



FIRE CHIEF J.T. WALLACE, JR.

**BENTON FIRE DISTRICT 4  
DECEMBER 11, 2018 BOC MINUTES**

**BOARD OF COMMISSIONERS HEARING/MEETING  
TIME OF MEETING 3:00 PM**

## **PUBLIC HEARING**

Chairman of the Board of Commissioners, Johnny Barnette, called the **PUBLIC HEARING** to order. The Public Hearing was held in the Board Room of the Bossier Parish EMS and Fire Complex, 5275 Swan Lake Road, Bossier City, Louisiana.

Chief Turner called roll: Board members **PRESENT** as follows - Johnny Barnette, Stephanie Collier, and Jeff Wyatt. Board members **ABSENT** as follows - John Whittington and Marvin Myers. Fire Chief JT Wallace Jr., Tim Turner, Jacob Maddox, Hurmon Gibson, Mark Waniewski from PMI Resources, and Captain Chris Faulk were also present.

There were NO MEMBERS OF THE PUBLIC PRESENT for the hearing.

There were NO Questions/Comments from the public in regards to the 2019 Budget

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

## **PUBLIC MEETING**

Immediately after closing the public hearing, Chairman Johnny Barnette called the regular scheduled public meeting of the Board of Commissioners to order. Chief Turner called roll: Board members **PRESENT** as follows Johnny Barnette, Stephanie Collier, and Jeff Wyatt. Board members **ABSENT** as follows - John Whittington and Marvin Myers. Fire Chief JT Wallace Jr., Tim Turner, Hurmon Gibson, Jacob Maddox, Mark Waniewski from PMI Resources, and Captain Chris Faulk were also present. There were no members of the public present for the meeting. 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 NOVEMBER 20, 2018 BOARD MEETING**

- ***NOVEMBER 20, 2018 BOC Minutes questions/discussion: -----NONE***

**MOTION** was made by STEPHANIE COLLIER and seconded by JEFF WYATT to accept the written minutes for the board meeting held on November 20, 2018. The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.



FIRE CHIEF J.T. WALLACE, JR.

APPROVAL OF FINANCIALS AS OF DECEMBER 7, 2018

- *Questions/Discussion about Financials through DECEMBER 7, 2018: ----- NONE*

MOTION was made by JEFF WYATT and seconded by STEPHANIE COLLIER to approve the written Financial Reports as of December 7, 2018. The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.

OLD BUSINESS

DISCIPLINARY ACTION

*Chief Wallace informed the board that there is nothing new to report on the disciplinary action.*

NEW BUSINESS

AMEND 2018 OPERATING BUDGET

- *Questions/Discussion about 2018 budget amendments: Chief Turner informed the board that every attempt was made to make up the difference in the amount of additional cost from LWCC. However, funds that were transferred from the CD into the RRB operating account were needed to cover the additional cost. Chief Turner also informed the board that adjustments were made and the total amount of the additional cost was less than originally thought.*

A COPY OF THE APPROVED AMENDED BUDGET TOTALS IS LISTED AT THE END OF THESE MINUTES

MOTION was made by STEPHANIE COLLIER and seconded by JEFF WYATT to amend the 2018 budget as presented. The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.

ADOPT RESOLUTION APPROVING 2019 BUDGET

- *Questions/Discussion about 2019 budget:*

MOTION was made by STEPHANIE COLLIER and seconded by JEFF WYATT to adopt resolution 2018-005 approving the 2019 budget as advertised and presented. This resolution, having been submitted to a vote (YEAS – Johnny Barnette, Stephanie Collier, and Jeff Wyatt; NAYS – NONE; ABSENT – Marvin Myers and John Whittington) The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.



FIRE CHIEF J.T. WALLACE, JR.

A COPY OF THE APPROVED 2019 BUDGET IS LISTED AT THE END OF THESE  
MINUTES

**BE IT RESOLVED**, the Benton Fire District # 4 budget for the year 2019 is declared adopted on December 11, 2018, by the Benton Fire District # 4 Board of Commissioners.

**ADOPT RESOLUTION APPROVING COMPENSATION PROTOCOLS**

- *Questions/Discussion about compensation protocols: Mark Waniewski from PMI resources asked the board to adopt the compensation protocol resolution prior to adopting the pay scale resolutions. Mr. Waniewski informed the board that the compensation protocols do not change how employees are paid but they do reflect the master pay scales and would change the time of year for annual raises to the first pay period in January. They are written protocols describing what the district is already doing with the exception of the pay scales and moving the time of year that annual raises are given.*

**MOTION** was made by STEPHANIE COLLIER and seconded by JEFF WYATT to adopt resolution 2018-006 approving the compensation protocols as presented. This resolution, having been submitted to a vote (YEAS – Johnny Barnette, Stephanie Collier, and Jeff Wyatt; NAYS – NONE; ABSENT – Marvin Myers and John Whittington) The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.

