

Iona McGregor Fire District Board of Fire Commissioners Agenda
February 20, 2019
6:00 PM

Meeting call to order/Roll Call of Commissioners

Opening Prayer and Pledge of Allegiance

Amendments to the Meeting Agenda

Presentations/Awards

Public Input on Business Agenda Items

Business Agenda Items (Agenda Items Requiring Action)

- 1) Meeting Minutes – January 16, 2019 Workshop and Monthly Meeting
- 2) Financial Report – January 2019
- 3) Job Description – Fire Chief
- 4) Job Description – Assistant Chief
- 5) Executive Report
- 6) Attorney Report
- 7) DVP Reports – Districts 7 & 25

Public Input on Non-Business Agenda Items

Commissioner Comments

Adjournment

Iona McGregor Fire District Board of Fire Commissioners
Workshop Minutes
January 16, 2019 at 5:00 p.m.
6061 South Pointe Boulevard, Fort Myers, FL 33919

Meeting call to order at 5:10pm

Roll Call of Commissioners

Commissioners Paul Lowers, Ethan Langford, James Andersen, Steve Barbosa, and James Walker all present.

Opening Prayer and Pledge of Allegiance –

Chair states this will be held until regular meeting later this evening.

Public Input on Business Agenda Items – none

Business Agenda Items (no action to be taken)

1) Computer/Communications Information

Chief stated has spoken with Commissioners Langford, Louwer, and Andersen regarding passwords and access through SharePoint. Moving forward, would like department owned devices for Commissioners to use for District business. Wireless, tablet-based unit will be preprogrammed for button push access. Chief demonstrated how access to SharePoint is made from any computer and informed board members that he can spend as much individual time as needed to get Commissioner comfortable using system. Chief demonstrated several pages of the SharePoint including Facebook page, website, FASD handbook, and various documents for board located in Commission SharePoint folder including the updated strategic plan goal information all readily available on SharePoint. Chief asked Commissioners to let he or CRS know if they experience any difficulties in utilizing system adding that he would like to hold off on questions until after labor counsel's presentation.

2) Labor Attorney Introduction

Karen Morinelli thanked all for having her here and gave short bio on her law practice and work history. A brief summary of Florida Statutes regarding negotiations was given. Florida is a right to work state and employees can join or not join union; most in fire service join. Need to negotiate with duly certified agent; PERC was briefly discussed as to the role they take in negotiations. Impasse process in public sector in lieu of strike or lock-out abilities. Discussion internal regarding negotiations and some other items are protected from the sunshine, during negotiations, any papers presented are public. 447, 286, 119 are common statutes regulating district. Executive Session was addressed as to what they are and when they are allowed was mentioned.

Collective Bargaining requirements – reasonable times, good faith, Chief negotiator indicated for both sides, proposals put in writing, articles agreed, tentative agreement is made. Union will take to members for vote once tentative has been developed and agreed. If voted on, ratified by members and taken to board for formal ratification. Things discussed, terms and conditions of employment – economic wages, benefits, etc. are mandatory; permissive items – may be negotiated but not necessary. Caucus is when parties separate from meeting and discuss privately matters. There is no such thing as off the record. ULP (Unfair Labor Practice), violation of contract or law. Impasse is when parties

Iona McGregor Fire District Board of Fire Commissioners

Workshop Minutes

January 16, 2019 at 5:00 p.m.

6061 South Pointe Boulevard, Fort Myers, FL 33919

cannot reach an agreement. Continue to negotiate on non-impasse items is recommended. PERC will send listing of magistrate if needed to resolve impasse. Difference from Arbitration is that magistrate order is recommendation only. This is brief overview of process is to give broad understanding and idea of contract negotiations.

3) Strategic Plan

Chief gave overview presentation on the plan document. Mission, Vision, and Core Values are important items of plan. The goal objective progress and/or timeline displayed and described. The progress update relates to plan by notating what objective is addressed, what progress has been made, timeline of progress. Commissioner Walker stated the updates should be quarterly, semi-annual, and annual. He added that he does not want to go to new system for receiving information – wants to keep having documents sent to personal device. Chief mentioned possibility for court ordered discovery to seize computer. If Commissioner Walker prefers printing of documents, Chief would prefer to print and send documents.

Commissioner Walker stated that he specifically asked division chiefs to attend and introduce themselves to the new board members. DC McMillion began the introduction by giving title, responsibilities. The qualifications to become firefighter was addressed as well as the orientation and probation process at Iona. Next was DC Aquil, operations gave brief overview of operations division and goal of meeting or exceeding NFPA standards. ALS (Advance Life Support) provider, at least one medic on each truck. Hazmat participation supplementing team with our technicians. Also have USAR members, water operation, rescue divers. DC Steffens informed that he was the Chief of Prevention and Community Relations, and acts as the main external contact to the community. He briefly mentioned the risk reduction objectives and informed that the three fire inspectors conduct approximately 8000 total inspections annually. AC Comer mentioned DC Guzman's responsibilities and duties in Logistics as he is reviewing the newest purchased vehicle in Ohio. He then gave brief bio on his duties and responsibilities as the Assistant Chief.

Public Input on Non-Business Agenda Items – none

Commissioner Comments

Commissioner Walker asked board to save comments until the next meeting.

Adjournment

Motion to adjourn was made by Commissioner Walker with a second from Commissioner Andersen... carried.

Meeting adjourned at 6:15 p.m.

Approved by: _____

Print Name: _____

Iona McGregor Fire District Board of Fire Commissioners Agenda
January 16, 2019
6:00 PM

Meeting called to order at 6:30 pm

Roll Call of Commissioners – All board members present. Present staff members include Chief Howard, Assistant Chief Comer, Division Chief McMahon, Division Chief Aquil, Division Chief Steffens, and Chief Financial Officer Winzenread.

Opening Prayer and Pledge of Allegiance was observed.

Amendments to the Meeting Agenda – none

Presentations/Awards – none

Public Input on Business Agenda Items – none

Business Agenda Items (Agenda Items Requiring Action)

1) Meeting Minutes – December 12, 2018 Workshop and Regular
Motion (5604) to approve minutes made by Commissioner Barbosa, second Commissioner Andersen... carried.

2) Financial Report – December 2018
CFO Winzenread informed that report was submitted as part of packet; and asked if there were any questions. Commissioner Louwer questioned the physicals expense of \$40,000 as to if annual, adding that it would be nice to see last year's information to compare. He then inquired as to the \$2500 charitable contribution and if there is a policy on how to be used. CFO Winzenread informed of the generous contribution from citizen's trust and that it was an unrestricted donation and can be used to support operations of district. Walker questioned the Investments, BB& T and 5/3 Bank, why so many? CFO Winzenread informed that we are phasing out BB&T adding that we need to keep 5th 3rd open for life of loan. Commissioner Louwer asked if board can have report for entire year to look at annual budget snapshot including yearly comparison. CFO Winzenread can accommodate request. Commissioner Louwer queried if he could set up time with CFO to go through financials. CFO responded that he is available to go over and explain all financial details. Commissioner Walker suggests pages 1, 2, and 3 of the Financial Report be included in the minutes following approval of report. **Motion** (5605) to approve December financial reports and direct that pages 1,2, and 3 be included as part of minutes was made by Commissioner Walker, second Commissioner Barbosa... carried.

Following motion, CFO Winzenread informed that the signature cards for BankUnited are available and would like to add. Update signature item added to agenda by **motion** (5606) made by Commissioner Walker, seconded Commissioner Barbosa... added.

See last three pages for approved financial reports.

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January 16, 2019
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3) Auditor Engagement Letter

Auditor Jeff Tuscan introduced himself to board and gave summary of audit requirements. Commissioner Walker questioned the setting aside of reserves. Mr. Tuscan explained that if funds are set aside for specific item and later needs changed, request to use for other purpose would need to be authorized by board. Jeff detailed the difference between public and private accounting, specifically reserves. If large unassigned fund balance is not good, better to assign. At least 90 days' operations is required in fund balance is by Florida laws, and should have estimated 30 to 45 days flat out for emergencies in addition to the 90 days. Auditor General requires auditors to comment on financial standings of district. You can have more reserves, not less. CFO Winzenread discussed the original engagement letter and the current submitted engagement letter. Term is now 3 years instead of 5 years. Commissioner Walker questioned if specifics including liability or bonding issues are reviewed. Mr. Tuscan affirmed adding the auditors make sure district is compliant, adding that audit rules are not the same for district as for private entities.

Commissioner Walker mentioned to Mr. Tuscan that the chief is making presentation on signing authorization for checks and asked if he saw any problem with this? Jeff stated he was consulted on this prior to tonight and the district needs workable solution that still has controls in place, adding that it is not unheard of to handle the way it is proposed. Chief states that trying to get to operational efficiency is sole goal for this proposal. Every dollar that is on here, board has already approved the funds being spent. Jennifer reviews and puts together, Mark then reviews prior to checks being produced. Chief does not have access to checks. After lengthy discussion unrelated to engagement letter, **motion** (5607) to enter authorize execution of engagement letter as presented made by Commissioner Langford, second Commissioner Barbosa... carried.

4) Check Signing Authority –

Chief states that Ch 97-340 Laws of Florida, section 5 sub (4) provides the Board with the ability to authorize other persons to sign checks. Does it require policy by board? By taking formal action this provides direction and authorization for this to occur. Pringle states the motion must provide the authority you wish to implement. Commissioner Walker recommends that copies of all invoices be sent to all commissioners prior to payment to allow each availability to review and/or question the expenses. Commissioner Andersen stated that it would be taking step backwards in doing this. The Chief is hired to run the department. He is in place and we should take his best decisions. If something looks odd, can request copy for review and if found outside of guidelines could handle at that time. Need to have trust in Chief and administration. Commissioner Louwer said having to go through all invoices not reasonable, inefficiency will be great. Much discussion continued with Walker opposing process and Commissioners Andersen, Louwer, and Langford in agreement with. Commissioner Barbosa stated that you might see a couple checks a month that may not know what they are. Commissioner Walker suggests the attorney look at and draft policy for next month. Commissioner Louwer made **motions** (5608) to authorize chief to sign checks in amounts up to \$30,000 and in addition, with board approval, monthly recurring expenses of the district with Financial Report review and approval to continue on

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January 16, 2019

6:00 PM

a monthly basis, second offered by Commissioner Andersen. Commissioner Walker requested a roll vote be taken. Vote was as follows:

Commissioner Louwers – aye
Commissioner Langford – aye
Commissioner Andersen – aye
Commissioner Barbosa – aye
Commissioner Walker – aye

Motion carries with a unanimous vote.

