



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

A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS WILL BE HELD AT  
LEHIGH ACRES FIRE CONTROL & RESCUE DISTRICT STATION 104, 3102 16<sup>TH</sup> ST SW,  
LEHIGH ACRES FL, 33976

AT 4:00pm, Tuesday December 27, 2011

**AGENDA**

**CALL MEETING TO ORDER**

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**PLEDGE OF ALLEGIANCE**

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**INVOCATION**

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**IN ATTENDANCE (ROLL CALL)**

**ADOPTION OF AGENDA**

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**CONSENT AGENDA**

- Approval of Minutes
- Treasurers Report

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**SOP- Family and Medical Leave- (Assistant Chief Ken Bennett)**

***Action Required***

- Recommending the Board of Fire Commissioners approve the presented SOP 100.15- Standard Operating Policy on Family and Medical Leave

**Executive Summary December 2011- 1 (pg 21)**

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**PUBLIC COMMENTS ON AGENDA ITEMS**

(3 min limit; no discussion by Commission)

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**DEPARTMENT REPORTS**

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

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**COMMISSIONERS' REPORTS**

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**UNFINISHED BUSINESS**

**1993 Ford Econoline E 150 van- (Finance Manager, Ben Van Klinger)**

***Action Required***

- The Board is requested to approve the removal of the 1993 Ford Econoline E150 van (currently at Station 102) from the fixed asset inventory.

**Executive Summary December 2011- 2 (pg 30)**

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**CERT Program & The US Internal Revenue Code- (Commissioner Adams)**

***Action Required***

- This item was tabled until the December 27, 2011, meeting to discuss if the CERT program should be organized under Section 501(c)3 of the US Internal Revenue Code.

**Executive Summary December 2011- 3 (pg 31 )**

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**NEW BUSINESS**

**Vacant Board Seat- (Chief Adams)**

***Action Required***

- Due to the sudden unexpected death of Commissioner Kevin Shea the Board of Commissioners Manual Under, Section I, postulates should a Commissioner fail to complete his or her term for any reason, the remaining members of the governing Board may fill the vacancy in accordance with Florida law.

**Executive Summary December 2011- 4 (pg 33 )**

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**PUBLIC COMMENT ON NON-AGENDA ITEMS**

(3 min limit; no discussion by Commission)

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**COMMISSIONER'S COMMENTS**

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**ADMINISTRATIVE COMMENTS**

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**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**

**November 22, 2011**

The November 22, 2011 regular Commission Meeting of the Lehigh Acres Fire Control and Rescue District Board of Commissioners was held at the Veterans Recreational Center, 55 Homestead Rd., Lehigh Acres, FL. The meeting was opened at 4:00pm by Chairman Berndt. Present were Commissioners Adams, Carter, Becker, Berndt; 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. Commissioner Shea had an excused absence.

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

#### **ELECTION OF OFFICERS:**

Commissioner Becker motioned that seats remain the same with Commissioner Berndt as Chairman, Commissioner Becker as Vice Chairman and Commissioner Adams as Secretary/Treasurer. Commissioner Adams seconded the motion. Motion carries.

#### **ADOPTION OF AGENDA:**

Commissioner Berndt asked if there were any additions, corrections or deletions to the Agenda. Commissioner Becker motion to approve the Agenda as presented with a second from Commissioner Adams. Motion carries.

#### **CONSENT AGENDA:**

- Fire Board Regular Meeting Minutes of October 25, 2011
- Treasurers Report
- Revised job description for Mechanic

Commissioner Berndt motioned to accept the Consent Agenda with second from Commissioner Carter. Motion carries.

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

None.

## **DEPARTMENT REPORTS**

Chief reported on the following:

- To date we have only received one Reservist application.
- We still haven't heard anything on SAFER grant. We are waiting and keeping an eye on the website.
- We have 10 positions vacant. Staff has gone through many hours of testing applicants. Chief named many of the employees who helped out during the candidate search.
- Leadership Lehigh came to the Station with 2 and ½ hour notice. Staff came together and showed them a very nice and productive day.
- Relative of someone who has a lot across the street from Station 3 would like to donate the lot to the District. Direction of Commissioners was to move forward and look at the costs. This will be brought back to the December mtg.
- Golden Gates Fire Dept has part time line employees. They are trying this. They offer work as part-time firefighter covering for sick-time, vacation, etc. They still have to pay the employee, but they will save the half time and benefits.
- Station 4's renovation has been put on hold for the time being due to interviews.
- Read letter from District 19 thanking Commissioners for renewing health insurance with United Health Care.

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

None.

### **DEPARTMENT ATTORNEY:**

None.

### **COMMISSIONER REPORT:**

None.

### **UNFINISHED BUSINESS:**

*SOP 100.07 – Discriminatory Workplace Harassment Policy and Compliance Procedure -*  
Commissioner Becker motioned to approve with a second from Commissioner Carter. Motion carries.

**NEW BUSINESS:**

Budget Amendments – Staff has produced a summary of proposed budget amendments, amending the annual budget, and parts thereof, for the 2010/2011 fiscal year to amend Fund Balance Classification changes per GASB 54 and to be consistent with Fund Balance classifications as noted in the 2011/2012 fiscal year budget.

Commissioner Carter motioned to approve with a second from Commissioner Berndt.

Commissioner Carter – aye  
Commissioner Adams – aye  
Commissioner Berndt – aye  
Commissioner Becker – aye

Motion carries.

**PUBLIC COMMENT:**

None.

**COMMISSIONERS COMMENTS:**

Commissioner Carter stated we have no funds for Community Service. We can collect cans and recycle them for funds.

Commissioner Becker wanted to thank the staff and firefighters for fire prevention activities.

**ADMINISTRATIVE COMMENTS:**

None.

**Adjourn: 4:36pm**

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

Duly passed and adopted on this 22<sup>nd</sup> day of November, 2011.

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

By: [Signature]  
Jeffrey Berndt, Chair

Attest by: [Signature]  
David P. Adams, Secretary/Treasurer

**Lehigh Acres Fire Control and Rescue District  
Receipts and Disbursements  
For the second month ending November 30, 2011**

	Period To Date		Annual Budget (Amended)	Year To Date		Budget Variance
	Actual	%		Actual	%	
<b>Beginning Cash</b>	-		\$ 12,228,400	\$ 12,422,629	101.59%	\$ 194,229.00
Ad Valorem Taxes	815,086.99	12.05%	\$ 6,763,863	815,086.99	12.05%	(5,948,776.01)
Grants	301,674.40	9.94%	\$ 3,034,778	301,674.40	9.94%	(2,733,103.60)
FF Supplemental Income	-	0.00%	\$ 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	1,233.10	3.74%	\$ 33,000	3,766.80	11.41%	(29,233.20)
User Fees	70,565.60	4.51%	\$ 1,565,249	193,801.32	12.38%	(1,371,447.68)
Interest	917.34	3.78%	\$ 24,250	2,080.28	8.58%	(22,169.72)
Interest-Impact Fees	1.16	0.00%	\$ -	2.30	0.00%	2.30
Interest-Ad Valorem	-	0.00%	\$ -	-	0.00%	-
Impact Fees	-	0.00%	\$ 750	-	0.00%	(750.00)
Miscellaneous Income	6,500.28	8.67%	\$ 75,000	13,478.31	17.97%	(61,521.69)
Other Government Revenue	-	0.00%	\$ -	-	0.00%	-
Proceeds from Insurance	-	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%	-
<b>Total Receipts</b>	<b>\$ 1,195,978.87</b>	<b>10.38%</b>	<b>\$11,517,390.00</b>	<b>\$ 1,337,590.40</b>		<b>\$ (10,179,799.60)</b>
<b>Total Receipts &amp; Carryforward</b>	<b>\$ 1,195,978.87</b>		<b>\$23,745,790.00</b>	<b>\$13,760,219.40</b>		<b>\$ (9,985,570.60)</b>
<b>Disbursements</b>						
1100 Salaries	581,635.51	7.47%	7,785,608	894,275.66	11.49%	6,891,332.34
1200 Employee Benefits	156,276.01	3.82%	4,093,237	447,042.71	10.92%	3,646,194.29
3310 Professional Services	33,383.89	8.27%	403,440	53,903.16	13.36%	349,536.84
3340 Contract Services	-	0.00%	-	-	0.00%	-
3400 Travel Commission	-	0.00%	-	-	0.00%	-
3410 Communications	9,508.66	10.81%	87,976	14,432.35	16.40%	73,543.65
3430 Utilities	8,847.07	8.60%	102,875	19,176.37	18.64%	83,698.63
3440 Rentals	-	0.00%	5,536	86.77	1.57%	5,449.23
3450 Insurance/General	11,897.00	6.69%	177,950	73,238.15	41.16%	104,711.85
3460 Maintenance	42,715.67	12.48%	342,159	75,947.47	22.20%	266,211.53
3480 Promotional	-	0.00%	3,000	75.00	2.50%	2,925.00
3490 Other Current Charges	829.27	1.87%	44,347	3,121.12	7.04%	41,225.88
3510 Office	3,395.79	15.44%	22,000	2,421.42	11.01%	19,578.58
3520 Operating Supplies	50,288.97	9.03%	556,774	70,493.24	12.66%	486,280.76
6600 Capital	33,735.00	177.55%	19,000	33,735.00	177.55%	(14,735.00)
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	871.39	17.43%	5,000	871.39	17.43%	4,128.61
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 LI	-	0.00%	-	-	0.00%	-
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 933,384.23</b>	<b>3.93%</b>	<b>23,745,790</b>	<b>\$ 1,688,819.81</b>	<b>7.11%</b>	<b>\$ 22,056,970.19</b>
<b>NOTE: Balances include year-end accruals.</b>			<b>YTD NET</b>	<b>\$ (351,229.41)</b>		
			<b>YTD RESERVES</b>	<b>12,071,399.59</b>		

These reports are intended for internal use only.

