

To: General Membership
From: Secretary
Subject: Minutes of the North Okaloosa Fire District Board of Fire Commissioners
Monthly Meeting.
Date: February 15, 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
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 Lancaster motioned to approve the agenda. Commissioner Ashworth seconded the motion. Vote 5/0.

Approval of Minutes of January 16, 2024

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 the contracts/ PO's have both been signed.

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 289 calls for the month of January 2024

Chief McMaster informed the board that there was a total of 15.5 hours of OT for Lockheed Martin for the month of January 2024.

Chief McMaster brought to the board a quote for software from a company called 1st Due, for the reporting of Fire Reports, calls, and other reporting. The rest of the County is going to this software. This quote is in the amount of \$12,200.00 for 1 year. Commissioner Bowers made a motion to accept this quote and the amount, 2nd Commissioner Lancaster. Vote 5/0.

Chief McMaster is still trying to get information on having stairs built at Station 81.

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

Secretary/Treasurer's Report- Commissioner Bowers asked the board to look at the Combined report and it shows that the revenues are going up and the Salary and wages are on track. Commissioner Bowers asked the board to look at the Engagement letter from Mr. Chapman, he has signed it and returned it to Mr. Chapman our auditor.

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

Commissioner Comments:

The Meeting was adjourned at 5:20pm.

Craig Shaw
Chairman