

Iona McGregor Fire District Board of Fire Commissioners Agenda
February 19, 2020
6:00 PM

Meeting call to order

Roll Call of Commissioners

Opening Prayer and Pledge of Allegiance

Amendments to the Meeting Agenda

Public Input on Business Agenda Items

Business Agenda Items (Agenda Items Requiring Action)

- 1) Meeting Minutes – January 15, 2020
- 2) Financial Report – January 2020
- 3) Codification Resolution (For Discussion Only)
- 4) Closing of 5/3 Depository Account
- 5) Surplus Items
- 6) Technical Advisor Program
- 7) Advance Distribution of Reports
- 8) Executive Report
- 9) Attorney Report
- 10) DVP Reports – Districts 7 & 25

Public Input on Non-Business Agenda Items

Commissioner Comments

Adjournment

Iona McGregor Fire District Board of Fire Commissioners Agenda
January 15, 2020
6:00 PM

Meeting called to order at 6:03 p.m.

Roll Call of Commissioners –

Present – Commissioner Louwers, Treasurer Langford, Secretary Andersen, Chair Walker,
Vice Chair Barbosa absent excused

Opening Prayer and Pledge of Allegiance observed

Amendments to the Meeting Agenda – none

Public Input on Business Agenda Items – no public present

Business Agenda Items (Agenda Items Requiring Action)

1) Meeting Minutes – December 11, 2019

Motion (5686) to approve minutes as submitted made by Commissioner Andersen, second Commissioner Langford... carried.

2) Financial Report – December 2019

CFO Winzenread noted that our audit firm has been in reviewing items and things are looking good. Should be done following State's release of FRS information. **Motion** (5687) to approve December 2019 financial reports made by Commissioner Langford, second by Commissioner Andersen... carried.

3) Codification Resolution (For Discussion Only)

Attorney Pringle stated he will have documents in advance of February meeting.

4) Contractor Selection – Station 74 Stairs

Following a brief discussion on the selection process for the stair repair, Chair Walker noted that Commissioner Barbosa recommended another vendor; however, this vendor was unable to perform the scope of work at price obtained by Argentum Welding, LLC of \$26,016.75 who was recommended by DC Hernden for stair repair. **Motion** (5688) to award Argentum Welding LLC with stair repair, and authorize authorize chief to execute agreement or contract was made by Commissioner Langford with second by Commissioner Louwers. Chair asked for roll vote. With all in favor, motion carried.

5) Surplus Item – Walk-on Item

Chief submitted this walk-on item as it was mistakenly omitted from the surplus of vehicle. Assistant Chief Comer mentioned that item is mounted to vehicle being donated to USAR. **Motion** (5689) to deem air compressor as surplus and authorize Chief to dispose of in accordance with Florida Statute made by Commissioner Louwers and seconded by Commissioner Andersen... carried. This will be donated to USAR with the truck that was donated, stated Mr. Pringle.

6) Executive Report

Executive Report was previously submitted, and AC Comer added that the administrative staff recently participated in an Accreditation Process training adding that we may bring to board in

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future as something we may wish to do. Commissioner Louwers stated that accreditation is like giving district a master's degree. His company went through and is a lot of work. If agreeing to do, suggests getting some help. DC Comer gave brief overview of the process and information/data used as well as what we will use to establish benchmarks. Following accreditation discussion, Commissioner Walker questioned the Operation's notation of another Lieutenant in the pool. DC Aquil informed that an engineer has successfully completed the move-up program and is now eligible to fill in, briefly describing the move-up program allowing acting. Following discussion, **motion** (5690) to accept Executive Report was made by Commissioner Andersen, second by Commissioner Langford... carried.

7) Attorney Report

Attorney thanked Board for opportunity to represent district adding the Chief and he are working on several items. **Motion** (5691) to accept Attorney Report made by Commissioner Langford, second Commissioner Andersen... carried.

8) DVP Reports – Districts 7 & 25

District 7 – DVP Tansey mentioned the upcoming MDA boot drive is scheduled for March 20th, 21st, and 22nd; and we will ask for support at the next meeting as agenda item. He added donation statistics including that the Local 1826 drive last year ranked 4th in the nation for donation.

District 25 – DVP Mascarelli informed that his report is public relations related, stating that the floor participated in Law Enforcement Day recently and washed cars, cooked food for the Sheriff's office – air and marine divisions as well. Positive stuff for division.

Public Input on Non-Business Agenda Items – no public

Commissioner Comments – Commissioner Andersen noted that the District's Facebook page is progressing great. Amazing job. DC Steffens stated Megan Contreras is handling social media.

Commissioner Walker wished to have something read into record, and offered the following, "On October 4, 2019 a false alarm was called into Station 72 because of a water pressure drop in the stand pipe at Punta Rassa Condominiums. The reason was employees were directed to utilize a stand pipe valve to attach a two-inch water hose for the purpose of drenching a large portion of the property that was freshly sodded. Prior to the use of the water the monitoring system company was called to deactivate the alarm, unfortunately the water was turned on before the alarm was silenced.

As a licensed manager of the property with two national certifications and recognized nationally as one of the top three managers in the United States, I am responsible for the property and quality of life for 400 occupants. I apologize for the incident that caused the trucks to roll, and I take full responsibility.

With that being said, I received an email from the Fire Chief with attachments that were sent between Division chief Aquil and Battalion Chief Mascarelli requesting that the original ESO report regarding the above incident be amended. He asked Division Chief Aquil to include my name not as Manager Walker but as Fire Commissioner Walker. His request was denied, and I

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quote Division Chief Aquil's response, "It is not appropriate to amend any report that was completed over two months ago".

My comment that he refers to in his email that I will do whatever I want to do is taken out of context, and I'm not sure what his intent was with the remark.

I find it also difficult to understand why he is trying to embarrass me to my fellow commissioners by emailing them his email to Division Chief Aquil, saying it is his duty to communicate with the commission AS AN ELECTED REPRESENTATIVE OF OTHERS. Further, he goes on to justify his email by saying THAT IN THE POSSIBLE EVENT THAT PUNTA RASSA RESIDENTS OR OTHER CITIZENS WOULD CONFRONT THEM, that being the commissioners, ON THE MATTER PUBLICLY... What does that mean?

I was not included in the email, and that concerns me and further raises my concern as to his agenda. I have no personal issue with Battalion Chief Mascarelli, and I respect him for the job he does as well as all the men and women of the department for the services they do also.

As an elected official, I find his action to be personally embarrassing to the district, and I thank you, my fellow Commissioners for the opportunity to discuss this with you; and hopefully this all can be brought to a resolve. Thank you for allowing me to say it."

Battalion Chief Mascarelli states he will have response to Commissioner Walker's comments at next meeting.

Adjournment -

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

Meeting adjourned at 6:40p.m

Approved by: _____

Print Name: _____

IONA MCGREGOR FIRE DISTRICT (IMF)

ASSETS

CASH

Operating Account - BankUnited
Petty Cash

\$ 502,123.02
100.00

Total CASH:

502,223.02

INVESTMENTS

Investments - SBA
Money Market - BankUnited
Investments - 5/3 Bank

17,068,549.77
3,279,126.74
406,531.99

Total INVESTMENTS:

20,754,208.50

Total ASSETS:

\$ 21,256,431.52

LIABILITIES

LIABILITIES AND OTHER CREDITS

Accounts Payable

21,285.16

Total LIABILITIES AND OTHER CREDITS:

21,285.16

ACCRUED EXPENSES

FRS - Employee Contribution - ADMIN
FRS - Employee Contribution - OPS

3,805.46
17,222.77

Total ACCRUED EXPENSES:

21,028.23

Total LIABILITIES:

42,313.39

EQUITY

Retained Earnings-Current Year
Prior Year Revenues Over/(Under) Expenditures
Fund Balance

11,469,290.21
2,033,919.18
7,710,908.74

Total EQUITY:

21,214,118.13

Total LIABILITIES & EQUITY:

\$ 21,256,431.52

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

Revenues	Amended	Actual	Variance	
	Budget		\$	%
Cash Carry Forward	\$ 9,606,935			
Ad valorem taxes	19,878,190	\$ 16,889,789	\$ (2,988,401)	84.97%
Permits, Fees & Special Assessments	95,000	-	(95,000)	0.00%
Intergovernmental	59,160	-	(59,160)	0.00%
Charges for services	51,000	10,335	(40,665)	20.26%
Interest Check/Demand Accounts	270,000	39,897	(230,103)	14.78%
Miscellaneous	53,453	33,753	(19,701)	63.14%
Proceeds from debt	-	-	-	N/A
Total Revenues	20,406,803	16,973,773	(3,433,030)	83.18%

Total revenues and cash carry forward 30,013,738

Expenditures				
Personnel services				
Salaries	10,529,757	2,198,093	8,331,664	20.88%
Benefits	5,676,405	1,120,140	4,556,265	19.73%
Operating Expenditures				
Professional and contractual	743,213	422,234	320,979	56.81%
Travel	106,475	15,335	91,140	14.40%
Communications & freight	143,320	26,906	116,414	18.77%
Utilities, equipment rental, and insurance	281,507	102,754	178,753	36.50%
Repairs and maintenance	694,143	111,641	582,502	16.08%
Other operational and administrative	321,320	51,708	269,612	16.09%
Supplies, tools & small equipment	387,370	106,198	281,172	27.42%
Education and training	133,150	24,292	108,858	18.24%
Capital expenditures	2,104,296	1,300,171	804,125	61.79%
Debt service	162,295	25,011	137,284	15.41%
Total Expenditures	21,283,251	5,504,483	15,778,768	25.86%

Revenues over/(under) expenditures (876,448) \$ 11,469,290 \$ 12,345,738

Fund Balance/Cash Carry Forward 8,730,487

Total expenditures and reserves \$ 30,013,738

	DECEMBER	NOVEMBER
Cash Balances		
BankUnited - Operating	\$ 502,123	\$ 5,303,109
Petty Cash	100	100
	<u>502,223</u>	<u>5,303,209</u>
Investments		
General - SBA - Fund A	17,068,550	3,553,063
BankUnited Money Market	3,279,127	2,001,928
5/3 Bank	406,532	406,021
	<u>20,754,209</u>	<u>5,961,012</u>
Total Cash and Investments	<u>\$ 21,256,432</u>	<u>\$ 11,264,221</u>

Submitted for approval on January 15, 2020

Approved By: _____

(Signature)

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Iona McGregor Fire District
Financial Report
02/19/2020

<u><i>Included Reports (unaudited)</i></u>	<u><i>Page(s)</i></u>
Financial Report Notes	1
Balance Sheet as of January 31, 2020	2
Summary Statement of Activities – General Fund	3
Detailed Statement of Activities – General Fund	4-5
Ad Valorem Tax Analysis	6
Check Register – Month of January 2020	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, 2020**

Notable items on the Balance Sheet:

Cash and Investments

The rates of return on surplus funds for the month of December are as follows:

- 1.81% - SBA (Florida PRIME Local Government Investment Pool)
- 1.39% - BankUnited
- 1.57% - Fifth Third Bank

Liabilities

Liabilities totaling \$21,390 consist of trade accounts payable and amounts withheld from employees' pay for required retirement contributions.

Notable items on the Statements of Revenues and Expenditures:

Revenues

- Received approximately \$767,000 in ad valorem tax revenues during the month of January. Through January 31st, we have received almost 90% of the annual budgeted total.
- Received impact fees for the first quarter in the amount of \$31,066.
- Inspection fee receipts totaled \$4,285 in January.
- Interest on invested surplus funds totaled \$29,020 for the month of January.
- Received Lee Co EMS rent for Apr-Jun in the amount of \$8,363.

