

**To:** General Membership

**From:** Secretary

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

**Date:** October 20, 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  
Commissioner, Group III Open Position

**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 Bowers seconded the motion. Vote 4/0.

**Approval of Minutes of October 20, 2021:** Motion to approve the minutes as written Commissioner McGirr, 2<sup>nd</sup> Commissioner Bowers. Vote 4/0.

Before the meeting resumed Chairman Shaw spoke of Commissioner Bill Terrell's passing. He commended Bill Terrell on his service to the district over the years and said that he will be missed.

**New Business:** Chairman Shaw said that with Mr. Terrell's passing, he asked if Commissioner McGirr had any information on how to fill the position. Commissioner McGirr said that in filling the position a person would need to be in Group III and they would only be in the position until next years election. So that seat would be on the 2022 election and they would serve only a 2-year term and it would be up for election again in 2024 the usual. We have the option not to fill the position and wait until the 2022 election. Commissioner McGirr said that he would be open to proceed with just four Commissioners and Chairman Shaw agreed.

**Old Business:**

**a. Rescue Purchase:** Chief McMaster told the board that the check was written for the down payment and the contract signed Deep South said the timeline depends on when the chassis is available. Chairman Shaw made the comment we are in the que and we just have to wait.

**b. Contract update:** Payments have been received.

## **Advisory Reports:**

### **Attorney Report- None**

**Chief's Report** – Chief McMaster briefed the report as follows- personnel which now lists 2 management, 19 paid firefighters, 4 relief firefighters, and 1 support personnel, there were 182 calls for the month October 2021. Chief McMaster said that the New Truck will be delivered on the 19<sup>th</sup>. The Chief's Association is trying to set up a Joint Training Committee to rotate training around the different departments. We had extrication training this past weekend in Baker, several of the surrounding departments and even Eglin AFB joined in. Between now and January we have 53 SCBA bottles expiring, I will need a motion to disable/dispose of these bottles. Engine 80 needs to be put to surplus, he has not received any offers, he would like to put it on Gov Deals. Motion Commissioner Bowers to declare Engine 80 and the 53 SCBA bottles surplus, 2<sup>nd</sup> Commissioner McGirr. Vote 4/0. Chief McMaster Engine 84 has been leaking oil from the head gasket is enclosed. Commissioner Bowers made a motion to repair Engine 84 with Southern Commercial Diesel per the quote, 2<sup>nd</sup> Commissioner McGirr. Vote 4/0. Chief McMaster said the next quote that is in your folder is from Ten-8 to purchase another engine just like the one we just purchased. The timeline on a new truck purchase is about 16 months. Commissioner Bowers made a motion to purchase a new truck, 2<sup>nd</sup> Commissioner McGirr. The price is about 50K higher than last year. The price as of Feb goes up another 67K. Public Comment: Mr. Gene Wright said that he thinks it is a no brainer. Vote on purchase of New Truck 4/0. Motion to approve the Chiefs report by Commissioner McGirr, 2<sup>nd</sup> Commissioner Bowers. Vote 4/0.

**Secretary/Treasurer's Report-** Commissioner Bowers said to take a look at Bank accounts the money is not gaining interest and purchasing the truck is in our best interest. The combined financials look good and the revenue will be starting to come in for 911. Motion to approve the Treasurers report Commissioner McGirr, 2<sup>nd</sup> Commissioner Lancaster. Vote 4/0.

**Commissioner Comments:** Chairman Shaw spoke with the board about the performance bonuses. It was always in the past done at the Christmas party and it is not a Christmas bonus, therefore it has been changed and they are already being done and passed out. We are the ones that have to give the bonuses for the Chief and the Office Manager. The Chief told Chairman Shaw that he feels that he has not exceeded his own expectations. Commissioner Bowers asked is there a limit on these bonuses and Chairman Shaw said no. Commissioner Bowers made a motion to give Admin Annette Rayburn a 2k performance bonus and Chief McMaster a 10k performance bonus. Public – Gene Wright said that the Chief has been very involved in the purchase of 3 vehicles and cleaned all the stations and gotten rid a lot of things via surplus. He has no objection of the bonuses. Vote 4/0.

Commissioner McGirr asked if the Chairman would consider a raise for Annette, Chairman Shaw said that in the future due to not having insurance a pay change will be happening.

### **Set Agenda for next meeting December 10, 2021**

The Meeting was adjourned at 5:48 pm.

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Craig Shaw  
Chairman