

**To:** General Membership

**From:** Secretary

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

**Date:** June 16, 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 Wright motioned to approve the agenda Commissioner McGirr seconded the motion. Vote 5/0.

**Approval of Minutes of May 14, 2020:** Motion to approve the minutes as written Commissioner Wright, 2<sup>nd</sup> Commissioner McGirr. Vote 5/0.

**New Business:**

**a. Audit** – Dawn Paul addressed the board and reviewed her audit findings for 2019. She went over the proposed adjusted journal entries. Most are normal adjustments. There is an adjustment for the miscellaneous income. She went over our leases with Company Two, this year is an operating lease, and after a year it will be called a Capital lease. Commissioner Bowers made a motion to approve the GASB34 adjustment, 2<sup>nd</sup> Commissioner Wright. Vote 5/0. Ms. Paul said that she has removed the purchasing findings that were on the previous audits. Commissioner Bowers made a motion to sign the Mgmt. Representation Letter, 2<sup>nd</sup> Commissioner Wright. Vote 5/0.

**Public Input - None**

**Old Business:**

**a. Policy 3.6** – Chief Howe reviewed the changes he made to Grievance Policy 3.6 that was presented at

the last meeting. Commissioner Bowers made a motion to approve Policy 3.6, 2<sup>nd</sup> Commissioner McGirr. Vote 5/0.

**b. Comm Prop Assessment** – Chairman Shaw said that he is working on this we did get the Commercial list from the Property Appraiser with the square footage, but some of the property did not have square footage listed. It is still in the process of getting information.

**c. E-mail** – Tabled

**d. Salvage disposal update** – Commissioner Wright said that the trailer is still at Station 81 and the person who was going to take it said that he could not get anyone to move it. So, for now this will be tabled.

**e. Contract Update** – Chairman Shaw told the board that the Government reps for Lockheed Martin are requesting figures for 24/7 coverage as soon as possible. Chairman Shaw said that he Chief Howe and Attorney Holloway are all researching the information and the 3 of them will get together to see if they have missed anything and go forward from there. They called us yesterday and wanted a price right then. Commissioner Bowers made a motion for Chairman Shaw and Attorney Holloway to have the authority to start getting the figures together. 2<sup>nd</sup> Commissioner McGirr. Vote 5/0.

**Advisory Reports:**

**Attorney Report-** No update

**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 202 calls for the month May 2020. Chief Howe briefed the board on the repairs made on Rescue 82 and Engine 84. Chief Howe recommended that CRV-82 be marked as surplus and sell on Gov Deals or to Company Two. Commissioner Bowers made a motion to Surplus CRV-82 and sell it. 2<sup>nd</sup> Commissioner Wright. Chief Howe updated the board that at Station 82 #2 door opener broke and he had Hill Enterprises replace the unit. Station 83 had a roof leak and he replaced the boots on both plumbing roof vents. Chief Howe told the board that he is giving his notice and his last day will be October 3, 2020. He said that the reason was manning and he did not want to be the Chief when somebody gets severely hurt or dies. Example 1 person on the engine going thru traffic trying to run the sirens, lights and GPS tablet all while trying to drive. He stated that 2 people are needed on the Engine. Motion to approve the Chiefs report was made by Commissioner McGirr, 2<sup>nd</sup> Commissioner Wright. Commissioner Bowers said Chief talked about Milligan which we haven't brought up in a while thank you for fixing the roof. What is the long-term viability of the Milligan Station? Chairman Shaw said good question I guess to go over and fix the roof leak now and then. Commissioner Wright said what is the deeper question there? Chairman Shaw said we are making vehicles surplus, what about surplus real estate? Commissioner Wright said I can tell you that is the station which gets me in the 5-mile distance for insurance. Vote 5/0.

**Secretary/Treasurer's Report-** Commissioner Bowers said that the audit is hard to read for non-accountants. But if you start on page 13 it is easier to understand. If you read on page 2 under Opinions, it shows that we have a clean opinion. He then reviewed the financials for 911 and ARFF. Then he asked to go to the financial statements on the audit page 20 which shows funds we assigned funds for future capital purchases and insurance deductibles. Commissioner Bowers made a motion that we take the \$ 281,000.00 that was excess for 2019 and assign it to future capital purchases. 2<sup>nd</sup> Commissioner Wright. Vote 5/0. Motion to approve the treasurers report Commissioner McGirr, 2<sup>nd</sup> Commissioner Wright. Vote 5/0.

**Commissioner Comments:** Chairman Shaw said that when he was on the call with Lockheed Martin that there

were good comments about how we have everything in place for their audits they even mentioned two people by name Sean and Jack. So, they are very happy with our operation.

Commissioner McGirr asked should we get moving on trying to replace Chief Howe? Commissioner Bowers asked can we look within? He said that he would like to hire within if possible. If there is no one qualified then we will look outside.

Commissioner Terrell asked Commissioner McGirr where he was on working on the impact fees. Commissioner McGirr said that it will be a referendum on the next election ballot.

**Set Agenda for next meeting July 16, 2020**

The Meeting was adjourned at 6:46 pm.

---

Craig Shaw  
Chairman