range of options for addressing funding needs.

For more information or any questions or concerns, please contact Fire Chief Paul Anderson or any IFCD Commissioner.

Fire Chief/District Manager Paul Anderson, chief@immfire.com, (239) 657-2111

Commissioner Patricia Anne Goodnight, Chair, agoodnight@immfire.com

Commissioner Joseph Brister, Vice Chair, jbrister@immfire.com

Commissioner Edward "Ski" Olesky, Secretary/Treasurer, eolesky@immfire.com

Commissioner Bonnie Keene, bkeen@immfire.com

Commissioner Robert Halman, shalman@immfire.com

**IMMOKALEE FIRE CONTROL DISTRICT
NOTICE OF INTENT TO USE UNIFORM METHOD OF
COLLECTING NON-AD VALOREM ASSESSMENTS AND
NOTICE OF PUBLIC HEARING**

The Board of Commissioners ("Board") of the Immokalee Fire Control District (the "District") hereby provides notice, pursuant to Section 197.3632(3)(a), Florida Statutes, of its intent to use the uniform method of collecting annual non-ad valorem assessments to be levied within the District to partially fund the cost of providing fire protection and emergency medical services and facilities. The imposition of any such non-ad valorem assessments will be contingent upon approval of the electors of the District voting in a referendum to be held in the future. The Board will consider the adoption of a resolution stating its intent to use the uniform method of collecting the assessments for more than one year commencing in November 2017 as authorized by Section 197.3632, Florida Statutes, at a public hearing on December 15, 2016 at 6:00 p.m. in the Board Meeting Room at 502 New Market Road East, Immokalee, Florida 34142. Such resolution will state the need for the levy and will contain a legal description of the boundaries of the real property subject to the levy. A copy of the proposed form of resolution is on file at the Office of the District Secretary located at 502 New Market Road East, Immokalee Florida.

In the event any person decides to appeal any decision by the Board with respect to any matter relating to the consideration of the resolution at the above-referenced public hearing, a record of the proceeding may be needed and in such an event, such person may need to ensure that a verbatim record of the public hearing is made, which record includes the testimony and evidence on which the appeal is to be based. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact Chief Paul Anderson at (239) 657-2111 at least seven days prior to the date of the hearing.

By Order of: Board of Commissioners, Immokalee Fire Control District

Publish on:

November 22, 2016

November 29, 2016

December 6, 2016

December 13, 2016

IMMOKALEE FIRE CONTROL DISTRICT

RESOLUTION NO. 2016-07

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE IMMOKALEE FIRE CONTROL DISTRICT STATING ITS INTENT TO USE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM ASSESSMENTS FOR MORE THAN ONE YEAR LEVIED WITHIN DISTRICT BOUNDARIES; STATING A NEED FOR SUCH LEVY; PROVIDING A LEGAL DESCRIPTION OF THE BOUNDARIES OF THE REAL PROPERTY SUBJECT TO THE LEVY; PROVIDING FOR THE MAILING OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE IMMOKALEE FIRE CONTROL DISTRICT AS FOLLOWS:

SECTION 1. AUTHORITY. This Resolution of the Board of Commissioners (the "Board") of the Immokalee Fire Control District (the "District"), is adopted pursuant Chapter 2000-393, Laws of Florida, Section 197.3632, Florida Statutes, and other applicable provisions of law.

SECTION 2. FINDINGS. It is hereby ascertained, determined and declared as follows:

(A) The Board is contemplating the imposition of special assessments, sometimes referred to as non-ad valorem assessments, against real property located within the District as described in Exhibit A hereto, to partially fund the delivery of fire protection and emergency medical services and facilities.

(B) The District's enabling legislation provides that any imposition of special assessments must first be approved by Referendum. Although no referendum for assessment purposes is currently scheduled, the Board may conduct an election seeking approval of such assessments in the near future.

(C) In the event the special assessments are approved by Referendum, the Board intends to use the uniform method for collecting the assessments for more than one year as authorized by Section 197.3632, Florida Statutes, which will allow such assessments to be collected annually, commencing in November 2017, in the same manner as provided for ad valorem taxes.

(D) The Board held a duly advertised public hearing for the purpose of considering the adoption of this Resolution, proof of publication of such hearing being attached hereto as Exhibit B.

SECTION 3. UNIFORM METHOD OF COLLECTING NON-AD VALOREM ASSESSMENTS.

(A) Subject Referendum approving the imposition of a special assessment and commencing with the ad valorem tax bills issued in November 2017, the District hereby announces its intention to use the uniform method of collecting non-ad valorem assessments for more than one year as authorized in Section 197.3632, Florida Statutes, as amended, for collecting non-ad *valorem assessments for the cost of providing fire protection and emergency medical services and facilities within the District.*

(B) The Board hereby determines that the levy of such assessments is needed to partially fund the cost of providing fire protection and emergency medical services and facilities to property located within the District.

(C) Adoption of this Resolution is solely for the purpose of complying with the statutory requirements that the District publicly announce to the Florida Department of Revenue, the Collier County Property Appraiser, and the Collier County Tax Collector before January 1, 2017 that it may levy non-ad valorem assessments and use the uniform method of collection. Adoption of this Resolution shall not be deemed to commit or require the District to impose any assessments, nor will the District seek to impose a special assessment without first obtaining elector approval, as required by law.

(D) Upon adoption, the District's general counsel, or his designee, is hereby directed to send a copy of this Resolution by United States mail to the Florida Department of Revenue, the Collier County Property Appraiser, and the Collier County Tax Collector by January 10, 2017.

SECTION 4. CONSTRUCTION; EFFECTIVE DATE. This Resolution shall be liberally construed to effect the purposes hereof and shall become effective immediately upon adoption.

THE FOREGOING RESOLUTION WAS OFFERED BY COMMISSIONER _____ WHO MOVED THE RESOLUTION'S ADOPTION. THE MOTION WAS SECONDED BY COMMISSIONER _____ AND, UPON BEING PUT TO A VOTE, THE VOTE WAS AS FOLLOWS:

Commissioner Patricia Anne Goodnight _____

Commissioner Joseph Brister _____

Commissioner Edward Olesky _____

Commissioner Bonnie Keen _____

Commissioner Robert Halman _____

Passed in open and regular session of the Board of Commissioners of the Immokalee Fire Control District, Florida this 15th day of December, 2016.

IMMOKALEE FIRE CONTROL DISTRICT

By: _____
Patricia Anne Goodnight, Chair

Attest: _____
Edward Olesky, Secretary

EXHIBIT A
LEGAL DESCRIPTION OF
THE IMMOKALEE FIRE CONTROL DISTRICT

All of those lands encompassed by/within the District boundaries as described in Chapter 2000-393, Laws of Florida, as may be amended from time to time. Such legal description is incorporated herein by reference and made a part hereof as if fully set forth herein.

EXHIBIT B
PROOF OF PUBLICATION



Immokalee Fire Control District

502 New Market Road East, Immokalee, FL. 34142

Board of Fire Commissioners



Action Item Worksheet

Agenda Item: 9.B.3	Prepared by: P. Anderson
Subject: Part-Time Administrative Staff Position	Date Prepared: 2016-11-09
Meeting Date: 2016-11-17	

BACKGROUND: This topic was requested to be placed on the agenda by Commissioner Brister.

The Board previously approved for IFCD staff to bring financial functions of payroll back in-house with the assistance of accounting firm Labelle CPA providing oversight and review. Labelle CPA has been contracted to provide oversight and review of not only payroll, but to provide bank account reconciliation services as well as assistance and oversight in general budgetary matters and accounts payable.

Both our financial auditor, Tuscan & Associates, and Labelle CPA have indicated that it would improve efficiency and provide increased segregation of duties if the District hired at least a part-time staff position who has experience with our financial software, experience in generally accepted budget practices, and experience in accounts payable functions. Labelle CPA has offered assistance with reviewing applications for this position as well as interviewing and selecting the best candidate for us.

FUNDING SOURCE / FINANCIAL IMPACT: Funding source is funds budgeted in general fund operating budget for salary and benefits of part-time Mechanic position as well as part-time Fire Inspector position if necessary. The part-time Mechanic is currently budgeted for up to 16 hours per week. With the inter-local agreement with North Collier Fire for Fleet Maintenance services now in place, the hours budgeted for the part-time mechanic could be significantly reduced, if not eliminated, by the first of the year, when most fleet needs currently outstanding should be addressed and completed. The cost to the District of this position could also be offset by the work completed by our part-time employee resulting in a reduction of hours needed from the Labelle CPA staff, which is at a much higher hourly rate than our part-time employee would be.

RECOMMENDATION: I recommend that the Board approve staff to work with Labelle CPA to seek a qualified individual to hire as a part-time finance employee.

POTENTIAL MOTION: I motion to approve a part-time finance position.



Immokalee Fire Control District

502 New Market Road East, Immokalee, FL. 34142

Board of Fire Commissioners



Action Item Worksheet

Agenda Item: 9.B.4

Prepared by:

P. Anderson

Subject: Discretionary Sales Surtax for Infrastructure

Date Prepared:

2016-11-09

Meeting Date: 2016-11-17

BACKGROUND: Collier County is one of only about 8 counties out of 67 counties in the state that does not have a discretionary sales surtax of any kind. A discretionary sales surtax is an extra percentage added to sales tax for most taxable transactions, up to the first \$5,000 of a sale. This surtax can be from 0.5% to 1.5%, with the majority being what many call the “extra penny sales tax”. Counties can elect to implement a “Local Government Infrastructure Surtax”. Infrastructure, by definition in the state statute, includes “construction, reconstruction, or improvement of public facilities that have a life expectancy of 5 or more years”. Infrastructure also includes “a fire department vehicle, an emergency medical service vehicle, a sheriff’s office vehicle, a police department vehicle, or any other vehicle, and the equipment necessary to outfit the vehicle for its official use or equipment that has a life expectancy of at least 5 years”.