**LEHIGH ACRES FIRE CONTROL RESCUE DISTRICT  
BREAKDOWN OF ACCOUNTS  
FOR THE SECOND  
MONTH ENDING NOVEMBER 30, 2011**

	PERIOD TO DATE		Annual Budget (Original)	YEAR TO DATE		Budget Variance
	Actual	%		Actual	%	
<b>1100 SALARIES</b>						
1105 Commission Salary	1,250.00	8.33%	15,000	2,500.00	16.67%	12,500.00
1110 Administrative Salaries	38,950.00	7.79%	500,266	58,370.00	11.67%	441,896.00
1120 Regular Salaries	527,538.29	7.49%	7,045,342	813,724.75	11.55%	6,231,617.25
1130 Holiday Pay	-	0.00%	-	-	0.00%	-
1140 Overtime	13,897.22	9.26%	150,000	19,680.91	13.12%	130,319.09
1150 Sick Time	-	0.00%	-	-	0.00%	-
1160 Annual Sick Time Pay	-	0.00%	75,000	-	0.00%	75,000.00
<b>Total Salaries</b>	<b>581,635.51</b>	<b>7.47%</b>	<b>7,785,608</b>	<b>894,275.66</b>	<b>11.49%</b>	<b>6,891,332.34</b>
<b>1200 EMPLOYEE BENEFITS</b>						
1210 Payroll Tax Expense	43,635.53	7.33%	595,599	67,322.13	11.30%	528,276.87
1220 Retirement	-	0.00%	-	-	0.00%	-
1221 Retirement Liability	270.00	0.10%	264,240	540.00	0.20%	263,700.00
1222 FRS Contribution - Special Risk	72,017.50	6.98%	1,031,200	108,138.18	10.49%	923,061.82
1223 FRS Contribution - Regular	1,304.33	7.09%	18,398	1,956.50	10.63%	16,441.50
1224 FRS Contribution - DROP	1,903.18	4.59%	41,467	2,903.10	7.00%	38,563.90
1225 FRS Contribution - Elected Officials	111.40	5.64%	1,976	222.80	11.28%	1,753.20
1230 Group Insurance	-	0.00%	-	-	0.00%	-
1231 Health Insurance	-	0.00%	1,552,542	121,372.75	7.82%	1,431,169.25
1232 Dental Insurance	7,856.88	8.03%	97,904	15,542.88	15.88%	82,361.12
1233 STD/LTD/Life Insurance	5,709.68	5.52%	103,408	11,495.20	11.12%	91,912.80
1240 Workers Compensation	23,467.51	8.24%	284,664	117,549.17	41.29%	167,114.83
1250 Unemployment Compensation	-	0.00%	101,839	-	0.00%	101,839.00
<b>Total Employee Benefits</b>	<b>156,276.01</b>	<b>3.82%</b>	<b>4,093,237</b>	<b>447,042.71</b>	<b>10.92%</b>	<b>3,646,194.29</b>
<b>3310 PROFESSIONAL SERVICES</b>						
3311 Property Appraiser	-	0.00%	69,235	17,953.04	25.93%	51,281.96
3312 Legal Fees	8,924.61	9.92%	90,000	5,824.61	6.47%	84,175.39
3313 Medical Director	4,000.00	8.33%	48,000	8,000.00	16.67%	40,000.00
3314 Physicals	-	0.00%	14,400	1,050.75	7.30%	13,349.25
3315 Land Taxes	2,041.24	68.04%	3,000	2,041.24	68.04%	958.76
3316 Tax Collector's Commission	17,801.72	13.21%	134,805	17,801.72	13.21%	117,003.28
3317 Actuarial Study	-	0.00%	-	-	0.00%	-
3319 Miscellaneous Charges	566.32	11.33%	5,000	1,181.80	23.64%	3,818.20
3320 Audit	-	0.00%	35,000	-	0.00%	35,000.00
3321 Professional Service Fees	50.00	1.25%	4,000	50.00	1.25%	3,950.00
<b>Total Professional Services</b>	<b>33,383.89</b>	<b>8.27%</b>	<b>403,440</b>	<b>53,903.16</b>	<b>1.62</b>	<b>349,536.84</b>
<b>3340 CONTRACT SERVICES</b>						
3342 Outside Maintenance	-	0.00%	-	-	0.00%	-
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>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</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>9,508.66</b>	<b>10.81%</b>	<b>87,976</b>	<b>14,432.35</b>	<b>16.40%</b>	<b>73,543.65</b>
<b>3430 UTILITIES</b>						
3431 Electric	7,004.71	8.61%	81,345	16,437.54	20.21%	64,907.46
3432 Utilities	1,842.36	8.56%	21,530	2,738.63	12.72%	18,791.17
<b>Total Utilities</b>	<b>8,847.07</b>	<b>8.60%</b>	<b>102,875</b>	<b>19,176.37</b>	<b>18.64%</b>	<b>83,698.63</b>
<b>3440 RENTALS</b>	<b>-</b>	<b>0.00%</b>	<b>5,536</b>	<b>86.77</b>	<b>1.57%</b>	<b>5,449.23</b>
<b>3450 INSURANCE (GENERAL)</b>	<b>11,897.00</b>	<b>6.69%</b>	<b>177,950</b>	<b>73,238.15</b>	<b>41.16%</b>	<b>104,711.85</b>
<b>3460 MAINTENANCE</b>						
3461 Building Maintenance	2,991.39	6.08%	49,196	3,713.92	7.55%	45,482.08
3462 Equipment Maintenance	3,908.41	9.79%	39,905	9,432.18	23.64%	30,472.82
3463 Vehicle Maintenance	31,420.53	21.23%	148,000	41,090.85	27.76%	106,909.15
3464 Maintenance Contracts	4,395.34	6.28%	69,958	21,530.52	30.78%	48,427.48
3466 IT Computer Support	-	0.00%	35,100	180.00	0.51%	34,920.00
<b>Total Maintenance</b>	<b>42,715.67</b>	<b>12.48%</b>	<b>342,159</b>	<b>75,947.47</b>	<b>22.20%</b>	<b>266,211.53</b>

**LEHIGH ACRES FIRE CONTROL RESCUE DISTRICT  
BREAKDOWN OF ACCOUNTS  
FOR THE SECOND  
MONTH ENDING NOVEMBER 30, 2011**

	PERIOD TO DATE		Annual Budget (Original)	YEAR TO DATE		Budget Variance
	Actual	%		Actual	%	
<b>3480 PROMOTIONAL</b>	-	0.00%	3,000	75.00	2.50%	2,925.00
<b>3490 OTHER CURRENT CHGS &amp; OBLIGATIONS</b>						
3491 Motel/Travel/Per Diem	274.98	6.25%	4,401	379.44	8.62%	4,021.56
3492 Training	-	0.00%	20,621	745.00	3.61%	19,876.00
3493 Administrative/Board	175.00	4.38%	4,000	175.00	4.38%	3,825.00
3494 Administrative/Elections	379.29	0.00%	-	379.29	0.00%	(379.29)
3495 Administrative/Office	-	0.00%	12,925	1,442.39	11.16%	11,482.61
3496 Contingencies	-	0.00%	2,400	-	0.00%	2,400.00
<b>Total Other Current Chgs &amp; Obligations</b>	<b>829.27</b>	<b>1.87%</b>	<b>44,347</b>	<b>3,121.12</b>	<b>7.04%</b>	<b>41,225.88</b>
<b>3500 OFFICE</b>						
3510 Office Supplies	1,922.49	19.22%	10,000	825.43	8.25%	9,174.57
3511 Postage/Freight	1,473.30	12.28%	12,000	1,595.99	13.30%	10,404.01
	<b>3,395.79</b>	<b>15.44%</b>	<b>22,000.00</b>	<b>2,421.42</b>	<b>11.01%</b>	<b>19,578.58</b>
<b>3520 DEPARTMENT SUPPLIES</b>						
3521 Department Supplies	1,964.60	6.55%	30,000	3,184.49	10.61%	26,815.51
3522 Paramedic Supplies	12,566.16	6.61%	190,000	28,777.75	15.15%	161,222.25
3523 Gas/Oil	27,115.33	10.96%	247,410	27,115.33	10.96%	220,294.67
3524 Unifoms	329.43	3.06%	10,761	329.43	3.06%	10,431.57
3525 Propane	3,701.99	49.36%	7,500	5,273.46	70.31%	2,226.54
3526 Computer Supplies	1,014.07	4.81%	21,103	1,914.06	9.07%	19,188.94
3528 Janitorial Supplies	923.94	3.70%	25,000	1,159.27	4.64%	23,840.73
3529 Training Supplies	423.00	14.10%	3,000	423.00	14.10%	2,577.00
3530 Shop Supplies	687.77	17.19%	4,000	687.77	17.19%	3,312.23
3531 Protective Clothing Ensembles	1,562.68	8.68%	18,000	1,628.68	9.05%	16,371.32
<b>Total Department Supplies</b>	<b>50,288.97</b>	<b>125.02%</b>	<b>556,774</b>	<b>70,493.24</b>	<b>12.66%</b>	<b>486,280.76</b>
<b>6600 CAPITAL</b>						
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	33,735.00	421.69%	8,000	33,735.00	421.69%	(25,735.00)
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%	-
<b>Total Capital Outlay</b>	<b>33,735.00</b>	<b>0.00%</b>	<b>19,000</b>	<b>33,735.00</b>	<b>177.55%</b>	<b>(14,735.00)</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>
8000 Bad Debt Expense	-	0.00%	-	-	0.00%	-
8100 CERT Grant Expense	-	0.00%	3,361	-	0.00%	3,361.00
9000 Collection Fees	871.39	17.43%	5,000	871.39	17.43%	4,128.61
<b>9900 UNASSIGNED - OPERATING</b>	<b>-</b>	<b>0.00%</b>	<b>1,727,216</b>	<b>-</b>	<b>0.00%</b>	<b>1,727,216.00</b>
<b>9901 ASSIGNED - CAPITAL</b>	<b>-</b>	<b>0.00%</b>	<b>4,000,000</b>	<b>-</b>	<b>0.00%</b>	<b>4,000,000.00</b>
<b>9902 ASSIGNED - PERSONNEL</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
<b>9904 ASSIGNED - 90-DAY CARRYFORWARD</b>	<b>-</b>	<b>0.00%</b>	<b>3,366,311</b>	<b>-</b>	<b>0.00%</b>	<b>3,366,311.00</b>
<b>9906 ASSIGNED - DISASTER</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>9906 NONSPENDABLE - DUE FROM IMP FEE FUI</b>	<b>-</b>	<b>0.00%</b>	<b>2,523,002</b>	<b>-</b>	<b>0.00%</b>	<b>2,523,002.00</b>
<b>9907 UNASSIGNED - DUE TO GENERAL FUND RI</b>	<b>-</b>	<b>0.00%</b>	<b>(2,523,002)</b>	<b>-</b>	<b>0.00%</b>	<b>(2,523,002.00)</b>
<b>9908 ASSIGNED - ACTUARIAL / OPEB LIAB.</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
<b>Total Operating Expenditures</b>	<b>933,384.23</b>	<b>3.93%</b>	<b>23,745,790.00</b>	<b>1,688,819.81</b>	<b>7.11%</b>	<b>22,056,970.19</b>

**Balance Sheet**

**As of 11/30/2011**

**LEHIGH ACRES FIRE CONTROL DISTRICT (LFD)**

**(GENERAL FUND)**

**CURRENT ASSETS**

101-0100	General Checking Account	\$	469,333.77
101-0101	General M/Mkt Account	\$	11,390,114.03
102-0100	Petty Cash	\$	200.00
115-0098	Accounts Receivable-Insp. Fees-Collections	\$	7,269.72
115-0099	Accounts Receivable/User Fees - Collections	\$	2,294,548.97
115-0100	Accounts Receivable/Users Fees	\$	1,316,561.97
115-0101	Acct. Receivable/Inspections	\$	3,264.69
117-0099	Allowance for Doubtful Accts-Collections	\$	-2,294,548.97
117-0100	Allowance for Doubtful Account	\$	-1,077,200.54
117-0101	Allowance for Doubtful Account - Inspection	\$	-7,269.72
118-0100	Due from Impact Fee Fund	\$	2,523,154.69

**Total CURRENT ASSETS:**

\$ 14,625,428.61

**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:**

\$ 26,822,587.94

**LIABILITIES**

**CURRENT LIABILITIES**

202-0100	Accounts Payable/ Trade	\$	42,314.64
202-0400	Sales Tax Payable	\$	4.38
210-0100	Compensated Absences	\$	774,631.97
216-0100	Accrued Wages Payable	\$	-77.32
216-0101	Workers Compensation Payable	\$	-2.90
216-0102	Social Security/Med. Payable	\$	-35,792.58
216-0103	Federal Withholding Payable	\$	-43,197.09
216-0104	Garnishment/ Child Support	\$	-2,459.07
216-0106	Aflac Insurance - Pre-Tax (Group, etc.)	\$	619.27
216-0107	Aflac Insurance - After Tax	\$	941.32
216-0108	Credit Union	\$	-16,624.03
216-0110	457 Payable/Deferred Comp.	\$	-6,177.21
216-0111	Net OPEB Obligation	\$	483,000.00
216-0112	Retirement Payable - Employee contribution	\$	16,149.98
216-0113	Retirement Payable - Employer contribution	\$	75,336.41

