

**To:** General Membership

**From:** Secretary

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

**Date:** January 19, 2023

**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 December 15, 2022**

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

**Public input:** None

**New Business:** None

**Old Business:**

**a. Contract update:** Chairman Shaw said that the contract has been signed. Chief McMaster said that Vertex is interested in 24hr service. Chief McMaster said that he is waiting on a statement of work.

**Advisory Reports:**

**Attorney Report-** Nothing to report.

**Chief's Report** – Chief McMaster briefed the report as follows- personnel which now lists 2 management, 20 paid firefighters, 3 relief firefighters, and 2 support personnel, there were 240 calls for the month of December 2022 bringing the total for the year to 2685.

Chief McMaster reported that we are still waiting on the A/C unit for the Dayroom to be replaced.

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

**Secretary/Treasurer's Report-** Commissioner Bowers said that he would like to go over the combined report which shows they are a little behind on the Special Assessments but that it should pick up soon. Our expenses are right on track. Motion to approve the Treasurers report Commissioner McGirr, 2<sup>nd</sup> Commissioner Lancaster. Vote 5/0. Commissioner Bowers asked Annette Rayburn (admin) if Dawn Paul our consultant had the final adjustments done for the last fiscal year and she responded that Dawn had not. Chairman Shaw reminded the board that our revenue goes up at this time of year but that is what we use throughout the rest of the year. Vote 5/0.

Chief McMaster said that we can probably move some funds from checking to savings. Chairman Shaw said that we will work on that.

**Commissioner Comments:** None

**Set Agenda for next meeting March 16, 2023.**

The Meeting was adjourned at 5:12 pm.

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Craig Shaw  
Chairman