I would like to request Board approval to begin the process to request that Collier County enact a Local Government Infrastructure Surtax for the primary purpose of replacing public safety facilities, vehicles, and equipment.

FUNDING SOURCE / FINANCIAL IMPACT: Funding source would be discretionary sales surtax.

RECOMMENDATION: I recommend that the Board approve staff to work with our County Commissioner and any other officials that may be beneficial or necessary to pursue a Local Government Infrastructure Surtax.

POTENTIAL MOTION: I motion to approve staff to work with our County Commissioner and others to pursue a Local Government Infrastructure Surtax.



Discretionary Sales Surtax Information For Calendar Year 2016

DR-15DSS
R. 11/15

This document lists county discretionary sales surtax rates for calendar year 2016. It is each dealer's responsibility to verify, collect, and remit the correct amount of surtax on taxable sales, services, use, or deliveries made within each county.

Specific 2016 county surtax rate changes are listed on the back of this notice. Counties that are shaded in grey have more than one surtax.

Discretionary Sales Surtax Rates for 2016

COUNTY	TOTAL SURTAX RATE	EFFECTIVE DATE	EXPIRATION DATE	COUNTY	TOTAL SURTAX RATE	EFFECTIVE DATE	EXPIRATION DATE
Alachua	None			Lake	1%	Jan 1, 1988	Dec 2032
Baker	1%	Jan 1, 1994	None	Lee	None		
Bay	.5%	Jan 1, 2011	Dec 2020	Leon	1.5% (1%) (.5%)	Dec 1, 1989 Jan 1, 2003	Dec 2039 Dec 2027
Bradford	1%	Mar 1, 1993	None	Levy	1%	Oct 1, 1992	None
Brevard	.5%	Jan 1, 2015	Dec 2020	Liberty	1.5% (1%) (.5%)	Nov 1, 1992 Jan 1, 2012	None Dec 2020
Broward	None			Madison	1.5% (1%) (.5%)	Aug 1, 1989 Jan 1, 2007	None None
Calhoun	1.5% (1%) (.5%)	Jan 1, 1993 Jan 1, 2009	None Dec 2018	Manatee	.5%	Jan 1, 2003	Dec 2017
Charlotte	1%	Apr 1, 1995	Dec 2020	Marion	None		
Citrus	None			Martin	None		
Clay	1%	Feb 1, 1990	Dec 2019	Miami-Dade	1% (.5%) (.5%)	Jan 1, 1992 Jan 1, 2003	None None
Collier	None			Monroe	1.5% (1%) (.5%)	Jan 1, 1992 Jan 1, 2003	None None
Columbia	1%	Aug 1, 1994	None	Nassau	1%	Mar 1, 1996	None
Dade	See Miami-Dade for rates.			Okaloosa	None		
DeSoto	1.5% (1%) (.5%)	Jan 1, 1988 Jan 1, 2015	None Dec 2035	Okeechobee	1%	Oct 1, 1995	None
Dixie	1%	Apr 1, 1990	Dec 2029	Orange	.5%	Jan 1, 2003	Dec 2025
Duval	1% (.5%) (.5%)	Jan 1, 1989 Jan 1, 2001	None Dec 2030	Osceola	1%	Sep 1, 1990	Aug 2025
Escambia	1.5% (1%) (.5%)	Jun 1, 1992 Jan 1, 1998	Dec 2028 Dec 2027	Palm Beach	None		
Flagler	1% (.5%) (.5%)	Jan 1, 2003 Jan 1, 2013	Dec 2022 Dec 2032	Pasco	1%	Jan 1, 2005	Dec 2024
Franklin	1%	Jan 1, 2008	None	Pinellas	1%	Feb 1, 1990	Dec 2019
Gadsden	1.5% (1%) (.5%)	Jan 1, 1996 Jan 1, 2009	None Dec 2038	Polk	1% (.5%) (.5%)	Jan 1, 2004 Jan 1, 2005	Dec 2018 Dec 2019
Gilchrist	1%	Oct 1, 1992	None	Putnam	1%	Jan 1, 2003	Dec 2032
Glades	1%	Feb 1, 1992	Dec 2021	St. Johns	.5%	Jan 1, 2016	Dec 2025
Gulf	1%	Jan 1, 2010	None	St. Lucie	.5%	Jul 1, 1996	Dec 2026
Hamilton	1%	Jul 1, 1990	Dec 2019	Santa Rosa	.5%	Oct 1, 1998	Dec 2018
Hardee	1%	Jan 1, 1998	None	Sarasota	1%	Sep 1, 1989	Dec 2024
Hendry	1%	Jan 1, 1988	None	Seminole	1%	Jan 1, 2015	Dec 2024
Hernando	.5%	Jan 1, 2016	Dec 2025	Sumter	1%	Jan 1, 1993	None
Highlands	1%	Nov 1, 1989	Dec 2033	Suwannee	1%	Jan 1, 1988	None
Hillsborough	1% (.5%) (.5%)	Dec 1, 1996 Oct 1, 2001	Nov 2026 None	Taylor	1%	Aug 1, 1989	Dec 2029
Holmes	1%	Oct 1, 1995	Dec 2028	Union	1%	Feb 1, 1993	None
Indian River	1%	Jun 1, 1989	Dec 2019	Volusia	.5%	Jan 1, 2002	Dec 2031
Jackson	*	(See back of notice for 2016 rates)		Wakulla	1%	Jan 1, 1988	Dec 2017
Jefferson	1%	Jun 1, 1988	None	Walton	1%	Feb 1, 1995	None
Lafayette	1%	Sep 1, 1991	None	Washington	1%	Nov 1, 1993	None

Each county that has a surtax levy that is new, revised, or extended is indicated in bold.

For 2016, the following counties have surtax rate changes:

Hernando County	.5% Total Surtax Rate <ul style="list-style-type: none">➤ New .5% School surtax begins 1/1/2016 and expires 12/31/2025
* Jackson County	1% Total Surtax Rate (effective 1/1/2016 – 6/30/2016) <ul style="list-style-type: none">➤ .5% School surtax expired 12/31/2015➤ Current 1% surtax remains in effect and expires 12/31/2025 1.5% Total Surtax Rate (effective 7/1/2016 – 12/31/2025) <ul style="list-style-type: none">➤ .5% School surtax reenacted 7/1/2016➤ Current 1% surtax remains in effect and expires 12/31/2025
Lake County	1% Total Surtax Rate <ul style="list-style-type: none">➤ 1% Infrastructure surtax scheduled to expire 12/31/2017 is extended and will expire 12/31/2032
Putnam County	1% Total Surtax Rate <ul style="list-style-type: none">➤ 1% Infrastructure surtax scheduled to expire 12/31/2017 is extended and will expire 12/31/2032
St. Johns County	.5% Total Surtax Rate <ul style="list-style-type: none">➤ New .5% School surtax begins 1/1/2016 and expires 12/31/2025
Walton County	1% Total Surtax Rate <ul style="list-style-type: none">➤ .5% Charter County & Regional Transportation System surtax expired 12/31/2015➤ Current 1% surtax remains in effect and has no expiration date

Discretionary sales surtax collections are distributed to local governments in Florida. Dealers should collect surtax on taxable sales at the rate imposed in the county where the merchandise or service is delivered. Surtax also applies to the rental of real property and transient rentals and is collected at the county surtax rate where the property is located. For motor vehicle and mobile home sales, use the surtax rate of the county identified as the residence address of the purchaser on the registration or title document.

Surtax applies to only the first \$5,000 of the sales amount on any item of tangible personal property. The \$5,000 surtax limitation does not apply to rentals or leases of real property or sales of: services, admissions, service warranties, or prepaid calling arrangements.

Contact Us

Information, forms, and tutorials are available on our website:

www.myflorida.com/dor

To speak with a Department representative, call Taxpayer Services, 8 a.m. to 7 p.m., ET, Monday through Friday, excluding holidays, at 800-352-3671.

To find a **taxpayer service center** near you, go to:
www.myflorida.com/dor/contact.html

For written replies to tax questions, write to:

Taxpayer Services - MS 3-2000
Florida Department of Revenue
5050 W Tennessee St
Tallahassee FL 32399-0112

Subscribe to our tax publications to receive due date reminders or an email when we post:

- Tax Information Publications (TIPs).
- Proposed rules, notices of rule development workshops, and more.

Go to: **www.myflorida.com/dor/list**

Select Year: 2016

The 2016 Florida Statutes

[Title XIV](#)
TAXATION AND
FINANCE

[Chapter 212](#)
TAX ON SALES, USE, AND OTHER
TRANSACTIONS

[View Entire
Chapter](#)

212.055 Discretionary sales surtaxes; legislative intent; authorization and use of proceeds.—It is the legislative intent that any authorization for imposition of a discretionary sales surtax shall be published in the Florida Statutes as a subsection of this section, irrespective of the duration of the levy. Each enactment shall specify the types of counties authorized to levy; the rate or rates which may be imposed; the maximum length of time the surtax may be imposed, if any; the procedure which must be followed to secure voter approval, if required; the purpose for which the proceeds may be expended; and such other requirements as the Legislature may provide. Taxable transactions and administrative procedures shall be as provided in s. [212.054](#).

