

To: General Membership

From: Secretary

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

Date: July 20, 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 June 15, 2023

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

Public input: None

New Business: None

Old Business:

a. Contract update: Attorney Holloway said that they are getting figures together for new contract with Lockheed Martin.

b. Performance Review: Chairman Shaw said we have our performance review in the folder in front of you. This is the state mandated report that is due every 5 years. Chairman Shaw said that most of the information was available since we keep good records and have our yearly audits. We had Tim Bolduc from the City of Crestview conduct our Strategic planning session which was something that we needed to do to complete the Performance Review. If you remember when this new requirement came out, we were quoted at 50K plus to conduct this review. Attorney Holloway then looked for someone local to do this and he found GSD Consulting to complete this task for 35K.

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 257 calls for the month of June 2023. Chief McMaster said that he is working on the Budget Proposal and the minimum wage changes. We have been doing some overtime for Lockheed Martin. CRV-82 we have developed some radio problems, and antenna issues, we have further testing to do. Engine 83 is still at Ten-8. New Rescue 82 should be here tomorrow.

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

Secretary/Treasurer's Report- Commissioner Bowers reviewed the final audit with the board. He encouraged the board to review the report. Commissioner Bowers asked how our experience was with the auditor and Annette Rayburn Admin said that she had not had much interaction other than the one day he came into the office go over the paid bills. Chief McMaster said that he spoke with him a couple of times and he felt that our interaction with Dawn Paul is probably the reason why there were not many questions. Commissioner Bowers said that he had numerous conversations with him. Annette Rayburn made the comment that the Mr. Chapman said that next year should go a lot smoother. Commissioner Bowers said that he is happy with the result of the audit. Commissioner Bowers reviewed the combined P&L and said that we are in good shape.

Motion to approve the Treasurers report by Commissioner McGirr, 2nd Commissioner Lancaster. Vote 5/0.

Commissioner Comments: Chairman Shaw said that we have made changes over the years and we have improved our efficiency and we need to continue what we are doing. Commissioner Lancaster requested that the August meeting be changed to the 24th. The Commissioners agreed to the meeting date change.

Set Agenda for next meeting August 24, 2023:

Budget and Contract update.

The Meeting was adjourned at 5:26 pm.

Craig Shaw
Chairman