

FORT MYERS BEACH FIRE CONTROL DISTRICT

MARCH 28, 2017

**BOARD OF FIRE COMMISSIONERS
REGULAR MONTHLY 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 REGULAR MONTHLY MEETING

AGENDA

MARCH 28, 2017 6:00 PM

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. March 7, 2017 Work Session/Meeting Minutes [Discussion/Approval]
5. March 9, 2017 Special Meeting Minutes [Discussion/Approval]
6. Treasurer's Report
 - A. February 28, 2017 Department Checks #42739 through #42830 for a total of \$241,608.33 [Discussion/Approval]
7. Chiefs Report [Information]
8. Attorney Report [Information]
9. Restate Agenda Items [Information]
10. Public Input on Agenda Items
11. Old Business
 - A. Updated Job Descriptions [Discussion/Approval]
12. New Business
 - A. District 3 Early Contract Opening [Discussion/Approval]
13. Reports from IAFF Union Representatives Districts 3 and 15 [Information]
14. Commissioners Remarks [Information]
15. Public Input
16. Adjournment

MINUTES
WORK SESSION AND MEETING OF THE
FORT MYERS BEACH BOARD OF FIRE COMMISSIONERS
TIME: 10:00 AM
DATE: March 7, 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. Commissioner Fleming requested that item 8A be removed from the agenda. Vice-Chairman Schindler made a motion to adopt the amended agenda. Commissioner Wood seconded.

Motion approved unanimously 5 – 0

4. February 21, 2017 Work Session Meeting and Regular Meeting Minutes [Discussion/Approval]

Chairwoman Morris called for a motion to approve the February 21, 2017 meeting minutes. Commissioner Fleming made a motion to approve the February 21, 2017 meeting minutes. Sec./Treasurer Raymond seconded.

Motion approved unanimously 5 – 0

5. Restate Agenda Items [Information]

6. Public Input on Agenda Items

7. Old Business

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

Following discussion, Chairwoman Morris called for a motion to approve a salary increase and a bonus for Fire Chief. Vice-Chairman Schindler made the motion to approve a five and a half percent (5.5%) increase in the Fire Chief's salary with an additional bonus. Sec./Treasurer Raymond seconded.

Motion approved unanimously 4 – 1

Aye – Morris

Aye – Schindler

Aye – Raymond

Aye – Fleming

Nay – Wood

Chairwoman Morris called for a motion to approve a ten-thousand (\$10,000) dollar bonus for the Fire Chief. Vice-Chairman Schindler made a motion to

approve the ten-thousand) \$10,000 bonus for the Fire Chief as of the contract anniversary. Sec./Treasurer Raymond seconded.
Motion approved unanimously 5 – 0.

8. New Business

A. Water Resource Needs [Information/Discussion]

(Removed)

B. Fire Chief Appraisal Form Revision [Information/Discussion]

The Board agreed to send appraisal form revisions to Chief Love.

C. 2017/2018 Budget Process Update [Information/Discussion]

Chief Love stated the budget process began in January and that we are in the capital phase now. Chief Love provided a review and example of the Re-Capitalization and Sustainment Plan being used.

D. Updated Job Descriptions [Information/Discussion]

Commissioner Fleming made a motion to approve the receptionist job description. Vice-Chairman Schindler seconded.

Motion approved unanimously.

The Board agreed to address the other job descriptions at the next meeting.

9. Reports from Union Representatives Districts 3 and 15

10. Fire Chief Remarks [Information]

Chief Love provided information on the following topics:

- Upcoming Board Retreat
- June FASD Conference
- Town Hall Chambers for Meetings
- Commissioners Business Card Information
- IT Information Update
- New Members (April/May)
- Upcoming Shrimp Festival Parade Information

11. Remarks of Commissioners

Commissioner Fleming discussed the Fire Chief's evaluation.

Commissioner Wood discussed District walkthroughs.

Vice-Chairman Schindler stated he might have to leave the Board Retreat early.

12. Public Input

No public input was provided.

13. Adjournment

Meeting adjourned at 12:06 pm.

