



LEHIGH ACRES FIRE CONTROL AND RESCUE DISTRICT
NOTICE OF MEETING

**A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS WILL BE HELD AT
VETERANS PARK RECREATION CENTER, 55 HOMESTEAD RD, LEHIGH ACRES
AT 4:00pm, Tuesday November 22, 2011**

AGENDA

CALL MEETING TO ORDER _____

PLEDGE OF ALLEGIANCE _____

INVOCATION _____

Election of Officers- (Chief Adams)

Action Required

- As outlined in the Board of Commissioner's Manual the Board is to elect officers for a one year term at its scheduled monthly meeting each November; President, Vice President, Treasurer, & Secretary.

Executive Summary November 2011- 1 (pg14) _____

IN ATTENDANCE (ROLL CALL)

ADOPTION OF AGENDA _____

CONSENT AGENDA

- Approval of Minutes
- Treasurers Report

Revised Job Description- (Assistant Chief, Ken Bennett)

Action Required

- Recommending the Board of Fire Commissioners approve the revised job description for Mechanic, as presented
- Executive Summary November 2011- 2 (pg15-19)** _____

PUBLIC COMMENTS ON AGENDA ITEMS

(3 min limit; no discussion by Commission) _____

DEPARTMENT REPORTS

- Chief
 - Staff
 - DVP 6 and 19
 - Attorney's Report
- _____

COMMISSIONERS' REPORTS _____

UNFINISHED BUSINESS

**SOP 100.07- Discriminatory Workplace Harassment
Policy and Compliance Procedure-** (Assistant Chief, Ken Bennett)

- Recommending the Board of Fire Commissioners approve the Presented SOP 100.07 - Discriminatory Workplace Harassment Policy and Compliance Procedure
Executive Summary November 2011- 3 (pg20-26)
-

NEW BUSINESS

Budget Amendments- (Ben Van Klinger, Finance Manager)
Action Required

- Staff has produced a summary of proposed budget amendments relating to the current 2010/2011 Budget.
Executive Summary November 2011- 4 (pg 27-32)
-

PUBLIC COMMENT ON NON-AGENDA ITEMS

(3 min limit; no discussion by Commission)

COMMISSIONER'S COMMENTS

ADMINISTRATIVE COMMENTS

ADJOURNMENT

Any person wishing to appeal an official decision made on any subject by the Board of Fire Commissioners, Lehigh Acres Fire Control and Rescue District, at a meeting or hearing will need a verbatim record of the proceedings. This record must include the testimony and evidence upon which the appeal is to be based. If an individual requires special aid or services as addressed in the Americans With Disabilities Act (ADA), please contact the Fire Chief at (239) 303.5300. If the Fire Chief is not available, please contact staff at the same number.

LEHIGH ACRES FIRE CONTROL AND RESCUE DISTRICT

COMMISSION MEETING

MINUTES

October 25, 2011

The October 25, 2011 regular Commission Meeting of the Lehigh Acres Fire Control and Rescue District Board of Commissioners was held at the Microtel Inn and Suites, 1320 Business Way, Lehigh Acres, FL. The meeting was opened at 4:00pm by Chairman Berndt. Present were Commissioners Adams, Carter, Becker, Berndt, and Shea; Chief Donald Adams, Assistant Chief Ken Bennett, Captain's Ketron and McDowell, Finance Manager Ben VanKlingeren and Administrative Assistant Susan Platas. Attorney Richard Pringle was also in attendance arriving at 4:20pm.

After the Pledge of Allegiance, Commissioner Berndt asked Chief Adams to give the invocation.

ADOPTION OF AGENDA:

Commissioner Berndt asked if there were any additions, corrections or deletions to the Agenda. Commissioner Shea requested the SOP #140.01 and Job Descriptions be removed from the Consent Agenda to discuss and then moved to accept the rest of the Consent Agenda. Seconded by Commissioner Adams. Commissioner Carter requested to add Presentation. Motion carries 4-1 with the opposing vote from Commissioner Berndt.

CONSENT AGENDA:

- Fire Board Regular Meeting Minutes of September 22, 2011
- Final Budget Hearing September 22, 2011
- Treasurers Report

Commissioner Shea moved adoption of the Consent Agenda as amended with a second from Commissioner Carter. Motion carries.

SOP#140.01 - Commissioner Shea objects putting the adoption of policy directives under the Consent Agenda. He also stated Workplace Harassment Policy #100.07 was not properly published to the public. He would like this removed and placed on next month's Agenda.

Commissioner Shea moves adoption to SOP #140.01 as amended with a second from Commissioner Adams. Motion passed 5-0.

Commissioner Carter motioned that Commissioners adjust their handbook to include Workplace Safety into the handbook for them to follow. Motion withdrawn.

Job Descriptions for Secretary and Mechanic – Commissioner Shea asked if Chief conducted a desk audit to change these descriptions. Assistant Chief Bennett stated it establishes a new line of supervision. There is no monetary increase. Commissioner Shea moves the adoption of these job descriptions with a second from Commissioner Berndt. Motion carries.

PRESENTATION:

Representative Matt Caldwell, District 73 was in attendance and stated a couple of Board members have approached him regarding the issues of funding for the District. Discussion was on several topics:

- Getting rid of Special Districts
- Going away from Ad Valorem and going with a flat tax
- Time frame to present any change in tax collection
- Ambulance Service
- Charging both EMS and fire tax
- Vacant land vs. parcels with houses on them

PUBLIC COMMENT ON AGENDA ITEMS:

Cathy Kruse, Lehigh Acres resident
John Wilson, Lee County EOC
Dave Bennett from Pinewood Association

DEPARTMENT REPORTS

None.

DVP 6 and 19:

None.

DEPARTMENT ATTORNEY:

None.

COMMISSIONER REPORT:

Commissioner Carter stated she will be presenting a certificate to DJAN's Embroidery for screen-printing CERT shirts

UNFINISHED BUSINESS:

Fire Fighter Reservist Program – Chief spoke on this program. The future of the District may need a reservist program. The reservist proposal is put forth for consideration. Commissioner Carter asked that Commissioner Shea provide a complete analytical report next meeting.

Chief stated if the Board would like to approve the job description, then we can put this on the website and see if we get interested parties.

Commissioner Becker stated we need to test the waters. Attorney Pringle stated that he and labor counsel need to review the job description.

Consensus of Board was to put up a draft of the job description on the website and seek interest from the community. Give it 90 days and bring the information back to the Board. This way we'll have a global analysis.

Instruction to the Chief: Follow up with the Golden Gate Fire Department to see what they've done.

CERT Liability Insurance/Bouchard Insurance Representative – Chief stated CERT is a good program. The question is liability to the District if something goes wrong. Do we need to have liability insurance.

Richard Calguiri from Bouchard Insurance spoke on CERT insurance. The District has liability insurance to cover CERT.

Attorney Pringle stated General blanket hold harmless agreements are often not recognized by the Courts. Therefore you must rely on the insurance coverage the District has.

Commissioner Shea is requesting that we obtain how other Districts are handling their CERT team coverage.

NEW BUSINESS:

Health Insurance – Chief stated the insurance committee met several times and reviewed several health insurance quotes. Chief, along with DVP's from District 6 and 19 are recommending to renew with United Health Care.

Commissioner Shea moves to accept this recommendation for renewal with United Health Care, with the expiration date of September 30, 2012 with a second from Commissioner Berndt. Motion carries.

CERT and the US Internal Revenue Code – Discussion continued on whether the CERT Team should be under their own with a 501C3 or if they should remain under the authority and coverage of the District. Commissioner Shea would like as a suggestion, at the next meeting or the following meeting that Attorney Pringle provide us with detailed information of a 501C3, so, if we go down this road, this organization will have a solid basis for making this decision.

Attorney Pringle will bring the information back at the December meeting. Commissioner Berndt motions that we table this until the December meeting for more info from Attorney Pringle with a second from Commissioner Shea. Motion carries.

GASB #54 Fund Balance Policy – Finance Manager VanKlingeren stated this is a technical restructuring of the accounts. This was directed at the budgeting process. Commissioner Shea moves that we adopt GASB54 with a second from Commissioner Berndt. Attorney Pringle read Resolution #11-10-01, GASB #54 Fund Balance Policy. Roll call vote:

Commissioner Shea – aye
Commissioner Carter – aye
Commissioner Becker – aye
Commissioner Adams – aye
Commissioner Berndt - aye

Motion carries.

Venue/Location Change – Due to a conflict at the Microtel Inn and Suites for the November 22, 2011 Commission Meeting, Chief is requesting that the location of our November Commissioner Meeting be changed to Veteran's Recreational Center. Commissioner Shea moves adoption with a second from Commissioner Becker. Motion carries.

Fire House Software – Chief is recommending that we purchase this Fire House Software. The software we have now is losing some of the data that was entered. Commissioner Shea moves adoption with a second from Commissioner Berndt. Motion carries

Town Hall Meetings – Commissioner Carter stated we have a serious image within the Community. We need to get the Community to support the fire dept through town hall meetings.

Commissioner Carter recommends we hold quarterly, transparent meetings and engage the community. Commissioner Carter motions that we start holding quarterly town hall meetings. With no second, the motion dies.

Christmas Toys – Commissioner Carter stated we have 80 to 100 families from around Lee County that are needing toys for Christmas, and they are looking to have our fire department help support the children and family within Lehigh Acres. Commissioner Carter would like the fire department employees to join in and help to buy for the needy families. Gift ranges from 15 to 20 dollars. Since Diana Watson isn't here to sponsor this year, she is looking for someone to head this up. Commissioner Shea recommends Commissioner Carter head this project up. Commissioner Berndt suggests to Chief to send out a department wide email so see if someone wants to take charge of this endeavor.

PUBLIC COMMENT:

None.

COMMISSIONERS COMMENTS:

Commissioner Shea will not be in attendance at the November 22nd meeting.

Commissioner Carter passed out a letter from a woman thanking her for the work she does.

Commissioner Becker stated two Commissioners signed up to go to a seminar and didn't show up.

ADMINISTRATIVE COMMENTS:

None.

Adjourn: 7:28pm

RESOLUTION NO. 11-10-01

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE LEHIGH ACRES FIRE CONTROL AND RESCUE DISTRICT, LEE COUNTY, FLORIDA, TO ESTABLISH A FUND BALANCE POLICY FOR THE DISTRICT; TO RESCIND ALL RESOLUTIONS IN CONFLICT; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR LIBERAL CONSTRUCTION; TO PROVIDE FOR SCRIVENER'S ERRORS; TO PROVIDE FOR AN EFFECTIVE DATE.

WHEREAS, the Lehigh Acres Fire Control and Rescue District (hereinafter "District"), desires to establish a Fund Balance Policy consistent with the provisions of Governmental Accounting Standards Board Statement (GASB) No. 54; and,

WHEREAS, a Fund Balance Policy has been prepared, a copy of which is attached hereto, to satisfy the provisions of GASB 54.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Lehigh Acres Fire Control and Rescue District, that:

SECTION ONE. INCORPORATION OF RECITALS.

The recitals set forth above are true and correct and form a part of this Resolution.

SECTION TWO. AUTHORITY.

The Board of Commissioners of the District is authorized to adopt this Resolution by Chapter 191, Florida Statutes, especially § 191.006(5), Florida Statutes, and other applicable laws.

SECTION THREE. ADOPTION OF FUND BALANCE POLICY.

The Board of Commissioners hereby adopts the "Lehigh Acres Fire Control and Rescue District Fund Balance Policy", a copy of which is attached hereto and made a part hereof as Exhibit A, and hereby directs the Chief, or his designee, to implement same so that it applies to the 2010/2011 fiscal year fund balance.

SECTION FOUR. RESCISSION OF ALL RESOLUTIONS IN CONFLICT.

The Board of Commissioners hereby rescinds all prior Resolutions and other official action of the Board of Commissioners to the extent of any conflict with any part of this Resolution or the contents of Exhibit A attached hereto.

SECTION FIVE. SEVERABILITY.

If any section, subsection, sentence, clause, or other provision of this Resolution or Exhibit A is held invalid, unconstitutional, inoperative, or void by a court of competent jurisdiction, such portion will be deemed a separate provision, and such holding shall not affect the remainder of this Resolution or Exhibit A. The Board of Commissioners further declares its intent that this Resolution and Exhibit A would have been adopted even if such invalid or unconstitutional provision was not included herein.

SECTION SIX. SCRIVENER'S ERRORS.

The Board of Commissioners intends that all sections of this Resolution and Exhibit A, attached hereto and made a part hereof, which contain typographical errors that do not affect the intent of this Resolution or Exhibit A can be administratively corrected by the authorization of the District's Fire Chief, or his designee, without the requirement of having a corrective Resolution adopted by the Board of Commissioners.

SECTION SEVEN. CONSTRUCTION AND EFFECTIVE DATE.

This Resolution shall be liberally construed to effect the purposes hereof and shall take effect immediately upon its adoption.

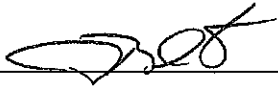
[NEXT PAGE FOR SIGNATURE]

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

Commissioner David P. Adams	<u>Aye</u>
Commissioner Larry Becker	<u>Aye</u>
Commissioner Jeffrey Berndt	<u>Aye</u>
Commissioner Linda Carter	<u>Aye</u>
Commissioner Kevin Shea	<u>Aye</u>

Duly passed and adopted on this 25th day of October, 2011.

Board of Commissioners of the Lehigh
Acres Fire Control and Rescue District

By: 
Jeffrey Berndt, Chair

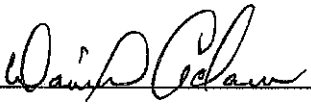
Attest by: 
David P. Adams, Secretary

EXHIBIT A

LEHIGH ACRES FIRE CONTROL AND RESCUE DISTRICT

FUND BALANCE POLICY

Purpose

The Lehigh Acres Fire Control and Rescue District ("The District") hereby establishes and will maintain its "Fund Balance", as defined herein, in accordance with Governmental Accounting Standards Board ("GASB") Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The District's Fund Balance shall be composed of non-spendable, restricted, committed, assigned, and unassigned categories/classifications as later defined. This Fund Balance Policy is adopted in order to maintain credit ratings, meet seasonal shortfalls and cash flow, comply with GASB Statement No. 54, and reduce susceptibility to emergency or unanticipated expenditures and/or revenue shortfalls.

Definitions

Fund Balance – Fund Balance is defined as the gross difference between assets and liabilities reported in a governmental fund.

