

FORT MYERS BEACH FIRE CONTROL DISTRICT

MARCH 7, 2017

**BOARD OF FIRE COMMISSIONERS
WORK SESSION AND MEETING**



MATERIALS



ESTABLISHED 1949

**BOARD OF
FIRE COMMISSIONERS**

CAROL MORRIS
CHAIR

THEODORE R. SCHINDLER II
VICE-CHAIR

BOB RAYMOND
SECRETARY/TREASURER

RON FLEMING
FIRE COMMISSIONER

LARRY WOOD
FIRE COMMISSIONER

FIRE CHIEF
MATTHEW R. LOVE

FORT MYERS BEACH FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS WORK SESSION & MEETING

AGENDA

MARCH 7, 2017

10:00 AM

3043 ESTERO BLVD., STATION 31 TRAINING ROOM FORT MYERS BEACH, FL 33931

1. Meeting Called to Order
2. Pledge of Allegiance
3. Adoption of Agenda [Discussion/Approval]
4. Approval of February 21, 2017 Regular Meeting Minutes [Discussion/Approval]
5. Restate Agenda Items [Information]
6. Public Input on Agenda Items
7. Old Business
 - A. Fire Chief Annual Evaluation Process [Discussion/Approval]
8. New Business
 - A. Water Resource Needs [Information/Discussion]
 - B. Fire Chief Appraisal Form Revision [Information/Discussion]
 - C. 2017/2018 Budget Process Update [Information/Discussion]
 - D. Updated Job Descriptions [Information/Discussion]
9. Reports from IAFF Union Representatives Districts 3 and 15 [Information]
10. Fire Chief Remarks [Information]
11. Commissioners Remarks [Information]
12. Public Input
13. Adjournment

MINUTES
WORK SESSION MEETING & REGULAR MEETING OF THE
FORT MYERS BEACH BOARD OF FIRE COMMISSIONERS
TIME: 9:00 AM
DATE: February 21, 2017
PLACE: 3043 Estero Boulevard, Station 31 – Training Room
Fort Myers Beach, Florida 33931

IN ATTENDANCE: Chairwoman Morris, Vice-Chairman Schindler, Sec./Treasurer Raymond, Commissioner Fleming, Commissioner Wood, Fire Chief Matthew Love, District members and members of the public.

1. Meeting Called to Order

2. Pledge of Allegiance

3. Adoption of Agenda

Chairwoman Morris called for a motion to adopt the agenda. Chief Love requested to remove 13B “Residential Knox Box Memorandum of Understanding” from “old business”. Vice-Chairman Schindler made a motion to adopt the amended agenda. Commissioner Fleming seconded.
Motion approved unanimously 5 – 0.

4. February 7, 2017 Work Session and Meeting Minutes [Discussion/Approval]

Chairwoman Morris called for a motion to approve the February 7, 2017 meeting minutes. Commissioner Fleming made a motion to approve the February 7, 2017 meeting minutes. Vice-Chairman Schindler seconded.
Motion approved unanimously 5 – 0.

5. Treasurer’s Report

Chairwoman Morris requested Sec./Treasurer Raymond to read the Treasurer’s report for January 2017.

Sec./Treasurer Raymond reviewed the summary of bank and investment account activities for month ending January 31, 2017.

- A. January 31, 2017 Department Checks #42640 through #42738 for a total of \$288,295.38. [Discussion/Approval]

Chairwoman Morris called for a motion to approve the January 2017 Treasurer’s report. Vice-Chairman Schindler made a motion to approve the department checks for January 2017. Commissioner Wood seconded.
Motion approved unanimously 5 – 0.

6. Chiefs Report [Information]

Chief Love highlighted items on the Chief’s report, as well as:

- Lieutenant examination process.
- Board of County Commissioners Meeting to renew our COPCN.
- Advertising for the File of Life program.

- Commissioner Fleming stated that we should look into offering a smoke detector service.

7. Attorney Report [Information]

None

8. Restate Agenda Items [Information]

9. Public Input – Agenda Items Only

None

10. Old Business

A. Fire Chief Annual Evaluation Process [Discussion/Approval]

The Board went over each category and scored the Fire Chief on a one to five (1-5) basis. The following comments were captured due to the Fire Chief receiving a score of five (5):

Category Five (5) - Leadership:

- Vice-Chairman Schindler stated that he gave Chief Love a five (5) and made the following statement: “He’s not only a very good leader, which we needed wholeheartedly, he inspires others to lead, which to me brings you to the forefront of good leadership. When you can get other people to follow, and not only follow, but lead their subgroups if you will, and so he’s a five (5).”
- Commissioner Wood scored Chief Love a five (5) and made the following statement: “I think we did an outstanding job at choosing a great leader when we did the DACUM process and since then he has created a District Advisory group that included all members, all the stakeholders basically, meets regularly to present topics to his Firefighters, to us, to community, and then his showing good leadership, he’s also included for example, Randy and Ron in bringing their message to us so instead of just him continually presenting he’s involving all of us in presenting. I think he’s just done a wonderful job of showing the leadership we needed so I rated him a five (5).”

Category Seven (7) – Relationship with Board:

- Commissioner Wood scored Chief Love a five (5) and made the following statement: “I don’t know of course his relationship with all the Board members since I’m not privy to those things, but in my opinion he’s continued to exceed my expectations in all areas of the evaluation so I rated him a five (5).”

Category Nine (9) – Job and Industry Knowledge:

- Commissioner Wood scored Chief Love a five (5) and made the following statement: “He keeps current with developments, techniques and policies. He has had to use his data analysis techniques to identify needs and then problem solve. He does a wonderful job with the data analysis portion. He has attended countless courses and seminars to keep current and some of those were required of course because he is coming from another state

and so even though he may not have all of the knowledge yet, it's not because he isn't working towards that. He develops and promotes leadership within the District membership and works with fire personnel from surrounding districts and I think he's even made some presentations to some of those groups already so I'm very impressed and I gave him a five (5)."

Category Ten (10) – Disaster and Emergency Planning and Management:

- Vice-Chairman Schindler scored Chief Love a five (5) and made the following statement: "Those of you that were here for Charlie and Wilma would probably realize that sometimes the day of the hurricane was the first time some of the non-beach units met, a heck of a time to meet and find out you don't have the right radios, you don't even know who's in charge of this other group. He has gone out of his way on hurricane planning to meet with these different organizations some fire some not. We won't be shaking hands for the first time in the event of another hurricane. I think people will be working together so that's a five (5) and my explanation."

The Board made additional comments regarding the evaluation and discussed Chief Love's goals and objectives.

- B. Residential Knox Box Memorandum of Understanding [Discussion/Approval]
(Removed from Agenda)

11. New Business

- A. Surplus of Capital Assets [Discussion/Approval]

Chief Love explained the trade-ins and other items on the capital asset surplus list. Chairwoman Morris called for a motion to surplus capital assets as provided on the surplus list 2017-01 and to dispose of assets as recommended by staff and in accordance with all the laws and rules of the State of Florida. Commissioner Wood made the motion. Commissioner Fleming seconded.

Motion approved unanimously 5 – 0.

12. Reports from Union Representatives Districts 3 and 15

None

13. Remarks of Commissioners

Sec./Treasurer Raymond stated that he thinks Chief Love has done a great job and he is very happy with his first year and that he really believes we will do even better next year.

Vice-Chairman Schindler discussed his time as a Commissioner and stated that he always thinks about not running again, but he believes that the Board has gotten the Fire Department in the right direction and this man (Chief Love) is a big part of that so well done.

14. Public Input

None

15. Adjournment

Meeting adjourned at 7:12 pm.

**FORT MYERS BEACH
FIRE CONTROL DISTRICT**

**BOARD OF FIRE COMMISSIONERS
WORK SESSION AND MEETING**

**OLD BUSINESS
MATERIALS**



FORT MYERS BEACH FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS MEETING

“Blue Sheet” AGENDA ITEM INFORMATION

AGENDA CATEGORY: Old Business
AGENDA ITEM: [Fire Chief Evaluation Process](#)
SUBJECT: Annual Fire Chief Evaluation Process
OTHER: Continuation from February 7 & 21, 2017 Meetings

ACTION

[Discussion/Approval](#)

PURPOSE

Address conclusion of review compensation.

HISTORY

Per the Fire Chief employment agreement which commenced on March 21, 2016, *“The Fire Chief shall be reviewed by the District’s Board of Commissioners on annual basis, at least one (1) month prior to the anniversary date of this agreement. At the conclusion of the annual review, if the Fire Chief’s performance exceeds the satisfactory level, he will be eligible for an annual monetary salary increase, tied to performance, as determined by the District Board of Commissioners.”*

In the previous meeting, the Board concluded the Annual Fire Chief Evaluation which resulted in a collective score of 3.9.