MINUTES
SPECIAL MEETING OF THE
FORT MYERS BEACH BOARD OF FIRE COMMISSIONERS

TIME: 9:00 AM

DATE: March 9, 2017

PLACE: 11281 Summerlin Square Boulevard, Fort Myers Beach, Florida 33931
Hampton Inn & Suites Fort Myers Beach/Sanibel Gateway

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

1. Meeting Called to Order

2. Presentation and Discussion:

The Board received various presentations, as well as entered into various discussions regarding the Sunshine Laws, Roles and Responsibilities of Commissioners, District Manager responsibilities, and Board Policy.

3. Adjournment

Meeting adjourned at 3:30 pm.

**FORT MYERS BEACH
FIRE CONTROL DISTRICT**

**BOARD OF FIRE COMMISSIONERS
REGULAR MONTHLY MEETING**

**TREASURERS REPORT
MATERIALS**

Fort Myers Beach Fire Control District
Summary of Bank and Investment Account Activity
For the Month of February 2017

Account Name	Report Balance 01/31/17	Revenue & Transfers	Disbursements & Transfers	Balance 02/28/17
Money Market & Investments - BB&T				
AdValorem distribution (net of commissions)		473,548		
Transport receipts (AR)		51,845		
PAC - recaptured transport receipts		129		
Inspections and special events		2,940		
Retiree health reimbursements		2,700		
Education reimbursement		1,494		
Firefighter supplemental compensation		5,450		
9/11 Memorial donation		100		
Interest earned		49		
Transfers to Disbursement account			(693,700)	
	8,165,682	538,255	(693,700)	8,010,237
SBA - Prime				
Interest earned		2,529		
Transfers to/from BB&T		-	-	
	3,397,987	2,529	-	3,400,516
Disbursement Acct - BB&T				
Transfers from Money Market		693,700		
Retiree health insurance reimbursements		19,212		
USAR Training reimbursement		587		
Bank charges			(331)	
Contractual ACH payments			(14,915)	
Payroll related & ACH payments			(205,157)	
Net Payroll - direct deposits			(234,825)	
Accts payable checks 42739 - 42830			(241,608)	
	134,513	713,499	(696,836)	151,176
Total District Funds				
	11,698,182	1,254,283	(1,390,536)	11,561,929
Less: Transfers		(693,700)	693,700	
Totals	11,698,182	560,583	(696,836)	11,561,929

Fort Myers Beach Fire Control District
Statement of Assets, Liabilities and Fund Balance
February 28, 2017

Assets

Current Assets

Disbursement account	\$ 151,176	
Investment accounts	8,010,237	
State Board Investment Fund	3,400,516	
Petty cash	300	
Accounts receivable	426,253	
Allowance for doubtful accounts	<u>(174,674)</u>	11,813,808

Capital Assets

Land	1,429,970	
Buildings	6,459,764	
Equipment	1,559,656	
Fire/rescue vehicles	2,690,899	
Accumulated Depreciation	<u>(4,074,968)</u>	8,065,321

Other Assets

Amount to be provided	<u>1,187,899</u>	1,187,899
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Total Assets		<u><u>\$ 21,067,028</u></u>
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Liabilities and Fund Balance

Current Liabilities

Accounts payable	\$ 93,066	
Accrued wages	157,561	
Payroll taxes payable	11,996	
Deferred revenue - 9/11 Memorial Project	7,034	
Deferred revenue - CERT	2,354	
Deferred revenue - restricted donation	1,000	
Retirement payable	117,719	
Current portion of BB&T loan	<u>175,693</u>	566,423

Long Term Liabilities

Compensated Absences (estimate)	185,000	
Ambulance lease	135,791	
Construction loan - Station 33	<u>691,415</u>	1,012,206

Total Liabilities		<u>1,578,629</u>
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Fund Balance

Investment in Capital Assets (net of depreciation)	8,065,321	
Nonspendable	10,388	
Assigned	5,246,180	
Unassigned	<u>6,166,510</u>	19,488,399

