

To: General Membership

From: Secretary

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

Date: September 18, 2025

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

Prayer and Pledge of Allegiance: The Pledge of Allegiance and Prayer were given.

Approval of Agenda: Commissioner Edwards motioned to approve the agenda. Commissioner Lancaster seconded the motion. Vote 5/0.

Approval of Minutes September 18, 2025

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

Public input: None

New Business:

- a. **Performance Review Chief, Deputy Chief, and Administrative:** Chairman Shaw spoke with the board that at this time of year that at this time of year they decide on the salaried employees' performance for the year. Chairman Shaw said that the Chief has a scale he uses for his staff and that is 0-5%. Chairman Shaw said that Annette as far he is concerned performs at or exceeds expectations and he recommends the 5%. He said that the Chief grades himself more harshly than I do. I believe that he meets and exceeds expectations. Chairman Shaw wants to recognize all the different jobs he does. Commissioner Bowers said that he does not receive calls about any complaints and that said that says a lot. Commissioner Bowers made a motion for Annette Rayburn to receive a 5%, 2nd Commissioner Edwards. Vote 5/0. Commissioner Bowers made a motion that the Chief and Deputy Chief get 5%. 2nd Commissioner Ashworth. Vote 5/0.

Old Business:

- a. **Contract update:** None

Advisory Reports

Attorney Report- None

Chief's Report – Chief McMaster briefed the report as follows- personnel which now lists 2 management, 21 paid firefighters, 6 relief firefighters, 1 certified volunteer and 1 non-certified Volunteer, there were 295 calls for the month of September 2025.

Chief McMaster said that he added a new chart that shows the fiscal year.

Chief McMaster said that he hopes to have some quotes for Station 81 to have fencing put in so it will prevent trucks and cars from crossing across the front of the property.

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

Secretary/Treasurer's Report- Commissioner Bowers said we are at the end of our cycle and we have money in the bank. We had a good year, and we are being efficient.

Motion to accept the Treasurers report Commissioner Lancaster 2nd Commissioner Ashworth. Vote 5/0.

Commissioner Comments:

We will be having our yearly ethics training at 1:00 pm before the meeting next month.

The Meeting was adjourned at 5:39 pm.

Craig Shaw
Chairman