



**LEHIGH ACRES FIRE CONTROL AND RESCUE DISTRICT**  
**NOTICE OF MEETING**

**A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS WILL BE HELD AT  
VETERAN'S PARK RECREATION CENTER, 55 S. HOMESTEAD RD., LEHIGH ACRES  
AT 4:00pm, Wednesday, September 22, 2010**

**AGENDA**

**CALL MEETING TO ORDER** \_\_\_\_\_

**PLEDGE OF ALLEGIANCE** \_\_\_\_\_

**INVOCATION** \_\_\_\_\_

**IN ATTENDANCE (ROLL CALL)** \_\_\_\_\_

**ADOPTION OF AGENDA** \_\_\_\_\_

**CONSENT AGENDA** \_\_\_\_\_

- Approval of Minutes
- Treasurers Report
- Public Records Request Policy
- Travel Reimbursement Policy
- Inventory Control Policy

**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** \_\_\_\_\_

- 2010/2011 Commission Meeting Dates (Ch. Adams)

**NEW BUSINESS** \_\_\_\_\_

- None

**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.

## MINUTES

### LEHIGH ACRES FIRE CONTROL AND RESCUE DISTRICT

#### BUDGET WORKSHOP

August 11, 2010

The August 11, 2010 Budget Workshop of the Lehigh Acres Fire Control and Rescue District Board of Commissioners was opened at 4:00pm by Chairman Berndt. Present were: Commissioners Berndt, Adams, Barrett, and Hemingway. Chief Adams, Assistant Chief Watson, Fire Marshal Ken Bennett, Deputy Chief Liedtke, Finance Manager Ben VanKlingeren and Administrative Assistant Susan Platas. Attorney Pringle is also in attendance.

Commissioner Berndt stated that this is the first Budget Workshop for the 2010/2011 fiscal year.

Chief Don Adams started the meeting by presenting to the Board a brief overview of the decline of ad valorem taxes over the past couple years. He then reviewed a powerpoint presentation. Chief stated the budget they have before them is the budget he is proposing for 2010/2011.

There was discussion on several items:

- Increase of paramedic supply – due to increase of personnel
- New roof for Station 2 – pros and cons of fixing vs. re-roofing
- Communications – combining the costs to one company
- Maintenance Contracts – SWS Environmental
- Web Site Maintenance
- PEER Fitness
- Training – bringing in outside instructors to provide leadership, management and fire administration to supervisory personnel.
- Administrative Office – ALS licenses for vehicles
- Administrative Office – Florist – sympathy flowers
- Commissioner Adams questioned if any admin personnel were being hired. Chief said no.
- Training Supplies – Replacement parts for training manikins and other training props.
- Five Year Plan – Is the cost too high. This number will be reduced.
- Legal Fees – Commissioner Hemingway questioned the amount
- Commission Salary – Consideration was given as to whether this should be re-implemented.
- Community Outreach
- Volunteers

- Interest on Credit Line – we do not have any interest listed

Commissioner Berndt suggests that we walk the proposed 2010/2011 budget on the Agenda and add it as an Agenda item and cancel the budget workshops for August 17<sup>th</sup> and 26<sup>th</sup>. All Commissioners agree.

Adjourn 5:43pm.

# **LEHIGH ACRES FIRE CONTROL AND RESCUE DISTRICT**

## **COMMISSION MEETING**

### **MINUTES**

**August 19, 2010**

The August 19, 2010 regular Commission Meeting of the Lehigh Acres Fire Control and Rescue District Board of Commissioners was held at the Veteran's Park Recreation Center, 55 S. Homestead Rd., Lehigh Acres, FL. The meeting was opened at 4:00 PM by President Berndt. Present were Commissioners Berndt, Adams, Barrett and Hemingway; Chief Don Adams, Assistant Chief Diana Watson, Fire Marshal Ken Bennett, and Administrative Assistant Susan Platas. Attorney Richard Pringle was also in attendance.

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. Chief Adams requested to add the 2010/2011 Proposed Budget under Unfinished Business, also Change of Date, and future Commission Meeting Dates. Chief also requested to add District 6 Contract Articles. Commissioner Barrett motioned to adopt the agenda as amended with a second from Commissioner Hemingway. Motion passed.

#### **CONSENT AGENDA:**

- Fire Board Regular Meeting Minutes of June 17, 2010
- Treasurers Report

Commissioner Hemingway motioned to accept the consent agenda with a second from Commissioner Berndt. Motion passed.

#### **PUBLIC COMMENT ON AGENDA ITEMS:**

Kevin Shea, resident of Lehigh Acres spoke on Bad Debt Allowance under line 8000. Tax revenue does not fund your salaries. What do you plan to do...

## **DEPARTMENT REPORTS**

### **Chief Adams spoke on the following items:**

- Rec'd a grant \$12,846 for the MARC Unit.
- New Hires are finishing up this week. We will open up Station 105 next week. We will have 4 on an engine and maintain 2 ALS rescues. If we have additional personnel, we will put a third rescue on.
- Fire Marshal Bennett conducted an inspection of Station 2 maintenance area. We found several violations. We need to install a fire alarm system. We also need to purchase a shed for combustible materials that are now being housed in the bay.

### **DVP 6 and 19:**

None.

### **DEPARTMENT ATTORNEY:**

None.

### **COMMISSIONER REPORT:**

None.

### **UNFINISHED BUSINESS:**

Rescheduling of September 2010 meeting - The September 22, 2010 Commission Meeting and final budget hearing will be rescheduled for September 21, 2010 at 4:00pm. The final budget hearing will be at 5:01pm. Attorney Pringle will post the change notice. Commissioner Berndt motioned that we reschedule the regular Commission Meeting at 4:00 at the Microtel Inn on Business Way and set the Final Budget Hearing for 5:01pm same place with a second from Commissioner Adams. Motion passed.

Commission Meeting Dates for 2010/2011 – Commissioners looked over the proposed meeting dates for 2010/2011. Consensus was to move Wednesday dates to Tuesdays and move the December meeting.

2010/2011 Budget – Chief Adams handed out the budget and made the changes that Commissioner requested from the first budget workshop.

Chief Adams Contract – Attorney Pringle stated at the last Commission Meeting, the Board took action to restore 50% of that reduction of 10% that the Chief took. Attorney Pringle stated that the Chief's contract's 10% reduction expired 9/30/10. All Commissioners agreed to stick with the action that was taken at last meeting and restore 5% of Chief's wage for 2010/2011.

**NEW BUSINESS:**

District 6 Contract Articles - There were some changes, contract cleanups, that Chief presented.. Copies attached.

Discussion was on Article 17A, which dealt with the sicktime buyout.

Commissioner Berndt motioned to enter into a Memorandum of Understanding with District 6 for language clarification on the Insurance Article 21.1; Adm Leave Article 19.2 and Calling In Sick Article 17.2 ..... with a second from Commissioners Adams/Barrett. Motion passed.

Article 17A Sick Leave Close Out Bank – Commissioner Berndt stated that there is an agreement that District 6 is going to vote to ratify next Friday. Commissioner Berndt motioned that Chief Adams and Attorney Pringle negotiate that we accept the terms of this contract article, provide notice and take all action necessary to approve the revision to article 17A as presented today. Seconded by Commissioner Hemingway. Motion passed.

**PUBLIC COMMENT:**

Kevin Shea spoke on the Commission Dates. He feels like you should only schedule for November because there will be three additional Commissioners on the Board.

**COMMISSIONERS COMMENTS:**

None.

**ADMINISTRATIVE COMMENTS:**

None.

Adjourn 5:02pm

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into as of this 23rd day of August, 2010 (Effective Date) between the Lehigh Acres Fire Control District and the IAFF 1826 District 6. Whereas, both parties desire to engage in this MOU for the purpose of language changes in Articles 17, Sick Leave, Section 17.2(2)(g); Article 19 Administrative Leave, Section 19.2(2); and Article 21, Insurance, Section 21.1.

Articles 17, Sick Leave, Section 17.2(2)(g):

*Previous Language:*

- (g) When reporting illness the employee must call the ~~duty Lieutenant at Station II (239-344-1612)~~ **Battalion Chief at Station 102** or the **Battalion Chief's** voice mail at ~~Station II (239-344-1612)~~ **if the duty Lieutenant at Station II cannot be contacted at least one hour prior to their scheduled starting time.**

*New Language:*

- (g) When reporting illness the employee must call the **Battalion Chief at Station 102** or the **Battalion Chief's** voice mail at least one hour prior to their scheduled starting time.

Article 19 Administrative Leave, Section 19.2(2):

*Previous Language:*

2. An employee may request leave without pay when all ~~Personal Paid Leave~~ leave has been exhausted. Other than retaining the original date of hire, no benefits will be provided during periods of leave without pay, which exceed forty (40) hours for forty (40) hour per week employees, and forty-eight (48) hours for forty-eight (48) hour per week employees.

*New Language:*

2. An employee may request leave without pay when all leave has been exhausted. Other than retaining the original date of hire, no benefits will be provided during periods of leave without pay, which exceed forty (40) hours for forty (40) hour per week employees, and forty-eight (48) hours for forty-eight (48) hour per week employees.

Article 21, Insurance, Section 21.1:

*Previous Language:*

A covered Employee's spouse and unmarried children from birth to nineteen (19) years of age. However, a dependent child will continue to be covered ~~after age nineteen (19), provided the child is a full-time student at an accredited school, primarily dependent upon the covered employee for support and maintenance, is unmarried and under age twenty three (23).~~ **Coverage ends on the child's birthday in accordance with the policy's guidelines and allowable limits.** The term "spouse" shall mean the legally recognized marital partner of a covered employee. The term "children" shall include natural children, or children placed in the covered employee's home in anticipation of adoption.

Stepchildren who reside in the employee's household may also be included. (If stepchildren have primary coverage elsewhere, this plan will be secondary).

*New Language:*

A covered Employee's spouse and unmarried children from birth to nineteen (19) years of age. However, a dependent child will continue to be covered in accordance with the policy's guidelines and allowable limits. The term "spouse" shall mean the legally recognized marital partner of a covered employee. The term "children" shall include natural children, or children placed in the covered employee's home in anticipation of adoption. Stepchildren who reside in the employee's household may also be included. (If stepchildren have primary coverage elsewhere, this plan will be secondary).

**The parties below, as legal representatives of the Lehigh Acres Fire Control District and the IAFF 1826 District 6 have executed this agreement (MOU) effective as of the issue date indicated in the paragraphs above.**

**Approved By:**

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Name	Lehigh Acres Fire Control and Rescue District	Date
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Name	IAFF 1826 District 6	Date
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ARTICLE 17 A

SICK LEAVE CLOSEOUT BANK

- 17A.1. The Employer agrees to pay fifty percent (50%) of the sick leave balance prior to September 1, 2010, at the employees' current rate of pay.
- 17A.2. One hundred percent (100%) of all unused sick leave in the employees' close out bank shall be paid to the employee who sustains permanent and total disability due to a job related incident and an employee whose death resulted from a job related incident from the date of ratification to September 1, 2010.
- 17A.3. The District Sick Leave Close Out Bank will terminate as of September 1, 2010. Fifty percent (50%) of any all unused sick leave in the employee's close out bank as of September 1, 2010, shall be paid to the employee in one lump sum during the second pay period of September 2010.
- 17A.4. Employees that voluntarily leave employment with the District prior to September 1, 2010, will receive thirty-three and one-third (33 1/3 %) percent of the value of their hours in their closeout bank at the employees' current hourly rate of pay.
- 17A.5. Employees who are discharged from the District prior to September 1, 2010, shall not be paid for any of their closeout bank.