**Total CURRENT LIABILITIES:**

\$ 1,288,667.77

**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:**

\$ 12,228,195.13

**EQUITY**

270-0000	Fund Balance - General Fund	\$	15,081,908.73
270-0000	Retained Earnings-Current Year	\$	-487,515.92

**Total EQUITY:**

\$ 14,594,392.81

\$ 26,822,587.94

**Income Statement**

**For The 2 Periods Ended 11/30/2011**

**LEHIGH ACRES FIRE CONTROL DISTRICT (LFD)**

**(GENERAL FUND)**

		Period to Date	Year to Date
<b>REVENUE</b>			
311-0100	Ad Valorem Taxes	\$ 815,086.99	\$ 815,086.99
334-0100	Grants	\$ 301,674.40	\$ 301,674.40
335-0210	FF Supplemental Compensation	\$ -0.00	\$ 6,200.00
342-0500	Inspection Fees	\$ 1,233.10	\$ 3,766.80
342-0600	Ambulance Billing	\$ 70,565.60	\$ 193,801.32
361-0100	Interest	\$ 917.34	\$ 2,080.28
369-0100	Miscellaneous Income	\$ 6,500.28	\$ 13,478.31
369-0103	Proceeds from Insurance	\$ -0.00	\$ 1,500.00
<b>Total REVENUE:</b>		<b>\$ 1,195,977.71</b>	<b>\$ 1,337,588.10</b>
<b>EXPENSES</b>			
522-1105	Commission Salary	\$ 1,250.00	\$ 2,500.00
522-1110	Administrative Salaries	\$ 38,950.00	\$ 58,370.00
522-1120	Regular Salaries	\$ 527,538.29	\$ 813,724.75
522-1140	Overtime	\$ 13,897.22	\$ 19,680.91
522-1210	Payroll Tax Expense	\$ 43,635.53	\$ 67,322.13
522-1221	Retirement Liability	\$ 270.00	\$ 540.00
522-1222	FRS Contribution - Special Risk	\$ 72,017.50	\$ 108,138.18
522-1223	FRS Contribution - Regular Risk	\$ 1,304.33	\$ 1,956.50
522-1224	FRS Contribution - DROP	\$ 1,903.18	\$ 2,903.10
522-1225	FRS Contribution - Elected Officials	\$ 111.40	\$ 222.80
522-1231	Health Insurance	\$ 0.00	\$ 121,372.75
522-1232	Dental Insurance	\$ 7,856.88	\$ 15,542.88
522-1233	STD / LTD / Life Insurance	\$ 5,709.68	\$ 11,495.20
522-1240	Worker's Compensation	\$ 23,467.51	\$ 117,549.17
522-3311	Property Appraiser	\$ 0.00	\$ 17,953.04
522-3312	Legal Fees	\$ 8,924.61	\$ 5,824.61
522-3313	Medical Director	\$ 4,000.00	\$ 8,000.00
522-3314	Physicals	\$ 0.00	\$ 1,050.75
522-3315	Land Taxes	\$ 2,041.24	\$ 2,041.24
522-3316	Tax Collector's Commission	\$ 17,801.72	\$ 17,801.72
522-3319	Miscellaneous Charges	\$ 566.32	\$ 1,181.80
522-3321	Professional Service Fees	\$ 50.00	\$ 50.00
522-3410	Communications	\$ 9,508.66	\$ 14,432.35
522-3431	Electric	\$ 7,004.71	\$ 16,437.54
522-3432	Water/Sewer/Trash Collection	\$ 1,842.36	\$ 2,738.83
522-3440	Leases	\$ 0.00	\$ 86.77
522-3450	Insurance/ General	\$ 11,897.00	\$ 73,238.15
522-3461	Building Maintenance	\$ 2,991.39	\$ 3,713.92
522-3462	Equipment Maintenance	\$ 3,908.41	\$ 9,432.18
522-3463	Vehicle Maintenance	\$ 31,420.53	\$ 41,090.85
522-3464	Maintenance Contracts	\$ 4,395.34	\$ 21,530.52
522-3466	IT Computer Support	\$ 0.00	\$ 180.00
522-3480	Promotional	\$ 0.00	\$ 75.00
522-3491	Motel/Travel/Per Diem	\$ 274.98	\$ 379.44
522-3492	Training	\$ 0.00	\$ 745.00
522-3493	Administrative/ Board	\$ 175.00	\$ 175.00
522-3495	Administrative/ Office	\$ 379.29	\$ 1,821.68
522-3510	Office Supplies	\$ 1,922.49	\$ 825.43
522-3511	Postage / Freight	\$ 1,473.30	\$ 1,595.99
522-3521	Department Supplies	\$ 1,964.60	\$ 3,184.49
522-3522	Paramedic Supplies	\$ 12,566.16	\$ 28,777.75
522-3523	Gas/Oil	\$ 27,115.33	\$ 27,115.33
522-3524	Uniforms	\$ 329.43	\$ 329.43
522-3525	Propane	\$ 3,701.99	\$ 5,273.46
522-3526	Computer Supplies	\$ 1,014.07	\$ 1,914.06
522-3528	Janitorial Supplies	\$ 923.94	\$ 1,159.27
522-3529	Training Supply	\$ 423.00	\$ 423.00
522-3530	Mechanical Maintenance Supply	\$ 687.77	\$ 687.77
522-3531	Protective Clothing Ensembles	\$ 1,562.68	\$ 1,628.68
522-6643	Computers	\$ 33,735.00	\$ 33,735.00
522-9000	Collection Fees	\$ 871.39	\$ 871.39
<b>Total EXPENSES:</b>		<b>\$ 933,384.23</b>	<b>\$ 1,688,819.81</b>
<b>Net Income (Loss):</b>		<b>\$ 262,593.48</b>	<b>\$ -351,231.71</b>

**Balance Sheet**  
**As of 11/30/2011**  
**LEHIGH ACRES FIRE CONTROL DISTRICT (LFD)**

**(IMPACT FEE FUND)**

**ASSETS**

**CURRENT ASSETS**

101-0102

Impact Fee Account

\$ 14,124.48

**Total CURRENT ASSETS:**

\$ 14,124.48

**Total ASSETS:**

\$ 14,124.48

**LIABILITIES**

**CURRENT LIABILITIES**

217-0100

Due to General Fund

\$ 2,523,154.69

223-0100

Deferred Revenues - Impact Fees

\$ 13,962.88

**Total CURRENT LIABILITIES:**

\$ 2,537,117.57

**EQUITY**

248-0100

Equity/ Impact Fees

\$ -2,522,997.14

270-0000

Retained Earnings-Current Year

\$ 4.05

**Total EQUITY:**

\$ -2,522,993.09

\$ 14,124.48

**Income Statement**  
**For The 2 Periods Ended 11/30/2011**  
**LEHIGH ACRES FIRE CONTROL DISTRICT (LFD)**

**(IMPACT FEE FUND)**

		Period to Date	Year to Date
<b>REVENUE</b>			
361-0101	Interest - Impact Fees	\$ 1.16	\$ 2.30
	<b>Total REVENUE:</b>	<b>1.16</b>	<b>2.30</b>
<b>EXPENSES</b>			
522-6641	Impact Fees	\$ 0.00	\$ 0.00
	<b>Total EXPENSES:</b>	<b>0.00</b>	<b>0.00</b>
	<b>Net Income (Loss):</b>	<b>1.16</b>	<b>2.30</b>

<b>Lehigh Acres Fire Control and Rescue District</b> <b>Cash in the Bank</b> <b>November 30, 2011</b>
---

**Bank Accounts**

**General Checking Bank Account: Interest Rate 0.10% (0.0010 multiplier)**

General Funds	\$	(40,411.79)
User Fee Funds	\$	189,487.40
William Ziegler Memorial Funds	\$	8,002.80
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>\$</b>	<b>170,508.11</b>
Net Money Market Transfers	\$	298,825.66
<b>Total Checking Account after Money Market Transfers:</b>	<b>\$</b>	<b>469,333.77</b>

**Bus Money Market Bank Account: Interest Rate 0.10% (0.0010)**      \$      11,390,114.03

**Impact Fee Bank Account: Interest Rate .10% (0.0010)**      \$      14,124.48

**Total Cash Available:**      **\$ 11,873,572.28**

**Lehigh Acres Fire Control and Rescue District**  
**Lehigh Acres , Florida 33974**  
**Reconciliation of Accounts**  
**November 30, 2011**  
**Page 1**

**GENERAL CHECKING BANK ACCOUNT: (Interest Rate: 0.10% - 0.0010 multiplier)**

Balance	November 1, 2011		\$	375,907.70
				\$ 1,680,595.18
<b><u>Income:</u></b>				
Ad Valorem Taxes:		\$	797,285.27	
Interest:		\$	55.93	
Donations:		\$	-	
Inspection Fees:		\$	1,552.50	
User Fees:		\$	70,565.60	
Grants:		\$	804,780.81	
Sales Tax Payable		\$	-	
William Ziegler Account		\$	-	
Paul J Dube Paramedic Fund		\$	-	
Proceeds from Insurance:			103.19	
Miscellaneous Income:		\$	487.02	
Report Copies:	\$ 127.40			
Credit Card Fees	\$ 15.00			
CPR	\$ 48.00			
Cobra	-			
FF Supplemental Income	-			
Miscellaneous	\$ 296.62			
				\$ 5,764.86
<b><u>Health Insurance:</u></b>				
Bartley	72.33			
Cardoza	290.63			
Jackman	633.55			
Haugh	-			
Kutz	285.02			
Gonzalez	699.51			
Liedtke	-			
Norman	2,550.10			
Pcolar	863.22			
Paquin	370.50			
				\$ (553,276.99)
<b><u>Transfers:</u></b>				
	Net Transfers		\$	(314,253.26)
				\$ (390,437.74)
<b><u>Checks:</u></b>				
Accounts Payable (see accompanying check list):		\$	(306,777.05)	
Ambulance Refunds		\$	-	
Child Support Payment		\$	(7,476.21)	
				\$ (237,034.92)
<b><u>Payroll:</u></b>				
				\$ (91,599.78)
<b><u>Payroll tax deposits:</u></b>				
				\$ (566.32)
<b><u>Retirement Contribution:</u></b>				
				\$ (89.41)
				\$ (476.91)
<b><u>Adjusting entries:</u></b>				
Credit Card Processing Fee			(89.41)	
Account Analysis Fee			(476.91)	
Ending balance :	November 30, 2011		\$	<u>469,333.87</u>

**Lehigh Acres Fire Control and Rescue District**  
**Accounts Payable and Ambulance Refund Check Register**  
**November 30, 2011**

