



FIRE CHIEF J.T. WALLACE, JR.

BENTON FIRE DISTRICT 4

PUBLIC MEETING

JANUARY 18, 2022 MINUTES

TIME OF MEETING – 3:00 PM

AGENDA

CALL TO ORDER: Chief Turner called the regular scheduled public meeting of the Board of Commissioners to order. Chief Turner called roll as follows:

ROLL CALL: Board members **PRESENT** – Sammy Halphen, Stephanie Collier, and Jay Valentine

Board members **ABSENT** – Johnny Barnette, Jason McGinty

Others **PRESENT** – Fire Chief JT Wallace Jr., Tim Turner, Jacob Maddox, Dusty Johnson, and Mark Waniewski

The public meeting was held in the Board Room of the Bossier Parish EMS and Fire Complex, 5275 Swan Lake Road, Bossier City, Louisiana.

INVOCATION: The invocation was given by Jay Valentine

APPROVAL OF MINUTES FROM THE DECEMBER 14, 2021 BOC MEETING

MOTION was made by STEPHANIE COLLIER and seconded by SAMMY HALPHEN to accept the written minutes for the meeting held on December 14, 2021. Chief Turner called for public comment; there being none, vote was taken and the motion carried unanimously.

APPROVAL OF THE FINANCIALS FOR THE YEAR ENDING DECEMBER 31, 2021

Chief Turner informed the board that the financials for the year ending December 31, 2021 have not been reviewed/reconciled by Mr. McCollister. Chief Turner informed the board that Mr. McCollister would be completing the review before the February board meeting and the approval of the financials for this time period should be tabled until after that review.



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MOTION was made by SAMMY HALPHEN and seconded by STEPHANIE COLLIER to table the approval of the financial reports for the year ending December 31, 2021 until the next regularly scheduled board meeting on February 15, 2022. Chief Turner called for public comment; there being none, vote was taken and the motion carried unanimously.

APPROVAL OF FINANCIALS AS OF JANUARY 14, 2022

Questions/Discussion about Financials through December 10, 2021: ---- NONE

MOTION was made by JAY VALENTINE and seconded by STEPHANIE COLLIER to approve the financials as of January 14, 2022. Chief Turner called for public comment; there being none, vote was taken and the motion carried unanimously.

OLD BUSINESS

2021 BUDGET (ITEMS NOT YET BILLED/RECEIVED FOR YEAR ENDING DECEMBER 31, 2021)

Chief Turner informed the board that several items that were purchased in 2021 have yet to be delivered or billed. Chief Turner stated that it would be best to table the discussing these items until after Mr. McCollister reviewed/reconciled the financials for the year ending December 31, 2021.

MOTION was made by STEPHANIE COLLIER and seconded by SAMMY HALPHEN to amend the agenda to include tabling the discussion of the 2021 budget items until the next regularly scheduled meeting on February 15, 2022. Chief Turner called for public comment; there being none, vote was taken and the motion carried unanimously.

MOTION was made by SAMMY HALPHEN and seconded by JAY VALENTINE to approve the amended agenda (tabling discussion of the 2021 budget items) Chief Turner called for public comment; there being none, vote was taken and the motion carried unanimously.



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MOTION was made by STEPHANIE COLLIER and seconded by JAY VALENTINE to table the discussion of 2021 budget items until the next regularly scheduled board meeting on February 15, 2022. Chief Turner called for public comment; there being none, vote was taken and the motion carried unanimously.

NEW BUSINESS

RESOLUTION – 2022-001 – DECLARING RESULTS OF THE DECEMBER 11, 2021 SPECIAL ELECTION

NOTE: Immediately following the board meeting all relevant documents approved by the board regarding said meeting were taken to the board chairman, Johnny Barnette, for signatures due to him being unable to physically attend the meeting. The Chairman was provided a complete packet of all items discussed during the meeting.

The following resolution was read aloud by Chief Turner.

The following resolution was offered by SAMMY HALPHEN and seconded by STEPHANIE COLLIER:

RESOLUTION

A resolution providing for canvassing the returns and declaring the results of the special election held in Benton Fire District No. 4 of the Parish of Bossier, State of Louisiana, on Saturday, December 11, 2021, to authorize the levy of a special tax therein.