Non-Spendable Fund Balance – Non-Spendable Fund Balance is defined as categories and amounts that are: (a) not in spendable form or (b) legally or contractually required to be maintained intact. "Not in spendable form" includes items that are not expected to be converted to cash (such as inventories and prepaid amounts) and items such as the long-term amount of loans and notes receivable, as well as property acquired for resale. The corpus (or principal) of a permanent fund is an example of an amount that is legally or contractually required to be maintained intact.

Restricted Fund Balance – Restricted Fund Balance is defined as categories and amounts of the Fund Balance that can be spent only for specific purposes as a result of constraints placed on the use of funds that are either: (a) externally imposed by

resource providers such as creditors (by debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance – Committed Fund Balance is defined as categories and amounts of the Fund Balance that can be used only for specific purposes as constrained/determined by a formal action (resolution) of the Board of Commissioners as the highest level of the District's decision making authority.

Assigned Fund Balance – Assigned Fund Balance is defined as categories and amounts of the Fund Balance which are "intended" to be used for specific purposes that are neither restricted nor committed. Assigned Fund Balance may be created for a specific purpose that is narrower than the general purposes of the District.

Unassigned Fund Balance – Unassigned Fund Balance is defined as categories and amounts of Fund Balance that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the general fund. Unassigned Fund Balance may also include negative balances for any governmental fund if expenditures exceed amounts that are restricted, committed or assigned for those specific purposes.

Unrestricted Fund Balance – Unrestricted Fund Balance is defined as the total of Committed Fund Balance, Assigned Fund Balance, and Unassigned Fund Balance.

Fund Balance Categories for the General Fund

The Board of Commissioners hereby establishes the following categories of Fund Balances to be used as a part of the annual budget adoption process or to be used as a part of a budget amendment during the fiscal year. The level of action by the Board of Commissioners necessary to establish or modify a category of the Fund Balance will vary depending on whether the Fund Balance is committed, assigned, or unassigned and will be as described herein.

1. **Non-Spendable Fund Balance** – Non-Spendable Fund Balance is comprised of amounts that are: (a) not in spendable form or (b) legally or contractually required to be maintained intact. This includes (but is not limited to) long-term loans and notes receivable. Any changes made to the balances of the long-term receivable(s) will be reflected during the budget adoption process. In the normal course of operations the District expects to expend funds in the current year for expenditures properly reported in another. Except for the repayment of the loan given by the District's general revenue fund to the District's impact fee fund, these amounts, reported as prepaid expenditures, should be minimal and reported as non-spendable fund balance. Prepaid expenditures are reported only at the close of the District's fiscal year. The District Finance Director will present a schedule of prepaid expenditures to the Fire Chief for approval and reporting of non-spendable fund balance. No formal action is required by the District Board of Commissioners.
2. **Restricted Fund Balance** – there is no anticipated Restricted Fund Balance in the general fund except for the unspent balance of impact fee funds received pursuant to an interlocal agreement with Lee County, Florida. As part of the interlocal agreement with Lee County, Florida, the District can only spend impact fee funds on growth related capital assets or on the debt incurred for growth related capital assets.
3. **Committed Fund Balance** – Committed Fund Balance categories and amounts can only be initially imposed/constrained, or subsequently modified or removed by the Board of Commissioners through the taking of the highest level of formal decision-making action that is available to the Board of Commissioners (Board resolution). The "commitment" of Fund Balances will be considered in conjunction with the annual budget adoption process or by budget amendment approved by resolution of the Board of Commissioners during the fiscal year.
4. **Assigned Fund Balance** – Assigned Fund Balance shall reflect the District's intended use of resources as set forth in the annual budget and

any amendments thereto. Assigned Fund Balance may or may not be appropriated for expenditure in the subsequent year depending on the timing of the use of resources for which it is assigned. The creation, modification or removal of Assigned Fund Balance categories or amounts shall require approval by the Board of Commissioners in the form of an adopted motion (a resolution of the Board of Commissioners is not required). Assigned Fund Balance categories and amounts will be established as a part of the annual budget process.

5. **Unassigned Fund Balance** - Unassigned Fund Balance is the residual classification for the general fund. Unassigned Fund Balance will be established as a part of the annual budget process.

Budgeting

The actual amount of Unrestricted Fund Balance (total of Committed Fund Balance, Assigned Fund Balance, and Unassigned Fund Balance) available at the end of a fiscal year is not known until the completion of the annual financial audit which takes place after the end of the fiscal year being audited. An estimate of Unrestricted Fund Balance (also called Estimated Ending Fund Balance and/or Estimated Beginning Fund Balance) must be made during the annual budget adoption process which occurs prior to the end of the fiscal year on September 30th of each calendar year.

After the annual financial audit is completed for each fiscal year, the new fiscal year budget will be amended so that the actual Beginning Fund Balance matches the audited Ending Fund Balance from the previous fiscal year. This amendment can be made at any time during or up to sixty (60) days after the end of the fiscal year and it must be made by resolution.

Annual Review and Determination of Fund Balance Policy

Compliance with the provisions of this Policy shall be reviewed as a part of the annual budget adoption process, and the amounts of Restricted, Committed, Assigned,

Non-Spendable, and Unrestricted Fund Balance shall be determined during this process.

This Policy will be reviewed annually as part of the annual financial audit and will be updated as necessary to comply with new auditing regulations.

Effective Date

This Policy shall take effect immediately upon adoption of Resolution No. 11-10-01 and will be applied beginning with the District's Fiscal Year 2010-2011 Budget.

**Lehigh Acres Fire Control and Rescue District
Receipts and Disbursements
For the first month ending October 31, 2011**

	Period To Date		Annual Budget (Amended)	Year To Date		Budget Variance
	Actual	%		Actual	%	
Beginning Cash	-		\$ 12,228,400	\$ 12,422,629	101.59%	\$ 194,229.00
Ad Valorem Taxes	-	0.00%	\$ 6,763,863	-	0.00%	(6,763,863.00)
Grants	-	0.00%	\$ 3,034,778	-	0.00%	(3,034,778.00)
FF Supplemental Income	6,200.00	31.00%	\$ 20,000	6,200.00	31.00%	(13,800.00)
Donations	-	0.00%	\$ 500	-	0.00%	(500.00)
William Ziegler Memorial	-	0.00%	\$ -	-	0.00%	-
Paul J. Dube Paramedic Fund	-	0.00%	\$ -	-	0.00%	-
Inspection Fees	2,533.70	7.68%	\$ 33,000	2,533.70	7.68%	(30,466.30)
User Fees	118,921.80	7.60%	\$ 1,565,249	118,921.80	7.60%	(1,446,327.20)
Interest	1,162.94	4.80%	\$ 24,250	1,162.94	4.80%	(23,087.06)
Interest-Impact Fees	1.14	0.00%	\$ -	1.14	0.00%	1.14
Interest-Ad Valorem	-	0.00%	\$ -	-	0.00%	-
Impact Fees	-	0.00%	\$ 750	-	0.00%	(750.00)
Miscellaneous Income	6,978.03	9.30%	\$ 75,000	6,978.03	9.30%	(68,021.97)
Other Government Revenue	-	0.00%	\$ -	-	0.00%	-
Proceeds from Insurance	1,500.00	0.00%	\$ -	1,500.00	0.00%	1,500.00
Sale of Fixed Assets	-	0.00%	\$ -	-	0.00%	-
Prevention Fees & Sales	-	0.00%	\$ -	-	0.00%	-
Dependant Coverage Reimb.	-	0.00%	\$ -	-	0.00%	-
Construction Loan Proceeds	-	0.00%	\$ -	-	0.00%	-
Total Receipts	\$ 137,297.61	1.19%	\$11,517,390.00	\$ 137,297.61		\$ (11,380,092.39)
Total Receipts & Carryforward			\$23,745,790.00	\$12,559,926.61		\$ (11,185,863.39)
Disbursements						
1100 Salaries	312,640.15	4.02%	7,785,608	312,640.15	4.02%	7,472,967.85
1200 Employee Benefits	290,766.71	7.10%	4,093,237	290,766.71	7.10%	3,802,470.29
3310 Professional Services	20,519.27	5.09%	403,440	20,519.27	5.09%	382,920.73
3340 Contract Services	-	0.00%	-	-	0.00%	-
3400 Travel Commission	-	0.00%	-	-	0.00%	-
3410 Communications	4,923.69	5.60%	87,976	4,923.69	5.60%	83,052.31
3430 Utilities	10,329.30	10.04%	102,875	10,329.30	10.04%	92,545.70
3440 Rentals	86.77	1.57%	5,536	86.77	1.57%	5,449.23
3450 Insurance/General	61,341.15	34.47%	177,950	61,341.15	34.47%	116,608.85
3460 Maintenance	33,231.80	9.71%	342,159	33,231.80	9.71%	308,927.20
3480 Promotional	75.00	2.50%	3,000	75.00	2.50%	2,925.00
3490 Other Current Charges	2,291.85	5.17%	44,347	2,291.85	5.17%	42,055.15
3510 Office	(974.37)	-4.43%	22,000	(974.37)	-4.43%	22,974.37
3520 Operating Supplies	20,204.27	3.63%	556,774	20,204.27	3.63%	536,569.73
6600 Capital	-	0.00%	19,000	-	0.00%	19,000.00
7700 Debt Service	-	0.00%	-	-	0.00%	-
8000 Bad Debt Expense	-	0.00%	-	-	0.00%	-
8100 CERT Grant Expense	-	0.00%	3,361	-	0.00%	3,361.00
9000 Collection Fees	-	0.00%	5,000	-	0.00%	5,000.00
9900 UNASSIGNED - OPERATING	-	0.00%	1,727,216	-	0.00%	1,727,216.00
9901 ASSIGNED - CAPITAL	-	0.00%	4,000,000	-	0.00%	4,000,000.00
9902 ASSIGNED - PERSONNEL	-	0.00%	-	-	0.00%	-
9904 ASSIGNED - 90-DAY CARRYFORW	-	0.00%	3,366,311	-	0.00%	3,366,311.00
9905 ASSIGNED - DISASTER	-	0.00%	1,000,000	-	0.00%	1,000,000.00
9906 NONSPENDABLE - DUE FROM IMP	-	0.00%	2,523,002	-	0.00%	2,523,002.00
9907 UNASSIGNED - DUE TO GENERAL	-	0.00%	(2,523,002)	-	0.00%	(2,523,002.00)
9908 ASSIGNED - ACTUARIAL / OPEB L	-	0.00%	-	-	0.00%	-
TOTAL DISBURSEMENTS	\$ 755,435.59	3.18%	23,745,790	\$ 755,435.59	3.18%	\$ 22,990,354.41

NOTE: Balances include year-end accruals.

YTD NET \$ (618,137.98)
YTD RESERVES 11,804,491.02

**LEHIGH ACRES FIRE CONTROL RESCUE DISTRICT
BREAKDOWN OF ACCOUNTS
FOR THE FIRST
MONTH ENDING OCTOBER 31, 2011**

	PERIOD TO DATE			YEAR TO DATE		
	Actual	%	Annual Budget (Original)	Actual	%	Budget Variance
1100 SALARIES						
1105 Commission Salary	1,250.00	8.33%	15,000	1,250.00	8.33%	13,750.00
1110 Administrative Salaries	19,420.00	3.88%	500,266	19,420.00	3.88%	480,846.00
1120 Regular Salaries	286,186.46	4.06%	7,045,342	286,186.46	4.06%	6,759,155.54
1130 Holiday Pay	-	0.00%	-	-	0.00%	-
1140 Overtime	5,783.69	3.86%	150,000	5,783.69	3.86%	144,216.31
1150 Sick Time	-	0.00%	-	-	0.00%	-
1160 Annual Sick Time Pay	-	0.00%	75,000	-	0.00%	75,000.00
Total Salaries	312,640.15	4.02%	7,785,608	312,640.15	4.02%	7,472,967.85
1200 EMPLOYEE BENEFITS						
1210 Payroll Tax Expense	23,686.60	3.98%	595,599	23,686.60	3.98%	571,912.40
1220 Retirement	-	0.00%	-	-	0.00%	-
1221 Retirement Liability	270.00	0.10%	264,240	270.00	0.10%	263,970.00
1222 FRS Contribution - Special Risk	36,120.69	3.50%	1,031,200	36,120.69	3.50%	995,079.31
1223 FRS Contribution - Regular	652.17	3.54%	18,398	652.17	3.54%	17,745.83
1224 FRS Contribution - DROP	999.92	2.41%	41,467	999.92	2.41%	40,467.08
1225 FRS Contribution - Elected Officials	111.40	5.64%	1,976	111.40	5.64%	1,864.60
1230 Group Insurance	-	0.00%	-	-	0.00%	-
1231 Health Insurance	121,372.75	7.82%	1,552,542	121,372.75	7.82%	1,431,169.25
1232 Dental Insurance	7,686.00	7.85%	97,904	7,686.00	7.85%	90,218.00
1233 STD/LTD/Life Insurance	5,785.52	5.59%	103,408	5,785.52	5.59%	97,622.48
1240 Workers Compensation	94,081.66	33.05%	284,664	94,081.66	33.05%	190,582.34
1250 Unemployment Compensation	-	0.00%	101,839	-	0.00%	101,839.00
Total Employee Benefits	290,766.71	7.10%	4,093,237	290,766.71	7.10%	3,802,470.29
3310 PROFESSIONAL SERVICES						
3311 Property Appraiser	17,953.04	25.93%	69,235	17,953.04	25.93%	51,281.96
3312 Legal Fees	(3,100.00)	-3.44%	90,000	(3,100.00)	-3.44%	93,100.00
3313 Medical Director	4,000.00	8.33%	48,000	4,000.00	8.33%	44,000.00
3314 Physicals	1,050.75	7.30%	14,400	1,050.75	7.30%	13,349.25
3315 Land Taxes	-	0.00%	3,000	-	0.00%	3,000.00
3316 Tax Collector's Commission	-	0.00%	134,805	-	0.00%	134,805.00
3317 Actuarial Study	-	0.00%	-	-	0.00%	-
3319 Miscellaneous Charges	615.48	12.31%	5,000	615.48	12.31%	4,384.52
3320 Audit	-	0.00%	35,000	-	0.00%	35,000.00
3321 Professional Service Fees	-	0.00%	4,000	-	0.00%	4,000.00
Total Professional Services	20,519.27	5.09%	403,440	20,519.27	5.05%	382,920.73
3340 CONTRACT SERVICES						
3342 Outside Maintenance	-	0.00%	-	-	0.00%	-
3343 Ambulance & Medical Billing	-	0.00%	-	-	0.00%	-
3344 5 Year Plan	-	0.00%	-	-	0.00%	-
Total Contract Services	-	0.00%	-	-	0.00%	-
3400 TRAVEL/PER DIEM (COMMISSION)	-	0.00%	-	-	0.00%	-
3410 COMMUNICATIONS	4,923.69	5.60%	87,976	4,923.69	5.60%	83,052.31
3430 UTILITIES						
3431 Electric	9,432.83	11.60%	81,345	9,432.83	11.60%	71,912.17
3432 Utilities	896.47	4.16%	21,530	896.47	4.16%	20,633.53
Total Utilities	10,329.30	10.04%	102,875	10,329.30	10.04%	92,545.70
3440 RENTALS	86.77	1.57%	5,536	86.77	1.57%	5,449.23
3450 INSURANCE (GENERAL)	61,341.15	34.47%	177,950	61,341.15	34.47%	116,608.85
3460 MAINTENANCE						
3461 Building Maintenance	722.53	1.47%	49,196	722.53	1.47%	48,473.47
3462 Equipment Maintenance	5,523.77	13.84%	39,905	5,523.77	13.84%	34,381.23
3463 Vehicle Maintenance	9,670.32	6.53%	148,000	9,670.32	6.53%	138,329.68
3464 Maintenance Contracts	17,135.18	24.49%	69,958	17,135.18	24.49%	52,822.82
3466 IT Computer Support	180.00	0.51%	35,100	180.00	0.51%	34,920.00
Total Maintenance	33,231.80	9.71%	342,159	33,231.80	9.71%	308,927.20