RECOMMENDATION

Board discussion and or approval of action as it relates to: *“At the conclusion of the annual review, if the Fire Chief’s performance exceeds the satisfactory level, he will be eligible for an annual monetary salary increase, tied to performance, as determined by the District Board of Commissioners.”*

**FORT MYERS BEACH FIRE CONTROL DISTRICT
PERFORMANCE APPRAISAL OF THE FIRE CHIEF**

Appraisal Period: 3/21/16 – 2/21/17

(Last Appraisal): N/A

RATING INSTRUCTIONS FOR COMMISSIONERS

For the relevant Appraisal Period (*see* above), carefully evaluate the Fire Chief's work performance in each of the ten (10) categories, taking into consideration the job functions, duties and responsibilities described in each category. Each category is weighted the same.

Each category *has* a rating scale between one (1) and five (5), as reflected in the chart below:

- | | |
|-----------------------------|----------------------------------------------------------------|
| 1- Unsatisfactory | <i>(consistently falls below expectations)</i> |
| 2- Needs Improvement | <i>(usually meets, but sometimes falls below expectations)</i> |
| 3- Satisfactory | <i>(meets and sometimes exceeds expectations)</i> |
| 4- Very Good | <i>(usually exceeds expectations)</i> |
| 5- Outstanding | <i>(significantly exceeds expectations)</i> |

Comments on performance in any of the categories and/or the Fire Chiefs overall performance are encouraged and may be made at the end of each category and/or at the end of the Appraisal form. **Specific comments are required for any category that receives a rating of either one (1) or five (5). Use and attach additional sheets, if necessary.**

CATEGORY ONE: Financial Management

Apprises the Board of the ongoing financial condition and operational budget of the District and its future needs. Oversees the preparation and submission of a preliminary or proposed budget, and oversees its administration upon adoption. Supervises the purchasing of items not specifically covered in the regular budget and requests approval from the Board for the purchase of any such items in accordance with Board policy and resolution. Oversees and develops equipment and apparatus bid specifications.

Rating (1-5) 3.80

CATEGORY TWO: Personnel Management

Oversees the District's Human Resources and personnel functions relating to recruiting, hiring, promoting, disciplining, terminating, training and development. Maintains trained personnel, advises on and oversees career development choices, provides technical support and guidance in staff work activities, evaluates assigned personnel for efficiency and effectiveness, and maintains appropriate personnel records *as* required. Conducts internal meetings, prepares and presents agenda topic items and establishes educational training programs for the District staff. Establishes department organization structure and assignment of personnel, equipment, station locations and ensures safe and efficient operations and maintenance of all assigned equipment, vehicle apparatus, and facilities. Consults with the Board and legal counsel regarding labor relations and collective bargaining agreements. Serves as the chief negotiator on behalf of the District in collective bargaining. Oversees the administration of all collective bargaining agreements covering District personnel.

Rating (1-5) 3.60

CATEGORY THREE: Community Relations

Represents the District to the general public and media, makes speeches and presentations consistent with good community District relations, attends and participates in workshops, seminars, conferences, committee meetings and public safety hearings. As the District's principal spokesperson, responds to public inquiries, community needs and interests, provides assistance, safety information and educational programs to the public and refers the public to appropriate information source. Ensures positive relationships with area schools, offers informational presentations and provides assistance to properly instruct all students and faculty in the appropriate actions to take in the event of a fire or natural disaster.

Rating (1-5) 3.60

CATEGORY FOUR: Strategic Planning

Establishes a five (5) year plan based on short and long range plans, with updates reported annually. Provides an annual progress report, by February 1st of each year, concerning any updates to Comprehensive Plan.

Rating (1-5) 4.0

CATEGORY FIVE: Leadership

Serves as chief administrative officer of the District and responsible to the District Board of Fire Commissioners for proper administration of all affairs of the District, participates, as needed, in firefighting, fire prevention and ICS disaster management activities. Takes command of any fire and/or emergency situation, and makes department decisions as required by circumstances or need.

Rating (1-5) 4.0

CATEGORY SIX: Governmental Relations

Establishes and maintains an effective working relationship with state, county and municipal agencies and officials.

Rating (1-5) 3.80

CATEGORY SEVEN: Relationship with Board

Periodically appraises the Board of District activities and operations. Assists the Board in the preparation of agenda topics for monthly Board meetings. Suggests to the Board matters for adoption by the Board, as the Chief deems necessary or expedient. Provides technical advice to the Board as needed. Performs other job-related duties as required by the Board.

Rating (1-5) 4.20

CATEGORY EIGHT: Regulatory Compliance

Ensures District compliance with all applicable federal, state and local laws, ordinances, rules and regulations, and resolutions and policies adopted by the Board of Fire Commissioners. Oversees the prevention, enforcement and inspection aspects of the Fire District, including a timely inspection program of commercial buildings, multiple families residential, and other properties for fire hazard and conformance with life safety codes and ordinances and state statutes. Ensures compliance with departmental record keeping and reporting functions and requirements.

Rating (1-5) 3.60

CATEGORY NINE: Job and Industry Knowledge

Thorough knowledge of the operation and maintenance of a fire and EMS system. Thorough knowledge of recent developments, techniques, policies and procedures regarding all aspects of fire rescue delivery. Knowledge of modern management principals and their application in government affairs.

Rating (1-5) 4.20

CATEGORY TEN: Disaster and Emergency Planning and Management

Organizes, manages, controls and directs all activities of the Fire Control District, including emergency preparedness, disaster planning and hazard mitigation. Establishes policies, procedures, and practices necessary for efficient, effective and timely service delivery, adopting the National average response time of 4-6 minutes.

Rating (1-5) 4.20

TOTAL RATING **39**
(Maximum rating of 50)

AVERAGE RATING **3.9**
(Total rating divided by number of categories rated)

COMMISSIONER COMMENTS:

Please see the attached spreadsheet for scoring.
Please see the attached minutes for comments.

GOALS/OBJECTIVES FOR NEXT APPRAISAL PERIOD:

FIRE CHIEF COMMENTS:

This year has been a great opportunity to learn a new area and bring an outside perspective to our organization. It has been clear to me that we have some wonderful people on our team and are certainly headed the right direction. I am thankful for the great relationship I have with each Commissioners and appreciate the professional respect they have extended to me in progressing our operations. I look forward to another great year and applying all of the feedback received in this process to continually improve.

My signature indicates that I have been provided a copy of the completed Performance Appraisal and that it has been discussed with me, but does not necessarily imply agreement or disagreement with the contents of the Performance Appraisal. I understand that a copy of the Performance Appraisal will be placed in my personnel file.

FIRE CHIEF:

(Signature) (Date)

FC EVALUATION SCORES 2/21/2017

	Category 1: Financial	Category 2: Personnel	Category 3: Community	Category 4: Strategic	Category 5: Leadership	Category 6: Governmental	Category 7: Relationship	Category 8: Regulatory	Category 9: Job	Category 10: Disaster and Emergency Plann	Total			
MORRIS	4	4	3	4	4	4	4	3	4	4	38			
SCHINDLER	4	4	4	4	5	4	4	4	4	5	42			
RAYMOND	4	3	3	4	4	3	4	3	4	4	36			
WOOD	4	4	4	4	5	4	5	4	5	4	43			
FLEMING	3	3	4	4	2	4	4	4	4	4	36			
TOTAL:	19	18	18	20	20	19	21	18	21	21	195			
TOTAL AVERAGE:	3.8	3.6	3.6	4	4	3.8	4.2	3.6	4.2	4.2	39			

- Commissioner Fleming stated that we should look into offering a smoke detector service.

7. Attorney Report [Information]

None

8. Restate Agenda Items [Information]

9. Public Input – Agenda Items Only

None

10. Old Business

A. Fire Chief Annual Evaluation Process [Discussion/Approval]

The Board went over each category and scored the Fire Chief on a one to five (1-5) basis. The following comments were captured due to the Fire Chief receiving a score of five (5):

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and so even though he may not have all of the knowledge yet, it's not because he isn't working towards that. He develops and promotes leadership within the District membership and works with fire personnel from surrounding districts and I think he's even made some presentations to some of those groups already so I'm very impressed and I gave him a five (5)."

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The Board made additional comments regarding the evaluation and discussed Chief Love's goals and objectives.

- B. Residential Knox Box Memorandum of Understanding [Discussion/Approval]
(Removed from Agenda)

11. New Business

- A. Surplus of Capital Assets [Discussion/Approval]

Chief Love explained the trade-ins and other items on the capital asset surplus list. Chairwoman Morris called for a motion to surplus capital assets as provided on the surplus list 2017-01 and to dispose of assets as recommended by staff and in accordance with all the laws and rules of the State of Florida. Commissioner Wood made the motion. Commissioner Fleming seconded.
Motion approved unanimously 5 – 0.

12. Reports from Union Representatives Districts 3 and 15

None

13. Remarks of Commissioners

Sec./Treasurer Raymond stated that he thinks Chief Love has done a great job and he is very happy with his first year and that he really believes we will do even better next year.

