



BENTON FIRE DISTRICT NO. 4

Protecting the lives and property of our community

BENTON FIRE DISTRICT 4
Board of Commissioners Meeting

Time of Meeting - 3:00pm
February 20, 2018 Board Meeting Minutes

Chairman Johnny Barnette called the regular scheduled public meeting of the Board of Commissioners to order. Tim Turner called roll as follows: Board members Johnny Barnette, Jerry Bordelon, Marvin Myers, and Jeff Wyatt – All Present, John Whittington - Absent. Fire Chief JT Wallace Jr., Hurmon Gibson, Tim Turner, Jacob Maddox, Chris Faulk, and one member from the public, Larry Barnette were also present. The meeting was held in the Board Room of the Bossier Parish EMS and Fire Complex, 5275 Swan Lake Road, Bossier City, Louisiana. The invocation was given by Hurmon Gibson.

Board Member(s) Appointment – Oath of Office was moved to the beginning of the Board Meeting to reappoint Johnny Barnette as Board Chairman before conducting fire department official business. A list of all board members along with contact information and the term of each board member is included in the board packet.

- John Whittington was not present for oath of office

MOTION was made Marvin Myers and seconded by Jeff Wyatt to reappoint Johnny Barnette as Board Chairman. Vote was taken

	Yeas	Nays	Abstain
Jerry Bordelon	X	_____	_____
Jeff Wyatt	X	_____	_____
Marvin Myers	X	_____	_____
John Whittington	_____	_____	Absent

The Chairman called for public comment; there being none, the motion carried unanimously.

MOTION was made by Jeff Wyatt and seconded by Marvin Myers to accept the written minutes for the board meeting held on December 12, 2017. (Tim Turner discussed with the board that the regular scheduled January 16th meeting was canceled due to inclement weather and rescheduled for the next week on January 23rd, that meeting was cancelled due to lack of Quorum. Therefore there are no written minutes or proceedings for the month of January other than the financials through January 12) The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.



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Jeff Wyatt asked, "Is there any unusual budget items for the year ending December 31, 2017?" Tim Turner informed the board that there were no unusual budget items and all funds were properly appropriated.

MOTION was made Marvin Myers and seconded by Jeff Wyatt to approve the written Financial Reports for the year ending December 31, 2017. The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.

MOTION was made by Marvin Myers and seconded by Jeff Wyatt to approve the written Financial Reports through January 12, 2018. The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.

Jeff Wyatt asked, "Why does the fire department budget \$950.00 for reimbursement to Caddo Fire District 7?" Hurmon Gibson explained to the board that the area was across the river and is technically in our district but to reduce response times, we have an agreement with Caddo Fire District 7 to respond to any calls in that area. Benton Fire District 4 receives tax revenue from the tax millage and gives all collected tax for the few homes in that area to Fire District 7.

MOTION was made by Marvin Myers and seconded by Jeff Wyatt to approve the written Financial Reports through February 16, 2018. The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.



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OLD BUSINESS

Civil Service Appeal Update – Chief Wallace informed the board that there was nothing new to report on the Civil Service Appeal.

Tim Turner informed the board that the Advertisements for the 2018 Budget and 2018 Board Meeting dates were advertised and provided the advertisements as advertised in the official public journal. *Marvin Myers asked, "What is the official public journal of the Fire Department?"* Tim Turner informed the board that it is the Bossier Parish Press Tribune.

- **2018 BUDGET Adoption Advertisement: Published December 27, 2017**

This is to certify that Benton Fire District 4 has complied with the Louisiana Revised Statute 39:1307 relative to public participation in the budget process for the Year Ended 2018. Notice of availability for public inspection and public hearing was held in compliance with applicable statute. Fire Chief JT Wallace Jr. 12-13-2017

- **2018 Board Meeting Dates Advertisement: Published December 27, 2017**

Benton Fire District 4 regular scheduled monthly Board Meetings for the year of 2018. Board Meetings will be held in the conference room of the Bossier Parish EMS/Fire Complex located at 5275 Swan Lake Road, Bossier City LA. All meetings will start at 3:00 PM on the dates that follow; January 16th, February 20th, March 20th, April 17th, May 15th, June 19th, July 17th, August 21st, September 18th, October 16th, November 13th, and December 11th.