**LEHIGH ACRES FIRE CONTROL RESCUE DISTRICT
BREAKDOWN OF ACCOUNTS
FOR THE FIRST
MONTH ENDING OCTOBER 31, 2011**

	PERIOD TO DATE		Annual Budget (Original)	YEAR TO DATE		Budget Variance
	Actual	%		Actual	%	
3480 PROMOTIONAL	75.00	2.50%	3,000	75.00	2.50%	2,925.00
3490 OTHER CURRENT CHGS & OBLIGATIONS						
3491 Motel/Travel/Per Diem	104.46	2.37%	4,401	104.46	2.37%	4,296.54
3492 Training	745.00	3.61%	20,621	745.00	3.61%	19,876.00
3493 Administrative/Board	-	0.00%	4,000	-	0.00%	4,000.00
3494 Administrative/Elections	-	0.00%	-	-	0.00%	-
3495 Administrative/Office	1,442.39	11.16%	12,925	1,442.39	11.16%	11,482.61
3496 Contingencies	-	0.00%	2,400	-	0.00%	2,400.00
Total Other Current Chgs & Obligations	2,291.85	5.17%	44,347	2,291.85	5.17%	42,055.15
3500 OFFICE						
3510 Office Supplies	(1,097.06)	-10.97%	10,000	(1,097.06)	-10.97%	11,097.06
3511 Postage/Freight	122.69	1.02%	12,000	122.69	1.02%	11,877.31
	(974.37)	-4.43%	22,000.00	(974.37)	-4.43%	22,974.37
3520 DEPARTMENT SUPPLIES						
3521 Department Supplies	1,219.89	4.07%	30,000	1,219.89	4.07%	28,780.11
3522 Paramedic Supplies	16,211.59	8.53%	190,000	16,211.59	8.53%	173,788.41
3523 Gas/Oil	-	0.00%	247,410	-	0.00%	247,410.00
3524 Uniforms	-	0.00%	10,761	-	0.00%	10,761.00
3525 Propane	1,571.47	20.95%	7,500	1,571.47	20.95%	5,928.53
3526 Computer Supplies	899.99	4.26%	21,103	899.99	4.26%	20,203.01
3528 Janitorial Supplies	235.33	0.94%	25,000	235.33	0.94%	24,764.67
3529 Training Supplies	-	0.00%	3,000	-	0.00%	3,000.00
3530 Shop Supplies	-	0.00%	4,000	-	0.00%	4,000.00
3531 Protective Clothing Ensembles	66.00	0.37%	18,000	66.00	0.37%	17,934.00
Total Department Supplies	20,204.27	39.12%	556,774	20,204.27	3.63%	536,569.73
6600 CAPITAL						
6620 Buildings	-	0.00%	-	-	0.00%	-
6630 Improvements/Other	-	0.00%	-	-	0.00%	-
6640 Machinery and Equipment	-	0.00%	10,000	-	0.00%	10,000.00
6641 Grants	-	0.00%	-	-	0.00%	-
6642 Impact Fees	-	0.00%	1,000	-	0.00%	1,000.00
6643 Computers	-	0.00%	8,000	-	0.00%	8,000.00
6644 Future Growth Fund	-	0.00%	-	-	0.00%	-
6645 Vehicles	-	0.00%	-	-	0.00%	-
6650 Const. In Progress	-	0.00%	-	-	0.00%	-
6661 General Fund Less than Cap Amt.	-	0.00%	-	-	0.00%	-
Total Capital Outlay	-	0.00%	19,000	-	0.00%	19,000.00
7700 DEBT SERVICE						
7710 Principal	-	0.00%	-	-	0.00%	-
7720 Interest on Loans	-	0.00%	-	-	0.00%	-
7730 Interest on Credit Line	-	0.00%	-	-	0.00%	-
Total Debt Service	-	0.00%	-	-	0.00%	-
8000 Bad Debt Expense	-	0.00%	-	-	0.00%	-
8100 CERT Grant Expense	-	0.00%	3,361	-	0.00%	3,361.00
9000 Collection Fees	-	0.00%	5,000	-	0.00%	5,000.00
9900 UNASSIGNED - OPERATING	-	0.00%	1,727,216	-	0.00%	1,727,216.00
9901 ASSIGNED - CAPITAL	-	0.00%	4,000,000	-	0.00%	4,000,000.00
9902 ASSIGNED - PERSONNEL	-	0.00%	-	-	0.00%	-
9904 ASSIGNED - 90-DAY CARRYFORWARD	-	0.00%	3,366,311	-	0.00%	3,366,311.00
9905 ASSIGNED - DISASTER	-	0.00%	1,000,000	-	0.00%	1,000,000.00
9906 NONSPENDABLE - DUE FROM IMP FEE FUI	-	0.00%	2,523,002	-	0.00%	2,523,002.00
9907 UNASSIGNED - DUE TO GENERAL FUND RI	-	0.00%	(2,523,002)	-	0.00%	(2,523,002.00)
9908 ASSIGNED - ACTUARIAL / OPEB LIAB.	-	0.00%	-	-	0.00%	-
Total Operating Expenditures	755,435.59	3.18%	23,745,790.00	755,435.59	3.18%	22,990,354.41

Balance Sheet
As of 10/31/2011
LEHIGH ACRES FIRE CONTROL DISTRICT (LFD)

(GENERAL FUND)

ASSETS

CURRENT ASSETS

101-0100	General Checking Account	\$	375,907.70
101-0101	General M/Mkt Account	\$	10,835,975.53
102-0100	Petty Cash	\$	200.00
105-0103	Grants Receivable	\$	503,106.41
115-0098	Accounts Receivable-Insp. Fees-Collections	\$	7,269.72
115-0099	Accounts Receivable/User Fees - Collections	\$	2,296,585.13
115-0100	Accounts Receivable/Users Fees	\$	1,278,488.01
115-0101	Acct. Receivable/Inspections	\$	3,584.09
117-0099	Allowance for Doubtful Accts-Collections	\$	-2,296,585.13
117-0100	Allowance for Doubtful Account	\$	-1,043,440.50
117-0101	Allowance for Doubtful Account - Inspection	\$	-7,269.72
118-0100	Due from Impact Fee Fund	\$	2,523,154.69

Total CURRENT ASSETS: \$ 14,476,975.93

FIXED ASSETS

161-9001	Land	\$	267,663.53
162-9001	Buildings	\$	7,970,018.18
163-9001	Accum Dep-Buildings	\$	-951,140.59
164-9001	Improvements/No Buildings	\$	195,696.54
165-9001	Accum Dep-Improvements/No Bldg	\$	-81,803.15
166-9001	Equipment and Furniture	\$	2,336,868.09
166-9002	Vehicles	\$	6,564,739.24
167-9001	Accum Dep-Equip & Furn	\$	-1,294,468.45
167-9002	Accum Dep-Vehicles	\$	-4,068,046.03

Total FIXED ASSETS: \$ 10,939,527.36

OTHER ASSETS

181-0100	Debt Ser./Compensated Absences	\$	774,631.97
181-0101	Debt Service - Net OPEB Obligation	\$	483,000.00

Total OTHER ASSETS: \$ 1,257,631.97

Total ASSETS: \$ 26,674,135.26

LIABILITIES

CURRENT LIABILITIES

202-0100	Accounts Payable/ Trade	\$	54,224.11
210-0100	Compensated Absences	\$	774,631.97
216-0105	Union Dues	\$	25.87
216-0106	Aflac Insurance - Pre-Tax (Group, etc.)	\$	2,800.89
216-0107	Aflac Insurance - After Tax	\$	839.60
216-0111	Net OPEB Obligation	\$	483,000.00
216-0112	Retirement Payable - Employee contribution	\$	16,168.60
216-0113	Retirement Payable - Employer contribution	\$	75,431.45

Total CURRENT LIABILITIES: \$ 1,407,122.49

FUND BALANCE-DEBT SERVICE FUND

280-0100	Equity/ General Fixed Assets	\$	17,334,985.58
280-0101	Equity/Acc Dep-Gen Fixed Asset	\$	-6,395,458.22

Total FUND BALANCE-DEBT SERVICE FUND: \$ 10,939,527.36

Total LIABILITIES: \$ 12,346,649.85

EQUITY

270-0000	Retained Earnings-Current Year	\$	-754,423.32
270-0000	Fund Balance - General Fund	\$	15,081,908.73

Total EQUITY: \$ 14,327,485.41

\$ 26,674,135.26

Income Statement

**For The 1 Periods Ended 10/31/2011
LEHIGH ACRES FIRE CONTROL DISTRICT (LFD)**

(GENERAL FUND)

		Period to Date	Year to Date
REVENUE			
335-0210	FF Supplemental Compensation	\$ 6,200.00	\$ 6,200.00
342-0500	Inspection Fees	\$ 2,533.70	\$ 2,533.70
342-0600	Ambulance Billing	\$ 118,921.80	\$ 118,921.80
361-0100	Interest	\$ 1,162.94	\$ 1,162.94
369-0100	Miscellaneous Income	\$ 6,978.03	\$ 6,978.03
369-0103	Proceeds from Insurance	\$ 1,500.00	\$ 1,500.00
Total REVENUE:		\$ 137,296.47	\$ 137,296.47
EXPENSES			
522-1105	Commission Salary	\$ 1,250.00	\$ 1,250.00
522-1110	Administrative Salaries	\$ 19,420.00	\$ 19,420.00
522-1120	Regular Salaries	\$ 286,186.46	\$ 286,186.46
522-1140	Overtime	\$ 5,783.69	\$ 5,783.69
522-1210	Payroll Tax Expense	\$ 23,686.60	\$ 23,686.60
522-1221	Retirement Liability	\$ 270.00	\$ 270.00
522-1222	FRS Contribution - Special Risk	\$ 36,120.68	\$ 36,120.68
522-1223	FRS Contribution - Regular Risk	\$ 652.17	\$ 652.17
522-1224	FRS Contribution - DROP	\$ 999.92	\$ 999.92
522-1225	FRS Contribution - Elected Officials	\$ 111.40	\$ 111.40
522-1231	Health Insurance	\$ 121,372.75	\$ 121,372.75
522-1232	Dental Insurance	\$ 7,686.00	\$ 7,686.00
522-1233	STD / LTD / Life Insurance	\$ 5,785.52	\$ 5,785.52
522-1240	Worker's Compensation	\$ 94,081.66	\$ 94,081.66
522-3311	Property Appraiser	\$ 17,953.04	\$ 17,953.04
522-3312	Legal Fees	\$ -3,100.00	\$ -3,100.00
522-3313	Medical Director	\$ 4,000.00	\$ 4,000.00
522-3314	Physicals	\$ 1,050.75	\$ 1,050.75
522-3319	Miscellaneous Charges	\$ 615.48	\$ 615.48
522-3410	Communications	\$ 4,923.69	\$ 4,923.69
522-3431	Electric	\$ 9,432.83	\$ 9,432.83
522-3432	Water/Sewer/Trash Collection	\$ 896.47	\$ 896.47
522-3440	Leases	\$ 86.77	\$ 86.77
522-3450	Insurance/ General	\$ 61,341.15	\$ 61,341.15
522-3461	Building Maintenance	\$ 722.53	\$ 722.53
522-3462	Equipment Maintenance	\$ 5,523.77	\$ 5,523.77
522-3463	Vehicle Maintenance	\$ 9,670.32	\$ 9,670.32
522-3464	Maintenance Contracts	\$ 17,135.18	\$ 17,135.18
522-3466	IT Computer Support	\$ 180.00	\$ 180.00
522-3480	Promotional	\$ 75.00	\$ 75.00
522-3491	Motel/Travel/Per Diem	\$ 104.46	\$ 104.46
522-3492	Training	\$ 745.00	\$ 745.00
522-3495	Administrative/ Office	\$ 1,442.39	\$ 1,442.39
522-3510	Office Supplies	\$ -1,097.06	\$ -1,097.06
522-3511	Postage / Freight	\$ 122.69	\$ 122.69
522-3521	Department Supplies	\$ 1,219.89	\$ 1,219.89
522-3522	Paramedic Supplies	\$ 16,211.59	\$ 16,211.59
522-3525	Propane	\$ 1,571.47	\$ 1,571.47
522-3526	Computer Supplies	\$ 899.99	\$ 899.99
522-3528	Janitorial Supplies	\$ 235.33	\$ 235.33
522-3531	Protective Clothing Ensembles	\$ 66.00	\$ 66.00
Total EXPENSES:		\$ 755,435.58	\$ 755,435.58
Net Income (Loss):		\$ -618,139.11	\$ -618,139.11

Income Statement

For The 1 Periods Ended 10/31/2011

LEHIGH ACRES FIRE CONTROL DISTRICT (LFD)

(IMPACT FEE FUND)

		<u>Period to Date</u>	<u>Year to Date</u>
REVENUE			
361-0101	Interest - Impact Fees	\$ 1.14	\$ 1.14
	Total REVENUE:	<u>\$ 1.14</u>	<u>\$ 1.14</u>
EXPENSES			
522-6641	Impact Fees	\$ 0.00	\$ 0.00
	Total EXPENSES:	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Net Income (Loss):	<u>\$ 1.14</u>	<u>\$ 1.14</u>

Lehigh Acres Fire Control and Rescue District
Cash in the Bank
October 31, 2011

Bank Accounts

General Checking Bank Account: Interest Rate 0.12% (0.0012 multiplier)

