

To: General Membership

From: Secretary

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

Date: January 16, 2024

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
John Edwards - Group I

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 Ashworth motioned to approve the agenda. Commissioner Lancaster seconded the motion. Vote 5/0.

Approval of Minutes of December 14, 2023

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

Public input: None

New Business: None

Old Business:

- a. **Contract update:** Chairman Shaw said that he will let Attorney Holloway give the update. Attorney Holloway said that he has a purchase order in hand for Lockheed Martin and he is expecting Vertex's any day.
- b. **Chiefs and Admin pay increases:** Chairman Shaw asked the board if they had thought about the previous talks about pay increases for Chief McMaster, Deputy Chief Chestnut, and Admin Annette Rayburn. Commissioner Bowers said that he would like to make a motion for a 5% increase, 2nd Commissioner Lancaster. Chairman Shaw said that the amount of 5% was in the range of what he was thinking also. Commissioner Bowers said that it would not hurt the budget in his opinion. Vote 5/0.

Advisory Reports:

Attorney Report- None.

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 December 2023. The total calls for 2023 were 2930.

Chief McMaster informed the board that there was a total of 15.75 hours of OT for Lockheed Martin for December 2023. The total for 2023 was 180.5 hours. Vertex had no overtime in December and their total for 2023 was 15.75 hours.

Chief McMaster informed the board that he will be bringing information on getting a new software system to the next meeting.

Commissioner Bowers made a motion to approve the Chiefs Report, 2nd Commissioner Lancaster, Vote 5/0.

Secretary/Treasurer's Report- Commissioner Bowers asked the board to look at the 911 page and it shows that the Special Assessments are a little behind and it works out over time. Next it was the ARFF Budget and we are a little behind. If you look at the combined it is the two together and is our whole budget, and it looks like it is close to being on budget.

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

Commissioner Comments:

The Meeting was adjourned at 5:52pm.

Craig Shaw
Chairman