

**To:** General Membership

**From:** Secretary

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

**Date:** December 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

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

**Approval of Minutes November 20, 2025**

Motion to approve the minutes as written, Commissioner Edwards, 2<sup>nd</sup> Commissioner Ashworth. Vote 5/0.

**Public input:** None

**New Business:**

- a. Commissioner Bowers made a Motion to accept the financials presented last month with the corrections made by Dawn Paul, 2<sup>nd</sup> Commissioner Ashworth. Vote 5/0.

**Old Business:**

- a. We are still waiting on the Contracts from Lockheed and Vertex.

**Advisory Reports**

**Attorney Report-** None

**Chief's Report** – Chief McMaster briefed the report as follows- personnel which now lists 2 management, 21

paid firefighters, 5 relief firefighters, 1 certified volunteer and 1 non-certified Volunteer, there were 242 calls for the month of November 2025.

Chief McMaster brought to the board that he needs to replace 5 sets of gear to replace 5 sets that are expiring in the amount of \$14,975.00.

Motion to purchase 5 sets of gear Commissioner Edwards, 2<sup>nd</sup> Commissioner Lancaster. Vote 5/0

Chief McMaster informed the board that he had spoken to Company Two and they said that they did not have the personnel available to come in December to do the work on the new ARFF truck. They in turn gave us credit for the monthly lease amount and hopefully will have someone here in January.

Commissioner Bowers made a motion to accept the Chiefs Report, 2<sup>nd</sup> Commissioner Lancaster. Vote 5/0.

**Secretary/Treasurer's Report-** Commissioner Bowers said that we our cash positions are in good shape. Commissioner Bowers asked Admin Annette Rayburn to go ahead and post the rent in the month of December. Motion to accept the Treasurers report Commissioner Ashworth 2<sup>nd</sup> Commissioner Edwards. Vote 5/0.

**Commissioner Comments:**

The Meeting was adjourned at 5:11 pm.

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Craig Shaw  
Chairman