<u>CHECK NUMBER</u>	<u>CHECK DATE</u>	<u>NAME</u>	<u>CHECK AMOUNT</u>
047305	11/1/2011	Aflac	2,105.72
047306	11/1/2011	Continental American Insurance	1,567.62
047307	11/1/2011	***Void Check***	- VOID
047308	11/1/2011	AT&T Mobility	7.82
047309	11/1/2011	Commercial Fitness Products	625.00
047310	11/1/2011	DIRECTV	102.98
047311	11/1/2011	Kunkel Miller & Hament	1,692.21
047312	11/1/2011	Henry MacArty	145.00
047313	11/1/2011	Nationwide Retirement Solution	6,177.21
047314	11/1/2011	Jeffrey Nickell	155.00
047315	11/1/2011	Purchase Power - Pitney Bowes	1,200.00
047316	11/1/2011	Ryan Petroleum	6,446.63
047317	11/1/2011	Safety-Kleen	117.17
047318	11/1/2011	Staples Advantage	370.32
047319	11/1/2011	Suncoast Schools Fed. Cr. Un.	16,991.02
047320	11/1/2011	Lane Temple	125.00
047321	11/7/2011	Comcast	109.42
047322	11/7/2011	Dept. of Economic Opportunity	175.00
047323	11/7/2011	DIRECTV	211.96
047324	11/7/2011	Centurylink	2,740.97
047325	11/7/2011	FedEx	37.44
047326	11/7/2011	FGUA	482.06
047327	11/7/2011	INDEPENDANT PLUMBING & DRAIL	100.00
047328	11/7/2011	Lee County Tax Collector	2,041.24
047329	11/7/2011	Auto Parts of Lehigh Inc.	826.70
047330	11/7/2011	Joseph Lemmons	4,000.00
047331	11/7/2011	Office Depot	2,587.64
047332	11/7/2011	Richard W. Pringle, P.A.	3,100.00
047333	11/7/2011	Professional Adjustment Corp.	871.39
047334	11/7/2011	Reliance Standard Life Ins. Co	7,856.88
047335	11/7/2011	Ryan Petroleum	11,024.52
047336	11/7/2011	Sovereign Medical, LLC	2,986.00
047337	11/7/2011	Ten-8 Fire Equipment Inc.	23,966.84
047338	11/15/2011	ACS Firehouse Software	33,735.00
047339	11/15/2011	AmeriGas - Imokalee	3,645.02
047340	11/15/2011	CLIA Laboratory Program	150.00
047341	11/15/2011	Cobra Control Services	50.00
047342	11/15/2011	CenturyLink Communications Inc	4,402.20
047343	11/15/2011	Centurylink	320.30
047344	11/15/2011	FGUA	463.83
047345	11/15/2011	LCEC	653.51
047346	11/15/2011	Nationwide Retirement Solution	6,177.21
047347	11/15/2011	Sam's Club	74.64
047348	11/15/2011	Suncoast Schools Fed. Cr. Un.	16,991.02
047349	11/15/2011	SW Florida Prof. Firefighters	5,536.18
047350	11/15/2011	VERIZON WIRELESS MESSAGING	615.10
047351	11/21/2011	Aflac	2,105.72
047352	11/21/2011	Centurylink	61.65
047353	11/21/2011	LCEC	6,351.20
047354	11/21/2011	Preferred Governmental	23,470.41

**Lehigh Acres Fire Control and Rescue District  
Accounts Payable and Ambulance Refund Check Register  
November 30, 2011**

<u>CHECK NUMBER</u>	<u>CHECK DATE</u>	<u>NAME</u>	<u>CHECK AMOUNT</u>
047355	11/29/2011	AT&T Mobility	7.47
047356	11/29/2011	Bouchard Insurance	11,897.00
047357	11/29/2011	Comcast	109.42
047358	11/29/2011	DIRECTV	102.98
047359	11/29/2011	Centurylink	1.31
047360	11/29/2011	Florida Fire Systems, LLC	120.00
047361	11/29/2011	Richard King	3.00
047362	11/29/2011	Kunkel Miller & Hament	4,132.40
047363	11/29/2011	Nationwide Retirement Solution	6,177.21
047364	11/29/2011	Pat's Locksmith & Window Works	9.00
047365	11/29/2011	Ryan Petroleum	9,383.97
047366	11/29/2011	Standard Insurance Company	5,709.68
047367	11/29/2011	Suncoast Schools Fed. Cr. Un.	16,624.03
047368	11/29/2011	VERIZON WIRELESS MESSAGING	715.08
<b>REPORT TOTAL</b>			<b>260,742.30</b>

**LEHIGH ACRES FIRE CONTROL & RESCUE DISTRICT**  
**BANK RECONCILIATION**  
**SUNTRUST BANK**  
**Bus Money Market Performance Account: #6318**  
**Interest Rate: 0.10% (0.0010 multiplier)**

Balance per bank statement:	<b>November 30, 2011</b>		\$	11,390,114.03
Plus: Deposits in Transit			\$	-
Less: Outstanding Transfer			\$	-
<b>Adjusted bank balance:</b>	<b>November 30, 2011</b>		<b>\$</b>	<b><u>11,390,114.03</u></b>
Balance per general ledger:	November 1, 2011		\$	10,835,975.53
Deposits:			\$	-
Money Market Transfers:				1,084,780.53
Money Market Transfers In:	From General Checking	\$	1,084,780.53	
	From Impact Fee	\$	-	
Money Market Transfers Out:	To General Checking	\$	(531,503.54)	\$ (531,503.54)
	To Impact Fee	\$	-	\$ -
Interest:				861.51
Payments:				
<b>Ending balance per G/L:</b>	<b>November 30, 2011</b>		<b>\$</b>	<b><u>11,390,114.03</u></b>

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

**Interest Rate: 0.10% (0.0010 multiplier)**

Balance per bank statement:	<b>November 30, 2011</b>	\$ 14,124.48
Plus: Deposits in Transit		-
Less: Outstanding Transfers		-
<b>Adjusted bank balance:</b>	<b>November 30, 2011</b>	<b><u>\$ 14,124.48</u></b>
Balance per general ledger:	November 1, 2011	\$ 14,123.32
Deposits:		\$ -
Transfer out to Money Market Account		\$ -
General Fund (Refund) Payment		\$ -
Interest:		\$ 1.16
<b>Ending balance per G/L:</b>	<b>November 30, 2011</b>	<b><u>\$ 14,124.48</u></b>

<b>Lehigh Acres Fire Control and Rescue District</b> <b>Ambulance User Fees Billed &amp; Outstanding</b> <b>November 30, 2011</b>
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**Net A/R - User Fees / Collections @ 10/31/11**      \$                      **239,361.43**

**NOVEMBER ACTIVITY**

A/R - User Fees	\$	1,316,561.97
Allowance - User Fees	\$	(1,077,200.54)

A/R - Collection Accounts	\$	2,294,548.97
Allowance - Collection Accounts	\$	(2,294,548.97)

**(Adjusted) Net A/R - User Fees / Collections @ 11/30/11**      \$                      **239,361.43**

**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	\$ 70,565.60	\$ 189,487.40	\$ 1,136,924.40	(\$189,487.40 x 12/2)
11-Dec				
12-Jan				
12-Feb				
12-Mar				
12-Apr				
12-May				
12-Jun				
12-Jul				
12-Aug				
12-Sep				

<b>Monthly Average</b>	<b>\$ 94,743.70</b>
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**EXECUTIVE SUMMARY  
ACTION REQUIRED  
December 2011- 1**

**Recommending the Board of Fire Commissioners approve the presented SOP 100.15 – Standard Operating Policy on *Family and Medical Leave***

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**Board Meeting Date: December 27, 2011**

**Submitted by: Ken Bennett, Assistant Chief of Administration**

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**OBJECTIVE:** To provide a policy that will address the expectations of the employer and the employees regarding compliance with the Family and Medical Leave Act (FMLA).

**CONSIDERATIONS:** Attached is the proposed policy for review and consideration. The submitted policy's only changes over the existing policy is formatting changes. Language remains unchanged from the previous document.

Due to the size of our organization, a work place safety policy is required by the State Fire Marshal's Office.

**FISCAL IMPACT:** No fiscal impact is expected. The policy will maintained and available to each District employee on the Shared Drive (S-Drive).

**RECOMMENDATION:** Approve presented Standard Operating Policy (SOP – 100.15 Family and Medical Leave Policy) under the Consent Agenda, unless comments/questions are required of staff.

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**Family and Medical Leave**

**Date Issued: January 1, 2012  
Date Last Revised: February 2, 2010  
Revision Number: 1  
Total Pages: 8**

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**Purpose and Coverage**

Lehigh Acres Fire Control and Rescue District (the "District") provides family and medical leaves of absence to eligible employees in certain circumstances in accordance with the Family and Medical Leave Act of 1993 (FMLA) and applicable DOL regulations. FMLA leave, as well as leaves for family and medical reasons for employees not eligible for FMLA leave, are provided according to the following terms.

This policy is intended to cover all employees of the District including employees covered by the District's Collective Bargaining Agreements. To the extent that any provision of this policy is in conflict or at variance with any Article of the District's Collective Bargaining Agreements, the Collective Bargaining Agreements shall govern.

**100.15.1. FMLA Eligibility**

If you have worked for the District a minimum of twelve (12) months (which need not be consecutive), and have provided the District with at least 1,250 hours of service during the twelve (12) month period preceding the commencement of your FMLA leave, then you are eligible for leave under the FMLA.

**100.15.2. Amount of Leave (FMLA)**

**12 Weeks**

If you are a FMLA-eligible employee, you are normally entitled to twelve (12) weeks of FMLA unpaid leave during each applicable twelve (12) month period.

**26 Weeks**

One exception to this twelve (12) week entitlement is if you are taking leave pursuant to the Military Caregiver Leave provisions of the FMLA. In that case, an eligible employee is entitled to take a *total* of twenty-six (26) weeks of FMLA unpaid leave during a single 12-month period. However, no more than twelve (12) weeks of this combined total of twenty-six (26) weeks can be for non Military Caregiver Leave.

## Spouses Employed by the District

Additionally, spouses who are both employed by the District are entitled to a combined total of twelve (12) weeks of leave (rather than twelve (12) weeks each) for the birth of a child, the placement of a child with the employees for adoption or foster care, or the care of a parent with a "serious health condition." This duplicate exception does not apply to leave for the employee's own "serious health condition" or the "serious health condition" of a spouse or child. In such cases, the wife is entitled to twelve (12) weeks and the husband is entitled to twelve (12) weeks. Likewise, if spouses, who are both employed by the District and are both eligible for FMLA leave, require Military Caregiver Leave, they are entitled to a combined total of twenty-six (26) weeks of leave (rather than twenty-six (26) weeks each) for the birth of a child, the placement of a child with the employees for adoption or foster care, the care of a parent with a "serious health condition", or to care for a covered servicemember with a serious injury or illness.

## Work-Related Injury

Employees who sustain a work-related injury shall be entitled to paid leave up to a maximum of six (6) months.

### **100.15.3. Non- FMLA Leave Eligibility and Amount of Leave**

If you are not FMLA-eligible, but you have worked for the District a minimum of ninety (90) days and have provided the District with at least 300 hours of service during the three (3) month period preceding the commencement of your non-FMLA leave, you may, at the discretion of the Fire Chief, be entitled to six (6) weeks of unpaid family and medical leave. If you are FMLA-eligible, but you have exhausted your annual FMLA leave entitlement, you are not eligible for this non-FMLA leave.

### **100.15.4. Determining Amount of Leave Available (FMLA)**

In determining the leave available to a FMLA eligible employee, a "rolling" twelve (12) month period measured backwards from the date an employee's FMLA leave would begin, will be utilized. The total FMLA leave used by an employee during the prior twelve (12) months is deducted from his or her twelve (12) week allotment. The employee may then use the remaining FMLA leave.

The exception to this method of measuring the amount of leave available to an eligible employee is when FMLA leave is taken to care for a covered servicemember (Military Caregiver Leave). For this type of leave, the applicable period is a single 12-month period, which begins on the first day the eligible employee takes Military Caregiver Leave and ends 12 months after that date.

