



FIRE CHIEF J.T. WALLACE, JR.

**BENTON FIRE DISTRICT 4  
MAY 21, 2019 BOC MINUTES****BOARD OF COMMISSIONERS MEETING  
TIME OF MEETING 3:00 PM**

Johnny Barnette called the regular scheduled public meeting of the Board of Commissioners to order. Chief Turner called roll as follows: Board members Johnny Barnette, Stephanie Collier, John Whittington, and Marvin Myers – **PRESENT** ---- Jeff Wyatt – **ABSENT**. Chief Wallace, Assistant Chief Tim Turner, Assistant Chief Hurmon Gibson, Captain Jacob Maddox, and Jason Mcginty 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.

**APPROVAL OF MINUTES FOR THE APRIL 16, 2019 BOARD MEETING**

- *April 16, 2019 BOC Minutes questions/discussion: -----NONE*

**MOTION** was made by STEPHANIE COLLIER and seconded by JOHN WHITTINGTON to accept the written minutes for the board meeting held on April 16, 2019. The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.

**APPROVAL OF FINANCIALS AS OF MAY 17, 2019**

- *Questions/Discussion about Financials through May 17, 2019: ----- NONE*

**MOTION** was made by MARVIN MYERS and seconded by STEPHANIE COLLIER to approve the written Financial Reports as of May 17, 2019. The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.

**OLD BUSINESS****BOARD MEMBER APPOINTMENTS TO THE CIVIL SERVICE BOARD AND THE  
BFD4 BOARD OF COMMISSIONERS**

- *Chief Wallace informed the board of 2 resignation letters – Marvin Myers and Jeff Wyatt.*
- *Chief Wallace informed the board that in the next scheduled meeting 2 new board appointments will be made*
  - *Jason Mcginty (Town of Benton appointment)*
  - *Jay Valentine (Bossier Parish Police Jury appointment)*
- *Chief Turner informed the board that as of the time of the meeting the letter from LA Tech listing the names of the recommended candidates for the position of Educational Nominee to the BFD4 Civil Service board has not arrived. However, we have the list of the recommended candidates' and a resolution to appoint one of the candidates. The names listed in the letter are Brian Ollendike, John Swanson, and Jeff Wyatt. The adoption of BFD4 Resolution 2019-004 will appoint one of the candidates from the list to the BFD4 Civil Service Board as the Educational Nominee.*



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**MOTION** was made by JOHN WHITTINGTON and seconded by STEPHANIE COLLIER to accept the resignation letter from Marvin Myers/Jeff Wyatt and adopt resolution 2019-004 that will appoint Jeff Wyatt, who was selected by the Benton Fire District 4 Board of Commissioners to serve as the Educational nominee of the BFD4 Civil Service Board. The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.

### **NEW HIRE**

- *Chief Wallace informed the board that BFD4 has made an offer of employment to James Goodwin with a start date of May 23, 2019. This position will fill the vacancy of the firefighter who is currently on extended sick leave.*
- *The board approved the hiring of a new firefighter in the April board meeting; they again made a motion to hire James Goodwin. Motion was made by Stephanie Collier and seconded by Marvin Myers to approve the hiring of James Goodwin. The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.*

### **NEW BUSINESS**

#### **CIVIL SERVICE/INTERNAL PERSONNEL ACTION FORMS**

- *Questions/Discussion about PA forms ---- The PA forms were made available to all board members for review.*
  - *Shane Ashworth: PA Form: Extended Sick Leave*
  - *Shane Ashworth: PA Form: Terminate Extended Sick Leave*
  - *James Goodwin: PA Form: Probationary Firefighter/Operator*
  - *Bruce Branch Jr.: PA Form: Terminate Extended Sick Leave*
  - *William Moulton: PA Form: Confirmation Permanent Firefighter/Operator*
  - *Joseph Monceaux: PA Form: Wage increase (EMTP – Increase Incentive Pay)*

**MOTION** was made by JOHN WHITTINGTON and seconded by STEPHANIE COLLIER to approve and for the chairman to sign all Civil Service/Internal PA forms. The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.



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### **AUDIT COMPLIANCE QUESTIONNAIRE**

- *Questions/Discussion about Audit Compliance Questionnaire ---- Chief Turner informed the board that the questionnaire asks similar information regarding BFD4 that was completed for the previous year. The questionnaire was made available to all board members for review. Chief Turner informed the board that the information requested consisted of contact information for board members, Charter Ordinance, and BFD4 compliance with laws regarding the public bidding process, ethics, budgeting, and financial reporting. Chief Turner informed the board that at the time of completion of the audit materials the April board meeting had already taken place. The information was sent to the auditor to start the process because it was requested before May 1<sup>st</sup>. Chief Turner stated that the questionnaire is being presented in this meeting for approval by the board.*

**MOTION** was made by JOHN WHITTINGTON and seconded by STEPHANIE COLLIER to approve and for the chairman to sign the audit compliance questionnaire. The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.

### **BILLING INSURANCE COMPANIES – FIRE SERVICE FEES**

- *Questions/Discussion Billing Insurance for fire services --- Chief Wallace informed the board that there are laws/ordinances that allow fire departments to charge insurance companies for fire services so fire departments may recover some of the cost of the services. Chief stated that more research will be done on current standards and fees and we will not proceed until BFD4 can develop a policy/ordinance on the process of billing for services. Captain Maddox referred to an example of billing for services that was provided in the board packet.*

### **REMOVE ITEMS FROM INVENTORY**

- *Questions/Discussion about removing items from inventory. Chief Wallace informed the board that all items listed are damaged/inoperable; almost all of the items listed were damaged when station 1 was struck by lightning.*

**MOTION** was made by MARVIN MYERS and seconded by STEPHANIE COLLIER to approve the removal of items listed from inventory and declare as surplus. The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.

### **ADJOURNMENT**

- *Chairman Johnny Barnette asked the board if there was any other business or topics to discuss. There being none Chairman Barnette called for a motion to adjourn.*

**MOTION** was made by MARVIN MYERS and seconded by STEPHANIE COLLIER to adjourn. The Chairman called for public comment. There being none, vote was taken and the motion carried unanimously.