

**To:** General Membership

**From:** Secretary

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

**Date:** February 15, 2018

**Members Present:** Craig Shaw, Chairman, Commissioner Group IV  
Dan Bowers, Jr., Secretary/Treasurer Commissioner, Group II  
Eugene Wright, Vice Chair Commissioner, Group V At Large  
Todd McGirr, Commissioner, Group I  
Willie G. Terrell, Commissioner, Group III

**Advisors Present:** Jonathan Holloway Legal Council  
Brian Howe Fire Chief  
Annette Rayburn, Administrator

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 McGirr motioned to approve the agenda Commissioner Bowers seconded the motion. Vote 5/0.

**Approval of Minutes of January 18, 2018:** Motion to approve the minutes Commissioner McGirr, Commissioner Wright seconded the motion. Vote 5/0.

**Old Business:**

- a. **Career Source Okaloosa/Walton** – Anne Shaffield brought the Commissioners her documents on the resumes/applications she had received for the Chief position. She had done a spreadsheet that listed the applicants with their qualifications. She said that three of the applicants met the requirements and listed them as Brian Howe, Paul Anderson and Timothy Rebholz. Other applicants were listed below these three as having some of the qualifications. The board thanked her for her help on getting the process completed. Commissioner Shaw said that he would feel comfortable with the board making a decision with the information that Ms. Shaffield presented to them. Attorney Holloway said that it is perfectly legal for the board to do so. Interviews would have to be done in a public meeting and each person would have to be asked the exact same questions. Each applicant could be present during this process. Commissioner Terrell said that he would like to talk to all the applicants. Commissioner McGirr said that he believes in promoting from within, and we have someone who has been doing the job and knows the operation. Commissioner McGirr made a motion to hire Brian Howe as Chief, 2<sup>nd</sup> Commissioner Bowers. Chairman Shaw made the statement that Commissioner McGirr’s motion for Brian Howe for Chief was one of the top 3 listed by Anne Shaffield. Commissioner Wright asked Attorney Holloway is there any legal ramifications if we proceed with this? Attorney Holloway said that the board cannot delegate the hiring, per our policies. Commissioner Bowers said that he sees what Commissioner Terrell was saying about the interviewing, but we had someone pre-screen the candidates for us. Chairman Shaw said that he is all for promoting from within as long as that person is

qualified and already knows our system. Commissioner Wright said that as long as we are within policy and within the law. Chairman Shaw said that he feels that one of the candidates has already been interviewing while performing the job the last 5 months. Chairman Shaw called for a vote and the Vote was 4/1, with Commissioner Terrell voting nay. Commissioner Terrell said that his no vote was not against Brian, but against the process that we used.

- b. **Lockheed and L3Comm Update**-Commissioner Shaw informed the board that the contract with Lockheed Martin needs to be signed and Attorney Holloway said that the latest one sent was fine to sign.
- c. **Truck Update**- Commissioner Wright updated the board that he had Administrator Annette Rayburn contact Steven Henry about the truck purchase for an estimated time of arrival. Mr. Henry said that his best estimate for delivery was March 15<sup>th</sup>.

**New Business:**

**None**

**Public Input – None**

**Advisory Reports:**

**Attorney Report** - Attorney Holloway said that he is working on the contract with Almarante using our bay at Station 81.

**Chief's Report** – Chief Howe briefed the report as follows- personnel which now lists 15 paid firefighters, 2 part-time firefighters, 9 relief firefighters, 3 certified volunteers and 4 support personnel. 184 calls for the month January 2018. Chief Howe let the board know that Lockheed Martin had been requesting quite a bit of overtime lately. He told the board that CRV81 is in service we just replaced all 4 tires on it. CRV 82 had two tires replaced and we will need to replace the remaining 4 by the end of the year. CRV 83 is out of service the motor has gone bad. We will have no idea what it will need until it is torn apart. The problem is that they do not make those engines anymore. There is a guy in Sarasota that rebuilds those types of engines. He included a copy of the Estimate for the motor in the end it would probably run about 40 to 50 thousand dollars. So, the question is do we want to repair it or get another truck in the range of 250 thousand dollars. Commissioner Terrell asked if they had gotten an estimate from Gary's garage? Chief Howe said that he would contact him. Commissioner Bowers made a motion to get CRV83 repaired using D&R Diesel and their estimate as a guideline at a cost of up to \$38,000.00, 2<sup>nd</sup> Commissioner Wright. Vote 5/0. Chief Howe told the board that Rescue 83 is now out of service and would like to replace it. Chief Howe said they are working on getting some training on cutting on some vehicles and inviting other departments to participate. The live burn training for ARFF will be done at Hurlburt Field next month. Commissioner McGirr made a motion to approve the Chiefs report, 2<sup>nd</sup> Commissioner Wright. Vote 5/0. Chief Howe would like some changes to policy 4.1 due to ARFF having 2 shifts. He would like to add a shift supervisor position. Commissioner Bowers made a motion to accept the change to policy 4.1, 2<sup>nd</sup> Commissioner McGirr. Vote 5/0.

**Secretary/Treasurer's Report**- Commissioner Bowers reviewed the financial reports with the Commissioners. Commissioner Bowers started by saying the funds on the 911 side have started coming in. Commissioner Bowers stated that the ARFF is over budget in the repairs and maintenance but this was expected due to the repairs that have been approved by the board. Commissioner Bowers said that he would like to commend the Chief on doing an excellent job. Commissioner McGirr made a motion to approve the Treasurers report, 2<sup>nd</sup> Commissioner Wright. Vote 5/0.

**Commissioner Comments:** Chairman Shaw congratulated Brian Howe on his promotion to Chief and thanked all

the Fire Fighters for their service.

**Set Agenda for next meeting March 15, 2018**

The Meeting was adjourned at 6:28 pm.

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Craig Shaw

Chairman