Monday, August 23, 2010

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**Lehigh Acres Fire Control and Rescue District  
Receipts and Disbursements  
For the eleventh month ending August 31, 2010**

	Period To Date		Annual Budget	Year To Date		Budget Variance
	Actual	%		Actual	%	
<b>Beginning Cash</b>	-		\$ 13,550,874	\$ 13,550,874	100.00%	\$ (0.02)
Ad Valorem Taxes	34,482.89	0.37%	\$ 9,299,880	9,472,055.92	101.85%	172,175.92
Grants	-	0.00%	\$ -	69,462.00	0.00%	69,462.00
Donations	-	0.00%	\$ 200	421.45	210.73%	221.45
William Ziegler Memorial	-	0.00%	\$ -	150.00	0.00%	(150.00)
Paul J. Dube Paramedic Fund	-	0.00%	\$ -	-	0.00%	-
Inspection Fees	2,168.00	4.34%	\$ 50,000	26,104.52	52.21%	(23,895.48)
Ambulance Billing	101,094.76	10.11%	\$ 1,000,000	1,191,486.62	119.15%	191,486.62
Interest	2,681.80	13.41%	\$ 20,000	38,012.02	190.06%	18,012.02
Interest - Impact Fees	25.43	0.00%	\$ 400	340.17	0.00%	(59.83)
Interest-Ad Valorem	-	0.00%	\$ -	-	0.00%	-
Impact Fees	-	0.00%	\$ 1,460	-	0.00%	(1,460.00)
Proceeds from Insurance	-	0.00%	\$ -	550.00	0.00%	550.00
Miscellaneous Income	11,974.60	19.96%	\$ 60,000	115,775.41	192.96%	55,775.41
Other Government Revenue	-	0.00%	\$ 12,000	-	0.00%	(12,000.00)
Prevention Fees & Sales	-	0.00%	\$ -	-	0.00%	-
<b>Total Receipts</b>	<b>\$ 152,427.48</b>	<b>0.64%</b>	<b>\$ 23,994,814</b>	<b>24,465,232.09</b>	<b>101.96%</b>	<b>470,118.09</b>
<b>Disbursements</b>						
<b>1100</b> Salaries	581,922.90	8.99%	6,473,494	5,944,508.09	91.83%	528,985.91
<b>1200</b> Employee Benefits	306,067.13	7.12%	4,301,087	3,156,622.91	73.39%	1,144,464.09
<b>3310</b> Professional Services	34,190.80	4.33%	789,921	489,234.19	61.93%	300,686.81
<b>3340</b> Contract Services	-	0.00%	10,000	82.50	0.83%	9,917.50
<b>3400</b> Travel Commission	-	0.00%	-	-	0.00%	-
<b>3410</b> Communications	4,830.24	4.60%	105,000	67,477.35	64.26%	37,522.65
<b>3430</b> Utilities	9,732.16	9.14%	106,500	87,275.30	81.95%	19,224.70
<b>3440</b> Rentals	-	0.00%	3,000	-	0.00%	3,000.00
<b>3450</b> Insurance/General	-	0.00%	130,000	110,445.11	84.96%	19,554.89
<b>3460</b> Maintenance	20,120.77	7.29%	276,000	179,553.07	65.06%	96,446.93
<b>3480</b> Promotional	-	0.00%	5,000	144.00	2.88%	4,856.00
<b>3490</b> Other Current Charges	2,849.55	2.35%	121,500	23,968.07	19.73%	97,531.93
<b>3510</b> Office	2,316.25	9.27%	25,000	14,382.76	57.53%	10,617.24
<b>3520</b> Operating Supplies	23,139.80	6.03%	383,437	319,851.41	83.42%	63,585.59
<b>6600</b> Capital	2,506.97	0.00%	82,017	80,261.18	0.00%	1,755.82
<b>7700</b> Debt Service	-	0.00%	-	-	0.00%	-
<b>8000</b> Bad Debt Expense	767.57	0.00%	-	-	0.00%	-
<b>9000</b> Collection Fees	-	0.00%	10,000	2,782.90	27.83%	7,217.10
<b>9900</b> Operating Reserves	-	0.00%	7,253,015	-	0.00%	7,253,015.00
<b>9901</b> Capital Reserves	-	0.00%	2,919,843	-	0.00%	2,919,843.00
<b>9902</b> Personnel Reserves	-	0.00%	-	-	0.00%	-
<b>9905</b> Disaster Reserves	-	0.00%	1,000,000	-	0.00%	1,000,000.00
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 988,444.14</b>	<b>4.12%</b>	<b>23,994,814</b>	<b>\$10,476,588.84</b>	<b>43.66%</b>	<b>\$ 13,518,225.16</b>
<b>YTD NET</b>				<b>\$13,988,643.25</b>		

**LEHIGH ACRES FIRE CONTROL RESCUE DISTRICT  
BREAKDOWN OF ACCOUNTS  
FOR THE ELEVENTH  
MONTH ENDING AUGUST 31, 2010**

	PERIOD TO DATE		Annual Budget	YEAR TO DATE		Budget Variance
	Actual	%		Actual	%	
<b>1100 SALARIES</b>						
1110 Administrative Salaries	42,556.82	7.71%	552,241	487,546.46	88.29%	64,694.54
1120 Regular Salaries	532,011.29	9.43%	5,640,109	5,096,391.81	90.36%	543,717.19
1130 Holiday Pay	-	0.00%	48,144	205,861.08	427.59%	(157,717.08)
1140 Overtime	7,354.79	9.81%	75,000	111,482.44	148.64%	(36,482.44)
1150 Sick Time	-	0.00%	113,000	43,226.30	38.25%	69,773.70
1160 Annual Sick Time Pay	-	0.00%	45,000	-	0.00%	45,000.00
<b>Total Salaries</b>	<b>581,922.90</b>	<b>8.99%</b>	<b>6,473,494</b>	<b>5,944,508.09</b>	<b>91.83%</b>	<b>528,985.91</b>
<b>1200 EMPLOYEE BENEFITS</b>						
1210 Payroll Tax Expense	44,517.02	9.15%	486,578	453,103.40	93.12%	33,474.60
1220 Retirement	130,542.43	9.18%	1,422,330	1,218,086.01	85.64%	204,243.99
1221 Retirement Liability	540.00	0.00%	-	3,240.00	0.00%	(3,240.00)
1230 Group Insurance	130,467.68	7.59%	1,718,179	1,251,424.72	72.83%	466,754.28
1240 Worker's Compensation	-	0.00%	245,000	164,212.33	67.03%	80,787.67
1250 Unemployment Compensation	-	0.00%	429,000	66,556.45	15.51%	362,443.55
<b>Total Employee Benefits</b>	<b>306,067.13</b>	<b>7.12%</b>	<b>4,301,087</b>	<b>3,156,622.91</b>	<b>73.39%</b>	<b>1,144,464.09</b>
<b>3310 PROFESSIONAL SERVICES</b>						
3311 Property Appraiser	-	0.00%	135,000	118,649.76	87.89%	16,350.24
3312 Legal Fees	23,027.34	28.78%	80,000	81,990.76	102.49%	(1,990.76)
3313 Medical Director	4,000.00	6.67%	60,000	44,000.00	73.33%	16,000.00
3314 Physicals	5,555.00	112.91%	4,920	13,539.06	275.18%	(8,619.06)
3315 Land Taxes	-	0.00%	4,500	2,458.90	54.64%	2,041.10
3316 Tax Collector's Commission	689.66	0.00%	470,001	190,941.14	40.63%	279,059.86
3317 Actuarial Study	-	0.00%	-	-	0.00%	-
3319 Miscellaneous Charges	893.80	0.00%	9,000	9,757.57	108.42%	(757.57)
3320 Audit	-	0.00%	25,000	26,335.00	105.34%	(1,335.00)
3321 Professional Service Fees	25.00	0.00%	1,500.00	1,562.00	104.13%	62.00
<b>Total Professional Services</b>	<b>34,190.80</b>	<b>4.33%</b>	<b>789,921</b>	<b>489,234.19</b>	<b>9.52</b>	<b>300,810.81</b>
<b>3340 CONTRACT SERVICES</b>						
3342 Outside Maintenance	-	0.00%	10,000	82.50	0.83%	9,917.50
3343 Ambulance & Medical Billing	-	0.00%	-	-	0.00%	-
3344 5 Year Plan	-	0.00%	-	-	0.00%	-
<b>Total Contract Services</b>	<b>-</b>	<b>0.00%</b>	<b>10,000</b>	<b>82.50</b>	<b>0.83%</b>	<b>9,917.50</b>
<b>3400 TRAVEL/PER DIEM (COMMISSION)</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
<b>3410 COMMUNICATIONS</b>	<b>4,830.24</b>	<b>4.60%</b>	<b>105,000</b>	<b>67,477.35</b>	<b>64.26%</b>	<b>37,522.65</b>
<b>3430 UTILITIES</b>						
3431 Electric	7,137.16	8.92%	80,000	68,289.68	85.36%	11,710.32
3432 Utilities	2,595.00	9.79%	26,500	18,985.62	71.64%	7,514.38
<b>Total Utilities</b>	<b>9,732.16</b>	<b>9.14%</b>	<b>106,500</b>	<b>87,275.30</b>	<b>81.95%</b>	<b>19,224.70</b>
<b>3440 RENTALS</b>	<b>-</b>	<b>0.00%</b>	<b>3,000</b>	<b>-</b>	<b>0.00%</b>	<b>3,000.00</b>
<b>3450 INSURANCE (GENERAL)</b>	<b>-</b>	<b>0.00%</b>	<b>130,000</b>	<b>110,445.11</b>	<b>84.96%</b>	<b>19,554.89</b>
<b>3460 MAINTENANCE</b>						
3461 Building Maintenance	851.23	2.75%	31,000	30,250.40	97.58%	749.60
3462 Equipment Maintenance	958.68	2.40%	40,000	17,562.41	43.91%	22,437.59
3463 Vehicle Maintenance	5,418.90	5.70%	95,000	72,622.03	76.44%	22,377.97
3464 Maintenance Contracts	12,891.96	11.72%	110,000	59,118.23	53.74%	50,881.77
<b>Total Maintenance</b>	<b>20,120.77</b>	<b>7.29%</b>	<b>276,000</b>	<b>179,553.07</b>	<b>65.06%</b>	<b>96,446.93</b>

**LEHIGH ACRES FIRE CONTROL RESCUE DISTRICT  
BREAKDOWN OF ACCOUNTS  
FOR THE ELEVENTH  
MONTH ENDING AUGUST 31, 2010**

	PERIOD TO DATE		Annual Budget	YEAR TO DATE		Budget Variance
	Actual	%		Actual	%	
<b>3480 PROMOTIONAL</b>	-	0.00%	5,000	144.00	2.88%	4,856.00
<b>3490 OTHER CURRENT CHGS &amp; OBLIGATIONS</b>						
3491 Motel/Travel/Per Diem	369.20	6.15%	6,000	1,627.56	27.13%	4,372.44
3492 Training	35.00	0.09%	40,000	1,724.00	4.31%	38,276.00
3493 Administrative/Board	17.00	0.31%	5,500	3,192.00	58.04%	2,308.00
3494 Administrative/Elections	-	0.00%	-	-	0.00%	-
3495 Administrative/Office	2,428.35	12.14%	20,000	12,702.01	63.51%	7,297.99
3496 Contingencies	-	0.00%	50,000	4,722.50	9.45%	45,277.50
<b>Total Other Current Chgs &amp; Obligations</b>	<b>2,849.55</b>	<b>2.35%</b>	<b>121,500</b>	<b>23,968.07</b>	<b>19.73%</b>	<b>97,531.93</b>
<b>3510 OFFICE</b>	<b>2,316.25</b>	<b>9.27%</b>	<b>25,000</b>	<b>14,382.76</b>	<b>57.53%</b>	<b>10,617.24</b>
<b>3520 DEPARTMENT SUPPLIES</b>						
3521 Department Supplies	2,021.36	3.37%	60,000	25,531.60	42.55%	34,468.40
3522 Paramedic Supplies	7,577.90	7.58%	100,000	132,399.02	132.40%	(32,399.02)
3523 Gas/Oil	4,258.11	3.41%	125,000	97,936.73	78.35%	27,063.27
3524 Uniforms	3,165.41	17.70%	17,886	13,571.85	75.88%	4,314.15
3525 Propane	35.98	0.24%	15,000	7,620.70	50.80%	7,379.30
3526 Computer Supplies	826.22	2.39%	34,551	10,275.71	29.74%	24,275.29
3527 Prevention Supplies	-	0.00%	-	-	0.00%	-
3528 Janitorial Supplies	5,007.22	33.38%	15,000	21,134.95	140.90%	(6,134.95)
3529 Training Supplies	-	0.00%	10,000	6,466.00	64.66%	3,534.00
3530 Shop Supplies	247.60	4.13%	6,000	4,914.85	81.91%	1,085.15
<b>Total Department Supplies</b>	<b>23,139.80</b>	<b>72.19%</b>	<b>383,437</b>	<b>319,851.41</b>	<b>83.42%</b>	<b>63,585.59</b>
<b>6600 CAPITAL</b>						
6620 Buildings	-	0.00%	-	-	0.00%	-
6630 Improvements/Other	-	0.00%	-	-	0.00%	-
6640 Machinery and Equipment	1,517.00	0.00%	-	1,517.00	0.00%	(1,517.00)
6641 Grants	-	0.00%	-	-	0.00%	-
6642 Impact Fees	-	0.00%	1,860	477.21	0.00%	1,382.79
6643 Computers	-	0.00%	10,695	7,815.00	73.07%	2,880.00
6644 Future Growth Fund	-	0.00%	-	-	0.00%	-
6645 Vehicles	-	0.00%	69,462	69,462.00	100.00%	-
6650 Const. In Progress	-	0.00%	-	989.97	0.00%	(989.97)
6661 General Fund Less than Cap Amt.	989.97	0.00%	-	-	0.00%	-
<b>Total Capital Outlay</b>	<b>2,506.97</b>	<b>0.00%</b>	<b>82,017</b>	<b>80,261.18</b>	<b>0.00%</b>	<b>1,755.82</b>
<b>7700 DEBT SERVICE</b>						
7710 Principal	-	0.00%	-	-	0.00%	-
7720 Interest on Loans	-	0.00%	-	-	0.00%	-
7730 Interest on Credit Line	-	0.00%	-	-	0.00%	-
<b>Total Debt Service</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
<b>8000 Bad Debt Expense</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
<b>9000 Collection Fees</b>	<b>767.57</b>	<b>7.68%</b>	<b>10,000</b>	<b>2,782.90</b>	<b>27.83%</b>	<b>7,217.10</b>
<b>9900 OPERATING RESERVES</b>	<b>-</b>	<b>0.00%</b>	<b>7,253,015</b>	<b>-</b>	<b>0.00%</b>	<b>7,253,015.00</b>
<b>9901 CAPITAL RESERVES</b>	<b>-</b>	<b>0.00%</b>	<b>2,919,843</b>	<b>-</b>	<b>0.00%</b>	<b>2,919,843.00</b>
<b>9902 PERSONNEL RESERVES</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
<b>9905 DISASTER RESERVES</b>	<b>-</b>	<b>0.00%</b>	<b>1,000,000</b>	<b>-</b>	<b>0.00%</b>	<b>1,000,000.00</b>
<b>Total Operating Expenditures</b>	<b>988,444.14</b>	<b>4.12%</b>	<b>23,994,814</b>	<b>10,476,588.84</b>	<b>43.66%</b>	<b>13,518,349.16</b>