(1) CHARTER COUNTY AND REGIONAL TRANSPORTATION SYSTEM SURTAX.—

(a) Each charter county that has adopted a charter, each county the government of which is consolidated with that of one or more municipalities, and each county that is within or under an interlocal agreement with a regional transportation or transit authority created under chapter 343 or chapter 349 may levy a discretionary sales surtax, subject to approval by a majority vote of the electorate of the county or by a charter amendment approved by a majority vote of the electorate of the county.

(b) The rate shall be up to 1 percent.

(c) The proposal to adopt a discretionary sales surtax as provided in this subsection and to create a trust fund within the county accounts shall be placed on the ballot in accordance with law at a time to be set at the discretion of the governing body.

(d) Proceeds from the surtax shall be applied to as many or as few of the uses enumerated below in whatever combination the county commission deems appropriate:

1. Deposited by the county in the trust fund and shall be used for the purposes of development, construction, equipment, maintenance, operation, supportive services, including a countywide bus system, on-demand transportation services, and related costs of a fixed guideway rapid transit system;

2. Remitted by the governing body of the county to an expressway, transit, or transportation authority created by law to be used, at the discretion of such authority, for the development, construction, operation, or maintenance of roads or bridges in the county, for the operation and maintenance of a bus system, for the operation and maintenance of on-demand transportation services, for the payment of principal and interest on existing bonds issued for the construction of such roads or bridges, and, upon approval by the county commission, such proceeds may be pledged for bonds issued to refinance existing bonds or new bonds issued for the construction of such roads or bridges;

3. Used by the county for the development, construction, operation, and maintenance of roads and bridges in the county; for the expansion, operation, and maintenance of bus and fixed guideway

systems; for the expansion, operation, and maintenance of on-demand transportation services; and for the payment of principal and interest on bonds issued for the construction of fixed guideway rapid transit systems, bus systems, roads, or bridges; and such proceeds may be pledged by the governing body of the county for bonds issued to refinance existing bonds or new bonds issued for the construction of such fixed guideway rapid transit systems, bus systems, roads, or bridges and no more than 25 percent used for nontransit uses; and

4. Used by the county for the planning, development, construction, operation, and maintenance of roads and bridges in the county; for the planning, development, expansion, operation, and maintenance of bus and fixed guideway systems; for the planning, development, construction, operation, and maintenance of on-demand transportation services; and for the payment of principal and interest on bonds issued for the construction of fixed guideway rapid transit systems, bus systems, roads, or bridges; and such proceeds may be pledged by the governing body of the county for bonds issued to refinance existing bonds or new bonds issued for the construction of such fixed guideway rapid transit systems, bus systems, roads, or bridges. Pursuant to an interlocal agreement entered into pursuant to chapter 163, the governing body of the county may distribute proceeds from the tax to a municipality, or an expressway or transportation authority created by law to be expended for the purpose authorized by this paragraph. Any county that has entered into interlocal agreements for distribution of proceeds to one or more municipalities in the county shall revise such interlocal agreements no less than every 5 years in order to include any municipalities that have been created since the prior interlocal agreements were executed.

(e) As used in this subsection, the term “on-demand transportation services” means transportation provided between flexible points of origin and destination selected by individual users with such service being provided at a time that is agreed upon by the user and the provider of the service and that is not fixed-schedule or fixed-route in nature.

(2) LOCAL GOVERNMENT INFRASTRUCTURE SURTAX.—

(a)1. The governing authority in each county may levy a discretionary sales surtax of 0.5 percent or 1 percent. The levy of the surtax shall be pursuant to ordinance enacted by a majority of the members of the county governing authority and approved by a majority of the electors of the county voting in a referendum on the surtax. If the governing bodies of the municipalities representing a majority of the county’s population adopt uniform resolutions establishing the rate of the surtax and calling for a referendum on the surtax, the levy of the surtax shall be placed on the ballot and shall take effect if approved by a majority of the electors of the county voting in the referendum on the surtax.

2. If the surtax was levied pursuant to a referendum held before July 1, 1993, the surtax may not be levied beyond the time established in the ordinance, or, if the ordinance did not limit the period of the levy, the surtax may not be levied for more than 15 years. The levy of such surtax may be extended only by approval of a majority of the electors of the county voting in a referendum on the surtax.

(b) A statement which includes a brief general description of the projects to be funded by the surtax and which conforms to the requirements of s. 101.161 shall be placed on the ballot by the governing authority of any county which enacts an ordinance calling for a referendum on the levy of the surtax or in which the governing bodies of the municipalities representing a majority of the county’s population adopt uniform resolutions calling for a referendum on the surtax. The following question shall be placed on the ballot:

FOR the

-cent sales tax

AGAINST the

-cent sales tax

(c) Pursuant to s. 212.054(4), the proceeds of the surtax levied under this subsection shall be distributed to the county and the municipalities within such county in which the surtax was collected, according to:

1. An interlocal agreement between the county governing authority and the governing bodies of the municipalities representing a majority of the county's municipal population, which agreement may include a school district with the consent of the county governing authority and the governing bodies of the municipalities representing a majority of the county's municipal population; or
2. If there is no interlocal agreement, according to the formula provided in s. 218.62.

Any change in the distribution formula must take effect on the first day of any month that begins at least 60 days after written notification of that change has been made to the department.

(d) The proceeds of the surtax authorized by this subsection and any accrued interest shall be expended by the school district, within the county and municipalities within the county, or, in the case of a negotiated joint county agreement, within another county, to finance, plan, and construct infrastructure; to acquire any interest in land for public recreation, conservation, or protection of natural resources or to prevent or satisfy private property rights claims resulting from limitations imposed by the designation of an area of critical state concern; to provide loans, grants, or rebates to residential or commercial property owners who make energy efficiency improvements to their residential or commercial property, if a local government ordinance authorizing such use is approved by referendum; or to finance the closure of county-owned or municipally owned solid waste landfills that have been closed or are required to be closed by order of the Department of Environmental Protection. Any use of the proceeds or interest for purposes of landfill closure before July 1, 1993, is ratified. The proceeds and any interest may not be used for the operational expenses of infrastructure, except that a county that has a population of fewer than 75,000 and that is required to close a landfill may use the proceeds or interest for long-term maintenance costs associated with landfill closure. Counties, as defined in s. 125.011, and charter counties may, in addition, use the proceeds or interest to retire or service indebtedness incurred for bonds issued before July 1, 1987, for infrastructure purposes, and for bonds subsequently issued to refund such bonds. Any use of the proceeds or interest for purposes of retiring or servicing indebtedness incurred for refunding bonds before July 1, 1999, is ratified.

1. For the purposes of this paragraph, the term "infrastructure" means:
 - a. Any fixed capital expenditure or fixed capital outlay associated with the construction, reconstruction, or improvement of public facilities that have a life expectancy of 5 or more years, any related land acquisition, land improvement, design, and engineering costs, and all other professional and related costs required to bring the public facilities into service. For purposes of this sub-subparagraph, the term "public facilities" means facilities as defined in s. 163.3164(38), s. 163.3221(13), or s. 189.012(5), regardless of whether the facilities are owned by the local taxing authority or another governmental entity.
 - b. A fire department vehicle, an emergency medical service vehicle, a sheriff's office vehicle, a police department vehicle, or any other vehicle, and the equipment necessary to outfit the vehicle for its official use or equipment that has a life expectancy of at least 5 years.
 - c. Any expenditure for the construction, lease, or maintenance of, or provision of utilities or security for, facilities, as defined in s. 29.008.

d. Any fixed capital expenditure or fixed capital outlay associated with the improvement of private facilities that have a life expectancy of 5 or more years and that the owner agrees to make available for use on a temporary basis as needed by a local government as a public emergency shelter or a staging area for emergency response equipment during an emergency officially declared by the state or by the local government under s. 252.38. Such improvements are limited to those necessary to comply with current standards for public emergency evacuation shelters. The owner must enter into a written contract with the local government providing the improvement funding to make the private facility available to the public for purposes of emergency shelter at no cost to the local government for a minimum of 10 years after completion of the improvement, with the provision that the obligation will transfer to any subsequent owner until the end of the minimum period.

e. Any land acquisition expenditure for a residential housing project in which at least 30 percent of the units are affordable to individuals or families whose total annual household income does not exceed 120 percent of the area median income adjusted for household size, if the land is owned by a local government or by a special district that enters into a written agreement with the local government to provide such housing. The local government or special district may enter into a ground lease with a public or private person or entity for nominal or other consideration for the construction of the residential housing project on land acquired pursuant to this sub-subparagraph.

2. For the purposes of this paragraph, the term “energy efficiency improvement” means any energy conservation and efficiency improvement that reduces consumption through conservation or a more efficient use of electricity, natural gas, propane, or other forms of energy on the property, including, but not limited to, air sealing; installation of insulation; installation of energy-efficient heating, cooling, or ventilation systems; installation of solar panels; building modifications to increase the use of daylight or shade; replacement of windows; installation of energy controls or energy recovery systems; installation of electric vehicle charging equipment; installation of systems for natural gas fuel as defined in s. 206.9951; and installation of efficient lighting equipment.

3. Notwithstanding any other provision of this subsection, a local government infrastructure surtax imposed or extended after July 1, 1998, may allocate up to 15 percent of the surtax proceeds for deposit into a trust fund within the county’s accounts created for the purpose of funding economic development projects having a general public purpose of improving local economies, including the funding of operational costs and incentives related to economic development. The ballot statement must indicate the intention to make an allocation under the authority of this subparagraph.

(e) School districts, counties, and municipalities receiving proceeds under the provisions of this subsection may pledge such proceeds for the purpose of servicing new bond indebtedness incurred pursuant to law. Local governments may use the services of the Division of Bond Finance of the State Board of Administration pursuant to the State Bond Act to issue any bonds through the provisions of this subsection. Counties and municipalities may join together for the issuance of bonds authorized by this subsection.

