

To: General Membership

From: Secretary

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

Date: November 10, 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 with change of next meeting date at the bottom of the agenda. Commissioner Lancaster seconded the motion. Vote 5/0.

Approval of Minutes of October 20, 2022

Motion to approve the minutes as written Commissioner Bowers, 2nd Commissioner Ashworth. Vote 5/0.

Public input: Chairman Shaw recognized that we have public present and asked if they had any input. They did not.

New Business:

a. Adjusted Budget FY2022: Dawn Paul reviewed the adjustments there are 7 to prepare for the FY2023 Audit. Commission Bowers said that he had already reviewed these adjustments with Dawn Paul and he would like to make a motion to approve these adjustments. 2nd Commissioner McGirr. Vote 5/0.
Motion to approve the Amended Budget Commissioner Bowers, 2nd Commissioner McGirr. Vote 5/0.

b. Attorney Pay: Chairman Shaw recommended that we raise our attorney's fee for the flat rate to \$1,000.00 with 3 additional hours per month and anything over that will be \$250.00 per hour. Motion to approve the increase Commissioner Bowers, Commissioner McGirr. Vote 5/0.

Old Business:

a. Contract update: Chairman Shaw said that they have heard from Lockheed Martin on the contract.

The change will be that the Government is going to contract through Lockheed Martin and we will sub-contract with Lockheed Martin and Vertex. We had already given them our figures in our 3-year plan so there is nothing figure wise to update. Chairman Shaw said that he is requesting the board give him permission to negotiate and finalize the contract. Commissioner Bowers made a motion to authorize the Chairman to proceed with negotiating and signing of the contract. 2nd Commissioner Lancaster. Vote 5/0.

Chairman Shaw informed the public that was present about the Contract and how that benefits the department.

b. Performance bonus for the Chief and Admin. Chairman Shaw informed the board that the chief uses a scale for his personnel is 0-2%, last year we deviated from that. He recommends that since he works closely with the two of them that he believes they both meet and exceed expectations and thinks that they should both get 2%. He is leaving the floor open for discussion. Commissioner Bowers made a motion for the 2% increase, 2nd Commissioner Lancaster. Commissioner Bowers thanked Chief McMaster and Annette. Chairman Shaw reminded the board that Chief McMaster has the budget ready to go every year and all the board has to do is review it and approve it. Vote 5/0.

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 214 calls for the month October 2022.

Chief McMaster reported that Station 82's Day room AC Compressor needs to be replaced. The compressor is under warranty, the price for the labor is around \$4,000.00. He is still waiting on another quote.

Crews Attended Okaloosa's First Responder Recruitment/ Family Day.

We partnered with the City of Crestview Fire Dept. for the Fire Prevention Month and conducted presentations at area schools.

Chief McMaster reviewed a quote for new software for pre-incident fire planning to the board and said that this will make it more efficient for the department. Motion for the purchase of the software package Commissioner Bowers, 2nd Commissioner Lancaster. Vote 5/0.

Motion to accept the Chiefs report by Commissioner McGirr, 2nd Commissioner Bowers. Vote 5/0.

Secretary/Treasurer's Report- Commissioner Bowers said that the financial report is not very telling only one month in. I sure am glad to have Dawn Paul on board as a consultant, she will be helpful going forward. Motion to approve the Treasurers report Commissioner McGirr, 2nd Commissioner Lancaster. Vote 5/0.

Commissioner Comments: Commissioner McGirr announced that the Impact fee vote was approved on election day. He said that we now have to have Attorney Holloway advise us on how to proceed.

Set Agenda for next meeting December 15, 2022

The Meeting was adjourned at 6:03 pm.

Craig Shaw
Chairman