Balance Sheet

(GENERAL FUND)

As of 8/31/2010

LEHIGH ACRES FIRE CONTROL DISTRICT (LFD)

ASSETS

CURRENT ASSETS

101-0100	General Checking Account	\$	173,564.42
101-0101	General M/Mkt Account	\$	13,652,253.20
102-0100	Petty Cash	\$	200.00
115-0098	Accounts Receivable-Insp. Fees-Collections	\$	715.00
115-0099	Accounts Receivable/User Fees - Collections	\$	1,797,579.86
115-0100	Accounts Receivable/Users Fees	\$	1,201,822.78
115-0101	Acct. Receivable/Inspections	\$	2,435.00
117-0099	Allowance for Doubtful Accts-Collections	\$	-1,797,579.86
117-0100	Allowance for Doubtful Account	\$	-910,183.55
117-0101	Allowance for Doubtful Account - Inspection	\$	-715.00
118-0100	Due from Impact Fee Fund	\$	2,659,279.60

Total CURRENT ASSETS:

\$ 16,779,371.45

FIXED ASSETS

161-9001	Land	\$	267,663.53
162-9001	Buildings	\$	7,970,018.18
163-9001	Accum Dep-Buildings	\$	-776,435.93
164-9001	Improvements/No Buildings	\$	181,473.54
165-9001	Accum Dep-Improvements/No Bldg	\$	-70,834.01
166-9001	Equipment and Furniture	\$	2,281,498.10
166-9002	Vehicles	\$	6,564,739.24
167-9001	Accum Dep-Equip & Furn	\$	-1,091,064.76
167-9002	Accum Dep-Vehicles	\$	-3,590,470.31

Total FIXED ASSETS:

\$ 11,736,587.58

OTHER ASSETS

181-0100	Debt Ser./Compensated Absences	\$	722,411.07
181-0101	Debt Service - Retiree's Insurance	\$	143,447.30

Total OTHER ASSETS:

\$ 865,858.37

Total ASSETS:

\$ 29,381,817.40

LIABILITIES

CURRENT LIABILITIES

202-0100	Accounts Payable/ Trade	\$	756.90
202-0400	Sales Tax Payable	\$	12.32
210-0100	Compensated Absences	\$	722,411.07
216-0111	Retiree's Insurance Liability	\$	143,447.30
216-0112	Retirement Payable	\$	130,542.43

Total CURRENT LIABILITIES:

\$ 997,170.02

FUND BALANCE-DEBT SERVICE FUND

280-0100	Equity/ General Fixed Assets	\$	17,265,392.59
280-0101	Equity/Acc Dep-Gen Fixed Asset	\$	-5,528,805.01

Total FUND BALANCE-DEBT SERVICE FUND:

\$ 11,736,587.58

Total LIABILITIES:

\$ 12,733,757.60

EQUITY

270-0000	Fund Balance - General Fund	\$	16,210,153.58
270-0000	Retained Earnings-Current Year	\$	437,906.22

Total EQUITY:

\$ 16,648,059.80

\$ 29,381,817.40

**Income Statement**  
**For The 11 Periods Ended 8/31/2010**  
**LEHIGH ACRES FIRE CONTROL DISTRICT (LFD)**

**(GENERAL FUND)**

REVENUE		Period to Date	Year to Date
311-0100	Ad Valorem Taxes	\$ 34,482.89	\$ 9,472,055.92
334-0100	Grants	\$ -0.00	\$ 69,462.00
336-0100	Donations	\$ -0.00	\$ 421.45
336-0101	William Ziegler Memorial	\$ -0.00	\$ 150.00
342-0500	Inspection Fees	\$ 2,168.00	\$ 26,104.52
342-0600	Ambulance Billing	\$ 101,094.76	\$ 1,191,486.62
361-0100	Interest	\$ 2,681.80	\$ 38,012.02
369-0100	Miscellaneous Income	\$ 11,974.60	\$ 115,775.41
369-0103	Proceeds from Insurance	\$ -0.00	\$ 550.00
<b>Total REVENUE:</b>		<b>\$ 152,402.05</b>	<b>\$ 10,914,017.94</b>
<b>GROSS PROFIT:</b>		<b>\$ 152,402.05</b>	<b>\$ 10,914,017.94</b>
EXPENSES		Period to Date	Year to Date
522-1110	Administrative Salaries	\$ 42,556.82	\$ 487,546.46
522-1120	Regular Salaries	\$ 532,011.29	\$ 5,096,391.81
522-1130	Holiday Pay	\$ 0.00	\$ 205,861.08
522-1140	Overtime	\$ 7,354.79	\$ 111,482.44
522-1160	Annual Sick Time Pay	\$ 0.00	\$ 43,226.30
522-1210	Payroll Tax Expense	\$ 44,517.02	\$ 453,103.40
522-1220	Retirement	\$ 130,542.43	\$ 1,218,086.01
522-1221	Retirement Liability	\$ 540.00	\$ 3,240.00
522-1230	Group Insurance	\$ 130,467.68	\$ 1,251,424.72
522-1240	Worker's Compensation	\$ 0.00	\$ 164,212.33
522-1250	Unemployment Compensation	\$ 0.00	\$ 66,556.45
522-3311	Property Appraiser	\$ 0.00	\$ 118,649.76
522-3312	Legal Fees	\$ 23,027.34	\$ 81,990.76
522-3313	Medical Director	\$ 4,000.00	\$ 44,000.00
522-3314	Physicals	\$ 5,555.00	\$ 13,539.06
522-3315	Land Taxes	\$ 0.00	\$ 2,458.90
522-3316	Tax Collector's Commission	\$ 689.66	\$ 190,941.14
522-3319	Miscellaneous Charges	\$ 893.80	\$ 9,757.57
522-3320	Audit	\$ 0.00	\$ 26,335.00
522-3321	Professional Service Fees	\$ 25.00	\$ 1,562.00
522-3342	Outside Maintenance	\$ 0.00	\$ 82.50
522-3410	Communications	\$ 4,830.24	\$ 67,477.35
522-3431	Electric	\$ 7,137.16	\$ 68,289.68
522-3432	Water/Sewer/Trash Collection	\$ 2,595.00	\$ 18,985.62
522-3450	Insurance/ General	\$ 0.00	\$ 110,445.11
522-3461	Building Maintenance	\$ 851.23	\$ 30,250.40
522-3462	Equipment Maintenance	\$ 958.68	\$ 17,562.41
522-3463	Vehicle Maintenance	\$ 5,418.90	\$ 72,622.03
522-3464	Maintenance Contracts	\$ 12,891.96	\$ 59,118.23
522-3480	Promotional	\$ 0.00	\$ 144.00
522-3491	Motel/Travel/Per Diem	\$ 369.20	\$ 1,627.56
522-3492	Training	\$ 35.00	\$ 1,724.00
522-3493	Administrative/ Board	\$ 17.00	\$ 3,192.00
522-3495	Administrative/ Office	\$ 2,428.35	\$ 12,702.01
522-3496	Contingencies	\$ 0.00	\$ 4,722.50
522-3510	Office Supplies	\$ 2,316.25	\$ 14,382.76
522-3521	Department Supplies	\$ 2,021.36	\$ 25,531.60
522-3522	Paramedic Supplies	\$ 7,577.90	\$ 132,399.02
522-3523	Gas/Oil	\$ 4,258.11	\$ 97,936.73
522-3524	Uniforms	\$ 3,165.41	\$ 13,571.85
522-3525	Propane	\$ 35.98	\$ 7,620.70
522-3526	Computer Supplies	\$ 826.22	\$ 10,275.71
522-3528	Janitorial Supplies	\$ 5,007.22	\$ 21,134.95
522-3529	Training Supply	\$ 0.00	\$ 6,466.00
522-3530	Mechanical Maintenance Supply	\$ 247.60	\$ 4,914.85
522-6640	Machinery and Equipment	\$ 1,517.00	\$ 1,517.00
522-6643	Computers	\$ 0.00	\$ 7,815.00
522-6645	Vehicles	\$ 0.00	\$ 69,462.00
522-6661	General Fund less than Capital Amount	\$ 989.97	\$ 989.97
522-9000	Collection Fees	\$ 767.57	\$ 2,782.90
<b>Total EXPENSES:</b>		<b>\$ 988,444.14</b>	<b>\$ 10,476,111.63</b>
<b>Net Income (Loss):</b>		<b>\$ -836,042.09</b>	<b>\$ 437,906.31</b>



**Income Statement**  
**For The 11 Periods Ended 8/31/2010**  
**LEHIGH ACRES FIRE CONTROL DISTRICT (LFD)**

**(IMPACT FEE FUND)**

		Period to Date	Year to Date
<b>REVENUE</b>			
361-0101	Interest - Impact Fees	\$ 25.43	\$ 340.17
	<b>Total REVENUE:</b>	<u>\$ 25.43</u>	<u>\$ 340.17</u>
	<b>GROSS PROFIT:</b>	<u>\$ 25.43</u>	<u>\$ 340.17</u>
<b>EXPENSES</b>			
522-6642	Impact Fees	\$ 0.00	\$ 477.21
	<b>Total EXPENSES:</b>	<u>\$ 0.00</u>	<u>\$ 477.21</u>
	<b>Net Income (Loss):</b>	<u><u>\$ 25.43</u></u>	<u><u>\$ 137.04</u></u>

<b>Lehigh Acres Fire Control and Rescue District</b> <b>Cash in the Bank</b> <b>August 31, 2010</b>
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**Bank Accounts**

**General Checking Bank Account: Interest Rate 0.22% (0.0022 multiplier)**

General Funds	\$ 2,785,843.80
User Fee Funds	\$ 939,764.17
Suppression Fee Funds	\$ -
Sick Time Liability Funds	\$ 113,000.00
William Ziegler Memorial Funds	\$ 7,902.80
Paul J. Dube Paramedic Fund	\$ 2,265.00
Everett T. Byer Funds	\$ 11,164.70

<b>Total Checking Account before Money Market Transfers:</b>	<b>\$ 3,859,940.47</b>
Net Money Market Transfers	\$ (3,686,376.05)
<b>Total Checking Account after Money Market Transfers:</b>	<b>\$ 173,564.42</b>

