



**GREATER NAPLES FIRE RESCUE DISTRICT
BOARD OF FIRE COMMISSIONERS
Action Item Worksheet**

NEW BUSINESS

Agenda Item: III. F.
Subject: Casual Employee Agreement, Application Development Specialist
Meeting Date: September 10, 2026
Prepared By: Michelle Ughi, HR Director

Background

To support the District's development and maintenance of technology solutions, a Casual Employee Agreement is being presented for an Applications Development Specialist. The position is classified as a casual, at-will employee and will provide professional application development services, including web-based application development, workflow automation, data management, reporting tools, system testing, user training, and ongoing application support, under District administrative oversight.

Funding Source/Financial Impact

The Application Development Specialist will be paid \$40.00 per hour and is anticipated to work approximately 1,000 hours annually, for an estimated cost of \$40,000. The position is included in Florida Retirement System (FRS) but not eligible for employee benefits.

Recommendation

Staff recommends approval of the Casual Employee Agreement for the Application Development Specialist as presented, effective September 10, 2026, or thereafter.

Potential Motion

I move to approve the Casual Employee Agreement for the Application Development Specialist, effective September 10, 2026, or thereafter, and authorize the Fire Chief to execute and administer the agreement on behalf of the District.

Attachment

1) Casual Employee Agreement- Application Development Specialist

Legal Review

This AIW and its contents have been reviewed by legal counsel for sufficiency.

- ☐ Approved
☐ Not Approved
☒ Not Applicable

CASUAL EMPLOYEE AGREEMENT

Application Development Specialist

This Casual Employee Agreement ("Agreement") is entered into between Greater Naples Fire Rescue District ("District") and Kim Cambareri ("Employee"), effective September 10, 2026.

1. Employment Status

The Employee is employed by the District in a casual, at-will employee capacity.

- This position does not carry a guaranteed minimum number of hours.
- Employment is at-will, meaning either party may terminate the employment relationship at any time, with or without cause or notice, consistent with applicable law.
- Nothing in this Agreement creates a promise of continued employment, a fixed term, or guaranteed compensation.

This position is not an independent contractor role and is classified as an employee for payroll, benefit eligibility, and supervisory purposes only.

2. Position and Scope of Role

The Employee will serve as an Applications Development Specialist, independently designing, developing, implementing, and maintaining web-based applications and automated workflows that support District operations. Responsibilities include application design and development, workflow automation, data management, reporting tools, system testing, user training, and ongoing application support. In performing these duties, the Employee shall exercise professional judgment and discretion while remaining subject to District policies, ethical standards, and administrative oversight.

3. Summary of Responsibilities

The Employee's responsibilities are professional and technical in nature and include, but are not limited to, the following:

A. Application Design and Development

- Meet with District staff to understand business needs and identify opportunities to improve processes through technology.
- Gather and document system requirements, prepare workflow diagrams, and develop project plans for application development.
- Design, develop, implement, and maintain web-based applications using Microsoft Visual Studio, .NET, Azure development tools, SharePoint Online, and other Microsoft 365 technologies.
- Develop electronic forms, automated workflows, databases, reporting tools, document management features, and other applications that support District operations.

B. System Implementation and Support

- Configure applications within the District's Microsoft 365 environment using appropriate security and user permissions.
- Test applications to ensure they function properly, are secure, and meet District requirements before implementation.
- Troubleshoot issues, make system updates and enhancements, and provide ongoing application support and maintenance.
- Ensure applications are accessible on both desktop and mobile devices.

C. Project Coordination

- Work with District staff throughout the planning, development, testing, and implementation of applications.
- Provide project updates and recommendations throughout the development process.
- Coordinate application implementation and assist with the transition from manual processes to electronic workflows.
- Maintain project documentation and technical records related to assigned projects.

D. Training and User Support

- Develop user guides and other documentation for applications developed for the District.
- Train District employees on the use and administration of applications.
- Provide technical assistance and respond to user questions after implementation.
- Recommend improvements and enhancements based on user feedback and operational needs.

E. Professional Responsibilities

- Exercise independent professional judgment while performing assigned duties in accordance with District policies and procedures.
- Maintain professional working relationships with District employees, vendors, consultants, and other individuals involved in assigned projects.
- Keep current on Microsoft technologies and development practices applicable to assigned work.
- Perform other related duties as assigned that are consistent with the purpose and scope of the position.

The Employee does not supervise District personnel, establish District policy, or perform routine clerical or administrative support functions unrelated to application development.

4. Reporting Relationship

The Employee reports administratively to the Deputy Chief of Support Services or designee.

While the District may establish general goals, priorities, and program direction, the Employee retains discretion over the methods and timing used to perform assigned responsibilities, subject to District policies and standards. The Employee's performance shall be evaluated by the Deputy Chief of Support Services or designee.

5. Hours of Work and Schedule

- The Employee is expected to work approximately 1,000 hours per calendar year, based on the operational needs of the District. This estimate is provided for planning purposes only and does not constitute a guarantee of hours.
- Work hours will vary based on District needs, deadlines, meetings, travel requirements, and project demands. The position is not tied to a fixed daily or weekly schedule.
- Some travel, including attendance at meetings, training, conferences, or project-related activities, may be required in connection with the Employee's duties.
- The Employee shall accurately record all hours worked on the District's approved timesheet and submit the timesheet in accordance with established payroll procedures and deadlines.
- The Employee is not authorized to work in excess of 30 hours in any workweek without prior written approval from the Deputy Chief of Support Services or designee.

6. Compensation

The Employee will be paid an hourly rate of \$40.00, and subject to adjustment in accordance with District practices.

- Compensation will be processed through payroll.
- All applicable taxes, authorized or mandatory deductions, and withholdings apply.

7. Benefits Eligibility

The Employee is not eligible for benefits, including medical, dental, vision, life, paid leave, holiday pay, or other employee benefit programs.

The Employee will participate in the Florida Retirement System (FRS). Required employee retirement contributions will be deducted from pay, and the District will make employer contributions as required under the FRS.

8. Policies and Authority

The Employee agrees to comply with all applicable District policies, procedures, and ethical standards, as amended from time to time. The Employee is not authorized to bind the District, enter into contracts, or act on the District's behalf unless expressly authorized in writing.

9. Delegation of Authority

The District Board delegates to the Fire Chief the authority to terminate this Agreement and the Employee's employment.

10. Entire Agreement

This Agreement constitutes the entire understanding between the parties regarding the Employee's casual employment and supersedes all prior discussions or understandings. Any modification to this Agreement must be made in writing and signed by both parties, with the Fire Chief having authority to make such modification on behalf of the District.

11. Governing Law and Venue

This Agreement shall be governed by and construed exclusively in accordance with the laws of the State of Florida, and venue of any action shall be held exclusively in Collier County.

DISTRICT:

Name: _____

Date: _____

EMPLOYEE:

Name: _____

Date: _____