Expenditures

- Paid 2nd quarter property appraiser fees - \$20,989
- Paid annual contribution to the retiree insurance trust (VEBA) - \$497,525
- Paid 50% deposit on replacement of training tower stairs - \$13,008
- Purchased Ford F-350 pick-up for Logistics Division - \$38,236
- Paid final annual installment on capital lease for air packs - \$62,251

Total expenditures reflect 35.6% of budget and are tracking as expected.

IMFD Balance Sheet
As of 1/31/2020

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IONA MCGREGOR FIRE DISTRICT (IMF)

ASSETS

CASH

Operating Account - BankUnited
Petty Cash

\$ 782,523.99
100.00

Total CASH:

782,623.99

INVESTMENTS

Investments - SBA
Money Market - BankUnited
Investments - 5/3 Bank

16,596,730.00
2,002,542.51
407,069.65

Total INVESTMENTS:

19,006,342.16

Total ASSETS:

\$ 19,788,966.15

LIABILITIES

LIABILITIES AND OTHER CREDITS

Accounts Payable

258.76

Total LIABILITIES AND OTHER CREDITS:

258.76

ACCRUED EXPENSES

FRS - Employee Contribution - ADMIN
FRS - Employee Contribution - OPS
Voluntary Life Insurance - Principal Group

4,265.10
16,866.30
0.10

Total ACCRUED EXPENSES:

21,131.50

Total LIABILITIES:

21,390.26

EQUITY

Retained Earnings-Current Year
Prior Year Revenues Over/(Under) Expenditures
Fund Balance

10,022,747.97
2,033,919.18
7,710,908.74

Total EQUITY:

19,767,575.89

Total LIABILITIES & EQUITY:

\$ 19,788,966.15

IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT
SUMMARY STATEMENT OF ACTIVITIES - GENERAL FUND
For the Four Months Ended January 31, 2020 (Unaudited)

Revenues	Amended	Actual	Variance	
	Budget		\$	%
Cash Carry Forward	\$ 9,606,935			
Ad valorem taxes	19,878,190	\$ 17,633,640	\$ (2,244,550)	88.71%
Permits, Fees & Special Assessments	95,000	31,066	(63,934)	32.70%
Intergovernmental	59,160	-	(59,160)	0.00%
Charges for services	51,000	14,890	(36,110)	29.20%
Interest Check/Demand Accounts	270,000	68,917	(201,083)	25.52%
Miscellaneous	53,453	42,216	(11,237)	78.98%
Proceeds from debt	-	-	-	N/A
Total Revenues	20,406,803	17,790,729	(2,616,075)	87.18%
Total revenues and cash carry forward	<u>30,013,738</u>			
Expenditures				
Personnel services				
Salaries	10,529,757	3,294,096	7,235,661	31.28%
Benefits	5,676,405	2,038,563	3,637,842	35.91%
Operating Expenditures				
Professional and contractual	743,213	447,134	296,079	60.16%
Travel	106,475	21,006	85,469	19.73%
Communications & freight	143,320	36,233	107,087	25.28%
Utilities, equipment rental, and insurance	281,507	120,159	161,348	42.68%
Repairs and maintenance	694,143	154,720	539,423	22.29%
Other operational and administrative	321,320	59,732	261,588	18.59%
Supplies, tools & small equipment	387,370	134,119	253,251	34.62%
Education and training	133,150	36,549	96,601	27.45%
Capital expenditures	2,104,296	1,338,407	765,889	63.60%
Debt service	162,295	87,262	75,033	53.77%
Total Expenditures	21,283,251	7,767,980	13,515,271	36.50%
Revenues over/(under) expenditures	<u>(876,448)</u>	<u>\$ 10,022,748</u>	<u>\$ 10,899,196</u>	
Fund Balance/Cash Carry Forward	<u>8,730,487</u>			
Total expenditures and reserves	<u>\$ 30,013,738</u>			
		JANUARY	DECEMBER	
Cash Balances				
BankUnited - Operating		\$ 782,524	\$ 502,123	
Petty Cash		100	100	
		<u>782,624</u>	<u>502,223</u>	
Investments				
General - SBA - Fund A		16,596,730	17,068,550	
BankUnited Money Market		2,002,543	3,279,127	
5/3 Bank		407,070	406,532	
		<u>19,006,342</u>	<u>20,754,209</u>	
Total Cash and Investments		<u>\$ 19,788,966</u>	<u>\$ 21,256,432</u>	

Submitted for approval on February 19, 2020

Approved By: _____
(Signature)

IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT
DETAILED STATEMENT OF ACTIVITIES - GENERAL FUND
For the Four Months Ended January 31, 2020 (Unaudited)

	<u>AMENDED BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>	
			\$	%
REVENUES				
Cash Carry Forward	\$ 9,606,935			
Ad Valorem Taxes	20,512,690	\$ 18,355,424	\$ (2,157,266)	89.48%
Excess fees	135,000	-	(135,000)	0.00%
Penalties	19,000	5,526	(13,474)	29.09%
Discounts	(742,500)	(724,296)	18,204	97.55%
Refunds Deducted	(50,000)	(7,081)	42,919	14.16%
Ad Valorem Taxes Prior Years	4,000	4,067	67	101.69%
Impact Fees	95,000	31,066	(63,934)	32.70%
FEMA Revenue	-	-	-	N/A
State Firefighter Supplemental	59,160	-	(59,160)	0.00%
Grant Revenue	-	-	-	N/A
Inspection Fees	50,000	13,360	(36,640)	26.72%
CPR - Books & Masks	1,000	1,530	530	153.00%
Interest Check/Demand Accounts	270,000	68,917	(201,083)	25.52%
Rents	33,453	25,090	(8,363)	75.00%
Sale of Equipment	15,000	10,000	(5,000)	66.67%
Contributions	5,000	140	(4,860)	2.80%
Miscellaneous	-	6,986	6,986	N/A
Proceeds from Debt	-	-	-	N/A
Total Revenues	20,406,803	17,790,729	(2,616,075)	87.18%
Total Revenues and Cash Carry Forward	30,013,738			

EXPENDITURES				
Personnel Services				
Salaries - Commissioners	30,000	10,000	20,000	33.33%
Salaries - ADM	1,726,288	518,192	1,208,096	30.02%
Salaries - OPS	6,948,087	2,110,197	4,837,890	30.37%
Salaries - FLSA	541,336	165,800	375,536	30.63%
Salaries - Sick Pay - ADM	99,591	-	99,591	0.00%
Salaries - Sick Pay - OPS	248,832	9,895	238,937	3.98%
Salaries - Holiday Pay	133,472	49,791	83,681	37.30%
Salaries - Out of Class Pay	55,000	8,326	46,674	15.14%
Salaries - One Time Payouts - ADM	39,997	15,318	24,679	38.30%
Salaries - One Time Payouts - OPS	91,548	-	91,548	0.00%
Salaries - Clothing and Uniform Allowance	3,200	-	3,200	0.00%
Salaries - Ins Deductible & Subsidy- ADM	-	973	(973)	N/A
Salaries - Ins Deductible & Subsidy- OPS	47,236	13,256	33,980	28.06%
Salaries - Phone Allowance	13,080	4,000	9,080	30.58%
Salaries - ER H.S.A Contribution - ADM	48,000	45,000	3,000	93.75%
Salaries - ER H.S.A. Contribution - OPS	239,500	245,500	(6,000)	102.51%
Salaries - Overtime Staffing - ADM	7,504	71	7,433	0.95%
Salaries - Overtime Staffing - OPS	118,654	54,498	64,156	45.93%
Salaries - Overtime Training - OPS	79,272	22,579	56,693	28.48%
Salaries - Overtime USAR/Strike Teams - ADM	-	-	-	N/A
Salaries - Overtime USAR/Strike Teams - OPS	-	-	-	N/A
Salaries - State Education ADM	13,800	5,480	8,320	39.71%
Salaries - State Education OPS	45,360	15,220	30,140	33.55%
Social Security Taxes - ADM/Commissioners	107,708	26,600	81,108	24.70%
Social Security Taxes - OPS	509,646	147,472	362,174	28.94%
Medicare Taxes - ADM/Commissioners	27,624	7,963	19,661	28.83%
Medicare Taxes - OPS	119,732	34,964	84,769	29.20%
Retirement - ADM	356,893	74,201	282,692	20.79%
Retirement - OPS	1,938,223	428,206	1,510,017	22.09%
Veba Plan Contribution - ADM	89,057	88,416	641	99.28%
Veba Plan Contribution - OPS	411,981	409,109	2,872	99.30%
Health Insurance - ADM	557,580	185,005	372,575	33.18%
Health Insurance - OPS	1,294,056	438,515	855,541	33.89%
Health Insurance - Admin Contribution	(14,858)	(5,093)	(9,765)	34.28%
Health Insurance - OPS Contribution	(76,156)	(26,020)	(50,136)	34.17%
Health Insurance - Retiree Contribution	(306,984)	(102,065)	(204,919)	33.25%
Employee Insurance - Other - ADM	80,634	37,457	43,177	46.45%
Employee Insurance - Other - OPS	266,340	138,817	127,523	52.12%
Workers Compensation Insurance - ADM	41,552	26,353	15,199	63.42%
Workers Compensation Insurance - OPS	273,377	128,663	144,714	47.06%
Total Personnel Services	16,206,162	5,332,659	10,873,503	32.91%

IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT
DETAILED STATEMENT OF ACTIVITIES - GENERAL FUND
For the Four Months Ended January 31, 2020 (Unaudited)

	<u>AMENDED BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>	
			<u>\$</u>	<u>%</u>
Operating Expenditures				
Legal	60,000	3,997	56,003	6.66%
Computer Support Services	35,000	14,784	20,216	42.24%
Other Professional	27,300	8,892	18,408	32.57%
Audit and Accounting	35,000	1,000	34,000	2.86%
Tax Collector's Commission	400,500	354,116	46,384	88.42%
Property Appraiser's Commission	138,697	55,742	82,955	40.19%
Custodial & Janitorial Services	33,860	5,413	28,447	15.99%
Other Services - MVR Review	12,856	3,189	9,667	24.81%
Travel and Per Diem	106,475	21,006	85,469	19.73%
Telephones	86,400	29,954	56,446	34.67%
Wireless User Fee	52,720	5,016	47,704	9.51%
High Speed Internet Connect	2,100	516	1,584	24.57%
Freight & Postage	2,100	747	1,353	35.57%
Water	13,300	3,019	10,281	22.70%
Electricity	62,125	11,077	51,048	17.83%
Cable Television	3,611	1,202	2,409	33.28%
Garbage	12,035	3,245	8,790	26.96%
Propane	8,805	328	8,477	3.73%
Equipment Rentals & Leases	46,631	15,916	30,715	34.13%
Insurance	135,000	85,372	49,628	63.24%
Equipment Maintenance	97,000	3,097	93,903	3.19%
Building Maintenance	426,139	102,356	323,783	24.02%
Vehicle Maintenance	171,004	49,267	121,737	28.81%
Promotional Activities	33,200	6,448	26,752	19.42%
Promotional Activities - ADM	5,000	1,370	3,630	27.39%
Turnout Gear	111,620	8,423	103,197	7.55%
Capital Outlay under \$1,000	42,200	23,726	18,474	56.22%
Annual Medical Exams/Wellness	50,000	6,410	43,590	12.82%
Legal Advertising	3,000	170	2,830	5.66%
Hiring Costs	22,500	300	22,200	1.33%
Uniforms	45,800	10,096	35,704	22.04%
Office Supplies	8,000	2,790	5,210	34.88%
Fuel	90,000	24,050	65,950	26.72%
Janitorial Supplies	27,600	5,972	21,628	21.64%
Medical Supplies	63,615	13,984	49,631	21.98%
Other Operating Supplies	77,675	22,237	55,438	28.63%
Memberships, Publications & Subscriptions	128,480	67,876	60,604	52.83%
Educational Reimbursement	53,520	7,476	46,044	13.97%
Training	79,630	29,073	50,557	36.51%
Total Operating	<u>2,810,498</u>	<u>1,009,652</u>	<u>1,800,846</u>	35.92%
Capital Outlay				
Buildings	-	-	-	N/A
Equipment	269,400	37,224	232,176	13.82%
Vehicles	1,834,896	1,301,183	533,713	70.91%
Total Capital Outlay	<u>2,104,296</u>	<u>1,338,407</u>	<u>765,889</u>	63.60%
Debt Service				
Principal	156,354	84,195	72,159	53.85%
Interest	5,941	3,067	2,874	51.63%
Total Debt Service	<u>162,295</u>	<u>87,262</u>	<u>75,033</u>	53.77%
Total Expenditures	<u>21,283,251</u>	<u>7,767,980</u>	<u>13,515,271</u>	36.50%
Revenues over Expenditures		<u>\$ 10,022,748</u>		
Reserves				
Assigned:				
Operating Expenditures Oct - Dec	4,729,050			
Hurricane/Disaster	2,364,525			
Capital (Facilities, Apparatus, Equipment)	1,000,000			
Health Insurance (Level Funding Reserve)	500,000			
Unassigned:				
General Operating	136,912			
Total Reserves	<u>8,730,487</u>			
Total Expenditures and Reserves	<u>\$ 30,013,738</u>			