Vice-Chairman Schindler discussed his time as a Commissioner and stated that he always thinks about not running again, but he believes that the Board has gotten the Fire Department in the right direction and this man (Chief Love) is a big part of that so well done.

14. Public Input

None

**FORT MYERS BEACH
FIRE CONTROL DISTRICT**

**BOARD OF FIRE COMMISSIONERS
WORK SESSION MEETING**

**NEW BUSINESS
MATERIALS**



FORT MYERS BEACH FIRE CONTROL DISTRICT
BOARD OF FIRE COMMISSIONERS MEETING
“Blue Sheet” AGENDA ITEM INFORMATION

AGENDA CATEGORY: New Business
AGENDA ITEM: Water Resource Needs

ACTION
Discussion

PURPOSE
This item appears at the request of Commissioner Fleming for discussion.



FORT MYERS BEACH FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS MEETING

“Blue Sheet” AGENDA ITEM INFORMATION

AGENDA CATEGORY: New Business
AGENDA ITEM: [Fire Chief Appraisal Form Revision](#)
SUBJECT: Fire Chief Appraisal Form Revision
OTHER: N/A

ACTION

[Discussion](#)

PURPOSE

Discuss the process for which to update and review the Fire Chief Appraisal Form

HISTORY

Within the last Fire Chief evaluation process, Commissioners discussed the revision of the Fire Chief Appraisal form for the following evaluation period.

This form has been provided to all Commissioners and discussion is recommended as to how the Commissioner group would like to go about revising the form.

RECOMMENDATION

Discussion is recommended as to how the Commissioner group would like to go about revising the form.

**FORT MYERS BEACH FIRE CONTROL DISTRICT
PERFORMANCE APPRAISAL OF THE FIRE CHIEF**

Appraisal Period: _____
(Last Appraisal: _____

RATING INSTRUCTIONS FOR COMMISSIONERS

For the relevant Appraisal Period (*see* above), carefully evaluate the Fire Chief's work performance in each of the ten (10) categories, taking into consideration the job functions, duties and responsibilities described in each category. Each category is weighted the same.

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- 1- Unsatisfactory** (*consistently falls below expectations*)
- 2- Needs Improvement** (*usually meets, but sometimes falls below expectations*)
- 3- Satisfactory** (*meets and sometimes exceeds expectations*)
- 4- Very Good** (*usually exceeds expectations*)
- 5- Outstanding** (*significantly exceeds expectations*)

Comments on performance in any of the categories and/or the Fire Chiefs overall performance are encouraged and may be made at the end of each category and/or at the end of the Appraisal form. **Specific comments are required for any category that receives a rating of either one (1) or five (5). Use and attach additional sheets, if necessary.**

CATEGORY ONE: Financial Management

Apprises the Board of the ongoing financial condition and operational budget of the District and its future needs. Oversees the preparation and submission of a preliminary or proposed budget, and oversees its administration upon adoption. Supervises the purchasing of items not specifically covered in the regular budget and requests approval from the Board for the purchase of any such items in accordance with Board policy and resolution. Oversees and develops equipment and apparatus bid specifications.

Rating (1-5)_____

CATEGORY TWO: Personnel Management

Oversees the District's Human Resources and personnel functions relating to recruiting, hiring, promoting, disciplining, terminating, training and development. Maintains trained personnel, advises on and oversees career development choices, provides technical support and guidance in staff work activities, evaluates assigned personnel for efficiency and effectiveness, and maintains appropriate personnel records *as* required. Conducts internal meetings, prepares and presents agenda topic items and establishes educational training programs for the District staff. Establishes department organization structure and assignment of personnel, equipment, station locations and ensures safe and efficient operations and maintenance of all assigned equipment, vehicle apparatus, and facilities. Consults with the Board and legal counsel regarding labor relations and collective bargaining agreements. Serves as the chief negotiator on behalf of the District in collective bargaining. Oversees the administration of all collective bargaining agreements covering District personnel.

Rating (1-5) _____

CATEGORY THREE: Community Relations

Represents the District to the general public and media, makes speeches and presentations consistent with good community District relations, attends and participates in workshops, seminars, conferences, committee meetings and public safety hearings. As the District's principal spokesperson, responds to public inquiries, community needs and interests, provides assistance, safety information and educational programs to the public and refers the public to appropriate information source. Ensures positive relationships with area schools, offers informational presentations and provides assistance to properly instruct all students and faculty in the appropriate actions to take in the event of a fire or natural disaster.

Rating (1-5) _____

CATEGORY FOUR: Strategic Planning

Establishes a five (5) year plan based on short and long range plans, with updates reported annually. Provides an annual progress report, by February 1st of each year, concerning any updates to Comprehensive Plan.

Rating (1-5)_____

CATEGORY FIVE: Leadership

Serves as chief administrative officer of the District and responsible to the District Board of Fire Commissioners for proper administration of all affairs of the District Participates, as needed, in firefighting, fire prevention and ICS disaster management activities. Takes command of any fire and/or emergency situation, and makes department decisions as required by circumstances or need.

Rating (1-5)_____

CATEGORY SIX: Governmental Relations

Establishes and maintains an effective working relationship with state, county and municipal agencies and officials.

Rating (1-5)_____

CATEGORY SEVEN: Relationship with Board

Periodically appraises the Board of District activities and operations. Assists the Board in the preparation of agenda topics for monthly Board meetings. Suggests to the Board matters for adoption by the Board, as the Chief deems necessary or expedient. Provides technical advice to the Board as needed. Performs other job-related duties as required by the Board.

Rating (1-5)_____

CATEGORY EIGHT: Regulatory Compliance

Ensures District compliance with all applicable federal, state and local laws, ordinances, rules and regulations, and resolutions and policies adopted by the Board of Fire Commissioners. Oversees the prevention, enforcement and inspection aspects of the Fire District, including a timely inspection program of commercial buildings, multiple families residential, and other properties for fire hazard and conformance with life safety codes and ordinances and state statutes. Ensures compliance with departmental record keeping and reporting functions and requirements.

Rating (1-5)_____

CATEGORY NINE: Job and Industry Knowledge

Thorough knowledge of the operation and maintenance of a fire and EMS system. Thorough knowledge of recent developments, techniques, policies and procedures regarding all aspects of fire rescue delivery. Knowledge of modern management principals and their application in government affairs.

Rating (1-5)_____

**COMMISSIONER COMPLETING
EVALUATION:**

(Signature)

(Date)

FIRE CHIEF COMMENTS:

My signature indicates that I have been provided a copy of the completed Performance Appraisal and that it has been discussed with me, but does not necessarily imply agreement or disagreement with the contents of the Performance Appraisal. I understand that a copy of the Performance Appraisal will be placed in my personnel file.

FIRE CHIEF:

(Signature)

(Date)



FORT MYERS BEACH FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS MEETING

“Blue Sheet” AGENDA ITEM INFORMATION

AGENDA CATEGORY: New Business
AGENDA ITEM: Updated Job Descriptions
SUBJECT: Commissioner review of updated descriptions
OTHER: Following attorney recommendation at work session/meeting

ACTION

[\[Information/Discussion\]](#)

PURPOSE

Receive Board of Fire Commissioner feedback on altered and new job descriptions.

HISTORY

As the organization restructures certain components, job descriptions have been altered to meet the needs of a task analysis conducted in late 2016. Per legal counsel, it is recommended that the Board review job descriptions with significant alteration.

Job descriptions currently presented include:

1. **Receptionist** (This position has been functioning using a generic task-analysis document rather than a formal position description, and is ready for appropriate implementation as part of the re-organization process.)
2. **Executive Assistant** (This position has been altered from the previous “Administrative Assistant” position in conjunction with the implementation of the Administrative and Human Resource Assistant position, as part of the re-organization process.)
3. **Chief of Training, Education, and Safety** (This position is in the process of implementation. Feedback is requested throughout the implementation process, as well as coordination with the applicable labor District.)
4. **Director of Finance and Administrative Services** (This position has been expanded from the previous Finance Director position to include the oversight of the District’s Administrative Services Branch, as part of the re-organization process.)

RECOMMENDATION

Board comment on job descriptions in preparation for approval at the next regular meeting.

NOTES: Future job descriptions to be presented include:

- Captain 2
- Chief of Support Services and Life Safety
- Chief of Emergency Medical Services and Special Operations



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Receptionist	Reports To:	Director of Finance and Administrative Services
Position Status:	Full-Time Paid "At Will"	Effective Date:	DRAFT
FLSA Classification:	Non-Exempt		

This position description is established by the Fort Myers Beach Fire Control District ("District") to outline the basic requirements, duties, and general responsibilities of the Receptionist position. This position is "at-will," which means the Fire District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal, State, and Local law. Similarly, the employee may terminate the employment relationship for no reason at any time.