(f)1. Notwithstanding paragraph (d), a county that has a population of 50,000 or less on April 1, 1992, or any county designated as an area of critical state concern on the effective date of this act, and that imposed the surtax before July 1, 1992, may use the proceeds and interest of the surtax for any public purpose if:

- a. The debt service obligations for any year are met;
- b. The county’s comprehensive plan has been determined to be in compliance with part II of chapter 163; and

c. The county has adopted an amendment to the surtax ordinance pursuant to the procedure provided in s. [125.66](#) authorizing additional uses of the surtax proceeds and interest.

2. A municipality located within a county that has a population of 50,000 or less on April 1, 1992, or within a county designated as an area of critical state concern on the effective date of this act, and that imposed the surtax before July 1, 1992, may not use the proceeds and interest of the surtax for any purpose other than an infrastructure purpose authorized in paragraph (d) unless the municipality's comprehensive plan has been determined to be in compliance with part II of chapter 163 and the municipality has adopted an amendment to its surtax ordinance or resolution pursuant to the procedure provided in s. [166.041](#) authorizing additional uses of the surtax proceeds and interest. Such municipality may expend the surtax proceeds and interest for any public purpose authorized in the amendment.

3. Those counties designated as an area of critical state concern which qualify to use the surtax for any public purpose may use only up to 10 percent of the surtax proceeds for any public purpose other than for infrastructure purposes authorized by this section. A county that was designated as an area of critical state concern for at least 20 consecutive years prior to removal of the designation, and that qualified to use the surtax for any public purpose at the time of the removal of the designation, may continue to use up to 10 percent of the surtax proceeds for any public purpose other than for infrastructure purposes for 20 years following removal of the designation, notwithstanding subparagraph (a)2. After expiration of the 20-year period, a county may continue to use up to 10 percent of the surtax proceeds for any public purpose other than for infrastructure if the county adopts an ordinance providing for such continued use of the surtax proceeds.

(g) Notwithstanding paragraph (d), a county having a population greater than 75,000 in which the taxable value of real property is less than 60 percent of the just value of real property for ad valorem tax purposes for the tax year in which an infrastructure surtax referendum is placed before the voters, and the municipalities within such a county, may use the proceeds and interest of the surtax for operation and maintenance of parks and recreation programs and facilities established with the proceeds of the surtax throughout the duration of the surtax levy or while interest earnings accruing from the proceeds of the surtax are available for such use, whichever period is longer.

(h) Notwithstanding any other provision of this section, a county shall not levy local option sales surtaxes authorized in this subsection and subsections (3), (4), and (5) in excess of a combined rate of 1 percent.

(3) SMALL COUNTY SURTAX.—

(a) The governing authority in each county that has a population of 50,000 or less on April 1, 1992, may levy a discretionary sales surtax of 0.5 percent or 1 percent. The levy of the surtax shall be pursuant to ordinance enacted by an extraordinary vote of the members of the county governing authority if the surtax revenues are expended for operating purposes. If the surtax revenues are expended for the purpose of servicing bond indebtedness, the surtax shall be approved by a majority of the electors of the county voting in a referendum on the surtax.

(b) A statement that includes a brief general description of the projects to be funded by the surtax and conforms to the requirements of s. [101.161](#) shall be placed on the ballot by the governing authority of any county that enacts an ordinance calling for a referendum on the levy of the surtax for the purpose of servicing bond indebtedness. The following question shall be placed on the ballot:

FOR the	-cent sales tax
AGAINST the	-cent sales tax

(c) Pursuant to s. 212.054(4), the proceeds of the surtax levied under this subsection shall be distributed to the county and the municipalities within the county in which the surtax was collected, according to:

1. An interlocal agreement between the county governing authority and the governing bodies of the municipalities representing a majority of the county's municipal population, which agreement may include a school district with the consent of the county governing authority and the governing bodies of the municipalities representing a majority of the county's municipal population; or
2. If there is no interlocal agreement, according to the formula provided in s. 218.62.

Any change in the distribution formula shall take effect on the first day of any month that begins at least 60 days after written notification of that change has been made to the department.

(d)1. If the surtax is levied pursuant to a referendum, the proceeds of the surtax and any interest accrued thereto may be expended by the school district or within the county and municipalities within the county, or, in the case of a negotiated joint county agreement, within another county, for the purpose of servicing bond indebtedness to finance, plan, and construct infrastructure and to acquire land for public recreation or conservation or protection of natural resources. However, if the surtax is levied pursuant to an ordinance approved by an extraordinary vote of the members of the county governing authority, the proceeds and any interest accrued thereto may be used for operational expenses of any infrastructure or for any public purpose authorized in the ordinance under which the surtax is levied.

2. For the purposes of this paragraph, "infrastructure" means any fixed capital expenditure or fixed capital costs associated with the construction, reconstruction, or improvement of public facilities that have a life expectancy of 5 or more years and any land acquisition, land improvement, design, and engineering costs related thereto.

(e) A school district, county, or municipality that receives proceeds under this subsection following a referendum may pledge the proceeds for the purpose of servicing new bond indebtedness incurred pursuant to law. Local governments may use the services of the Division of Bond Finance pursuant to the State Bond Act to issue any bonds through the provisions of this subsection. A jurisdiction may not issue bonds pursuant to this subsection more frequently than once per year. A county and municipality may join together to issue bonds authorized by this subsection.

(f) Notwithstanding any other provision of this section, a county shall not levy local option sales surtaxes authorized in this subsection and subsections (2), (4), and (5) in excess of a combined rate of 1 percent.

(4) INDIGENT CARE AND TRAUMA CENTER SURTAX.—

(a)1. The governing body in each county the government of which is not consolidated with that of one or more municipalities, which has a population of at least 800,000 residents and is not authorized to levy a surtax under subsection (5), may levy, pursuant to an ordinance either approved by an extraordinary vote of the governing body or conditioned to take effect only upon approval by a majority vote of the electors of the county voting in a referendum, a discretionary sales surtax at a rate that may not exceed 0.5 percent.

2. If the ordinance is conditioned on a referendum, a statement that includes a brief and general description of the purposes to be funded by the surtax and that conforms to the requirements of s. 101.161 shall be placed on the ballot by the governing body of the county. The following questions shall be placed on the ballot:

FOR THE. . . CENTS TAX
AGAINST THE. . . CENTS TAX

3. The ordinance adopted by the governing body providing for the imposition of the surtax shall set forth a plan for providing health care services to qualified residents, as defined in subparagraph 4. Such plan and subsequent amendments to it shall fund a broad range of health care services for both indigent persons and the medically poor, including, but not limited to, primary care and preventive care as well as hospital care. The plan must also address the services to be provided by the Level I trauma center. It shall emphasize a continuity of care in the most cost-effective setting, taking into consideration both a high quality of care and geographic access. Where consistent with these objectives, it shall include, without limitation, services rendered by physicians, clinics, community hospitals, mental health centers, and alternative delivery sites, as well as at least one regional referral hospital where appropriate. It shall provide that agreements negotiated between the county and providers, including hospitals with a Level I trauma center, will include reimbursement methodologies that take into account the cost of services rendered to eligible patients, recognize hospitals that render a disproportionate share of indigent care, provide other incentives to promote the delivery of charity care, promote the advancement of technology in medical services, recognize the level of responsiveness to medical needs in trauma cases, and require cost containment including, but not limited to, case management. It must also provide that any hospitals that are owned and operated by government entities on May 21, 1991, must, as a condition of receiving funds under this subsection, afford public access equal to that provided under s. 286.011 as to meetings of the governing board, the subject of which is budgeting resources for the rendition of charity care as that term is defined in the Florida Hospital Uniform Reporting System (FHURS) manual referenced in s. 408.07. The plan shall also include innovative health care programs that provide cost-effective alternatives to traditional methods of service delivery and funding.

4. For the purpose of this paragraph, the term "qualified resident" means residents of the authorizing county who are:

- a. Qualified as indigent persons as certified by the authorizing county;
- b. Certified by the authorizing county as meeting the definition of the medically poor, defined as persons having insufficient income, resources, and assets to provide the needed medical care without using resources required to meet basic needs for shelter, food, clothing, and personal expenses; or not being eligible for any other state or federal program, or having medical needs that are not covered by any such program; or having insufficient third-party insurance coverage. In all cases, the authorizing county is intended to serve as the payor of last resort; or
- c. Participating in innovative, cost-effective programs approved by the authorizing county.

5. Moneys collected pursuant to this paragraph remain the property of the state and shall be distributed by the Department of Revenue on a regular and periodic basis to the clerk of the circuit court as ex officio custodian of the funds of the authorizing county. The clerk of the circuit court shall:

- a. Maintain the moneys in an indigent health care trust fund;
- b. Invest any funds held on deposit in the trust fund pursuant to general law;
- c. Disburse the funds, including any interest earned, to any provider of health care services, as provided in subparagraphs 3. and 4., upon directive from the authorizing county. However, if a county has a population of at least 800,000 residents and has levied the surtax authorized in this paragraph, notwithstanding any directive from the authorizing county, on October 1 of each calendar year, the clerk of the court shall issue a check in the amount of \$6.5 million to a hospital in its jurisdiction that

has a Level I trauma center or shall issue a check in the amount of \$3.5 million to a hospital in its jurisdiction that has a Level I trauma center if that county enacts and implements a hospital lien law in accordance with chapter 98-499, Laws of Florida. The issuance of the checks on October 1 of each year is provided in recognition of the Level I trauma center status and shall be in addition to the base contract amount received during fiscal year 1999-2000 and any additional amount negotiated to the base contract. If the hospital receiving funds for its Level I trauma center status requests such funds to be used to generate federal matching funds under Medicaid, the clerk of the court shall instead issue a check to the Agency for Health Care Administration to accomplish that purpose to the extent that it is allowed through the General Appropriations Act; and

d. Prepare on a biennial basis an audit of the trust fund specified in sub-subparagraph a. Commencing February 1, 2004, such audit shall be delivered to the governing body and to the chair of the legislative delegation of each authorizing county.