Total Liabilities & Fund Balance		<u><u>\$ 21,067,028</u></u>
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Fort Myers Beach Fire Control District
Summary Statement of Revenues, Expenditures and Changes in Fund Balance
For the Five Months Ended February 28, 2017

	% Yr Remaining:			58.33%
	Actual	Budget	Variance	Var %
<u>Revenues</u>				
Ad Valorem taxes	8,462,615	9,171,614	(708,999)	-7.73%
Impact fees	-	9,400	(9,400)	-100.00%
Firefighters supplemental income	10,622	21,000	(10,378)	-49.42%
Inspection fees & special events	15,721	34,000	(18,279)	-53.76%
Ambulance transport	329,411	610,000	(280,589)	-46.00%
Interest	12,991	14,900	(1,909)	-12.81%
Miscellaneous	5,231	5,561	(330)	-5.93%
Sale of Capital Assets	-	3,000	(3,000)	-100.00%
Total Revenue	8,836,591	9,869,475	(1,032,884)	-10.47%
Fund Balance carried forward		6,175,000	6,175,000	
Total Revenue & Fund Balance carried forward	8,836,591	16,044,475	7,207,884	
<u>Expenditures</u>				
Personnel	2,995,596	8,323,600	5,328,004	64.01%
Professional & Contractual	268,413	476,650	208,237	43.69%
Travel	7,196	55,200	48,004	86.96%
Communications & Freight	44,727	125,000	80,273	64.22%
Utilities and Insurance	117,296	253,400	136,104	53.71%
Repairs and Maintenance	102,732	247,500	144,768	58.49%
Miscellaneous Operational & Administrative	9,012	32,800	23,788	72.52%
Operating Supplies & Tools	135,369	380,145	244,776	64.39%
Education & Training	46,018	147,800	101,782	68.86%
Other Services	28,488	84,230	55,742	66.18%
Capital Equipment	80,832	477,350	396,518	83.07%
Debt Service	71,847	194,620	122,773	63.08%
Total Operating Expenditures	3,907,526	10,798,295	6,890,769	63.81%
Fund Balance Reservations		5,246,180	5,246,180	
Total Expenditures and Reserves	3,907,526	16,044,475	12,136,949	
Revenues over (under) Expenditures & Reserves	4,929,065	-	(4,929,065)	
Fund Balance, October 1 (Estimate)	6,494,013			
Fund Balance, February 28	11,423,078			

Check History Report

Sorted By Vendor

Ft Myers Beach Fire Control Dist (BFD)

