

**To:** General Membership

**From:** Secretary

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

**Date:** September 21, 2023

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

**Members Absent:** Todd McGirr, Vice Chair Commissioner, Group I

**Advisors Present:** Dennis McMaster Chief  
Annette Rayburn, Administrator

**Advisors Absent:** 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 Bowers motioned to approve the agenda. Commissioner Lancaster seconded the motion. Vote 4/0.

**Approval of Minutes of August 24, 2023**

Motion to approve the minutes as written with correction to change to new business FY25  
Commissioner Bowers, 2<sup>nd</sup> Commissioner Lancaster. Vote 4/0.

**Public input:** None

**New Business:**

**Old Business:**

**a. Contract update:**

**Advisory Reports:**

**Attorney Report-** N/A

**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 259 calls for the month of August 2023.

Chief McMaster informed the board that the enclosed trailer that was behind the station has been removed, E-83 is in service, and that the F-550 has been picked up by Deep South.

**Policy 3.2:** Performance reporting an updated Policy was brought by Chief McMaster for the board approval. The performance appraisal form had been redone to include a 0 to 5% rating per Commissioner Bowers request. When reviewing the new ratings Commissioner Bowers said that he wanted a larger breakdown as follows:

0-20	0.0%
21-39	0.5%
40-49	1.0%
50-54	2.0%
55-59	3.0%
60-64	4.0%
65-70	4.5%
71-75	5.0%

Commissioner Bowers made a motion to approve Policy 3.2 with above changes effective for FY2023 evaluations and the Chiefs Report, 2<sup>nd</sup> Commissioner Ashworth Vote 4/0.

**Secretary/Treasurer's Report-** Commissioner Bowers reviewed the combined report and said that we are in good shape and under budget. We have not yet adjusted the budget for FY2023.

Motion to approve the Treasurers report by Commissioner Lancaster, 2nd Commissioner Ashworth. Vote 4/0.

**Commissioner Comments:**

**Set Agenda for next meeting October 17, 2023:** Contract update

The Meeting was adjourned at 5:57 pm.

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Craig Shaw  
Chairman