SUMMARY OF POSITION:

Under the supervision of the Director of Finance and Administrative Services, the Receptionist works a schedule determined by the Director of Finance and Administrative Services, which consists of approximately forty (40) hours a week, unless otherwise dictated. The Receptionist works as a team member in the coordination and execution of department administrative responsibilities. The position requires significant self-starting ability, organization, computer skills, and a family and team attitude toward the execution of public safety at all levels.

REPORTING RELATIONSHIP:

The Receptionist works under the direct supervision and guidance of the Director of Finance and Administrative Services. The Receptionist does not fill a supervisory role.

SPECIFIC POSITION DUTIES AND RESPONSIBILITIES:

1. Performs a variety of clerical, secretarial, and administrative work.
2. Performs routine filing and other organizational filing activities.
3. Coordinates event planning with other members of the organization, contacting vendors and outside resources.
4. Assists in the coordination of payables and vendor documentation.
5. Assists in the coordination of payroll services.
6. Dictate information and transcribe to specific documents.
7. Produce briefs of meetings and conferences when assigned.
8. Clean and confirm professional presentation of department facilities when assigned.
9. Assist administrative staff with special projects as assigned.
10. Non-routine after hour response in times of significant emergency incidents to assist with projects when assigned.
11. Performs routine clerical and administrative work, including answering phones, receiving the public, receiving and processing prevention department documents, providing customer assistance, cashiering, data processing, and record keeping.
12. Prints fax cover sheets, memos, correspondence, reports and other documents as necessary.
13. Performs other clerical duties such as photocopying, scanning, and collating as needed.
14. Answers and operates central telephone system and routes callers or provides information as required.



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Receptionist	Reports To:	Director of Finance and Administrative Services
Position Status:	Full-Time Paid "At Will"	Effective Date:	DRAFT
FLSA Classification:	Non-Exempt		

15. Receives the public and answers questions; responds to inquiries from employees, citizens, and others and refers, when necessary, to appropriate persons.
16. Serves as cashier, including receiving payments and preparing receipts.
17. Assists in the procurement of department materials and supplies.
18. Operates office machines as required.
19. Receive, stamp, and distribute incoming mail and prepare outgoing mail.
20. Composes, types, and edits correspondence, reports, minutes, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
21. Inputs data to standard office and department forms; makes simple postings to various reports such as annual reports, hydrant inspections, or fire inspections; compiles tabulated data.
22. Directs preparation of records such as notices and minutes.
23. Schedules appointments, coordinates meeting room schedules, and performs other administrative and clerical duties.
24. Provides assistance to walk-in first aid patients when needed.
25. Perform maintenance of buildings and grounds to ensure they are kept clean, safe, stocked, locked and in good working order.
26. Consistently and correctly follows the District's rules, policies and procedures.
27. Ensures complete, accurate and timely preparation and maintenance of District records and reports.
28. Consistently promotes a professional image of the District at all times.
29. Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices to include Microsoft Office, Word, Excel, and Outlook, as well as budgeting software.
2. Skill in operation of common office tools and equipment.
3. Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations
4. Possess and demonstrate a comprehensive knowledge of the District's rules, policies and procedures.
5. Continually support a motivational atmosphere for all department members.
6. Demonstrate a courteous and professional manner to the public, paying particular attention to personal hygiene and cleanliness. Maintain composure and a professional attitude under stressful conditions.
7. Demonstrate mature, professional, and appropriate conduct at all times and in all places, employing ethics, integrity, honesty, and a cooperative teamwork atmosphere.



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Receptionist	Reports To:	Director of Finance and Administrative Services
Position Status:	Full-Time Paid "At Will"	Effective Date:	DRAFT
FLSA Classification:	Non-Exempt		

8. Demonstrate ability to create a work environment in which employees can be open and at ease with each other. Ability to promote and maintain a positive, effective team environment. Ability to establish and maintain harmonious relationships and mutual respect among team members.
9. Demonstrate ability to recognize and accept constructive criticism. Utilize training, direction, delegation and accountability to improve team skills. Provide assistance to subordinates in resolving conflicts. Encourage individual initiative.
10. Demonstrate ability and initiative for continual self-development; work with crew members in preparing and implementing realistic self-development plans; support appropriate job changes and promotions.
11. Demonstrate consistent ability to work as needed to achieve results and/or meet targets within established time frames.
12. Demonstrate sound judgment and the ability to receive feedback and suggestions, initiating regular discussions with team members.
13. Demonstrate effective listening and speaking skills. Produce clearly organized and easily comprehended written communications. Maintain an open line of communication with superiors and team members.
14. Proficient in setting goals, receiving delegated tasks effectively without close supervision, and contributing with new ideas.
15. Schedule work for the most efficient and effective performance of activities, and elimination of unnecessary activities. Handle multiple responsibilities simultaneously, prioritize responsibilities appropriately, and perform responsibilities in a thorough and timely manner.
16. Demonstrate ability to meet performance or quality control standards. Ability to deliver results, set control parameters in terms of time, dollars, and budgets.
17. Ability to adapt to necessary changes in operations; willing to try new ideas.

QUALIFICATIONS:

Experience:

1. Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.
2. Must be 21 years of age.

Education:

1. Must possess a High School diploma or G.E.D., and preferred to have attended specialized course work in general office practices such as typing, filing and bookkeeping.



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Receptionist	Reports To:	Director of Finance and Administrative Services
Position Status:	Full-Time Paid "At Will"	Effective Date:	DRAFT
FLSA Classification:	Non-Exempt		

Certificate or Licenses:

Must satisfy, maintain, and keep current all District, State, and Federal Certifications and/or Licensure requirements for the following:

1. Must possess, or be eligible to obtain within 30 days of appointment to the position, and maintain a valid Florida driver's license.

PHYSICAL, MENTAL, ENVIRONMENTAL AND OTHER REQUIREMENTS:

Physical Requirements:

1. Auditory – Ability to understand and follow oral instructions in the English language.
2. Verbal – Ability to participate in routine conversation in person or via telephone in the English language.
3. Visual – Must be able to distinguish circumstances/situations, written materials and other details concerning District facilities.

Environmental and Other Requirements:

1. This position requires work in a variety of locations and conditions, including office areas.
2. A large portion of this position will involve sedentary, administrative work in an office environment.
3. This position requires the ability to read, write, speak, and understand the English language at a level adequate to perform the job.

RELATIONSHIPS:

1. Co-workers and Firefighters- Daily interactions to facilitate the coordination of daily operations, exchange of information, to complete administrative and operational tasks related to fire stations and district buildings, manage program needs, purchases, inspection assignments, and documentation.
2. Fire Department Officers- Multiple daily interactions by telephone, written computer communication (E-mail) and personal contact- coordination of daily operations, and exchange of information.
3. Chief Officers- Multiple daily interactions by telephone, personal contact, written computer communication (E-mail), for the exchange of information, etc.
4. Other contacts as assigned, required, or needed.

SUMMARY:

This Job Description illustrates examples of duties, jobs, skills, and knowledge an employee should have to be successful in this position. Employees in this job classification can and should expect to perform job-related responsibilities and tasks not enumerated in this job description.



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Receptionist	Reports To:	Director of Finance and Administrative Services
Position Status:	Full-Time Paid "At Will"	Effective Date:	DRAFT
FLSA Classification:	Non-Exempt		

Incumbents are advised the essential functions and requirements contained herein are subject to change at the discretion of the Fire Chief to meet the needs of the District.

This job description should not be interpreted as all-inclusive or as an employment agreement between employer and employee.

Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform functions or requirements due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

ACKNOWLEDGEMENT:

I acknowledge receipt of this position description and agree to perform within the parameters established.

Signature

Date

(Print Full Name)

Fire Chief

Date



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Executive Assistant	Reports To:	Fire Chief
Position Status:	Full-Time Paid "At Will"	Effective Date:	
FLSA Classification:	Non-Exempt		

This position description is established by the Fort Myers Beach Fire Control District ("District") to outline the basic requirements, duties, and general responsibilities of the Executive Assistant position.

This position is "at-will," which means the Fire District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal, State, and Local law. Similarly, the employee may terminate the employment relationship for no reason at any time.

SUMMARY OF POSITION:

Under the supervision of the Fire Chief, the Executive Assistant performs a variety of highly responsible and complex administrative, budgetary, research, and record-keeping duties in support of the Office of the Fire Chief; coordinates, and participates in administrative functions in support of the immediate, and long-term goals and objectives of the area of assignment.

The Executive Assistant works a schedule determined by the Fire Chief, with a minimum of forty (40) hours each week, which may fluctuate as needs exist. The position requires the employee to be disciplined and precise, organized, analytical, and skilled at computer use. He or she must possess a team attitude toward the execution of tasks that support all levels of the organization, as well as loyal and confidential actions supporting and representing the Office of the Fire Chief.

REPORTING RELATIONSHIP:

The Executive Assistant works under the direct supervision and guidance of the Fire Chief. The position may perform in a supervisory role of administrative staff as an Office Manager or Acting Office Manager if directed.