General Funds	\$	(616,549.25)
User Fee Funds	\$	118,921.80
William Ziegler Memorial Funds	\$	8,002.80
Paul J. Dube Paramedic Fund	\$	2,265.00
Everett T. Byer Funds	\$	11,164.70
Total Checking Account before Money Market Transfers:	\$	(476,194.95)
Net Money Market Transfers	\$	852,102.65
Total Checking Account after Money Market Transfers:	\$	375,907.70

Bus Money Market Bank Account: Interest Rate 0.12% (0.0012) \$ 10,835,975.53

Impact Fee Bank Account: Interest Rate .12% (0.0012) \$ 14,123.32

Total Cash Available: **\$ 11,226,006.55**

Lehigh Acres Fire Control and Rescue District
Lehigh Acres , Florida 33974
Reconciliation of Accounts
October 31, 2011
Page 1

GENERAL CHECKING BANK ACCOUNT: (Interest Rate: 0.12% - 0.0012 multiplier)

Balance	October 1, 2011		\$	419,675.96
<u>Income:</u>				\$ 204,461.84
Ad Valorem Taxes:	\$	69,766.86		
Interest:	\$	39.96		
Donations:	\$	-		
Inspection Fees:	\$	1,105.40		
User Fees:	\$	118,921.80		
Grants:	\$	-		
Sales Tax Payable	\$	-		
William Ziegler Account	\$	-		
Paul J Dube Paramedic Fund	\$	-		
Proceeds from Insurance:		1,500.00		
Miscellaneous Income:	\$	6,346.00		
Report Copies:	\$	68.00		
Credit Card Fees:	\$	33.00		
CPR:	\$	45.00		
Cobra:	\$	-		
FF Supplemental Income:	\$	6,200.00		
Miscellaneous:	\$	-		
<u>Health Insurance:</u>				\$ 6,781.82
Bartley		24.11		
Cardoza		597.66		
Jackman		699.51		
Haugh		2,510.10		
Kutz		285.02		
Gonzalez		699.51		
Liedtke		732.19		
Norman		-		
Pcolar		863.22		
Paquin		370.50		
<u>Transfers:</u>				
	Net Transfers		\$	852,102.65
<u>Checks:</u>				\$ (460,136.87)
Accounts Payable (see accompanying check list):	\$	(454,576.82)		
Ambulance Refunds	\$	(343.91)		
Child Support Payment	\$	(5,216.14)		
<u>Payroll:</u>				\$ (390,393.44)
<u>Payroll tax deposits:</u>				\$ (159,363.69)
<u>Retirement Contribution:</u>				\$ (89,823.29)
<u>Adjusting entries:</u>				\$ (615.48)
Credit Card Processing Fee		(133.75)		
Account Analysis Fee		(481.73)		
Ending balance :	October 31, 2011		\$	<u>375,907.68</u>

Lehigh Acres Fire Control and Rescue District
Accounts Payable and Ambulance Refund Check Register
October 31, 2011

<u>CHECK NUMBER</u>	<u>CHECK DATE</u>	<u>NAME</u>	<u>CHECK AMOUNT</u>	
047249	10/4/2011	Alva Fire Department	125.00	
047250	10/4/2011	American Messaging	12.58	
047251	10/4/2011	AT&T Mobility	7.40	
047252	10/4/2011	Bouchard Insurance	849.92	
047253	10/4/2011	Linda Carter	58.70	
047254	10/4/2011	Comcast	109.42	
047255	10/4/2011	Communication Conexxions of FI	132.50	
047256	10/4/2011	DIRECTV	314.94	
047257	10/4/2011	Centurylink	11.10	
047258	10/4/2011	FGUA	514.48	
047259	10/4/2011	First Coast Service Options	343.91	Ambulance Refund
047260	10/4/2011	Florida Fire Systems, LLC	120.00	
047261	10/4/2011	Goodyear Rubber Products	116.24	
047262	10/4/2011	Ken Wilkinson Property App.	17,953.04	
047263	10/4/2011	Kunkel Miller & Hament	3,783.00	
047264	10/4/2011	LCEC	1,955.44	
047265	10/4/2011	Henry MacArty	145.00	
047266	10/4/2011	Nationwide Retirement Solution	6,177.21	
047267	10/4/2011	Pitney Bowes Global Financial	342.00	
047268	10/4/2011	Preferred Governmental	70,611.25	
047269	10/4/2011	Ron Turley Associates, Inc.	445.00	
047270	10/4/2011	Ryan Petroleum	9,575.62	
047271	10/4/2011	Society for Human Resource Mgm	180.00	
047272	10/4/2011	Suncoast Schools Fed. Cr. Un.	17,641.02	
047273	10/4/2011	Team Equipment, Inc.	38.71	
047274	10/4/2011	John Wayne	3,038.40	
047275	10/12/2011	Centurylink	2,770.96	
047276	10/12/2011	CenturyLink	61.64	
047277	10/12/2011	Ralph Ketron, Jr.	60.00	
047278	10/12/2011	Auto Parts of Lehigh Inc.	466.94	
047279	10/12/2011	Joseph Lemmons	4,000.00	
047280	10/12/2011	LMHS	75.00	
047281	10/12/2011	Martin McDowell	60.00	
047282	10/12/2011	Konica Minolta Bus Solutions	185.97	
047283	10/12/2011	Office Depot	959.69	
047284	10/12/2011	Professional Adjustment Corp.	804.12	
047285	10/12/2011	Reliance Standard Life Ins. Co	7,686.00	
047286	10/12/2011	Ryan Petroleum	1,863.58	
047287	10/18/2011	Bouchard Insurance	46,854.23	
047288	10/18/2011	CS Service Experts	115.26	
047289	10/18/2011	Florida Unemployment Comp Fund	1,100.00	
047290	10/18/2011	LCEC	5,712.73	
047291	10/18/2011	Nationwide Retirement Solution	6,177.21	
047292	10/18/2011	Staples Advantage	235.33	
047293	10/18/2011	Suncoast Schools Fed. Cr. Un.	17,641.02	
047294	10/18/2011	SW Florida Prof. Firefighters	5,587.92	
047295	10/18/2011	United Healthcare	121,372.75	
047296	10/25/2011	Avant Innovations, LLC	180.00	
047297	10/25/2011	Bouchard Insurance	13,637.00	
047298	10/25/2011	Centurylink	320.30	

Lehigh Acres Fire Control and Rescue District
Accounts Payable and Ambulance Refund Check Register
October 31, 2011

<u>CHECK NUMBER</u>	<u>CHECK DATE</u>	<u>NAME</u>	<u>CHECK AMOUNT</u>
047299	10/25/2011	FGUA	509.04
047300	10/25/2011	Fire Programs	286.25
047301	10/25/2011	LCEC	1,764.66
047302	10/25/2011	Preferred Governmental	23,470.41
047303	10/25/2011	Standard Insurance Company	5,785.52
047304	10/25/2011	VERIZON WIRELESS MESSAGING	1,335.33
		REPORT TOTAL	405,680.74

LEHIGH ACRES FIRE CONTROL & RESCUE DISTRICT
BANK RECONCILIATION
SUNTRUST BANK
Bus Money Market Performance Account: #6318

Interest Rate: 0.12% (0.0012 multiplier)

Balance per bank statement:	October 31, 2011	\$ 10,835,975.53
Plus: Deposits in Transit		\$ -
Less: Outstanding Transfer		\$ -
Adjusted bank balance:	October 31, 2011	<u>\$ 10,835,975.53</u>
Balance per general ledger:	October 1, 2011	\$ 11,686,955.22
Deposits:		\$ -
Money Market Transfers:		-
Money Market Transfers In:		
From General Checking	\$ -	
From Impact Fee	\$ -	
Money Market Transfers Out:		
To General Checking	\$ (852,102.65)	\$ (852,102.65)
To Impact Fee	\$ -	\$ -
Interest:		1,122.96
Payments:		
Ending balance per G/L:	October 31, 2011	<u>\$ 10,835,975.53</u>

LEHIGH ACRES FIRE CONTROL & RESCUE DISTRICT
BANK RECONCILIATION
SUNTRUST BANK
Impact Fees Business Money Market Account #4410

Interest Rate: 0.12% (0.0012 multiplier)

Balance per bank statement:	October 31, 2011	\$	6,789.82
Plus: Deposits in Transit			-
Less: Outstanding Transfers			-
Adjusted bank balance:	October 31, 2011	\$	<u>6,789.82</u>
Balance per general ledger:	October 1, 2011	\$	6,789.82
Deposits:		\$	7,332.36
Transfer out to Money Market Account		\$	-
General Fund (Refund) Payment		\$	-
Interest:		\$	1.14
Ending balance per G/L:	October 31, 2011	\$	<u>14,123.32</u>

Lehigh Acres Fire Control and Rescue District Ambulance User Fees Billed & Outstanding October 31, 2011
--

Net A/R - User Fees / Collections @ 9/30/11 \$ 234,703.60

OCTOBER ACTIVITY

A/R - User Fees	\$ 1,278,488.01
Allowance - User Fees	\$ (1,043,440.50)

A/R - Collection Accounts	\$ 2,296,585.13
Allowance - Collection Accounts	\$ (2,296,585.13)

(Adjusted) Net A/R - User Fees / Collections @ 10/31/11 \$ 235,047.51

**Ambulance Collections
LAFD**

	<u>Collections per month</u>	<u>Cumulative collections</u>	<u>projected Average annual collections</u>	
11-Oct	\$ 118,921.80	\$ 118,921.80	\$ 1,427,061.60	(\$118,921.82 x 12/1)
11-Nov				
11-Dec				
12-Jan				
12-Feb				
12-Mar				
12-Apr				
12-May				
12-Jun				
12-Jul				
12-Aug				
12-Sep				
Monthly Average	\$ 118,921.80			

**EXECUTIVE SUMMARY
ACTION REQUIRED
November 2011 - 1**

As outlined in the Board of Commissioner's Manual the Board is to elect officers for a one year term at its scheduled monthly meeting each November; President, Vice President, Treasurer, & Secretary.

BOARD MEETING DATE: November 22, 2011

SUBMITTED BY: Donald R. Adams, Sr., Ed.D., Fire Chief

PURPOSE AND EXPLANATION

OBJECTIVE: To elect officers for a one year term at its scheduled monthly meeting each November; President, Vice President, Treasurer, & Secretary.

CONSIDERATIONS: In the Board of Commissioner's Manual, under Section II, Election of Officers, espoused, "*The board shall elect officers for a one year term at its scheduled monthly meeting each November; President, Vice President, Treasurer, & Secretary. Any officer may be re-elected to an office.*"

FISCAL IMPACT: No fiscal impact.

**EXECUTIVE SUMMARY
ACTION REQUIRED
November 2011 – 2**

Recommending the Board of Fire Commissioners approve the revised job description for Mechanic, as presented

Board Meeting Date: November 22, 2011

Submitted by: Ken Bennett, Assistant Chief

OBJECTIVE: To have the Board approve the revised job descriptions for Mechanic, as presented below.

CONSIDERATIONS: Attached is the proposed modification to the existing job description requiring update and revision. The change made to the Mechanic's job description includes language Maintains proper records, provides for the proper disposal of used oil, batteries, filters, and other waste materials generated by the District.

FISCAL IMPACT: No fiscal impact is expected based upon modifications.

RECOMMENDATION: Approve under the Consent Agenda, unless comments/questions are required of staff.

POSITION DESCRIPTION

Position Title: Mechanic

LAFD-PD07

Grade Level: 6

Description of Duties and Responsibilities:

I. NATURE OF WORK

A. Introduction: This position is located in the Lehigh Acres Fire Department which is responsible for providing fire suppression and control, fire prevention, and emergency rescue and basic and advanced life support services within the Lehigh Acres Fire Control and Rescue District, Lehigh Acres, Florida. The incumbent works under the direct supervision of the Logistics Manager. The incumbent has a wide latitude to exercise independent judgement and personal initiative in performing assigned mechanical repair duties, all within guidelines of Department policies, and rules and regulations. Work is evaluated by the attainment of objectives, effectiveness of written and oral reports, and through periodic conferences. This position is full-time and requires that any outside employment be approved by the Logistics Manager in writing, with employment with the District being the first consideration.

B. Duties and Responsibilities: The incumbent is responsible for the regular maintenance and repair of all Department motorized fire fighting equipment, apparatus, tools and other power equipment, which are used in its daily operations. The duties listed are typical examples of work performed by positions within this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

1. Performs maintenance and repair activities on various pieces of equipment including but not limited to response and reserve apparatus and vehicles, and other vehicles and equipment.
2. Diagnoses, services and repairs various systems that are found on equipment such as mechanical and computer electronic controls, air brake systems, transmissions, generators, and pneumatic systems.
3. Troubleshoots malfunctions in the equipment and repair.
4. May be required to fabricate, modify, and install special equipment or replacement parts using specialized equipment such as , but not limited to mills, lathes, welders, torch sets, plasma cutter, and metal cutting saws.
5. Performs routine maintenance checks and adjustments on such things as fluid levels, hoses, belts, brakes, tires, and clutches; changes filters and oil, and lubricates vehicles and motor driven equipment.

6. Tunes gas and diesel engines, service valves, fuel filters and turbochargers, and pressure checks fuel filters, adjust injector heights, fuel racks, governors, etc.
7. Diagnoses problems, disassembles units, repairs or replaces parts, and reassembles units in the following systems:
 - Brakes: Repairs or replaces shoes, pads, drums, hoses, calipers, cylinders, and various other components of the braking system.
 - Cooling: Flushes radiator, replaces hoses and thermostat, repairs or replaces radiator and water pump, fan drives, treatment filters, air intercoolers, and oil coolers.
 - Drive: Repairs and replaces drive shaft, differential, axle, manual and automatic transmissions, clutches, transfer cases, power take-off systems, transmission reversers, all wheel drive steering axles and final drives.
 - Electrical: Repairs or replaces fuses, batteries, lights, instruments, warning devices, control and switches, computer controls, modules, alternators, starters, and defective cables and wiring. This will include 12, 24, 110, and 220 volt systems.
 - Exhaust and Emission Control: Replaces mufflers, manifolds, catalytic converters, turbochargers, blowers, and pipes.
 - Heating and Air Conditioning: Repairs or replaces heater cores, condensers, compressors, hoses, and controls; recharges air conditioning systems.
 - Hydraulic: Repairs or replaces pumps, hoses, valves, winches, and cylinders.
 - Air: Repairs or replaces compressors, air dryers, brake valves, air tanks, and hoses.
 - Steering and Suspension System: Repairs or replaces tie rods, ball joints, gear boxes, shock absorbers, springs, steering linkage, kingpins, power steering, hoses, pumps, and air suspensions.
8. Overhauls engines, replaces engines, and rebuilds components.
9. Maintains service logs and records maintenance performed on vehicles and motorized equipment, using fleet maintenance and management software.
10. Prepares work orders and cost materials estimates.
11. Keeps tools, equipment, and work area clean, organized, and in good working condition.
12. Road tests vehicles.
13. Makes repairs to and maintains fire pumps, and performs annual pump tests on all vehicles.
14. Establishes and maintains an adequate inventory of parts and supplies for maintenance purposes.
15. As required, assists with in-service training of District staff in the proper use and maintenance of all equipment.
16. As may be required, attends seminars and/or classes of study to maintain and improve performance skills.