IONA MCGREGOR FIRE DISTRICT
2019 - 2020 FISCAL YEAR
Ad Valorem Tax Revenues to Date

[illegible]

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

CURRENT AND LAST 5 FISCAL YEARS COLLECTION ANALYSIS
As of January 31, of each year

Fiscal Year		Revenue	Discounts	Commissions
2020				
	Budget	20,485,690	742,500	400,500
	Actual	18,357,936	724,296	354,116
		89.61%	97.55%	88.42%
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%

Check History Report
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Activity From: 1/1/2020 to 1/31/2020

IONA MCGREGOR FIRE DISTRICT (IMF)

Bank Code: B BANKUNITED - OPERATING

Check Number	Check Date	Vendor Number	Name	Check Amount	Check Type
019168	1/8/2020	BOULEVA	BOULEVARD TIRE CENTER	219.00	Auto
019169	1/8/2020	BOUND	BOUND TREE MEDICAL, LLC	431.60	Auto
019170	1/8/2020	CRISMAN	BRIAN CRISMAN	1,478.08	Auto
019171	1/8/2020	CROWN	CROWN INFORMATION MANAGEMENT	25.00	Auto
019172	1/8/2020	CRS	CRS TECHNOLOGY	2,400.00	Auto
019173	1/8/2020	CRYSTAL	CRYSTAL SPRINGS	32.51	Auto
019174	1/8/2020	FFS	FLORIDA FIRE SYSTEMS, LLC	1,680.00	Auto
019175	1/8/2020	FILIPAN	DIANA HERNDEN	1,130.14	Auto
019176	1/8/2020	FIREEMS	PRAETORIAN DIGITAL	4,185.00	Auto
019177	1/8/2020	FLADET	FL DETROIT DIESEL-ALLISON	1,618.89	Auto
019178	1/8/2020	FPL5324	FL POWER & LIGHT CO.	373.40	Auto
019179	1/8/2020	GROUND	GROUND EFFECTS	1,075.00	Auto
019180	1/8/2020	HINTON	DAVID HINTON	150.00	Auto
019181	1/8/2020	HOWARD	DAVE HOWARD	157.47	Auto
019182	1/8/2020	HULETT	HULETT ENVIRONMENTAL SERVICES	312.00	Auto
019183	1/8/2020	LEE DOT	LEE COUNTY BOCC	3,141.45	Auto
019184	1/8/2020	LMHS	LEE MEMORIAL HEALTH SYSTEM	823.00	Auto
019185	1/8/2020	LWS	LIGHTNING WIRELESS SOL, INC	465.00	Auto
019186	1/8/2020	MARCADI	MARCADIS SINGER, PA TRUST ACCOUNT	233.70	Auto
019187	1/8/2020	MARINE	MARINEMAX	147.31	Auto
019188	1/8/2020	MARRERO	PETER MARRERO	272.00	Auto
019189	1/8/2020	MES	MUNICIPAL EMERGENCY SVCS, INC.	139.20	Auto
019190	1/8/2020	NAFECO	NAFECO	2,221.00	Auto
019191	1/8/2020	NEWSLEG	THE NEWS PRESS	169.74	Auto
019192	1/8/2020	OFFICE	OFFICE DEPOT BUSINESS ACCOUNT	278.10	Auto
019193	1/8/2020	OFFPRID	OFFICE PRIDE COMMERCIAL CLEANING SVCS	1,088.95	Auto
019194	1/8/2020	PHARMA	PHARMALINK, INC.	499.00	Auto
019195	1/8/2020	QUILTY	MICHAEL QUILTY	250.00	Auto
019196	1/8/2020	RICOH	RICOH USA, INC.	53.52	Auto
019197	1/8/2020	SANIBEL	SANIBEL FIRE & RESCUE DISTRICT	5,400.00	Auto
019198	1/8/2020	SOUTH	SOUTH FL EMERGENCY VEHICLES	347.25	Auto
019199	1/8/2020	SWFPFF	SW FL PROFESSIONAL FIREFIGHTER	2,275.36	Auto
019200	1/8/2020	SWI	SAFEWARE INC	925.66	Auto
019201	1/8/2020	SWPOLY	SW FL POLYGRAPH & BACKGROUND	299.98	Auto
019202	1/8/2020	UPS	UNITED PARCEL SERVICE	15.10	Auto
019203	1/8/2020	VFIS	VFIS	9,195.00	Auto
019204	1/22/2020	ACTION	ACTION AUTOMATIC DOOR CO.	495.00	Auto
019205	1/22/2020	AD	ADVANCED DISPOSAL-FT MYERS	811.16	Auto
019206	1/22/2020	AIRGAS	AIRGAS	202.25	Auto
019207	1/22/2020	ARGENTU	ARGENTUM WELDING LLC	13,008.34	Auto
019208	1/22/2020	BENNETT	BENNETT FIRE PRODUCTS CO, INC	427.00	Auto
019209	1/22/2020	BOA0449	BANK OF AMERICA BUSINESS CARD	203.55	Auto
019210	1/22/2020	BOA4552	BUSINESS CARD	6,287.65	Auto
019211	1/22/2020	BOA4743	BANK OF AMERICA BUSINESS CARD	127.99	Auto
019212	1/22/2020	BOA7406	BANK OF AMERICA BUSINESS CARD	202.26	Auto
019213	1/22/2020	BOA8738	BANK OF AMERICA	23.10	Auto
019214	1/22/2020	BOA9353	BANK OF AMERICA BUSINESS CARD	47.74	Auto
019215	1/22/2020	BOUND	BOUND TREE MEDICAL, LLC	323.70	Auto
019216	1/22/2020	BUCK	BUCKEYEE CLEANING CENTER	1,355.12	Auto
019217	1/22/2020	CDW	CDW GOVERNMENT, INC	813.74	Auto
019218	1/22/2020	CINTAS	CINTAS CORPORATION #294	56.21	Auto
019219	1/22/2020	CORPORA	CORPORATE BILLING, INC	671.94	Auto
019220	1/22/2020	EMP	EMERGENCY MEDICAL PRODUCTS	833.62	Auto
019221	1/22/2020	FFS	FLORIDA FIRE SYSTEMS, LLC	1,964.55	Auto

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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
019222	1/22/2020	FNG	FLORIDA NATURAL GAS	7.55	Auto
019223	1/22/2020	FPL8590	FL POWER & LIGHT CO.	421.70	Auto
019224	1/22/2020	GAVINS	GAVIN'S ACE HARDWARE	6.27	Auto
019225	1/22/2020	GOODDEA	GOOD DEALS APPLIANCE	2,277.00	Auto
019226	1/22/2020	HOODGUY	THE HOOD GUYS	550.00	Auto
019227	1/22/2020	KING	BRIAN KING	4.66	Auto
019228	1/22/2020	LOWES	LOWE'S	145.81	Auto
019229	1/22/2020	MARCADI	MARCADIS SINGER, PA TRUST ACCOUNT	233.70	Auto
019230	1/22/2020	MARINE	MARINEMAX	266.30	Auto
019231	1/22/2020	MES	MUNICIPAL EMERGENCY SVCS, INC.	3,464.00	Auto
019232	1/22/2020	MGT	MARTINEZ GOLDEN TOUCH, LLC	370.00	Auto
019233	1/22/2020	NAFECO	NAFECO	268.80	Auto
019234	1/22/2020	NAPA	NAPA AUTO PARTS	51.48	Auto
019235	1/22/2020	OFFICE	OFFICE DEPOT BUSINESS ACCOUNT	158.27	Auto
019236	1/22/2020	PEDIA	PEDIATRIC EMERGENCY STANDARDS, INC.	1,752.00	Auto
019237	1/22/2020	PGIT	PREFERRED GOVERNMENTAL INS TRUST	25,809.33	Auto
019238	1/22/2020	PRIN VI	PRINCIPAL LIFE - VISION	923.23	Auto
019239	1/22/2020	RAIZA	RAIZA'S ALTERATIONS	51.00	Auto
019240	1/22/2020	RYAN	RYAN PETROLEUM	4,263.49	Auto
019241	1/22/2020	SCHWAND	BOB SCHWANDER	570.83	Auto
019242	1/22/2020	SKYLINE	SKYLINE OUTFITTERS LLC	753.00	Auto
019243	1/22/2020	SOUTH	SOUTH FL EMERGENCY VEHICLES	1,805.64	Auto
019244	1/22/2020	STEINKE	MEGAN STEINKE	5.14	Auto
019245	1/22/2020	SWFPFF	SW FL PROFESSIONAL FIREFIGHTER	2,245.68	Auto
019246	1/22/2020	TANSEY	BRIAN TANSEY	317.00	Auto
019247	1/22/2020	UPS	UNITED PARCEL SERVICE	341.50	Auto
019248	1/31/2020	ADVLED	ADVANCED LED SYSTEMS, LLC	1,685.00	Auto
019249	1/31/2020	ALLIED	ALLIED INDOOR ENVIRONMENTAL CONSULTANTS	3,100.00	Auto
019250	1/31/2020	ARMCHEM	ARMCHEM INTERNATIONAL	508.00	Auto
019251	1/31/2020	BLANDON	DANIEL BLANDON	490.13	Auto
019252	1/31/2020	BOUND	BOUND TREE MEDICAL, LLC	215.80	Auto
019253	1/31/2020	CINTAS	CINTAS CORPORATION #294	56.21	Auto
019254	1/31/2020	COMMUNI	COMMUNITY FIRST NATIONAL BANK	62,250.59	Auto
019255	1/31/2020	CREATEV	CREATIVE EVENTS AND RENTALS	183.11	Auto
019256	1/31/2020	CROWN	CROWN INFORMATION MANAGEMENT	25.00	Auto
019257	1/31/2020	DONE	DONE RIGHT FIRE GEAR REPAIR	96.00	Auto
019258	1/31/2020	ESTERO	ESTERO FIRE RESCUE	1,388.00	Auto
019259	1/31/2020	FBJ	FACES BY JOELLE	127.50	Auto
019260	1/31/2020	FDTRAIN	FIRE DEPARTMENT TRAINING NETWORK	300.00	Auto
019261	1/31/2020	FFS	FLORIDA FIRE SYSTEMS, LLC	375.00	Auto
019262	1/31/2020	FMPG	FORT MYERS PLUMBING & GAS LLC	1,437.50	Auto
019263	1/31/2020	FPELRA	FL PUBLIC EMP LABOR RELA ASOC	753.00	Auto
019264	1/31/2020	FPL0598	FL POWER & LIGHT CO.	1,188.18	Auto
019265	1/31/2020	FPL3327	FL POWER & LIGHT CO.	12.24	Auto
019266	1/31/2020	FPL6245	FL POWER & LIGHT CO.	519.77	Auto
019267	1/31/2020	GARBERF	GARBER FORD, INC.	38,236.30	Auto
019268	1/31/2020	LEESAR	LEESAR INC	5,212.05	Auto
019269	1/31/2020	LOWES	LOWE'S	485.69	Auto
019270	1/31/2020	MARINE	MARINEMAX	295.73	Auto
019271	1/31/2020	MARRA	RONALD MARRA	446.85	Auto
019272	1/31/2020	MASCARE	MARC MASCARELLI	470.00	Auto
019273	1/31/2020	MOTORGA	MOTOROLA SOLUTIONS, INC.	192.50	Auto
019274	1/31/2020	MYCHEAP	MY CHEAP PARTY RENTALS, LLC	553.20	Auto
019275	1/31/2020	NAFECO	NAFECO	729.39	Auto