6. Notwithstanding any other provision of this section, a county shall not levy local option sales surtaxes authorized in this paragraph and subsections (2) and (3) in excess of a combined rate of 1 percent.

(b) Notwithstanding any other provision of this section, the governing body in each county the government of which is not consolidated with that of one or more municipalities and which has a population of less than 800,000 residents, may levy, by ordinance subject to approval by a majority of the electors of the county voting in a referendum, a discretionary sales surtax at a rate that may not exceed 0.25 percent for the sole purpose of funding trauma services provided by a trauma center licensed pursuant to chapter 395.

1. A statement that includes a brief and general description of the purposes to be funded by the surtax and that conforms to the requirements of s. 101.161 shall be placed on the ballot by the governing body of the county. The following shall be placed on the ballot:

FOR THE. . . CENTS TAX
AGAINST THE. . . CENTS TAX

2. The ordinance adopted by the governing body of the county providing for the imposition of the surtax shall set forth a plan for providing trauma services to trauma victims presenting in the trauma service area in which such county is located.

3. Moneys collected pursuant to this paragraph remain the property of the state and shall be distributed by the Department of Revenue on a regular and periodic basis to the clerk of the circuit court as ex officio custodian of the funds of the authorizing county. The clerk of the circuit court shall:

a. Maintain the moneys in a trauma services trust fund.
b. Invest any funds held on deposit in the trust fund pursuant to general law.
c. Disburse the funds, including any interest earned on such funds, to the trauma center in its trauma service area, as provided in the plan set forth pursuant to subparagraph 2., upon directive from the authorizing county. If the trauma center receiving funds requests such funds be used to generate federal matching funds under Medicaid, the custodian of the funds shall instead issue a check to the Agency for Health Care Administration to accomplish that purpose to the extent that the agency is allowed through the General Appropriations Act.

d. Prepare on a biennial basis an audit of the trauma services trust fund specified in sub-subparagraph a., to be delivered to the authorizing county.

4. A discretionary sales surtax imposed pursuant to this paragraph shall expire 4 years after the

effective date of the surtax, unless reenacted by ordinance subject to approval by a majority of the electors of the county voting in a subsequent referendum.

5. Notwithstanding any other provision of this section, a county shall not levy local option sales surtaxes authorized in this paragraph and subsections (2) and (3) in excess of a combined rate of 1 percent.

(5) COUNTY PUBLIC HOSPITAL SURTAX.—Any county as defined in s. 125.011(1) may levy the surtax authorized in this subsection pursuant to an ordinance either approved by extraordinary vote of the county commission or conditioned to take effect only upon approval by a majority vote of the electors of the county voting in a referendum. In a county as defined in s. 125.011(1), for the purposes of this subsection, “county public general hospital” means a general hospital as defined in s. 395.002 which is owned, operated, maintained, or governed by the county or its agency, authority, or public health trust.

(a) The rate shall be 0.5 percent.

(b) If the ordinance is conditioned on a referendum, the proposal to adopt the county public hospital surtax shall be placed on the ballot in accordance with law at a time to be set at the discretion of the governing body. The referendum question on the ballot shall include a brief general description of the health care services to be funded by the surtax.

(c) Proceeds from the surtax shall be:

1. Deposited by the county in a special fund, set aside from other county funds, to be used only for the operation, maintenance, and administration of the county public general hospital; and

2. Remitted promptly by the county to the agency, authority, or public health trust created by law which administers or operates the county public general hospital.

(d) Except as provided in subparagraphs 1. and 2., the county must continue to contribute each year an amount equal to at least 80 percent of that percentage of the total county budget appropriated for the operation, administration, and maintenance of the county public general hospital from the county’s general revenues in the fiscal year of the county ending September 30, 1991:

1. Twenty-five percent of such amount must be remitted to a governing board, agency, or authority that is wholly independent from the public health trust, agency, or authority responsible for the county public general hospital, to be used solely for the purpose of funding the plan for indigent health care services provided for in paragraph (e);

2. However, in the first year of the plan, a total of \$10 million shall be remitted to such governing board, agency, or authority, to be used solely for the purpose of funding the plan for indigent health care services provided for in paragraph (e), and in the second year of the plan, a total of \$15 million shall be so remitted and used.

(e) A governing board, agency, or authority shall be chartered by the county commission upon this act becoming law. The governing board, agency, or authority shall adopt and implement a health care plan for indigent health care services. The governing board, agency, or authority shall consist of no more than seven and no fewer than five members appointed by the county commission. The members of the governing board, agency, or authority shall be at least 18 years of age and residents of the county. No member may be employed by or affiliated with a health care provider or the public health trust, agency, or authority responsible for the county public general hospital. The following community organizations shall each appoint a representative to a nominating committee: the South Florida Hospital and Healthcare Association, the Miami-Dade County Public Health Trust, the Dade County Medical Association, the Miami-Dade County Homeless Trust, and the Mayor of Miami-Dade County. This committee shall nominate between 10 and 14 county citizens for the governing board, agency, or

authority. The slate shall be presented to the county commission and the county commission shall confirm the top five to seven nominees, depending on the size of the governing board. Until such time as the governing board, agency, or authority is created, the funds provided for in subparagraph (d)2. shall be placed in a restricted account set aside from other county funds and not disbursed by the county for any other purpose.

1. The plan shall divide the county into a minimum of four and maximum of six service areas, with no more than one participant hospital per service area. The county public general hospital shall be designated as the provider for one of the service areas. Services shall be provided through participants' primary acute care facilities.

2. The plan and subsequent amendments to it shall fund a defined range of health care services for both indigent persons and the medically poor, including primary care, preventive care, hospital emergency room care, and hospital care necessary to stabilize the patient. For the purposes of this section, "stabilization" means stabilization as defined in s. ~~397.311~~(44). Where consistent with these objectives, the plan may include services rendered by physicians, clinics, community hospitals, and alternative delivery sites, as well as at least one regional referral hospital per service area. The plan shall provide that agreements negotiated between the governing board, agency, or authority and providers shall recognize hospitals that render a disproportionate share of indigent care, provide other incentives to promote the delivery of charity care to draw down federal funds where appropriate, and require cost containment, including, but not limited to, case management. From the funds specified in subparagraphs (d)1. and 2. for indigent health care services, service providers shall receive reimbursement at a Medicaid rate to be determined by the governing board, agency, or authority created pursuant to this paragraph for the initial emergency room visit, and a per-member per-month fee or capitation for those members enrolled in their service area, as compensation for the services rendered following the initial emergency visit. Except for provisions of emergency services, upon determination of eligibility, enrollment shall be deemed to have occurred at the time services were rendered. The provisions for specific reimbursement of emergency services shall be repealed on July 1, 2001, unless otherwise reenacted by the Legislature. The capitation amount or rate shall be determined before program implementation by an independent actuarial consultant. In no event shall such reimbursement rates exceed the Medicaid rate. The plan must also provide that any hospitals owned and operated by government entities on or after the effective date of this act must, as a condition of receiving funds under this subsection, afford public access equal to that provided under s. 286.011 as to any meeting of the governing board, agency, or authority the subject of which is budgeting resources for the retention of charity care, as that term is defined in the rules of the Agency for Health Care Administration. The plan shall also include innovative health care programs that provide cost-effective alternatives to traditional methods of service and delivery funding.

3. The plan's benefits shall be made available to all county residents currently eligible to receive health care services as indigents or medically poor as defined in paragraph (4)(d).

4. Eligible residents who participate in the health care plan shall receive coverage for a period of 12 months or the period extending from the time of enrollment to the end of the current fiscal year, per enrollment period, whichever is less.

5. At the end of each fiscal year, the governing board, agency, or authority shall prepare an audit that reviews the budget of the plan, delivery of services, and quality of services, and makes recommendations to increase the plan's efficiency. The audit shall take into account participant hospital satisfaction with the plan and assess the amount of poststabilization patient transfers

requested, and accepted or denied, by the county public general hospital.

(f) Notwithstanding any other provision of this section, a county may not levy local option sales surtaxes authorized in this subsection and subsections (2) and (3) in excess of a combined rate of 1 percent.

(6) SCHOOL CAPITAL OUTLAY SURTAX.—

(a) The school board in each county may levy, pursuant to resolution conditioned to take effect only upon approval by a majority vote of the electors of the county voting in a referendum, a discretionary sales surtax at a rate that may not exceed 0.5 percent.

(b) The resolution shall include a statement that provides a brief and general description of the school capital outlay projects to be funded by the surtax. The statement shall conform to the requirements of s. 101.161 and shall be placed on the ballot by the governing body of the county. The following question shall be placed on the ballot:

FOR THE	CENTS TAX
AGAINST THE	CENTS TAX

(c) The resolution providing for the imposition of the surtax shall set forth a plan for use of the surtax proceeds for fixed capital expenditures or fixed capital costs associated with the construction, reconstruction, or improvement of school facilities and campuses which have a useful life expectancy of 5 or more years, and any land acquisition, land improvement, design, and engineering costs related thereto. Additionally, the plan shall include the costs of retrofitting and providing for technology implementation, including hardware and software, for the various sites within the school district. Surtax revenues may be used for the purpose of servicing bond indebtedness to finance projects authorized by this subsection, and any interest accrued thereto may be held in trust to finance such projects. Neither the proceeds of the surtax nor any interest accrued thereto shall be used for operational expenses.