17. Performs related work as assigned by supervisor.
18. Maintains proper records and provides for the proper disposal of used oil, batteries, filters, and other waste materials generated by the District.
19. Schedules the proper disposal of materials, such as but not limited to, fluorescent bulbs and material deemed inappropriate for disposal in the landfill.

II. REQUIREMENTS (Knowledge, Skills and Abilities)

- A. The incumbent must have the ability to: determine work priorities; work independently; understand and carry out orders promptly and accurately; interpret and understand technical automotive and small engine specifications and repair manuals; establish and maintain effective working relationships with others; fabricate specialized parts to construct and/or modify fire fighting equipment; do body work, including welding, cutting, and spray painting; operate all Department equipment; and perform repair duties under adverse conditions.

III. MINIMUM QUALIFICATIONS

- A. The incumbent must be 18 years of age; have a high school diploma or a State recognized equivalent; must be able to pass prescribed medical and physical examinations; must have a valid motor vehicle operators license; must have five (5) years of general automotive repair experience, three (3) years of which must have been on fire fighting equipment, including pumps and hydraulic equipment. Certificates attesting to successful completion of two (2) years training in auto repair may be substituted for experience. The incumbent must also be willing to respond to off duty calls, and to report for duty during extra-ordinary emergencies or conflagrations in order to make needed repairs immediately.

IV. ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES

- A. Ability to provide training and explain instructions and guidelines to other effectively.
- B. Ability to organize and coordinate the current and incoming work orders into an efficient work schedule.

V. WORKING CONDITIONS

- A. This position may require an employee to be exposed to inclement weather conditions.

- B. This position may require the employee to be exposed to a hazardous work environment.

VI. PHYSICAL REQUIREMENTS

- A. The job duties require the employee to move heavy objects.
- B. The job duties require an employee to traverse rough terrain.

**EXECUTIVE SUMMARY
ACTION REQUIRED
November 2011 – 3**

**Recommending the Board of Fire Commissioners approve the presented SOP 100.07 –
Discriminatory Workplace Harassment Policy and Compliance Procedure**

Board Meeting Date: November 22, 2011

Submitted by: Ken Bennett, Assistant Chief

OBJECTIVE: To reformat the existing policy on Discriminatory Workplace Harassment Policy and Compliance Procedure. The District is trying to review current policies and provide changes where needed and to convert into the new District format.

CONSIDERATIONS: Attached is the policy for review and reflects the current policy. Changes noted are to the format from the previous version.

FISCAL IMPACT: No additional fiscal impact to the District is expected. An electronic copy will be made available to each employee via the “Shared” drive.

RECOMMENDATION: Approve presented Standard Operating Policy (SOP – 100.07 Discriminatory Workplace Harassment Policy and Compliance Procedure) under the Consent Agenda, unless comments/questions are required of staff.

Lehigh Acres Fire Rescue

Standard Operating Procedure

100.07

Discriminatory Workplace Harassment Policy and Compliance Procedure

Date Issued: December 1, 2011
Date Last Revised: May 2004
Revision Number: 1
Total Pages: 6

Purpose :The purpose of this policy is to clearly establish the Lehigh Acres Fire Control and Rescue District's commitment to provide a work environment free from harassment, to define discriminatory harassment, and to set forth the procedure for investigating and resolving internal complaints of harassment. Because of the tremendous importance of a workplace free from any form of harassment, this policy **shall** be reviewed by each supervisor with his or her personnel on an annual basis. All jobs with emergency service organizations, whether volunteer or paid, are extremely important to the public safety of our community. It is critical that all emergency service personnel treat all other emergency personnel with dignity and respect. Because of the unique circumstances present in many emergency service jobs, it is the responsibility of each and every service organization worker, supervisor and manager, volunteer and career, to make sure that there is not inappropriate behavior occurring in the workplace. Inappropriate behavior, which impacts the workplace, or has the potential to impact the workplace, will not be tolerated.

This policy applies to all terms and conditions of employment and volunteer membership, including but not limited to hiring, placement, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation, and training.

100.07.01 Policy

Harassment of an applicant, client, contractor, business invitee, customer, volunteer, or employee, (a "worker") by a supervisor, management employee, coworker, or covolunteer on the basis of race, religion, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender or age is explicitly in violation of state and/or federal law and will **not** be tolerated by the Lehigh Acres Fire Control and Rescue District.

Volunteers, or employees found to be participating in any form of job based harassment or **retaliating** against any worker shall be subject to disciplinary action up to and including **termination from employment or membership.**

100.07.02 Responsibilities

Management: It is the responsibility of management to develop this policy, keep it up to date, and ensure that any violation of this policy brought to their attention is dealt with fairly, quickly, and impartially. All managers are also required to set the proper example at all times.

Supervision: It is the responsibility of supervisors to enforce the policy, to make an annual review with each employee to ensure they know the policy and to regularly check the workplace and environs to ensure the policy is being followed. When a deviation from this policy is noted or reported, supervisors shall bring this information to management immediately. Additionally, supervisors are required to set the proper example at all times.

Workers: It is the responsibility of each and every employee and volunteer to know the policy and to follow the policy. It is important that every employee and volunteer treat every worker with dignity and respect so as to facilitate a sound professional work environment.

100.07.03 Definitions

For purposes of clarification, harassment includes, but is not limited to, the following behaviors.

1. **Verbal Harassment** – Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender or age, whether made in general, directed to an individual, or to a group of people regardless of whether the behavior was intended to harass. This includes, but is not limited to, inappropriate sexually oriented comments on appearance, including dress or physical features, sexual rumors, code words, and race oriented stories.

2. **Physical Harassment:** Assault, impending or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, religious creed color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender or age. This includes pinching, patting, grabbing, inappropriate behavior in or near bathrooms, sleeping facilities and eating areas, or making explicit or implied threats or promises in return for submission of physical acts.

3. **Visual Forms of Harassment-** Derogatory, prejudice, stereotypical or otherwise offensive posters, photographs, cartoons, notes, bulletins, drawings or pictures on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender or age. This applies to both posted material or material maintained in or on Lehigh Acres Fire Control and Rescue District equipment or personal property in the work place.

4. **Sexual Harassment-** Any act which is sexual in nature and is made explicitly or implicitly a term or condition of employment or volunteer membership, is used as the basis of a membership/employment decision, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

100.07.04 Workplace Relationships

The first amendment allows anyone to associate with anyone else they desire. It is natural for people who met in the workplace to sometimes become romantically involved, and it is not the department's intent to interfere with any dating relationship. Any involvement between employees/volunteers must be voluntary and desired by both parties. However, many problems have developed in fire departments and other emergency service organizations because of dating relationships, and they can interfere with our goal of having a sound professional work environment. It is not inappropriate for a person to ask a coworker out. However, if you do not want to go out with a coworker, it is imperative that your response to the request is firm and definite. After this firm and definite response has been made, it is inappropriate for the requesting party to make any further attempt to initiate a dating relationship. Repeated requests for a dating relationship constitutes sexual harassment. It is also inappropriate for any relationship to interfere with normal work operations in any manner. Personnel who desire to become involved with someone in the workplace must be aware of the following guidelines.

1. There shall be no dating activities on department time or department property.
2. There shall be no use of department property to arrange dating activities.
3. All behavior between employees/volunteers shall be behavior conducive to a sound professional work environment at all times when on department property or on department time. Hand holding, kissing, hugging, sexual comments and other behavior generally associated with a dating relationship are inappropriate while on department time or department property.
4. Any relationship involving personnel at different levels on the chain of command (or where one party has functional supervision over another) shall be reported by the person of higher rank to his/her supervisor immediately. Failure to report this relationship is a violation of this policy. The manager receiving this information shall immediately contact the personnel department and inform them of the relationship. Personnel shall contact the chief officer and make recommendations to ensure that this relationship will not detract from a sound professional work environment. Such recommendations may include the transfer of the higher-ranking person to another unit.

100.07.05 Complaint Procedure

Confrontation

If any person should feel they are the victims of any form of harassment they should inform the person(s) participating in this behavior that he/she finds it offensive. This one on one confrontation has been demonstrated to be an effective way to end harassing behaviors. If the inappropriate behaviors do not stop, the offended employee/volunteer can initiate either an

informal or formal complaint as described below. Because confrontation is difficult for some people and because of the complex nature of harassment, employees/volunteers are not required to confront an offending party prior to initiating this complaint procedure.

Informal Complaint

Any employee/volunteer, client, contractor, customer, or membership/job applicant who believes he or she is a victim of discriminatory workplace harassment should make a complaint orally or in writing with any of the following.

1. Immediate supervisor
2. Any supervisor or manager within or outside of their department
3. Any division head.

Any supervisor, manager or division head who observes inappropriate behavior or receives a harassment complaint **shall** notify the Chief of the department or his designee.

100.07.06 Formal Complaint

Preliminary Complaint

Filing of a Preliminary Complaint

Any employee/volunteer, client, customer, contractor or applicant who alleges to be a victim of discriminatory workplace harassment should, within 30 business days of the alleged incident:

1. Contact his/her supervisor OR
2. Contact the Chief of the department or his/her designee
3. This preliminary complaint can be verbal or written.

Time Extension

The party in charge of investigating the complaint may extend the time requirements set forth in this procedure when he/she determines it is in the best interest of fairness and justice to the parties involved.

Review of Preliminary Complaint

Upon notification of a harassment complaint, the immediate supervisor and/or the division head shall conduct an informal inquiry to make a preliminary determination as to whether there is any merit to the complaint. If no merit is found, the supervisor and/or the division head

may still meet with the parties involved to attempt to conciliate the complaint or conflict between the parties.

Formal complaint

If after an informal inquiry is conducted, there is no resolution and/or no conciliation of the preliminary complaint, the investigating officer will promptly issue written notice of the right to file a formal written complaint to the complainant via hand delivery or certified mail, return receipt. The complaint shall be signed and shall describe in detail the facts asserted to constitute harassment. The complaint shall be filed with the investigating officer within ten (10) business days after being notified of the right to file a formal complaint.

Upon receipt of the formal written complaint, the investigating officer will contact the alleged harasser(s) who will be informed of the basis of the complaint, will be given a copy of the same, and will be provided an opportunity to respond. The response shall be in writing, addressed to the investigating officer and Local #1826 District 6 D.V.P. and received by the investigating officer within ten (10) business days after being notified of the complaint. Concurrently, a formal investigation of the complaint may be commenced.

Review of Response and Findings

Upon receipt of the response, the investigating officer may conduct a formal investigation. Such investigation may include an interview with the complainant, the accused harasser(s) and any other persons, determined necessary by the investigating officer to possibly have relevant knowledge concerning the complaint. This may include victims of similar conduct.

Factual information gathered through the formal investigation will be reviewed to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information, the totality of the circumstances including the nature of the verbal, physical, visual or sexual conduct and the context in which the alleged incident(s) occurred.

The results of the investigation and the determination as to whether harassment occurred shall be final and binding and will be reported to appropriate persons including the complainant, the alleged harasser(s), the supervisor and the division head within twenty (20) calendar days from the receipt of the response.

100.07.07 Disciplinary Action

If harassment is determined to have occurred, the investigating officer shall take and/or recommend to the Chief of the department prompt and effective remedial action against the harasser. The action will commensurate with the severity of the offense, up to and including termination from membership/employment. Copies of the final report, including disciplinary action taken, will be distributed to both parties.

100.07.08 Retaliation

Retaliation in any manner against a person for filing a harassment charge or initiating a harassment complaint, testifying in an investigation, providing information or assisting in an investigation, is expressly prohibited and subject to disciplinary action up to and including termination from membership/employment. The chief of the department or his designee will take reasonable steps to protect the victim from any retaliation as a result of communicating the complaint.

100.07.09 Confidentiality

Confidentiality will be maintained to the fullest extent possible in accordance with applicable federal, state and local law.

100.07.10 False Complaints

Any complaint made by a employee/volunteer of the Lehigh Acres Fire Control and Rescue District regarding job based harassment which is conclusively proven to be false, shall result in discipline. This discipline may include dismissal from membership/employment. This section is not intended to discourage employees/volunteers from making complaints regarding job-based harassment. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

100.07.11 Limitations

The use of this procedure is limited to complaints related to discriminatory workplace harassment on the basis of race, religion, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender or age. All other complaints shall be handled through the department grievance procedure as established by the department policy manual.

100.07.12 Distribution

This policy shall be disseminated to all employees/volunteers, supervisors and managers of the Lehigh Acres Fire Control and Rescue District. Any questions, concerns or comments related to this policy should be directed to the Chief of the department or his/her designee.

**EXECUTIVE SUMMARY
BOARD ACTION REQUIRED (RESOLUTIONS PROVIDED)
November 2011 - 4**

Staff has produced a summary of proposed budget amendments relating to the current 2010/2011 Budget.

BOARD MEETING DATE: November 22, 2011

SUBMITTED BY: **BEN VAN KLINGEREN (FINANCE MANAGER)**

PURPOSE AND EXPLANATION

OBJECTIVE: The primary purpose of the budget amendments is to update the District's current operating budget to reflect prospective data that may have not been included or known upon the original completion of the budget.