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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
019276	1/31/2020	OGL#2	OGLETREE DEAKINS CONFERENCES	895.00	Auto
019277	1/31/2020	PAPYRUS	PAPYRUS DOCUMENT & DESIGN, LLC	180.00	Auto
019278	1/31/2020	PRINCIP	PRINCIPAL LIFE INSURANCE CO	13,953.59	Auto
019279	1/31/2020	RICOH	RICOH USA, INC.	420.36	Auto
019280	1/31/2020	SIMPSON	WILLIAM SIMPSON	59.15	Auto
019281	1/31/2020	SOUTH	SOUTH FL EMERGENCY VEHICLES	258.40	Auto
019282	1/31/2020	STAND	STANDARD INSURANCE CO.	12,665.94	Auto
019283	1/31/2020	TEN8	TEN-8 FIRE EQUIPMENT, INC.	334.38	Auto
019284	1/31/2020	WHYTE	WHYTE'S FLOORING, INC.	7,328.25	Auto
W00291	1/2/2020	LOCUMS	LOCUMS DOC, INC	2,083.33	Wire Transfer
W00292	1/2/2020	LCPA	LEE COUNTY PROPERTY APPRAISER	20,989.16	Wire Transfer
W00293	1/7/2020	NEWS	NEWS-PRESS MEDIA GROUP	267.50	Wire Transfer
W00295	1/10/2020	CABLE1	COMCAST CABLEVISION	27.96	Wire Transfer
W00296	1/10/2020	CABLE2	COMCAST CABLEVISION	62.91	Wire Transfer
W00297	1/10/2020	CABLE3	COMCAST CABLEVISION	41.94	Wire Transfer
W00298	1/10/2020	CABLE4	COMCAST CABLEVISION	97.86	Wire Transfer
W00299	1/17/2020	CABLE5	COMCAST CABLEVISION	69.75	Wire Transfer
W00300	1/14/2020	IMRINST	IONA MCGREGOR RETIREE INS TRUS	497,525.00	Wire Transfer
W00301	1/21/2020	ENTERPR	ENTERPRISE FM TRUST	3,139.86	Wire Transfer
W00302	1/22/2020	CIGNA	CIGNA HEALTHCARE	156,200.83	Wire Transfer
W00303	1/21/2020	LCU	LEE COUNTY UTILITIES	811.38	Wire Transfer
W00304	1/23/2020	PITNEYB	PITNEY BOWES GLOBAL FINANCIAL SVCS LLC	159.00	Wire Transfer
W00305	1/27/2020	T3	T3 COMMUNICATIONS, INC.	7,483.06	Wire Transfer
W00306	1/28/2020	COLLIFE	COLONIAL LIFE PREMIUM PROCESSING	4,493.26	Wire Transfer
W00307	1/29/2020	TECO	TECO	31.64	Wire Transfer
W00308	1/23/2020	VERIZON	VERIZON	1,362.92	Wire Transfer
W00309	1/23/2020	MICROSO	MICROSOFT CORPORATION	1,116.00	Wire Transfer
Bank B Total:				971,817.88	
Report Total:				971,817.88	

BOARD MEETING AGENDA ITEM SUMMARY

Board Meeting Date: 02/19/2020

(Select All that Apply)



Decision Making Agenda Item



Discussion Purposes Only Agenda Item



Walk On Agenda Item

SUBJECT:

Closing of Fifth Third Depository Account

PERSON(S) MAKING SUBMITTAL OF AGENDA ITEM:

CFO Winzenread

BACKGROUND/DETAIL OF AGENDA ITEM:

Maintaining the Fifth Third depository account was a requirement of the capital lease refinance of Station #75 dated November 15, 2012. The terms of the capital lease were satisfied on September 1, 2019 and the depository account is no longer needed.

The rates of return on the Fifth Third account have averaged 26 basis points below that of our FL PRIME investment pool account over the past 12 months.

I recommend closing the Fifth Third depository account and transferring the balance of the funds (approximately \$408,000) to the FL PRIME investment pool account.

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

No

REQUESTED BOARD ACTION:

Authorize Chief Howard and/or CFO Winzenread to close the Fifth Third depository account and transfer the balance of the funds to the FL PRIME investment pool account.

**BOARD MEETING AGENDA ITEM SUMMARY**Board Meeting Date: 02/19/2020(Select All that Apply) ☒ Decision Making Agenda Item☐ Discussion Purposes Only Agenda Item☐ Walk On Agenda Item**SUBJECT:**

Surplus Items

PERSON(S) MAKING SUBMITTAL OF AGENDA ITEM:

Chief Howard and CFO Winzenread

BACKGROUND/DETAIL OF AGENDA ITEM:

We have several items which are no longer useful to the District due to their obsolescences, condition, or effectiveness. A listing of items is included with this request.

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

No

REQUESTED BOARD ACTION:

It is desired that the Board approve the deeming of the requested items as surplus and allow the Chief and/or his designee to dispose of the property in accordance with Florida Statute 274.

SURPLUS ITEMS - FEBRUARY 2020

TAG NO.	DESCRIPTION	IN-SERVICE DATE	CONDITION	ESTIMATED VALUE
00414	TIC - Thermal Imaging Camera	1/24/2005	Obsolete/Replaced	< \$100
01282	Rocket Vehicle Router	3/22/2016	Obsolete/Replaced	< \$100
01216	SCBA 60/5500 Cylinder	1/20/2015	Damaged	No Value
01218	SCBA 60/5500 Cylinder	1/20/2015	Damaged	No Value
00737	VHF Mobile Radio	10/1/2011	Not Found	No Value
00642	Engine Scan Tool	1/8/2009	Not in use	< \$2,000
00264	Chain Saw - Cutter Edge 20	10/1/2003	Not in use	< \$100
00387	Chain Saw - Cutter Edge 20	12/9/2004	Not in use	< \$100
00084	North Star Pressure Washer	5/15/1996	Not in use	< \$100
00643	A/C Service Station	1/8/2009	Not in use	< \$1,000
00714	Mechanical Press	7/29/2011	Not in use	< \$700
00066	Lincoln Arc Welder	8/17/1990	Not in use	< \$500
00565	Lincoln MIG Welder	6/30/2006	Not in use	< \$500
00075	Miller TIG Welder	2/19/1996	Not in use	< \$500
00875	Rotary Lift: 10,000lb Capacity	4/9/2008	Not in use	< \$2,000
Unknown	(2) K-12 Saws	unknown	Not in use	< \$200
Unknown	Drill Press 5/8" capacity	unknown	Not in use	< \$200

Approved by: _____ Date: _____

**BOARD MEETING AGENDA ITEM SUMMARY**Board Meeting Date: 02/19/2020

(Select All that Apply)



Decision Making Agenda Item



Discussion Purposes Only Agenda Item



Walk On Agenda Item

SUBJECT:

Technical Advisor Program (TAP)

PERSON(S) MAKING SUBMITTAL OF AGENDA ITEM:

Assistant Chief Comer

BACKGROUND/DETAIL OF AGENDA ITEM:

At last months board meeting, staff briefly discussed the recently attended Quality Improvement Through Accreditation (QITA) workshop. There are 3 documents needed to apply for Accreditation which are the community driven strategic plan, community risk assessment and standards-of-cover, and the self-assessment manual. General pricing for assistance in developing these documents was obtained from 3 providers. Two of the three consultants only facilitate the first two components. Only one consultant works with an agency through all three components for a total self-assessment facilitation. For those reasons the Center for Public Safety Excellency which provides the Technical Advisor Program (TAP) is viewed as a sole-source provider, and is the more economical proposal.

As an example, one of the other provider's cost for just the Risk assessment and Standards of cover is \$44, 875. Another provider's cost was \$38,500. That is for only one of the three documents needed.

See the attached CPSE documents which outline the scope of work for each component.

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

Yes

\$72,400 for the "Total Self-Assessment Project".

\$16,800 for Strategic plan only

\$34,500 for CRA-SOC only

\$34,900 for Self-Assessment manual only

REQUESTED BOARD ACTION:

Approve the utilization of the "Total Self-Assessment Project" with the Center for Public Safety Excellency for \$72,400.



Center for
Public Safety
Excellence

4501 Singer Court, Suite 180
Chantilly, VA 20151
(703) 691-4620 T
(703) 961-0113 F
www.cpse.org

Community-Driven Strategic Plan Proposal to

Iona-McGregor Fire District
6061 South Pointe Boulevard
Fort Myers, Florida 33919

David Howard
Fire Chief
August 20, 2019



COMMUNITY-DRIVEN STRATEGIC PLAN PROPOSAL

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COMMUNITY-DRIVEN STRATEGIC PLAN PROPOSAL

THE CPSE DIFFERENCE

The mission of the Center for Public Safety Excellence is: *"To lead the fire and emergency service to excellence through the continuous quality improvement process of accreditation, credentialing, and education."*

By teaching, coaching, guiding, and advising, CPSE's Technical Advisor Program (TAP) strives to provide agencies the tools to internalize continuous quality improvement and thereby achieve excellence.

Give a man a fish and you feed him for a day. Teach a man to fish and you feed him for a lifetime.

TAP places great importance on thorough preparation for each project including:

- A clear understanding of the agency's background, goals and objectives, and the complex issues they are facing,
- A workplan that is comprehensive, well designed, and provides ample opportunity for stakeholder input,
- Sufficient resources and a commitment to successfully complete the project within the desired time frame at a reasonable cost, and
- A commitment to support the agency after the Strategic Plan is adopted.

TAP uses contemporary methods and enlists energetic and positive individuals to help facilitate agency work. Our advisors personalize their approach and garner candid feedback from stakeholders while putting stakeholders at ease. The end result is a truly strategic rather than tactical plan.

SCOPE

The purpose of a strategic plan is to identify and provide a process that envisions the future by accomplishing organizational visions. A well-crafted Strategic Plan, guided by good management, and executed by committed personnel will translate to improved effectiveness, efficiency, and better quality of services being delivered. CPSE believes the most successful strategic planning efforts involve both internal and external stakeholders.

The Community-Driven Strategic Plan Facilitation process typically takes 60 to 90 days and includes:

- Meeting with external stakeholders to gather feedback on community expectations, concerns, and priorities,
- A three-day work session with the agency's internal stakeholders to integrate community feedback into their mission, vision, and values, and
- A professionally formatted and published document encompassing strategic initiatives, goals, objectives, critical tasks, and performance measures.