(d) Surtax revenues collected by the Department of Revenue pursuant to this subsection shall be distributed to the school board imposing the surtax in accordance with law.

(7) VOTER-APPROVED INDIGENT CARE SURTAX.—

(a)1. The governing body in each county that has a population of fewer than 800,000 residents may levy an indigent care surtax pursuant to an ordinance conditioned to take effect only upon approval by a majority vote of the electors of the county voting in a referendum. The surtax may be levied at a rate not to exceed 0.5 percent, except that if a publicly supported medical school is located in the county, the rate shall not exceed 1 percent.

2. Notwithstanding subparagraph 1., the governing body of any county that has a population of fewer than 50,000 residents may levy an indigent care surtax pursuant to an ordinance conditioned to take effect only upon approval by a majority vote of the electors of the county voting in a referendum. The surtax may be levied at a rate not to exceed 1 percent.

(b) A statement that includes a brief and general description of the purposes to be funded by the surtax and that conforms to the requirements of s. 101.161 shall be placed on the ballot by the governing body of the county. The following questions shall be placed on the ballot:

FOR THE. . .	.CENTS TAX
AGAINST THE. . .	.CENTS TAX

(c)1. The ordinance adopted by the governing body providing for the imposition of the surtax must

set forth a plan for providing health care services to qualified residents, as defined in paragraph (d). The plan and subsequent amendments to it shall fund a broad range of health care services for indigent persons and the medically poor, including, but not limited to, primary care and preventive care, as well as hospital care. It shall emphasize a continuity of care in the most cost-effective setting, taking into consideration a high quality of care and geographic access. Where consistent with these objectives, it shall include, without limitation, services rendered by physicians, clinics, community hospitals, mental health centers, and alternative delivery sites, as well as at least one regional referral hospital where appropriate. It shall provide that agreements negotiated between the county and providers shall include reimbursement methodologies that take into account the cost of services rendered to eligible patients, recognize hospitals that render a disproportionate share of indigent care, provide other incentives to promote the delivery of charity care, and require cost containment, including, but not limited to, case management. The plan must also include innovative health care programs that provide cost-effective alternatives to traditional methods of service delivery and funding.

2. In addition to the uses specified or services required to be provided under this subsection, the ordinance adopted by a county that has a population of fewer than 50,000 residents may pledge surtax proceeds to service new or existing bond indebtedness incurred to finance, plan, construct, or reconstruct a public or not-for-profit hospital in such county and any land acquisition, land improvement, design, or engineering costs related to such hospital, if the governing body of the county determines that a public or not-for-profit hospital existing at the time of issuance of the bonds authorized under this subparagraph would, more likely than not, otherwise cease to operate. The plan required under this paragraph may, by an extraordinary vote of the governing body of such county, provide that some or all of the surtax revenues and any interest earned must be expended for the purpose of servicing such bond indebtedness. Such county may also use the services of the Division of Bond Finance of the State Board of Administration pursuant to the State Bond Act to issue bonds under this subparagraph. A jurisdiction may not issue bonds under this subparagraph more frequently than once per year. Any county that has a population of fewer than 50,000 residents at the time any bonds authorized in this subparagraph are issued retains the authority granted under this subparagraph throughout the terms of such bonds, including the term of any refinancing bonds, regardless of any subsequent increase in population which would result in such county having 50,000 or more residents.

(d) For the purpose of this subsection, the term "qualified residents" means residents of the authorizing county who are:

1. Qualified as indigent persons as certified by the authorizing county;
2. Certified by the authorizing county as meeting the definition of the medically poor, defined as persons having insufficient income, resources, and assets to provide the needed medical care without using resources required to meet basic needs for shelter, food, clothing, and personal expenses; not being eligible for any other state or federal program or having medical needs that are not covered by any such program; or having insufficient third-party insurance coverage. In all cases, the authorizing county shall serve as the payor of last resort; or
3. Participating in innovative, cost-effective programs approved by the authorizing county.

(e) Moneys collected pursuant to this subsection remain the property of the state and shall be distributed by the Department of Revenue on a regular and periodic basis to the clerk of the circuit court as ex officio custodian of the funds of the authorizing county. The clerk of the circuit court shall:

1. Maintain the moneys in an indigent health care trust fund.
2. Invest any funds held on deposit in the trust fund pursuant to general law.

3. Disburse the funds, including any interest earned, to any provider of health care services, as provided in paragraphs (c) and (d), upon directive from the authorizing county.

4. Disburse the funds, including any interest earned, to service any bond indebtedness authorized in this subsection upon directive from the authorizing county, which directive may be irrevocably given at the time the bond indebtedness is incurred.

(f) Notwithstanding any other provision of this section, a county may not levy local option sales surtaxes authorized in this subsection and subsections (2) and (3) in excess of a combined rate of 1 percent or, if a publicly supported medical school is located in the county or the county has a population of fewer than 50,000 residents, in excess of a combined rate of 1.5 percent.

(8) EMERGENCY FIRE RESCUE SERVICES AND FACILITIES SURTAX.—

(a) The governing authority of a county, other than a county that has imposed two separate discretionary surtaxes without expiration, may, by ordinance, levy a discretionary sales surtax of up to 1 percent for emergency fire rescue services and facilities as provided in this subsection. As used in this subsection, the term “emergency fire rescue services” includes, but is not limited to, preventing and extinguishing fires; protecting and saving life and property from fires or natural or intentional acts or disasters; enforcing municipal, county, or state fire prevention codes and laws pertaining to the prevention and control of fires; and providing prehospital emergency medical treatment.

(b) Upon the adoption of the ordinance, the levy of the surtax must be placed on the ballot by the governing authority of the county enacting the ordinance. The ordinance will take effect if approved by a majority of the electors of the county voting in a referendum held for such purpose. The referendum shall be placed on the ballot of a regularly scheduled election. The ballot for the referendum must conform to the requirements of s. 101.161.

(c) Pursuant to s. 212.054(4), the proceeds of the discretionary sales surtax collected under this subsection, less an administrative fee that may be retained by the Department of Revenue, shall be distributed by the department to the county. The county shall distribute the proceeds it receives from the department to each local government entity providing emergency fire rescue services in the county. The surtax proceeds, less an administrative fee not to exceed 2 percent of the surtax collected, shall be distributed by the county based on each entity’s average annual expenditures for fire control and emergency fire rescue services in the 5 fiscal years preceding the fiscal year in which the surtax takes effect in proportion to the average annual total of the expenditures for such entities in the 5 fiscal years preceding the fiscal year in which the surtax takes effect. The county shall revise the distribution proportions to reflect a change in the service area of an entity receiving a distribution of the surtax proceeds. If an entity declines its share of surtax revenue, such revenue shall be redistributed proportionally to the entities that are participating in the sharing of such revenue based on each participating entity’s average annual expenditures for fire control and emergency fire rescue services in the preceding 5 fiscal years in proportion to the average annual total of the expenditures for the participating entities in the preceding 5 fiscal years.

(d) If a local government entity requests personnel or equipment from any other service provider on a long-term basis and the personnel or equipment is provided, the local government entity providing the service is entitled to payment from the requesting service provider from that provider’s share of the surtax proceeds for all costs of the equipment or personnel.

(e) Upon the surtax taking effect and initiation of collections, each local government entity receiving a share of surtax proceeds shall reduce the ad valorem tax levy or any non-ad valorem assessment for fire control and emergency rescue services in its next and subsequent budgets by the

estimated amount of revenue provided by the surtax.

(f) Use of surtax proceeds authorized under this subsection does not relieve a local government entity from complying with chapter 200 and any related provision of law that establishes millage caps or limits undesignated budget reserves and procedures for establishing rollback rates for ad valorem taxes and budget adoption. If surtax collections exceed projected collections in any fiscal year, any surplus distribution shall be used to further reduce ad valorem taxes in the next fiscal year. These proceeds shall be applied as a rebate to the final millage, after the TRIM notice is completed in accordance with this provision. If a local government entity receiving a share of the surtax is unable to further reduce ad valorem taxes because the millage rate is zero, the funds shall be applied to reduce any non-ad valorem assessments levied for the purposes described in this section. If no ad valorem or non-ad valorem reduction is possible, the surplus surtax collections shall be returned to the county, and the county shall reduce the county millage rates to offset the surplus surtax proceeds.

(g) Surtax collections shall be initiated on January 1 of the year following a successful referendum in order to coincide with s. 212.054(5).

(h) Notwithstanding s. 212.054, if a multicounty independent special district created pursuant to chapter 67-764, Laws of Florida, levies ad valorem taxes on district property to fund emergency fire rescue services within the district and is required by s. 2, Art. VII of the State Constitution to maintain a uniform ad valorem tax rate throughout the district, the county may not levy the discretionary sales surtax authorized by this subsection within the boundaries of the district.

(9) PENSION LIABILITY SURTAX.—

(a) The governing body of a county may levy a pension liability surtax to fund an underfunded defined benefit retirement plan or system, pursuant to an ordinance conditioned to take effect upon approval by a majority vote of the electors of the county voting in a referendum, at a rate that may not exceed 0.5 percent. The county may not impose a pension liability surtax unless the underfunded defined benefit retirement plan or system is below 80 percent of actuarial funding at the time the ordinance or referendum is passed. The most recent actuarial report submitted to the Department of Management Services pursuant to s. 112.63 must be used to establish the level of actuarial funding for purposes of determining eligibility to impose the surtax. The governing body of a county may only impose the surtax if:

1. An employee, including a police officer or firefighter, who enters employment on or after the date when the local government certifies that the defined benefit retirement plan or system formerly available to such an employee has been closed may not enroll in a defined benefit retirement plan or system that will receive surtax proceeds.