**Bus Money Market Bank Account: Interest Rate 0.22% (0.0022)**      \$ 13,652,253.20

**Impact Fee Bank Account: Interest Rate .22% (0.0022)**      \$ 136,100.63

**Total Cash Available:**      **\$ 13,961,918.25**

**Lehigh Acres Fire Control and Rescue District**  
**Lehigh Acres , Florida 33974**  
**Reconciliation of Accounts**  
**August 31, 2010**  
**Page 1**

**GENERAL CHECKING BANK ACCOUNT: (Interest Rate: 0.22% - 0.0022 multiplier)**

Balance	August 1, 2010		\$	148,838.63
				<b><u>Income:</u></b>
				\$ 142,329.46
Ad Valorem Taxes:		\$	33,793.23	
Interest:		\$	43.57	
Donations:		\$	-	
Inspection Fees:		\$	2,478.00	
User Fees:		\$	96,666.78	
Grants:		\$	-	
Sales Tax Payable		\$	-	
William Ziegler Account		\$	-	
Paul J Dube Paramedic Fund		\$	-	
Miscellaneous Income:		\$	5,131.77	
Report Copies:	\$ 172.70			
CPR	\$ -			
Cobra	\$ 889.07			
State of Florida (FF Supplemental)	\$ 4,070.00			
Proceeds from Insurance:			-	
				<b><u>Health Insurance:</u></b>
				\$ 4,216.11
Bartley	22.96			
Cardoza	314.25			
Jackman	716.34			
Haugh	1,277.81			
Kutz	293.39			
Gonzalez	716.34			
Pcolar	875.02			
				<b><u>Transfers:</u></b>
Net Transfers			\$	903,118.94
				<b><u>Checks:</u></b>
				\$ (679,115.45)
Accounts Payable (see accompanying check list):		\$	(296,471.20)	
Ambulance Refunds		\$	-	
Child Support Payment		\$	(5,563.06)	
Payroll:		\$	(377,081.19)	
				<b><u>Payroll tax deposits:</u></b>
				\$ (174,953.54)
				<b><u>Retirement Contribution:</u></b>
				\$ (166,142.30)
				<b><u>Adjusting entries:</u></b>
				\$ (511.32)
Credit Card Processing Fee			(36.27)	
Account Analysis Fee			(431.53)	
Deposit Book order (ACH)			(43.52)	
<b>Ending balance :</b>	<b>August 31, 2010</b>		<b>\$</b>	<b><u>173,564.42</u></b>

**Lehigh Acres Fire Control and Rescue District  
Accounts Payable and Ambulance Refund Check Register  
August 31, 2010**

<u>CHECK NUMBER</u>	<u>CHECK DATE</u>	<u>NAME</u>	<u>CHECK AMOUNT</u>
045818	8/3/2010	Vision Ace	153.74
045819	8/3/2010	Alva Fire Department	125.00
045820	8/3/2010	American Messaging	17.29
045821	8/3/2010	AT&T Mobility	10.52
045822	8/3/2010	BAS	25.00
045823	8/3/2010	Bound Tree Medical, LLC	13.50
045824	8/3/2010	Comcast	105.30
045825	8/3/2010	CRS Technology	662.75
045826	8/3/2010	CS Service Experts	197.70
045827	8/3/2010	DIRECTV	301.94
045828	8/3/2010	Centurylink	2,473.44
045829	8/3/2010	FGUA	295.55
045830	8/3/2010	Kunkel Miller & Hament	15,927.45
045831	8/3/2010	Henry MacArty	145.00
045832	8/3/2010	Nextel Communications	569.84
045833	8/3/2010	Praxair Distribution SE, LLC	84.65
045834	8/3/2010	Richard W. Pringle, P.A.	7,000.00
045835	8/3/2010	Ron Turley Associates, Inc.	650.00
045836	8/3/2010	School District of Lee County	525.00
045836	8/3/2010	School District of Lee County	(525.00) (VOID)
045837	8/3/2010	Robert Sneddon	122.50
045838	8/3/2010	Standard Insurance Company	4,607.98
045839	8/3/2010	SW FL Polygraph & Background	130.00
045840	8/3/2010	Ten-8 Fire Equipment Inc.	2,089.77
045841	8/3/2010	Waste Management	972.29
045842	8/3/2010	Wiginton Fire Systems	565.25
045843	8/3/2010	Wurth USA Inc.	77.97
045844	8/10/2010	J. FRANK AVEY, P.A.	4,589.00
045845	8/10/2010	Kenneth Bennett	180.00
045846	8/10/2010	Bound Tree Medical, LLC	5,330.99
045847	8/10/2010	BTU Services, Inc.	953.61
045848	8/10/2010	Callaghan Tire	1,423.49
045849	8/10/2010	Channel Innovations Corp.	389.50
045850	8/10/2010	CRS Technology	990.00
045851	8/10/2010	CenturyLink	63.54
045852	8/10/2010	Fire Programs	1,145.00
045853	8/10/2010	Hamilton's Uniforms	422.21
045854	8/10/2010	Henry Schein Inc.	50.00
045855	8/10/2010	Lee County Health Department	90.00
045856	8/10/2010	Auto Parts of Lehigh Inc.	133.54
045857	8/10/2010	Joseph Lemmons	4,000.00
045858	8/10/2010	Konica Minolta Bus Solutions	209.81
045859	8/10/2010	Nationwide Retirement Solution	6,974.13
045860	8/10/2010	The News-Press - Ft. Myers	358.80
045861	8/10/2010	Office Depot	1,267.81
045862	8/10/2010	Praxair Distribution SE, LLC	993.01
045863	8/10/2010	Professional Adjustment Corp.	767.57
045864	8/10/2010	Reliance Standard Life Ins. Cd9	6,504.59

**Lehigh Acres Fire Control and Rescue District  
Accounts Payable and Ambulance Refund Check Register  
August 31, 2010**

<u>CHECK NUMBER</u>	<u>CHECK DATE</u>	<u>NAME</u>	<u>CHECK AMOUNT</u>
045865	8/10/2010	Roberts Company Inc.	17.00
045866	8/10/2010	School District of Lee County	420.00
045866	8/10/2010	School District of Lee County	(420.00) (VOID)
045867	8/10/2010	The Sherwin-Williams Co.	246.89
045868	8/10/2010	Robert Sneddon	87.50
045868	8/10/2010	Robert Sneddon	(87.50) (VOID)
045869	8/10/2010	Sprint	750.59
045870	8/10/2010	Suncoast Schools Fed. Cr. Un.	23,506.84
045871	8/10/2010	Team Equipment, Inc.	4,800.00
045872	8/10/2010	TECHNO PLY, LTD	1,871.76
045873	8/10/2010	Wallace International Trucks	284.22
045874	8/23/2010	J. FRANK AVEY, P.A.	184.00
045875	8/23/2010	Bound Tree Medical, LLC	43.40
045876	8/23/2010	Cintas FAS Lockbox 636525	224.18
045877	8/23/2010	Communication Conexxions of FI	95.00
045878	8/23/2010	CRS Technology	495.00
045879	8/23/2010	Cummins Power South	438.75
045880	8/23/2010	Centurylink	320.29
045881	8/23/2010	Expert Auto Body	57.00
045882	8/23/2010	FGUA	280.62
045883	8/23/2010	Florida Fire Systems, LLC	120.00
045884	8/23/2010	Robert Hanna, Jr.	255.93
045885	8/23/2010	Hugh Hetser	142.86
045886	8/23/2010	Kunkel Miller & Hament	99.89
045887	8/23/2010	LCEC	7,137.16
045888	8/23/2010	Liberty Art Works, Inc.	305.00
045889	8/23/2010	Microtel Inn & Suites	50.00
045890	8/23/2010	Municipal Equipment Company	2,743.20
045891	8/23/2010	Nationwide Retirement Solution	6,974.13
045892	8/23/2010	The News-Press - Ft. Myers	85.10
045893	8/23/2010	Palm Printing	605.00
045894	8/23/2010	POSTMASTER	70.00
045895	8/23/2010	Praxair Distribution SE, LLC	266.99
045896	8/23/2010	Radiology Regional Center	782.00
045897	8/23/2010	Royal Chemical, Inc.	669.38
045898	8/23/2010	Ryan Petroleum	4,258.11
045899	8/23/2010	Sam's Club	584.42
045900	8/23/2010	Standard Insurance Company	5,905.17
045901	8/23/2010	The Sticker Lady	225.00
045902	8/23/2010	Suncoast Schools Fed. Cr. Un.	23,506.84
045903	8/23/2010	SW Florida Prof. Firefighters	5,248.45
045904	8/23/2010	United Healthcare	113,307.08
045905	8/23/2010	Ben Van Klingerer	189.20
045906	8/23/2010	Wiginton Fire Systems	250.00
045907	8/23/2010	Worthington Sprinklers	235.80
045908	8/23/2010	Zoll Medical Corporation GPO	510.00
045909	8/31/2010	ALTEC	438.23
045910	8/31/2010	Alva Fire Department	125.00

**Lehigh Acres Fire Control and Rescue District  
Accounts Payable and Ambulance Refund Check Register  
August 31, 2010**

<u>CHECK NUMBER</u>	<u>CHECK DATE</u>	<u>NAME</u>	<u>CHECK AMOUNT</u>
045911	8/31/2010	AT&T Mobility	10.57
045912	8/31/2010	Babcock Healthcare Education	150.00
045913	8/31/2010	Bound Tree Medical, LLC	527.25
045914	8/31/2010	BTU Services, Inc.	953.61
045915	8/31/2010	CDW Government, Inc.	826.22
045916	8/31/2010	Comcast	105.30
045917	8/31/2010	Cornwell Quality Tools	47.90
045918	8/31/2010	Corporate Billing, Inc.	195.14
045919	8/31/2010	CRS Technology	2,965.40
045920	8/31/2010	DIRECTV	98.98
045921	8/31/2010	CenturyLink	2.64
045922	8/31/2010	Everglades Farm Equipment Co.	137.25
045923	8/31/2010	FedEx	5.21
045924	8/31/2010	FGUA	74.25
045925	8/31/2010	Florida Fire Systems, LLC	148.75
045926	8/31/2010	Henry Schein Inc.	99.50
045927	8/31/2010	John Koons Locksmiths	52.68
045928	8/31/2010	Henry MacArty	145.00
045929	8/31/2010	Permits and More	185.00
045930	8/31/2010	Powers Radiator, Inc.	58.00
045931	8/31/2010	Praxair Distribution SE, LLC	168.61
045932	8/31/2010	School District of Lee County	120.00
045933	8/31/2010	Adam Sherman	426.00
045934	8/31/2010	Signs in One Day	80.00
045935	8/31/2010	Robert Sneddon	87.50
045936	8/31/2010	Superior Sheds	1,332.00
045937	8/31/2010	Ten-8 Fire Equipment Inc.	74.70
045938	8/31/2010	Vance's Automotive Center	64.00
045939	8/31/2010	Wallace International Trucks	658.18
045940	8/31/2010	Waste Management	972.29
045941	8/31/2010	Wurth USA Inc.	121.73
045942	8/31/2010	School District of Lee County	150.00
<b>REPORT TOTAL</b>			<b><u>293,910.17</u></b>

**LEHIGH ACRES FIRE CONTROL & RESCUE DISTRICT**  
**BANK RECONCILIATION**  
**SUNTRUST BANK**  
**Bus Money Market Performance Account: #1000-0142-36318**

**Interest Rate: 0.22% (0.0022 multiplier)**

Balance per bank statement:	<b>August 31, 2010</b>		\$	13,652,253.20
Plus: Deposits in Transit			\$	-
Less: Outstanding Transfer			\$	-
<b>Adjusted bank balance:</b>	<b>August 31, 2010</b>		<b>\$</b>	<b><u>13,652,253.20</u></b>
Balance per general ledger:	August 1, 2010		\$	14,552,733.91
Deposits:			\$	-
Money Market Transfers:				-
Money Market Transfers In:	From General Checking	\$	-	
	From Impact Fee	\$	-	
Money Market Transfers Out:	To General Checking	\$	(903,118.94)	\$ (903,118.94)
	To Impact Fee	\$	-	\$ -
Interest:				2,638.23
Payments:				
<b>Ending balance per G/L:</b>	<b>August 31, 2010</b>		<b>\$</b>	<b><u>13,652,253.20</u></b>

**LEHIGH ACRES FIRE CONTROL & RESCUE DISTRICT**  
**BANK RECONCILIATION**  
**SUNTRUST BANK**  
**Impact Fees Business Money Market Account #0190-9000-24410**