BE IT RESOLVED by the Board of Commissioners of Benton Fire District No. 4 of the Parish of Bossier, State of Louisiana (the "Governing Authority"), acting as the governing authority of Benton Fire District No. 4 of the Parish of Bossier, State of Louisiana (the "District"), that:

SECTION 1. Canvass. This Governing Authority does now proceed in open and public session to examine the official tabulations of votes cast at the special election held in the District, on SATURDAY, DECEMBER 11, 2021 (the "Election"), to authorize the levy of a special tax therein pursuant to the following proposition (the "Proposition"):

PROPOSITION (MILLAGE)

Shall Benton Fire District No. 4 of the Parish of Bossier, State of Louisiana (the "District"), be authorized to levy and collect a special tax of two (2) mills on all property subject to taxation in



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the District (an estimated \$389,000 reasonably expected at this time to be collected from the levy of the tax for an entire year), for a period of fifteen (15) years, beginning with the year 2022 and ending with the year 2036, for the purpose of acquiring, constructing, improving, maintaining or operating fire protection and emergency medical service facilities, vehicles and equipment, including both movable and immovable property, that are to be used to provide fire protection and medical service in the District, including paying the cost of obtaining water for fire protection purposes and salaries of firemen, and all purposes incidental thereto?

This Governing Authority does further proceed to examine and canvass the returns of the Election thereof.

SECTION 2. Election Results. According to the official certified tabulation of votes cast at said Election, there was a total of **641** votes cast **IN FAVOR OF** the Proposition and a total of **387** votes cast **AGAINST** the Proposition, resulting in a majority of **254** votes cast **IN FAVOR OF** the Proposition. The Proposition was therefore duly **CARRIED** by a majority of the votes cast by the qualified electors voting at the Election.

SECTION 3. Promulgation of Election Result. The results of said election shall be promulgated by publication in the manner provided by law, after receipt from the Secretary of State's office of the actual costs of the election, as required by Act 205 of the Regular Session of the Legislature of Louisiana for the year 2019.

SECTION 4. Declaration. The foregoing results of the Election are hereby declared by this Governing Authority and shall be published as required by law.

SECTION 5. Procès Verbal. A Procès Verbal of the canvass of the returns of the Election shall be made and a certified copy thereof shall be forwarded to the Secretary of State, Baton Rouge, Louisiana, who shall record the same in his office; another certified copy thereof shall be forwarded to the Clerk of Court and Ex-Officio Recorder of Mortgages in and for the Parish of Bossier, who shall record the same in the Mortgage Records of said Parish; and another copy thereof shall be retained in the archives of this Governing Authority.

This resolution having been submitted to a vote; the vote thereon was as follows:

YEAS: **3** Sammy Halphen, Stephanie Collier, Jay Valentine

NAYS: **0**

ABSENT: **2** Jason McGinty, Johnny Barnette



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And the resolution was declared adopted on this, the 18th day of January, 2022.

/s/ Tim Turner (Secretary)

/s/ Johnny Barnette (Chairman)

PROCÈS VERBAL OF THE CANVASS OF THE VOTES CAST AT THE SPECIAL ELECTION HELD IN BENTON FIRE DISTRICT NO. 4 OF THE PARISH OF BOSSIER, STATE OF LOUISIANA, ON SATURDAY, DECEMBER 11, 2021.

BE IT KNOWN AND REMEMBERED that on Tuesday, January 18, 2022, at 3:00 p.m., at its regular meeting place, the Bossier Parish EMS and Fire Complex Conference Room, 5275 Swan Lake Road, Bossier City, Louisiana, the Board of Commissioners of Benton Fire District No. 4 of the Parish of Bossier, State of Louisiana (the "Governing Authority"), acting as the governing authority of Benton Fire District No. 4 of the Parish of Bossier, State of Louisiana (the "District"), and being the authority ordering the special election held therein on Saturday, December 11, 2021, with the following members present:

Sammy Halphen, Stephanie Collier, Jay Valentine;

There being absent: Jason McGinty, Johnny Barnette;

did, in open and public session, examine the official certified tabulations of votes cast at the said election, and did examine and canvass the returns of the said election, there having been submitted at said election the following proposition, to wit:

PROPOSITION (MILLAGE)

Shall Benton Fire District No. 4 of the Parish of Bossier, State of Louisiana (the "District"), be authorized to levy and collect a special tax of two (2) mills on all property subject to taxation in the District (an estimated \$389,000 reasonably expected at this time to be collected from the levy of the tax for an entire year), for a period of fifteen (15) years, beginning with the year 2022 and ending with the year 2036, for the purpose of acquiring, constructing, improving, maintaining or operating fire protection and emergency medical service facilities, vehicles and equipment, including both movable and immovable property, that are to be used to provide fire protection and medical service in the District, including paying the cost of obtaining water for fire protection purposes and salaries of firemen, and all purposes incidental thereto?