4.a.) Banking Signatures

CFO Winzenread informed that need to update signature cards and that BankUnited required copy of minutes as well as an executed resolution provided by them to complete signature authorization process. Following brief discussion and procedural information from attorney, **motion** (5609) to approve the BankUnited resolution as presented and authorize the execution of updated signature card was made by Commissioner Langford, Commissioner Louwer offered second. As there is resolution, roll votes.

Commissioner Louwers – aye
Commissioner Langford – aye
Commissioner Andersen – aye
Commissioner Barbosa – aye
Commissioner Walker – aye

Execution of signature cards and Bank United resolution approved.

5) Executive Report

Chief stated the report was submitted and available for questions. **Motion** (5610) to receive the Executive report was made by Commissioner Langford, seconded Commissioner Andersen... carried.

Attorney Report

Mr. Pringle briefly stated that board approved participation is support of Chapter 191 proposed changes which accomplishes the desired financial tool for board to adopt assessments at board level. Give back on new tool would require board to lower millage rate cap, 1/2 of current rate. Purpose of charging assessment is that revenue stream is steady as opposed to ad valorem which has highs and lows. Thought is if using tool, will be in combination of assessment and ad valorem taxes – separate and apart from tools that currently have. Do not need to utilize. This gives ability does not mandate use. The fee process of determining benefit and imposing assessment would be the same as the prior attempt. Once analysis is complete, can impose without voter approval. Can be opted in and out on annual basis.

Lee County drafted ordinance on COPCN and Chief gave copy to attorney to review. Looks as attempt to grab control of District's authority on medical response, medical director, and standards. Have ability to create standards as opposed to the State standards that we work under. Working to extract and exclude independent fire districts from the ordinance and protect District from ordinance. Lee County Fire Chiefs Association strongly opposes this proposed ordinance by County.

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As a follow-up to attorney Morinelli's presentation, reiterating that the final decision on Collective Bargaining Agreement lies with the board in all cases.

Motion (5611) to accept attorney report made by Commissioner Andersen, second Commissioner Barbosa ... carried.

DVP Reports – Districts 7 & 25

District 7 – Not present

District 25 – Nothing to report, per DVP Mascarelli, adding that DVP Tansey told him he also had nothing.

Public Input on Non-Business Agenda Items – none

Commissioner Comment

Commissioner Barbosa mentioned that in reading in statutes, he noticed that District has power of eminent domain. Commissioner Walker then stated that a job description for assistant chief was done and there was a requirement pushed through that would need to be done prior to application for position of Chief. He then corrected that meant Chief's job description, adding that only one individual qualified to apply for position. Chief added that at time only one had EFO certification, but now have three enrolled and accepted and that program has been changed to two years from four. He had reservations previously about the requirement; but having those apply there is a reverse challenge. Following brief discussion on EFO requirements, Commissioner Walker directed chief to add chief job description to next month's agenda to amend EFO to preferred.

Adjournment

Motion to adjourn made by Commissioner Langford, second Commissioner Andersen... carried.

Meeting adjourned at 8:04 p.m.

Approved by: _____

**IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT
FINANCIAL REPORT NOTES
BALANCE SHEET AND STATEMENTS OF REVENUES AND EXPENDITURES
(UNAUDITED)**

For the three Months Ended December 31, 2018

Notable items on the Balance Sheet:

Cash and Investments

The rate of return on surplus funds held in Florida PRIME (Florida Local Government Investment Pool) increased to 2.56% for the month of December, up from 2.44% in November.

Liabilities

Liabilities totaling \$20,016 consist of amounts withheld from employees' pay for required retirement contributions.

Notable items on the Statements of Revenues and Expenditures:

Revenues

- Received approximately \$12 million in ad valorem tax revenues during the month of December. To date the District has received about 84.5% of the annual budgeted total.
- Received inspection fees of approximately \$9,500
- Received a donation of \$2,500 from the charitable trust of an individual.

Expenditures

Notable expenditures for the month of December include:

- Annual employee physicals - \$40,865
- Final quarterly installment on Truck #74 capital lease - \$28,564
- Annual renewal for Fire/EMS reporting software - \$25,415

Total expenditures reflect 22.1% of budget and are well within the expected range.

IONA MCGREGOR FIRE DISTRICT (IMF)

ASSETS

CASH

| | | |
|--------------------------------|-----------------|--|
| Operating Account - BB&T | \$ 1,102,459.48 | |
| Operating Account - BankUnited | 2,136,931.09 | |
| Petty Cash | 100.00 | |

Total CASH:

3,239,490.57

INVESTMENTS

| | | |
|---------------------------------------|---------------|--|
| Investments - SBA | 12,941,405.74 | |
| Investments - BB&T Money Rate Savings | 1,005,685.52 | |
| Money Market - BankUnited | 2,010,439.77 | |
| Investments - 5/3 Bank | 595,788.70 | |

Total INVESTMENTS:

16,553,319.73

ACCOUNTS RECEIVABLE

| | | |
|---------------------|----------|--|
| Accounts Receivable | 2,634.53 | |
|---------------------|----------|--|

Total ACCOUNTS RECEIVABLE:

2,634.53

Total ASSETS:

\$ 19,795,444.83

LIABILITIES

| | | |
|-------------------------------------|-----------|--|
| FRS - Employee Contribution - ADMIN | 3,494.64 | |
| FRS - Employee Contribution - OPS | 16,521.53 | |

Total LIABILITIES:

20,016.17

EQUITY

| | | |
|---|---------------|--|
| Retained Earnings-Current Year | 12,064,519.92 | |
| Prior Year Revenues Over/(Under) Expenditures | 776,646.20 | |
| Fund Balance | 6,934,262.54 | |

Total EQUITY:

19,775,428.66

Total LIABILITIES & EQUITY:

\$ 19,795,444.83

IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT
SUMMARY STATEMENT OF ACTIVITIES - GENERAL FUND
For the Three Months Ended December 31, 2018 (Unaudited)

| Revenues | Amended | Actual | Variance | |
|--|-------------------|-------------------|--------------------|---------------|
| | Budget | | \$ | % |
| Cash Carry Forward | \$ 7,362,557 | | | |
| Ad valorem taxes | 19,620,023 | \$ 16,507,816 | \$ (3,112,207) | 84.14% |
| Permits, Fees & Special Assessments | 75,000 | - | (75,000) | 0.00% |
| Intergovernmental | 47,040 | - | (47,040) | 0.00% |
| Charges for services | 55,000 | 23,328 | (31,672) | 42.41% |
| Miscellaneous | 227,000 | 69,015 | (157,985) | 30.40% |
| Proceeds from debt | - | - | - | N/A |
| Total Revenues | 20,024,063 | 16,600,159 | (3,423,904) | 82.90% |
| Total revenues and cash carry forward | 27,386,620 | | | |
| Expenditures | | | | |
| Personnel services | | | | |
| Salaries | 10,338,780 | 2,325,431 | 8,013,349 | 22.49% |
| Benefits | 5,513,428 | 1,106,800 | 4,406,628 | 20.07% |
| Operating Expenditures | | | | |
| Professional and contractual | 762,222 | 398,122 | 364,100 | 52.23% |
| Travel | 84,050 | 5,353 | 78,697 | 6.37% |
| Communications & freight | 133,850 | 25,394 | 108,456 | 18.97% |
| Utilities, equipment rental, and insurance | 289,603 | 104,675 | 184,928 | 36.14% |
| Repairs and maintenance | 578,013 | 111,847 | 466,166 | 19.35% |
| Other operational and administrative | 463,362 | 198,135 | 265,227 | 42.76% |
| Supplies, tools & small equipment | 394,809 | 93,382 | 301,427 | 23.65% |
| Education and training | 112,940 | 23,558 | 89,382 | 20.86% |
| Capital expenditures | 1,426,886 | 22,868 | 1,404,018 | 1.60% |
| Debt service | 456,850 | 120,072 | 336,778 | 26.28% |
| Total Expenditures | 20,554,793 | 4,535,639 | 16,019,154 | 22.07% |
| Revenues over/(under) expenditures | (530,730) | \$ 12,064,520 | \$ 12,595,250 | |
| Fund Balance/Cash Carry Forward | 6,831,827 | | | |
| Total expenditures and reserves | \$ 27,386,620 | | | |
| | | | | |
| | | <u>DECEMBER</u> | <u>NOVEMBER</u> | |
| Cash Balances | | | | |
| BB&T - Operating | | \$ 1,102,459 | \$ 6,033,290 | |
| BankUnited - Operating | | 2,136,931 | 52,536 | |
| Petty Cash | | 100 | 100 | |
| | | <u>3,239,491</u> | <u>6,085,926</u> | |
| Investments | | | | |
| General - SBA - Fund A | | 12,941,406 | 1,674,618 | |
| BB&T Money Market | | 1,005,686 | 1,005,532 | |
| BankUnited Money Market | | 2,010,440 | 503,256 | |
| 5/3 Bank | | 595,789 | 594,611 | |
| | | <u>16,553,320</u> | <u>3,778,016</u> | |
| Total Cash and Investments | | \$ 19,792,810 | \$ 9,863,942 | |

Submitted for approval on November 14, 2018

Approved By: _____

(Signature)

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Iona McGregor Fire District
Financial Report
02/20/2019

| <u>Included Reports (unaudited)</u> | <u>Page(s)</u> |
|---|----------------|
| Financial Report Notes | 1 |
| Balance Sheet as of January 31, 2019 | 2 |
| Summary Statement of Activities – General Fund | 3 |
| Detailed Statement of Activities – General Fund | 4-5 |
| Ad Valorem Tax Analysis | 6 |
| Check Registers – Month of January 2019 | 7-9 |

**IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT
FINANCIAL REPORT NOTES
BALANCE SHEET AND STATEMENTS OF REVENUES AND EXPENDITURES
(UNAUDITED)
For the four Months Ended January 31, 2019**

Notable items on the Balance Sheet:

Cash and Investments

The rate of return on surplus funds held in Florida PRIME (Florida Local Government Investment Pool) increased to 2.67% for the month of January, up from 2.56% in December.