**Interest Rate: 0.22% (0.0022 multiplier)**

Balance per bank statement:	<b>August 31, 2010</b>	\$ 136,100.63
Plus: Deposits in Transit		-
Less: Outstanding Transfers		-
<b>Adjusted bank balance:</b>	<b>August 31, 2010</b>	<b><u>\$ 136,100.63</u></b>
Balance per general ledger:	August 1, 2010	\$ 136,075.20
Deposits:		\$ -
Transfer out to Money Market Account		\$ -
Construction Loan Payment		\$ -
Interest:		\$ 25.43
<b>Ending balance per G/L:</b>	<b>August 31, 2010</b>	<b><u>\$ 136,100.63</u></b>

<b>Lehigh Acres Fire Control and Rescue District</b> <b>Ambulance User Fees Billed &amp; Outstanding</b> <b>August 31, 2010</b>
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<b>Net A/R - User Fees / Collections @ 7/31/10</b>	<b>\$</b>	<b>287,211.25</b>
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**JUNE ACTIVITY**

Ambulance Charges - August	\$	190,636.00
Less: Gov't Write-Off's, etc.	\$	(40,673.42)
Less: Cash Received (applied to A/R balances)	\$	(93,714.79)
Plus: Ambulance Refunds	\$	-
Less: Adjustment to Allowance	\$	<u>(51,819.81)</u>

<b>(Adjusted) Net A/R - User Fees / Collections @ 8/31/10</b>	<b>\$</b>	<b>291,639.23</b>
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A/R - User Fees	\$	1,201,822.78
A/R - Collection Accounts	\$	1,797,579.86
Allowance - User Fees	\$	(910,183.55)
Allowance - Collection Accounts	\$	<u>(1,797,579.86)</u>

<b>(Adjusted) Net A/R - User Fees / Collections @ 8/31/10</b>	<b>\$</b>	<b>291,639.23</b>
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## Ambulance Collections LAFD

	<u>Collections per month</u>	<u>Cumulative collections</u>	<u>projected Average annual collections</u>	
9-Oct	\$ 80,971.89	\$ 80,971.89	\$ 971,662.68	(80,973.89 x 12/1)
9-Nov	\$ 99,826.38	\$ 180,798.27	\$ 1,084,789.62	(180,798.27 x 12/2)
9-Dec	\$ 91,191.83	\$ 271,990.10	\$ 1,087,960.40	(271,990.10 x 12/3)
10-Jan	\$ 75,138.01	\$ 347,128.11	\$ 1,041,384.33	(347,128.11 x 12/4)
10-Feb	\$ 102,123.81	\$ 449,251.92	\$ 1,078,204.61	(449,251.92 x 12/5)
10-Mar	\$ 95,625.54	\$ 544,877.46	\$ 1,089,754.92	(544,877.46 x 12/6)
10-Apr	\$ 105,501.88	\$ 650,379.34	\$ 1,114,936.01	(650,379.34 X 12/7)
10-May	\$ 96,631.22	\$ 747,010.56	\$ 1,120,515.84	(747,010.56 x 12/8)
10-Jun	\$ 95,534.89	\$ 842,545.45	\$ 1,123,393.93	(842,545.45 x 12/9)
10-Jul	\$ 94,746.15	\$ 937,291.60	\$ 1,124,749.92	(937,291.60 x 12/10)
<b>10-Aug</b>	<b>\$ 96,666.78</b>	<b>\$ 1,033,958.38</b>	<b>\$ 1,127,954.60</b>	<b>(1,033,958.38 x 12/11)</b>
10-Sep				

<b>Monthly Average</b>	<b>\$ 93,996.22</b>
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# Lehigh Acres Fire Control and Rescue District

100.10.1

## *Policy*

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### Public Record Requests

Date Issued: September 9, 2010

Date Last Revised: New

Revision Number: New

Total Pages: 8

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#### I. PURPOSE:

The purpose of this Public Records Request Policy is to provide guidance to the various divisions of the Lehigh Acres Fire Control and Rescue Control and Rescue District (District) on how to coordinate a public records request from any individual or entity making that request and ensure all requests comply with Florida Statute Chapter 119, also known as the "Public Records Act."

#### II. SCOPE:

All District personnel.

#### III. DEFINITIONS/TERMINOLOGY:

- A. Public Record: Section 119.011(11). F.S., defines "public records" to include: All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. The Florida Supreme Court has interpreted a true determining factor for a public record as those records that "**perpetuate, communicate, or formalize knowledge.**"
- B. Public Records Custodian (PRC): The Fire Chief shall designate an individual(s) to act as the District's centralized public records custodian (PRC) of public records requests.
- C. Direct Report: Personnel who report directly to the Fire Chief, as outlined in the current organizational chart.

**IV. RESPONSIBILITIES:**

A. Board of Fire Commissioners

1. Approve all District policies.

B. Fire Chief

1. Ensure that Direct Reports instruct their personnel to comply with this procedure.

C. Direct Reports

1. Ensure all personnel within their Chain of Command comply with this procedure.
2. Ensure personnel have adequate training to ensure compliance.
3. Become familiar with, and utilize this policy.

D. Public Record Custodian

1. Responsible for filling all public record requests in a timely manner.
2. Ensure records are kept in accordance with public record retention requirements.

E. Lieutenants

1. Ensure all personnel within their Chain of Command comply with this policy.
2. Become familiar with, and utilize this policy.

F. All other personnel

1. Become familiar with, and utilize this policy.

**V. PROCEDURES:**

A. When District personnel receive a public records request, the following procedures will apply:

1. Notify/refer to the Public Records Custodian.
2. Upon receipt of a public records request, whether written or verbal, personnel must complete the District Public Records Request Form to the extent possible based on information known or offered by the requestor.

3. To avoid a misunderstanding between the District and the requestor as to the scope of the request, the District may ask, but not require, that the request be made in writing. If the District asks that the request be placed in writing, the District will inform the requestor that the written request is not mandatory, but will assist the District in identifying the records requested and confirming that the request has been fulfilled.
4. Forward the completed Public Records Request Form along with any written or documented request to the PRC for processing.
5. The appropriate personnel will be requested to assist the PRC with the coordination and compilation of the requested records to completion.
6. The PRC will direct and provide all correspondence to the requestor of the records, unless arrangements are made between the PRC and the personnel possessing the public records.
7. The PRC will document and maintain all records regarding the public records request.
8. If litigation is pending or reasonably anticipated, records relating to that litigation should not be disposed of in any manner and the Fire Chief should be notified.
9. Public records must be kept/destroyed in accordance with retention schedules set forth by the Division of Library and Information Services (division) of the Department of State of Florida.
10. The Fire Chief or his/her designee will provide written notice when it is permissible to dispose of records relating to litigation.
11. If the public records request is related to District personnel records, then the subject personnel will receive notification of the request.
12. Occasionally, requestor may need to review records directly. The District shall permit records to be inspected, copied and photographed, at any reasonable time, under reasonable conditions, and under supervision. Because of exemptions to Chapter 119 of the Florida Statutes, there may be sensitive information the public is not authorized to see. These reviews need to be scheduled after consultation with the PRC.
13. No original documents may be taken from District property, unless authorized by the Fire Chief.

## **VI. POLICY:**

This policy is to provide guidelines and overall general procedures District wide. It will be the responsibility of the Direct Reports to inform all affected personnel within their respective divisions of this policy and its requirements. The Fire Chief shall designate an individual(s) to act as the District's Public Records Custodian (PRC) for tracking public records requests. Direct Reports should know and train their personnel on what public records are available in their division and what sensitive information those records may contain. The PRC will receive public records training to ensure compliance with the Public Records Act in accordance with Florida Statute Chapter 119. The PRC will oversee all aspects of the request and will be the final reviewer of all requested records prior to release.

A. Exceptions to Public Record Request Information

1. Although documents that perpetuate, communicate, or formalize knowledge are public records, not all information found in that public record is necessarily subject to dissemination or release. For example, employee personnel files are public records. However, information such as social security numbers is protected and is not to be released.
2. The following public documents/instruments are examples that may include sensitive material that is either exempt from the Public Records Act or some other statutory exemption:
  - a. Medical Reports (patient information)
  - b. Fire Reports (patient information)
  - c. Employee records
  - d. Florida retirement records,
  - e. Drug screens,
  - f. Medical records
  - g. Attorney client communications
3. This list is not all encompassing. Personnel should seek guidance from the PRC if they are unsure of what constitutes sensitive information.
4. All public records requests involving personnel files will be processed by the PRC as indicated in this policy. Documents that contain protected sensitive material will be redacted and the document will then be released to satisfy the public records request.

B. All fees imposed for duplication of public records will comply with the Public Records Act, Chapter 119, Florida Statute.

C. Unless specifically stated otherwise through state statute, the following statutory fees will apply to copying of public records:

Paper size 8 1/2" x 11", 8 1/2" x 14", or 11" x 17"

1. Single sided page                      \$ .15 per page
  2. Double sided page                     \$ .20 per page
  3. Certified Copy 1+ pages:         \$1.00 per certified document
  4. All Other Copies, actual cost of duplication
  5. Audio Tape and CD Fees, actual cost to the District  
*Audio Tapes and/or CDs (if applicable) will take several days to reproduce. A charge per copy shall also be made when necessary to make multiple copies of a document in order to properly redact exempt information contained in the document.*
  6. Extensive Information Technology/Clerical or Supervisory Assistance where the nature or volume of a request requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge a special reasonable service charge based on the cost actually incurred for the extensive use of information technology resources or the labor costs of the personnel that is actually incurred for the clerical or supervisory assistance required.
  7. Florida Courts have stated that "extensive" means taking more than 15 minutes to locate, research, review, redact, copy or remain present while the requestor copies, and/or answers questions and re-file the material. To assess the fee for employee hours spent in excess of 15 minutes, the District will ascertain the hourly rate paid to the position(s) compiling and providing the duplication.
  8. No sales tax shall be charged.
  9. Deposits: If a request requiring extensive resources by nature, the District may require a "deposit" before starting the reproduction. The member conducting the request should review the materials needed, develop an estimate for the cost for reproduction, and notify the requesting person or entity of the amount to reproduce the records and the need for a deposit. Any requestor having an account delinquent more than thirty (30) days will be required to pay in advance the estimated cost for providing the public records documents requested.
  10. Cost overages will be billed the balance; extra monies will be refunded.
  11. Once the District has received the fees associated with reproduction, the District will provide the copied information.
- D. Public records must be kept/destroyed in accordance with retention schedules set forth by the Division of Library and Information Services (division) of the Department of State of Florida.
- E. This policy supersedes and revokes all other prior Public Records Request Policies adopted by the District.

**VII. ATTACHMENTS:**

Exhibit A- Public Record Request Form  
Exhibit B- Public Record Request Form- Medical

**VIII. REFERENCES:**

Florida Statute 119

**EXHIBIT A**  
**Lehigh Acres Fire Control and Rescue District**  
**636 Thomas Sherwin Ave South; Lehigh Acres, Florida 33974**

**PUBLIC RECORDS REQUEST FORM**

For further information please see Policy 100.10.1.

Date of Request: \_\_\_\_\_  
Email Info: \_\_\_\_\_ Pick Up Info: \_\_\_\_\_ Mail Info: \_\_\_\_\_ Fax Info: \_\_\_\_\_  
Name of Person Requesting Report (Identity not required): \_\_\_\_\_

\_\_\_\_\_  
Email Address of Person:

\_\_\_\_\_  
Mailing Address of Person:

\_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**RECORDS REQUESTED/PROVIDED**

**Please Select:**

_____ <b>Fire Incident Report</b>	
Address of Incident/Occupancy: _____	# of Pages _____
Date of Incident/Report: _____	Incident# _____
_____ <b>Fire Prevention Report</b>	# of Pages _____
Description of Report: _____	Date _____
_____ <b>Personnel File</b>	
Name of Employee: _____	# of Pages _____
Documents Requested: _____	Date _____
_____ <b>Other</b>	# of Pages _____
Description of Document: _____	Date _____

**DISTRICT PERSONNEL COMPLYING WITH REQUEST**

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**EXEMPTIONS (IF APPLICABLE)**

\_\_\_\_\_ All or part of the records requested is legally exempt from inspection/copying.  
Basis of Exemption: \_\_\_\_\_ Statute Citation: \_\_\_\_\_  
Identify Portion Redacted (if only part is exempt): \_\_\_\_\_

Total # of Pages: \_\_\_\_\_ (single) \_\_\_\_\_ (double)  
Total Duplicating Costs: \_\_\_\_\_  
Special Service Charge for Information Technology Resources and/or Clerical Assistance: \_\_\_\_\_  
Estimate: \_\_\_\_\_ Actual Service Charge: \_\_\_\_\_  
**TOTAL DUPLICATING COSTS AND ACTUAL SERVICE CHARGE:** \_\_\_\_\_

\*\*\* CERTIFIED TRUE & EXACT COPIES \$1.00 PER PAGE\*\*\*

**EXHIBIT B**  
**Lehigh Acres Fire Control and Rescue District**  
**636 Thomas Sherwin Ave South; Lehigh Acres, Florida 33974**

**PUBLIC RECORDS REQUEST FORM- MEDICAL**

For further information see Policy 100.10.1.

