



## **Nokomis Volunteer Fire Department, Inc.**

### **Title VI & ADA Plan Related to Programs, Activities and Services**

**Nokomisvfd.com**

**September 15, 2023**

**September 15, 2021**

## Introduction

As a recipient of Federal funds, the Nokomis Volunteer Fire Department, Inc. is required to issue a policy statement expressing a commitment to the non-discrimination provisions of Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act (ADA) of 1990 and related Federal and State nondiscrimination statutes and regulations. This document highlights Nokomis Volunteer Fire Department, Inc efforts with regards to Title VI, ADA and related Federal and State statutes and regulations compliance.

Title VI of the Civil Rights Act and related Federal and State nondiscrimination statutes and regulations prohibits discrimination on the basis of race, color or national origin, sex, age, disability, family or religious status, in programs, activities or services receiving federal financial assistance. The Nokomis Volunteer Fire Department, Inc., prohibits discrimination on the basis of marital status, sexual orientation, gender identity or expression, or physical characteristic. To address these federal requirements, Nokomis Volunteer Fire Department, Inc. has developed a Title VI and ADA Plan. The following sections provide a summary of the NVFD activities relating to those requirements.

## Title VI and ADA Plan

Nokomis Volunteer Fire Department, Inc., acting as a fire department and a federal fund designated recipient, has a goal not to discriminate against any person with respect to any NVFD program, activity, or service receiving federal financial assistance. To meet this goal, NVFD has developed a Title VI and ADA Plan pursuant to Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990, as amended and related Federal and State nondiscrimination statutes and regulations. NVFD's Title VI and ADA Plan defines what Title VI and ADA is, includes a written process on how to file a Title VI or an ADA complaint should one arise, and describes the complaint investigation process.

## Public Notification Process

Nokomis Volunteer Fire Department, Inc's goal is not to discriminate against any person with respect to a NVFD program, activity or service. This commitment is incorporated into all public outreach efforts to engage all segments of the population in the NVFD service area. NVFD actively provides information regarding its Title VI and ADA obligations to the public using a variety of methods. Information, such as reference to Federal circulars and NVFD's Title VI and ADA Plan and complaint procedure, is available, upon request at the NVFD office, on the NVFD website and is provided to staff, citizens, contracted providers. Notice of non-discrimination policy is included in all NVFD contracts, public meetings and bid advertisements.

As a policy, the NVFD staff is educated on the Title VI and ADA requirements. Non-discrimination clauses shall be included in all federally funded consultant contracts bids. The following statement is posted in NVFD offices:

**"The Nokomis Volunteer Fire Department, Inc. does not discriminate on the basis of race, color, national origin, sex, age, disability, family or religious status, marital status, sexual orientation, gender identity or expression, or physical characteristic in administration of its services, programs, and activities."**

## **ADA/504 Statement**

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal aid recipients and other government entities to take affirmative steps to reasonably accommodate the disabled and ensure that their needs are equitably represented in transportation programs, services, and activities.

Nokomis Volunteer Fire Department, Inc. will make every effort to ensure that the facilities utilized for NVFD programs, services, and activities are accessible to those with disabilities. NVFD will make every effort to ensure that its advisory committees, public involvement activities and all other programs, services and activities include representation by the disabled community and disability service groups.

NVFD will present information in facilities that accommodate disabled individuals who wish to participate in public involvement events or who require special assistance to access facilities, programs, services or activities. Because providing reasonable accommodation may require outside assistance, organization or resources, NVFD asks that requests be made at least seven (7) calendar days prior to the need for accommodation.

Questions, concerns, comments or requests for accommodation should be made to the Nokomis Volunteer Fire Department, Inc. Administrator, Title VI & ADA

NVFD  
NVFD Administrator, Title VI & ADA  
111 Pavonia Rd  
Nokomis, FL 34275  
Phone: 941-780-7939  
Fax: 941-483-4202  
Email: [nokomisvfd@gmail.com](mailto:nokomisvfd@gmail.com)

## **Inclusive Public Participation**

Nokomis Volunteer Fire Department, Inc., shall seek out and considers viewpoints of low-income, minority, elderly, disabled, Limited English Proficiency (LEP), ethnic and religious groups in the course of conducting public outreach and involvement activities in regard to planning activities. Nokomis Volunteer Fire Department, Inc. has a formal plan that includes an objective to involve the traditionally underserved.