Expected outcomes include a Strategic Plan that will:

- Address the organization's mission, vision, and values
- Be achievable, measurable, and responsive to changing community needs
- Be easily reviewed and modified to meet the changing internal and external needs of the agency
- Build upon community partnerships and enhance the ability to harmonize the goals of the agency with the community's identified needs
- Encourage and embrace involvement, participation, and teamwork
- Establish strategic initiatives
- Establish goals, objectives, performance measures, and an implementation strategy corresponding to the strategic initiatives
- Focus on critical issues and needs of internal and external stakeholders

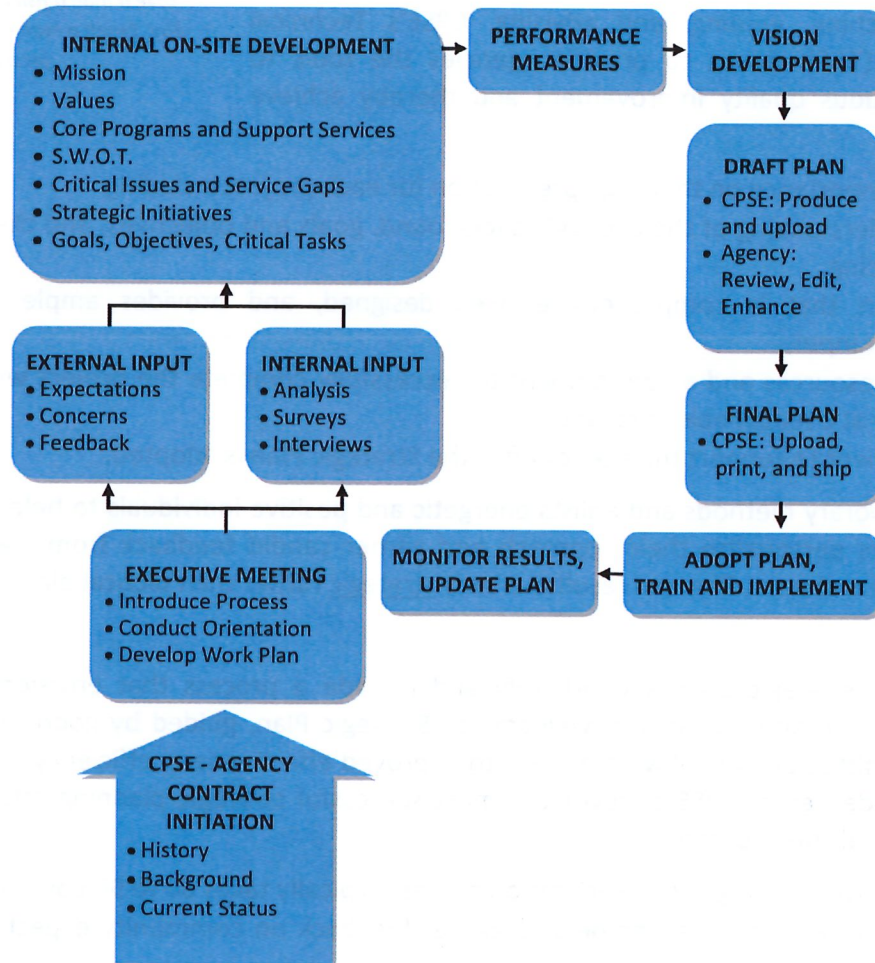


COMMUNITY-DRIVEN STRATEGIC PLAN PROPOSAL

- Provide a basis for improving efficiency, effectiveness, and service deliverables

PROJECT FRAMEWORK

CPSE will take a systematic approach to the agency's planning process. The chart below illustrates the general flow of events for a comprehensive strategic planning process:



PROJECT TIMELINE

There will be four stages to this project. Once this proposal is accepted, a detailed Statement of Work (SOW) will be built that addresses the details for these stages, their timing, and the roles that CPSE and the agency will play in their completion. A sample SOW is provided at the end of this proposal. Once a signed professional services agreement (PSA) and a finalized SOW is received, CPSE can begin work on this project within 30 days and complete the project within another 30 to 60 days for a total project time of 60 to 90 days.

1. Project Executive Orientation
2. External Stakeholders Public Meeting
3. Internal Stakeholders Work Session
 - a. Develop goal, objectives, and performance measures
 - b. Develop an implementation strategy
4. Strategic Plan publication



COMMUNITY-DRIVEN STRATEGIC PLAN PROPOSAL

DELIVERABLES

CPSE is responsible for the following deliverables:

1. Development of a project work plan
2. Identification and coordination of stakeholders
3. Facilitation of on-site work sessions involving stakeholders
4. Status reports, as deemed necessary by the agency
5. Provision of an executive orientation session
6. Provision of all necessary forms
7. Findings from surveys, interviews, questionnaires and facilitation
8. A technically and professionally competent Strategic Plan, that includes:
 - a. Mission
 - b. Vision
 - c. Guiding values or principles
 - d. Community expectations, concerns, and positive feedback
 - e. Prioritization of programs/services
 - f. SWOT analysis
 - g. Identified critical issues and service gaps
 - h. Strategic initiatives
 - i. Planned outcomes
 - j. Goals, objectives, performance expectations
 - k. Implementation strategies including areas of responsibility, critical tasks and timelines
9. One (1) digital copy of the draft report for review of accuracy of obtained information
10. One (1) digital copy and ten (10) professionally bound copies of the final Strategic Plan.

CPSE RESOURCES

CPSE's Strategic Planning Manager oversees every project to ensure that the end result of each project is a satisfied client whose expectations are fully met. Each project will also have an assigned Senior Technical Advisor to facilitate the onsite work, a second facilitator to assist with the internal stakeholder work session, and a TAP support specialist to ensure all materials are professionally prepared.



COMMUNITY-DRIVEN STRATEGIC PLAN PROPOSAL

ESTIMATED FEES AND EXPENSES

CPSE has estimated the following fees and expenses for this project:

The proposed cost for CPSE to facilitate the development of the Iona-McGregor Fire District's Community-Driven Strategic Plan is **\$16,800**.

This total proposed cost includes all technical advisor time and travel expenses to facilitate one external stakeholder meeting (limited to no more than 75 people) and a three-day internal stakeholder work session (limited to no more than 36 people). These events will be scheduled during the same week. Any additional travel requested and approved by the Iona-McGregor Fire District will be billed by CPSE at actual cost and is above and beyond the proposed cost above.

ASSUMPTIONS

- The Iona-McGregor Fire District is a fire protection district that protects the residents, businesses, and visitors within its coverage area in Florida.
- Seth Comer, Assistant Chief is the key contact for this project.
- CPSE is required to follow the agency's specific procurement requirements for this project. Specific procurement requirements will need to be provided by the agency as part of the development of the professional services agreement.
- The purpose of CPSE's Technical Advisor Program (TAP) is to coach, mentor, guide, and assist fire service agencies. Agency representatives will play an active role in developing their community driven strategic plan.
- This proposal is valid for a period of sixty (60) days.
- CPSE and the Iona-McGregor Fire District will execute a professional services agreement prior to the start of this project.
- CPSE and the Iona-McGregor Fire District will execute a statement of work governed by the professional services agreement prior to the start of this project that will be the sole document to govern the scope, methods, terms, and deliverables of this project.

INQUIRIES

Please contact CPSE with any inquiries regarding this proposal:

Brian R Dean, CFO

Strategic Planning Manager

4501 Singer Court, Suite 180

Chantilly, VA 20151

Office: (703) 691-4620, ext. 209

Mobile: (407) 919-9862

Email: bdean@cpse.org

COMMUNITY-DRIVEN STRATEGIC PLAN PROPOSAL

SAMPLE STATEMENT OF WORK



Appendix A: Strategic Planning Statement of Work February 1, 2019

Project Steps	Step Details	Step Timing	Step Responsibility	Step Billing
1. Project Acceptance	<ul style="list-style-type: none"> Finalized Statement of Work Signed Professional Services Agreement Construction of Shared Site Identification of CPSE and agency project points of contact 	Tuesday, February 12, 2019	CPSE and Anytown Fire Department	One-third (1/3) of the total contract price
2. Project Executive Orientation	<ul style="list-style-type: none"> Discussion of final SOW and identification of resources need for each step Overview of Shared Site 	By Tuesday, February 19, 2019	CPSE	N/A
3. Post Required Materials to Shared Site	<ul style="list-style-type: none"> Agency primary contact information Agency and community images, including high resolution agency logo Agency current mission and values, if available Agency organizational chart Agency background information, as available 	By Tuesday, February 26, 2019	Anytown Fire Department	N/A
4. Invite Stakeholders	<ul style="list-style-type: none"> Send invitations to request external stakeholder participation in External Stakeholder Meeting Invite identified internal stakeholder and schedule the work session 	By Tuesday, March 12, 2019	Anytown Fire Department	N/A
5. Post Required Materials to Shared Site	<ul style="list-style-type: none"> List of external stakeholders List of internal stakeholders with rank/title and assignment (shift, station, etc.) 	By Friday, April 19, 2019	Anytown Fire Department	N/A
6. External Stakeholder Meeting	<ul style="list-style-type: none"> Determine external stakeholder priorities of service delivery Determine external stakeholder expectations Receive external stakeholder input on positive and correctional issues 	Monday, April 22, 2019	CPSE	N/A
7. Internal Stakeholder Work Session	<ul style="list-style-type: none"> Review input from External Stakeholders Develop, Revise or Update Mission Statement Develop, Revise or update Value Statements Establish core programs and support services Conduct S.W.O.T. Analysis Identify Critical Issues and Service Gaps Determine strategic initiatives with outcomes expected Develop goals, objectives, and critical tasks Develop, Revise or Update Vision Statement 	Tuesday, April 23, 2019 through Thursday, April 25, 2019	CPSE	One-third (1/3) of the total contract price
8. Draft Report Published	<ul style="list-style-type: none"> Draft uploaded to Shared Site for Agency review 	By Monday, May 6, 2019	CPSE	N/A
9. Review of Draft Report	<ul style="list-style-type: none"> Edits to draft report completed via Shared Site 	By Monday, May 20, 2019	Anytown Fire Department	N/A
10. Strategic Plan Finalized	<ul style="list-style-type: none"> Approval of final draft 	By Monday, May 27, 2019	Anytown Fire Department	N/A
11. Strategic Plan Issued	<ul style="list-style-type: none"> Delivery of one digital and ten (10) hard copies of the finalized Strategic Plan. 	By Monday, June 3, 2019	CPSE	One-third (1/3) of the total contract price



COMMUNITY-DRIVEN STRATEGIC PLAN PROPOSAL



Appendix A: Strategic Planning Statement of Work February 1, 2019

Acceptance:

Anytown Fire Department

Initials of Authorized Party: *ABC*

Center for Public Safety Excellence (CPSE)

Initials of Authorized Party: *DEF*

Example



Center for
Public Safety
Excellence

4501 Singer Court, Suite 180
Chantilly, VA 20151
(703) 691-4620 T
(703) 961-0113 F
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Community Risk Assessment & Standards of Cover Facilitation Proposal for the

Iona McGregor Fire District
6061 South Pointe Boulevard
Fort Meyers, Florida 33919

David Howard
Fire Chief
August 20, 2019



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THE CPSE DIFFERENCE

The mission of the Center for Public Safety Excellence is: *“To lead the fire and emergency service to excellence through the continuous quality improvement process of accreditation, credentialing, and education.”*

By teaching, coaching, guiding, and advising, CPSE’s Technical Advisor Program (TAP) strives to provide agencies the tools to internalize continuous quality improvement and thereby achieve excellence.

Give a man a fish and you feed him for a day. Teach a man to fish and you feed him for a lifetime.

