

To: General Membership

From: Secretary

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

Date: November 20, 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

Prior to the meeting North Okaloosa Fire District Conducted its 4 Hour State mandated Ethics Training with the Board, Chief and Admin. Attorney Holloway conducted this training.

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 October 16, 2025

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

Public input: None

New Business:

- a. **Financial Review:** Malachi Thayer from Dawn Paul CPA's office presented a financial review to the board. Commissioner Bowers agreed with the adjustments presented but said that the Budget needed to be amended. Commissioner Bowers made a motion to approve the financial review with the adjustments. 2nd Commissioner Lancaster. Vote 5/0.
Mr. Thayer brought up to the board that since we are now collecting impact fees that we might want another bank account for those funds. Commissioner Bowers made a motion to approve another bank account, 2nd Commissioner Ashworth. Discussion has started and the Commissioners agreed afterward that we are already separating those funds from the other accounts and we have set up payables only for Impact Fee-related purchases. Commissioner Bowers and Commissioner Ashworth withdrew their motion and second and agreed to go forward the way we are now.

Old Business:

- a. **Contract update:** Attorney Holloway is still working with Lockheed Martin on the contract. Motion for Commissioner Shaw to sign the contracts when ready by Commissioner Edwards, 2nd Commissioner Lancaster. 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, 6 relief firefighters, 1 certified volunteer and 1 non-certified Volunteer, there were 295 calls for the month of October 2025.

Chief McMaster said that he is still waiting on quotes for Station 81 to have fencing to block traffic in front of the station.

Chief McMaster asked the board to raise the relief pay to \$20.00 per hour. Commissioner Bowers made a motion to raise the pay to \$20.00 per hour, 2nd Commissioner Ashworth. Vote 5/0.

Chief McMaster informed the board that we have finally moved the Fire Fighters to a 48/96 rotation starting 11/21/2025.

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

Secretary/Treasurer's Report- Commissioner Bowers said that we are in good shape for the beginning of the fiscal year. We had a good report from Dawn Paul's office.

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

Commissioner Comments:

The Meeting was adjourned at 5:58 pm.

Craig Shaw
Chairman