Liabilities

Liabilities totaling \$20,550 consist of amounts withheld from employees' pay for required retirement contributions.

Notable items on the Statements of Revenues and Expenditures:

Revenues

- Received approximately \$766,000 in ad valorem tax revenues during the month of January. To date the District has received about 88% of the annual budgeted total.
- Received the first quarterly distribution of impact fees of approximately \$20,000 (impact fees are restricted and are currently used to pay principal and interest on the capital lease from the construction of Station 75)
- Interest on invested surplus funds totaled \$31,667

Expenditures

Notable expenditures for the month of January include:

- Annual installment on capital lease for air packs - \$62,251
- Progress payment on annual audit for 2018 - \$11,000
- Annual contribution to VEBA (Iona McGregor Retiree Insurance Trust) - \$470,963

Total expenditures reflect 32.44% of budget and are within expected ranges.

Other Notes:

The monthly check listing now includes electronic payments as well as checks. The electronic payments have check numbers that start with "W" and show "Wire Transfer" as the check type. The wire transfer notation is the default of the accounting software; however, the electronic payments are processed through ACH transactions.

IONA MCGREGOR FIRE DISTRICT (IMF)

ASSETS

CASH

| | | | |
|--------------------------------|----|------------|--------------|
| Operating Account - BB&T | \$ | 927,135.67 | |
| Operating Account - BankUnited | | 944,992.40 | |
| Petty Cash | | 100.00 | |
| | | | |
| Total CASH: | | | 1,872,228.07 |

INVESTMENTS

| | | | |
|---------------------------------------|--|---------------|---------------|
| Investments - SBA | | 11,468,270.11 | |
| Investments - BB&T Money Rate Savings | | 1,005,839.28 | |
| Money Market - BankUnited | | 3,519,906.05 | |
| Investments - 5/3 Bank | | 596,940.08 | |
| | | | |
| Total INVESTMENTS: | | | 16,590,955.52 |

ACCOUNTS RECEIVABLE

| | | | |
|----------------------------|--|----------|----------|
| Accounts Receivable | | 2,305.21 | |
| | | | |
| Total ACCOUNTS RECEIVABLE: | | | 2,305.21 |

Total ASSETS:

\$ 18,465,488.80

LIABILITIES

| | | | |
|-------------------------------------|--|-----------|-----------|
| FRS - Employee Contribution - ADMIN | | 3,404.21 | |
| FRS - Employee Contribution - OPS | | 17,145.62 | |
| | | | |
| Total LIABILITIES: | | | 20,549.83 |

EQUITY

| | | | |
|---|--|---------------|---------------|
| Retained Earnings-Current Year | | 10,734,030.23 | |
| Prior Year Revenues Over/(Under) Expenditures | | 776,646.20 | |
| Fund Balance | | 6,934,262.54 | |
| | | | |
| Total EQUITY: | | | 18,444,938.97 |

Total LIABILITIES & EQUITY:

\$ 18,465,488.80

IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT
SUMMARY STATEMENT OF ACTIVITIES - GENERAL FUND
For the Four Months Ended January 31, 2019 (Unaudited)

| Revenues | Amended | Actual | Variance | |
|--|-----------------------|----------------------|----------------------|---------------|
| | Budget | | \$ | % |
| Cash Carry Forward | \$ 7,362,557 | | | |
| Ad valorem taxes | 19,620,023 | \$ 17,250,207 | \$ (2,369,816) | 87.92% |
| Permits, Fees & Special Assessments | 75,000 | 19,918 | (55,082) | 26.56% |
| Intergovernmental | 47,040 | - | (47,040) | 0.00% |
| Charges for services | 55,000 | 28,042 | (26,958) | 50.99% |
| Miscellaneous | 227,000 | 103,286 | (123,714) | 45.50% |
| Proceeds from debt | - | - | - | N/A |
| Total Revenues | 20,024,063 | 17,401,453 | (2,622,610) | 86.90% |
| Total revenues and cash carry forward | <u>27,386,620</u> | | | |
| Expenditures | | | | |
| Personnel services | | | | |
| Salaries | 10,338,780 | 3,389,224 | 6,949,556 | 32.78% |
| Benefits | 5,513,428 | 1,972,672 | 3,540,756 | 35.78% |
| Operating Expenditures | | | | |
| Professional and contractual | 762,222 | 451,674 | 310,548 | 59.26% |
| Travel | 84,050 | 15,869 | 68,181 | 18.88% |
| Communications & freight | 133,850 | 34,196 | 99,654 | 25.55% |
| Utilities, equipment rental, and insurance | 289,603 | 123,034 | 166,569 | 42.48% |
| Repairs and maintenance | 578,013 | 131,091 | 446,922 | 22.68% |
| Other operational and administrative | 463,362 | 205,361 | 258,001 | 44.32% |
| Supplies, tools & small equipment | 394,809 | 112,748 | 282,061 | 28.56% |
| Education and training | 112,940 | 26,364 | 86,576 | 23.34% |
| Capital expenditures | 1,426,886 | 22,868 | 1,404,018 | 1.60% |
| Debt service | 456,850 | 182,323 | 274,527 | 39.91% |
| Total Expenditures | 20,554,793 | 6,667,423 | 13,887,370 | 32.44% |
| Revenues over/(under) expenditures | <u>(530,730)</u> | <u>\$ 10,734,030</u> | <u>\$ 11,264,760</u> | |
| Fund Balance/Cash Carry Forward | <u>6,831,827</u> | | | |
| Total expenditures and reserves | <u>\$ 27,386,620</u> | | | |
| | | | | |
| | | <u>JANUARY</u> | <u>DECEMBER</u> | |
| Cash Balances | | | | |
| BB&T - Operating | | \$ 927,136 | \$ 1,102,459 | |
| BankUnited - Operating | | 944,992 | 2,136,931 | |
| Petty Cash | | 100 | 100 | |
| | | <u>1,872,228</u> | <u>3,239,491</u> | |
| Investments | | | | |
| General - SBA - Fund A | | 11,468,270 | 12,941,406 | |
| BB&T Money Market | | 1,005,839 | 1,005,686 | |
| BankUnited Money Market | | 3,519,906 | 2,010,440 | |
| 5/3 Bank | | <u>596,940</u> | <u>595,789</u> | |
| | | <u>16,590,956</u> | <u>16,553,320</u> | |
| Total Cash and Investments | | <u>\$ 18,463,184</u> | <u>\$ 19,792,810</u> | |

Submitted for approval on February 20, 2019

Approved By: _____
(Signature)

IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT
DETAILED STATEMENT OF ACTIVITIES - GENERAL FUND
For the Four Months Ended January 31, 2019 (Unaudited)

| | AMENDED BUDGET | ACTUAL | VARIANCE | |
|--------------------------------|-------------------|---------------|----------------|---------|
| | | | \$ | % |
| REVENUES | | | | |
| Cash Carry Forward | \$ 7,362,557 | | | |
| Ad Valorem Taxes | 20,253,023 | \$ 17,956,839 | \$ (2,296,184) | 88.66% |
| Excess fees | 130,000 | - | (130,000) | 0.00% |
| Penalties | 15,000 | 2,170 | (12,830) | 14.46% |
| Discounts | (732,000) | (708,088) | 23,912 | 96.73% |
| Refunds Deducted | (50,000) | (1,546) | 48,454 | 3.09% |
| Ad Valorem Taxes Prior Years | 4,000 | 833 | (3,167) | 20.83% |
| Impact Fees | 75,000 | 19,918 | (55,082) | 26.56% |
| FEMA Revenue | - | - | - | N/A |
| State Firefighter Supplemental | 47,040 | - | (47,040) | 0.00% |
| Grant Revenue | - | - | - | N/A |
| Inspection Fees | 50,000 | 27,602 | (22,398) | 55.20% |
| CPR - Books & Masks | 5,000 | 440 | (4,560) | 8.80% |
| Interest Check/Demand Accounts | 180,000 | 68,570 | (111,430) | 38.09% |
| Rents | 27,000 | 1,800 | (25,200) | 6.67% |
| Sale of Equipment | 15,000 | 28,705 | 13,705 | 191.37% |
| Contributions | 5,000 | 2,600 | (2,400) | 52.00% |
| Miscellaneous | - | 1,612 | 1,612 | N/A |
| Proceeds from Debt | - | - | - | N/A |
| Total Revenues | 20,024,063 | 17,401,453 | (2,622,610) | 86.90% |