Activity From: 2/1/2017 to 2/28/2017

Bank Code: 1 Disbursement - BB&T

Vendor Name	Check Date	Check Number	Check Amount	Check Type
A F A Auto Parts	02/09/17	042739	112.46	Auto
A F A Auto Parts	02/21/17	042794	215.96	Auto
Advanced Disposal	02/21/17	042793	557.53	Auto
Anclote Fire & Safety Products	02/09/17	042740	342.00	Auto
Blue Cross Blue Shied of Tennessee	02/09/17	042790	442.91	Auto
Boulevard Tire Center	02/09/17	042741	415.00	Auto
Bound Tree Medical LLC	02/09/17	042742	2,612.26	Auto
Bound Tree Medical LLC	02/21/17	042795	4,336.86	Auto
Bureau of Fire Standards	02/09/17	042743	30.00	Auto
Cartridge World Fort Myers	02/21/17	042796	148.38	Auto
CenturyLink	02/09/17	042744	272.20	Auto
CenturyLink	02/21/17	042797	6,027.98	Auto
CSI Protective Coatings LLC.	02/21/17	042799	600.00	Auto
Culligan of Fort Myers	02/09/17	042745	494.58	Auto
Cummins Power South	02/09/17	042791	2,367.68	Auto
Cummins Power South	02/21/17	042800	968.15	Auto
Custom Tees Now	02/09/17	042787	926.55	Auto
Early Bird Cleaning	02/09/17	042747	400.00	Auto
Early Bird Cleaning	02/21/17	042801	200.00	Auto
Edward Wheat	02/09/17	042786	304.29	Auto
FASD	02/09/17	042748	1,200.00	Auto
File of Life Foundation, Inc.	02/09/17	042749	783.10	Auto
First Care Medical Center	02/21/17	042803	43.00	Auto
First National Bank	02/09/17	042750	3,719.24	Auto
Florida Fire & Emergency Services Foundation	02/21/17	042802	235.00	Auto
Florida Fire Systems, LLC	02/09/17	042751	291.50	Auto
Florida U.C. Fund	02/09/17	042752	3,025.00	Auto
Gavins Hardware	02/09/17	042754	507.61	Auto
Gavins Hardware	02/21/17	042805	385.83	Auto
Genesis Global Technologies	02/09/17	042755	6,045.00	Auto
Hamilton's Uniforms LLC	02/09/17	042756	1,125.56	Auto
Hamilton's Uniforms LLC	02/21/17	042806	500.88	Auto
Health Alliance	02/09/17	042773	72.00	Auto
I. A. F. F. Local # 1826	02/21/17	042807	2,369.82	Auto
J M Todd Inc	02/09/17	042757	237.85	Auto
Joel Martinez	02/09/17	042765	346.39	Auto
Kevin W Lynch	02/21/17	042821	298.94	Auto
Krusty Pete's	02/09/17	042758	57.50	Auto
Lee County BOCC	02/09/17	042760	882.87	Auto
Lee County BOCC	02/09/17	042761	87,506.28	Auto
Lee Memorial Health System	02/09/17	042759	1,599.00	Auto
LeeSar Regional Service Center	02/21/17	042808	810.40	Auto
Life Scan Wellness Centers	02/09/17	042762	15,320.00	Auto
Lightning Wireless Solutions	02/09/17	042763	11,824.00	Auto
Lightning Wireless Solutions	02/21/17	042809	14,990.00	Auto
Lowe's Home Centers Inc	02/09/17	042792	6.10	Auto
Manatee Tech	02/09/17	042764	72.00	Auto
Matthew Love	02/09/17	042768	179.00	Auto
Mercury Medical	02/21/17	042811	1,793.10	Auto
Minerva Bunker Gear Cleaners	02/09/17	042767	542.25	Auto

Check History Report

Sorted By Vendor

Ft Myers Beach Fire Control Dist (BFD)

Activity From: 2/1/2017 to 2/28/2017

Bank Code: 1 Disbursement - BB&T

Vendor Name	Check Date	Check Number	Check Amount	Check Type
Minerva Bunker Gear Cleaners	02/21/17	042813	111.50	Auto
Motorola Solutions, Inc	02/21/17	042814	10,648.56	Auto
Municipal Emergency Services	02/09/17	042766	630.08	Auto
Municipal Emergency Services	02/21/17	042812	269.77	Auto
NAFECO	02/09/17	042769	186.26	Auto
News-Press - Fort Myers	02/21/17	042815	182.81	Auto
nexAir, LLC	02/09/17	042770	438.28	Auto
nexAir, LLC	02/21/17	042816	576.93	Auto
Office Team	02/09/17	042771	1,344.00	Auto
Office Team	02/21/17	042817	1,611.75	Auto
PGIT	02/21/17	042818	16,963.24	Auto
Physio Control, Inc.	02/09/17	042772	214.70	Auto
Pitney Bowes, Inc.	02/21/17	042819	103.97	Auto
Print Shop	02/21/17	042820	29.50	Auto
Sage Software Inc.	02/21/17	042822	2,726.00	Auto
South FL Emergency Vehicles	02/21/17	042824	159.90	Auto
South Florida Gas, Inc.	02/09/17	042774	174.23	Auto
Standard Life Insurance	02/09/17	042777	3,320.22	Auto
Staples Credit Plan	02/09/17	042778	158.20	Auto
Sun Hardware	02/09/17	042779	37.53	Auto
SupplyWorks	02/09/17	042780	298.89	Auto
SupplyWorks	02/21/17	042826	481.63	Auto
SW FL Polygraph & Background	02/21/17	042827	509.97	Auto
SW Specialty Advertising Co.	02/09/17	042775	8.50	Auto
SW Specialty Advertising Co.	02/21/17	042825	140.00	Auto
SWFL Public Service Academy	02/09/17	042753	3,000.00	Auto
SWFL Public Service Academy	02/21/17	042804	5,339.92	Auto
Tate Sturtevant	02/09/17	042776	128.22	Auto
Ten 8 Fire Equipment	02/09/17	042781	1,611.90	Auto
The Center for Psychology, PA	02/21/17	042798	625.00	Auto
Unice Salzman Jensen, P.A	02/21/17	042823	5,219.00	Auto
US Department of Education	02/09/17	042782	220.12	Auto
US Department of Education	02/21/17	042828	220.12	Auto
Verizon Wireless	02/09/17	042783	1,164.77	Auto
Void	02/09/17	042746	-	
Void	02/21/17	042810	-	
Waldorf University	02/09/17	042784	769.50	Auto
WEX Bank	02/09/17	042785	1,775.59	Auto
Wireless Technology Equip Co	02/09/17	042788	159.02	Auto
Witmer Associates, Inc.	02/09/17	042789	110.11	Auto
Witmer Associates, Inc.	02/21/17	042829	501.15	Auto
WorldPoint	02/21/17	042830	893.48	Auto
		Report Total	<u>241,608.33</u>	