#### **100.15.5. Determining Amount of Leave Available (Non-FMLA)**

In determining the leave available to a non-FMLA eligible employee, a "rolling" twelve (12) month period measured backwards from the date an employee's non-FMLA leave would begin, will be utilized.

#### **100.15.6. Purposes for Which Leave Can Be Taken**

Eligible employees may take FMLA or non-FMLA leave for the following reasons:

1. the birth of a child, and to care for the newborn;
2. the placement of a child with you for adoption or foster care;
3. to provide care for your child, spouse, or parent who has a "serious health condition;"
4. your own "serious health condition" which renders you unable to perform any one of the essential functions of your job. (Job-related (workers' comp) injuries and illnesses, and pregnancy-related conditions, that render you unable to perform an essential function of your job will normally constitute a "serious health condition");
5. to care for your child, spouse, parent or next of kin who is a covered servicemember.<sup>1</sup> (This type of leave is known as Military Caregiver Leave.); or
6. for a "qualifying exigency" arising out of the fact that your child, spouse or parent is on covered active duty or called to covered active duty status.

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<sup>1</sup> A covered servicemember is:

(A) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

(b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

Examples of a "qualifying exigency" include: (1) short term deployment, (2) military events, (3) childcare-school related activities, (4) financial and legal arrangements, (5) counseling, (6) rest and recuperation, (7) post-deployment activities, and (8) other activities as are agreed upon by the District and employee.

#### **100.15.7. Notification of Need for Leave**

You must provide the District with thirty (30) days advance written notice of your need for FMLA or non-FMLA leave when the need for leave is foreseeable. If emergency conditions prevent such notice, you must notify the District's Administration as soon as is practicable (i.e., within one (1) or two (2) business days of learning of your need for leave, if feasible). For leave taken on the basis of planned medical treatment, the employee should seek to schedule the treatment so as to avoid unduly disrupting the operations of the District.

Notice of the need for leave should be made to the District through FMLA forms which are available from the District's Administration. The relevant forms should be completed in detail, signed by you, and then submitted to the District's Administration for proper approval and forwarding to the appropriate management personnel.

#### **100.15.8. Required Certification for Leave Requests**

Health care provider certification of your serious health condition or that you are needed to care for a covered family member with a serious health condition is required. You must obtain the certification from a responsible health care provider and make it available to the District's Administration within fifteen (15) days after being advised by the District in writing. Health care provider certification forms are available from the District's Administration and will be provided for your use. Additionally, if you are taking leave because of a qualifying exigency or to care for a covered servicemember, you may also be required to submit certification.

#### **100.15.9. Intermittent Leave/ Reduced Hours**

If medically necessary, in the case of your own "serious health condition" or that of your spouse, child, or parent you may take FMLA leave intermittently (e.g., one (1) week per month) or on a reduced hour schedule [e.g., four (4) hours per day].

Additionally, if necessary, leave taken due to a qualifying exigency may be taken on an intermittent or reduced hour schedule. When your leave is taken for other non-medical reasons (e.g., placement of a child with you for adoption or for foster care), you may take leave intermittently or on a reduced hours schedule only if the District agrees to such arrangement.

If your FMLA leave is unpaid, the District will adjust your compensation based on the hours you take as intermittent or reduced hours leave within a workweek.

If you request intermittent leave or reduced hours status, the District may temporarily transfer you to another position of equivalent pay and benefits in order to better accommodate your recurring periods of absence.

In the case of non-FMLA leave, the District reserves its discretion to permit such leave to be taken intermittently or in a reduced manner.

#### **100.15.10. Use of Paid Leave**

If you are entitled to any paid time off, such as vacation, ~~or~~ sick leave, or personal days, then you must use your accumulated time off benefit as part of your FMLA or non-FMLA leave, except if you are on workers' compensation leave or collecting short term disability benefits. Using your paid leave benefits does not add to the total length of your FMLA or non-FMLA leave entitlement. Upon exhausting all available and applicable paid leave, in accordance with District policies, long-term disability insurance, if applicable, and any benefits pursuant to an applicable Collective Bargaining Agreement, the remainder of an employee's FMLA or non-FMLA leave time will be unpaid.

#### **100.15.11. Employee Benefits and Payments**

During approved FMLA and non-FMLA leave, your group health insurance benefits paid for by the District will continue to the same extent they existed prior to the leave, if you continue to pay your customary portions of the monthly premiums for your coverage and for any coverage of your dependents. If Paid Leave is substituted for unpaid leave, the District will deduct your portion of the premiums as a regular payroll deduction. If, on the other hand, the leave is unpaid, you must pay your portion of the premiums by making arrangements with the District's Administration, which will advise you of the payment due dates.

Your failure to timely pay your portion of the insurance premiums or to timely pay for dependent coverage may result in the termination of coverage. If the District decides to pay your portion of the insurance premium for the duration of your leave, such payments may be recovered by the District from you through payroll deductions upon your return to work.

If you elect not to return to work upon completion of approved leave, under most circumstances, the District may recover from you the cost of any payments made to maintain your benefit coverage, unless your failure to return to work is due to the continuation of a "serious health condition" or a "serious illness or injury" of a covered servicemember which would otherwise entitle you to leave or is for reasons beyond your control.

If any insurance coverage lapses due to your nonpayment during a FMLA leave or non-FMLA leave, coverage will be fully and completely reinstated when you return to work, provided you resume paying the required premiums (and you return on or before the end of the time permitted under this policy). If your payment is more than thirty (30) days late, the District will

send you a letter notifying you of such fact. If the District does not receive your payment within fifteen (15) days thereafter, your coverage may cease.

#### **100.15.12. Periodic Reports to the District**

You may, if requested by the District, need to report periodically on your status and intent to return to work during the leave period. If you take leave because of your own "serious health condition", to care for a covered family member with a "serious health condition," contact the District's Administration regarding the status of the medical condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two (2) business days, if feasible) if the dates of your leave change, are extended, or initially are unknown.

The District may also require you to provide subsequent medical recertification during your leave. Failure to provide requested certification within fifteen (15) days, if practicable, may result in delay of further leave until it is provided.

#### **100.15.13. Return to Work After Serious Health Condition**

If you take leave because of your own "serious health condition," you must provide medical certification that you are able to resume work before you return. However, if your leave was taken on an intermittent basis, then you will only be required to provide medical certification if reasonable safety concerns exist. Obtain return to work medical certification forms from the District's Administration. Employees failing to complete the return to work medical certification form will not be permitted to resume work until it is provided.

#### **100.15.14. Job Restoration/Separation From Employment (FMLA)**

Employees granted FMLA leave may, subject to the District's sole discretion be returned to the same job position they held prior to the leave or to another position, except in the case where the employee has exhausted his or her FMLA leave entitlement and is still unable to return to work. In the event an employee has exhausted his or her FMLA leave entitlement (including any paid time off entitlement, if applicable, in accordance with District policies and any applicable Collective Bargaining Agreement) and cannot return to work, the employee will be separated from the District's employment and provided a COBRA notice (if applicable) to afford the employee the opportunity to elect continuation of health insurance coverage. The District's policy on separation upon exhaustion of FMLA leave (including any paid time off entitlement, if applicable) applies to all types of FMLA leaves, including but not limited to an employee's own medical leave, whether or not it is a workers' compensation qualifying leave.

**100.15.15. Job Restoration/Separation From Employment (Non-FMLA)**

Employees granted non-FMLA leave may, subject to the District's sole discretion, be returned to the same job position they held prior to the leave or to another position, except in the case where the employee has exhausted his or her non-FMLA leave six (6) week entitlement and is still unable to return to work. In the event an employee has exhausted his or her non-FMLA leave entitlement (including any paid time off entitlement, if applicable, in accordance with District policies and any applicable Collective Bargaining Agreement) and cannot return to work, the employee will be separated from the District's employment and provided a COBRA notice (if applicable) to afford the employee the opportunity to elect continuation of health insurance coverage. The District's policy on separation upon exhaustion of non-FMLA leave (including any paid time off entitlement, if applicable) applies to all types of non-FMLA leaves, including but not limited to an employee's own medical leave, whether or not it is a workers' compensation qualifying leave.

**100.15.16. Disputes Regarding Health Care Provider**

If there is a dispute about the medical opinion provided by your health care provider, the District may require a second opinion by a health care provider of its choice, at its expense. If a third opinion is necessary, a third health care provider may be selected, also at the District's expense. This third health care provider must be agreed upon by both you and the District and may not be employed on a regular basis by the District.

**100.15.17. Light Duty Assignments**

The District, at the Chief's discretion, taking into account the facts and circumstances of the particular case, including the needs of the District, may offer temporary light duty assignments (LDA) for eligible and qualified employees who have been restricted by their health care provider due to on-the-job injury. Each such LDA will last not more than three (3) months, unless additional LDA, up to a maximum of three (3) additional months, is provided at the discretion of the Fire Chief. If the employee is still unable to perform all the duties of his/her regular position at the end of the LDA, he/she may be placed on workers' compensation leave, if applicable, or other applicable FMLA leave, depending on the circumstances at the time. A physician may be asked to reevaluate the status of an employee on workers' compensation leave, or in a LDA every 30 days. Employees in a LDA may be assigned to any department and on any shift in accordance with applicable District policies and Collective Bargaining Agreements. Employees in a LDA are bound by the same work conditions and requirements as any other employee. Only employees capable of performing all of the essential job functions of the LDA will be considered for that position. Employees in a LDA will be paid for the assigned hours actually worked.

If the employee is eligible for FMLA leave, and is offered a LDA with duties he/she is able to perform, he/she may choose to exercise their right to take FMLA leave instead of returning to work in the LDA. However, in workers' comp covered cases, such employees may lose their temporary (wage loss) workers' compensation benefits because they declined available work. An employee with a workers' compensation injury who reaches maximum medical improvement (MMI) will no longer be considered for LDA.

The period of time employed in a LDA will not count against the employee's FMLA leave entitlement or an employee's right to job restoration. However, the right of a FMLA eligible employee, who is performing LDA, to restoration to the same or an equivalent position to the position previously held terminates upon the expiration of the 12-month period used to determine the amount of available FMLA leave.

Employees on workers' compensation leave who are not eligible under the FMLA may be offered a LDA at the sole discretion of the District. In such a case, if a LDA is offered, an employee's failure or refusal to accept the position will be deemed to be a voluntary resignation. However, an employee may use any accrued but unused paid time off if a LDA ends or if no LDA has been offered, or in lieu of taking a LDA. In a non-FMLA situation, any time spent in a LDA will be designated as non-FMLA leave for those non-FMLA eligible employees (*i.e.*, who are not eligible for FMLA leave). In other words, if applicable, non-FMLA leave will run concurrently with any LDA.

**EXECUTIVE SUMMARY  
ACTION REQUIRED  
December 2011- 2**

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**BOARD MEETING DATE:** December 27, 2011

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

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**PURPOSE AND EXPLANATION**

**OBJECTIVE:** The Board is requested to approve the removal of the 1993 Ford Econoline E150 van (currently at Station 102) from the fixed asset inventory.

**CONSIDERATIONS:** Various regulatory agencies (Florida Auditor General, Florida Statutes, etc.) require capital disposals to be approved by the Board. Staff prepares summaries for the Board's approval based on instances where capital items are to be sold, scrapped, etc.

The van was previously utilized by the PEIO (Public Education Information Officer) for public education. The Board had previously discussed the donation of the van to a governmental entity. The Florida Forestry Service (formerly Florida Division of Forestry) has requested the donation of the van. The van is currently ready for donation (i.e. LAFD stickers, etc. are currently removed). The Kelley Blue Book value of the van is \$1,700.00.

