

To: General Membership

From: Secretary

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

Date: June 10, 2021

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

Advisors Present: Jonathan Holloway Legal Council
Dennis McMaster 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 Bowers motioned to approve the agenda with tabling Old Business item b Commercial Properties. Commissioner McGirr seconded the motion. Vote 5/0.

Approval of Minutes of May 20, 2021: Motion to approve the minutes as written Commissioner McGirr, 2nd Commissioner Lancaster. Vote 5/0.

New Business:

a. Audit – Dawn Paul the Auditor presented her findings from the Audit. Motion to accept the engagement letter to for the FY2020 fees of \$11,500.00 those fees will remain the same for FY 2021 and they will go up to \$12,000.00 for the FY2022 by Commissioner Bowers. 2nd Commissioner McGirr. Vote 5/0. Dawn Paul then went through the adjusting Journal Entries. The state of Florida recommended that the Capital expenses limit should be at \$5,000.00 instead of \$750.00. She recommends that the policy for this should be changed. She said that she will be reviewing the assets list with the Chief to have these categories corrected. Commissioner Bowers made a motion to approve the Journal Entries adjustments. 2nd Commissioner McGirr. Vote 5/0. The board designated Commissioner Bowers and Chairman Shaw to approve the final audit.

Old Business:

a. Contract Update – Chairman Shaw said that he has had some contact with the government representatives and we set forth paperwork for the funds and they came back and wanted more detail. He said that he would keep us updated.

b. Commercial Properties - Tabled

Public Input –

Advisory Reports:

Attorney Report-

Chief's Report – Chief McMaster briefed the report as follows- personnel which now lists 2 management, 14 paid firefighters, 2 part-time firefighter, 3 relief firefighters, no certified volunteers and no support personnel, there were 227 calls for the month May 2021. 8 personnel completed the ARFF recertification that was conducted at Whiting Field NAS. We did have some standby time this month. The Baker FD has signed the lease and interlocal agreement effective June 1, 2021. 3 departments have submitted for items on the surplus list. Chief McMaster said that he is looking into a possible replacement for Res 84 and he is trying to find a vehicle under the state contract. Motion to accept the Chiefs report by Commissioner Bowers, 2nd Commissioner McGirr. Vote 5/0.

Secretary/Treasurer's Report- Commissioner Bowers said that it looks like we should have enough funds to make it through the Fiscal Year and into next year. Commissioner Bowers said that the combined numbers are looking very good. Motion to approve the Treasurers report Commissioner McGirr, 2nd Commissioner Lancaster. Vote 5/0.

Commissioner Comments:

Set Agenda for next meeting July 15, 2021

The Meeting was adjourned at 5:40 pm.

Craig Shaw
Chairman