CONSIDERATIONS: The Board made Budget Amendments during the April 19th, 2011 Commission meeting. Included in those were Fund Balance changes (due to GASB 54). Resolution 11-11-01 was created for Board consideration to amend the District's Fund Balance classifications to mirror and to be consistent with the 2011/2012 budget (namely incorporating Non-Spendable and Assigned balances from Committed balances). The following attachments are included within:

- 1) Original 2010/2011 Budget (summary budget and detail budget) (see page 28)
- 2) Amended 2010/2011 Budget (summary and detailed – including changes) (see page 29)
- 3) A summary of each budget amendment and the applicable justifications/substantiations for each (see page 30)
- 4) Resolution 11-11-01 (see page 31,32)

FISCAL IMPACT: None noted – Reclassification of Fund Balance only

(ORIGINAL)

ESTIMATED REVENUES

2010/2011 BUDGET

TAXABLE VALUE

2,523,686,494 (DR420) at 3.0000 mills

	General Fund	Impact Fee Fund	Total Budget
Fund Balance Carried Forward	\$ 15,983,050	\$ (2,659,280)	\$ 13,323,770
Ad Valorem Taxes	\$ 7,192,507		\$ 7,192,507
Interest	\$ 26,000	\$ 300	\$ 26,300
Grant Revenue	\$ 3,086,369		\$ 3,086,369
F/F supplemental income	\$ 25,000		\$ 25,000
Dependant Coverage Reimbursement	\$ 195,000		\$ 195,000
Misc. Income	\$ 75,000		\$ 75,000
Impact Fees		\$ 1,700	\$ 1,700
Inspection Fees	\$ 40,000		\$ 40,000
Ambulance Transport	\$ 1,300,000		\$ 1,300,000
Donations	\$ 500	\$ -	\$ 500
Subtotal - REVENUE	<u>\$ 11,940,376</u>	<u>\$ 2,000</u>	<u>\$ 11,942,376</u>
TOTAL REVENUE & CARRYFORWARD	<u>\$ 27,923,426</u>	<u>\$ (2,657,280)</u>	<u>\$ 25,266,146</u>

ESTIMATED EXPENDITURES

2010/2011 BUDGET

	General Fund	Impact Fee Fund	Total Budget
1100 Employee Salaries	\$ 7,985,440		\$ 7,985,440
1200 Employee Benefits	\$ 4,602,318		\$ 4,602,318
3310 Professional Services	\$ 460,618		\$ 460,618
3340 Contract Services	\$ 12,500		\$ 12,500
3400 Travel/per diem (Comm)	\$ -		\$ -
3410 Communications	\$ 90,715		\$ 90,715
3430 Utilities	\$ 116,789		\$ 116,789
3440 Rentals/Leases	\$ 3,000		\$ 3,000
3450 Insurance (General)	\$ 159,379		\$ 159,379
3460 Maintenance	\$ 367,615		\$ 367,615
3480 Promotional	\$ 2,800		\$ 2,800
3490 Other Chgs & Obligations	\$ 65,127		\$ 65,127
3510 Office	\$ 20,000		\$ 20,000
3520 Operating Supplies	\$ 460,121		\$ 460,121
6600 Capital Outlay	\$ 34,990	\$ 2,000	\$ 36,990
7700 Debt Service	\$ -		\$ -
8000 Bad Debt Expense	\$ -		\$ -
9000 Collection Fees	\$ 4,000	\$ -	\$ 4,000
Subtotal - OPERATING EXPENDITURES	<u>\$ 14,385,412</u>	<u>\$ 2,000</u>	<u>\$ 14,387,412</u>
Designated Fund Balance (Reserves)	<u>\$ 13,538,014</u>	<u>\$ (2,659,280)</u>	<u>\$ 10,878,734</u>
TOTAL FUND BALANCE (RESERVES)	<u>\$ 27,923,426</u>	<u>\$ (2,657,280)</u>	<u>\$ 25,266,146</u>

(AMENDED)

ESTIMATED REVENUES

2010/2011 BUDGET

TAXABLE VALUE

2,523,686,494 (DR420) at 3.0000 mills

	General Fund	Impact Fee Fund	Total Budget
Fund Balance Carried Forward	\$ 15,737,412	\$ (2,659,280)	\$ 13,078,132
Ad Valorem Taxes	\$ 7,192,507		\$ 7,192,507
Interest	\$ 26,000	\$ 300	\$ 26,300
Grant Revenue	\$ 3,150,154		\$ 3,150,154
F/F supplemental income	\$ 25,000		\$ 25,000
Misc. Income	\$ 75,000		\$ 75,000
Impact Fees		\$ 1,700	\$ 1,700
Inspection Fees	\$ 40,000		\$ 40,000
Ambulance Transport	\$ 1,300,000		\$ 1,300,000
Donations	\$ 500	\$ -	\$ 500
Subtotal - REVENUE	<u>\$ 11,809,161</u>	<u>\$ 2,000</u>	<u>\$ 11,811,161</u>
TOTAL REVENUE & CARRYFORWARD	<u>\$ 27,546,573</u>	<u>\$ (2,657,280)</u>	<u>\$ 24,889,293</u>

ESTIMATED EXPENDITURES

2010/2011 BUDGET

	General Fund	Impact Fee Fund	Total Budget
1100 Employee Salaries	\$ 7,985,440		\$ 7,985,440
1200 Employee Benefits	\$ 4,602,318		\$ 4,602,318
3310 Professional Services	\$ 460,618		\$ 460,618
3340 Contract Services	\$ 12,500		\$ 12,500
3410 Communications	\$ 90,715		\$ 90,715
3430 Utilities	\$ 116,789		\$ 116,789
3440 Rentals/Leases	\$ 3,000		\$ 3,000
3450 Insurance (General)	\$ 159,379		\$ 159,379
3460 Maintenance	\$ 367,615		\$ 367,615
3480 Promotional	\$ 2,800		\$ 2,800
3490 Other Chgs & Obligations	\$ 65,127		\$ 65,127
3510 Office	\$ 20,000		\$ 20,000
3520 Operating Supplies	\$ 460,121		\$ 460,121
6600 Capital Outlay	\$ 113,187	\$ 2,000	\$ 115,187
9000 Collection Fees	\$ 4,000	\$ -	\$ 4,000
Subtotal - OPERATING EXPENDITURES	\$ 14,463,609	\$ 2,000	\$ 14,465,609
Nonspendable Fund Balance	\$ 2,659,280	\$ -	\$ 2,659,280
Committed Fund Balance	\$ -	\$ -	\$ -
Assigned Fund Balance	\$ 9,251,388	\$ -	\$ 9,251,388
Unassigned Fund Balance	<u>\$ 1,172,296</u>	<u>\$ (2,659,280)</u>	<u>\$ (1,486,984)</u>
TOTAL FUND BALANCE (RESERVES)	<u>\$ 27,546,573</u>	<u>\$ (2,657,280)</u>	<u>\$ 24,889,293</u>

Lehigh Acres Fire Control and Rescue District
 636 Thomas Sherwin Ave S.
 Lehigh Acres, FL 33974

Office (239) 303-5300
 Fax (239) 369-2436

Board of Commissioners

Jeffrey Berndt
 Seat #1

Linda Carter
 Seat #2

Larry Becker
 Seat #3

David Adams
 Seat #4

Kevin Shea
 Seat #5

CHIEF OF DEPARTMENT
 Donald Adams, Sr.

The following are proposed budget amendments / Resolutions for the November 22, 2011 Board of Commissioners meeting:

1) Increase:	Decrease:	Amount:
	522-9900 - Committed - Operating	\$ (1,172,096.00)
522-9900 - Unassigned - Operating		\$ 1,172,096.00
	522-9901 - Committed - Capital	\$ (3,985,388.00)
522-9901 - Assigned - Capital		\$ 3,985,388.00
	522-9904 - Committed - 90-Day Carryforward	\$ (3,783,000.00)
522-9904 - Assigned - 90-Day Carryforward		\$ 3,783,000.00
	522-9905 - Committed - Disaster	\$ (1,000,000.00)
522-9905 - Assigned - Disaster		\$ 1,000,000.00
	522-9906 - Committed - Due from Impact Fee Fund	\$ (2,659,280.00)
522-9906 - Non-Spendable - Due from Impact Fee Fund		\$ 2,659,280.00
	522-9908 - Committed - Actuarial / OPEB Liability	\$ (483,000.00)
522-9908 - Assigned - Actuarial / OPEB Liability		\$ 483,000.00

Substantiation:

To amend the 2010/2011 fiscal year budget to reflect changes to Fund Balance classifications as per GASB (Government Accounting Standards Board) Statement No. 54 *Fund Balance Reporting and Governmental Fund Type Definitions* which is effective for all Governmental Agencies for the period beginning after June 15, 2010 (Fiscal Year 2010/2011 for LAFD).

* As per the terms of GASB 54, "Negative (fund) balances in other governmental funds are to be reported as unassigned."

**On April 10th, 2011, the Board approved Fund Balance changes (to Committed, etc.). This budget amendment updates/changes those classifications to be consistent with FY 11/12 Budgetary directives.

RESOLUTION 11-11-01

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE LEHIGH ACRES FIRE CONTROL AND RESCUE DISTRICT, LEE COUNTY, FLORIDA; TO AMEND THE BUDGET FOR FISCAL YEAR 2010/2011; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of Commissioners of the Lehigh Acres Fire Control and Rescue District is desirous of amending the annual budget, and parts thereof, for the 2010/2011 fiscal year to amend Fund Balance classification changes per GASB (Government Accounting Standards Board) Statement No. 54 and to be consistent with Fund Balance classifications as noted in the 2011/2012 fiscal year budget.

NOW THEREFORE, be it resolved by the Board of Commissioners of the Lehigh Acres Fire Control and Rescue District, that:

SECTION 1. INCORPORATION OF RECITALS.

The recitals set forth are true and correct and form a part of this Resolution.

SECTION 2. AUTHORITY.

The Board of Commissioners of the Lehigh Acres Fire Control and Rescue District is authorized to adopt this Resolution by Chapter 191, Florida Statutes, and other applicable laws.

SECTION 3. AMENDMENT OF THE BUDGET FOR FISCAL YEAR 2010/2011.

The Board of Commissioners hereby amends the District's budget for the 2010/2011 fiscal year to reflect changes to Fund Balance classifications as per GASB (Government Accounting Standards Board) Statement No. 54 *Fund Balance Reporting and Governmental Fund Type Definitions* which is effective for all Governmental entities for the period beginning after June 15, 2010 (Fiscal Year 2010/2011 applicable to the District). The fiscal year 2010/2011 budget will be adjusted as follows:

1. Committed – Operating Fund Balance (General Fund) will be decreased/eliminated by \$1,172,096 and Assigned – Operating Fund Balance (General Fund) will be increased/established by \$1,172,096.
2. Committed - Capital (General Fund) will be decreased/eliminated by \$3,985,388 and Assigned – Capital Fund Balance (General Fund) will be increased/established by \$3,985,388.
3. Committed - 90-Day Carryforward (General Fund) will be decreased/eliminated by \$3,783,000 and Assigned – 90-Day Carryforward Reserve (General Fund) will be increased/established by \$3,783,000.

4. Committed - Disaster Reserves (General Fund) will be decreased/eliminated by \$1,000,000 and Assigned – Disaster Reserves (General Fund) will be increased/established by \$1,000,000.
5. Committed - Due from Impact Fee Fund (General Fund) will be decreased/eliminated by \$2,659,280 and Non-Spendable – Due from Impact Fee Fund Reserve (General Fund) will be increased/established by \$2,659,280.
6. Committed - Actuarial/OPEB Liability (General Fund) will be decreased/eliminated by \$483,000 and Assigned – Actuarial/OPEB Liability Reserve (General Fund) will be increased/established by \$483,000.

SECTION 4. SEVERABILITY.

If any section, subsection, sentence, clause or other provision of this Resolution is held unconstitutional, inoperative or void by a court of competent jurisdiction, such holdings shall not affect the remainder of this Resolution.

SECTION 5. CONSTRUCTION AND EFFECTIVE DATE.

This Resolution shall be liberally construed to affect the purposes hereof and shall take effect immediately upon its adoption.

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

Commissioner Jeffrey Berndt	_____
Commissioner Larry Becker	_____
Commissioner Linda Carter	_____
Commissioner David P. Adams	_____
Commissioner Kevin Shea	_____

Duly passed and adopted on this 22nd day of November, 2011.

Board of Commissioners of the Lehigh
Acres Fire Control and Rescue District

By: _____
Jeffrey Berndt, Chair

Attest by: _____
David P. Adams, Secretary/Treasurer

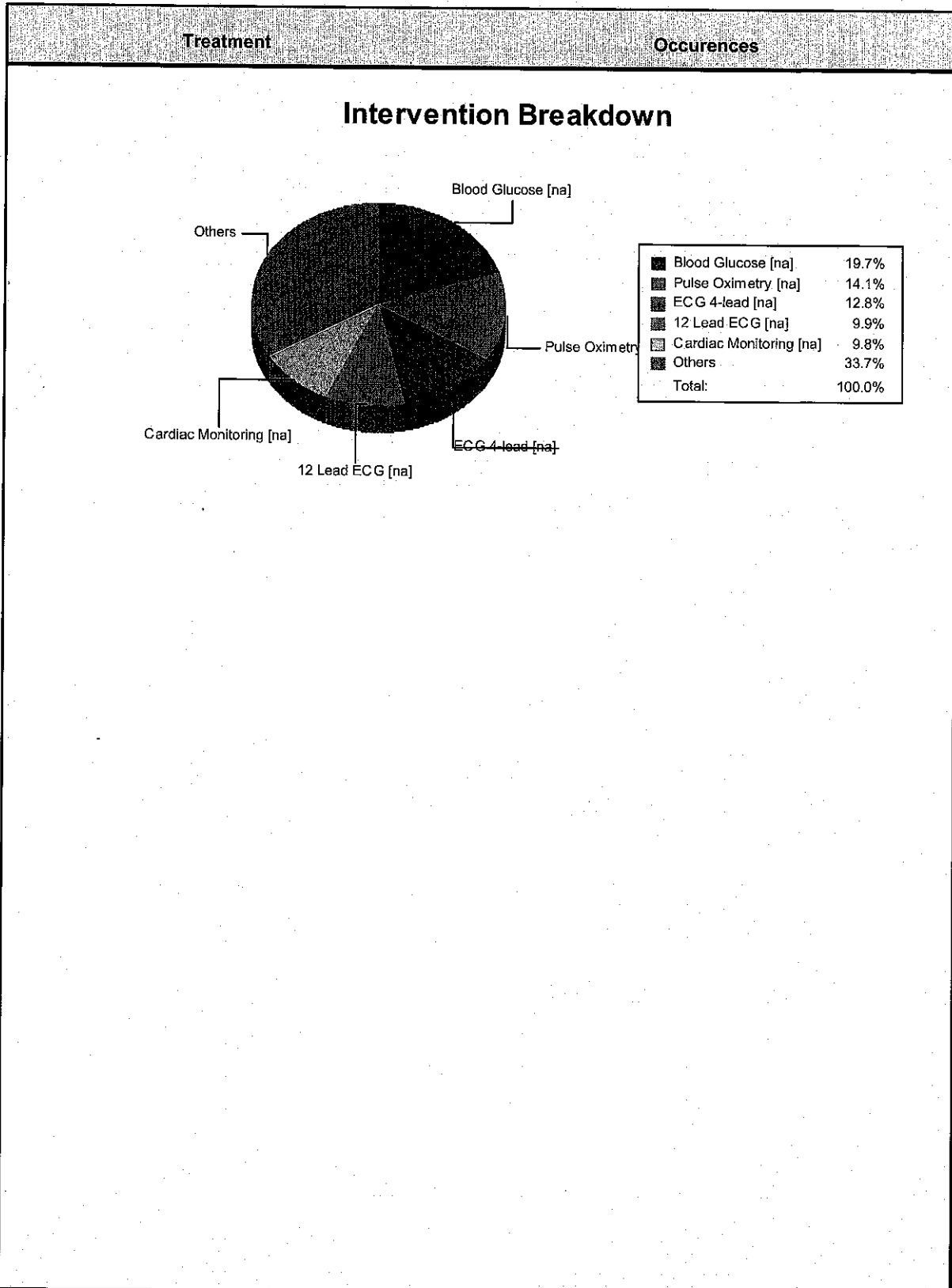
Treatment Type

(Summary)

