



FIRE CHIEF J.T. WALLACE, JR.

**BENTON FIRE DISTRICT 4**

**PUBLIC MEETING MINUTES**

**AUGUST 20, 2024 MINUTES**

**TIME OF MEETING – 3:00 PM**

**AGENDA**

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

**ROLL CALL:** Board members **PRESENT** – Stephanie Collier, Kenneth Ashley, Gerald Huddleston, and Johnny Barnette

Board members **ABSENT** – Sammy Halphen

Others **PRESENT** – Chief Wallace, Tim Turner, Hurmon Gibson, Jacob Maddox, and Jonathan Davis

The public meeting was held in the Board Room of the Bossier Parish EMS and Fire Complex, located at 5275 Swan Lake Road, Bossier City, Louisiana 71111.

**INVOCATION:** Jonathan Davis

**APPROVAL OF MINUTES FROM THE JULY 16, 2024 BOC MEETING**

*Questions/Discussion about BOC public meeting minutes held on July 16, 2024---None*

**MOTION** was made by GERALD HUDDLESTON and seconded by STEPHANIE COLLIER to accept and approve the written minutes for the BOC public meeting held on July 16, 2024. Chairman Barnette called for public comment; there being none, vote was taken and the motion carried unanimously.

**APPROVAL OF THE FINANCIALS AS OF AUGUST 16, 2024**

*Questions/Discussion about Financials as of August 16, 2024: ---- None*

**MOTION** was made by GERALD HUDDLESTON and seconded by KENNETH ASHLEY to approve of the financials as of August 16, 2024. Chairman Barnette called for public comment; there being none, vote was taken and the motion carried unanimously.



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## **OLD BUSINESS**

### **UPDATE: TAX MILLAGE (SEPTEMBER 5, 2024 PUBLIC HEARING)**

*Chief Turner informed the board that the public hearing scheduled for September 5, 2024 will require at least 4 board members to be present in order to roll forward/adopt millage rates. The meeting will be on a Thursday instead of a Tuesday.*

## **NEW BUSINESS**

### **AMEND AGENDA**

*The board was presented with a service contract proposal from Generac to perform regularly scheduled maintenance on the generators at 3 stations. Chief Turner informed the board that the agenda would need to be amended to add the service contract to the agenda and approve it.*

**MOTION** was made by GERALD HUDDLESTON and seconded by STEPHANIE COLLIER to amend the agenda to include the Generac service contract and approve it as written. Chairman Barnette called for public comment; there being none, vote was taken and the motion carried unanimously

### **CIVIL SERVICE CLASS PLAN APPROVAL**

*The board was presented with a proposed civil service class plan for Special Services Technician. The proposed class plan listed distinguishing features of the class and gave examples of the type of work that would be done by those who fall under this plan. The proposed class plan also listed the qualification requirements. After review, the board had no questions regarding the class plan.*

**MOTION** was made by GERALD HUDDLESTON and seconded by KENNETH ASHLEY to approve the proposed civil service class plan of Special Services Technician. Chairman Barnette called for public comment; there being none, vote was taken and the motion carried unanimously.



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### 2025 BUDGET (DISCUSS TIME LINE/HEARING/MEETING DATES)

*Chief Turner informed the board that amending the current year's budget and the adoption of the 2025 budget will take place during November board hearing/meeting instead of the December meeting.*

*Chief Turner stated that moving the hearing/meeting to November would give the district additional time to meet the 15-day requirement of adopting the budget should any issues arise that would prevent the regularly scheduled meeting from taking place in December.*

*A preliminary 2025 budget was presented to the board for review, chief Turner stated that the proposed 2025 budget will be introduced during the September 17, 2024 meeting. After board approval to advertise the proposed 2025 budget, it will be advertised following the October 15, 2024 board meeting. A public hearing will be held on November 19, 2024 to discuss the 2025 proposed budget. Amendment of the 2024 budget and adoption of the 2025 budget will take place during the public meeting immediately following adjournment of the public hearing.*

### CIVIL SERVICE/INTERNAL PERSONNEL ACTION FORM(S)

*Civil Service/Internal PA Form(s) were presented to all board members for review. Internal Personell Action forms for certification pay increase included Russell Biggs and James Goodwin.*

**MOTION** was made by STEPHANIE COLLIER and seconded by KENNETH ASHLEY to approve the Internal/Civil Service PA forms. Chairman Barnette called for public comment; there being none, vote was taken and the motion carried unanimously

### ADJOURNMENT

**MOTION** was made by KENNETH ASHLEY and seconded by GERALD HUDDLESTON to adjourn. Chairman Barnette called for public comment. There being none, vote was taken and the motion carried unanimously.