

**To:** General Membership

**From:** Secretary

**Subject:** Minutes of the North Okaloosa Fire District Board of Fire Commissioners  
Monthly Meeting.

**Date:** May 14, 2020

**Members Present:** Craig Shaw, Chairman, Commissioner Group IV  
Todd McGirr, Commissioner, Group I  
Dan Bowers, Jr., Secretary/Treasurer Commissioner, Group II  
Willie G. Terrell, Commissioner, Group III  
Eugene Wright, Vice Chair Commissioner, Group V At Large

**Advisors Present:** Jonathan Holloway Legal Council  
Brian Howe Chief  
Annette Rayburn, Administrator

The Meeting was called to order by Chairman Shaw at 5:00 p.m.

**Prayer and Pledge of Allegiance:** The Pledge of Allegiance and Prayer were given.

**Approval of Agenda:** Commissioner McGirr motioned to approve the agenda Commissioner Bowers seconded the motion. Vote 4/0.

**Approval of Minutes of April 16, 2020:** Motion to approve the minutes as written Commissioner McGirr, 2<sup>nd</sup> Commissioner Terrell. Vote 4/0.

Commissioner Wright arrived.

**New Business:**

**a. Commercial Property Assessment** – Commissioner McGirr said that after a conversation with Chief Howe that we may need to look at how we bill the Commercial properties. He doesn't think that this has been looked at for a long time. He thinks that charging a flat rate might not be appropriate and that we start to research it. Example we have a large building on the southside that is charged the same rate as a small one. Chief Howe said that this is the example he would like to give that the Space Box storage facility on the southside is a 100 thousand square foot building and they are only charged \$248.41 a year. Let's take a look at Brown's mini storage 13,694 square foot and they have 5 buildings and they are charged \$1,242.05. That's why Chief Howe said that he would like to see them charged by the square footage and not by the building. Chairman Shaw asked if the information is available? Yes, we already have access to the Commercial buildings and the square footage is obtainable. Chairman Shaw said that we need to show that it is revenue neutral. Attorney Holloway said that if we change this, it may require a referendum. Chairman Shaw said that he would like to at least see our income from Commercial Properties.

**b. Tax Roll** – Chairman Shaw asked the board to look at the figures on the tax roll in the folder. He reviewed the tax roll and it shows only a \$13,467.92 increase. This is the time of the year that we look at a possible increase. He made a statement that in these hard times he cannot see increasing the rates. Discussion on annexation of Foxwood ensued, and we would lose all income after 1 year. Commissioner Bowers said that 2 people he knows have filed unemployment and have yet to receive a check. He asked if anyone at the meeting knows of anyone having this problem and no one knew of anyone in this position. Chairman Shaw said that with his business he has 4 employees and no work but he is still paying his employees. Motion to approve the tax roll as presented no increase Commissioner Bowers, 2<sup>nd</sup> Commissioner McGirr. Vote 5/0.

**c. Policy 3.6** – Chief Howe said that this is just to get a formal grievance policy in place. I know that we have had some issues in the past. There was an SOP in place and this is just to have it in a policy. Attorney Holloway said that he has not reviewed this recently. He said that he would like to review it for loopholes. Chairman Shaw said that he feels that the attorney needs to review it first. We will table this until next month.

**d. Salvage items** – Commissioner Wright said that after the last meeting he noticed a pile of metal that was in the bay and that he set the Chief up with a person to pick it up. Then he said that he got with the Chief and went to Station 81 to look at what was being stored there and he noticed an old truck trailer that is between the 2 bldgs., and the scrap man said that he has a man who might like to take the trailer but he would probably want a title. Commissioner Wright then tried looking for a title and we do not have one. He would like to call that salvage and get rid of it at no cost. There are items in the trailer that need to be scrapped, and there are some items that could be sold. He would like to authorize the Chief to sell these items. Commissioner Bowers made a motion to scrap the trailer and sell the contents that are valuable on Gov Deals. 2<sup>nd</sup> Commissioner Wright. Vote 5/0.

#### **Public Input - None**

#### **Old Business:**

**a. Contract Update** – Chairman Shaw said that there is nothing new.

**b. Website Update** – Chief Howe said that he had spoken with the new website people and there are a few issues, so hopefully there will be a working website next month.

**c. E-mail** – Tabled

#### **Advisory Reports:**

**Attorney Report-** Hopefully we will have information on the Kendrick case next meeting.

**Chief's Report** – Chief Howe briefed the report as follows- personnel which now lists 1 management, 14 paid firefighters, 1 part-time firefighter, 6 relief firefighters, no certified volunteers and 2 support personnel, there were 162 calls for the month April 2020. Chief Howe said that Rescue 82 went in for an oil leak and came back with an oil leak so he took it back to Pensacola. He said that they will have to remove after market items that are in the way and then put them back on. This will be at our expense. Engine 84 the rear brakes are bad it is at 10-8 for repair, so he told them to the annual inspection at the same time. Engine 85 system was not charging so we took it back to 10-8 and it was that alternator was bad, and we just replaced it in January. It will be replaced under warranty and we will pay the \$150.00 in labor. The bay door is broken, and a new opener has been ordered and it will cost around \$1,600.00.

Commissioner McGirr reminded the board that we discussed a few months ago about purchasing a new Truck, and since we have been having a lot of repairs lately, he would like to look at this again. We have been cleaning out scrap metal out of all our stations. Motion to approve the Chiefs report Commissioner McGirr, 2<sup>nd</sup> Commissioner Wright, Vote 5/0.

Chief Howe said that since birthday parties have not been able to take place, we had two homeowners request Fire Truck Drive by. Which we complied.

Commissioner Shaw thanked the Fire Fighters and Chiefs for cleaning bays out. Commissioner Wright agreed. Commissioner Bowers requested next month's meeting be inside.

Chief Howe said that some of our Fire Fighters assisted in the Fires in Santa Rosa County.

**Secretary/Treasurer's Report-** Commissioner Bowers said on the 911 we are close to being on track, and on the ARFF side we are close to the budget. Motion to approve the treasurers report Commissioner McGirr, 2<sup>nd</sup> Commissioner Wright. Vote 5/0.

**Commissioner Comments:**

**Set Agenda for next meeting June 18, 2020 – Audit, Website, Email, Tax Roll.**

The Meeting was adjourned at 6:13 pm.

---

Craig Shaw  
Chairman