Date Range: 10/1/2011 to 10/31/2011

Treatment	Occurrences
	0
12 Lead ECG [na]	116
Airway - Bagged [O2]	2
Airway - BVM [O2]	5
Airway - CPAP [na]	4
Airway - Intubation Confirm CO2 [na]	1
Airway - King Tube [na]	3
Airway - Nasal (NPA) [na]	1
Airway - Nebulizer Treatment [na]	2
Airway - Oral (OPA) [na]	3
Airway - Orotracheal Intubation [tb]	2
Airway - Suctioning [na]	2
Assessment-Adult [na]	111
Assessment-Pediatric [na]	12
Backboard (Long) [na]	20
Bleeding Control [na]	2
Blood Glucose [na]	230
Burn Sheet or Dressing [na]	1
C-Collar / Cervical Immobilization [na]	20
Capnography [na]	8
Cardiac Monitoring [na]	114
Cervical Collar [na]	1
CPR [nm]	3
Defibrillation - Manual [j]	4
ECG - 3 lead [na]	3
ECG 4-lead [na]	150
HID [na]	17
Impedance Threshold Device [na]	1
Irrigation - Wound [na]	1
Manual Immobilization [na]	4
Occlusive Dressing [na]	1
Pain Measurement [na]	55
Pulse Oximetry [na]	165
Restraints-Physical [na]	1
Spinal Immobilization [na]	26
Splint / Traction Splint [na]	2
Splinting-Basic [na]	4
Straps [na]	12
Temperature Measurement [na]	50
Wound Care [na]	10
SYSTEM TOTAL	1,169

Date Range: 10/1/2011 to 10/31/2011



Transports by Destination

(Summary)

Date Range: 10/1/2011 to 10/31/2011

Destination	Transports	%
CCH	1	0%
GCH	159	36%
LMH	23	5%
LMHP	30	7%
LRMC	228	52%
SYSTEM TOTAL	TOTAL TRANSPORTS: 441	100%

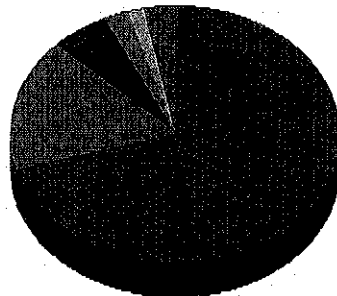
Disposition

(Summary)

Date Range: 10/1/2011 to 10/31/2011

Disposition	Number of Calls	%
Non-Transport		
DOA	1	0.16
Evaluation Only	2	0.33
No Medical Problem	2	0.33
POV	9	1.48
Pronouncement of Death	1	0.16
Refused Evaluation	34	5.59
Refused Treatment/Transport	101	16.61
Transfer To Another EMS Agency	6	0.99
Treated and Refused Transport	6	0.99
Transport		
Direct Admission	16	2.63
Emergency Department	429	70.56
Extended Care Facility	1	0.16
SYSTEM TOTAL	608	100%

Call Breakdown



Emergency Department	70.6%
Refused Treatment/Transport	16.6%
Refused Evaluation	5.6%
Direct Admission	2.6%
POV	1.5%
Others	3.1%
Total:	100.0%

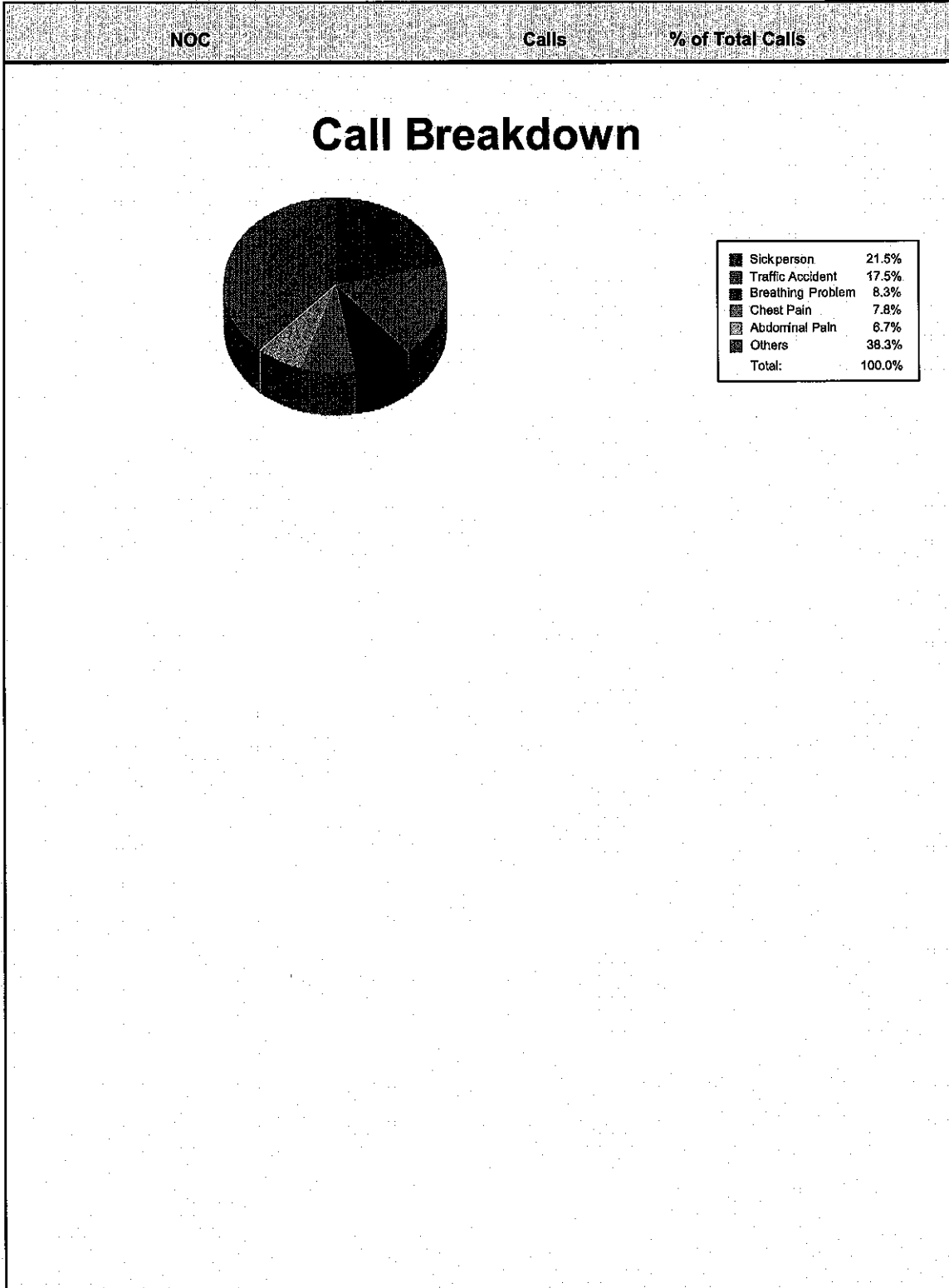
Nature of Call at Scene

(Summary)

Date Range: 10/1/2011 to 10/31/2011

NOC	Calls	% of Total Calls
Abdominal Pain	40	6.66%
Allergies	6	1.00%
Animal Bite	2	0.33%
Assault	10	1.66%
Back Pain	12	2.00%
Breathing Problem	50	8.32%
Burns	1	0.17%
Cardiac Arrest	5	0.83%
Chest Pain	47	7.82%
Choking	2	0.33%
CO Poisoning/Hazmat	2	0.33%
Convulsions/Seizure	25	4.16%
Diabetic Problem	10	1.66%
Dizziness	11	1.83%
Fall Victim	37	6.16%
Headache	7	1.16%
Heart Problems	6	1.00%
Hemorrhage/Laceration	7	1.16%
Ingestion/Poisoning	11	1.83%
Pregnancy/Childbirth	10	1.66%
Psychiatric Problem	8	1.33%
Sick person	129	21.46%
Stab/Gunshot Wound	2	0.33%
Stroke/CVA	4	0.67%
Traffic Accident	105	17.47%
Transfer/Interfacility/Palitive Care	7	1.16%
Traumatic Injury	29	4.83%
Unconscious/Fainting	11	1.83%
Unknown Problem Man Down	5	0.83%
SYSTEM TOTAL	601	100%

Date Range: 10/1/2011 to 10/31/2011



Lehigh Acres Fire Control and Rescue District

OCTOBER FIRE PREVENTION REPORT

Upon request to the fire district to provide fire prevention education, the fire district has provided administrative and/or operational staff for the following events during the month of October 2011:

Oct 4, 2011	C-Shift Operational Staff	Mirror Lakes Elementary School 40 Children – Kindergarten
Oct 6, 2011	B-Shift Operational Staff	The Learning Village – Lutheran Church 50 Children
Oct 6, 2011	B-Shift Operational and Admin Staff – Sta 105	Station 105 Tour by Group Home Residents
Oct 7, 2011	C-Shift Operational Staff Spears and Van Klingeren Assisted as well	G Weaver Higgs Elementary School Approx 130 Children
Oct 11, 2011	A-Shift Operational Staff – Station 101	Station Tour with One Family
Oct 11, 2011	A-Shift Operational Staff – Station 102	Girl Scout Field Trip to Tour Station 102 Approximately 15 Children
Oct 13, 2011	C-Shift Operational Staff	Ark Pre-School – First Baptist Church Approximately 30 Children
Oct 14, 2011	A-Shift Operational Staff	Lehigh Elementary School Approximately 300 K-1 st Graders
Oct 19, 2011	C-Shift Operational Staff	Veteran’s Park Elementary School Approximately 145 Kindergarten Children
Oct 20, 2011	A-Shift Operational Staff	Lehigh Acres Child Care Center Approximately 210 Children - Various Ages
Oct 21, 2011	B-Shift Operational Staff – Station 101 Ronco, Reyes (A), Collins (J), Nevling	Lehigh Acres Christian Daycare Approximately 40 Children
Oct 21, 2011	B-Shift Operational Staff (Sta 104)and Admin Staff Spears, Ketron (C), Crouse, Martin, Heller, Martinez	Sunshine Elementary School Approximately 210 Kindergarten Children
Oct 29, 2011	A-Shift Operational Staff – Station 102 Delgado, Belcher, Lovasco	American Legion Approximately 50 Children of Various Ages

TOTAL CHILDREN (APPROXIMATELY): 1220



Lehigh Acres Fire Control & Rescue District Life Safety Management Division

636 Thomas Sherwin Ave S
Lehigh Acres FL 33974

Phone 239-303-5300
Fax 239-369-2436

October 2011

Summary Report

During October 2011, the Life Safety Management Division has provided the following service(s) to the community:

- Conducted 7 fire investigations to determine Origin and Cause of fires involving brush, structures and mobile property. Vehicle and structure fires that the origin and cause could not be identified or were determined to be suspicious in the origin and cause were also processed by the State Fire Marshal's Office.
- 17 new construction inspections were made of projects within Lehigh Acres
- 58 inspections were conducted for the existing business community of Lehigh Acres.
- 11 Hours - Information Technology Support (Web page, password resets, lock-outs)
- Juvenile Fire Setter Class – Station 105 (Up to 6 Children participating) – 4 Sessions
- Billing Services (Inspection and other Life Safety Division fees) Fiscal Year 2011-2012:

	October	YTD
Miscellaneous Fees:	\$ 68.00	\$ 68.00
Plan Review / Inspection Fees	\$2,278.70	\$2,278.70
Total	\$2,346.70	\$2,346.70



Lehigh Acres Fire Control & Rescue District

Fire Suppression Division Response Total

636 Thomas Sherwin Ave S
Phone: (239) 303-5300

Lehigh Acres, FL 33974
Fax: (239) 369-2436

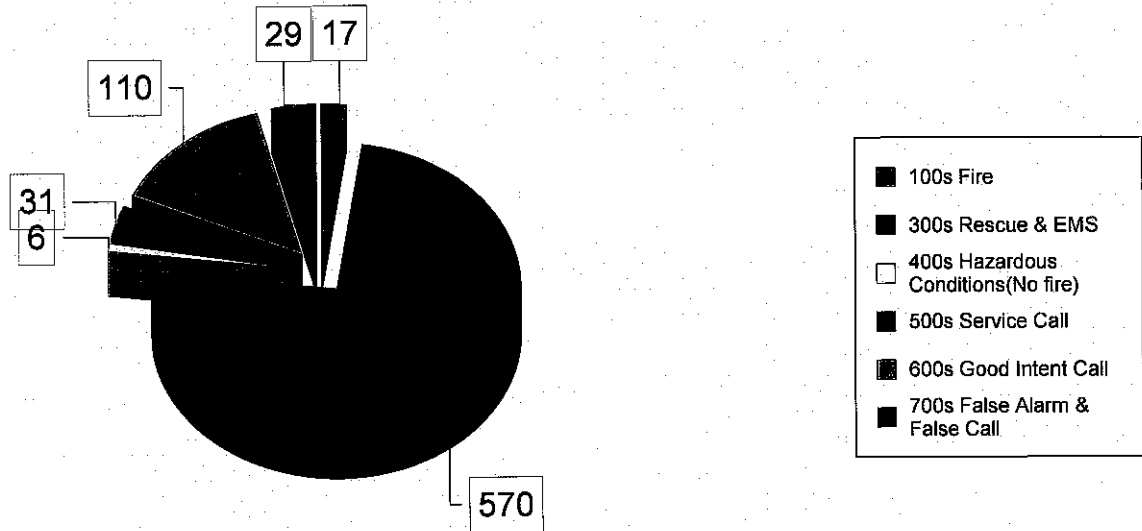
Fiscal Year 2011-2012 - October 2011

	Responses By Shift		Avg Response Time	
	Oct	YTD	Oct	YTD
Shift A:	6.64	6.64	6.64	6.64
Shift B:	6.44	6.44	6.44	6.44
Shift C:	6.63	6.63	6.63	6.63
Average Response Time:	6.57	6.57	6.57	6.57