SPECIFIC POSITION DUTIES AND RESPONSIBILITIES:

1. Performs a full range of complex data and forecasting duties.
2. Researches, reviews, and summarizes a variety of statistical, and administrative information; coordinates and participates in the preparation of various reports, memoranda, and correspondence of a legal, technical, or confidential nature, requiring judgment as to content, accuracy, and completeness.
3. Participates in the full range of complex clerical functions involved in maintaining accounts; reviews work to ensure compliance with established policies, procedures, and dates; performs the full range of clerical tasks including coding, posting, verification, and reconciliation of data.
4. Enters alpha/numeric data from a wide variety of source documents into computer files; detects and corrects erroneous or missing information data; retrieves information from computer data files; prepares recurring and special reports from received data; maintains source document files.
5. Assists in testing of upgrades within organizational systems; updates customer, vendor, and employee tables, as needed; performs requirements testing related to changes in reporting requirements, changes in information, and other needs of the organization.



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Executive Assistant	Reports To:	Fire Chief
Position Status:	Full-Time Paid "At Will"	Effective Date:	
FLSA Classification:	Non-Exempt		

6. Maintains a variety of hard copy and computer files, records, and correspondence; assures all files and records are organized, accurate, and complete.
7. Maintains and manages a schedule of meetings and activities necessary to efficiently carry out the Office of the Fire Chief responsibilities.
8. Participates in developing divisional goals, objectives, and procedures; identifies opportunities for improvement of service delivery.
9. Performs various activities related to:
 - a. Customer Service Internal: assess and continually monitors, enhances, and improves internal awards and incentive programs, recognition programs and events, ceremonies, and member appreciation activities.
 - b. Public Information General: work with the District's Public Information Officer to coordinate media outlet information and press releases, and manage media systems such as social media and website information.
 - c. Data Tracking: assess and generate reports related to department activity and member performance measures.
 - d. Board of Fire Commissioners Clerk: assist the Fire Chief in preparing and managing Board of Fire Commissioner documents, files, and meeting materials, as well as meeting minute completion and processing.
 - e. Reporting: provides real time reports detailing historical data and trends; provides future projections; generates options for management consideration.
10. Ensures that staff submit necessary documents and forms according to established time lines; monitors transactions; ensures compliance with restrictions; maintains related records; resolves discrepancies.
11. Serves as liaison for assigned areas with other departments, divisions, and programs; answers questions and assists in negotiating and resolving sensitive and controversial issues.
12. Reconciles internal tracking tools.
13. Provides long-term projections.
14. Coordinates and participates in the annual budget process.
15. Manage and forecast assigned components of the District's Comprehensive, Master, Strategic, and other Plans.
16. Performs in the role as Liaison to designated institution(s).
17. Assists the Fire Chief with special projects, as assigned.
18. Produces department-wide informational publications on a regular basis under the direction of the Fire Chief.
19. In the absence of other administrative staff, may be directed to perform a variety of clerical, secretarial and administrative work, as well as office management responsibilities.



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Executive Assistant	Reports To:	Fire Chief
Position Status:	Full-Time Paid "At Will"	Effective Date:	
FLSA Classification:	Non-Exempt		

20. Cleans and confirms the professional presentation of department facilities, when assigned.
21. Non-routinely responds after hours to events and incidents to assist within capabilities, when assigned.
22. Consistently promotes a professional image of the District at all times.
23. Consistently and correctly interprets and abides by the District's rules, policies, and procedures.
24. Operates office machines, as required.
25. Perform such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

1. Administrative and secretarial support methods and techniques.
2. Telephone and office etiquette.
3. Business letter writing and report preparation techniques.
4. Proper English usage, spelling, punctuation, and grammar.
5. Principles of filing and record keeping.
6. Modern office procedures, methods, and equipment including computers.
7. Modern office software including word processing, and spreadsheet applications; Microsoft Office Suite experience preferred.
8. Operations, services, and activities of department, divisions and programs.

Ability to:

1. Establish and maintain effective working relationships with those contacted in the course of work including District staff and the general public.
2. Demonstrate effective listening and speaking skills. Produce clearly organized, and easily comprehended written communications. Maintain an open line of communication with superiors and co-workers.
3. Communicate clearly and concisely, both orally and in writing.
4. Prepare business letters and memoranda.
5. Type and enter data at a speed necessary for successful and timely job completion.
6. Perform a variety of typing, data entry, and data processing functions; ensure accuracy and completeness.
7. Operate office equipment including computers and supporting software applications.
8. Maintain a variety of files and records.
9. Maintain and reconcile financial ledgers and accounts.
10. Independently organize, schedule, and execute assigned duties, assignments, and responsibilities.



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Executive Assistant	Reports To:	Fire Chief
Position Status:	Full-Time Paid "At Will"	Effective Date:	
FLSA Classification:	Non-Exempt		

11. Schedule work for the most efficient and effective performance of activities and elimination of unnecessary activities. Handle multiple responsibilities simultaneously, prioritize responsibilities appropriately, and perform responsibilities in a thorough and timely manner.
12. Assist with budget preparation and administration.
13. Demonstrate mature, professional, and appropriate conduct at all times and in all places, employing ethics, integrity, honesty, and a cooperative teamwork atmosphere.
14. Set goals, receive delegated tasks, and effectively perform all duties without requiring close supervision.
15. Adapt to necessary changes in operations; be willing to recommend and try new ideas.
16. Interpret, explain, and apply District rules, policies, and procedures.
17. Maintain physical condition appropriate to the performance of assigned duties and responsibilities, adhering to all FMBFCD appearance and uniform procedures.

QUALIFICATIONS:

Experience:

1. Must be 21 years of age.
2. Five (5) or more years of progressive experience working in an administrative or management support position; emergency service and supervisory experience desirable.

Education:

1. Possess an Associate Degree from an accredited college or university, with a Bachelor Degree preferred.

Certificate or Licenses:

Must satisfy, maintain, and keep current all District, State, and Federal Certifications and/or Licensure requirements for the following:

1. Must possess, or be eligible to obtain within 30 days of appointment to the position, and maintain a valid Florida driver's license.

PHYSICAL, MENTAL, ENVIRONMENTAL AND OTHER REQUIREMENTS:

Physical Requirements:

1. Strength and Mobility – Mobility to move to and from various points within the District facilities. Able to sit for long periods of time, performing office duties. Must possess the ability to lift items in excess of fifty (50) pounds occasionally and up to ten (10) pounds frequently.
2. Auditory – Ability to understand and follow oral instructions in the English language.
3. Verbal – Ability to participate in routine conversations, in person or via telephone, in the English language.



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Executive Assistant	Reports To:	Fire Chief
Position Status:	Full-Time Paid "At Will"	Effective Date:	
FLSA Classification:	Non-Exempt		

4. Visual – Must be able to distinguish circumstances/situations, written materials, and other details pertaining to assigned job duties from distances both near and far.

Environmental and Other Requirements:

1. This position largely involves sedentary, administrative work in an office environment.
2. This position requires standing, walking, sitting, kneeling, stooping/bending, light lifting, reaching over head, reaching away from body, and repetitive motion.
3. This position demands frequent use of sensory activities such as talking, seeing, hearing, depth perception, and color vision.
4. This position requires the ability to read, write, speak, and understand the English language at a level adequate to perform the job.

RELATIONSHIPS:

1. Community Members and Visitors (to include schools, media, etc.) – Multiple daily interactions by personal contact, telephone, and written computer communication (E-mail).
2. Co-workers – Multiple daily interactions to exchange information, to complete administrative and operational tasks related to the position, coordinate division/program needs, purchases, and documentation.
3. Fire Department Members – Multiple daily interactions by telephone, written computer communication (E-mail), and personal contact: exchange of information.
4. Fire Department Chief Officers – Multiple daily interactions by telephone and personal contact: processing of personnel issues, exchange of information, and assisting executives, specifically the Fire Chief.
5. Other contacts as assigned, required, or needed.

SUMMARY:

This Job Description illustrates examples of duties, jobs, skills, and knowledge an employee should have to be successful in this position. Employees in this job classification can and should expect to perform job-related responsibilities and tasks not enumerated in this job description.

Incumbents are advised the essential functions and requirements contained herein are subject to change at the discretion of the Fire Chief to meet the needs of the District.

This job description should not be interpreted as all-inclusive or as an employment agreement between employer and employee.



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Executive Assistant	Reports To:	Fire Chief
Position Status:	Full-Time Paid "At Will"	Effective Date:	
FLSA Classification:	Non-Exempt		

Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform functions or requirements due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

ACKNOWLEDGEMENT:

I acknowledge receipt of this position description and agree to perform within the parameters established.

Signature

Date

(Print Full Name)

Fire Chief

Date



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Chief of Training, Education, & Safety	Reports To:	Assistant Fire Chief
Position Status:		Effective Date:	DRAFT
FLSA Classification:		Approved:	

This position description is established by the Fort Myers Beach Fire Control District (FMBFCD or “District”) to outline the basic requirements, duties, and general responsibilities of the Chief of Training, Education, and Safety position.

