

BENTON FIRE DISTRICT 4

Time of Meeting - 3:00pm

Board of Commissioners Meeting

March 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 Jeff Wyatt, John Whittington, Marvin Myers, Jerry Bordelon, and Johnny Barnette- Present. New Board Member Stephanie Sullivant – Present. Fire Chief JT Wallace Jr., Hurmon Gibson, Tim Turner, Jacob Maddox, and Mark Waniewski from PMI Resource 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 Johnny Barnette.

- *Feb 20 BOC Minutes questions/discussion: None*

MOTION was made by Marvin Myers and seconded by Jeff Wyatt to accept the written minutes for the board meeting held on February 20, 2018. The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.

- *Questions/Discussion about Financials through March 16, 2018: Marvin Myers stated that everything looked good. Chief Wallace stated that we are on budget so far, for 2018.*

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

OLD BUSINESS

Civil Service Appeal Update: Chief Wallace informed the Board that a public hearing is scheduled for March 29, 2018. The hearing will cover the portion of the previous Civil Service Hearing, regarding the Jonathan Craft termination of employment, which was conducted in executive session.

Audit: Chief Turner informed the board that the 2017 Audit will be conducted March 21, 2018 and that BFD4 will probably have some “exceptions”, exceptions are NOT the same as “Findings” and after talking with Preston (from the auditor’s office) almost everyone will have “exceptions” due to the new SAUP’s.

PIAL: Chief Wallace stated that BFD4 received a vehicle from BPEMS that will be used as one of the additional Service trucks needed for the PIAL rating. BPEMS donated the vehicle to BFD4 to be used as such. Chief Wallace stated that PIAL should be contacting us soon. The Service trucks should be in service in the next few weeks. Chief Wallace discussed the potential benefits to businesses and residents would be by obtaining a Class 3 verses a Class 4 rating.

NEW BUSINESS

Board Member Appointments – Oath of Office

- Jerry Bordelon resigned from BFD4 Board of Commissioners, Stephanie Sullivant has been appointed by the Town of Benton to serve as the board member in place of Jerry Bordelon.
- John Whittington/term began 1/1/18 and Stephanie Sullivant/term begins 3/20/18 both were sworn in as board members. It was stated that there were witnesses to the swearing in and that a Notary Public would be present at the next meeting to notarize the Oaths of Office.
- *Discussion about Resolution 2018-001: Mark Waniewski stated that we already do this in practice and the resolution is just a formality.*

MOTION was made by Marvin Myers and seconded by Jeff Wyatt to approve Resolution 2018-001 (Ratification of Operational Authority to the Fire Chief). The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.

- *Discussion about Resolution 2018-002: Mark Waniewski discussed the potential savings to the department by adopting this resolution to buy back unused earned annual leave. He stated that on average, his clients buy back approximately 22% of earned annual leave. Retirement withholdings are not required on time that is bought back, saving the department 26.5% and the employee 10%, and reducing the need for overtime to staff shifts.*

MOTION was made by Jeff Wyatt and seconded by John Whittington to approve Resolution 2018-002 (Voluntary Purchase of Earned Annual Leave). The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.

- *Questions about Resolution 2018-003: Jeff Wyatt asked how travel and expenses were approved at the current time. Chief Wallace stated that he approves all training and most of the training is done locally with minimal cost. Mark Waniewski suggested that if the Fire Chief or Board members were to travel for training that a preapproved amount be budgeted for such for the 2019 budget.*

MOTION was made by Marvin Myers and seconded by John Whittington to approve Resolution 2018-003 (Adopt LLA Travel and Expense Reimbursement Requirements). The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.

- **TAX MILLAGE: Chief Turner informed the board that the department will be starting the tax millage adoption process and there may be a need to call a special meeting to comply with advertising requirements.**

- *PA Forms discussion: Chief Wallace informed the board that the PA forms were for annual raises.*

MOTION was made by Jeff Wyatt and seconded by Marvin Myers to approve the Internal 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) The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.

- INTERNAL PA FORMS (all are annual raise of 3%) – Kevin Kidwell, James Cassel, Thomas Maddox
- INTERNAL PA FORM – Stephen Lewis 3 % raise and 10% Increase in rate of pay for Mechanic

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