**FISCAL IMPACT:**

**Original Cost (of Assets) - \$15,653.90 (purchased/in-service 1/22/93)**

**Accumulated Depreciation - \$(15,653.90) – fully depreciated**

**Proceeds – \$0 (donation)**

**Net Loss/(Gain) - \$0**

**Mileage – 90,021**

The District will save approximately \$681 in annual insurance premiums on the vehicle.\*

\*\$681.00 represents the FY 2010/2011 insurance premium estimate on the vehicle.

**EXECUTIVE SUMMARY  
ACTION REQUIRED  
December 2011- 3**

**This item was tabled until the December 27, 2011, meeting to discuss if the CERT program should be organized under Section 501(c)3 of the US Internal Revenue Code.**

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**BOARD MEETING DATE:** December 27, 2011

**SUBMITTED BY:** Commissioner Adams

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**PURPOSE AND EXPLANATION**

**OBJECTIVE:** To organize the CERT program under Section 501(c)(3), which is a portion of the US Internal Revenue Code that allows for federal tax exemption of nonprofit organizations, specifically those that are considered public charities, private foundations or private operating foundations. It is regulated and administered by the US.

**CONSIDERATIONS:** In order to qualify for 501(c)(3) status, an entity must be organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition, or for the prevention of cruelty to children or animals.

**FISCAL IMPACT:** Legal fees to apply to the IRS for recognition by filing Form 1023, Application for Recognition of Tax Exemption. The application is a thorough examination of the organization's structure, governance and programs.

**BACKUP MATERIAL:** Provisions Unique to 501(c)(3).

One of the most distinct provisions unique to Section 501(c)(3) organizations as compared with other tax exempt entities is the tax deductibility of donations. 26 U.S.C. § 170, provides a deduction, for federal income tax purposes, for some donors who make charitable contributions to most types of 501(c)(3) organizations.

Other unique provisions tend to vary by state. Like federal law, most states allow for deductibility for state income tax purposes. Also, many states allow 501(c)(3) organizations to be exempt from sales tax on purchases, as well as exemption from property taxes. Special nonprofit, bulk rate postage discounts are available from the Post Office to qualifying organizations.

### ***Categories of 501(c)(3) Organizations***

501(c)(3) organizations fall into one of three primary categories: public charities, private foundations, and private operating foundations.

A public charity is generally defined by the IRS as "not a private foundation". It receives a substantial portion of its revenue from the general public or from government. In order to remain a public charity (and not a private foundation), a 501(c)(3) must obtain at least 1/3 of its donated revenue from a fairly broad base of public support. Public support can be from individuals, companies and/or other public charities. Donations to public charities can be tax deductible to the individual donor up to 50% of the donor's income. Corporate limits are generally 10%. In addition, public charities must maintain a governing body that is mostly made up of unrelated individuals. Public charities are what most people recognize as those organizations with active programs. Examples include churches, benevolence organizations, animal welfare agencies, educational organizations, etc.

A private foundation is often referred to as a non-operating foundation, as in it typically does not have active programs. Revenue may come from a relatively small number of donors, even single donors. Private foundations are usually thought of as nonprofits which support the work of public charities through grants, though that is not always the case. Donations to private foundations can be tax deductible to the individual donor up to 30% of the donor's income. Governance of a private foundation can be much more closely held than in a public charity. A family foundation is an example of a private foundation.

The third category is the least common: private operating foundation. These organizations often maintain active programs similar to public charities, but may have attributes (such as close governance) similar to a foundation. As such, private operating foundations are often considered hybrids. Most of the earnings must go to the conduct of programs. Donation deductibility is similar to a public charity.

### ***Restrictions on Activities***

501(c)(3) organizations are highly regulated entities. Strict rules apply to both the activities and the governance of these organizations. No part of the activities or the net earnings can unfairly benefit any director, officer, or any private individual, and no officer or private individual can share in the distribution of any of the corporate assets in the event the organization shuts down.

***Reference:*** Foundation Group. (2011, September). *What is a 501(c)3?* Retrieved from <http://www.501c3.org/start-a-nonprofit/what-is-a-501c3.html>

**EXECUTIVE SUMMARY  
ACTION REQUIRED  
December 2011- 4**

**Due to the sudden unexpected death of Commissioner Kevin Shea the Board of Commissioners Manual Under, Section I, postulates should a Commissioner fail to complete his or her term for any reason, the remaining members of the governing Board may fill the vacancy in accordance with Florida law.**

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**BOARD MEETING DATE:** December 27, 2011

**SUBMITTED BY:** Donald R. Adams, Sr., Ed.D.

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**PURPOSE AND EXPLANATION**

**OBJECTIVE:** To determine if the Board wishes to fill the vacancy in accordance with Florida law.

**CONSIDERATIONS:** To request resumes of qualified individuals so the governing Board may fill the vacancy in accordance with Florida law.

**FISCAL IMPACT:** Legal fees that may be involved with the notification and documentation of possibly filling the vacancy.

**BACKUP MATERIAL:** Board of Commissioners Manual, Section 1, under Composition of the Board

This Board consists of five (5) Commissioners, duly elected by the registered voters of the Lehigh Acres Fire Control and Rescue District. Such elections shall be held at the time and in the manner prescribed by law for holding general elections in accordance with Florida Statute 191.005 and each member shall be elected for a term of four (4) years and serve until the member's successor assumes office.

The office of each member of the board is designed as being a seat on the board, distinguished from each of the other seats by a numeral; 1, 2, 3, 4, or 5.

Elections for seats will be on even numbered years, with elections for board seats number 1, number 3 and number 4 to be held in the general election in November of the next even numbered year; and elections for board seats number 2, and number 5 to be held in the general election in November of the subsequent even numbered year.

Each member of the board must be a qualified elector at the time he or she qualified for a seat, and continually throughout his or her term.

Each elected member of the board shall assume office 10 days following the member's election.

Should a Commissioner fail to complete his or her term for any reason, the remaining members of the governing Board may fill the vacancy in accordance with Florida law.

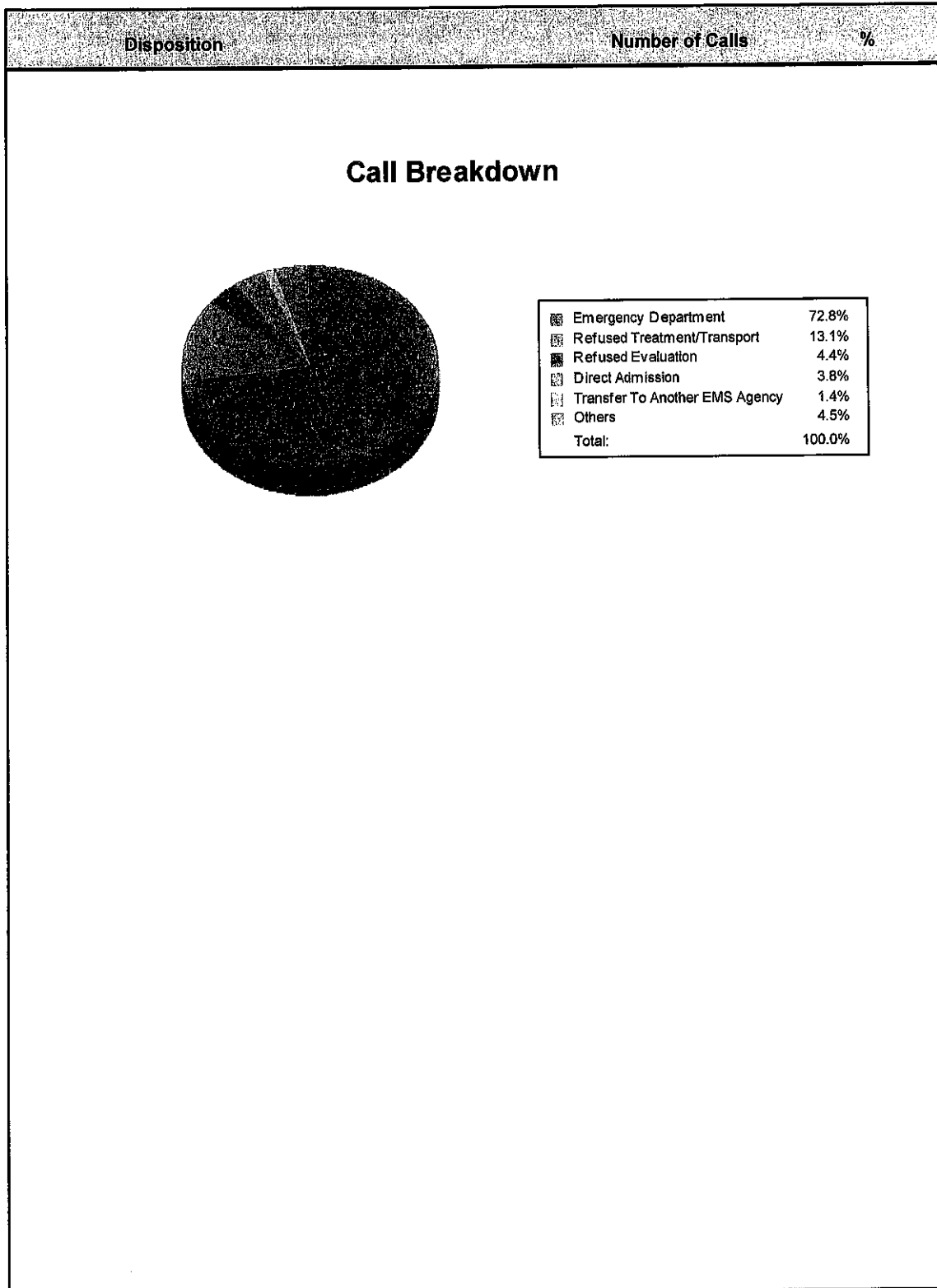
# Disposition

(Summary)

Date Range: 11/1/2011 to 11/30/2011

Disposition	Number of Calls	%
<b>Non-Transport</b>		
Assist Other Agency	2	0.35
Citizen Assist	1	0.17
DOA	6	1.05
Evaluation Only	4	0.70
No Medical Problem	4	0.70
POV	2	0.35
Pronouncement of Death	1	0.17
Public Assist	1	0.17
Refused Evaluation	25	4.36
Refused Treatment/Transport	75	13.07
Transfer To Another EMS Agency	8	1.39
Treated and Refused Transport	4	0.70
<b>Transport</b>		
Direct Admission	22	3.83
Emergency Department	418	72.82
Extended Care Facility	1	0.17
<b>SYSTEM TOTAL</b>	<b>574</b>	<b>100%</b>