Patient Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Last Date of Service: \_\_\_\_\_

**Please Choose Extent of Access:**

\_\_\_\_ Specific Date of Service Date \_\_\_ / \_\_\_ / \_\_\_ Time: \_\_\_ : \_\_\_ Transported to what facility? \_\_\_\_\_

\_\_\_\_ All Transport Records

\_\_\_\_ All Medical Records

**Patient Rights:** As a patient, you have the right to access, copy or inspect your protected health information, or PHI, or request that we restrict the use and disclosure of it. These rights are further described in our Notice of Privacy Practices and in other policies which you may have upon request.

To better allow us to process your request, please indicate the type of request you are making on this form: (check all that apply)

\_\_\_\_ Access to simply view my health information

\_\_\_\_ Access to obtain copies of my health information.

\_\_\_\_ Access to review and potentially request amendment of my health information.

\_\_\_\_ Access to review and potentially request an accounting of how my PHI has been used and disclosed to others.

\_\_\_\_ Access to review and potentially request restrictions on the use and disclosure of my health information.

Signature: \_\_\_\_\_ Request Date: \_\_\_\_\_

# Lehigh Acres Fire Control and Rescue District

100.10.2

## *Policy*

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### Travel Reimbursement

Date Issued: September 9, 2010

Date Last Revised: New

Revision Number: New

Total Pages: 3

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#### I. PURPOSE:

The purpose of this Travel Reimbursement Policy is to provide guidance to the personnel of the Lehigh Acres Fire Control and Rescue Control and Rescue District (District) on how to coordinate travel requests and set reimbursable amounts according to Florida Statutes 112.061.

#### II. SCOPE:

All District personnel.

#### III. DEFINITIONS/TERMINOLOGY:

A. Per Diem: per day

#### IV. RESPONSIBILITIES:

A. Board of Fire Commissioners

1. Approve all District policies.

B. Fire Chief

1. Ensure that Direct Reports instruct their personnel to comply with this procedure.

C. Finance Manager

1. Responsible for travel reimbursement consistent with this policy.

D. Direct Reports

1. Ensure all personnel within their Chain of Command comply with this procedure.
2. Ensure personnel have adequate training to ensure compliance.
3. Become familiar with, and utilize this policy.

E. Lieutenants

1. Ensure all personnel within their Chain of Command comply with this policy.
2. Become familiar with, and utilize this policy.

F. All other personnel

1. Become familiar with, and utilize this policy.

**V. PROCEDURES**

- A. All travel must be authorized and approved prior to departure by the Fire Chief.
- B. All travel must be by a usually traveled route.
- C. A company vehicle will be provided for travel if available. When a company vehicle is not available a privately owned vehicle may be authorized by the Fire Chief. Once authorized the vehicle owner shall be entitled to the Florida Statute rate.

**VI. POLICY**

This policy is to provide guidelines and overall general procedures within the District. It will be the responsibility of the Direct Reports to inform all affected personnel within their respective divisions of this policy and its requirements. Reimbursable travel expenses are outlined in this policy.

D. The following incidental travel expenses of the traveler may be reimbursed:

1. Taxi fare;
2. Bridge, road and tunnel tolls;
3. Storage and parking fees.

E. Overnight travel requires prior approval from the Fire Chief. If approved, the traveler shall be reimbursed in either of the following ways for each day of travel at the option of the traveler:

1. Eighty dollars per diem and traveler pays for his/her meals and lodging expenses; or
2. If actual expenses for meals and lodging exceed \$80 the amounts permitted for meal reimbursement are below and lodging will be paid by the District by check or credit card.

F. For reimbursement purposes the allowance for meals will be based on the following schedule:

1. Breakfast – When travel begins before 6 am and extends beyond 8 am.
2. Lunch – When travel begins before 12 noon and extends beyond 2 pm.
3. Dinner – When travel begins before 6 pm and extends beyond 8 pm, or when travel occurs during nighttime hours due to special assignment.

G. Traveler will be reimbursed based on the prevailing Florida Statute rate which is currently:

1. Breakfast -- \$6.00
2. Lunch -- \$11.00
3. Dinner -- \$19.00

H. After travel has been completed the travel expense request form with the travel beginning and ending time shall be submitted to the Finance Manager for reimbursement.

I. No per diem or meal reimbursement will be paid for travel in Lee County.

J. No per diem or meal reimbursement will be paid if a continental breakfast or meal is included in the registration or lodging paid by the District.

K. All travel on behalf of the District will be in accordance with Florida Statute 112.061.

**VII. ATTACHMENTS:**

None

**VIII. REFERENCES:**

Florida Statute 112.061

# Lehigh Acres Fire Control and Rescue District

# 100.10.3

## *Policy*

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### Inventory Control

**Date Issued: September 9, 2010**  
**Date Last Revised: New**  
**Revision Number: New**  
**Total Pages: 4**

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#### **I. PURPOSE**

Lehigh Acres Fire Control and Rescue District (District) is committed to ensuring compliance with all Federal, State regulations with regard to inventory control measures. This policy will ensure compliance with all regulations.

#### **II. SCOPE**

All District personnel.

#### **III. DEFINITIONS/TERMINOLOGY**

- A. Direct Reports: Personnel who report directly to the Fire Chief, as outlined in the current organizational chart.
- B. Capital Asset: Any item that has a purchase cost or donated value over \$1,000 or more and have a useful life in excess of one year are inventoried in accordance with Florida Statutes Chapter 274.

#### **IV. RESPONSIBILITIES**

- A. Support Services: Conduct annual inventory and provide completed inventory to the Assistant Chief of Administration/EMS.
- B. Assistant Chief of Administration/EMS: Review and verify completed inventory report.
- C. Finance Manager: Maintain inventory information for audit.

## V. PROCEDURES

### A. Annual Inventory

1. Each year during the fourth quarter (of the fiscal year) an annual inventory of all items will be taken.
2. The custodian of all inventory items is the Assistant Chief of Administration/EMS. According to the Florida Department of Financial Services Rule 69I-73.006 the custodian may not personally inventory items for which they are responsible.
3. Support Services is responsible for the annual physical inventory.
4. Support Services will print an inventory report that is in compliance with Rule 69I-73.003, Florida Department of Financial Services, and will contain at minimum the following information:
  - a. Identification number
  - b. Item description
  - c. Physical location
  - d. Custodian
  - e. Name, make or manufacturer
  - f. Year and/or model
  - g. Serial number
  - h. Date acquired
  - i. Cost or value at date of acquisition
5. All discrepancies shall be noted on the form and corrected.
6. Upon completion of the physical inventory the inventory report will be signed and dated by the Deputy Chief of Support Services and forwarded to the Assistant Chief Administration/EMS.
7. The Assistant Chief of Administration/EMS, review the report, sign and date verifying the inventory has been completed and forward to the Finance Manager for the audit.

### B. Capital Assets

1. Inventory Additions

- a. Capital assets that have a purchase cost or donated value over \$1,000 or more and have a useful life in excess of one year are inventoried in accordance with Florida Statutes Chapter 274, as may be amended. However, maintenance, repairs and minor renovations are not included in inventory.
- b. The Finance Manager forwards the yellow copy of the purchase order for the fixed asset to Support Services.
- c. Support Services will assign a tag number to the fixed asset and attach the tag on the fixed asset. However; if the fixed assets value or utility would be impaired due to the tag being affixed, a detailed description will be entered to permit positive identification.
- d. Support Services will print an inventory sheet showing the tag number assigned to the fixed asset and forward to the Finance Manager.
- e. The Finance Manager will enter the fixed asset into the inventory program.
- f. The Finance Manager will make a copy of the invoice for the fixed asset and attach to a copy of the inventory sheet and file according to the capital expense account used. The copies are provided to the auditors during the fiscal audit.
- g. Support Services will print an annual report of all tag numbers used at fiscal year end and verify with the Finance Manager that all fixed assets have been assigned a tag number.
- h. All tangible personal property shall be acquired, maintained, accounted for, and disposed of in accordance with the Florida Department of Financial Services Rule 69I-73 and Florida Statutes 274, as may be amended.
- i. All equipment borrowing by employees or outsiders is strictly prohibited, unless previously approved by the Fire Chief.
- j. Vehicles are to be used only by authorized personnel and only for company business, unless specifically authorized.

## 2. Disposal of Capital Assets

- a. When a capital asset needs to be disposed of the requesting party will bring the item and a completed fixed asset inventory disposal form to Support Services.
- b. The fixed asset inventory disposal form will contain:
  - i. a description of the item to be disposed of,

- ii. the tag number,
  - iii. serial number,
  - iv. location,
  - v. reason for disposal,
- c. Support Services will retain possession of the inventory item and forward the fixed asset inventory disposal form to the Finance Manager.
- d. The Finance Manager will submit a request to the Board of Fire Commissioners to approve the disposal of fixed asset item by sale, trade, auction, donation, etc. as needed.
- e. The request will include:
  - i. a description of the item,
  - ii. tag number,
  - iii. serial number,
  - iv. location,
  - v. item cost,
  - vi. date of purchase
  - vii. reason for disposal.
- f. Once approved the Finance Manager will notify Support Services to dispose of the item.
- g. The Finance Manager will make a copy of the approved minutes and attach to the request form for the audit.

**VI. POLICY:**

This policy is to provide guidelines and overall general procedures for the District. It will be the responsibility of Direct Reports to inform all affected personnel within their respective divisions of this policy and its requirements. Direct Reports should know and train their personnel on inventory control measures. The Finance Manager will receive training to ensure compliance with Florida Department of Financial Services Rule 69I-73.006.

**VII. ATTACHMENTS**

None

**VIII. REFERENCES**

Florida Department of Financial Services Rule 69I-73  
Florida Statutes Chapter 274

# Total Runs

(By Month)

Date Range: 8/1/2010 to 8/31/2010

Month	Incidents
8/2010	
	Total Runs: 524
<b>SYSTEM TOTAL</b>	Total Runs: 524

# Transports by Destination

(Summary)

Date Range: 8/1/2010 to 8/31/2010

Destination		Transports	%
		0	0%
	CCH	1	0%
	GCH	87	25%
	LMH	18	5%
	LMHP	26	7%
	LRMC	220	63%
<b>SYSTEM TOTAL</b>	<b>TOTAL TRANSPORTS</b>	<b>352</b>	<b>100%</b>