Incident reports By Incident Type Summary

Incident Type	Total Incidents	FY/YTD	Oct-10	Oct-09
111 Building Fire	2	2	6	11
113 Cooking Fire, Confined to Container			1	
118 Trash or rubbish Fire, Contained	1	1		1
131 Passenger Vehicle Fire	2	2	10	3
132 Road Freight or Transport Vehicle Fire			1	1
141 Forest, Woods or Wildland Fire	1	1	1	2
142 Brush, or Brush and Grass Mixture Fire	2	2	2	2
143 Grass Fire	1	1		2
150 Outside rubbish fire, other	1	1	1	
151 Outside Rubbish, Trash or Waste Fire	1	1		1
162 Outside Equipment fire	6	6		1
300 Rescue, Emergency Medical Call (EMS) Call, Other			1	10
311 Medical Assist, Assist EMS Crews	42	42	13	6
321 EMS Call, Excluding Vehicle Accident With Injury	478	478	492	467
322 Vehicle Accident With Injuries	19	19	34	26
323 Motor Vehicle/ Pedestrian Accident (MV Ped)	2	2	6	2
324 Motor Vehicle Accident With No Injuries	25	25	26	31
331 Lock-In			2	1
352 Extrication of Victim(s) From Vehicle	3	3		
353 Removal of Victims From Stalled Elevator	1	1		
381 Rescue or EMS Standby			1	
400 Hazardous condition, other			1	
411 Gasoline or Other Flammable Liquid Spill	1	1	2	
412 Gas Leak (Natural Gas or LPG)	2	2	1	
413 Oil or Other Combustible Liquid Spill				1
421 Chemical Hazard (no spill or leak)	1	1		
423 Refrigeration Leak	1	1		
440 electrical Wiring/Equipment Problem, Other			2	

444	Power Line Down	1	1		2
445	Arching, Shorted Electrical Equipment			1	1
463	Vehicle Accident, General Cleanup			1	
500	Service Call, Other	1	1		1
511	Lock-out			1	
531	Smoke or Odor Removal			1	1
541	Animal Problem			1	
550	Public Service Assistance, Other	1	1	4	3
551	Assist Police or Other Governmental Agency	1	1	2	1
552	Police Matter	1	1	1	
553	Public Service	16	16	16	4
554	Assist Invalid	6	6	10	6
561	Unauthorized Burning	5	5	5	4
600	Good Intent Call, Other	1	1	3	8
611	Dispatched & Cancelled Enroute	76	76	25	12
621	Wrong Location				2
622	No Incident Found on Arrival at Dispatch Address	21	21	3	3
631	Authorized Control Burning	4	4	1	
651	Smoke Scare Odor of Smoke	1	1	3	1
652	Steam, Fog, Vapor, or Dust Thought ot be Smoke	1	1		
661	EMS Call, Party Transported by Non-Fire Agency	5	5	4	
671	Hazmat Release Investigation W/No Hazmat				2
700	False Alarm or False Call Other			17	19
710	Malicious, Mischievous False Call, Other	1	1		2
713	Telephone, Malicious False Call	1	1		
715	Local Alarm System, Malicious False Call				1
730	System malfunction, Other	3	3		1
733	Smoke Detector Activation Due to Malfunction	4	4	1	3
734	Heat Detector Activation Due to Malfunction	1	1		
735	Alarm System Sounded Due to Malfunction	7	7	4	3
740	Unintentional Transmission of Alarm, Other	1	1	1	3
741	Sprinkler Activation, No Fire - Unintentional			1	
743	Smoke Detector Activation, No Fire - Unintentional	7	7	8	3
744	Detector Activation, No Fire - Unintentional	4	4	4	1
745	Alarm System Sounded, No Fire - Unintentional			7	4
Total		762		728	659



Graphed Items are sorted by Incident Type

Type Of Incident:	Total Of Incidents:	Percentage Value:
100 Series-Fire	17	2.23%
300 Series-Rescue & EMS	570	74.71%
400 Series-Hazardous Conditions(No fire)	6	0.79%
500 Series-Service Call	31	4.06%
600 Series-Good Intent Call	110	14.42%
700 Series-False Alarm & False Call	29	3.80%

Grand Total: 763

Type Of Incident Most Frequent: 300 Series-Rescue & EMS

Print Date: 11/6/2011

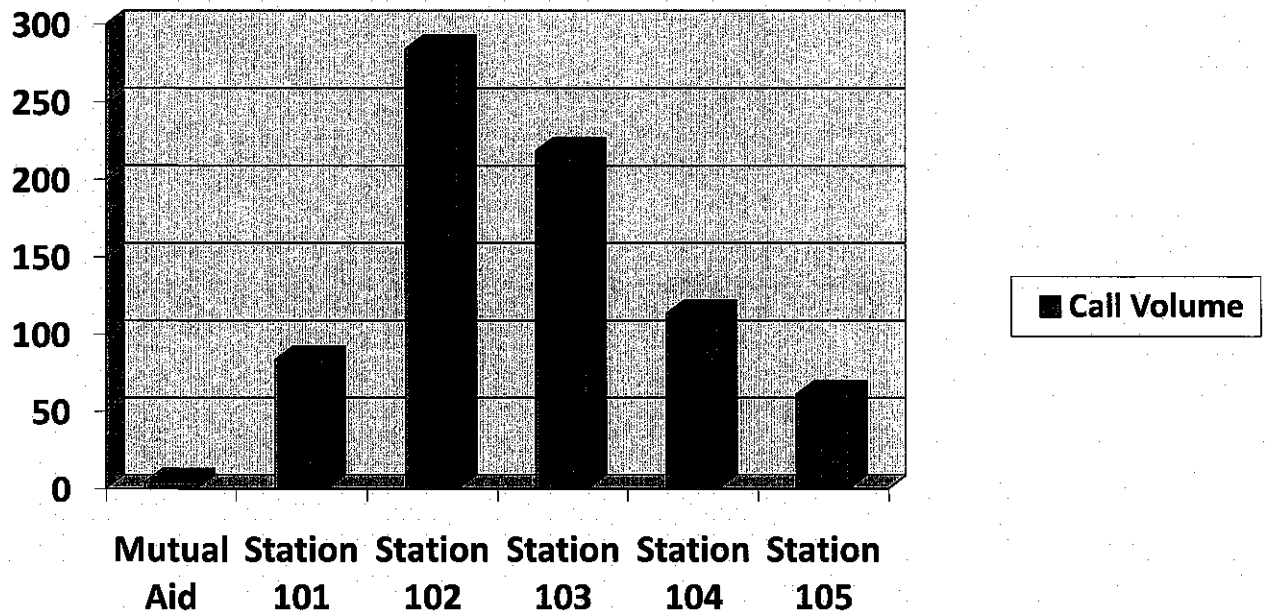


Lehigh Acres Fire Control & Rescue District

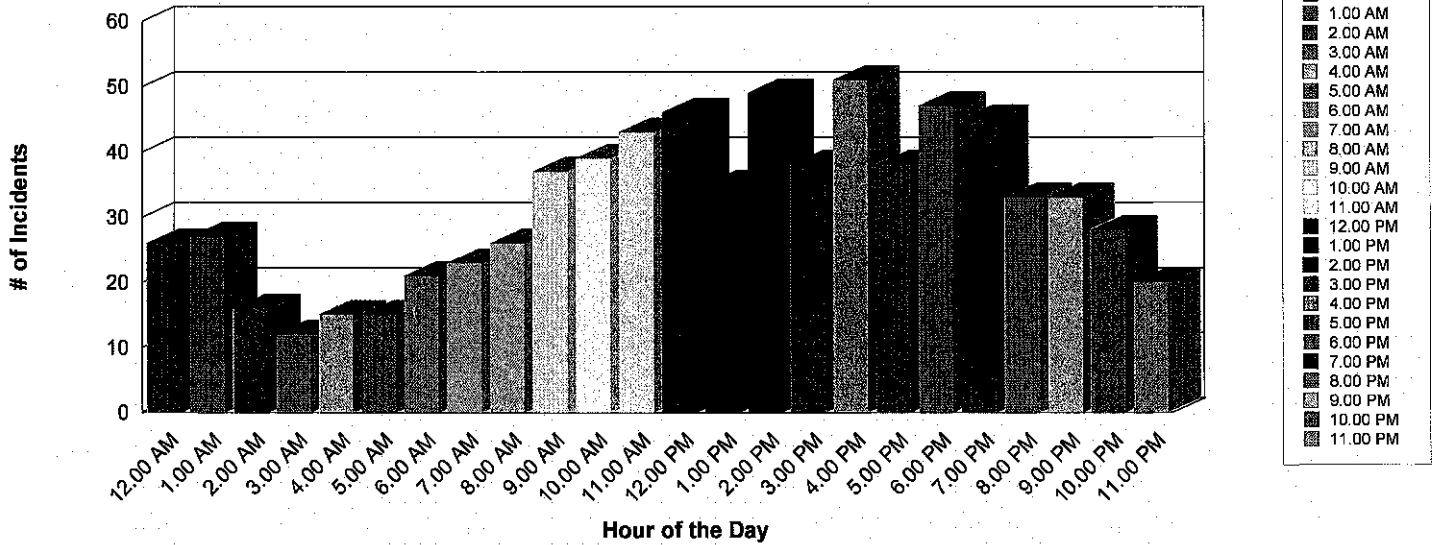
636 Thomas Sherwin Ave S
Lehigh Acres FL 33974

Phone 239-303-5300
Fax 239-369-2436

October 2011– Number of Incidents By District



Incident Totals by Hour



Hour of the Day: 12.00 AM

Total # of Incidents: 26 % of Total Incidents: 3.41%

Hour of the Day: 1.00 AM

Total # of Incidents: 27 % of Total Incidents: 3.54%

Hour of the Day: 2.00 AM

Total # of Incidents: 16 % of Total Incidents: 2.10%

Hour of the Day: 3.00 AM

Total # of Incidents: 12 % of Total Incidents: 1.57%

Hour of the Day: 4.00 AM

Total # of Incidents: 15 % of Total Incidents: 1.97%

Hour of the Day: 5.00 AM

Total # of Incidents: 15 % of Total Incidents: 1.97%

Hour of the Day: 6.00 AM

Total # of Incidents: 21 % of Total Incidents: 2.75%

Hour of the Day: 7.00 AM

Total # of Incidents: 23 % of Total Incidents: 3.01%

Hour of the Day: 8.00 AM

Total # of Incidents: 26 % of Total Incidents: 3.41%

Hour of the Day: 9.00 AM

Total # of Incidents: 37 % of Total Incidents: 4.85%

Hour of the Day: 10.00 AM

Total # of Incidents: 39 % of Total Incidents: 5.11%

Hour of the Day: 11.00 AM

Total # of Incidents: 43 % of Total Incidents: 5.64%

Hour of the Day: 12.00 PM		
Total # of Incidents:	46	% of Total Incidents: 6.03%
Hour of the Day: 1.00 PM		
Total # of Incidents:	35	% of Total Incidents: 4.59%
Hour of the Day: 2.00 PM		
Total # of Incidents:	49	% of Total Incidents: 6.42%
Hour of the Day: 3.00 PM		
Total # of Incidents:	38	% of Total Incidents: 4.98%
Hour of the Day: 4.00 PM		
Total # of Incidents:	51	% of Total Incidents: 6.68%
Hour of the Day: 5.00 PM		
Total # of Incidents:	38	% of Total Incidents: 4.98%
Hour of the Day: 6.00 PM		
Total # of Incidents:	47	% of Total Incidents: 6.16%
Hour of the Day: 7.00 PM		
Total # of Incidents:	45	% of Total Incidents: 5.90%
Hour of the Day: 8.00 PM		
Total # of Incidents:	33	% of Total Incidents: 4.33%
Hour of the Day: 9.00 PM		
Total # of Incidents:	33	% of Total Incidents: 4.33%
Hour of the Day: 10.00 PM		
Total # of Incidents:	28	% of Total Incidents: 3.67%
Hour of the Day: 11.00 PM		
Total # of Incidents:	20	% of Total Incidents: 2.62%
<u>Grand Total Incidents:</u>	<u>763</u>	

Lehigh Acres Fire Department



Fire Suppression Division November 2011 District Training Outline

Month of the November: Course Sections

Scope: In order to maintain a quality fire suppression team and competency levels, District personnel will be required to attend, and or otherwise successfully complete, all **required** training as described herein.

Class Codes: Subject:

1. **F1001** – Vehicle check – 1.0 hr per shift – **required**
2. **F1002** – Physical Fitness Training – 1.0 hr per week
3. **F1003** – District Familiarization – 1.0 hr per week
4. **F1004** – SCBA Function Test – 1.0 hr per week
5. **F8030** – Pre-Incident Planning – 4.0 to 6.0 hrs a month – **required**
6. **F1005** – Rules & Regulations Review & Self Study – 1.0 to 2.0 hrs – **required**
7. **F1172** – Fire Ground Survival – 0.5 hr – **required**
8. **F8017** – Airport Emergency Plan (MU Officers & Officers only) – 2.0 to 4.0 – **required**
9. **SOG 140.01** – Workplace Safety Policy – 1.0 hr – **required**
10. **F8007** – Lieutenant Promotional Self Study – 2.0 to 4.0 hrs
11. **SR1002** – Firefighter Survival & RIT Concepts – 2.0 to 6.0 hrs (with Training Officers’).
12. **Please complete and make-up all required training from the previous month.**

Respectfully,

Capt. Ketron

Lehigh Acres Fire Department



EMS Suppression Division October 2011 District Training Outline

Month of the October: Course Sections

Scope: In order to maintain a quality EMS suppression team and competency levels, District personnel will be required to attend, and or otherwise successfully complete, all **required** training as described herein.

Class Codes: **Subject:** <http://www.healthstream.com/crsLib/ems.htm> User name and password are identical: lafd (insert your employee number).

1. **EMS and Elder Abuse and Neglect - required**
2. **EMS Response to Domestic Violence - required**
3. **Please make up any Health Stream's that are not completed.**

Reminder: Each employee is responsible for their LAFD Individual Monthly EMS Training Log. Please complete your Individual Monthly EMS Training log and email to your Training Captain, via-Battalion Chief, via-Paramedic FTO at your last shift of the month. Any training log not completed due to absence must be completed and emailed through the proper chain of command no later than the **ninth** calendar day in the following month.

Respectfully,
Capt. McDowell

Logistics & Mantance	
Asset Type	Work Orders
Rescues	21
Engines	6
Aerials	2
Brush Trucks	6
Tenders	0
Staff Vehicles	1
Station 101	3
Station 102	1
Station 103	3
Station 104	3
Station 105	1
	47

September Work orders not completed