34



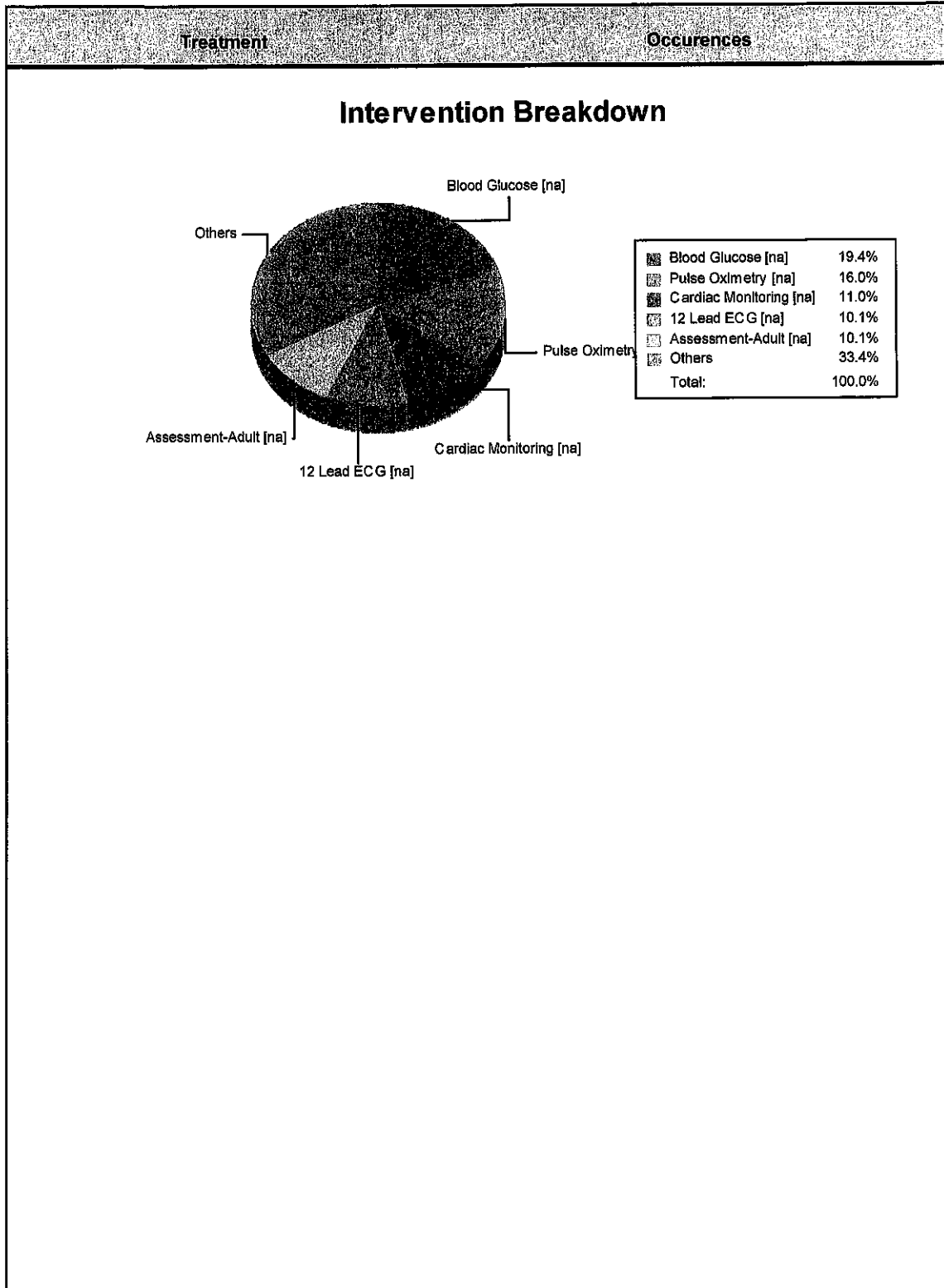
# Treatment Type

(Summary)

Date Range: 11/1/2011 to 11/30/2011

Treatment	Occurrences
	0
12 Lead ECG [na]	118
Airway - BVM [O2]	3
Airway - CPAP [na]	2
Airway - King Tube [na]	2
Airway - Nebulizer Treatment [na]	1
Airway - Oral (OPA) [na]	1
Assessment-Adult [na]	118
Assessment-Pediatric [na]	10
Backboard (Long) [na]	31
Bleeding Control [na]	13
Blood Glucose [na]	227
C-Collar / Cervical Immobilization [na]	21
Capnography [na]	4
Cardiac Monitoring [na]	129
Cardiac Pacing-External [na]	1
Cervical Collar [na]	3
CPR [nm]	3
ECG - 3 lead [na]	9
ECG 4-lead [na]	116
Fluid Challenge / Volume Replacement [n	3
HID [na]	15
KED [na]	1
Manual Immobilization [na]	7
Occlusive Dressing [na]	2
Orthostatic - Blood Pressure Management	2
Pain Measurement [na]	46
Pulse Oximetry [na]	187
Spinal Immobilization [na]	22
Splint / Traction Splint [na]	1
Splinting-Basic [na]	5
Straps [na]	15
Temperature Measurement [na]	45
Wound Care [na]	6
<b>SYSTEM TOTAL</b>	<b>1,169</b>

Date Range: 11/1/2011 to 11/30/2011



# Transports by Destination

(Summary)

Date Range: 11/1/2011 to 11/30/2011

Destination	Transports	%
GCH	138	31%
LMH	30	7%
LMHP	43	10%
LRMC	230	52%
<b>SYSTEM TOTAL</b>	<b>TOTAL TRANSPORTS: 441</b>	<b>100%</b>

# Nature of Call at Scene

(Summary)

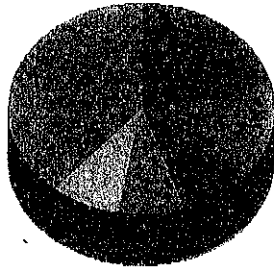
Date Range: 11/1/2011 to 11/30/2011

NOC	Calls	% of Total Calls
Abdominal Pain	47	8.26%
Allergies	4	0.70%
Animal Bite	2	0.35%
Assault	16	2.81%
Back Pain	9	1.58%
Breathing Problem	47	8.26%
Cardiac Arrest	6	1.05%
Chest Pain	46	8.08%
Choking	5	0.88%
CO Poisoning/Hazmat	1	0.18%
Convulsions/Seizure	24	4.22%
Diabetic Problem	15	2.64%
Dizziness	6	1.05%
Drowning	1	0.18%
Fall Victim	31	5.45%
Headache	4	0.70%
Heart Problems	7	1.23%
Heat/Cold Exposure	1	0.18%
Hemorrhage/Laceration	5	0.88%
Ingestion/Poisoning	9	1.58%
Pregnancy/Childbirth	5	0.88%
Psychiatric Problem	15	2.64%
Sick person	128	22.50%
Stab/Gunshot Wound	1	0.18%
Stroke/CVA	6	1.05%
Traffic Accident	79	13.88%
Transfer/Interfacility/Palitive Care	2	0.35%
Traumatic Injury	29	5.10%
Unconscious/Fainting	14	2.46%
Unknown Problem Man Down	4	0.70%
<b>SYSTEM TOTAL</b>	<b>569</b>	<b>100%</b>

39

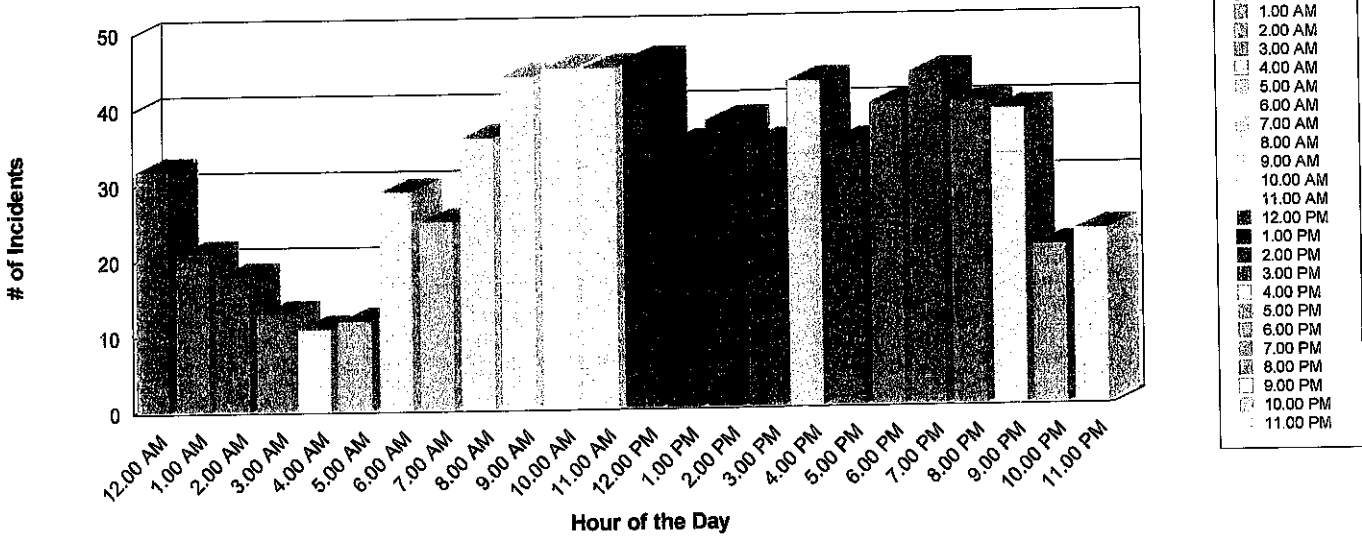
NOC	Calls	% of Total Calls
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## Call Breakdown



Sick person	22.5%
Traffic Accident	13.9%
Abdominal Pain	8.3%
Breathing Problem	8.3%
Chest Pain	8.1%
Others	39.0%
Total:	100.0%