Total Revenues and Cash Carry Forward 27,386,620

EXPENDITURES

| | | | | |
|---|-------------------|------------------|-------------------|---------------|
| Personnel Services | | | | |
| Salaries -- Commissioners | 30,000 | 7,750 | 22,250 | 25.83% |
| Salaries - ADM | 2,205,240 | 525,919 | 1,679,321 | 23.85% |
| Salaries - OPS | 6,339,163 | 2,079,209 | 4,259,954 | 32.80% |
| Salaries - FLSA | 493,298 | 163,183 | 330,115 | 33.08% |
| Salaries - Sick Pay - ADM | 111,226 | - | 111,226 | 0.00% |
| Salaries - Sick Pay - OPS | 223,140 | - | 223,140 | 0.00% |
| Salaries - Holiday Pay | 121,625 | 47,751 | 73,874 | 39.26% |
| Salaries - Out of Class Pay | 55,000 | 13,885 | 41,115 | 25.24% |
| Salaries - One Time Payouts - ADM | 44,118 | - | 44,118 | 0.00% |
| Salaries - One Time Payouts - OPS | 79,980 | 74,199 | 5,781 | 92.77% |
| Salaries - Clothing and Uniform Allowance | 4,000 | - | 4,000 | 0.00% |
| Salaries - Clothing and Uniform Allowance | 23,400 | - | 23,400 | 0.00% |
| Salaries - Ins Deductible & Subsidy- ADM | - | - | - | N/A |
| Salaries - Ins Deductible & Subsidy- OPS | 42,241 | 15,350 | 26,891 | 36.34% |
| Salaries - Phone Allowance | 18,780 | 4,670 | 14,110 | 24.87% |
| Salaries - On/Off Duty Training | - | 3,067 | (3,067) | N/A |
| Salaries - ER H.S.A Contribution - ADM | 71,000 | 47,000 | 24,000 | 66.20% |
| Salaries - ER H.S.A Contribution - OPS | 231,000 | 237,500 | (6,500) | 102.81% |
| Salaries - Overtime Staffing - ADM | 9,027 | 483 | 8,544 | 5.35% |
| Salaries - Overtime Staffing - OPS | 108,118 | 72,130 | 35,988 | 66.71% |
| Salaries - Overtime Training - OPS | 73,464 | 2,456 | 71,008 | 3.34% |
| Salaries - Overtime USAR/Strike Teams - ADM | - | 39,752 | (39,752) | N/A |
| Salaries - Overtime USAR/Strike Teams - OPS | - | 35,621 | (35,621) | N/A |
| Salaries - State Education ADM | 19,080 | 5,150 | 13,930 | 26.99% |
| Salaries - State Education OPS | 35,880 | 14,150 | 21,730 | 39.44% |
| FICA Taxes Regular Admin/Commissioners | 139,311 | 25,418 | 113,893 | 18.25% |
| FICA Taxes Regular Operations | 468,130 | 149,022 | 319,108 | 31.83% |
| Medicare - ADM | 34,921 | 8,396 | 26,525 | 24.04% |
| Medicare - OPS | 109,483 | 36,052 | 73,431 | 32.93% |
| Retirement - ADM | 431,303 | 88,624 | 342,679 | 20.55% |
| Retirement - OPS | 1,716,807 | 418,079 | 1,298,728 | 24.35% |
| Veba Plan Contribution - ADM | 114,061 | 104,659 | 9,402 | 91.76% |
| Veba Plan Contribution - OPS | 374,385 | 366,304 | 8,081 | 97.84% |
| Health Insurance - ADM | 625,596 | 186,897 | 438,699 | 29.88% |
| Health Insurance - OPS | 1,181,340 | 396,474 | 784,866 | 33.56% |
| Health Insurance - Admin Contribution | (23,170) | (6,062) | (17,108) | 26.16% |
| Health Insurance - OPS Contribution | (70,447) | (23,614) | (46,833) | 33.52% |
| Health Insurance - Retiree Contribution | (256,443) | (87,062) | (169,381) | 33.95% |
| Employee Insurance - Other - ADM | 100,033 | 33,704 | 66,329 | 33.69% |
| Employee Insurance - Other - OPS | 250,133 | 98,251 | 151,882 | 39.28% |
| Workers Compensation Insurance - ADM | 56,983 | 31,143 | 25,840 | 54.65% |
| Workers Compensation Insurance - OPS | 261,002 | 146,388 | 114,614 | 56.09% |
| Total Personnel Services | 15,852,208 | 5,361,895 | 10,490,313 | 33.82% |

IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT
DETAILED STATEMENT OF ACTIVITIES - GENERAL FUND
For the Four Months Ended January 31, 2019 (Unaudited)

| | AMENDED BUDGET | ACTUAL | VARIANCE | |
|---|----------------------|----------------------|-------------------|---------------|
| | | | \$ | % |
| Operating Expenditures | | | | |
| Legal | 80,000 | 855 | 79,145 | 1.07% |
| Computer Support Services | 55,000 | 20,374 | 34,626 | 37.04% |
| Other Professional | 27,300 | 10,417 | 16,883 | 38.16% |
| Audit and Accounting | 35,000 | 12,500 | 22,500 | 35.71% |
| Tax Collectors Commission | 395,000 | 346,536 | 48,464 | 87.73% |
| Property Appraisers Commission | 135,262 | 47,455 | 87,807 | 35.08% |
| Custodial & Janitorial Services | 20,660 | 10,413 | 10,247 | 50.40% |
| Other Services - MVR Review | 14,000 | 3,125 | 10,875 | 22.32% |
| Travel and Per Diem | 84,050 | 15,869 | 68,181 | 18.88% |
| Telephones | 86,400 | 28,535 | 57,865 | 33.03% |
| Wireless User Fee | 43,650 | 4,619 | 39,031 | 10.58% |
| High Speed Internet Connect | 2,100 | 677 | 1,423 | 32.26% |
| Freight & Postage | 1,700 | 364 | 1,336 | 21.41% |
| Water | 13,735 | 3,184 | 10,551 | 23.18% |
| Electricity | 60,345 | 11,284 | 49,061 | 18.70% |
| Cable Television | 3,171 | 1,073 | 2,098 | 33.83% |
| Garbage | 12,936 | 2,740 | 10,196 | 21.18% |
| Propane | 5,725 | 2,853 | 2,872 | 49.84% |
| Equipment Rentals & Leases | 47,636 | 16,224 | 31,412 | 34.06% |
| Insurance | 146,055 | 85,677 | 60,378 | 58.66% |
| Equipment Maintenance | 82,850 | 3,953 | 78,897 | 4.77% |
| Building Maintenance | 343,159 | 83,707 | 259,452 | 24.39% |
| Vehicle Maintenance | 152,004 | 43,431 | 108,573 | 28.57% |
| Promotional Activities | 37,000 | 1,959 | 35,041 | 5.29% |
| Promotional Activities-ADM | 2,500 | 1,059 | 1,441 | 42.37% |
| Turnout Gear | 172,190 | 112,402 | 59,788 | 65.28% |
| Capital Outlay under \$1,000 | 87,997 | 30,623 | 57,374 | 34.80% |
| Annual Medical Exams/Wellness | 50,000 | 44,770 | 5,230 | 89.54% |
| Legal Advertising | 3,675 | 384 | 3,291 | 10.46% |
| Hiring Costs | 44,500 | 777 | 43,723 | 1.75% |
| Uniforms | 55,500 | 11,185 | 44,315 | 20.15% |
| Office Supplies | 10,000 | 2,202 | 7,798 | 22.02% |
| Fuel | 110,000 | 21,800 | 88,200 | 19.82% |
| Janitorial Supplies | 24,000 | 5,996 | 18,004 | 24.98% |
| Medical Supplies | 65,820 | 16,781 | 49,039 | 25.50% |
| Other Operating Supplies | 71,980 | 14,118 | 57,862 | 19.61% |
| Memberships, Publications & Subscriptions | 123,009 | 54,053 | 68,956 | 43.94% |
| Educational Reimbursement | 58,580 | 16,466 | 42,114 | 28.11% |
| Training | 54,360 | 9,898 | 44,462 | 18.21% |
| Total Operating | 2,818,849 | 1,100,336 | 1,718,513 | 39.03% |
| Capital Outlay | | | | |
| Buildings | 3,400 | - | 3,400 | 0.00% |
| Equipment | 98,590 | 22,868 | 75,722 | 23.20% |
| Vehicles | 1,324,896 | - | 1,324,896 | 0.00% |
| Total Capital Outlay | 1,426,886 | 22,868 | 1,404,018 | 1.60% |
| Debt Service | | | | |
| Principal | 444,107 | 175,607 | 268,500 | 39.54% |
| Interest | 12,743 | 6,716 | 6,027 | 52.71% |
| Total Debt Service | 456,850 | 182,323 | 274,527 | 39.91% |
| Total Expenditures | 20,554,793 | 6,667,423 | 13,962,742 | 32.44% |
| Revenues over Expenditures | | \$ 10,734,030 | | |
| Reserves | | | | |
| Assigned: | | | | |
| Operating Expenditures Oct - Dec | 4,716,470 | | | |
| Hurricane/Disaster | 1,572,157 | | | |
| Apparatus | 500,000 | | | |
| Unassigned: | | | | |
| General Operating | 43,200 | | | |
| Total Reserves | 6,831,827 | | | |
| Total Expenditures and Reserves | \$ 27,386,620 | | | |

* Note - The "other" column includes prior year taxes, penalties, refunds, corrections, interest and other costs.

| Fiscal Year | | Revenue | Discounts | Commissions |
|-------------|--------|------------|-----------|-------------|
| 2019 | | | | |
| | Budget | 20,352,023 | 732,000 | 395,000 |
| | Actual | 17,958,295 | 708,088 | 346,536 |
| | | 88.24% | 96.73% | 87.73% |
| 2018 | | | | |
| | Budget | 19,193,971 | 690,000 | 383,000 |
| | Actual | 16,785,828 | 663,759 | 324,623 |
| | | 87.45% | 96.20% | 84.76% |
| 2017 | | | | |
| | Budget | 18,354,838 | 645,000 | 359,000 |
| | Actual | 16,215,496 | 641,081 | 313,414 |
| | | 88.34% | 99.39% | 87.30% |
| 2016 | | | | |
| | Budget | 17,185,982 | 600,000 | 335,000 |
| | Actual | 15,149,286 | 597,019 | 292,424 |
| | | 88.15% | 99.50% | 87.29% |
| 2015 | | | | |
| | Budget | 16,336,286 | 570,000 | 315,000 |
| | Actual | 14,284,797 | 561,222 | 275,759 |
| | | 87.44% | 98.46% | 87.54% |
| 2014 | | | | |
| | Budget | 15,328,367 | 523,000 | 282,000 |
| | Actual | 13,167,642 | 519,121 | 254,309 |
| | | 85.90% | 99.26% | 90.18% |

Check History Report
Sorted By Check Number
Activity From: 1/1/2019 to 1/31/2019

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IONA MCGREGOR FIRE DISTRICT (IMF)