**FORT MYERS BEACH
FIRE CONTROL DISTRICT**

**BOARD OF FIRE COMMISSIONERS
REGULAR MONTHLY MEETING**

**CHIEFS REPORT
MATERIALS**



FORT MYERS BEACH FIRE CONTROL DISTRICT

OFFICE OF THE FIRE CHIEF

100 VOORHIS STREET · FORT MYERS BEACH, FLORIDA 33931
MAILING ADDRESS: PO BOX 2880 · FORT MYERS BEACH, FLORIDA 33932

Board of Fire Commissioners February 2017 Fire Chief Report

We have almost made it through the busiest month of the year and as you are all aware, March is the month for several events and a large influx of visitors! I would like to thank our members for doing an outstanding job of getting to incidents and handling the constant construction zone changes.

On March 2nd, I had the pleasure of attending the “Read Across America” event at the Beach Elementary School. This event is nationwide and takes place on Dr. Seuss’s Birthday and was created to encourage adults to read with children. It was an honor to be invited to attend this event along with other community leaders and a lot of fun to read to the students.


I would like to thank Chief Schuldt and Commissioner Heming from Greater Naples Fire District for putting on our first Board Retreat. I believe it was very beneficial and look forward to continuing to make our organization the best it can be.

The 2017 Shrimp Festival kicked off on March 11th with several events happening throughout the weekend. On Saturday, our team participated in the 58th Annual festival by leading the way of a two-mile long parade. After the parade, our prevention division set up a tent in time square for community education. This year we were able to hand out hundreds of “File of Life” packages at the event. We would like to give a big thank you to the prevention division for their large involvement in our community and to all of our members who participated in the events this year.

Congratulations to Local 1826 on this year’s Muscular Dystrophy Association (MDA) Drive! Combined, they were able to raise over \$144,000 for this great cause. I would like to thank our members who participated in the MDA this year and congratulate them on raising almost double the amount of what we did last year! In addition, a special thank you to Firefighter Billy Galewski for his work in coordinating our efforts.

Finally, I traveled to Tallahassee recently to complete the Certified District Manager (CDM) courses provided by the Florida Association of Special Districts (FASD), as well as attended components of the legislative process at our capitol. This was a beneficial experience in becoming acquainted with Florida process and District management.

I wish everyone in our community a safe month.