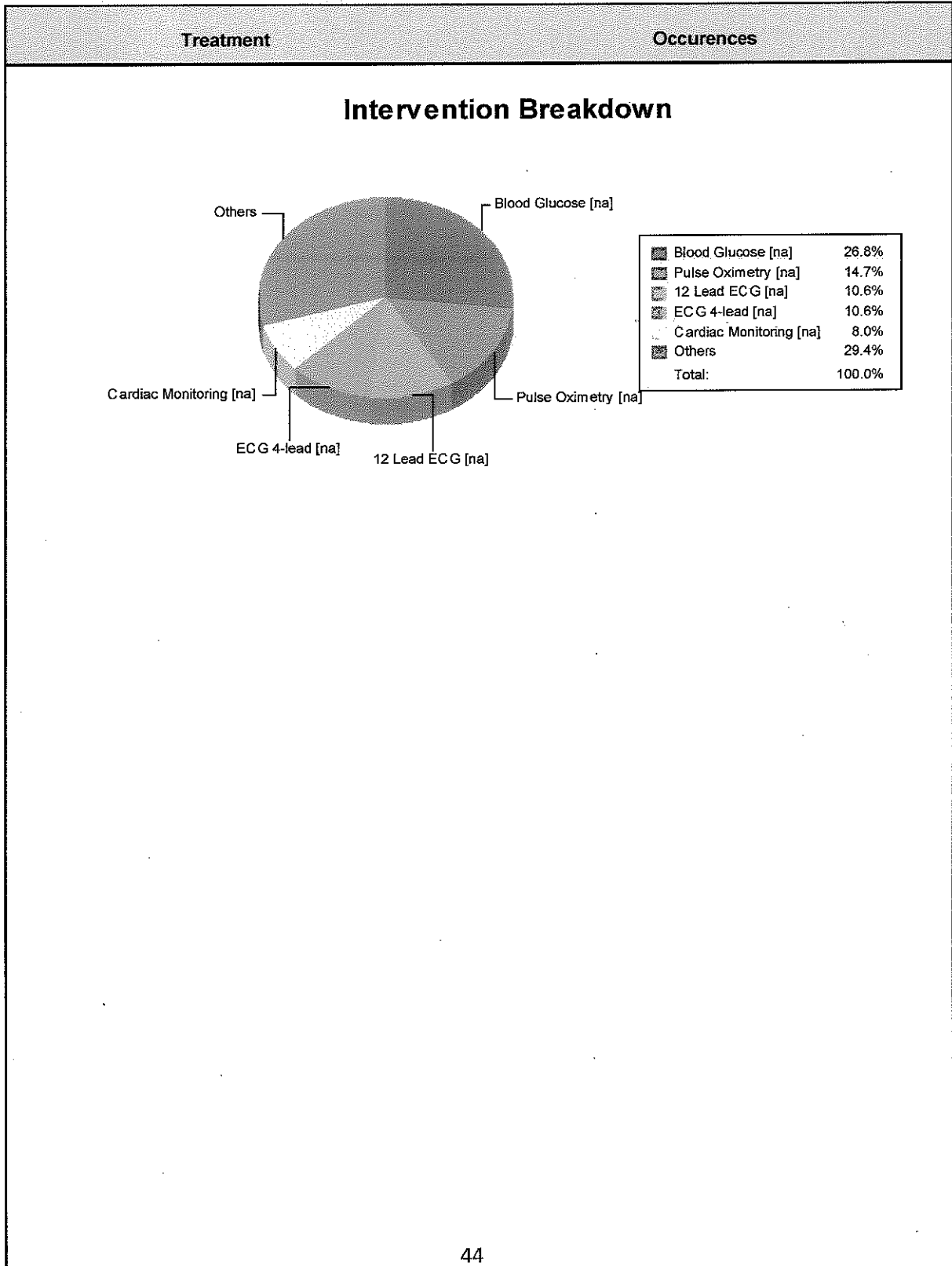
# Treatment Type

(Summary)

Date Range: 8/1/2010 to 8/31/2010

Treatment	Occurrences
	0
12 Lead ECG [na]	112
Airway - Bagged [O2]	3
Airway - BVM [O2]	2
Airway - CPAP [na]	1
Airway - Intubation Confirm CO2 [na]	1
Airway - King Tube [na]	3
Airway - Nasal (NPA) [na]	1
Airway - Oral (OPA) [na]	1
Airway - Orotracheal Intubation [tb]	1
Airway - Suctioning [na]	1
Assessment-Adult [na]	80
Assessment-Pediatric [na]	5
Backboard (Long) [na]	31
Bleeding Control [na]	2
Blood Glucose [na]	284
C-Collar / Cervical Immobilization [na]	31
Capnography [na]	4
Cardiac Monitoring [na]	85
Cervical Collar [na]	4
CPR Board [nm]	1
Defibrillation - Placement for Monitoring /	1
ECG - 3 lead [na]	35
ECG 4-lead [na]	112
Fluid Challenge / Volume Replacement [n	1
HID [na]	22
Impedance Threshold Device [na]	1
Irrigation - Wound [na]	1
KED [na]	1
Manual Immobilization [na]	15
Pain Measurement [na]	2
Pulse Oximetry [na]	156
Spinal Immobilization [na]	4
Splinting-Basic [na]	3
Straps [na]	21
Temperature Measurement [na]	21
Wound Care [na]	12
<b>SYSTEM TOTAL</b>	<b>1,061</b>

Date Range: 8/1/2010 to 8/31/2010



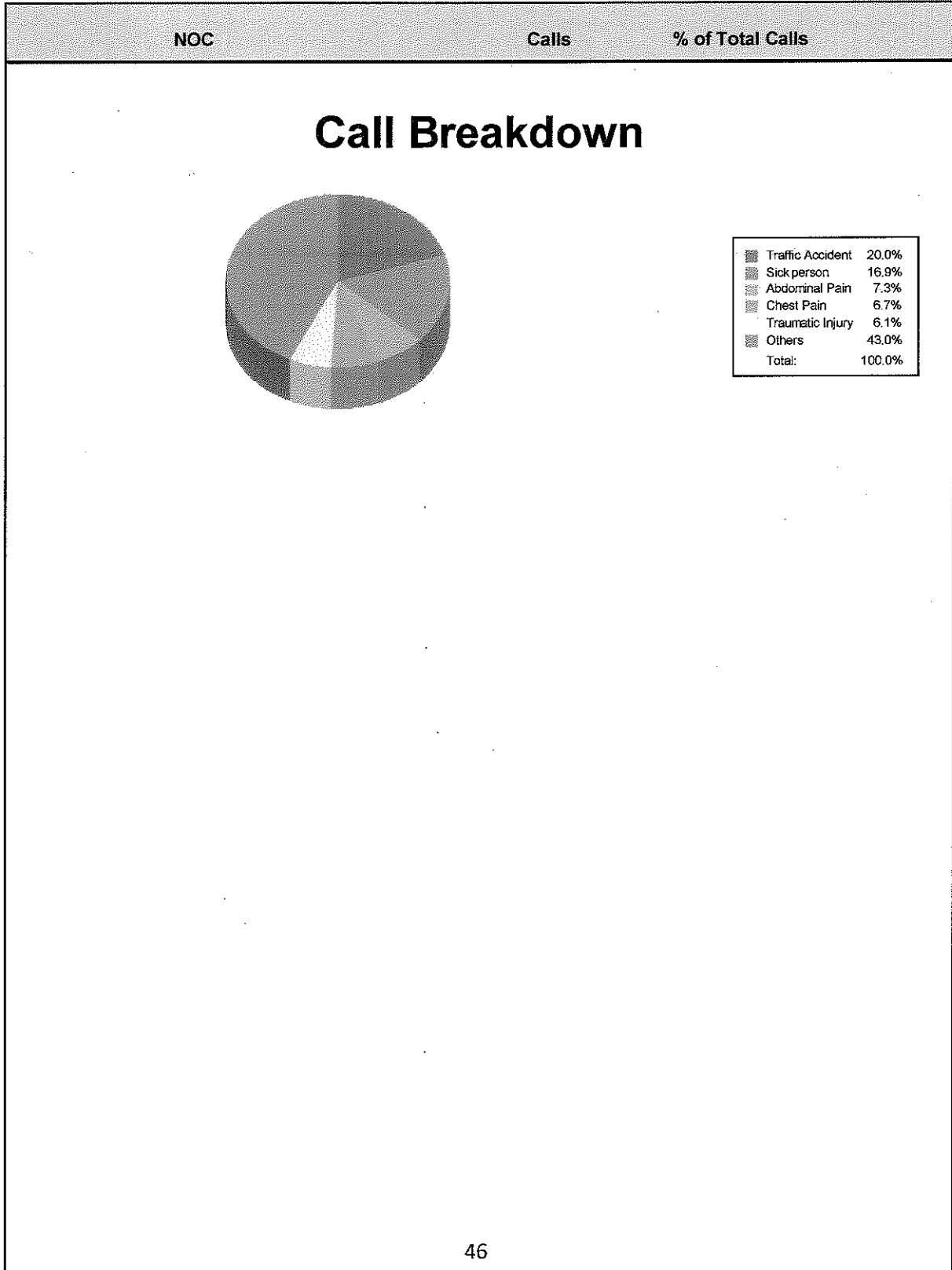
# Nature of Call at Scene

(Summary)

Date Range: 8/1/2010 to 8/31/2010

NOC	Calls	% of Total Calls
Abdominal Pain	38	7.29%
Allergies	2	0.38%
Animal Bite	6	1.15%
Assault	12	2.30%
Back Pain	8	1.54%
Breathing Problem	30	5.76%
Burns	2	0.38%
Cardiac Arrest	4	0.77%
Chest Pain	35	6.72%
Choking	4	0.77%
CO Poisoning/Hazmat	2	0.38%
Convulsions/Seizure	17	3.26%
Diabetic Problem	14	2.69%
Dizziness	8	1.54%
Eye Problem	1	0.19%
Fall Victim	23	4.41%
Headache	5	0.96%
Heart Problems	2	0.38%
Heat/Cold Exposure	3	0.58%
Hemorrhage/Laceration	9	1.73%
Ingestion/Poisoning	16	3.07%
Pregnancy/Childbirth	6	1.15%
Psychiatric Problem	16	3.07%
Sick person	88	16.89%
Stroke/CVA	10	1.92%
Traffic Accident	104	19.96%
Transfer/Interfacility/Palitive Care	1	0.19%
Traumatic Injury	32	6.14%
Unconscious/Fainting	21	4.03%
Unknown Problem Man Down	2	0.38%
<b>SYSTEM TOTAL</b>	<b>521</b>	<b>100%</b>

Date Range: 8/1/2010 to 8/31/2010

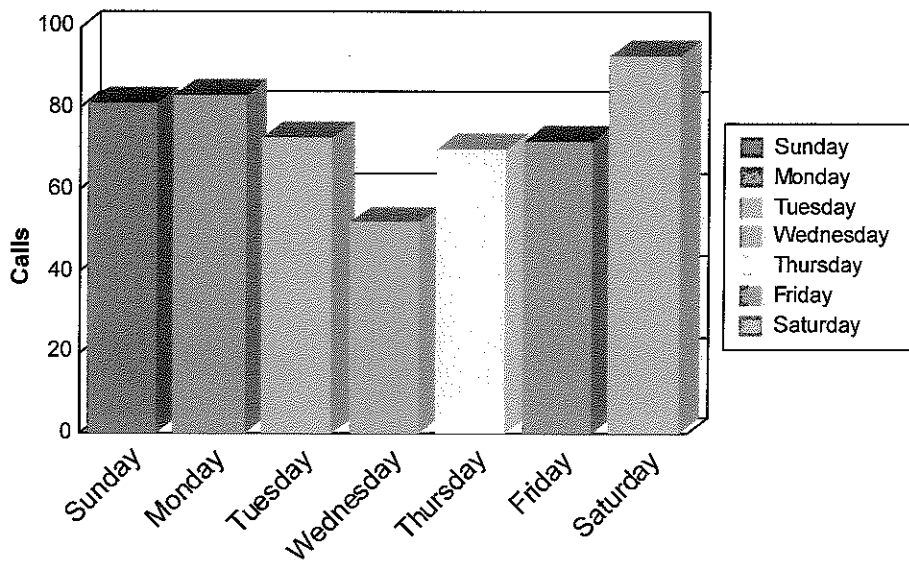


# Calls By Day

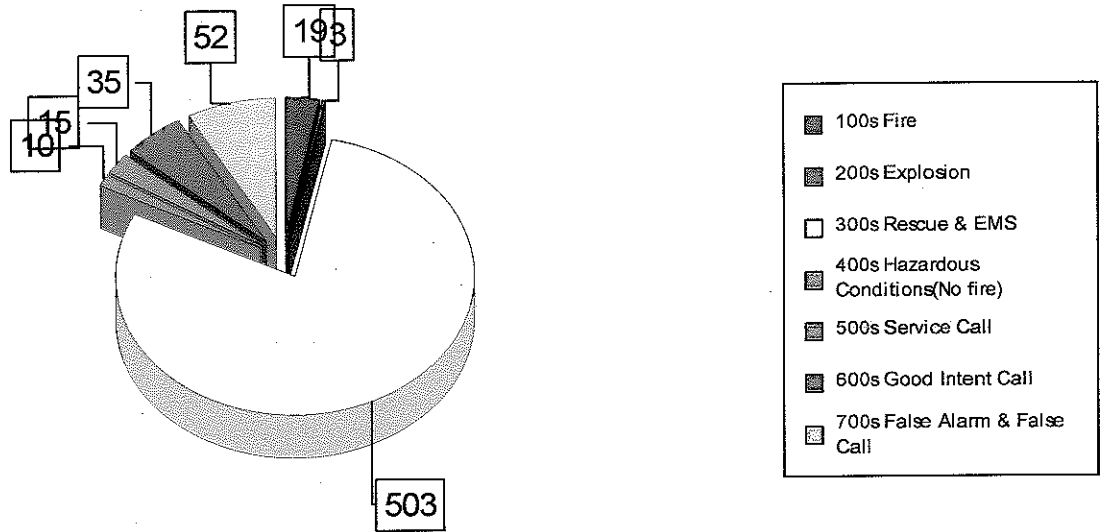
Date Range: 6/1/2010 to 8/31/2010

Day of Week	Calls	Calls by Day
Sunday	81	15.5%
Monday	83	15.8%
Tuesday	73	13.9%
Wednesday	52	9.9%
Thursday	70	13.4%
Friday	72	13.7%
Saturday	93	17.7%
<b>Total:</b>	<b>524</b>	<b>100%</b>