Bank Code: B BANKUNITED - OPERATING

| Check Number | Check Date | Vendor Number | Name | Check Amount | Check Type |
|---------------|------------|---------------|-----------------------------------|--------------|------------|
| 018000 | 1/30/2019 | | ***Void Check*** | | |
| 018001 | 1/30/2019 | | ***Void Check*** | | |
| 018002 | 1/30/2019 | | ***Void Check*** | | |
| 018003 | 1/30/2019 | | ***Void Check*** | | |
| 018004 | 1/30/2019 | | ***Void Check*** | | |
| 018005 | 1/30/2019 | | ***Void Check*** | | |
| 018006 | 1/29/2019 | | ***Void Check*** | | |
| 018006 | 1/28/2019 | | ***Void Check*** | | |
| 018007 | 1/29/2019 | ACTION | ACTION AUTOMATIC DOOR CO. | 720.00 | Auto |
| 018008 | 1/29/2019 | BOA4074 | BUSINESS CARD | 9,895.31 | Auto |
| 018009 | 1/29/2019 | BURKE | BURKE, BOGART & BROWNELL, INC. | 1,025.00 | Auto |
| 018010 | 1/29/2019 | CINTAS | CINTAS CORPORATION #294 | 62.00 | Auto |
| 018011 | 1/29/2019 | CMRO | COASTAL MRO, INC. | 31.00 | Auto |
| 018012 | 1/29/2019 | COMMUNI | COMMUNITY FIRST NATIONAL BANK | 62,250.59 | Auto |
| 018013 | 1/29/2019 | CORPORA | CORPORATE BILLING, INC | 1,135.16 | Auto |
| 018014 | 1/29/2019 | DYNAMIC | DYNAMIC PEST CONTROL, INC. | 758.00 | Auto |
| 018015 | 1/29/2019 | EMP | EMERGENCY MEDICAL PRODUCTS | 230.16 | Auto |
| 018016 | 1/29/2019 | FASTSIG | FASTSIGNS | 216.15 | Auto |
| 018017 | 1/29/2019 | FFS | FL FIRE SYSTEMS, LLC | 1,950.65 | Auto |
| 018018 | 1/29/2019 | FPL0598 | FL POWER & LIGHT CO. | 1,150.66 | Auto |
| 018019 | 1/29/2019 | FPL3327 | FL POWER & LIGHT CO. | 12.47 | Auto |
| 018020 | 1/29/2019 | FPL6245 | FL POWER & LIGHT CO. | 505.48 | Auto |
| 018021 | 1/29/2019 | GAVINS | GAVIN'S ACE HARDWARE | 24.18 | Auto |
| 018022 | 1/29/2019 | GRALEY | GRALEY MECHANICAL, INC. | 150.00 | Auto |
| 018023 | 1/29/2019 | HAGEWOO | RONNIE HAGEWOOD | 722.64 | Auto |
| 018023 | 1/29/2019 | HAGEWOO | RONNIE HAGEWOOD | 722.64- | Reversal |
| 018024 | 1/29/2019 | HARBOR | HARBOR FREIGHT TOOLS | 153.88 | Auto |
| 018025 | 1/29/2019 | LOWES | LOWE'S | 789.28 | Auto |
| 018026 | 1/29/2019 | MARCADI | MARCADIS SINGER, PA TRUST ACCOUNT | 233.70 | Auto |
| 018027 | 1/29/2019 | NAFECO | NAFECO | 41.95 | Auto |
| 018028 | 1/29/2019 | OFFICE | OFFICE DEPOT BUSINESS ACCOUNT | 159.57 | Auto |
| 018029 | 1/29/2019 | PHARMA | PHARMALINK, INC. | 600.00 | Auto |
| 018030 | 1/29/2019 | PITNEY | PITNEY BOWES PURCHASE POWER | 100.00 | Auto |
| 018031 | 1/29/2019 | PRIN VI | PRINCIPAL LIFE - VISION | 1,077.23 | Auto |
| 018032 | 1/29/2019 | PRINCIP | PRINCIPAL LIFE INSURANCE CO | 13,561.31 | Auto |
| 018033 | 1/29/2019 | QUILTY | MICHAEL QUILTY | 399.40 | Auto |
| 018034 | 1/29/2019 | RICOH | RICOH USA, INC. | 420.36 | Auto |
| 018035 | 1/29/2019 | SOUTH | SOUTH FL EMERGENCY VEHICLES | 1,546.39 | Auto |
| 018036 | 1/29/2019 | STAND | STANDARD INSURANCE CO. | 12,461.32 | Auto |
| 018037 | 1/29/2019 | SWFPFF | SW FL PROFESSIONAL FIREFIGHTER | 2,297.40 | Auto |
| 018038 | 1/29/2019 | SWPOLY | SW FL POLYGRAPH & BACKGROUND | 149.99 | Auto |
| 018039 | 1/29/2019 | TANSEY | BRIAN TANSEY | 44.00 | Auto |
| 018040 | 1/29/2019 | TEAM | TEAM EQUIPMENT, INC. | 100.73 | Auto |
| 018041 | 1/29/2019 | TUSCAN | TUSCAN & COMPANY, PA | 11,000.00 | Auto |
| 018042 | 1/29/2019 | VALVO | SUNSHINE LUBES LLC | 64.67 | Auto |
| 018043 | 1/29/2019 | WILDCAT | WILDCAT RENOVATION, LLC | 2,250.00 | Auto |
| Bank B Total: | | | | 127,567.99 | |

Check History Report
Sorted By Check Number
Activity From: 1/1/2019 to 1/31/2019

IONA MCGREGOR FIRE DISTRICT (IMF)

Bank Code: C BB&T - OPERATING

| Check Number | Check Date | Vendor Number | Name | Check Amount | Check Type |
|--------------|------------|---------------|--|--------------|---------------|
| 017559 | 1/16/2019 | ACTION | ACTION AUTOMATIC DOOR CO. | 195.00 | Auto |
| 017560 | 1/16/2019 | AD | ADVANCED DISPOSAL-FT MYERS | 684.96 | Auto |
| 017561 | 1/16/2019 | AIRGAS | AIRGAS | 528.43 | Auto |
| 017562 | 1/16/2019 | ARMCHEM | ARMCHEM INTERNATIONAL | 608.00 | Auto |
| 017563 | 1/16/2019 | BENNETT | BENNETT FIRE PRODUCTS CO, INC | 395.50 | Auto |
| 017564 | 1/16/2019 | BOA1124 | BANK OF AMERICA BUSINESS CARD | 23.40 | Auto |
| 017565 | 1/16/2019 | BOA4074 | BUSINESS CARD | 5,888.28 | Auto |
| 017566 | 1/16/2019 | BOA4458 | BANK OF AMERICA BUSINESS CARD | 200.00 | Auto |
| 017567 | 1/16/2019 | BOA8690 | BANK OF AMERICA BUSINESS CARD | 29.55 | Auto |
| 017568 | 1/16/2019 | BOA9268 | BANK OF AMERICA | 35.43 | Auto |
| 017569 | 1/16/2019 | BOA9353 | BANK OF AMERICA BUSINESS CARD | 25.00 | Auto |
| 017570 | 1/16/2019 | BUCK | BUCKEYE CLEANING CENTERS | 1,628.84 | Auto |
| 017571 | 1/16/2019 | CINTAS | CINTAS CORPORATION #294 | 62.00 | Auto |
| 017572 | 1/16/2019 | COMPRES | COMPRESSED AIR SUPPLIES & EQUIPMENT, INC | 480.85 | Auto |
| 017573 | 1/16/2019 | CRS | CRS TECHNOLOGY | 3,700.00 | Auto |
| 017574 | 1/16/2019 | CRYSTAL | CRYSTAL SPRINGS | 42.03 | Auto |
| 017575 | 1/16/2019 | DINGLE | SCOTT DINGLE | 300.00 | Auto |
| 017576 | 1/16/2019 | EMERSAF | EMERGENCY SAFETY SUPPLY LLC | 259.93 | Auto |
| 017577 | 1/16/2019 | EMP | EMERGENCY MEDICAL PRODUCTS | 1,516.35 | Auto |
| 017578 | 1/16/2019 | ESCAMIL | JUAN F. ESCAMILLA | 406.08 | Auto |
| 017579 | 1/16/2019 | FASTSIG | FASTSIGNS | 60.00 | Auto |
| 017580 | 1/16/2019 | FIRST | FIRST RESPONDER NEWSPAPER | 145.00 | Auto |
| 017581 | 1/16/2019 | FPL8590 | FL POWER & LIGHT CO. | 403.93 | Auto |
| 017582 | 1/16/2019 | GAVINS | GAVIN'S ACE HARDWARE | 47.67 | Auto |
| 017583 | 1/16/2019 | GROUND | GROUND EFFECTS | 1,075.00 | Auto |
| 017584 | 1/16/2019 | HAMILTO | HAMILTON'S UNIFORMS, LLC | 226.80 | Auto |
| 017585 | 1/16/2019 | IMRINST | IONA MCGREGOR RETIREE INS TRUS | 470,963.00 | Auto |
| 017586 | 1/16/2019 | LEE DOT | LEE COUNTY BOCC | 3,077.10 | Auto |
| 017587 | 1/16/2019 | LEESAR | LEESAR INC | 2,541.22 | Auto |
| 017588 | 1/16/2019 | MARCADI | MARCADIS SINGER, PA TRUST ACCOUNT | 467.40 | Auto |
| 017589 | 1/16/2019 | MARINE | MARINEMAX | 197.97 | Auto |
| 017590 | 1/16/2019 | MARRERO | PETER MARRERO | 150.00 | Auto |
| 017591 | 1/16/2019 | MOZES | JACKIELOU MOZES | 660.00 | Auto |
| 017592 | 1/16/2019 | NAFECO | NAFECO | 598.16 | Auto |
| 017593 | 1/16/2019 | NEWSLEG | THE NEWS PRESS | 330.72 | Auto |
| 017594 | 1/16/2019 | OGL#2 | OGLETREE DEAKINS CONFERENCES | 1,290.00 | Auto |
| 017595 | 1/16/2019 | PGIT | PREFERRED GOVERNMENTAL INS TRUST | 25,313.67 | Auto |
| 017596 | 1/16/2019 | PITNEYB | PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC | 159.00 | Auto |
| 017597 | 1/16/2019 | QUAD | QUADMED, INC. | 1,660.60 | Auto |
| 017598 | 1/16/2019 | RICOH | RICOH USA, INC. | 78.63 | Auto |
| 017599 | 1/16/2019 | ROGUE | ROGUE FITNESS | 2,400.80 | Auto |
| 017600 | 1/16/2019 | RYAN | RYAN PETROLEUM | 4,947.65 | Auto |
| 017601 | 1/16/2019 | SOUTH | SOUTH FL EMERGENCY VEHICLES | 9,371.48 | Auto |
| 017602 | 1/16/2019 | SWFPFF | SW FL PROFESSIONAL FIREFIGHTER | 2,297.40 | Auto |
| 017603 | 1/16/2019 | SWSAC | SOUTHWEST SPECIALTY ADV INC. | 839.39 | Auto |
| 017604 | 1/16/2019 | VFIS | VFIS | 9,057.00 | Auto |
| 017605 | 1/16/2019 | ZOLL | ZOLL MEDICAL CORP. | 2,607.07 | Auto |
| W00153 | 1/8/2019 | NEWS | NEWS-PRESS MEDIA GROUP | 239.05 | Wire Transfer |
| W00154 | 1/22/2019 | ENTERPR | ENTERPRISE FM TRUST | 3,139.86 | Wire Transfer |
| W00155 | 1/23/2019 | CIGNA | CIGNA HEALTHCARE | 145,842.79 | Wire Transfer |
| W00156 | 1/23/2019 | LCU | LEE COUNTY UTILITIES | 895.85 | Wire Transfer |
| W00157 | 1/24/2019 | VERIZON | VERIZON | 1,196.12 | Wire Transfer |
| W00158 | 1/29/2019 | T3 | T3 COMMUNICATIONS, INC. | 7,137.83 | Wire Transfer |