2. The local government and the collective bargaining representative for the members of the underfunded defined benefit retirement plan or system or, if there is no representative, a majority of the members of the plan or system, mutually consent to requiring each member to make an employee retirement contribution of at least 10 percent of each member's salary for each pay period beginning with the first pay period after the plan or system is closed.

3. The pension board of trustees for the underfunded defined benefit retirement plan or system, if such board exists, is prohibited from participating in the collective bargaining process and engaging in the determination of pension benefits.

4. The county currently levies a local government infrastructure surtax pursuant to subsection (2) which is scheduled to terminate and is not subject to renewal.

5. The pension liability surtax does not take effect until the local government infrastructure surtax

described in subparagraph 4. is terminated.

(b) A referendum to adopt a pension liability surtax must meet the requirements of s. 101.161 and must include a brief and general description of the purposes for which the surtax proceeds will be used.

(c) Pursuant to s. 212.054(4), the proceeds of the surtax collected under this subsection, less an administrative fee that may be retained by the department, shall be distributed by the department to the local government.

(d) The local government may use the pension liability surtax proceeds in the following manner:

1. If the proceeds of the pension liability surtax have been actuarially recognized as provided in s. 112.64(6), the local government must distribute the proceeds to an eligible defined benefit retirement plan or system, not including the Florida Retirement System.

2. If the proceeds of the pension liability surtax have not been actuarially recognized, the local government is authorized to distribute the proceeds to an eligible defined benefit retirement plan or system, not including the Florida Retirement System, to pledge the proceeds of the surtax to repay debts incurred for the purpose of making advanced payments toward the unfunded liability of an underfunded defined benefit retirement plan or system, and to reimburse itself from the proceeds of the surtax for any borrowing costs associated with such debts.

(e) The ordinance providing for the imposition of the pension liability surtax must specify how the proceeds will be used:

1. The ordinance must specify the method of determining the percentage of the proceeds, and the frequency of such payments, distributed to each eligible defined benefit retirement plan or system if the proceeds of the pension liability surtax are actuarially recognized as provided in s. 112.64(6).

2. The ordinance must specify the local government's intention to incur debt for the purpose of making advanced payments toward the unfunded liability of an underfunded defined benefit retirement plan or system if the proceeds of the pension liability surtax are not actuarially recognized as provided in s. 112.64(6).

(f) A pension liability surtax imposed pursuant to this subsection shall terminate on December 31 of the year in which the actuarial funding level is expected to reach or exceed 100 percent for the defined benefit retirement plan or system for which the surtax was levied or December 31, 2060, whichever occurs first. The most recent actuarial report submitted to the Department of Management Services pursuant to s. 112.63 must be used to establish the level of actuarial funding.

(g) Notwithstanding any other provision of this section, a county may not levy local option sales surtaxes authorized in this subsection and subsections (2), (3), (4), and (5) in excess of a combined rate of 1 percent.

History.—s. 2, ch. 76-284; s. 5, ch. 82-154; s. 3, ch. 83-3; s. 1, ch. 84-373; s. 1, ch. 84-555; s. 25, ch. 85-180; s. 70, ch. 85-342; s. 8, ch. 87-99; s. 1, ch. 87-100; s. 2, ch. 87-239; s. 12, ch. 87-548; s. 85, ch. 90-132; s. 4, ch. 90-203; s. 1, ch. 90-282; ss. 2, 3, ch. 91-81; s. 29, ch. 91-112; s. 2, ch. 91-418; s. 1, ch. 91-423; s. 148, ch. 92-279; ss. 1, 2, ch. 92-309; s. 55, ch. 92-326; s. 3, ch. 93-207; s. 3, ch. 93-222; s. 51, ch. 94-356; s. 1, ch. 95-258; s. 1, ch. 96-240; s. 1, ch. 97-83; s. 17, ch. 97-384; s. 7, ch. 98-258; s. 9, ch. 98-342; s. 4, ch. 99-4; s. 1, ch. 99-340; s. 54, ch. 99-385; s. 40, ch. 2000-151; ss. 10, 11, 13, 16, ch. 2000-312; s. 78, ch. 2000-318; s. 33, ch. 2001-60; s. 100, ch. 2002-20; s. 7, ch. 2002-196; s. 1, ch. 2003-77; ss. 33, 42, ch. 2003-254; s. 91, ch. 2003-402; s. 6, ch. 2004-41; s. 1, ch. 2004-66; s. 1, ch. 2004-259; s. 3, ch. 2005-55; s. 1, ch. 2005-56; s. 1, ch. 2005-96; s. 1, ch. 2005-242; s. 1, ch. 2006-66; s. 2, ch. 2006-223; s. 14, ch. 2007-196; s. 19, ch. 2009-96; s. 1, ch. 2009-132; s. 1, ch. 2009-146; s. 1, ch. 2009-182; s. 1, ch. 2010-154; s. 1, ch. 2010-225; s. 5, ch. 2011-15; s. 3, ch. 2012-117; s. 14, ch. 2013-198; s. 6, ch. 2015-100; s. 1, ch. 2015-169; s. 2, ch. 2016-146; s. 2, ch. 2016-225; s. 64, ch. 2016-241.



Florida's Discretionary Sales Surtax

How it applies to transactions subject to sales and use tax, including sales of motor vehicles, mobile homes, aircraft, and boats.

What is Discretionary Sales Surtax?

Discretionary sales surtax, also called a county tax, is imposed by most Florida counties and applies to most transactions subject to sales tax. The selling dealer must collect the surtax in addition to Florida's general sales tax of 6 percent. The discretionary sales surtax is based on the rate in the county where you deliver taxable goods or services. A few counties do not impose the surtax.

The Department of Revenue distributes the discretionary sales surtax collected back to the counties that levy the surtax. Counties use these funds to help pay for local authorized projects.

Who Collects the Surtax?

Registered sales tax dealers, including out-of-state dealers, who sell and deliver taxable goods or services within a county with a discretionary sales surtax must collect the tax from their customers and pay the surtax to the Department. This applies to all selling dealers who make sales or deliveries into a taxing county, no matter where the selling dealer is located.

Selling dealers do not collect surtax when the sale or delivery of taxable goods or services is in or into a county that does not impose a surtax.

When is a Transaction Subject to Surtax?

You must collect discretionary sales surtax when the transaction occurs in, or delivery is into, a county that imposes a surtax and the sale is subject to sales and use tax. Use the chart below to help you determine when to collect discretionary sales surtax.

When and at What Rate to Collect Discretionary Sales Surtax (Local Option County Tax) on Taxable Sales				
If a selling dealer located in any Florida county	with a discretionary surtax	sells & delivers	into the county where the selling dealer is located	surtax is collected at the county rate where the delivery is made
If a selling dealer located in any Florida county	with or without a discretionary surtax	sells & delivers	into counties with different discretionary surtax rates	surtax is collected at the county rate where the delivery is made
If a selling dealer located in any Florida county	with or without a discretionary surtax	sells & delivers	into counties without a discretionary surtax	surtax is not collected
If an out-of- state selling dealer		sells & delivers	into a Florida county with a discretionary surtax	surtax is collected at the county rate where the delivery is made
If an out-of- state selling dealer		sells & delivers	into a Florida county without a discretionary surtax	surtax is not collected

How Do I Determine When a Transaction Occurs in a County Imposing a Surtax?

Discretionary sales surtax applies to transactions when:

- The selling dealer delivers taxable goods or taxable services in or into a county with a surtax.
- The event for which an admission is charged is located in a county with a surtax. (Surtax is due at the rate in the county where the event takes place.)
- The consumer of electricity is located in a county with a surtax.
- The sale of prepaid calling arrangements occurs in a county with a surtax.
- The location or delivery of tangible personal property covered by a service warranty is within a surtax county. The person receiving consideration for the issuance of a service warranty from the agreement holder must collect surtax at the rate imposed by that county.
- The commercial real property that is leased or rented, or upon which a license for use is granted, is in a county with a surtax.
- The rental of living or sleeping accommodations (transient rentals) occurs in a county with a surtax.
- A registered dealer owing use tax on purchases or leases is in a county with a surtax.

What Are the Discretionary Sales Surtax Rates?

The discretionary sales surtax rate depends on the county. Rates currently range from 0.5 percent to 1.5 percent. A few counties do not impose the surtax. Form DR-15DSS provides a list of Florida counties and their surtax rates. This document is available in the "Forms and Publications" section of the Department's website at www.myflorida.com/dor.

Discretionary sales surtax rates can change. New rates become effective January 1st of each year; although expiration dates vary, most surtax rates expire on December 31st. Check the surtax rates and expiration dates listed on Form DR-15DSS to ensure you are using the correct rates.

Is There a Limit on the Amount of Tax Charged?

In many cases there is a limit to the amount of tax charged. Discretionary sales surtax applies to the first \$5,000 of the sales amount on the sale, use, lease, rental, or license to use any item of tangible personal property. Tangible personal property is personal property that you can see, weigh, measure, or touch or is in any manner perceptible to the senses, including electric power or energy.

Example: \$7,000 dining room set delivered into a county with a 1% discretionary sales surtax

$$\$7,000 \times 6\% = \$420$$

$$\$5,000 \times 1\% = \underline{\$50}$$

$$\text{Total Tax Due} = \$470$$

When a dealer sells multiple items of tangible personal property to the same purchaser at the same time, the \$5,000 limit applies when the sale or purchase is a single sale that meets at least one of these conditions:

- The sale consists of multiple quantities of a single item that the dealer normally sells in multiple quantities in the course of business or that the purchaser normally buys in the course of business.