## Incident Totals by Hour



**Hour of the Day: 12.00 AM**

Total # of Incidents: 32                      % of Total Incidents: 4.16%

**Hour of the Day: 1.00 AM**

Total # of Incidents: 21                      % of Total Incidents: 2.73%

**Hour of the Day: 2.00 AM**

Total # of Incidents: 18                      % of Total Incidents: 2.34%

**Hour of the Day: 3.00 AM**

Total # of Incidents: 13                      % of Total Incidents: 1.69%

**Hour of the Day: 4.00 AM**

Total # of Incidents: 11                      % of Total Incidents: 1.43%

**Hour of the Day: 5.00 AM**

Total # of Incidents: 12                      % of Total Incidents: 1.56%

**Hour of the Day: 6.00 AM**

Total # of Incidents: 29                      % of Total Incidents: 3.77%

**Hour of the Day: 7.00 AM**

Total # of Incidents: 25                      % of Total Incidents: 3.25%

**Hour of the Day: 8.00 AM**

Total # of Incidents: 36                      % of Total Incidents: 4.68%

**Hour of the Day: 9.00 AM**

Total # of Incidents: 44                      % of Total Incidents: 5.71%

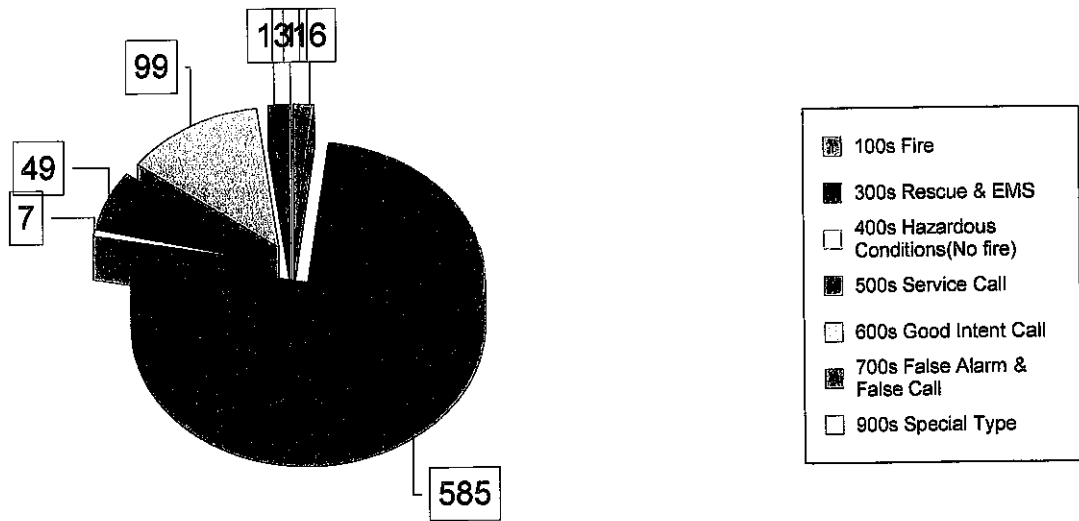
**Hour of the Day: 10.00 AM**

Total # of Incidents: 45                      % of Total Incidents: 5.84%

**Hour of the Day: 11.00 AM**

Total # of Incidents: 45                      % of Total Incidents: 5.84%

<b>Hour of the Day: 12.00 PM</b>			
Total # of Incidents:	<b>46</b>	% of Total Incidents:	<b>5.97%</b>
<b>Hour of the Day: 1.00 PM</b>			
Total # of Incidents:	<b>35</b>	% of Total Incidents:	<b>4.55%</b>
<b>Hour of the Day: 2.00 PM</b>			
Total # of Incidents:	<b>38</b>	% of Total Incidents:	<b>4.94%</b>
<b>Hour of the Day: 3.00 PM</b>			
Total # of Incidents:	<b>35</b>	% of Total Incidents:	<b>4.55%</b>
<b>Hour of the Day: 4.00 PM</b>			
Total # of Incidents:	<b>43</b>	% of Total Incidents:	<b>5.58%</b>
<b>Hour of the Day: 5.00 PM</b>			
Total # of Incidents:	<b>35</b>	% of Total Incidents:	<b>4.55%</b>
<b>Hour of the Day: 6.00 PM</b>			
Total # of Incidents:	<b>40</b>	% of Total Incidents:	<b>5.19%</b>
<b>Hour of the Day: 7.00 PM</b>			
Total # of Incidents:	<b>44</b>	% of Total Incidents:	<b>5.71%</b>
<b>Hour of the Day: 8.00 PM</b>			
Total # of Incidents:	<b>40</b>	% of Total Incidents:	<b>5.19%</b>
<b>Hour of the Day: 9.00 PM</b>			
Total # of Incidents:	<b>39</b>	% of Total Incidents:	<b>5.06%</b>
<b>Hour of the Day: 10.00 PM</b>			
Total # of Incidents:	<b>21</b>	% of Total Incidents:	<b>2.73%</b>
<b>Hour of the Day: 11.00 PM</b>			
Total # of Incidents:	<b>23</b>	% of Total Incidents:	<b>2.99%</b>
<b><u>Grand Total Incidents:</u></b>	<b><u>770</u></b>		



Graphed Items are sorted by Incident Type

Type Of Incident:	Total Of Incidents:	Percentage Value:
100 Series-Fire	16	2.08%
300 Series-Rescue & EMS	585	75.97%
400 Series-Hazardous Conditions(No fire)	7	0.91%
500 Series-Service Call	49	6.36%
600 Series-Good Intent Call	99	12.86%
700 Series-False Alarm & False Call	13	1.69%
900 Series-Special Type	1	0.13%

Grand Total: 770

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

Print Date: 12/12/2011

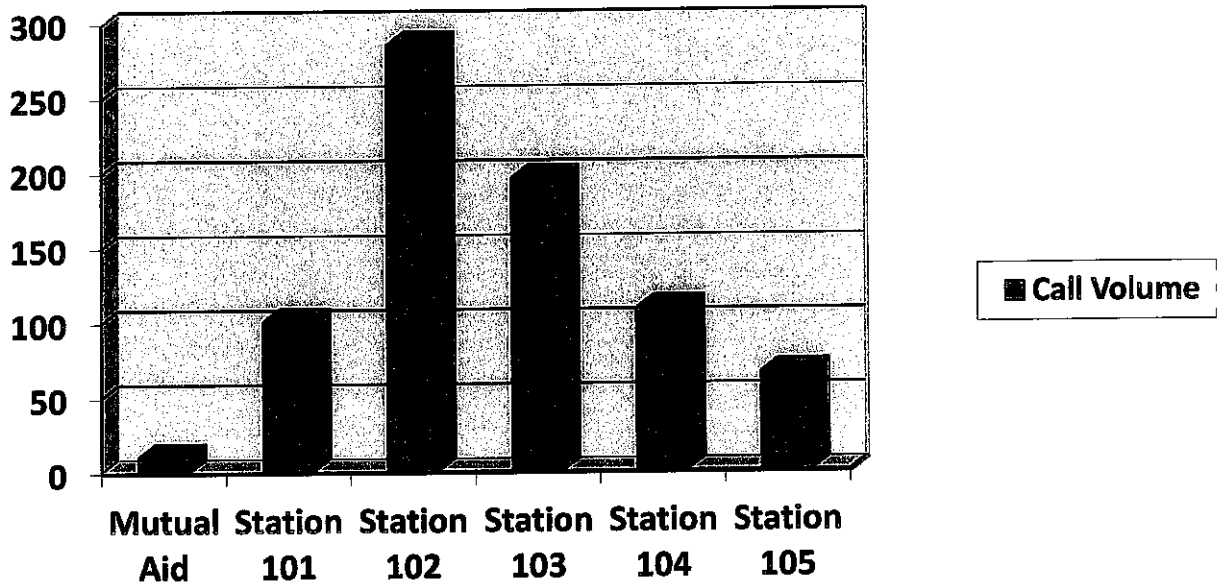


# Lehigh Acres Fire Control & Rescue District

636 Thomas Sherwin Ave S  
Lehigh Acres FL 33974

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

## November 2011– Number of Incidents By District





# 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

November 2011

### Summary Report

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

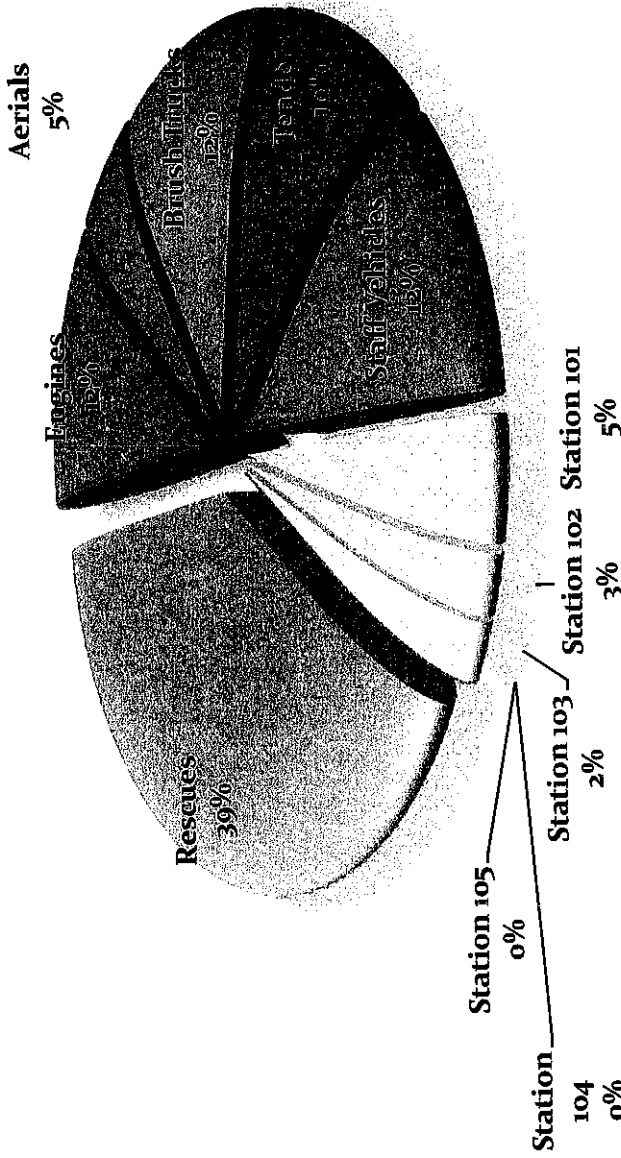
- Conducted 6 fire investigations to determine Origin and Cause of fires involving brush, structures and mobile property. Vehicle and structure fires that the origin and cause could not be identified or were determined to be suspicious in the origin and cause were also processed by the State Fire Marshal's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

	November	YTD
Miscellaneous Fees:	\$ 118.40	\$ 186.40
Plan Review / Inspection Fees	\$1,535.60	\$3,814.30
<b>Total</b>	<b>\$1,654.00</b>	<b>\$4,000.70</b>

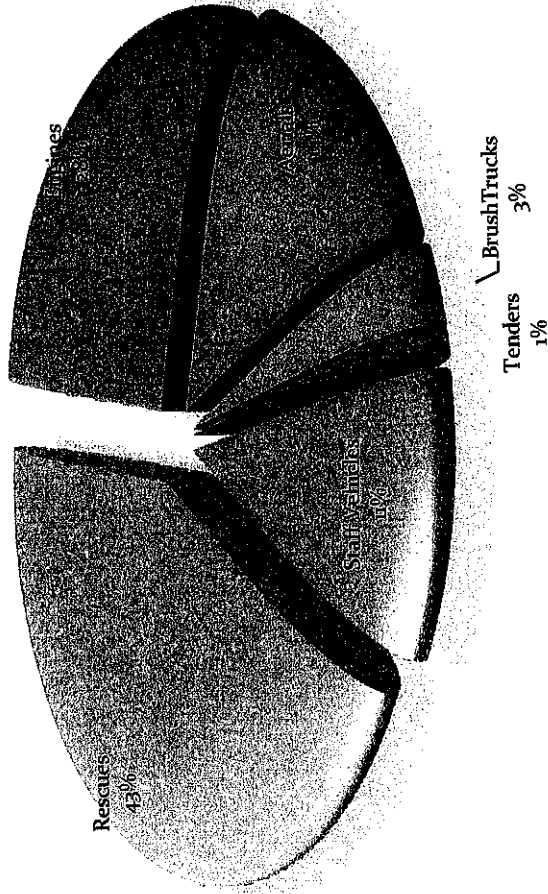
# November Work Orders

Rescues	16
Engines	5
Aerials	2
Brush Trucks	5
Tenders	4
Staff Vehicles	5
Station 101	2
Station 102	1
Station 103	1
Station 104	0
Station 105	0

11/01/2011 to 12/12/2011



# November Fuel Cost



Rescues	\$	6,757
Engines	\$	4,280
Aerials	\$	2,220
Brush Trucks	\$	501
Tenders	\$	137
Staff Vehicles	\$	1,768

11/01/2011 to 12/12/2011

# Lehigh Acres Fire Department



## Fire Suppression Division December 2011 District Training Outline

**Month of the December:** 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. **F1181** – Firehouse Software Training – 2.0 to 4.0 hrs
7. **SR1002** – Firefighter Survival & RIT Concepts – 1.0 to 2.0 hrs (with Training Officers’).
8. **L-180** – Human Factors in the Wildland Fire Service – 2.0 to 4.0 hrs
9. **F9004** – Lee County Cooperative May-Day Training – 4.0 hrs
10. **F8007** – Lieutenant Promotional Self Study – 2.0 to 4.0 hrs
11. **SOP 100.07** – Discriminatory Workplace Harassment & Compliance Procedure – 1.0 hr – **required**
12. **Please complete and make-up all required training from the previous month.**

Happy Holidays!  
Respectfully,

Capt. Ketrone

## Lehigh Acres Fire Department



### EMS Suppression Division November 2011 District Training Outline

**Month of the November:** 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. Zoll (auto pulse)
2. **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