Check History Report
Sorted By Check Number
Activity From: 1/1/2019 to 1/31/2019

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IONA MCGREGOR FIRE DISTRICT (IMF)

Bank Code: C BB&T - OPERATING

| Check Number | Check Date | Vendor Number | Name | Check Amount | Check Type |
|-----------------|---------------|------------------|------|--------------|------------|
| Bank C Total: | | | | 716,427.79 | |
| Report Total: | | | | 843,995.78 | |

**BOARD MEETING AGENDA ITEM SUMMARY**Board Meeting Date: 02/20/2019

(Select All that Apply)



Decision Making Agenda Item



Discussion Purposes Only Agenda Item



Walk On Agenda Item

SUBJECT:

Job Description - Fire Chief

PERSON(S) MAKING SUBMITTAL OF AGENDA ITEM:

Chief Howard

BACKGROUND/DETAIL OF AGENDA ITEM:

Following the discussion during the comments portion of January's monthly meeting, the consensus of the board was to have the "Executive Fire Officer (NFA), or applied for and qualified as verified by NFA letter" requirement be moved from Required Education to Preferred Education.

BUDGET IMPACT: Yes / No / Unknown – If Yes, how much? From where?

No

REQUESTED BOARD ACTION:

It is recommended that the Board approve the amended job description as presented.

FIRE CHIEF

Iona McGregor Fire Protection & Rescue Service District, Lee County, Florida

The individual serving as the fire chief for the district serves as the chief executive officer for the organization and reports directly to the elected Board of Fire Commissioners. The position is exempt under the provisions of the Fair Labor Standards Act.

PREPARED (APPROVED) BY: Board of Fire Commission **DATE:** _____

SUMMARY DESCRIPTION

The Fire Chief is appointed by and serves at the pleasure of the Board of Fire Commissioners. Within the scope of an employment contract, the individual in this position is responsible for implementing board decisions and initiatives and overseeing and maintaining safe and efficient operation of the district. Under the duty of loyalty to the District and the Board of Commissioners, the Fire Chief provides leadership and administrative direction to district personnel and activities. He / she is the individual responsible for ensuring that the district is operated in accordance with all applicable laws and regulations. The Fire Chief serves as a spokesperson for the district and represents the district in a wide variety of roles and responsibilities within the community.

I. ESSENTIAL DUTIES AND TASKS

To perform this job successfully an individual must be able to perform each essential duty and task satisfactorily. Reasonable accommodation may be made to enable individuals who have disability challenges to perform the essential job functions.

DUTY A: SERVE BOARD OF COMMISSIONERS

- | | |
|---|--|
| A-1 Obligated to a Duty of Loyalty & Responsibility to the Board of Commissioners | A-9 Present District's Performance Indicators, e.g. SEA |
| A-2 Report to Board of Commissioners | A-10 Present Strategic Plan Progress Reports, e.g. Quarterly |
| A-3 Communicate with Board of Commissioners | A-11 Inform Board of Commissioners of Educational Opportunities |
| A-4 Provide Orientation to New Commissioners | A-12 Assist Board/Attorney in RFP Preparation, e.g. Auditors, Professional Services |
| A-5 Address/Advise on District Issues and Concerns (Internally/Externally) e.g. Legal, Legislative, Personnel, Finance, Facilities, etc. | A-13 Identify Negotiation Team for Board approval |
| A-6 Create Commission Agenda | A-14 Initiate Executive Session Discussion, e.g. Union Contract |
| A-7 Attend/Participate in Commission Meeting | A-15 Provide Negotiation Strategy, e.g. Cost, Operational Impact, etc. |
| A-8 Prepare/Deliver Reports, e.g. Chief's Report, Salary/Benefits, etc. | |

DUTY B: LEAD ORGANIZATION

- | | |
|---|--|
| <p>B-1 Foster a Positive Organizational Philosophy, e.g. Mission, Vision, Goals</p> <p>B-2 Translate Organizational Mission into Action</p> <p>B-3 Communicate Strategy to Achieve Public Purpose</p> <p>B-4 Develop/Recommend Strategic Plan, e.g. Establish Organizational Goals & Evaluate/Measure, etc.</p> | <p>B-5 Recommend Adjustments to Strategic Plan, as needed</p> <p>B-6 Maintain Open Lines of Communication, e.g. MBWA</p> <p>B-7 Manage Security Requirements of District, e.g. Communication Systems, IT, Credit Cards, Purchasing, Inventory Control, Facilities, Expenditures, etc.</p> |
|---|--|

DUTY C – INTERACT WITH PUBLIC & PRIVATE ENTITIES

- | | |
|--|--|
| <p>C-1 Handle Concerns/Complaints, e.g. Phone Calls, Emails, Walk-ins</p> <p>C-2 Attend Meetings, e.g. Homeowners, Civic Groups, FASD, etc.</p> <p>C-3 Deliver Presentations/Speeches</p> <p>C-4 Appoint VEBA Trustees, e.g. Non CBA Employees</p> <p>C-5 Resolve Issues of Public Concern, e.g. Safety, Environmental, etc.</p> <p>C-6 Meet with Entities AHJ, e.g. Builders Industry, Association, DCD</p> <p>C-7 Respond to Media, e.g. Approve Press Releases, Public Records Request, Interviews, etc.</p> | <p>C-8 Address Board of County Commissioners</p> <p>C-9 Maintain Communication with Property Appraiser, Tax Collector</p> <p>C-10 Serve on USAR Board of Directors</p> <p>C-11 Coordinate with Other Chiefs/Officials, e.g. AACURA, LCFCA, FFCA, FDIC, etc.</p> <p>C-12 Interact with State Legislators, e.g. Local Delegation</p> <p>C-13 Respond to Non Emergency Situations, e.g. Disabled Vehicle, Give Directions</p> <p>C-14 Interact with Local, State, Federal Agencies, e.g. DHS, FBI, FFS, Secret Service, DOL, LCSO, FDLE, Dispatch, etc.</p> <p>C-15 Serve on Appeals Board, as needed</p> |
|--|--|

DUTY D: DIRECT HUMAN RESOURCES

- | | |
|---|---|
| <p>D-1 Promote Positive Labor Relations, e.g. DVP, Communication</p> <p>D-2 Motivate Team Members</p> <p>D-3 Ensure Succession Planning, e.g. Demand Forecast, Gap Analysis, Succession Training</p> <p>D-4 Promote Employee Recognition & Reward</p> <p>D-5 Promote Benevolent Association</p> <p>D-6 Interact and/or Supervise Direct Reports</p> <p>D-7 Delegate Authority within Organizational Structure</p> <p>D-8 Provide Instruction, as Needed</p> | <p>D-9 Approve/Participate in Hiring & Promotional Process, e.g. Staff, Certified</p> <p>D-10 Oversee Delegated Human Resources Functions, e.g. W/C, Insurance, STD, LTD, FRS, etc.</p> <p>D-11 Ensure Compliance of Labor Agreements, e.g. Handle Grievance Process</p> <p>D-12 Interpret Contract Language</p> <p>D-13 Participate in Arbitration/Mediation Process, e.g. Binding, Non-binding</p> <p>C-14 Act as Hearing Officer, e.g. Disciplinary Action</p> |
|---|---|

DUTY E – DIRECT ORGANIZATIONAL PERFORMANCE

- | | |
|---|---|
| <p>E-1 Perform Administrative Functions, e.g. Respond to Correspondence,</p> <p>E-2 Schedule/Lead Staff Meeting</p> <p>E-3 Research, Develop, Recommend Policies & Procedures, e.g. Revision, Adoption, Deletion</p> | <p>E-4 Keep Abreast of Florida Statutes, e.g. 189, 191, 633, Sunshine, etc.</p> <p>E-5 Direct Organization Annual Report</p> <p>E-6 Review/Revise Equipment Replacement Plan, e.g. Apparatus, Staff Vehicles, Office Equipment, etc.</p> |
|---|---|

Job Description – FIRE CHIEF

- | | | | |
|------|--|------|--|
| E-8 | Direct Update of Employee Handbook | E-11 | Interact with Legal Counsel, as necessary, e.g. Maintain Compliance |
| E-9 | Authorize Panels & Groups, e.g. Apparatus, Vessel, Education, etc. | E-12 | Submit Required District Reports, e.g. Public Facility Report, Impact Fee Use, Audited Fund , Statement of Financial Interest (F-1 Form) |
| E-10 | Directs Organizational Risk Management | E-13 | Identify & Monitor Elements of ISO, e.g. PPC Rating |

