

To: General Membership

From: Secretary

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

Date: January 18, 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 Deputy Fire Chief
Annette Rayburn, Administrator

The Meeting was called to order by Chairman Shaw at 5:03 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 4/0.

Approval of Minutes of December 14, 2017: Motion to approve the minutes Commissioner Bowers, Commissioner McGirr seconded the motion. Vote 4/0.

Old Business:

- a. **Lockheed and L3Comm Update**-Commissioner Shaw informed the board that the contracts were still not signed due to some minor changes that Lockheed and L3 were still working on. He also informed the board that L3 was behind on payments and that we have an e-mail trail of the correspondence going back and forth. Commissioner Bowers motioned to suspend service until they are current, 2nd Commissioner Terrell. Vote to suspend service to L3Comm 4/0. Administrator Annette Rayburn was instructed to send an e-mail on Friday the 19th to inform them of the suspension of service.
- b. **Sign for Stations** – Commissioner Wright asked that this subject be removed from the agenda.

New Business:

- a. Commissioner Terrell asked the board about a letter that was sent to the District about an easement at Station 83 to trim limbs. Attorney Holloway said that these are blanket easements and this could be a problem. He suggested that we not sign it. Commissioner Shaw said that we would rather just give permission for to trim.
- b. Commissioner Terrell asked about the sale of vehicles. He said that he thought that we said that we

would advertise the vehicles for sale. Chairman Shaw said that he did not remember discussing that. Deputy Chief Howe said that the sales were advertised at each station (posted on the doors). Commissioner Terrell said that he wants to advertise it to the public on future sales. Chairman Shaw said that next time we have a surplus sale we will direct on how to advertise. Chairman Shaw directed Administrator Annette Rayburn to deposit the \$305.00 from the last surplus sale into the general funds account.

Commissioner Wright arrived at the meeting at 5:26 p.m., Chairman Shaw briefed him on what has taken place to this point.

Public Input – None

Advisory Reports:

Attorney Report: Commissioner Terrell asked where we stand on the lawsuits. Attorney Holloway responded that there were three original lawsuits, one has been resolved. There has now been another lawsuit by a volunteer who was in his probation period. Commissioner Terrell asked if the attorney for the plaintiffs is present for the mediation. Attorney Holloway said that all attorneys involved are present. He did not represent the department so he was not present, he said that Commissioner Terrell would have to talk to the insurance attorney for any further information.

Chief's Report – Deputy Chief Howe briefed the report as follows- personnel which now lists 15 paid firefighters, 2 part-time firefighters, 6 relief firefighters, 2 certified volunteers and 6 support personnel. 159 calls for the month December 2017, bringing the year total to 2306. Deputy Chief Howe informed the board the ARFF shifts are now 0700-1430 & 1430-2200. The hiring board completed their interviews and Sean Kelley moved from ARFF to 911 and Malcolm Swarms was hired for the open ARFF position. He will be attending ARFF school the week of Feb 5-9. Deputy Chief Howe asked the board to ratify the hiring board and his decision. Commissioner Bowers made a motion to accept the Chiefs decision on the hiring. 2nd Commissioner Wright. Vote 5/0. We are still awaiting the completion of CRV 81 that is at Ten-8, they said that it would be ready early next week. The final price for the repairs has risen to \$18,200.00. CRV 82's new tires are waiting at National Tire Brokers, will rotate two front tires to back and install the new on the front. Engine 80 had it annual pump test and they had to replace some seals. Engine 84 had some in-house repairs done. Deputy Chief Howe said that in discussions with our insurance lawyer we needed to re-do our applications for Volunteers. He has since created an application for Volunteers only. Deputy Chief Howe said that when working with the surrounding departments Almarante would like to temporarily house an engine at Station 81. Ryan Jaycocks with the Almarante Fire Department spoke to the Board about the possibility of housing their truck at Station 81. They would only need access to the bay area. Attorney Holloway said that he would work on getting an agreement drawn up for Almarante to sign. Motion to get the agreement in place by Commissioner Terrell, 2nd Commissioner Bowers. Vote 5/0. Commissioner McGirr made a motion to approve the Chiefs report, 2nd Commissioner Wright. Vote 5/0.

Chairman Shaw said that he spoke with Anne Sheffield at the Employment office and that they have 4 applications in hand and another two expected. Commissioner Bowers made a motion that we set the cut-off date for applications for the 31st of January. 2nd Commissioner Terrell. Vote 5/0.

Secretary/Treasurer's Report- Commissioner Bowers reviewed the financial reports with the Commissioners. Commissioner Bowers started by reviewing the 911 budget and then the ARFF budget. He said that we are showing revenues a little behind but he believes that will pick up. The expenses are expected to climb quickly on the ARFF side. Commissioner McGirr made a motion to approve the Treasurers report, 2nd Commissioner Wright. Vote 5/0.

Commissioner Comments:

Commissioner Wright asked Deputy Chief Howe if we have enough equipment to outfit CRV81. Deputy Chief Howe said that he has most of it, at the most it will be is around \$2,000.00.

Commissioner Terrell made a motion that the board to approve the District joining the Fire Chiefs Association in the amount of \$300.00 a year. 2nd Commissioner Wright. Vote 5/0.

Chairman Shaw addressed the public, employees, staff and management saying that lawsuits will hopefully be in the rearview mirror soon, it is something that we have been dealing with a long time. I think that it is one of those things that once it gets started it reacts and responds kind of like a domino effect. For whatever reason he hopes that we can get the dominos to stop falling and get this department turned around where there is not A. number 1 legitimate reasons for lawsuits I don't mind if there is a legitimate thing that they need to be resolved. I get that, but I think that when there is confusion that's brought about by things that are not being clear, those are the issues that that I'm hoping as we grow and learn from our prior mistakes that we resolve those issues. There is no reason for an unpaid volunteer to have such a distressful experience in a probationary period that it creates a lawsuit environment. I get maybe hurt feelings but not every hurt feeling is a lawsuit. Hopefully by taking some of these actions you brought up tonight, and by getting these policies straightened up, I'm looking forward to when we can get this department in a position that we're beyond some of these lawsuit issues and working in more of a productive manner.

Commissioner Terrell asked Deputy Chief Howe that when he writes a memo or and SOPs and SOGs could he put a copy in his folder. Deputy Chief Howe said he would.

Set Agenda for next meeting March 15, 2018

The Meeting was adjourned at 6:15 pm.

Craig Shaw

Chairman