TAP places great importance on thorough preparation for each project including:

- A clear understanding of the agency’s background, goals and objectives, and the complex issues they are facing,
- A workplan that is comprehensive, well designed, and provides ample opportunity for analysis necessary to measure current and future resource needs,
- Sufficient resources and a commitment to successfully complete the project within the desired time frame at a reasonable cost, and
- Assignment of expert resources in project management and technical support to guide an agency as they work towards accreditation.

Unlike traditional agency evaluation processes, TAP’s Community Risk Assessment & Standards of Cover (CRA-SOC) process requires the fire service agency to become the experts in determining baseline performance and developing benchmarks for future performance. A comprehensive self-assessment, guided by experienced facilitation and executed by the fire service agency’s committed personnel, will ultimately translate into improved effectiveness, efficiency, and better quality of services being delivered.

SCOPE

CPSE defines a SOC document as “those written policies and procedures that establish the distribution and concentration of fixed and mobile resources of an agency.” By conducting a CRA prior to establishing the SOC, an agency is positioned to develop a risk-driven deployment model. An effective CRA-SOC process affords an agency’s employees the opportunity to become involved and participate, enhances teamwork and cooperation, and provides a basis for measuring organizational performance.

The CRA-SOC Facilitation process typically takes six to nine months and includes:

- Six days of detailed instruction on conducting a CRA and developing a SOC,
- Coaching in document design layout,
- Instruction in data analysis and the use of geographic information system mapping tools,
- On-going coaching through shared website and web-based meetings, and
- A professionally formatted and published CRA-SOC.



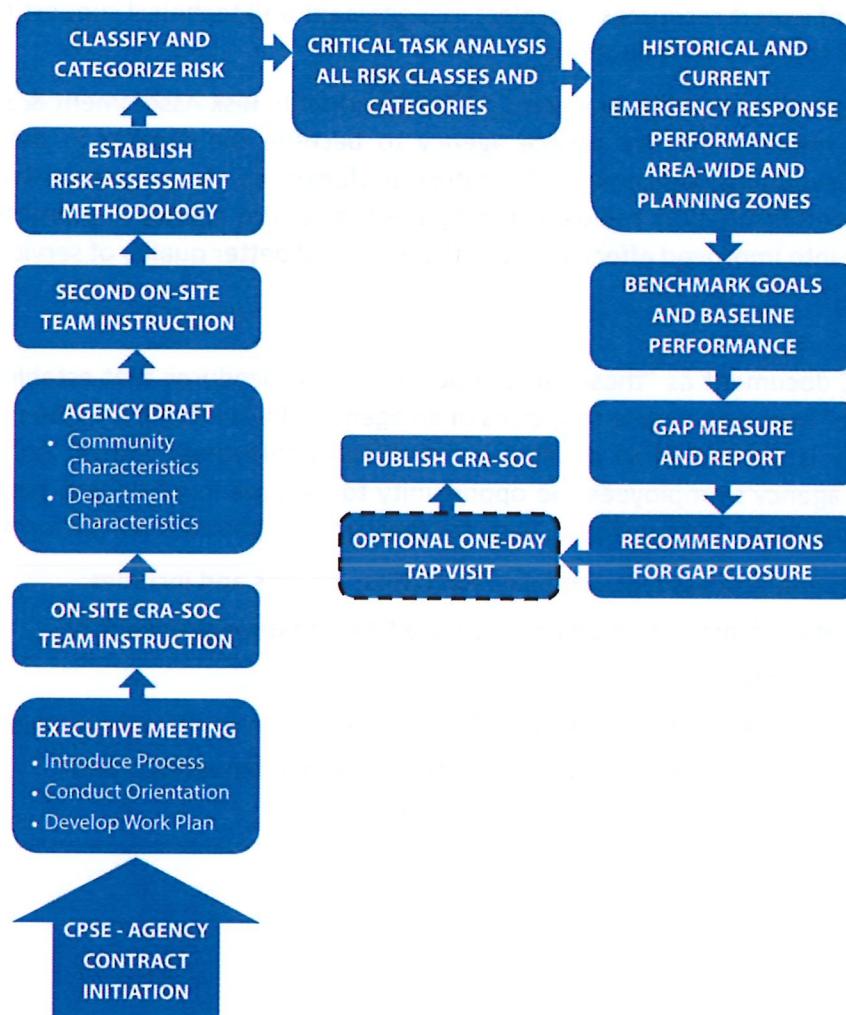
COMMUNITY RISK ASSESSMENT & STANDARDS OF COVER FACILITATION

Expected outcomes include a CRA-SOC that will follow CFAI model competencies as identified in the *CPSE Fire and Emergency Service Self-Assessment Manual (FESSAM)*, 9th Edition, and as supported in reference from the *CPSE Community Risk Assessment: Standards of Cover*, 6th Edition, including:

- Assessment and documentation of the agency's historic and current area characteristics;
- Assessment and documentation of the agency's all-hazard risk assessment and response strategies;
- Assessment and documentation of the agency's historical and current deployment and performance;
- Plans for maintaining quality response performance; and
- Recommendations for improving less than satisfactory response capability.

PROJECT FRAMEWORK

CPSE will take a systematic approach to the agency's CRA-SOC process. The chart below illustrates the general flow of events for a comprehensive CRA-SOC process:





COMMUNITY RISK ASSESSMENT & STANDARDS OF COVER FACILITATION

PROJECT TIMELINE

There will be eight stages to this project. Once this proposal is accepted, a detailed Statement of Work (SOW) will be built that addresses the details for these stages, their timing, and the roles that CPSE and the agency will play in their completion. A sample SOW is provided at the end of this proposal. Once a signed professional services agreement (PSA) and a finalized SOW is received, CPSE can begin work on this project within one month and complete the project within another five to eight months for a total project time of six to nine months.

1. CFAI Accreditation Model (Category 2) Instruction on Community Risk Assessment – Standards of Cover
2. Current Deployment Analysis
3. Community Risk Assessment
4. CRA-SOC Instruction
5. Distribution/Concentration/Reliability Study
6. Performance/Service Level Measures Development
7. Compliance Methodology Development
8. CRA-SOC Manual Publication

DELIVERABLES

CPSE is responsible for the following deliverables:

1. Statement of Work with project objectives and agreed upon timelines and fee schedule;
2. Shared Web site construction and training for CPSE and agency use;
3. All necessary tables, forms, instruments and modules;
4. Six (6) 8-hour days of on-site facilitation activity to include:
 - a. Community Expectations External Stakeholder Meeting
 - b. Two (2) CRA-SOC instructional deliveries to agency CRA-SOC Team members
 - c. Tour of the service area identifying community risk locations
5. CPSE Subject Matter Expert feedback on all draft documents;
6. Facilitation of up to six 90-minute CPSE facilitator/agency web meetings for draft document critical review and/or discussion; and
7. Layout, design, edit and publishing of the agency's Community Risk Assessment – Standards of Cover document to include:
 - a. Professionally designed cover
 - b. Hyperlinked Table of Contents
 - c. Executive Summary
 - d. Documentation of Area Characteristics
 - e. Description of Agency Programs and Services
 - f. Community All-Hazard Risk Assessment and Risk Calculation Methodology
 - g. Current Deployment and Performance by Risk Class and Category
 - h. Evaluation of Historical (3-5 years) Deployment by Risk Class and Category
 - i. Plan for Maintaining and Improving Response Capability
 - j. Appendices/Exhibits



COMMUNITY RISK ASSESSMENT & STANDARDS OF COVER FACILITATION

CPSE RESOURCES

CPSE's TAP Program Manager oversees every project to ensure that the end-result of each project is a satisfied client whose expectations are fully met. Guiding publications and instructional workbooks will be provided for the agency's accreditation team. Biographies outlining technical advisors experience and background can be found online at: <http://www.cpse.org/technical-advisor-program/who-we-are.aspx>.

ESTIMATED FEES AND EXPENSES

CPSE has estimated the following fees and expenses for this project:

The cost for CPSE to facilitate the development of the Iona McGregor Fire District CRA-SOC is **\$34,500.00**. This proposed cost includes all technical advisor time and travel expenses to facilitate the Community Risk Assessment – Standards of Cover facilitation process. The facilitation process events will be scheduled according to the agreed upon Statement of Work. Any additional travel requested and approved by Iona McGregor Fire District will be billed by CPSE at actual cost and is above and beyond the proposed cost above.

ASSUMPTIONS

- Iona McGregor Fire District is a fire district that protects the residents, businesses, and visitors to the district's service area.
- Assistant Chief Seth Comer is the key contact for this project.
- Please provide information regarding specific procurement requirements prior to the issue of a CPSE Professional Services Agreement.
- The purpose of CPSE's Technical Advisor Program (TAP) is to coach, mentor, guide, and assist fire service agencies. Agency representatives will play an active role in developing their Community Risk Assessment – Standards of Cover document.
- This proposal is valid for a period of sixty (60) days.
- CPSE and Iona McGregor Fire District will execute a professional services agreement prior to the start of this project.
- CPSE and Iona McGregor Fire District will execute a statement of work governed by the professional services agreement prior to the start of this project that will be the sole document to govern the scope, methods, terms, and deliverables of this project.

INQUIRIES

Please contact CPSE with any inquiries regarding this proposal:

Richard K. Fagan, CFO

Technical Advisor Program Manager

4501 Singer Court, Suite 180

Chantilly, VA 20151

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Mobile: (913) 904-8292

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COMMUNITY RISK ASSESSMENT & STANDARDS OF COVER FACILITATION

SAMPLE STATEMENT OF WORK

Sample Statement of Work				
Project Steps	Step Details	Step Timing	Step Responsibility	Step Billing
1. Project Acceptance	<ul style="list-style-type: none"> Finalized Statement of Work Signed Professional Services Agreement Construction of Updated Shared Web Site 	Monday, January 4	CPSE and Agency	1/6 of contract price
2. Project Executive Orientation	<ul style="list-style-type: none"> Discussion of final SOW and identification of resources needed for each step Overview of the Shared Web Site 	Friday, January 8	CPSE	N/A
3. Post Required Materials to Shared Site	<ul style="list-style-type: none"> Update Agency primary contact information Agency and community images, including high resolution agency logo Current Agency organizational chart 	Friday, January 15	CPSE and Iona McGregor Fire District	N/A
4. Self-Assessment and CRA-SOC Instruction (Part 1)	<ul style="list-style-type: none"> On-site instruction of Community Risk Assessment – Standards of Cover for agency CRA-SOC Writers Instruction of CPSE TAP CRA-SOC template document construction modules 	Monday, February 8 through Tuesday, February 9	CPSE	1/6 of contract price
5. Current Community Served and Fire Department Profile	Modules 1 & 2 <ul style="list-style-type: none"> Identification of community served (Module 1) Existing fire department profile, deployment and coverage (Module 2) 	Monday, April 4	Agency	N/A
6. Instruction of CRA-SOC Manual Sections 2-6	<ul style="list-style-type: none"> On-site Technical Review of Modules 1 & 2 Facilitation of Community Expectations public meeting On-site Instruction of text, and review of CRA-SOC template document modules 3-6 	Monday, April 18, 2016 through Wednesday, April 20, 2016	CPSE	1/6 of contract price
7. Community All-Hazard Risk Assessment & Hazard Analysis	Module 3 <ul style="list-style-type: none"> Community All-Hazard Risk Assessment Methodology applied Community Risk Assessment documentation Risk expectations 	Monday, June 13	Iona McGregor Fire District	N/A
8. Module 3 Web Meeting Review	<ul style="list-style-type: none"> Technical Review of Module 3 	Monday, June 27	CPSE	1/6 of contract price
9. Agency Distribution, Concentration and Reliability Study	Module 4 <ul style="list-style-type: none"> Geographical analysis of first due and effective response force resource emergency response unit distribution, concentration and reliability Emergency response performance data analysis by response grid and planning zone 	Monday, July 11	Agency	N/A
10. Module 4 Web Meeting Review	<ul style="list-style-type: none"> Technical Review of Module 4 	Monday, July 25	CPSE	N/A