### Number of Calls by Day



Lehigh Acres Fire Control and Rescue District  
August 2010



Graphed Items are sorted by Incident Type

Type Of Incident:	Total Of Incidents:	Percentage Value:
100 Series-Fire	19	2.98%
200 Series-Explosion	3	0.47%
300 Series-Rescue & EMS	503	78.96%
400 Series-Hazardous Conditions(No fire)	10	1.57%
500 Series-Service Call	15	2.35%
600 Series-Good Intent Call	35	5.49%
700 Series-False Alarm & False Call	52	8.16%

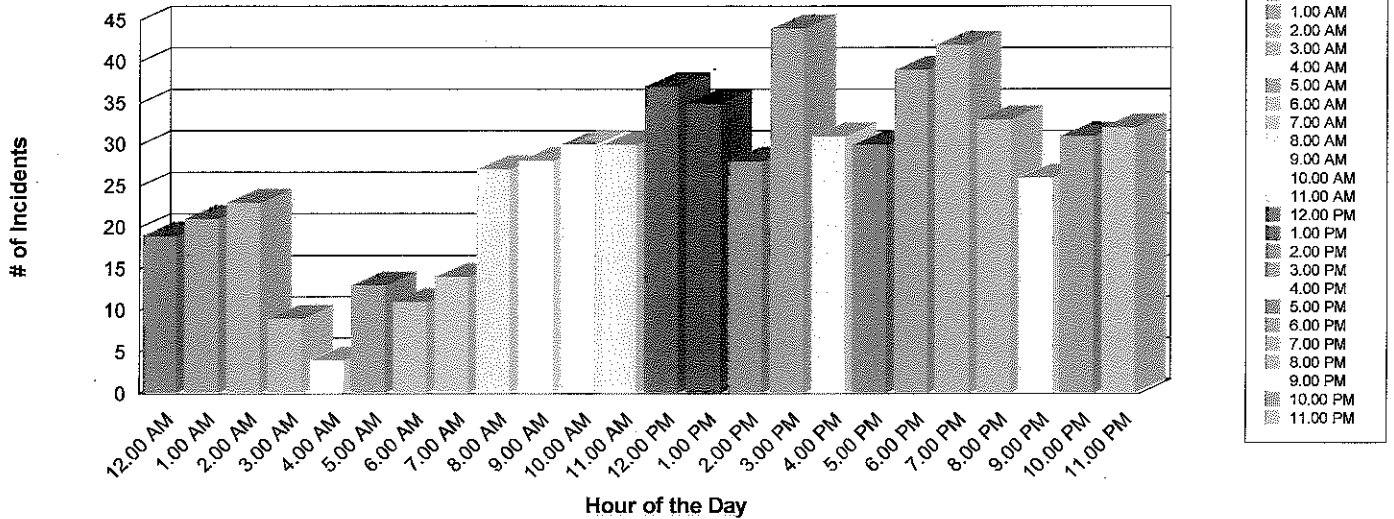
Grand Total: 637

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

Print Date: 9/8/2010

# Incident Totals by Hour

Lehigh Acres Fire Control & Rescue District



August 2010

**Hour of the Day: 12.00 AM**

Total # of Incidents: **19**                      % of Total Incidents: **2.98%**

**Hour of the Day: 1.00 AM**

Total # of Incidents: **21**                      % of Total Incidents: **3.30%**

**Hour of the Day: 2.00 AM**

Total # of Incidents: **23**                      % of Total Incidents: **3.61%**

**Hour of the Day: 3.00 AM**

Total # of Incidents: **9**                        % of Total Incidents: **1.41%**

**Hour of the Day: 4.00 AM**

Total # of Incidents: **4**                        % of Total Incidents: **0.63%**

**Hour of the Day: 5.00 AM**

Total # of Incidents: **13**                      % of Total Incidents: **2.04%**

**Hour of the Day: 6.00 AM**

Total # of Incidents: **11**                      % of Total Incidents: **1.73%**

**Hour of the Day: 7.00 AM**

Total # of Incidents: **14**                      % of Total Incidents: **2.20%**

**Hour of the Day: 8.00 AM**

Total # of Incidents: **27**                      % of Total Incidents: **4.24%**

**Hour of the Day: 9.00 AM**

Total # of Incidents: **28**                      % of Total Incidents: **4.40%**

**Hour of the Day: 10.00 AM**

Total # of Incidents: **30**                      % of Total Incidents: **4.71%**

**Hour of the Day: 11.00 AM**

Total # of Incidents:	30	% of Total Incidents:	4.71%
<b>Hour of the Day: 12.00 PM</b>			
Total # of Incidents:	37	% of Total Incidents:	5.81%
<b>Hour of the Day: 1.00 PM</b>			
Total # of Incidents:	35	% of Total Incidents:	5.49%
<b>Hour of the Day: 2.00 PM</b>			
Total # of Incidents:	28	% of Total Incidents:	4.40%
<b>Hour of the Day: 3.00 PM</b>			
Total # of Incidents:	44	% of Total Incidents:	6.91%
<b>Hour of the Day: 4.00 PM</b>			
Total # of Incidents:	31	% of Total Incidents:	4.87%
<b>Hour of the Day: 5.00 PM</b>			
Total # of Incidents:	30	% of Total Incidents:	4.71%
<b>Hour of the Day: 6.00 PM</b>			
Total # of Incidents:	39	% of Total Incidents:	6.12%
<b>Hour of the Day: 7.00 PM</b>			
Total # of Incidents:	42	% of Total Incidents:	6.59%
<b>Hour of the Day: 8.00 PM</b>			
Total # of Incidents:	33	% of Total Incidents:	5.18%
<b>Hour of the Day: 9.00 PM</b>			
Total # of Incidents:	26	% of Total Incidents:	4.08%
<b>Hour of the Day: 10.00 PM</b>			
Total # of Incidents:	31	% of Total Incidents:	4.87%
<b>Hour of the Day: 11.00 PM</b>			
Total # of Incidents:	32	% of Total Incidents:	5.02%
<b><u>Grand Total Incidents:</u></b>	<b><u>637</u></b>		



# Lehigh Acres Fire Control & Rescue District

## Life Safety Management Division

636 Thomas Sherwin Ave S  
Lehigh Acres FL 33974

Phone 239-303-5302  
Fax 239-369-2436

August 2010

### Summary Report

During August 2010, the Life Safety Management Division has provided the following service to the community:

- Conducted 4 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.
- 9 new construction inspections were made of projects within Lehigh Acres
- 46 inspections were conducted for the existing business community of Lehigh Acres.
- Inspector Spears provided 8 days of training to various members of the District for the Forestry S-215 class.
- Billing Services (Inspection and other Life Safety Division fees) Fiscal Year 2009-2010:

	August	YTD
Miscellaneous Fees:	\$132	\$851
Existing Business Insp Fees	\$1,250	\$7,480
New Construction Insp Fees	\$608	\$12,088.35
<b>Total</b>	<b>\$1,990.00</b>	<b>\$20,419.35</b>



# 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

## Aug-10

	Responses By Shift		Avg Response Time		Lee County EMS Responses
	August	August	August	YTD	
Shift A:	35.0%	6.25	6.18		5 Based upon incident reports
Shift B:	32.6%	6.82	6.6		
Shift C:	32.4%	6.74	6.6		
<b>Average Response Time in Minutes:</b>		<b>6.60</b>	<b>6.46</b>		

## Incident Reports By Incident Type Summary

Incident Type	Total Incidents	YTD 2010	Aug-09	Aug-08
111 Building Fire	8	42	8	6
113 Cooking Fire, Confined to Container		3	1	1
130 Mobile Property Fire Other				1
131 Passenger Vehicle Fire	3	26	2	2
132 Road Freight or Transport Vehicle Fire			1	
137 Camper or Recreational Vehicle Fire			1	
138 Off-Road Vehicle or Heavy equipment		2		
140 Natural Vegetation Fire, other		3		
141 Forest, Woods or Wildland Fire		12		3
142 Brush, or Brush and Grass Mixture Fire	2	76	2	3
143 Grass Fire	1	30	1	1
150 Outside Rubbish Fire, Other		2	1	
151 Outside Rubbish, Trash or Waste Fire	3	5	3	3
154 Dumpster or Other Outside Trash Receptacle fire		2		
162 Outside Equipment fire	2	6	1	1
164 Outside Mailbox Fire		1		
251 Excessive Scorch Burns with no ignition	3	4		1
300 Rescue, Emergency Medical Call (EMS) Call, Other		1	11	
311 Medical Assist, Assist EMS Crews	5	105	6	4
321 EMS Call, Excluding Vehicle Accident With Injury	452	3613	390	401
322 Vehicle Accident With Injuries	21	195	9	19
323 Motor Vehicle/ Pedestrian Accident (MV Ped)		12	1	1
324 Motor Vehicle Accident With No Injuries	24	178	20	32
331 Lock-In		14		1
350 Extrication, Rescue, Other			1	1
352 Extrication of Victim(s) From Vehicle		6		
353 Removal of Victim(s) From Stalled Elevator		1		
381 Rescue or EMS Standby	1	2		
411 Gasoline or Other Flammable Liquid Spill	3	6	2	

412	Gas Leak (natural gas or LLPG)		2		
413	Oil or Other Combustible Liquid Spill		2	2	
440	Electrical Wiring/Equipment Problem	1	3	1	2
441	Heat from short circuit (wiring), defective/worn		2		1
442	Overheated Motor		2		
444	Power Line Down	2	14	3	3
445	Arching, Shorted Electrical Equipment	3	13	2	3
451	Biological Hazardous, confirmed or suspicious		1		
460	Accident, Potential Accident Other		0		
463	Vehicle Accident, general clean-up	1	1		
481	Attempt to Burn		2	1	
500	Service Call, Other		3		
510	Person in Distress, other		2		4
511	Lock-out	1	6	1	
520	Water Problem, other				1
531	Smoke or Odor Removal		16		2
541	Animal Problem		1		
542	Animal Rescue		2		
550	Public service assistance, other	3	13	4	6
551	Assist police or other governmental agency	2	9		1
552	Police Matter		4		1
553	Public Service	3	31	2	8
554	Assist Invalid	4	64	3	3
561	Unauthorized Burning	2	54	5	5
600	Good Intent Call, Other	2	51	9	7
611	Dispatched & Cancelled Enroute	28	256	16	10
621	Wrong Location	1	3		
622	No Incident Found on Arrival at Dispatch Address	2	12		2
631	Authorized Control Burning		9		1
632	Prescribed Burn		3		1
650	Steam, other gas mistaken for smoke, other		1		
651	Smoke Scare, Odor of Smoke	1	4	1	2
652	Steam, vapor, fog, or dust thought to be smoke	1	6		1
661	EMS Call, party transported by non-fire agency		1		
671	Hazmat Release Investigation W/No Hazmat		5		3
700	False Alarm or False Call Other	26	201	18	25
710	Malicious, mischievous false call, other	1	3		
711	Municipal Alarm System, Malicious False Alarm		1	1	
713	Telephone, malicious false call		4		
714	Central Station, malicious false call		4	1	
715	Local Alarm System, Malicious False Call		3		
721	Bomb Scare -no bomb		1		
730	System malfunction, Other		19		1
733	Smoke Detector Activation Due to Malfunction	2	20	4	8
734	Heat Detector Activation due to malfunction	3	3	2	2
735	Alarm System Sounded Due to Malfunction	2	17	2	4
740	Unintentional Transmission of Alarm, Other	1	19	6	2
741	Sprinkler Activation, No Fire - Unintentional	2	4		
743	Smoke Detector Activation, No Fire - Unintentional	5	48	5	9

744	Detector Activation, No Fire - Unintentional	5	21		2
745	Alarm System Sounded, No Fire - Unintentional	5	41	3	4
751	Biological Hazard, False call			1	
814	Lightning Strike (no fire)		1	1	
911	Citizen Complaint		1		
<b>Total</b>		<b>637</b>	<b>5356</b>	<b>555</b>	<b>605</b>