DUTY F – DIRECT FINANCE

- | | | | |
|-----|---|------|--|
| F-1 | Review & Approve Payables | F-7 | Approve Finance Director's Fund Transfers, e.g. Banks, SBA |
| F-2 | Approve Unbudgeted Purchases | F-8 | Compliance with Audit, e.g. GASB |
| F-4 | Sign Checks, as required | F-9 | Approve Prepared Financial Statements |
| F-5 | Review Treasurer's Report | F-10 | Participate in Annual Audit, e.g. Fraud, Waste, Exit Interview, MD & A |
| F-6 | Approve & Recommend all Contracts, e.g. Insertions, Deletions, Corrections, Revisions, etc. | | |

DUTY G – DIRECT THE BUDGET

- | | | | |
|-----|--|-----|---|
| G-1 | Schedule Divisional Budget Meetings, e.g. Prioritize | G-4 | Present Budget, e.g. Mileage Rate |
| G-2 | Meet with Board Members (Individually), as needed, e.g. Budget | G-5 | Forecast and Monitor Revenues |
| G-3 | Ensure Compliance with TRIM Process | G-6 | Monitor the Budget Revenues & Approve Expenditures within Parameters, e.g. Purchasing, Policies |
| | | G-7 | Recommend Budget Amendment |

DUTY H – PROMOTE EDUCATION & PROFESSIONAL DEVELOPMENT

- | | | | |
|-----|--|-----|---|
| H-1 | Maintain Awareness of Professional Standards, e.g. BFST, FS FA | H-5 | Network with Industry Peers/ Consultants, e.g. Best Practices, etc. |
| H-2 | Mentor/Coach Employees | H-6 | Approve Tuition/Expenses for Reporting Personnel |
| H-3 | Maintain Membership in Professional Associations, e.g. FFCA, LCFCA, etc. | H-7 | Participate in DACUM Process |
| H-4 | Attend Seminars & Conference, e.g. FASD, FPELRA | | |

DUTY I – DIRECT HEALTH, SAFETY & WELLNESS

- | | | | |
|-----|--|-----|---|
| I-1 | Lead by Example, e.g. Personal Fitness, Safety Oriented | I-6 | Promote Wellness Program |
| I-2 | Receive and Consider Safety Committee Recommendations, Enact Changes | I-8 | Promote Drug Free Workplace |
| | | I-9 | Make Recommendation on EAP Program, e.g. Board, Staff |

DUTY J – RESPOND TO EMERGENCY CALLS

- | | | | |
|-----|---|-----|--|
| J-1 | Determine the Need to Personally Respond | J-4 | Work within County Response Plan, e.g. Strike Team, USAR, Area Command, Task Force, etc. |
| J-2 | Coordinate with Emergency Management for Disaster Response, e.g. GEO Division, USAR | J-5 | Report Employee Injuries, e.g. Board, Family Members, etc. |
| J-3 | Work with SERP, e.g. County Coordinator (Region 6), USAR | J-6 | Participate in Debriefing. e.g. Post Incident Analysis |

II. QUALIFICATIONS AND REQUIREMENTS

The requirements listed below are representative of the education, experience, knowledge, skills/abilities and worker behaviors required for this position.

EDUCATION

Required Education

Master's Degree

Florida Association of Special Districts Certified District Manager Program within 3 years

Florida State Certified Fire Fighter II

Florida or National Registry Emergency Medical Technician

Florida State Certified Fire Officer III

Florida State Certified Fire Inspector I

Preferred Education

Florida or National Registry Paramedic

Florida State Certified Fire Officer IV

Executive Fire Officer (NFA), or applied for and qualified as verified by NFA letter

Note: Applicable certifications/licenses must be maintained.

LICENSE

Valid Florida Driver's License

EXPERIENCE

Minimum of 15 Years in the Fire Service, prefer Special District Experience

Minimum of Three (3) Years as Division Chief Officer

GENERAL KNOWLEDGE

Auditing

Budget

Continuing Education

Draft, Understand and Interpret

Contracts and Agreements

Finance

Firefighting, Rescue and EMS

GASB Knowledge

Incident Command System

Knowledge of Generally Accepted

Auditing Standards

Knowledge of Florida law (F.S. 633, 189, 191, etc.)

Knowledge of Fire Codes

Labor Relations

Laws – Federal, State & Local

Risk Management

Special Operations

SKILLS/ABILITIES

| | | |
|----------------------------|-------------------------------|---------------------|
| Ability to Motivate People | Forecasting | Negotiation Skills |
| Adaptive Leadership | Judgement | Policy Analysis |
| Coaching | Information Technology Skills | Process Mapping |
| Decision Making | Interviewing | Root Cause Analysis |
| Delegation | Management | Word Processing |
| Develop Plans of Action | Mentoring | |

WORKER BEHAVIORS

| | | |
|------------------------|--------------------|-------------------|
| Ability to Communicate | Fortitude | Multi-Task |
| Able to Manage | Good Listener | Organized |
| “Personal” Stress | High Boiling Point | Patience |
| Accepts Responsibility | Honest | Personable |
| Action Person | Incorruptibility | Public Servant |
| Adaptable | Integrity | Punctual - Prompt |
| Compassion | Level Headed | Safety Oriented |
| Consistency | Loyalty | Trustworthy |
| Empathy | Morals | |

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| III. PHYSICAL REQUIREMENTS |
|-----------------------------------|

This individual is subject to special risks involving response to, and operations at emergency scenes. The person in this position must be sufficiently fit to safely perform the occasional emergency job duties that are associated with the position. Specific requirements include the physical ability to work while wearing personal protective equipment, including self-contained breathing apparatus. Must be able to lift, push or carry weights up to fifty pounds.

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| IV. WORK ENVIRONMENT |
|-----------------------------|

This individual regularly works in an office environment except when he / she is performing emergency response duties and responsibilities. During these times he / she is often exposed to hazardous environmental conditions including but not limited to heat, smoke, and toxic gases.

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| V. EQUIPMENT AND TOOLS |
|-------------------------------|

The individual holding this position can be expected to be able to competently operate the following equipment and tools.

| | | |
|----------------|----------------------------|---------------|
| Bunker Gear | Computer/tablet Computer | EMT Equipment |
| Calculator | Software – MS Office/Adobe | Radio |
| Camera | PDF, Firehouse Desk/Chair | Vehicle |
| Cellular Phone | | |

| |
|---------------------|
| VI. ACRONYMS |
|---------------------|

The following Acronyms were utilized in this job description.

| | |
|--|---|
| AACURA – Automatic Aid Closest Unit Response Agreement | IMT – Incident Management Team |
| AHJ – Authority Having Jurisdiction | IC – Incident Commander |
| BFST – Bureau Fire Standards Training | ISO – Insurance Service Office |
| CAP - Capital | IT – Information Technology |
| CBA – Collective Bargain Agreement | LCFCA – Lee County Fire Chiefs Association |
| DACUM – Develop a Curriculum | LCSO – Lee County Sheriff's Office |
| DCD – Department of Community Development | LTD – Long-term Disability |
| DHS – Department of Homeland Security | MBWA – Manage By Walking Around |
| DOL – Department of Labor | MD & A – Management, Discussion & Analysis |
| DVP – District Vice President | MS - Microsoft |
| EAP – Employee Assistance Program | NFPA – National Fire Protection Association |
| EMS – Emergency Medical Service | NIOSH – National Institution Occupational Safety Health |
| EMT – Emergency Medical Technician | OPS - Operations |
| ERP – Equipment Replacement Plan | OSHA – Occupational Safety Health Administration |
| FAC – Florida Administrative Code | P/R – Payroll |
| FASD – Florida Association of Special Districts | PDF – Portable Document Format |
| FBI - Federal Bureau of Investigation | PPC – Public Protection Classification |
| FDIC – Fire Department Instructors Conference | RFP – Request for Proposal |
| FDLE – Florida Department of Law Enforcement | RIT – Rapid Intervention Team |
| FFCA – Florida Fire Chiefs Association | SBA – State Board of Administration |
| FFS – Florida Forest Service | SEA –Service Efforts & Accomplishments |
| FPELRA – Florida Public Employee Labor Relations Association | SERP – State Emergency Response Plan |
| FRS – Florida Retirement System | STD - Short-term Disability |
| FS – Florida Statutes | TRIM – Truth in Millage |
| GASB – Governmental Accounting Standards Board | UAS – Uniform Accounting System |
| GCR – General Controls Review | USAR – Urban Search and Rescue |
| GEO – Geographical | VEBA – Voluntary Employee Benefit Association |
| I.D. - Identification | W/C – Workers Compensation |

This job description should not be interpreted as all-inclusive or as an employment agreement between the District and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the District and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this job description.

Employee Signature

Date

**BOARD MEETING AGENDA ITEM SUMMARY**Board Meeting Date: 02/20/2019

(Select All that Apply)

**Decision Making Agenda Item****Discussion Purposes Only Agenda Item****Walk On Agenda Item****SUBJECT:**

Job Description - Assistant Chief

PERSON(S) MAKING SUBMITTAL OF AGENDA ITEM:

Chief Howard

BACKGROUND/DETAIL OF AGENDA ITEM:

Following the discussion during the comments portion of January's monthly meeting, the consensus of the board was to have the "Executive Fire Officer (EFO), or eligible for and actively pursuing NFA/EFO Program" requirement be moved from Required Education to Preferred Education.

BUDGET IMPACT: Yes / No / Unknown – If Yes, how much? From where?

No

REQUESTED BOARD ACTION:

It is recommended that the Board approve the amended job description as presented.

ASSISTANT CHIEF

Iona McGregor Fire Protection & Rescue Service District, Lee County, Florida

The individual serving as the Assistant Chief for the district serves as the primary administrative officer for the organization and reports directly to the Fire Chief. The position is exempt under the provisions of the Fair Labor Standards Act.

PREPARED (APPROVED) BY: Fire Commissioners DATE:

SUMMARY DESCRIPTION

The Assistant Chief is appointed by the Fire Chief and is the individual responsible for ensuring that the district's administrative functions are operated in accordance with all applicable laws and regulations as well as directives from the district through the Fire Chief and any applicable labor agreements. The Assistant Chief serves as the acting fire chief for the district whenever the Fire Chief is unavailable. The individual holding this position often represents the district in a wide variety of roles and responsibilities.