The purpose of this executive position is to support and promote the mission and values of the Fort Myers Beach Fire Control District (District). As an executive, the Chief of Training, Education, and Safety performs complex, technical, and analytical work involving budgeting, planning, and program evaluation. The Chief of Training, Education, and Safety shall lead by example, demonstrating the District’s values in dealing with both internal and external customers. The Chief of Training, Education, and Safety is directly responsible for assisting the Fire Chief and Assistant Fire Chief(s) in establishing and maintaining a safe, healthy, and productive work environment.

The Chief of Training, Education, and Safety can be assigned to any of the District’s organizational branches.

SUMMARY OF POSITION:

As an executive, the Chief of Training, Education, and Safety assists in planning, organizing, and evaluating the District through various performance measures. The Chief of Training, Education, and Safety is responsible for the day to day operations of their assigned area of the organization and builds relationships with sworn, technical, and clerical staff. In this capacity, the Chief of Training, Education, and Safety shall develop, implement, and evaluate policies and procedures in their assigned area, manage subordinate personnel, and other duties to minimize the loss of life and property in the community. In the absence of the Fire Chief or Assistant Fire Chief(s), the Chief of Training, Education, and Safety, may serve as the Acting Fire Chief or Assistant Fire Chief.

REPORTING RELATIONSHIP:

The Chief of Training, Education, and Safety reports to, and receives direction from the Assistant Fire Chief assigned.

The Chief of Training, Education, and Safety supervises all sworn, technical, or clerical/administrative staff assigned.

SPECIFIC POSITION DUTIES AND RESPONSIBILITIES:

The Chief of Training, Education, and Safety general Chief Officer duties may include, but are not limited to the following:

1. When off-duty, the Chief of Training, Education, and Safety is expected to be available for consultation on District matters, respond to time-sensitive purchasing authorization, and other duties as assigned.



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Chief of Training, Education, & Safety	Reports To:	Assistant Fire Chief
Position Status:		Effective Date:	DRAFT
FLSA Classification:		Approved:	

2. The Chief of Training, Education, and Safety must be highly proficient in the use of technology, particularly Microsoft Office Suite.
3. Must be an effective public speaker capable of delivering public presentations.
4. Required to carry and be proficient in the use of a smartphone
5. The Chief of Training, Education, and Safety will provide mentorship, coaching, and accountability to subordinate personnel helping to achieve the Fire Chief’s vision, initiatives, and directives.
6. Responsible for imposing corrective and disciplinary action.
7. The Chief of Training, Education, and Safety may serve as the investigating officer in matters related to violations of the Districts ethics, policies and procedures, and code of conduct
8. Recommends hiring, promotion, demotion, and termination of subordinate personnel to the Fire Chief or Assistant Chief assigned.
9. Consistently and correctly enforces the Districts code of conduct, policies, and procedures.
10. Responds off-duty to emergency service needs and assumes an appropriate role within the Incident Management System.
11. The Chief of Training, Education, and Safety may assume the role of Incident Commander at an emergency scene, ultimately being responsible for all emergency operations, or may assume any role as assigned by the on-scene incident commander.
12. Establishes and maintains rapport with outside public safety partners.
13. Represents the District and the Fire Chief at community events and social functions.
14. May receive, review, and respond to labor grievances.
15. Ensure organizational compliance with all Federal, State, and Local laws.
16. Leads by example by complying with District rules, policies, and procedures.
17. Consistently promotes a professional image of the District both on and off duty.
18. Attends and participates in District training to maintain operational efficiency and knowledge.
19. Responds promptly both on and off-duty to emergency service calls requiring a Chief Officer.
20. Select and employ the appropriate tactics and strategies to preserve life and property.

The Chief of Training, Education, and Safety specific subject area duties may include, but are not limited to the following:

1. Attend regular training to acquire, refresh, or maintain firefighting, emergency medical, rescue, and command training techniques, skills, and knowledge.
2. The Chief of Training, Education, and Safety is the Training Division Executive as such, he/she is responsible for developing, implementing, managing, researching, and reviewing all District training programs, and initiatives.
3. Can foster an environment that is consistent with a productive training environment, where employees are coached and strengthened in their skills, abilities, and attributes.



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Chief of Training, Education, & Safety	Reports To:	Assistant Fire Chief
Position Status:		Effective Date:	DRAFT
FLSA Classification:		Approved:	

4. As the Training Division Executive, he or she is responsible for the supervision of all personnel assigned to assist in Training Programs and Initiatives to ensure consistency in delivery.
5. Researches, assists in developing, and administers Training Division budget, this includes tracking, review, and documentation of training division expenditures and purchase orders.
6. Reviews, and approves outside training requests of Operational Personnel.
7. Evaluate, develop, implement, and review new policies and procedures to maintain operational safety, and efficiency.
8. Researches, develops, implements, and manages a task book based competency program for all positions within the District.
9. Researches, develops, implements, and manages a Chief Officer Incident Management competency based training, evaluation and feedback program.
10. Lead and manage formal after action reviews of all major incidents.
11. Reviews, researches, implements, and manages recruit, and promotional testing process.
12. Conducts qualification verification for all new recruits, and promotional candidates.
13. Conducts quarterly, semi-annual, and annual certification and qualification verification.
14. Develops monthly Training Reports.
15. Reviews monthly call data to identify trends that may affect the delivery of emergency services.
16. Maintain and review Training Division inventory.
17. Assists the Assistant Fire Chief(s) and Fire Chief in data collection to maintain or increase the District's Insurance Service Office (ISO) rating.
18. Serves as a member and may facilitate the Districts Safety Committee.
19. Oversees and manages District Health/Wellness Initiatives.
20. May serve as Public Information Officer (PIO) or Acting PIO as needed.
21. Other duties as assigned.

The Chief of Training, Education, and Safety is responsible for ensuring all District employees are trained, and performing emergency duties and responsibilities safely, efficiently, and effectively. The Chief of Training, Education, and Safety shall assume a leadership role in the development, education, training, and mentoring of all District personnel. The Chief of Training, Education, and Safety shall serve as the District's Training Manager responsible for researching, developing, implementing, and managing high-frequency training, and evaluation to promote personnel development and team building. The Chief of Training, Education, and Safety shall assume the role of District Safety Officer responsible for researching, developing, implementing, and managing practices that ensure safe emergent, and non-emergent mitigation of incidents.



**FORT MYERS BEACH FIRE CONTROL DISTRICT
JOB DESCRIPTION**

Position Title:	Chief of Training, Education, & Safety	Reports To:	Assistant Fire Chief
Position Status:		Effective Date:	DRAFT
FLSA Classification:		Approved:	

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Above average computer and technology skills
2. Ability to efficiently operate office equipment, telephone, fax, printer, copier, and scanner.
3. Ability to make quick, deliberate, and safe decisions when confronted with a stressful and life threatening situation.
4. Analyzes, interprets, and understands relevant data to make fact-based decisions, even when faced with ambiguous situations, and does so in a timely and efficient manner.
5. Possess extensive knowledge and understanding of the National Incident Management System (NIMS) and Incident Command System (ICS).
6. Possess and demonstrate extensive proficiency and knowledge of fire behavior, fire chemistry, firefighting safety, effective firefighting tactics, hazardous materials, technical rescue, and emergency medical skills methods with the ability to access, and implement this knowledge during high stress and critical events.
7. Demonstrates basic mechanical aptitude to perform basic repairs or maintenance.
8. Consistently contributes to the creation of a motivational atmosphere within the Fire District, through ethical and honest actions in support of the Fire Chief’s vision and goals.
9. Demonstrates servant leadership, and is compassionate, courteous, and professional when dealing with the public and District staff, paying close attention to hygiene and cleanliness.
10. Maintains professional composure during stressful times, demonstrates resiliency when faced with adversarial situations, and consistently strives to employ the highest level of personal and professional ethics.
11. Helps to create a work environment where employees can be open and at ease, helps to maintain a harmonious environment, and an effective team environment, filled with mutual respect amongst District members.
12. Helps to resolve conflicts among District members, and between the District and the community
13. Can prioritize work with many complex tasks and is willing to work as needed to meet the mission and vision of the District.
14. Receives constructive criticism well, and can apply that criticism.
15. Demonstrates effective listening skills. and speaking skills. Produces clearly written, and easily comprehended written material. Maintains an open line of communications with superiors and crews.
16. Addresses conflict appropriately when necessary to achieve the Districts mission and vision.
17. Sets training goals and benchmarks for the District, and for individual members ultimately contributing to the development and success of the District in meeting its mission.
18. Knowledgeable on the use of Social Media in Public Safety.



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Chief of Training, Education, & Safety	Reports To:	Assistant Fire Chief
Position Status:		Effective Date:	DRAFT
FLSA Classification:		Approved:	

QUALIFICATIONS:

Experience:

1. Ten (10) years progressively responsible fire service experience, with at least three (3) years of supervisory responsibilities (fire company officer or above).
2. Must live within, or be able to reside within, a vicinity approved by the Fire Chief.
3. Experience in budgeting, fiscal management, and policy development preferred.