## **Public Outreach Activities:**

- Nokomis Volunteer Fire Department, Inc. (NVFD) Website and Public Safety Presentations: NVFD includes information on its website regarding activities and the Title VI and ADA nondiscrimination policy. The Title VI and ADA complaint procedure and complaint forms are accessible on the website. Nokomis Volunteer Fire Department, Inc. Commissioner meetings are advertised on the NVFD website and open to the public. NVFD can supply documents, upon request, in a variety of alternative formats. Vital documents and those documents having a wide distribution may be translated into foreign languages, as appropriate, based on federally mandated assessments. When conducting public meetings and workshops, staff shall make reasonable attempts to provide meaningful access including having translators, hearing devices for persons with hearing difficulties, accessible facilities and suitable materials in alternative formats available.
- Public Meetings: Nokomis Volunteer Fire Department, Inc. staff participate in public meetings and workshops to share information about NVFD programs, activities and services and to collect information from users of these programs. At some of these events, NVFD staff receives input from disadvantaged citizens including senior citizens, minorities, low-income and persons with physical or mental disabilities regarding issues and concerns. All NVFD meetings or workshops are conducted in ADA accessible locations and have readily available access to transit. Availability of accessibility assistance is included in each meeting and workshop notice. NVFD will incorporate a method for the collection of participant's gender, racial and ethnicity data.
- Public Hearings: Nokomis Volunteer Fire Department, Inc. is in an unincorporated service area and is not a government agency. Formal public hearings are conducted by the Sarasota County governmental agencies and their public hearings are conducted periodically and as required by law for a wide variety of topics. Public Hearing notices are placed in the local newspapers of general circulation, are mailed and emailed to Sarasota County residents in the NVFD service area mailing list, posted in Sarasota County Commissioner's building and on the Sarasota County website. Availability of language translation to numerous foreign languages will be available via the Sarasota County website.
- If Nokomis Volunteer Fire Department, Inc. would ever have a need for conducting a public hearing, NVFD will follow the required federal and state laws regarding public hearings.
- Surveys: Nokomis Volunteer Fire Department, Inc. occasionally utilizes survey instruments on its at various workshops to collect public input. Surveys are often tailored to garner information from targeted populations such as transit riders, the elderly or minority persons and will be designed to include the collection gender, ethnicity and racial data. Staff considers the needs of those who cannot read or write and will verbally read the survey and record the respondent's comments upon request. Surveys may also be made available in alternative forms such as large type and locally recognized

foreign languages.

### **Record of Title VI Investigations, Complaints or Lawsuits**

Nokomis Volunteer Fire Department, Inc. shall maintain a file for Title VI complaints, investigations and lawsuits.

### **Sub Recipient Title VI Assistance and Guidance**

Nokomis Volunteer Fire Department, Inc. does not utilize subrecipients and /or subgrantees.

If Nokomis Volunteer Fire Department, Inc. should enter into an agreement subrecipients and/or subgrantees, it will actively assist each subrecipients/subgrantees in complying with the general Title VI reporting requirements and work closely appropriate agencies to ensure substantial compliance with nondiscrimination regulations.

### **Title VI Complaint Process and Procedures**

Nokomis Volunteer Fire Department, Inc. Discrimination Complaint Procedure:

Title VI of the Civil Rights Act of 1964, the ADA of 1990 as amended and related Federal and State nondiscrimination statutes and regulations prohibits discrimination on the basis of race, color, national origin sex, age, disability, religious status, family status, marital status, sexual orientation, gender identity or expression, or physical characteristic for programs, activities and services receiving federal financial assistance. As a recipient of federal financial assistance, Nokomis Volunteer Fire Department, Inc. has in place a Title VI and ADA complaint procedure.

1. Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation, by Nokomis Volunteer Fire Department, Inc. in administration of any program, activity or service, as prohibited by Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act (ADA) or related statutes, may file a written complaint. All written complaints regarding Title VI & ADA received by Nokomis Volunteer Fire Department, Inc. shall be referred immediately to the NVFD Fire Chief for processing in accordance with approved State procedures.

Written complaints may be sent to:

Nokomis Volunteer Fire Department, Inc  
NVFD Fire Chief  
111 Pavonia Rd  
Nokomis, FL 34275  
Phone (941) 780-7939  
Fax: (941) 483-4202  
nokomisvfd@gmail.com

2. The NVFD Fire Chief shall make every reasonable attempt to resolve verbal and non-written complaints received by the NVFD informally. If the issue has not been satisfactorily resolved through informal means, or if at any time the complainant requests to file a formal written complaint, the Complainant shall be referred to the NVFD Administrator.