I. ESSENTIAL DUTIES AND TASKS

To perform this job successfully an individual must be able to perform each essential duty and task satisfactorily. Reasonable accommodation may be made to enable individuals who have disability challenges to perform the essential job functions.

DUTY A: MANAGE ADMINISTRATIVE FUNCTIONS

- A-1 Monitor Organizational Progress, e.g. Effectiveness, Efficiency**
- A-2 Coordinate Inter-Divisional Activities**
- A-3 Evaluate District Programs, e.g. Functional, Administrative**
- A-4 Respond to Correspondence, e.g. Email, Telephone, Mail**

- A-5 Create / Revise / Review Administrative Procedures**
- A-6 Create / Revise / Review District Policies & Procedures**
- A-7 Prepare Reports, e.g. Issues, Projects**
- A-8 Monitor Risk Management Program**
- A-9 Review / Approve Annual Division Reports**

DUTY B: OFFICIATE PERSONNEL ISSUES

- B-1 Supervise Division Chiefs**
- B-2 Provide Guidance & Consultation to Personnel, e.g. Personal, Professional**
- B-3 Meet with Reporting Divisional Personnel**
- B-4 Meet with Labor Representatives**
- B-5 Initiate Conflict Resolution, e.g. Informal, Formal**

- B-6 Provide Labor Contract & Policy Interpretations**
- B-7 Conduct Personnel Inquiries, Investigations**
- B-9 Review Employee Grievances**
- B-8 Ensure Appropriateness of Disciplinary Actions**
- B-10 Serve as Hearing Officer**

DUTY C: OVERSEE DISTRICT OPERATIONS*

* This duty does not refer to fire and rescue field operations.

C-1 Interact with Administrative Staff
C-2 Encourage & Promote Feedback, e.g.
Suggestions, Input
C-3 Approve Leaves of Reporting
Personnel
C-4 Provide Situational Reports to
Fire Chief
C-5 Interact with Individual Fire
Commissioners

C-6 Attend / Participate at Fire
Commission Meetings
C-7 Interact with Legal Counsel(s)
C-8 Serve as Acting Fire Chief
C-9 May Participate in Hiring Process, e.g.
Interview, Testing, Requirements, Selection
C-10 Participate in Labor Negotiations
C-11 Participate in New Employee Orientation
C-12 Administer Promotional Processes, e.g.
Develop, Implement

DUTY D: MANAGE PROFESSIONAL DEVELOPMENT

D-1 Promote Professional
Development
D-2 Promote Health & Fitness
D-3 Mentor / Coach Personnel
D-4 Provide Career / Educational
Guidance, e.g. Approve, Recommend

D-6 Approve Attendance at Programs for
Reporting Personnel
D-7 Participate in Succession Plan, e.g.
Development, Implementation
D-8 Attend Conferences / Courses

DUTY E: RESPOND TO EMERGENCY INCIDENTS

E-1 Ensure Readiness to Respond
E-2 Determine Need to Respond
E-3 Assess Level of Participation, e.g. Assume
Command, Assist Command, Return to
Service
E-4 Establish / Assume Command of
Incident
E-5 Perform Staff Functions at
Incident, where necessary

E-6 Determine Post Incident On- Scene Needs, e.g.
Investigation, Red Cross, CISD if in Command
E-7 Facilitate Post- Incident Critique
(If Functioned as Command)
E-8 Perform Fire / Medical Tasks When Necessary
E-9 Perform Disaster Management Functions, e.g.
LCEMP, District
E-10 Serve on Incident Management Team

DUTY F: ASSIST IN DISTRICT'S PLANNING AND BUDGET PROCESS

F-1 Evaluate Organizational Capabilities
F-2 Evaluate Industry Trends, e.g. Methods,
Materials, Processes
F-3 Participate in the Development of
District Goals & Objectives
F-4 Participate in Strategic Planning Process
F-5 Participate in the Development of
Organizational Structure

F-6 Coordinate Development of New Programs
F-7 Review / Approve Capital
Improvements Forecast
F-8 Forecast Budget Needs, e.g. Staffing,
Facilities, Equipment
F-9 Evaluate Division Budget Requests
F-10 Participate in Budget Presentation

DUTY G: FOSTER EXTERNAL RELATIONSHIPS

I-1 Liaison with Assisting Agencies, e.g. EMS, Dispatch

I-2 Participate in County Wide Public Safety Groups, e.g. ETC, MERT

I-3 Liaison with Cooperating Agencies, e.g. Utilities, FFS, EM

I-4 Interact with Vendors

I-5 Address Citizen Issues, e.g. Complaints, Commendations

I-6 Assist Other Agencies with Promotional Processes

I-7 Communicates with News Media

I-8 Deliver Presentations to Outside Groups, e.g. Associations, Citizen Groups

II. QUALIFICATIONS AND REQUIREMENTS

The requirements listed below are representative of the education, experience, knowledge, and skills required for this position.

EDUCATION

Required Education

Florida State Certified Fire Fighter II

Florida or National Registry Emergency Medical Technician

Florida State Certified Fire Officer III

Valid Florida Driver's License

Master's Degree

Preferred Education

Florida or National Registry Paramedic

Florida State Certified Fire Officer IV

Executive Fire Officer (EFO), or eligible for and actively pursuing NFA/EFO Program*

EXPERIENCE

A minimum of twelve (12) years of fire service experience

A minimum of two (2) years experience as a Chief Officer

GENERAL KNOWLEDGE

Budget Process

Collective Bargaining

Computer Resources

Departmental Policies & Procedures

Disaster Management

Diversity

Financial Management

Fiscal Responsibility

Federal & State Laws

Generational Complexities

Interpersonal Relations

Leadership

Legal Requirements

Logistics

Managerial Techniques

Organizational Change

Organizational Strategic Planning

Formation Processes

Research Techniques

Robert's Rules of Order

Safety

Staffing

Strategy and Tactics

SKILLS

Basic Accounting

Coaching / Counseling / Mentoring

Computer Skills

Conflict Resolution

Delegation

Facilitation

Interpersonal

Interviewing

Listening

Organizing

Oral & Written Communications

Presentation / Public Speaking

Problem Solving

Project Management

Reasoning Ability

Social Etiquette

Time Management

III. PHYSICAL REQUIREMENTS

This individual is subject to special risks involving response to, and operations at emergency scenes. The person in this position must be sufficiently fit to safely perform the occasional emergency job duties that are associated with the position. Specific requirements include the physical ability to work while wearing personal protective equipment, including self-contained breathing apparatus.

IV. WORK ENVIRONMENT

The individual regularly works in an office environment except when he / she is performing emergency response duties and responsibilities. During these times this individual is often exposed to hazardous environmental conditions including but not limited to heat, smoke, and toxic gases.

V. EQUIPMENT AND TOOLS

The individual holding this position can be expected to be able to competently operate the following equipment and tools.

- **Communications Equipment**
- **Computer and Associated Peripherals**
- **Fire & EMS Equipment**
- **Office Equipment**
- **Office Supplies**
- **Personal Protective Equipment**
- **Reference Materials**
- **Staff Vehicle**

VI. ACRONYMS

The following Acronyms were utilized in this job description.

ADA Americans with Disabilities Act
CISD Critical Incident Stress De-briefing
EAP Employee Assistance Program
EM Emergency Management
EMS Emergency Medical Service
EOC Emergency Operations Center
ETC Employment Testing Cooperative
FFS Florida Forestry Service

FLSA Fair Labor Standards Act
FMLA Family Medical Leave Act
FRS Florida Retirement System
LCEMP Lee County Emergency
Management Plan
MERT Marine Emergency Response Team
RFP Request for Proposal



IONA-MCGREGOR FIRE DISTRICT

Executive Report

Executive Summary/ February 2019:

GENERAL:

- One of our Lieutenants has made known his intent to retire in April. With that we are making plans for promotional processes to follow.
- Megan Steinke (Contreras) has began her career as the new Community Relations and Education Coordinator. We would like to introduce her to the board tonight.
- Working on the Annual report. We expect that to be completed soon.
- Staff is continues to work on and make progress on Strategic initiatives.

OPERATIONS:


- We are continuing to work on the upcoming Lieutenant promotional process.
- Data collection is nearly completed for the National Fire Protection Association (NFPA) annual department survey.
- Hazmat team involvement is being restructured for increased efficiency within region 6.
- Monthly hazmat training occurred this month with an additional special operations training with LCSO and CCSO Bomb Squads.
- DC Operations will be attending a Command and Control course at the National Fire Academy (NFA) in the 1st week of march as long as a government shutdown has been avoided.

LOGISTICS:

- Currently working on customizing a new software for requisition /work orders (Target Solutions Check It)

- Received the delivery of two more sets of battery-operated extraction tools. These will replace the traditional hydraulic operated tools on Engine 71 and Engine 72.
- Visited the Sutphen Corporation with LT. Tansey and FF Lockwood, to participated in the post-construction meeting for new Engine 72 and the pre-construction meeting of new Truck 74. We expect to have delivery of Engine 72 by end of February-early March. Engine 72 is at SFEV being outfitted with all its equipment.
- Working with other department divisions on updating strategic plan.

PREVENTION:



| | |
|------------------------------------|---------|
| INSPECTION VOLUME: | 559 |
| VIOLATIONS CLEARED: | 3 OF 83 |
| % OF MANDATED INSPECTIONS AVERAGE: | 99% |
| CPR / AED CLASSES: | 8 |
| CHILD PASSENGER SAFETY: | 0 |
| PUBLIC EDU. EVENT(S): | 2 |
| EAP PRESENTATIONS: | 0 |
| FIRE INVESTIGATIONS: | 0 |

SUPERVISOR'S SUMMARY:

1. We have successfully completed and offered a position to a new Community Relations Public Education Coordinator, Megan Contreras who began officially February 11.

TRAINING/EMS:

- Annual N95 fit testing has been completed for all operational staff.

- Training took a lead role in January and February's recent Lee County Cooperative Training in which over 200 plus participants were trained over 6 days on the didactic and practical training.
- IMFD will complete forcible entry "hands on training" February 19-21st.
- IMFD will conduct SharePoint Districtwide training February 25-27th.

