



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

NEW BUSINESS

Agenda Item: III. B.
Subject: Casual Employee Agreement, Grant Specialist
Meeting Date: August 5, 2026
Prepared By: Joshua Bauer, Deputy Chief

Background

To support the District's administration of the District's grants, a Casual Employee Agreement is being presented for a Grant Specialist. The position is classified as a casual, at-will employee and will provide professional grant administration services, including grant development, compliance, reimbursement management, reporting, and grant closeout, under the administrative oversight of the Deputy Chief of Support Services.

Funding Source/Financial Impact

The Grant Specialist will be paid \$40.00 per hour and is anticipated to work approximately 1,000 hours annually, for an estimated annual cost of \$40,000. The position is included in the Florida Retirement System (FRS) but not eligible for employee benefits. The personnel cost incurred would be reimbursed under the Grant Administration allocation included in the award.

Recommendation

Staff recommends approval of the Casual Employee Agreement for the Grant Specialist as presented, effective August 5, 2026, or thereafter.

Potential Motion

I move to approve the Casual Employee Agreement for the Grant Specialist, effective August 5, 2026, or thereafter, and authorize the Fire Chief to execute and administer the agreement on behalf of the District.

Attachment

1. Grant Specialist Casual Employee Agreement

Legal Review

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

- ☐ Approved
☐ Not Approved
☒ Not Applicable

Comments: Previously approved; only changes were scope and salary.

CASUAL EMPLOYEE AGREEMENT

Grant Specialist

This Casual Employee Agreement (“Agreement”) is entered into between Greater Naples Fire Rescue District (“District”) and Gina Vought (“Employee”), effective August 5, 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 a Grant Specialist, independently administering the full lifecycle of the District's disaster recovery and mitigation grants, including grant development, compliance, reimbursement management, reporting, and grant closeout. 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, technical, and administrative in nature and include, but are not limited to, the following:

A. Grant Administration

- Manage and coordinate all phases of disaster recovery and mitigation grants from application through grant closeout.
- Prepare, review, and submit grant applications, scopes of work, supporting documentation, amendments, reimbursement requests, and other required program documentation.
- Monitor grant timelines, deliverables, funding requirements, and project milestones to ensure successful project completion.
- Maintain complete, organized, and audit-ready grant files and supporting documentation.

B. Grant Compliance & Financial Administration

- Monitor compliance with applicable federal, state, and local grant requirements, including program eligibility, procurement standards, financial management, reporting, and record retention.

- Track project expenditures, reimbursement requests, and grant budgets to ensure costs remain eligible, adequately documented, and properly supported.
- Coordinate with District Finance staff regarding grant expenditures, reimbursements, financial reporting, and grant-related accounting requirements.
- Assist with grant monitoring activities, audits, and grant closeout requirements.

C. Project Coordination & Technical Support

- Coordinate grant activities with District leadership, Finance, Operations, consultants, engineers, contractors, state agencies, FEMA, HUD, and other funding partners.
- Serve as the primary point of coordination for grant-related communications, documentation requests, and project status updates.
- Provide technical guidance regarding grant requirements, funding opportunities, compliance obligations, and grant administration best practices.
- Assist District staff in identifying eligible grant projects and developing supporting documentation.

D. Reporting & Program Management

- Prepare and submit required progress reports, performance reports, reimbursement documentation, and other grant-related reports within established deadlines.
- Monitor grant performance, project status, and compliance requirements throughout the grant lifecycle.
- Identify potential grant administration issues and recommend corrective actions or process improvements.
- Assist in developing and maintaining grant tracking systems, procedures, and administrative processes.

E. Professional Responsibilities

- Exercise independent professional judgment in administering assigned grant programs while complying with District policies and applicable laws, regulations, and grant requirements.
- Maintain professional working relationships with funding agencies, regulatory agencies, consultants, vendors, and District personnel.
- Remain informed of changes to disaster recovery and mitigation grant programs, regulations, and funding opportunities.
- Perform other grant-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 grant administration.

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, grant 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 40 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: _____