

To: General Membership

From: Secretary

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

Date: October 17, 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
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 Ashworth motioned to approve the agenda. Commissioner Lancaster seconded the motion. Vote 5/0.

Approval of Minutes of September 19, 2024

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

Public input: None

New Business:

- a. **Employee Performance Review:** Chairman Shaw brought to the board that at this time of year the Chief gives performance bonuses for all the people that he oversees it is scaled from 0 to 5%. We are the ones who oversee the Chief, Deputy Chief and Admin. We do not have a scale and he would like to do this on each person on an individual basis. He said he would like to start with Annette and he says that with dealing with her on a weekly basis, she is an exemplary employee who gets everything done on time. She is always available if she is needed. His recommendation is the full 5%. Commissioner Edwards made a motion to give a 5% performance bonus to Annette Rayburn, second Commissioner Ashworth. Vote 5/0.

The second person is Deputy Chief Chestnut and Commissioner Shaw recommends also the 5% bonus due to his interactions with him weekly and discussions with the Chief that his duties are always fulfilled and he goes above and beyond expectations. Motion to approve a 5% performance bonus for Scott Chestnut by Commissioner Edwards, second Commissioner Ashworth.

The last is the Chief, Chairman Shaw said that he has exceeded all my expectations and has really built the department to where its at. He is a strong leader, who is hands on with almost everything. The department is great shape because of him. Chairman Shaw recommends that we give him the full amount available. Commissioner Bowers said that he has been here a long time and he remembers a long time ago when the meetings did not last just 9 minutes and the previous Chief did not get along with the other departments. He does not feel that the 5% is enough and he feels with all the work the Chief has done with taking on another fire districts coverage and the upgrades that he has done with our equipment he recommends 10%. Motion by Commissioner Bowers to give Chief McMaster a 10% performance bonus, second Commissioner Edwards. Commissioner Edwards asked the Chief how has the turnover rate been since he has taken over. Chief McMaster said voluntarily none. These will be paid with non-tax revenue. Vote 5/0.

Old Business:

- a. **Contract update:** None

Advisory Reports

Attorney Report- Mr. Holloway said that he will be doing an ethics meeting starting at 1:00 and he will provide lunch. The monthly meeting will follow.

Chief's Report – Chief McMaster briefed the report as follows- personnel which now lists 2 management, 21 paid firefighters, 4 relief firefighters, and 1 support personnel, there were 204 calls for the month of September 2024.

Chief McMaster informed the board that 2 of our firefighters competed in the National Fire-fighters challenge and Firefighter Day placed 3rd and Firefighter Barrow placed 11th. He said that he was extremely proud to be represented.

Chief McMaster told the board that we have billed the County for the Dorcas Coverage and payments are coming in within a week.

Motion to accept the Chiefs Report Commissioner Bowers, 2nd Commissioner Lancaster. Vote 5/0

Secretary/Treasurer's Report- Commissioner Bowers said that the pie chart shows that we are in good position with our back accounts. We will be starting to receive funds for 911 within the next couple of months. Chief McMaster reminded the board that in a few years we might need to plan on ordering a new engine since new ones are about 3 years out for delivery. Chairman Shaw said that we also have look at the ARFF side.

Chief McMaster said that there is a 2-year delivery on the ARFF crash truck.

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

Commissioner Comments:

The Meeting was adjourned at 5:56 pm.

Craig Shaw
Chairman