

**To:** General Membership

**From:** Secretary

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

**Date:** June 15, 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  
Jonathan Holloway Legal Council  
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 Bowers motioned to approve the agenda. Commissioner Lancaster seconded the motion. Vote 5/0.

**Approval of Minutes of May 18, 2023**

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

**Public input:** None

**New Business:** None

**Old Business:**

**a. Contract update:** Attorney Holloway said that we awaiting a contract from Vertex. Commissioner Bowers made a motion to allow Chairman Shaw to sign the contract. 2nd Commissioner McGirr. Vote 5/0.

**b. Audit:** Commissioner Bowers reviewed the draft of the audit from Mr. Chapman. The auditor will come and present the final audit in the future.

**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 243 calls for the month of May 2023.

Chief McMaster reported that the Crash truck CRV 82 equipment has arrived and we are waiting on the installation.

Chief McMaster spoke with the board members individually prior to tonight's meeting letting them know that he had found a chassis for the new rescue. He let them know that the order had been secured and that he would like to act on the purchase. Commissioner Ashworth made a motion to purchase the new chassis in the amount of \$64,816.00, 2nd Commissioner Bowers. Vote 5/0. Commissioner Bowers made a motion to approve the amended contract with Deep South showing the credit for the chassis, 2nd Commissioner McGirr. Vote 5/0.

Chief McMaster brought forth an interlocal agreement with Okaloosa County, this is a renewal of our previous agreement. Commissioner Lancaster made a motion to sign the agreement with the county, 2nd Commissioner Ashworth. Vote 5/0.

Commissioner Bowers made a motion to accept the Chief's report, 2nd Commissioner McGirr. Vote 5/0.

**Secretary/Treasurer's Report-** Commissioner Bowers reviewed the Combined financial report. He said that he had spoken to Attorney Holloway and Admin Annette Rayburn to adjust the Budget to the correct amount for the contract. He said that we are looking good at this time of year. Motion to approve the Treasurers report by Commissioner McGirr, 2nd Commissioner Lancaster. Vote 5/0.

**Commissioner Comments:**

Commissioner Bowers said that he would like to make a motion to restrict for Capital Assets the amount of \$500,000.00. 2nd Commissioner Lancaster. Vote 5/0.

**Set Agenda for next meeting July 20, 2023:**

Auditor, and Contract update.

Chairman Shaw said that we are continuing into an open meeting for strategic planning. He then introduced the Crestview City Manager Tim Bolduc who would be conducting the Strategic planning session. When the results from this session are received they will be made available on our website.

The Meeting was adjourned at 7:19 pm.

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Craig Shaw  
Chairman