

To: General Membership

From: Secretary

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

Date: August 19, 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 McGirr motioned to approve the agenda Commissioner Lancaster seconded the motion. Vote 5/0.

Approval of Minutes of July 15, 2021: Motion to approve the minutes as written Commissioner McGirr, 2nd Commissioner Bowers. Vote 5/0.

Old Business:

a. Contract Update – Chairman Shaw reviewed the process that started last year about how the contract directly with the government would work. There were many meetings and many hours working on the what the cost of these services would be for coverage 24/7. This at one point came to a standstill and we were wondering if anything would happen this year. Then the government reps started up the conversation again and we finally came to an agreement. He said that he signed the government contract at the end of July. Chairman Shaw commended Chief McMaster, Annette and Mr. Holloway for their work. We are now in our start-up period for the contract. Chairman Shaw let the board know that the budget being proposed includes the figures built in the contract includes positions for 3 more Fire-fighters, so we will have 3 on shift and a Captain on all 3 shifts. Our contract includes the rest of this year and 2 additional renewal years.

New Business:

a. Budget – Chairman Shaw told the board that the numbers on the ARFF side of the budget mirror our figures on the contract with the government. He said that there isn't any deficiency in these numbers.

The 911 figures revert back to the tax roll that we approved earlier this year. The only difference is the Misc. Revenue which comes from the ARRF line for Rentals and Leases. The other big change is on the Life/Health and dental line which now reads zero. As part of the contract for each hour worked the Fire-fighters will receive \$4.54 an hour to cover their insurance. The figure for Salaries and Wages figure goes up due to the change on the insurance. Commissioner Bowers made a motion to accept this budget, 2nd Commissioner McGirr. Commissioner Bowers reminded that we have a carryover figure which will also to the board. Vote 5/0.

c. Policy 4.3 – Attorney Holloway presented Policy 4.3. The addition of Policy 4.3 – 5.0 which includes a suspension of Policy 4.3 – 3.0 which says that the district will no longer pay 100% of the medical, and 100% of the Dental for Full-time Employees. This is in effect as long as the Government contract is in place for 24/7 365 days a year.

b. Policy 4.1 – Attorney Holloway said that on Policy 4.1 the only change is we added 17 which is in accordance with our Contract. This will go away if the contract does. Attorney Holloway says that he will need to make changes to the Attachments. Motion by Commissioner Bowers to approve the Policy 4.1 and 4.3 with the changes Attorney Holloway said needed to be made. 2nd Commissioner McGirr. Vote 5/0.

c. Equipment purchase- Chief McMaster said that he will have to rent gear for the Fire-fighters because the time it will take to get new gear is 5 months. Therefore, we will need to rent gear at \$120.00 a month up to 7 fire-fighters. Commissioner Bowers made a motion to approve the amount of \$39,383.20 for gear, radios, and lockers. This is needed to fulfill the contract. 2nd Commissioner McGirr. Vote 5/0.

Advisory Reports:

Attorney Report- None

Chief's Report – Chief McMaster briefed the report as follows- personnel which now lists 2 management, 14 paid firefighters, 1 part-time firefighter, 5 relief firefighters, 1 certified volunteer and 1 support personnel, there were 238 calls for the month July 2021. Chief McMaster reviewed the tracking figures with the new breakout. Chief McMaster asked for the approval to purchase 5 air packs before a price increase that is coming September 1st, also he needed to purchase 3 sets of gear for Fire-fighters that are already on the job and need new gear. Motion to approve the Chiefs purchases Commissioner Bowers, 2nd Commissioner McGirr. Vote 5/0. Commissioner Bowers asked if we do drug testing and Chief McMaster answered yes. Commissioner McGirr made a motion to accept the Chief's report, 2nd Commissioner Bowers. Vote 5/0.

Secretary/Treasurer's Report- Commissioner Bowers said that the combined numbers in his opinion we are under budget and this will be used for the purchases approved tonight. Commissioner Bowers asked if we have any type of schedule for purchasing instead of everything expiring at the same time. Chief McMaster said that he is working on that. Motion to approve the Treasurers report Commissioner McGirr, 2nd Commissioner Lancaster. Vote 5/0.

Commissioner Comments: Commissioner Bowers said that at looking at the copy of the Audit from Dawn we have received a clean opinion.

Commissioner Shaw said that it has been a pleasure working with the Chief and Mr. Holloway this year. Commissioner Lancaster asked if the training for ARRF was included in the budget. Chairman Shaw responded, yes, it is.

Fire-Fighters asked what date will their insurance go thru? Chairman Shaw said October or November. Another Fire-fighter asked about a letter showing their loss of insurance. Chairman Shaw said that they would

get one.

Set Agenda for next meeting September 16, 2021

The Meeting was adjourned at 5:55 pm.

Craig Shaw
Chairman