

**To:** General Membership

**From:** Secretary

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

**Date:** August 20, 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  
Dennis McMaster Deputy 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 Wright seconded the motion. Vote 5/0.

**Approval of Minutes of July 16, 2020:** Motion to approve the minutes as written Commissioner Wright, 2<sup>nd</sup> Commissioner McGirr. Vote 5/0.

**Old Business:**

**a. Contract Update** – Chairman Shaw told the board that there has been no update. Chief Howe said that he just hired two Fire Fighters as reliefs and is sending them to ARFF school at the end of the month.

**b. Comm Prop Assessment** – Commissioner Wright said that he went over the Commercial Property list and looked at the properties that were listed as no building and it is part of another parcel with a building. He did not feel that there was any further investigation needed.

**c. E-mail** – No update

**d. Salvage disposal update** – Commissioner Wright said that there is no further update on the trailer at station 81. This can be removed from the agenda.

## **New Business:**

**a. Budget** - Deputy Chief McMaster included a spreadsheet in the folder for the Commissioners for each 911 and ARFF. He said that most of it is staying the same. This is for the discussion of Budget next month. He also stated that these will change when the contract comes through.

## **Public Input - None**

### **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, 5 relief firefighters, no certified volunteers and 2 support personnel, there were 258 calls for the month July 2020. Chief Howe went over his repairs that were done for the month. Everybody is now current for the yearly certification for ARFF. Chief Howe said that he still had not listed the T-3000 on Gov Deals due to the fact that the one T3000 that is on the site only has 19,000 miles and the top bid is only \$26,000.00 and it is in a lot better shape than the one we have. He did say that Dorcas has given us a bid for \$3,000.00 for it. Commissioner Wright made a motion to sell it to Dorcas, 2<sup>nd</sup> Commissioner McGirr. Commissioner Bowers said that he would like to put it on Gov Deals for \$3,250.00 for 1 week and if it does not sell than pull it off and sell it to Dorcas. Commissioner Wright amended his motion to list on Gov Deals for the week. 2<sup>nd</sup> Commissioner McGirr. Vote 5/0. Chief Howe asked for approval to purchase SCBA bottles and Facepieces amplifiers and enforcer 3 CAF System. Motion to approve the Chief's report and purchases Commissioner Bowers, 2<sup>nd</sup> Commissioner McGirr. Vote 5/0.

**Secretary/Treasurer's Report-** Commissioner Bowers said if you look at the Profit and Loss for the 911 side we are done with the income. Chairman Shaw told Annette Rayburn to move \$50,000.00 from ARFF to 911 for the yearly lease of Station 82. We should be in good position to do our year end purchases. Motion to approve the treasurers report Commissioner McGirr, 2<sup>nd</sup> Commissioner Wright. Vote 5/0.

**Commissioner Comments:** Chairman Shaw that he hopes to get this contract done. He said that he would like to put an order in for a new engine for 911 real soon and in 5 years he would like to plan on purchasing another engine. He feels that equipment rotation is something that we have to start doing. Commissioner Terrell said that he had a tax payer contact him that he has an old house and he was wondering if we could burn the structure as training. Chief Howe said that due to the EPA everything in the house has to be stripped of everything before it can be burned. Chairman Shaw said that he is meeting with Allen Bell to go over our liability insurance and Chairman Shaw said that he is going to have him shop it this year. Commissioner Wright thanked Deputy Chief McMaster for a service call to his house. Commissioner Bowers said that the net position of the audit was \$232,842.00 and he would like to make a motion to restrict the amount of \$225,000.00 for future Capital Outlay. 2<sup>nd</sup> Commissioner Wright. Vote 5/0.

Deputy Chief McMaster said that earlier this month we had a Captains exam and for the first time in his years with this department each shift now has a Captain. They are Captain Clarke, Captain Miller and Captain Chestnut.

Chief Howe said that we now have structure within this department.

Chief Howe said that we previously had a policy of \$15.00 per day per diem. Chief Howe would like to get it raised. Chairman Shaw said that the board adopt the state rate of \$36.00 a day per diem until the policy is

written.

**Set Agenda for next meeting September 17, 2020**

The Meeting was adjourned at 6:04 pm.

---

Craig Shaw  
Chairman