

**To:** General Membership

**From:** Secretary

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

**Date:** August 18, 2022

**Members Present:** Craig Shaw, Chairman, Commissioner Group IV  
Todd McGirr, Vice Chair Commissioner, Group I  
Dan Bowers, Jr., Secretary/Treasurer Commissioner, Group II  
Rodney Lancaster, Commissioner, Group V At Large  
Thomas Ashworth, Group III

**Advisors Present:** Dennis McMaster Chief  
Annette Rayburn, Administrator  
Jonathan Holloway Legal Council

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 21, 2022**

Motion to approve the minutes as written Commissioner Bowers, 2<sup>nd</sup> Commissioner McGirr. Vote 5/0.

**New Business:**

**a. Budget** - Chief McMaster presented the budget for FY2023. Chairman Shaw reviewed the budget presented with the board. Chief McMaster said that most of the line items remained the same from last year. One item that changed is the operating supplies due to the cost of fuel we increased that line item, other than that everything remained the same. Commissioner Bowers asked the Chief if he could put this side by side with last year's budget. Chief McMaster went to his office to collect that information. Commissioner Lancaster asked if we could change grant aid to other's line item to public education. Commissioner Bowers said that it should be a sub-account already in place. Chief McMaster brought a comparison of last year and this year's budgets. The board agreed that this will be our tentative budget and it will be reviewed again next month.

**b. Inflation adjustment** - Chairman Shaw brought up that he and the Chief have discussed how inflation has really hit the whole world and he would like to do a one-time inflation adjustment bonus for all full-time employees in the amount of \$3,000.00. Commissioner Bowers made a motion for the inflation adjustment, 2nd Commissioner McGirr. Commissioner Bowers asked if there has been an influx of applicants? Chief McMaster said that a lot of departments are offering sign on bonuses and their pay is comparable to ours. Chief McMaster said the one thing going for us right now is that people seem to like

working here they enjoy their job, but eventually we will probably have to revisit the pay. Chairman Shaw said that morale is a big part of this and if people like their working environment that will keep them employed here. He said that he believes as a board we can help maintain their job satisfaction by things like this inflation adjustment bonus. Vote 5/0. Chairman Shaw said that we will do this with the next round of checks.

#### **Old Business:**

**a. Contract update:** Attorney Holloway said that we received a satisfactory rating from Lockheed Martin on our contract with them. There was nothing negative reported.

**b. Consulting Dawn Paul** - Commissioner Bowers made a motion that we bring Dawn Paul on as a consultant per her engagement letter in the folder at the cost of \$3,000.00 per year for 2 years. 2nd Commissioner McGirr. Vote 5/0.

Commissioner Bowers made a motion to Accept the Audit engagement letter from Edward E. Chapman to be our new Auditor at a cost of no more than \$10,000.00 a year. 2nd Commissioner McGirr. Vote 5/0.

**Public Input:** None

#### **Advisory Reports:**

**Attorney Report-** Nothing to report.

**Chief's Report** – Chief McMaster briefed the report as follows- personnel which now lists 2 management, 21 paid firefighters, 3 relief firefighters, and 2 support personnel, there were 224 calls for the month July 2022. Chief McMaster said that there is not much this month. The City of Crestview held a Strategic Planning training for the fire department, and asked us for coverage of the city. We covered the city for about 6 or 7 hours and brought up extra personnel to help. We sent our engine to Station 1. They help us out a lot so we had no problem helping them out. Motion to accept the Chiefs report by Commissioner Bowers, 2nd Commissioner McGirr. Vote 5/0.

**Secretary/Treasurer's Report-** Commissioner Bowers please look at the color page we have about 3 million in the bank and stated that he looked at this balance before he voted for the inflation bonus. Commissioner Bowers said that this is the money that will be carrying us until the next budget years funds start coming in, which should be in Oct/Nov. Our revenues are in good shape, our expenses are all in the negative except for the engine purchase. We are managing everything very well. Motion to approve the Treasurers report Commissioner McGirr, 2<sup>nd</sup> Commissioner Lancaster. Vote 5/0.

#### **Commissioner Comments:**

Commissioner Lancaster asked if we could move up the November meeting up to the 10th. The board agreed to move the meeting up.

#### **Set Agenda for next meeting September 15, 2022**

The Meeting was adjourned at 5:46 pm.

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Craig Shaw  
Chairman