Education:

1. Bachelor's Degree from a regionally accredited college or university.
2. Must be enrolled in, actively pursuing, or able to successfully complete within two (2) years of employment, the National Fire Academy (NFA) Training Program Manager Certification.

Certificate or Licenses:

Must satisfy, maintain, and keep current all District, State, and Federal Certifications and Licensure requirements for the following:

1. Current Florida Driver's License within (30) days.
2. Florida State Certified Fire Officer II or higher
3. Florida State Certified Fire Instructor III (within two (2) years of employment)
4. Florida State EMT-Basic or Paramedic by end of probationary period.
5. AHA CPR for Healthcare Professionals by end of probationary period.
6. Florida Firefighter Minimum Standards
7. Within two (2) years become a Florida State Certified Incident Safety Officer
8. EVOC Instructor (within two (2) years of employment)
9. Incident Command System (ICS) (FEMA Certified) 100, 200, 300, 400, 700 and 800;
10. Incident Command System (ICS) (FEMA Certified) 701, 702, 703 and 704 by end of probationary period.
11. National Wildfire Coordinating Group (NWCG) S130/180/190 (Basic Firefighter Training & Introduction to Wildland Fire Behavior) (within two (2) years of employment).
12. NWCG S-215 (Fire Operations in the Wildland/Urban Interface) (within two (2) years of employment).
13. NWCG S-231 (Engine Boss) (within two (2) years of employment).
14. NWCG S-330 (Strike Team/Task Force Leader) (within two (2) years of employment).

Preferred Qualifications:

1. Master's Degree from a regionally accredited university
2. Executive Fire Officer (EFO) Program Graduate
3. Center for Public Safety Excellence Chief Fire Officer Designation (CFO)
4. Type IV/V Incident Commander (Blue Card)
5. Florida State Incident Safety Officer



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Chief of Training, Education, & Safety	Reports To:	Assistant Fire Chief
Position Status:		Effective Date:	DRAFT
FLSA Classification:		Approved:	

6. Florida Fire Officer III/IV or equivalent
7. Previous Paramedic Transport experience

RELATIONSHIPS:

1. Community Members and Visitors – Daily interactions by personal contact, telephone, and written computer communication (E-mail).
2. Co-workers – Multiple daily interactions responding to emergency and non-emergency situations, to facilitate the coordination of daily operations, staffing and training, exchange of information, to complete administrative and operational tasks, manage program needs, purchases, inspection assignments, and documentation.
3. Fire Department Company Officers – Daily interactions by telephone, written computer communication (E-mail), radio, and personal contact: coordination of daily company staffing, coordination of unit status and distribution, exchange of information.
4. Fire Department Chief Officers – Multiple daily interactions by telephone, radio, and personal contact: staffing of fire companies, status monitoring and distribution of companies, processing of personnel issues, exchange of information, and incident management operations.
5. Other contacts as assigned, required or needed.

Work Environment:

As the Chief of Operations, the incumbents work environment should be expected to include, but are not limited to the following:

- Sedentary, administrative work in an office environment.
- Strenuous physical activity under extremely adverse conditions required frequently.
- Position requires standing, running, walking, sitting, kneeling, squatting, bending, lifting, pushing, pulling, rowing, pinching, gripping, digging, spraying, reaching overhead, reaching away from the body, and repetitive motions.
- Will be required to function in extreme weather conditions temperatures exceeding 100 degrees Fahrenheit, with heavy rain, high water, wind, and dangerous lightning.
- Work will be performed in a dangerous environment with exposure to slippery surfaces, weakened structures, violence, smoke, flames, explosives, gas, fumes, dust, and odors.
- Work may result in exposure to HIV, AIDS, Tuberculosis, Small Pox, Hepatitis A, B, and C.
- Work may result in organic exposures such as Fleas, Flies, Bed Bugs, Snakes, Alligators, Sharks, and Mosquitos.
- This position requires the ability to read, analyze, and comprehend English.



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Chief of Training, Education, & Safety	Reports To:	Assistant Fire Chief
Position Status:		Effective Date:	DRAFT
FLSA Classification:		Approved:	

- This position requires the ability to write and speak English.
- This position involves periods of extreme physical, emotional, and psychological stress.
- This position requires the use of sensory activities such as talking, seeing, hearing, smelling, feeling, depth perception, and color vision.
- This position requires a high degree of emotional and psychological resiliency.

SUMMARY:

This Job Description illustrates examples of duties, jobs, skills, and knowledge an employee should have to be successful in this position. Employees in this job classification can and should expect to perform job-related responsibilities and tasks not enumerated in this job description.

Incumbents are advised the essential functions and requirements contained herein are subject to change at the discretion of the Fire Chief to meet the needs of the District.

This job description should not be interpreted as all-inclusive or as an employment agreement between employer and employee.

Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform functions or requirements due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

ACKNOWLEDGEMENT:

I acknowledge receipt of this position description and agree to perform within the parameters established.

Signature

Date

(Print Full Name)

Fire Chief

Date



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Director of Finance and Administrative Services	Reports To:	Fire Chief
Position Status:	Full-Time Paid "At Will"	Effective Date:	DRAFT
FLSA Classification:	Exempt	Approved:	

This position description is established by the Fort Myers Beach Fire Control District ("District") to outline the basic requirements, duties and general responsibilities of the Director of Finance and Administrative Services position. This position is "at-will," which means the Fire District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal, State and local law. Similarly, the employee may terminate the employment relationship for no reason at any time.

SUMMARY OF POSITION:

Under the supervision of the Fire Chief, the Director of Finance and Administrative Services works a schedule determined by the Fire Chief and consisting of at least forty (40) hours a week, unless otherwise dictated. The Director of Finance and Administrative Services manages the District's comprehensive financial management system to include management and budget, governmental accounting, financial reporting, program performance evaluation, investments, billing, debt issues, research, payroll, grant compliance and reporting, capital assets, customer service, and compliance with policy, rules and regulations as they relate to Finance. Coordination of the annual audit by independent Certified Public Accountants and Annual State of Florida Comptrollers Report are also the responsibility of the Director of Finance and Administrative Services. The position requires a highly self-motivated individual with excellent organizational skills that can work independently or as a team. This position may supervise the activities of other employees as determined by the Fire Chief. The position is exempt under the provisions of the Fair Labor Standards Act.

REPORTING RELATIONSHIP:

The Director of Finance and Administrative Services works under the direct supervision and guidance of the Fire Chief.

SPECIFIC POSITION DUTIES AND RESPONSIBILITIES:

Administrative and Financial

1. Develops, implements, and administers detailed accounting procedures and systems in accordance with generally accepted federal and state governmental accounting practices.
2. Prepares the district's annual budget, reviews budget proposals, and prepares necessary supporting documentation and justification.
3. Oversees the capital asset program, prepares required annual financial reports, and management letters.
4. Prepares financial statements and coordinates the annual audit.
5. Develops comprehensive financial management policies in areas of fiscal resource management, accounting, budget, payroll and capital assets.
6. Coordinates debt issuance to include development of financial plan, review debt agreements, act as a liaison with lending institutions, and implements procedures to ensure compliance.



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Director of Finance and Administrative Services	Reports To:	Fire Chief
Position Status:	Full-Time Paid "At Will"	Effective Date:	DRAFT
FLSA Classification:	Exempt	Approved:	

7. Exercises purchasing authorization following district financial policy and accounting procedures.
8. Initiates payment procedures, verifies budget appropriations and assigns general ledger accounts; monitors and examines district credit card use.
9. Performs special projects throughout the year such as performance audits and compliance audits of selected activities.
10. Attends Board meetings to provide input on current agenda items.
11. Recommends major economic strategies and fiscal objectives.
12. Prepares reports, which summarize and forecast financial position based on past, present, and expected operations.
13. Applies rules and regulations to fiscal governance.
14. Makes adjustments to the general ledger by recording activities including investments, accounts payable and receivable, debt service, payroll, revenues, expenses, capital assets and various journal entries.
15. Administers investment instruments with financial institutions.
16. Performs routine analysis of the trial balance to evaluate accuracy and timeliness.
17. Provides monthly financial reporting to the Fire Chief.
18. Routinely reviews various documentation for collections and expenditures to evaluate internal controls for processes such as timely collection of revenues and payment of liabilities for accuracy and purchase authorization.
19. Reads various documents such as contracts and formal agreements for, capital construction, inter-local agreements, debt, and various legal matters to comply with fiscal and other related covenants.
20. Prepare and timely file required forms and reports to federal and state agencies.
21. Assist other team members or constituents with compiling financial data.
22. Prepares and monitors budget to ensure costs do not exceed allocated funds.
23. Ensures compliance with Truth in Mileage (TRIM) law.
24. Assist with preparation the Public Facilities Report.
25. Assigned to Finance in the Incident Command System when applicable.
26. Performs a variety of clerical, secretarial and administrative work.
27. Performs a wide variety of tasks and provides support to various Divisions such as EMS, Training, Prevention, Administrative Services, and Operations. (i.e. Tracking and Updating Target Solutions, File of Life, Special Events, Property Registrations, etc.)
28. Responsible for overseeing the accounts payable processes such as, but not limited to; tracking packing slips and matching to invoices, entering and coding invoices, distributing invoices for signatures, printing and processing checks, contacting vendors, etc.
29. Oversee Purchase Requests, Purchase Orders and purchasing packets.
30. Decipher information and transcribe to specific documents.
31. Oversee payroll processes, reconciliation of time entries and reporting communications, finalization of time entries, extracting time entries, and entering or reviewing payroll data entry.
32. Oversee the processing of bank deposits as needed or requested.