Matthew R. Love
Fire Chief

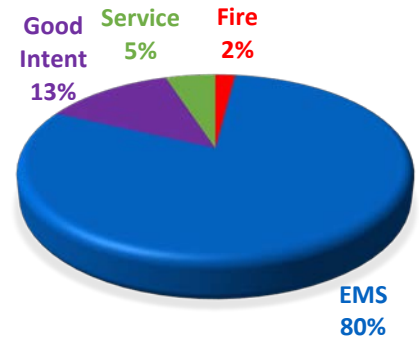


OPERATIONS

Operations Supervisor-Fire Chief Matt Love

February 2017 Incidents: 305
2017 Year to Date Incidents: 677
Average Emergent Incident Response Time: 5:58

FEBRUARY 2017



TRAINING

- Officer Development
- Engine Company Operations
- Forcible Entry
- EMS Training
- Quick Drills for Driver Operators
- Target Hazard Review
- Live Fire Training with New Firefighters
- Various Target Solutions Training
- Probationary Task Book Training
- Physical Health/Wellness Training

EMERGENCY MEDICAL SERVICES (EMS)

EMS Operations Supervisor- Division Chief Medical Officer Randy Kraus

EMS training for the month of February included cardiology review principles and practices along with skill sessions.

PREVENTION SERVICES

Prevention Services Supervisor- Division Chief Fire Marshal Ron Martin

Within the month of February, our prevention services included:

- 2 New Business Inspections
- 14 Construction Related Inspections
- 6 Annual Inspections
- 2 Ordinance Property Inspections
- 4 Fire Code Compliance Inquiries

ADMINISTRATIVE SERVICES

OUR BEACH TEAM

Some highlights from this month include:

- Members responded to two small commercial fires. Our quick responding crews brought both under control rapidly.
- Members participated in the Shrimp Festival parade. Thank you Bill Genevrino and Lloyd Adams for offering public education during the event.
- Members participated in the St. Patrick's Day parade.
- Welcome our new HR & Administrative Assistant Patty Coram.



- Our Command Staff met with key members of the Lee County Sherriff's Office to share information and discusses cooperative efforts.

EMPLOYEE RECOGNITION

February Service Anniversaries

Engineer Andy Vila	11 years
Firefighter Tate Sturtevant	11 years
Firefighter Hermes Llaser	1 year
Firefighter Layne Tal	1 year

UPCOMING EVENTS

- Board of Commissioners Work Session and Meeting
April 4th – 10:00 am
Station 31
- Annual Easter Egg Hunt
April 15th – 8:00 am – 11:00 am
Bay Oaks
- Santini's Fresh Market
Every Tuesday from 9:00 am – 1 pm
Santini Plaza



**FORT MYERS BEACH
FIRE CONTROL DISTRICT**

**BOARD OF FIRE COMMISSIONER
REGULAR MONTHLY 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: Updated Job Descriptions
SUBJECT: Commissioner review of updated descriptions
OTHER: Following attorney recommendation at work session/meeting

ACTION

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

PURPOSE

Receive Board of Fire Commissioner approval 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.

The below descriptions were discussed and presented at the last Board Work Session Meeting on March 7, 2017, and are submitted for approval.

Job descriptions currently presented include:

1. **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.)
2. **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.)
3. **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 approval of updated job descriptions.

RECOMMENDED MOTION

Motion to approve the job descriptions for the position of Executive Assistant, Chief of Training, Education, and Safety, and Director of Finance and Administrative Services.



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

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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
Position Status:	Full-Time Paid "At Will"	Effective Date:	DRAFT
FLSA Classification:	Exempt	Approved:	

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
Position Status:	Full-Time Paid "At Will"	Effective Date:	DRAFT
FLSA Classification:	Exempt	Approved:	

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

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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.



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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.



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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.

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**

**BOARD OF FIRE COMMISSIONERS
REGULAR MONTHLY 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: District 3 Early Contract Opening
SUBJECT: Commissioner approval to open the contract early
OTHER:

ACTION

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

PURPOSE

Seeking Board approval to open Collective Bargaining of the District 3 contract early in order to prepare for the upcoming contract negotiations.

HISTORY

The District 3 contract will expire in October 2017 and the opening date for the contract is set for May 2017. Labor and Management have agreed that opening the contract early, on April 13, 2017, will allow additional time to work on the upcoming negotiations.

RECOMMENDATION

Board approval to open the District 3 contract early.

RECOMMENDED MOTION

Motion to open negotiations of the District 3 Collective Bargaining Agreement as of April 13, 2017.