COMMUNITY RISK ASSESSMENT & STANDARDS OF COVER FACILITATION

11. Evaluation of Delivery System	Module 5 <ul style="list-style-type: none">Establishing benchmark emergency response performance measuresService area measurement	Monday, August 15	Agency	N/A
12. Module 5 Web Meeting Review	<ul style="list-style-type: none">Technical Review of Module 5	Monday, August 29	CPSE	1/6 of contract price
13. System Management and/or Improvement Plans	Module 6 <ul style="list-style-type: none">Emergency response performance monitoring and measure to determine gaps between benchmark targets and baseline actualsReport of gaps with recommendations for improvement	Monday, September 5	Agency	N/A
14. *Option Step*	Optional site meeting	Monday, September 12	CPSE and Agency	N/A
15. Module 6 Web Meeting Review	<ul style="list-style-type: none">Technical Review of Module 6	Monday, September 19	CPSE	N/A
16. Publish Agency Community Risk Assessment – Standards of Cover Document	<ul style="list-style-type: none">CPSE Edit, layout, design and publishing of the agency Community Risk Assessment – Standards of Cover Document	Friday, September 28	CPSE	1/6 of contract price



Center for
Public Safety
Excellence

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Self-Assessment Document Facilitation Proposal for the

Iona McGregor Fire District
6061 South Pointe Boulevard
Fort Meyers, Florida 33919

David Howard
Fire Chief
August 20, 2019



SELF-ASSESSMENT DOCUMENT FACILITATION PROPOSAL

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THE CPSE DIFFERENCE

The mission of the Center for Public Safety Excellence is: *"To lead the fire and emergency service to excellence through the continuous quality improvement process of accreditation, credentialing, and education."*

By teaching, coaching, guiding, and advising, CPSE's Technical Advisor Program (TAP) strives to provide agencies the tools to internalize continuous quality improvement and thereby achieve excellence.

Give a man a fish and you feed him for a day. Teach a man to fish and you feed him for a lifetime.

TAP places great importance on thorough preparation for each project including:

- A clear understanding of the agency's background, goals and objectives, and the complex issues they are facing,
- A work plan that is comprehensive, well designed,
- Sufficient resources and a commitment to successfully complete the project within the desired time frame at a reasonable cost, and
- Assignment of expert resources in project management and technical support to guide an agency as they work towards accreditation.

It has been TAP's experience that the most successful self-assessment efforts have involved members from all ranks and positions within a fire service agency. CPSE's self-assessment model's process focuses on identifying systems and resources available to provide emergency service, measuring the effectiveness of each service delivery program, and developing plans for continuous improvement.

BENEFITS OF SELF-ASSESSMENT

Fire and emergency services agencies find themselves living in a world between public service and private demand. With common goals of reducing property and life loss and promoting employee safety, the agency has to make choices. Before making choices, however, the agency must know its current status....that's where the self-assessment provides value.

Self-assessment is an excellent way of coping with the rise of performance-based budgeting. This type of budgeting requires measuring, benchmarking and analysis, all of which are encompassed within the self-assessment process. Government accountability has also been an emerging trend for the last few decades. Self-assessment provides a reliable response to increased oversight by managers and elected officials and potential criticism from the community.

Perhaps the greatest benefit to accreditation is the self-assessment process. The willingness of those most familiar with the internal operations of an agency to identify strengths and weakness is often a game changer. By shifting the focus of assessing the department from an inventory-based system (e.g. number of staff, number of vehicles, or number of inspections conducted) to an organizational performance-based system (e.g. staff training levels, vehicle conditions, or resolution of issues identified during inspections), the agency begins to focus on outcomes rather than outputs. The ability for an agency to tell its story using empirical-based data rather than anecdotes is vital during budget requests and in anticipating and coping with change.



SELF-ASSESSMENT DOCUMENT FACILITATION PROPOSAL

Noted below are the benefits of conducting a self-assessment:

- Raises the profile through the promotion of excellence
- Encourages quality improvement
- Ensures the agency has a defined mission and related objectives
- Identifies areas of strengths and weaknesses
- Allows for the establishment of a plan for improvement
- Communicates management and leadership philosophies
- Facilitates input from and builds positive relationships with labor
- Encourages the development of organizational procedural documents

SCOPE

Most fire service agencies desire a process that allows them to identify exactly how well they are able to meet the community's needs and expectations for emergency services delivery; however, some fire service agencies lack the dedicated resources, understanding, and/or clear direction toward accomplishing this goal.

The Self-Assessment Document Facilitation process typically takes six months and includes:

- Customized writing instruction for all agency writers and complete orientation in the CFAI accreditation process, and
- A critical review of all agency writing through shared website and web-based meetings.

Expected outcomes include a Self-Assessment Document that will provide a description, appraisal, and plan with references as required by the CFAI model competencies in Chapter 5 of the 9th Edition, *CPSE Fire and Emergency Service Self-Assessment Manual* Categories and Criteria in:

- I. Governance and Administration
- II. Assessment and Planning
- III. Goals and Objectives
- IV. Financial Resources
- V. Programs
- VI. Physical Resources
- VII. Human Resources
- VIII. Training and Competency
- IX. Essential Resources
- X. External Systems Relationships

PROJECT FRAMEWORK

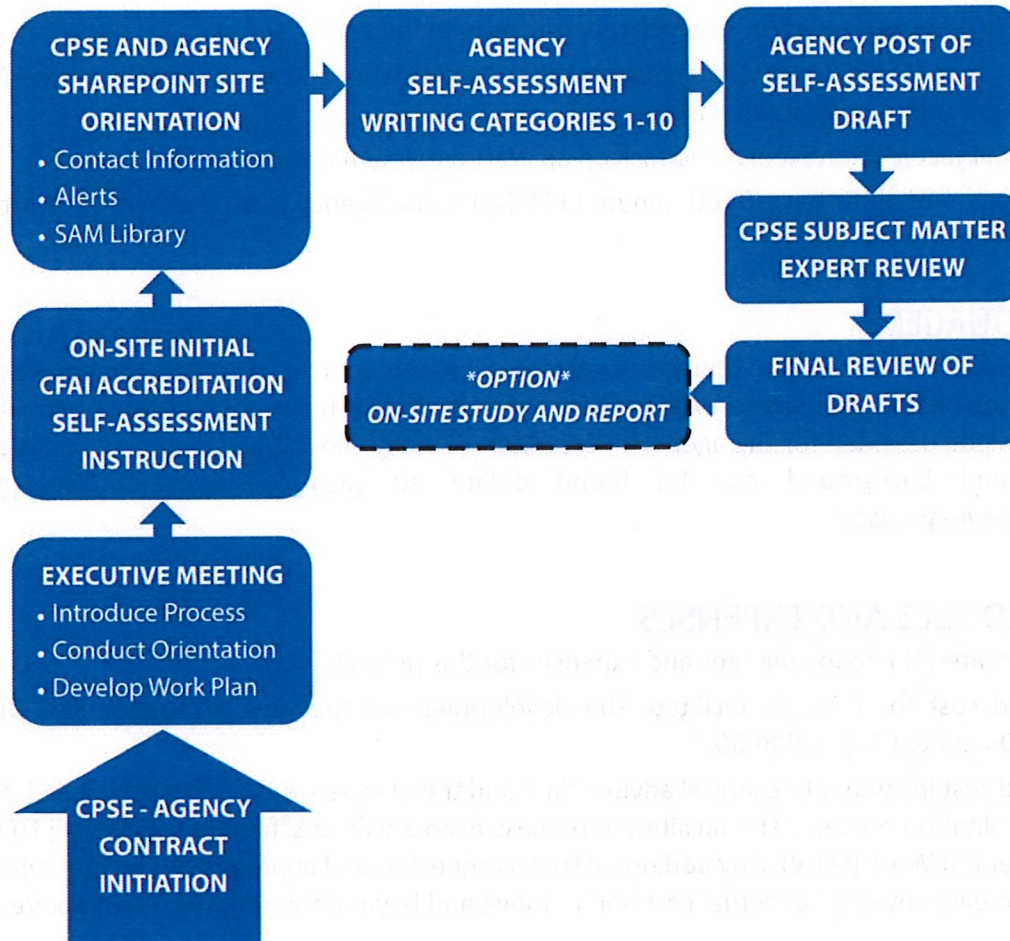
The process of conducting a self-assessment is systematic, but also requires an understanding of the various components that drive a modern fire service agency. While no one person is likely to be an expert in all of the components assessed, each agency has members with specialized knowledge or who possess specific skills to research the information needed. The key to self-assessment is going through the process with the understanding that success is based on the ability to conduct an honest and forthright evaluation of what an agency is doing in comparison to the stated standards in the accreditation model.

Those conducting a self-assessment must commit to truly assessing what is going on within the agency, even if the assessment reveals that the agency is not doing things as well as once thought. This honest

SELF-ASSESSMENT DOCUMENT FACILITATION PROPOSAL

and forthright evaluation is what helps agencies improve and ultimately deliver a higher-quality service to their community and making the industry better. An agency must consider and commit to this when approaching the self-assessment process.

The chart below illustrates the general flow of events for a comprehensive self-assessment:



PROJECT TIMELINE

There will be three primary stages to this project. Once this proposal is accepted, a detailed Statement of Work (SOW) will be built that addresses the details for these stages, their timing, and the roles that CPSE and the agency will play in their completion. A sample SOW is provided at the end of this proposal. Once a signed professional services agreement (PSA) and a finalized SOW is received, CPSE can begin work on this project within 15 days and complete the project within six months.

1. Project Executive Orientation
2. CFAI Accreditation Model and Self-Assessment Instruction
3. Self-Assessment Document Preparation, Review, and Finalization



SELF-ASSESSMENT DOCUMENT FACILITATION PROPOSAL

DELIVERABLES

CPSE is responsible for the following deliverables:

1. Statement of Work with project objectives and agreed upon timelines and fee schedule;
2. Shared web site construction and training for CPSE and Agency use;
3. All necessary CFAI Model document set-up for Agency use;
4. Two (2) 8-hours days of on-site facilitative activity to include:
 - a. One (1) CPSE technical advisor instructional delivery and work sessions on the CFAI Model requirements of self-assessment
5. CPSE Subject Matter Expert feedback on all draft documents; and
6. Facilitation of up to ten (10) 60-minute CPSE facilitator/agency web meetings for draft document review and/or discussion.

CPSE RESOURCES

CPSE's Technical Advisor Program Manager oversees every project to ensure that the end-result of each project is a satisfied client whose expectations are fully met. Guiding publications and instructional workbooks will be provided for the agency's accreditation team. Biographies outlining technical advisors experience and background can be found online at: <http://www.cpse.org/technical-advisor-program/who-we-are.aspx>.

ESTIMATED FEES AND EXPENSES

CPSE has estimated the following fees and expenses for this project:

The proposed cost for CPSE to facilitate the development of the Iona McGregor Fire District Self-Assessment Document is **\$34,900.00**.

This proposed cost includes all technical advisor time and travel expenses to facilitate the Self-Assessment Document facilitation process. The facilitation process events will be scheduled according to the agreed upon Statement of Work (SOW). Any additional travel requested and approved by the Iona McGregor Fire District will be billed by CPSE at actual cost and is above and beyond the proposed cost above.