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Director of Finance and Administrative Services	Reports To:	Fire Chief
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33. Assist administrative staff with special projects as assigned.
34. Attend meetings as assigned.
35. Non-routine after hour response in times of significant emergency incidents to assist when assigned.
36. Assists in the procurement of department materials and supplies.
37. Assist with public records requests.
38. Assist in the hiring process as assigned.
39. Other duties that may be assigned.

Human Resource

1. Oversee worker's compensation claims.
2. Oversee internal investigations.
3. Oversee employee benefit programs.
4. Provide compensation and other studies as needed.
5. Research, develop, and prepare grant applications or funding requests.
6. Consistently and correctly follow the District's rules, policies and procedures.
7. Ensure complete, accurate and timely preparation and maintenance of District records and reports.
8. Consistently promote a professional image of the District at all times.
9. May participate in performance evaluations for assigned personnel.
10. Perform such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of public administration practices and procedures, District organization and functions, human resource principles and practices, intergovernmental relationships theory and principles of local, state, and federal levels.
2. Demonstrate ability to recognize research methods and techniques utilized to assemble, organize, and present written or oral form, statistical, financial, or factual information derived from a variety of sources.
3. Ability to become knowledgeable of laws, ordinances, and other requirements governing special districts and local governments.
4. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices, above average skills in Microsoft Office, Word, Excel, and Outlook, as well as ability to operate accounting and budgeting software.
5. Skill in operation of common office tools and equipment.
6. Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Director of Finance and Administrative Services	Reports To:	Fire Chief
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7. Possess and demonstrate a comprehensive knowledge of the District's rules, policies and procedures.
8. Continually support a motivational atmosphere for all department members.
9. Demonstrate a courteous and professional manner to the public, paying particular attention to personal hygiene and cleanliness. Maintain composure and a professional attitude under stressful conditions.
10. Demonstrate mature, professional and appropriate conduct at all times and in all places, employing ethics, integrity, honesty and a cooperative teamwork atmosphere.
11. Demonstrate ability to create a work environment in which employees can be open and at ease with each other. Ability to promote and maintain a positive, effective team environment. Ability to establish and maintain harmonious relationships and mutual respect among team members.
12. Demonstrate ability to recognize and accept constructive criticism. Utilize training, direction, delegation and accountability to improve team skills. Provide assistance to team members in resolving conflicts. Encourage individual initiative.
13. Demonstrate ability and initiative for continual self-development; work with team members in preparing and implementing realistic self-development plans; support appropriate job changes and promotions.
14. Demonstrate consistent ability to work as needed to achieve results and/or meet targets within established time frames.
15. Demonstrate sound judgment and the ability to receive feedback and suggestions, initiating regular discussions with team members.
16. Demonstrate effective listening and speaking skills. Produce clearly organized and easily comprehended written communications. Maintain an open line of communication with superiors and team members.
17. Proficient in setting goals, receiving delegated tasks effectively without close supervision, and contributing with new ideas.
18. Schedule work for the most efficient and effective performance of activities, and elimination of unnecessary activities. Handle multiple responsibilities simultaneously, prioritize responsibilities appropriately, and perform responsibilities in a thorough and timely manner.
19. Demonstrate ability to meet performance or quality control standards. Ability to deliver results, set control parameters in terms of time, dollars, and budgets.
20. Ability to adapt to necessary changes in operations; willing to try new ideas.



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Director of Finance and Administrative Services	Reports To:	Fire Chief
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OTHER SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Performs a full range of complex data and forecasting duties.
2. Researches, reviews, and summarizes a variety of statistical, and administrative information; coordinates and participates in the preparation of various reports, memoranda, and correspondence of a legal, technical, or confidential nature, requiring judgment as to content, accuracy, and completeness.
3. Participates in the full range of complex clerical functions involved in maintaining accounts; reviews work to ensure compliance with established policies, procedures, and dates; performs the full range of clerical tasks including coding, posting, verification, and reconciliation of data.
4. Enters alpha/numeric data from a wide variety of source documents into computer files; detects and corrects erroneous or missing information data; retrieves information from computer data files; prepares recurring and special reports from received data; maintains source document files.
5. Maintains a variety of hard copy and computer files, records and correspondence; assures all files and records are organized, accurate, and complete.
6. Participates in developing divisional goals, objectives, and procedures; identifies opportunities for improvement of service delivery.
7. Ensures that staff submit necessary documents and forms according to established time lines; monitors transactions; ensures compliance with restrictions; maintains related records; resolves discrepancies.
8. Serves as liaison for assigned areas with other departments, divisions, and programs; answers questions and assists in negotiating and resolving sensitive and controversial issues.
9. Reconciles internal tracking tools.
10. Provides long-term projections.
11. Performs in the role as Liaison to designated institution(s).
12. Assists the Fire Chief with special projects, as assigned.
13. Serve as office manager for administrative facility.

QUALIFICATIONS:

Experience:

1. Five (5) years of governmental finance and accounting experience.
2. Five (5) years of full-time experience in an administrative role for a public institution, special district, or similar organization.
3. Experience with office management and supervision of administrative employees preferred.
4. Must be 21 years of age.



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Director of Finance and Administrative Services	Reports To:	Fire Chief
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GENERAL KNOWLEDGE

- | | |
|-------------------------------------|-------------------------------|
| All applicable laws and regulations | Appropriate leadership skills |
| Collective bargaining process | Managerial techniques |
| Personnel management | Robert's Rules of Order |
| Fire district mission | Firefighting activities |
| EMS activities | Data collection |
| Research techniques | Scientific methodology |
| Chain of Command | Public Employee edict |

Education:

1. Bachelor's degree in accounting or related field or equivalent from an accredited college or university.

Certificate or Licenses:

Must satisfy, maintain, and keep current all District, State, and Federal Certifications and/or Licensure requirements for the following:

1. Must possess, or be eligible to obtain within 30 days of appointment to the position, and maintain a valid Florida driver's license.

PHYSICAL, MENTAL, ENVIRONMENTAL AND OTHER REQUIREMENTS:

Physical Requirements:

1. Auditory – Ability to understand and follow oral instructions in the English language.
2. Verbal – Ability to participate in routine conversation in person or via telephone in the English language.
3. Visual – Must be able to distinguish circumstances/situations, written materials and other details concerning District facilities.

Environmental and Other Requirements:

1. This position requires work in a variety of locations and conditions, including office areas.
2. A large portion of this position will involve sedentary, administrative work in an office environment.
3. This position requires the ability to read, write, speak, and understand the English language at a level adequate to perform the job.

RELATIONSHIPS:

1. Co-workers and Firefighters- Daily interactions to facilitate the coordination of daily operations and staffing, exchange of information, to complete administrative and operational tasks.



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Director of Finance and Administrative Services	Reports To:	Fire Chief
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2. Fire Department Officers- Multiple daily interactions by telephone, written computer communication (E-mail) and personal contact- exchange of information.
3. Chief Officers- Multiple daily interactions by telephone, personal contact, written computer communication (E-mail), processing of personnel issues, and exchange of information.
4. Other contacts as assigned, required, or needed.

SUMMARY:

This Job Description illustrates examples of duties, jobs, skills, and knowledge an employee should have to be successful in this position. Employees in this job classification can and should expect to perform job-related responsibilities and tasks not enumerated in this job description.

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ACKNOWLEDGEMENT:

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Signature

Date

(Print Full Name)

Fire Chief

Date



FORT MYERS BEACH FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS MEETING

“Blue Sheet” AGENDA ITEM INFORMATION

AGENDA CATEGORY: New Business
AGENDA ITEM: [2017/2018 Budget Process Update](#)
SUBJECT: Ongoing Budget Process Information
OTHER: N/A

ACTION [Information/Discussion](#)

PURPOSE
Update the Commissioner group on the Budget Process and current activity.

HISTORY
Beginning in the last Budget Cycle, a revision to the Budget Process as a whole was implemented. This has resulted in a time-line of budget work which began last month.

The Fire Chief will update the Commissioner group on the Budget Process and work being conducted in preparation.

RECOMMENDATION
N/A