There was found by said count and canvass that there was a total of **641** votes cast **IN FAVOR OF** the Proposition and a total of **387** votes cast **AGAINST** the Proposition, as hereinabove set forth, and it was further found and determined that there was a majority of **254** votes cast **IN FAVOR OF** the Proposition as hereinabove set forth.

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Therefore, the Governing Authority did declare and proclaim and does hereby declare and proclaim in open and public session that the Proposition as hereinabove set forth was duly **CARRIED** by a majority of the votes cast by the qualified electors voting at the said special election held in the District on Saturday, December 11, 2021.

Results by precinct are available from the Secretary of this Governing Authority during regular business hours or via the Louisiana Secretary of State's website (voterportal.sos.la.gov).

Exhibit "A" attached hereto and made a part of this Procès Verbal is a copy of the Notice of Special Election and proof of publication thereof.

THUS DONE AND SIGNED at Bossier City, Louisiana, on this, the 18th day of January, 2022.

ATTEST: /s/ Tim Turner Secretary

/s/ Johnny Barnette Chairman /s/

EXHIBIT "A"

NOTICE OF SPECIAL ELECTION

Pursuant to the provisions of a resolution adopted by the Board of Commissioners of Benton Fire District No. 4 of the Parish of Bossier, State of Louisiana (the "Governing Authority"), acting as the governing authority of Benton Fire District No. 4 of the Parish of Bossier, State of Louisiana (the "District"), on August 17, 2021, NOTICE IS HEREBY GIVEN that a special election will be held within the District on SATURDAY, DECEMBER 11, 2021, and that at the said election there will be submitted to all registered voters in the District qualified and entitled to vote at the said election under the Constitution and Laws of the State of Louisiana and the Constitution of the United States, the following proposition, to-wit:

PROPOSITION (MILLAGE)

Shall Benton Fire District No. 4 of the Parish of Bossier, State of Louisiana (the "District"), be authorized to levy and collect a special tax of two (2) mills on all property subject to taxation in the District (an estimated \$389,000 reasonably expected at this time to be collected from the levy of the tax for an entire year), for a period of fifteen (15) years, beginning with the year 2022 and ending with the year 2036, for the purpose of acquiring, constructing, improving, maintaining or operating fire protection and emergency medical service facilities, vehicles and equipment, including both movable and immovable property, that are to be used to provide fire protection and medical service in the District, including paying the cost of obtaining water for fire protection purposes and salaries of firemen, and all purposes incidental thereto?



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The said special election will be held at the polling places for the following precincts, which polls will open at seven o'clock (7:00) a.m. and close at eight o'clock (8:00) p.m., in accordance with the provisions of La. R.S. 18:541, to-wit:

PRECINCTS

02-01	02-06(PART)	02-09(PART)	02-18B
02-18C	02-18D	02-18E-1	02-18E-2
02-18F	02-18G	02-21A(PART)	02-21B(PART)
02-21C-1(PART)	02-21C-2(PART)	02-22A-1	02-22A-2
02-22B	02-22C	03-04(PART)	04-01A(PART)
04-02(PART)			

The polling places for the precincts set forth above are hereby designated as the polling places at which to hold the said election, and the Commissioners-in-Charge and Commissioners, respectively, shall be those persons designated according to law.

The estimated cost of this election as determined by the Secretary of State based upon the provisions of Chapter 8-A of Title 18 and actual costs of similar elections is \$28,600.

Notice is further given that a portion of the monies collected from the tax described in the Proposition shall be remitted to certain state and statewide retirement systems in the manner required by law.

The said special election will be held in accordance with the applicable provisions of Chapter 5 and Chapter 6-A of Title 18 of the Louisiana Revised Statutes of 1950, as amended, and other constitutional and statutory authority, and the officers appointed to hold the said election, as provided in this Notice of Special Election, or such substitutes therefor as may be selected and designated in accordance with La. R.S. 18:1287, will make due returns thereof to said Governing Authority, and NOTICE IS HEREBY FURTHER GIVEN that the Governing Authority will meet at its regular meeting place, the Bossier Parish EMS and Fire Complex Conference Room, 5275 Swan Lake Road, Bossier City, Louisiana on **TUESDAY, JANUARY 18, 2022, at THREE O'CLOCK (3:00) P.M.**, and shall then and there in open and public session proceed to examine and canvass the returns and declare the result of the said special election. All registered voters of the District are entitled to vote at said special election and voting machines will be used.