- The items normally sell as a set or a unit and the use of each item depends on the set being complete. You may not combine items that are not normally sold as a set or unit to qualify for the \$5,000 limit.
- The items normally sell in a single sale for the purchaser to use in its normal business practice as an integrated unit.
- The items are component parts that have no use unless assembled with each other to form a working unit or part of a working unit.

The \$5,000 limit does not apply to the following types of transactions. Discretionary sales surtax is due on the full amount.

- Sales of admissions.
- Sales and uses of services.
- Sales of service warranties.
- Charges for prepaid calling arrangements.
- Leases, rentals, and licenses to use real property or transient accommodations.
- Leases or rentals of parking or storage space for motor vehicles in parking lots or garages.
- Docking or storage space in boat docks and marinas.
- Tie-down or storage space for aircraft.

How Does the Surtax Apply to Motor Vehicles, Mobile Homes, Aircraft, and Boats?

The discretionary sales surtax applies only to the first \$5,000 of the total sales price of any motor vehicle, mobile home, aircraft, or boat. The surtax applies as follows:

- **Motor vehicles and mobile homes** – The dealer must collect surtax when the residence address of the purchaser on the title or registration is located within a surtax county.
- **Aircraft and boats** – The dealer must collect surtax when delivery of the aircraft or boat is to a location within a surtax county.

When is Surtax Due?

Selling dealers report discretionary sales surtax with the sales and use tax on the *Sales and Use Tax Return* (Form DR-15 or DR-15EZ). Returns and payments are due on the first day of the month and late after the 20th of the month following each reporting period, whether you are filing monthly, quarterly, twice a year, or yearly. If the 20th falls on a Saturday, Sunday, or state or federal holiday, returns and payments will be timely if they are postmarked on the first business day after the 20th. **Florida law requires you to file a tax return even if you do not owe sales and use tax.**

Electronic Filing and Payment

We offer the use of our free and secure website to file and pay sales tax. You also have the option of buying software from a software vendor. For more information on electronic filing and payment options, visit our website.

You may voluntarily file and pay taxes electronically; however, if you pay \$20,000 or more in sales and use tax between July 1 and June 30 (the state fiscal year), you must use electronic funds transfer (EFT) for the next calendar year to pay your taxes.

If you make tax payments using electronic funds transfer (EFT), you must initiate electronic payments no later than 5:00 p.m., ET, on the business day before the 20th.

Penalty and Interest

Penalty - If you file your return or pay tax late, a late penalty of 10 percent of the amount of tax owed, but not less than \$50, may be charged. The \$50 minimum penalty applies even if no tax is due. Penalty will also be charged if your return is incomplete.

Interest - A floating rate of interest applies to underpayments and late payments of tax. Current and prior period interest rates are posted on our website.

How Are We Doing?

Please give us your feedback on this brochure by taking our one-minute survey.

Go to www.myflorida.com/dor and select "Surveys."

Reference Material

Tax Laws – Our online Revenue Law Library contains statutes, rules, legislative changes, opinions, court cases, and publications. Search the library for Rule Chapter 12A-15, Florida Administrative Code, *Discretionary Sales Surtax*.

Brochures – Industry-specific brochures are available on our website.

Contact Us

Information, forms and tutorials are available on our website: www.myflorida.com/dor

To speak with a Department representative, call Taxpayer Services, 8 a.m. to 7 p.m., ET, Monday through Friday, excluding holiday, at 800-352-3671.

To find a taxpayer service center near you, go to: www.myflorida.com/dor/contact.html

For written replies to tax questions, write to:

Taxpayer Services – MS 3-2000
Florida Department of Revenue
5050 W Tennessee St
Tallahassee FL 32399-0112

Get the Latest Tax Information

Subscribe to our tax publications to receive due date reminders or an email when we post:

- Tax Information Publications (TIPs).
- Proposed rules, notices of rule development workshops, and more.

Go to: www.myflorida.com/dor/list



Immokalee Fire Control District

502 New Market Road East, Immokalee, FL. 34142

Board of Fire Commissioners



Action Item Worksheet

Agenda Item: 9.B.5	Prepared by:	P. Anderson
Subject: Discussion on Seminole Tribe Contract	Date Prepared:	2016-11-09
Meeting Date: 2016-11-17		

BACKGROUND: For the last five years IFCD has had a contract to provide fire protection on the Immokalee Seminole Indian Reservation, including the casino and now the new hotel. Staff had been meeting with staff of the Seminole Tribe in preparation for renewing that contract, which expires December 2, 2016. We were notified last week that the Seminole Tribe does not intend to renew the contract, but instead intends to open their own fire station on the reservation. We were advised by Tribal staff that the decision was purely political within the Tribe and is in no way a reflection on the services that we have been providing. The Tribal members of Immokalee simply want the same services that are provided on the other reservations, which include their own fire and EMS. The Tribe has indicated that they reviewed various factors in making the decision, a significant one being the amount of money paid to Collier County EMS for transports off of the reservation and from the casino and hotel. Their initial decision was to simply place Ambulances at the Immokalee reservation, but when they saw the savings in doing that and the difference between just Ambulances and adding a fire engine and crew, they decided to give the Immokalee Tribal members their own fire crew as well. They are able to do this by utilizing vehicles that they already have and reassigning existing staff from other reservations.

The Seminole Tribe Fire Chief has indicated that the Tribe is open to having discussions regarding a contract with Immokalee for “back-up” on structure fire and other significant calls, although it would not be what the dollar amount of the current contract is.

The loss of the revenue from the Seminole Tribe contract will have no immediate adverse impact on public safety for the residents and business owners of the Immokalee Fire Control District. One option the Board has is to reallocate funds that were approved in this year’s budget towards replacing Fire Station 31 on Carson Rd. That project may be put on hold, which will have no adverse impact on services provided.

IFCD no longer responding as the first due agency to the Seminole Reservation, Hotel, and Casino actually may have a positive impact to public safety for the residents and business owners of the Immokalee Fire Control District. Units that previously would have been tied up on calls every day on the reservation (many times resulting in simultaneous calls in Immokalee requiring a unit from Ave Maria or further to respond into Immokalee) will now be available to respond to those other calls throughout the fire district instead of not being available to respond due to being on a call on the reservation.

Immokalee Fire District is looking forward to working with the Seminole Tribe Fire Department on a possible inter-local agreement that could potentially have a positive impact on public safety both on and off of the reservation.

FUNDING SOURCE / FINANCIAL IMPACT: Funding source was revenue in General Fund budget. Funding source reallocation would be funds budgeted in general Fund Capital Outlay – Building Construction.

RECOMMENDATION: I recommend that the Board approve staff to work with Seminole Tribe staff on a potential contract for “back-up” services as well as a potential inter-local agreement. I also recommend that the Board approve reallocation of funds budgeted for the Fire Station 31 construction project to assigned reserves for contingency in fiscal year 2017-2018 and beyond.

POTENTIAL MOTION: No need for motion at this time; discussion purposes and direction to staff only.



Immokalee Fire Control District

502 New Market Road East, Immokalee, FL. 34142

Board of Fire Commissioners



Action Item Worksheet

Agenda Item: 9.B.6	Prepared by:	P. Anderson
Subject: Calendar Year 2017 Regular Board Meeting Schedule	Date Prepared:	2016-11-09

Meeting Date: 2016-11-17

BACKGROUND: The District is required by law to advertise all regularly scheduled meetings as well as to provide a list of meeting dates for the next calendar year to the County Clerk's Office prior to December 31st of each year. We routinely advertise the regular monthly meetings for the entire year in a single newspaper advertisement in January as well as post the schedule for the entire year on the District's website. I have attached a draft regular board meeting schedule for your review. I am proposing the following changes to the standard third Thursday of each month schedule that we routinely adopt:

- 1) Change Date of January Meeting to 12th due to Fire-Rescue East Conference
- 2) Change Date of May Meeting to 11th or 25th due to Hurricane Conference
- 3) Change Date of December (2017) Meeting to 14th due to third Thursday during week of Christmas.

FUNDING SOURCE / FINANCIAL IMPACT: Funding source for advertisement in newspaper is budgeted funds for legal advertising in General Fund.

RECOMMENDATION: I recommend setting the meeting schedule for calendar year 2017 as indicated on the draft schedule with the proposed changes as indicated above.

POTENTIAL MOTION: I motion to approve schedule for regular board meetings as indicated on draft proposed schedule.

**IMMOKALEE FIRE CONTROL DISTRICT
BOARD OF FIRE COMMISSIONERS
2017 REGULAR MEETING SCHEDULE**

**The Board of Fire Commissioners of the Immokalee Fire Control District
will hold Regular Meetings at 6:00 p.m. on the following dates:**

January 12, 2017
February 16, 2017
March 16, 2017
April 20, 2017
May 11 OR 25, 2017
June 15, 2017
July 20, 2017
August 17, 2017
September 21, 2017
October 19, 2017
November 16, 2017
December 14, 2017

Regular Meeting Location:

**IFCD Headquarters (Fire Station 30)
502 New Market Rd. E.
Immokalee, Florida 34142**

April and October Meeting location:

**Ave Maria Master Association Office
5076 Annunciation Circle, Suite 103
Ave Maria, Florida 34142**

Meetings are normally held on the third Thursday of each month, however may be rescheduled from time to time. A current schedule of meetings is available on the District's website at www.immfire.com

Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agenda for any of the meetings will be available seven (7) days prior to the date of the particular meeting and may be obtained by contacting the District Manager at (239) 657-2111. Meetings may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (239) 657-2111 at least seven (7) days prior to the date of the particular meeting.