Assumptions

- the Iona McGregor Fire District is a fire rescue service organization that protects the citizens, businesses and visitors in the district's service area.
- Assistant Chief Seth Comer is the key contact for this project.
- CPSE is not aware of any specific procurement requirements for this project. Please provide any specific procurement requirements to CPSE prior to the issue of a professional services agreement for this project work.
- The purpose of CPSE's Technical Advisor Program (TAP) is to coach, mentor, guide, and assist fire service agencies. Agency representatives will play an active role in developing their Self-Assessment document.
- This proposal is valid for a period of sixty (60) days.

SELF-ASSESSMENT DOCUMENT FACILITATION PROPOSAL

- CPSE and the Iona McGregor Fire District will execute a professional services agreement prior to the start of this project.
- CPSE and the Iona McGregor Fire District will execute a statement of work governed by the professional services agreement prior to the start of this project that will be the sole document to govern the scope, methods, terms, and deliverables of this project.

INQUIRIES

Please contact CPSE with any inquiries regarding this proposal:

Richard K. Fagan, CFO

Technical Advisor Program Manager

4501 Singer Court, Suite 180

Chantilly, VA 20151

Office: (703) 691-4620, ext. 208

Mobile: (913) 904-8292

Email: rfagan@cpse.org

SAMPLE STATEMENT OF WORK

Self-Assessment Statement of Work				
Project Steps	Step Details	Step Timing	Step Responsibility	Step Billing
1. Project Acceptance	<ul style="list-style-type: none"> • Finalized Statement of Work • Signed Professional Services Agreement • Construction of Updated Shared Web Site 	Monday, January 4	CPSE and Agency	1/5 of contract price
2. Project Executive Orientation	<ul style="list-style-type: none"> • Discussion of final SOW and identification of resources needed for each step • Overview of the Shared Web Site 	Friday, January 8	CPSE	N/A
3. Post Required Materials to Shared Site	<ul style="list-style-type: none"> • CPSE posting of all Self-Assessment files and support materials. • Agency posting of organization images and logo 	Friday, January 15	CPSE and Agency	N/A
4. Self-Assessment Instruction	<ul style="list-style-type: none"> • On-site instruction of CFAI Self-Assessment agency for SAM writers 	Monday, February 8 through Tuesday, February 9	CPSE	1/5 of contract price
5. Agency Writing of Self-Assessment Manual	<ul style="list-style-type: none"> • Agency posting of written CFAI Model Self-Assessment Categories 1, 3 and 4, including Criterion, Core Competencies and Performance Indicators 	Monday, March 21	Agency	N/A
6. CPSE Document Review	<ul style="list-style-type: none"> • Critical review of all agency self-assessment writing by CPSE technical advisors 	Tuesday, March 22 through Friday, April 1	CPSE	1/5 of contract price
7. Agency Writing of Self-Assessment Manual	<ul style="list-style-type: none"> • Agency posting of written CFAI Model Self-Assessment Categories 2 and 5, including Criterion, Core Competencies and Performance Indicators 	Monday, April 25	Agency	N/A
8. CPSE Document Review	<ul style="list-style-type: none"> • Critical review of all agency self-assessment writing by CPSE technical advisors 	Tuesday, April 26 through Friday, May 6	CPSE	1/5 of contract price
9. Agency Writing of Self-Assessment Manual	<ul style="list-style-type: none"> • Agency posting of written CFAI Model Self-Assessment Categories 6 through 10, including Criterion, Core Competencies and Performance Indicators 	Monday, May 30	Agency	N/A
10. CPSE Document Review	<ul style="list-style-type: none"> • Critical review of all agency self-assessment writing by CPSE technical advisors 	Tuesday, May 31 through June 10	CPSE	1/5 of contract price

**BOARD MEETING AGENDA ITEM SUMMARY**Board Meeting Date: 02/19/2020

(Select All that Apply)



Decision Making Agenda Item



Discussion Purposes Only Agenda Item



Walk On Agenda Item

SUBJECT:

Advance Distribution of Reports to Commissioners

PERSON(S) MAKING SUBMITTAL OF AGENDA ITEM:

Commissioner Louwers

BACKGROUND/DETAIL OF AGENDA ITEM:

It is requested that Division, DVP, and Executive reports be provided to Commissioners along with the rest of the packet on or about the Friday preceding the meeting schedule. This will allow the commissioners to review the information and formulate any questions pertaining to the report. It will also allow a streamline of the meeting in that the reports will be received into the record and comments or questions will be made as needed.

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

None

REQUESTED BOARD ACTION:

It is the request of this commissioner that the board approve the proposed reporting procedure and incorporate into the meeting policy.



IONA-MCGREGOR FIRE DISTRICT

Executive Report

Executive Summary/February 2020:

GENERAL:

- Open house was an extreme success. Thanks to all who worked tirelessly in planning and executing this event.
- Chief Howard, Assistant Chief Comer and Cynthia Zinger attended the Florida Public Employer Labor Relations Association (FPELRA) conference last week.

OPERATIONS:

- We continue to have future firefighter candidate potentials participate in ride time with our crews.
- Nearly 2500 fire hydrants have been serviced by our crews through the end of January as a part of our annual requirements.
- Promotional testing for Engineer positions is forthcoming in March and over 20 candidates are training diligently.
- We recently had the departure of an 8-year employee who has relocated to another state with his family.
- All probationary employees are progressing well. One has become a certified paramedic and will begin credentialing in the upcoming months.

LOGISTICS:

- Flooring replacement is complete at 71, 72, and 73. Station 74 will be completed by the end of the month.
- Bathroom contract for 72 and 73 is in progress and nearing completion. Hoping to begin remodel in March.
- Replacement exterior stairs are in engineering and permitting process.
- New logistics vehicle has been delivered.
- New Truck 74 will be going in service this month. Current truck will be renamed Truck 79 and be placed in reserve status.
- 2004 Expedition sold on Gov Deals for \$4766
- Longbed F150 will be placed up for auction next.
- Will be replacing signage on Stations 71, 72, and 73. Will also be replacing the stand-alone signs in front of 72 and 73.
- Exterior lighting at Station 74 in process of being replaced/updated.

PREVENTION:

INSPECTION VOLUME:	627
VIOLATIONS CLEARED: prior year total	595 of 712
% OF MANDATED INSPECTIONS AVERAGE:	96%
CPR / AED CLASSES:	15
CHILD PASSENGER SAFETY:	2
PUBLIC EDU. EVENT(S):	3
EAP PRESENTATIONS:	0
FIRE INVESTIGATIONS:	0

SUPERVISOR'S SUMMARY:

- CPR classes for entire department / renewals being conducted
- Open House was a fantastic success

TRAINING/EMS:

- Completed Module 2 and three testing with probationary employees.
- Members of the water ops team participated in the *Boat Operator Search and Rescue Course (BOSAR)*-This course gives our staff a learning framework in order to become more proficient with skills necessary to operate in the maritime environment and conduct search and rescue operations.
- Members of our department participated in the annual *Estero Fire Department Training Symposium*. Iona McGregor partnered up with several departments to bring nationally recognized fire instructors to deliver three days of instruction in various disciplines.
- We held our Monthly Paramedic in-service covering pediatric emergencies.
- IMFD water ops team conducted their monthly training.
- Several of our officers participated in the National Wildfire Coordinating Group S330 class (Task Force/Strike team Leader) and became certified in the discipline.
- Iona McGregor Participated in the yearly Shell Point Emergency Preparation Exercise along with LCEMS and the LCSO.



Custom ▾

Jan 1, 2020 - Jan 31, 2020 ▾

40%

FIRE

Percentage of Total Incidents

60%

EMS

Percentage of Total Incidents

979

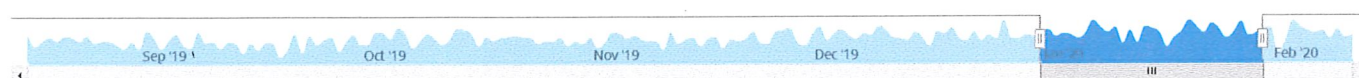
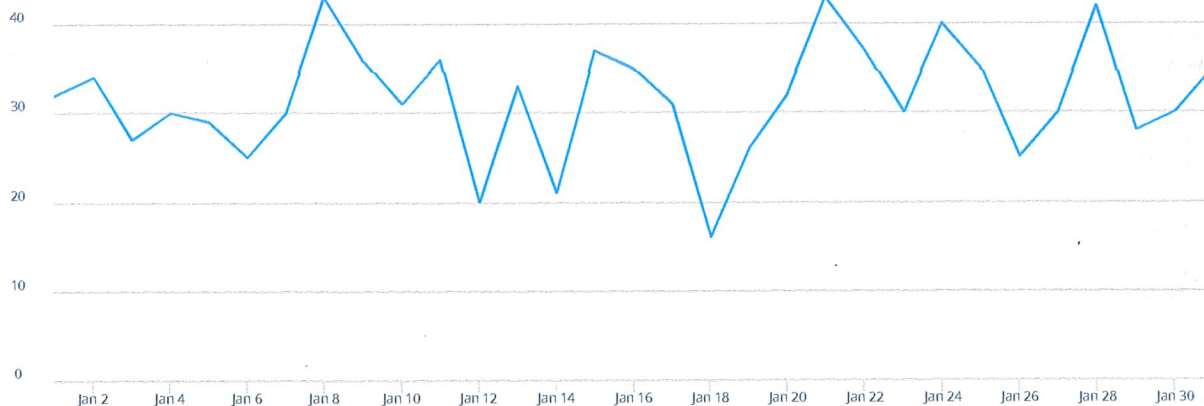
INCIDENTS

In Selected Time Slice

31

DAYS

In Selected Time Slice



Counts

% Rows

% Columns

% All

Week Ending	1/5/20	1/12/20	1/19/20	1/26/20	2/2/20	2/9/20	2/16/20	2/23/20	3/1/20	3/8/20	3/15/20	3/22/20	3/29/20	Total
(10) Fire, other	1													1
(11) Structure Fire	1		2	2	2									7
(13) Mobile property (vehicle) fire		1												1
(14) Natural vegetation fire				1										1
(15) Outside rubbish fire	1			1										2
(16) Special outside fire	1		1											2
(21) Overpressure rupture from steam (no ensuing fire)		1												1
(23) Overpressure rupture, chemical reaction (no fire)			1											1
(25) Excessive heat, scorch burns with no ignition	1			1										2
(30) Rescue, emergency medical call (EMS), other	2	3	2	2	2									11
(31) Medical assist	17	18	18	26	28									107
(32) Emergency medical service (EMS) incident	67	109	103	118	69									466
(33) Lock-In					1									1
(34) Search for lost person		1		1										2

Week Ending	1/5/20	1/12/20	1/19/20	1/26/20	2/2/20	2/9/20	2/16/20	2/23/20	3/1/20	3/8/20	3/15/20	3/22/20	3/29/20	Total
(35) Extrication, rescue	1	3	1	1										6
(36) Water or ice-related rescue			2	1										3
(44) Electrical wiring/equipm. problem	3	1		4										8
(46) Accident, potential accident			1	1	1									3
(50) Service call, other		1			1									2
(51) Person in distress		1												1
(52) Water problem		1			1									2
(53) Smoke, odor problem			1											1
(54) Animal problem or rescue	2													2
(55) Public service assistance	12	18	10	12	16									68
(56) Unauthorized burning				1										1
(61) Dispatched and canceled en route	35	49	43	52	38									217
(62) Wrong location, no emergency found	2	1	3		1									7
(63) Controlled burning			1											1
(65) Steam, other gas mistaken for smoke	1		2	3	1									7
(70) False alarm and false call, other	1	1	1	4										7
(71) Malicious, mischievous false alarm	1	1	1											3
(73) System or detector malfunction		2		3	3									8
(74) Unintentional system/detect... operation (no fire)	3	9	6	8	1									27
Total	152	221	199	242	165									979