3. The NVFD Fire Chief will advise the NVFD Administrator Title VI, ADA or other appropriate agency Coordinator within five (5) calendar days of receipt of the allegations. The following information will be included in every notification to the NVFD Administrator Title VI, ADA or other appropriate agency Coordinator:
  - a. Name, address and phone number of the Complainant
  - b. Name and address of Nokomis Volunteer Fire Department, Inc.
  - c. Basis of complaint (i.e. race, color, national origin, sex, age, disability, religious status, family status, marital status, sexual orientation, gender identity or expression, or physical characteristic)
  - d. Date of alleged discriminatory act (s)
  - e. Date complaint received by Nokomis Volunteer Fire Department, Inc.
  - f. A statement of the complaint
  - g. Other agencies (state, local or Federal) where the complaint has been filed and
  - h. An explanation of the actions Nokomis Volunteer Fire Department, Inc. has taken or proposed to resolve the allegation (s) raised in the complaint
4. Within ten (10) calendar days, the NVFD Fire Chief will acknowledge receipt of the allegation(s), inform the Complainant of action taken or proposed action to process the allegation(s), and advise the Complainant of other avenues of redress available.
5. Within sixty (60) calendar days, the Nokomis Volunteer Fire Department, Inc. Administrator, and the NVFD Fire Chief will conduct and complete a review of the verbal or non-written allegation(s) and based on the information obtained, will render a recommendation for action in a report of findings to the Nokomis Volunteer Fire Department, Inc. Board of Commissioners.
6. Within ninety (90) calendar days of the verbal or non-written allegation(s) receipt, the NVFD Administrator will notify the Complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the Complainant of his/her right to file a formal complaint with Nokomis Volunteer Fire Department Board of Commissioners, if they are dissatisfied with the final decision rendered by the NVFD Administrator. The Nokomis Volunteer Fire Department, Inc. Administrator will also provide the NVFD Board of Commissioners with the final decision regarding Title VI, ADA decision and summary of the findings.
7. Nokomis Volunteer Fire Department, Inc. Administrator will maintain a log of all verbal and non-written complaints received by the recipient. The log will include the following information:
  - a. Name of Complainant
  - b. Name of Respondent
  - c. Basis of complaint (i.e., race, color, national origin, sex, age, disability, family status, religious status, marital status, sexual orientation, gender identity or expression, or physical characteristic)
  - d. Date verbal or non-written complaint was received by the recipient
  - e. Date recipient notified the NVFD Board of Commissioners or appropriate agency coordinator of the verbal or non-written complaint
  - f. Explanation of the actions the Nokomis Volunteer Fire Department, Inc. has taken or proposed to resolve the issue raised in the complaint

### **Access for LEP Persons**

To provide meaningful access to Nokomis Volunteer Fire Department, Inc. programs, activities and services to persons who are Limited English Proficient (LEP), NVFD has an LEP Plan. The NVFD service area residents' languages are: 86 % only English, 7% Spanish, 7% Asian and Native American. The highest rate of high school graduation is among native American people with a rate of 100%. 55% of the Asian people have the highest rate of bachelors' degrees. The LEP Plan shall serve as a training tool and guide for NVFD staff on how to recognize a person who may need language assistance and how to provide that assistance. NVFD provides the annual FEMA hurricane guides and information in English and Spanish. NVFD will provide information in other languages as needed.

### **Sub Recipient LEP Assistance and Guidance**

Nokomis Volunteer Fire Department, Inc. does not use sub recipients.

### **Record of Language Assistance**

The Nokomis Volunteer Fire Department, Inc. shall maintain a file for language assistance requests.

### **Data Collection**

FEMA does not require federal-aid recipients to collect racial, ethnic and other similar demographic data on beneficiaries of or those affected by programs, services and activities. However, NVFD belongs to the local Chamber of Commerce which is very embedded in our local community. Our local Chamber specializes in supporting the many volunteers and community-based organizations that support the neediest in our area including our homeless and special needs populations. The collaboration and communication with these service agencies improve NVFD's effort to identify racial, ethnic, homeless, and special needs in our community. NVFD provides fire service with volunteer firefighters. NVFD has been serving its community for over seven decades and is very much aware of the special needs of our community. NVFD reaches out to our area service programs and seeks to provide assistance for all of our residents, which includes the underserved residents in the NVFD service area.

### **Assurances**

Nokomis Volunteer Fire Department, Inc. annually confirms its commitment to conduct its services and programs in a nondiscriminatory manner. NVFD's Commissioner Chair includes the signed semi-annual commitment to following the law concerning Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin (including limited English proficiency, Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability, Title IX of the Education Amendments Act of 1972, which prohibits discrimination based on sex in education programs or activities, Age Discrimination Act of 1975, which prohibits discrimination based on age, US Department of Homeland Security regulation 6 C.F.R. Part 19, which prohibits discrimination based on religion in social service programs.

**TITLE VI AND ADA PROGRAM AND RELATED STATUTES**

**DISCRIMINATION COMPLAINT AGAINST NOKOMIS VOLUNTEER FIRE DEPARTMENT**

Name:	Telephone (home):	Telephone (work):
-------	-------------------	-------------------

Address:	City, State, Zip Code:
----------	------------------------



Name of NVFD Staff Person that You Believe Discriminated Against You:

Address:	City, State, Zip Code:
----------	------------------------

Date of Alleged Incident:

You were discriminated because of:

Race                       Color                       National Origin

Sex                               Age                               Disability

Family Status               Religious Status               Marital Status

Sexual Orientation       Gender Identity or Expression       Physical Characteristic

Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. Also attach any written material pertaining to your case.

Signature	Date
-----------	------