

To: General Membership

From: Secretary

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

Date: October 17, 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
Open - Group I

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 Lancaster motioned to approve the agenda. Commissioner Ashworth seconded the motion. Vote 4/0.

Approval of Minutes of September 24, 2023

Motion to approve the minutes as written Commissioner Lancaster, 2nd Commissioner Ashworth. Vote 4/0.

Chairman Shaw addressed the board about the loss of Commissioner McGirr on the 15th of October and expressed his condolences to his family.

Public input: None

New Business:

- a. **Performance review Fire Chief and Admin:** Chairman Shaw stated that he believed that both Chief McMaster and Annette Rayburn perform at the highest level and they have never done anything to let me think otherwise. Commissioner Bowers agreed and made a motion for a 5% performance bonus. Commissioner Lancaster agreed and seconded the motion. Vote 4/0.

Old Business:

- a. **Contract update:** Chief McMaster told the board that Greg Dobson with Lockheed will be down next week for their Semi-annual review.

- b. **Policy 3.2:** Chief McMaster brought to the board a revised performance review award scale to be approved by the board. Commissioner Bowers made a motion to accept the revised scale and Commissioner Lancaster seconded the motion. Vote 4/0.

Advisory Reports:

Attorney Report- Attorney Holloway said that the Impact Fee is moving forward and that Bill Writers are drafting the document. Attorney Holloway said that he has heard the Dorcas Fire District is being dissolved.

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 235 calls for the month of September 2023.

Commissioner Bowers made a motion to approve the Chiefs Report, 2nd Commissioner Ashworth Vote 4/0.

Secretary/Treasurer's Report- Commissioner Bowers reviewed the 911 report and said that we are in a good position. The ARFF report shows we are within the 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:

Chairman Shaw said that he got to know him very well over the years and he will be missed. He thanked the Chief for spending time with Todd and keeping us updated through his illness.

Set Agenda for next meeting November 16, 2023: Contract update, Dawn Paul.

The Meeting was adjourned at 5:50 pm.

Craig Shaw
Chairman