NEW BUSINESS

Ethics Training for Board Members – Tim Turner informed the Board that all board members must complete ethics training ever year as required by the state and provide a certificate of completion to be placed in file. Directions for completing the ethics training were included in the board packet.

PMI Resources – Board Members were given a PMI Resources packet and a copy of the contract provided by PMI Resources to review the services they provide. Chief Wallace informed the board that he met with Mark Waniewski and thought that the department could benefit from some of these services. The specific items that Chief thought the department could benefit the most from were; Policy and procedure compliance with applicable laws, legal counseling provided by PMI Resources, investigations, and some payroll items along with a program to buy back vacation that could potentially save the

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department money. *Jeff Wyatt agreed with Chief Wallace and asked if we had contacted any of the departments that PMI Resources currently provided services for.* Tim Turner informed the board that he went to a Civil Service meeting in Baton Rouge and talked with several department heads that were there from some of the departments that PMI provided services for and all of them had nothing but good things to say about Mark and PMI. *Marvin Myers asked how long has the company been in business.* Chief Wallace informed the board that the company has been doing this type of work for the past 5 to 10 years for Fire and Police Departments but Mark has been doing this type of work for the last 30 years. *Marvin Myers asked, "Is the contract price of \$24,000.00 due all up front or is it paid on a monthly basis?"* Tim Turner informed the board that the contract price was for the year and it would be paid monthly - \$2,000.00 per month. *Marvin Myers asked, "Can the contract be terminated at any time?"* Tim Turner informed the board the answer was yes, the contract could be terminated by either party at any time, for any reason, as long as termination of the contract is done in writing at least 30 days prior to the termination date.

MOTION was made by Marvin Myers and seconded by Jeff Wyatt to sign and accept the terms of the contract provided by PMI solutions and enter into contract on a month to month basis for no more than 6 months initially so long as the contract may be terminated by BFD4 or PMI Solutions if 30 days' notice is provided in writing to terminate services of the contract. The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.

PIAL Results – Chief Wallace informed the board of the Rating results. The total score for the rating is 68.85, 1.15 points away from a class 3. Chief Wallace then stated that we need to add 2 additional Service Trucks. Chief Wallace stated that we already have 1 engine that may be used as one of the service trucks; we need another truck and the additional equipment that is required for both units. BPEMS has a truck they will give us so all we need is the equipment to put these units in service. Adding the service trucks will increase the total score to over 70 or class 3. Chief Wallace informed the board that we did significantly better in all categories verses the last PIAL Rating and that we will continue to improve.

MOTION was made by Marvin Myers and seconded by Jeff Wyatt to approve adding the 2 service trucks and all of the necessary equipment for PIAL points needed to obtain a Fire Rating of Class 3. The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously

MOTION was made by Marvin Myers and seconded by Jeff Wyatt to approve the Internal Personnel Action Forms and Civil Service Personnel Action forms (the names were not read aloud during the board meeting, the PA forms were available for inspection by all board members present)

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- INTERNAL PA FORMS (all are annual raise of 3%) - Steven Barr, Matthew Burcham, Jonathan Davis, Jay Emory, Robert Gilbert, Yvonne Gray, Dustin Johnson, Ashley Kennington, Daven Lazenby, Juston Lewter, Reggie McEntyre, Joseph Monceaux, Corey Pippenger, Steven Rickert, Cameron Smith, Corey Tuminello, Michael Whitman
- INTERNAL PA FORM - Garrett Wilson (New Hire: begin working test period)
- CIVIL SERVICE PA FORMS – Stephen Lewis (Exam passed, end working test period), Lisa Chaffin (end working test period), Tim Turner Jr (terminate sick leave), Garrett Wilson (begin working test period)
- Municipal Fireman's supplemental application and addendum form for Garrett Wilson

The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.

2018 Audit (year of 2017) - Tim Turner informed the board that the audit will take place next month. (March) The audit packet is due by the 5th and the actual audit will take place around the 20th of March.

MOTION was made by Jeff Wyatt and seconded by Jerry Bordelon to adjourn. The Chairman called for public comment. There being none, vote was taken and the motion carried unanimously.