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THUS DONE AND SIGNED at Bossier City, Louisiana, on this, the 17th day of August, 2021

ATTEST: /s/ Johnny Barnette Chairman /s/ Tim Turner Secretary

(A notarized copy of the publication of the notice was provided to the board, the notice was duly published in the Bossier Press Tribune on the following dates: Wednesday October 13, 2021, Wednesday October 20, 2021, Wednesday October 27, 2021, and Wednesday November 3, 2021)

PROCLAMATION

I, the undersigned Chairman of the Board of Commissioners of Benton Fire District No. 4 of the Parish of Bossier, State of Louisiana, the governing authority of Benton Fire District No. 4 of the Parish of Bossier, State of Louisiana (the "District"), do hereby declare, proclaim and announce that the proposition submitted at the special election held in the District on Saturday, December 11, 2021, was CARRIED by a majority of the votes cast at the said special election, all as described and set out in the above Procès Verbal.

THUS DONE AND SIGNED at Bossier City, Louisiana, on this, the 18th day of January, 2022.

/s/ Johnny Barnette Chairman

STATE OF LOUISIANA

PARISH OF BOSSIER

I, the undersigned Secretary of the Board of Commissioners of Benton Fire District No. 4 of the Parish of Bossier, State of Louisiana (the "Governing Authority"), acting as the governing authority of Benton Fire District No. 4 of the Parish of Bossier, State of Louisiana (the "District"), do hereby certify that the foregoing pages constitute a true and correct copy of the proceedings and Procès Verbal made by said Governing Authority on January 18, 2022, providing for canvassing the returns and declaring the results of the special election held in the District on Saturday, December 11, 2021, to authorize the levy of a special tax therein. IN FAITH WHEREOF, witness my official signature at Bossier City, Louisiana, on this, the 18th day of January, 2022.

/s/ Tim Turner Secretary



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RESOLUTION 2022-002 – FIRE PREVENTIION

Chief Turner informed the board that there are 2 resolutions regarding fire prevention and that adopting these resolutions would allow for the district to receive additional credit from PIAL.

Resolution 2022-002 – Resolution of Board of Commissioners of Benton District No. 4 Relating to the Approval to the Adoption of NFPA 1 as the Standard Operating Guideline for District No. 4

MOTION was made by STEPHANIE COLLIER and seconded by JAY VALENTINE to adopt resolution 2022-002 relating to the Approval to the Adoption of NFPA 1 as the Standard Operating Guideline for District No. 4. Chief Turner called for public comment. There being none, a vote was taken and the motion carried unanimously.

Resolution 2022-003 – Resolution of Board of Commissioners of Benton District No. 4 Relating to the Approval to the Adoption of NFPA 101 to Establish a Fire Prevention Bureau for District No. 4

MOTION was made by SAMMY HALPHEN and seconded by STEPHANIE COLLIER to adopt resolution 2022-003 relating to the Approval to the Adoption of NFPA 101 to Establish a Fire Prevention Bureau for District No. 4. Chief Turner called for public comment. There being none, vote was taken and the motion carried unanimously.

AUDIT ENGAGEMENT LETTER

Chief Turner informed the board that the client prep package has been received by the auditors, including the engagement letter(s) and the compliance questionnaire. Copies of said documents were presented to the board. Chief Turner informed the board that the cost of the audit will increase approximately 5% due to the return of the Statewide Agreed Upon Procedures. The documents will be signed by Chief Wallace and Chairman Barnette. The audit is scheduled for June 6th and 7th.



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HEALTH INSURANCE RENEWAL

Chief Turner informed the board that the district has received the health care insurance renewal rate for BCBS. It will be increasing approximately 5%. Benefit Consulting is preparing quotes for the district and will be comparing the cost of BCBS to other insurances withing the next 2 months.

APPROVE CIVIL SERVICE/INTERNAL PA FORMS

Chief Turner informed the board that the Civil Service / Internal PA forms are for 1 year confirmation of Bruce Branch and Austin Smiley. Copies of all PA forms were presented to board members for review.

MOTION was made by SAMMY HALPHEN and seconded by STEPHANIE COLLIER to approve and for the chairman to sign the personnel action forms. Chief Turner called for public comment. There being none, vote was taken and the motion carried unanimously.

ADJOURNMENT

MOTION was made by STEPHANIE COLLIER and seconded by JAY VALENTINE to adjourn. Chief Turner called for public comment. There being none, vote was taken and the motion carried unanimously.