**ADOPT PAY SCALE RESOLUTIONS**

- *Questions/Discussion about pay scale(s): Mark Waniewski informed the board that to adopting a master pay scale for new hires and adopting a grandfathered pay scale for current employees would clean up the individual pay scales in use by the district at this time. The pay scales would be the same for all, based on the position and years of service of the employee. Any employee would be able to look at the pay scale and determine his/her pay rate at a given time for a period of up to 25 years. Mr. Waniewski stated that law states that a person in a given position with the same years of service and same position as another must have the same base rate of pay. Jeff Wyatt asked what the rate of pay would be for a firefighter who was hired at the same time as another firefighter, but makes a higher rank a few years before the other firefighter. Mr. Waniewski stated that they would have the same base rate of pay because they hold the same position and have the same years of service. However, the firefighter that promoted first would make more money for the years he was in the higher position.*

**MOTION** was made by JEFF WYATT and seconded by STEPHANIE COLLIER to adopt resolution 2018-007 approving the Master Pay Scales as presented. This resolution, having been submitted to a vote (YEAS – Johnny Barnette, Stephanie Collier, and Jeff Wyatt; NAYS – NONE; ABSENT – Marvin Myers and John Whittington) The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.



FIRE CHIEF J.T. WALLACE, JR.

**MOTION** was made by JEFF WYATT and seconded by STEPHANIE COLLIER to adopt resolution 2018-008 approving the Grandfathered Master Pay Scales by Rank & Years of Service for current employees as presented. This resolution, having been submitted to a vote (YEAS – Johnny Barnette, Stephanie Collier, and Jeff Wyatt; NAYS – NONE; ABSENT – Marvin Myers and John Whittington) The Chairman called for public comment; there being none, vote was taken and the motion carried unanimously.

#### **APPROVE TRANSFER OF FUNDS FROM RRB CD INTO RRB OP. ACCOUNT**

- *Chief Turner informed the board that this is no longer necessary.*

#### **FD REPRESENTATIVE / CIVIL SERVICE BOARD MEMBER APPOINTMENT**

- *Chief Wallace informed the board that the civil service board is in need of a new chairman due to the death of Mr. Thomas. Jeff Wyatt will be suggested and if accepted, he will resign from his current position on the fire board creating a vacancy. Chief Wallace stated that he would know more before the next board meeting. Chief Turner informed the board that Daven Lazenby has been elected by the fire department to serve as the new fire department civil representative.*

#### **ADJOURNMENT**

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

# BENTON FIRE



# DISTRICT #4

FIRE CHIEF J.T. WALLACE, JR.

<i>REVENUES</i>	<i>ORIGINAL 2018 BUDGET</i>	<i>AMENDED 2018 BUDGET</i>	<i>Difference</i>	<i>Difference %</i>	<i>Additional Cost</i>
01- 111 Taxes	3,330,000.00	3,313,204.00	(16,796.00)	-0.50%	Received Less
01-340 Insurance Rebate	99,846.00	87,842.00	(12,004.00)	-12.02%	Received Less
01-611 Investment Income	2,500.00	1,750.00	(750.00)	-30.00%	Received Less
01- 617 Miscellaneous Revenue	50,000.00	42,328.00	(7,672.00)	-15.34%	Received Less
Surplus Funds	-	110,000.00	110,000.00	-	Cover Additional LWCC Cost
<b>Total Revenues</b>	<b>3,482,346.00</b>	<b>3,555,124.00</b>	<b>72,778.00</b>	<b>2.09%</b>	

  

<i>Expenditures</i>	<i>2018 Budget</i>	<i>2018 AMENDED</i>	<i>Difference</i>	<i>Difference %</i>	<i>Additional Cost</i>
22171.6 · IT Equipment Purchased	2,000.00	1,100.00	(900.00)	-45.00%	
22127.2 · IT Hosting / support	18,450.00	21,524.00	3,074.00	16.66%	FireHouse 1 yr contract \$4300.00
19556.1 · Pension Fund	99,500.00	104,937.00	5,437.00	5.46%	Increase Over Last Year
22111 · Wages	2,140,000.00	2,068,685.00	(71,315.00)	-3.33%	Decreased OT, Retired FFs
22112 · Contract Services	15,000.00	38,622.00	23,622.00	157.48%	PMI Resources, Hydrant Flows
22114.1 · Association Dues	2,000.00	2,128.00	128.00	6.40%	Fire Investigator
22114.2 · Training	9,000.00	10,330.00	1,330.00	14.78%	Increased Amount of Advanced EMTs
22114.3 · Fire Prevention	3,000.00	1,620.00	(1,380.00)	-46.00%	
22115.1 · Audit and Accounting	10,500.00	14,353.00	3,853.00	36.70%	New Audit Guidelines
22123 · Utilities	30,000.00	34,945.00	4,945.00	16.48%	Abnormal Jan/Feb/Mar
22124 · Telephone	11,000.00	10,504.00	(496.00)	-4.51%	
22126 · Building Lease	2,500.00	2,410.00	(90.00)	-3.60%	
22127 · Building Maintenance	7,500.00	8,517.00	1,017.00	13.56%	Sta 2 Propane, Sta 1 Plumbing Repair
22127.1 · Maintenance Support	1,000.00	10.00	(990.00)	-99.00%	
22128 · Insurance	405,000.00	516,680.00	111,680.00	27.58%	LWCC Additional amount for 17/18
22130 · Travel	500.00	0.00	(500.00)	-100.00%	
22134 · Fuel	28,000.00	35,390.00	7,390.00	26.39%	Additional Call Volume
22135.1 · Administration Expense	7,000.00	11,590.00	4,590.00	65.57%	X-Rays for Wellness Exams
22135.2 · Office Supplies	2,500.00	1,158.00	(1,342.00)	-53.68%	
22135.3 · Station Supplies	7,000.00	6,410.00	(590.00)	-8.43%	
22135.4 · Rescue Supplies	3,000.00	357.00	(2,643.00)	-88.10%	
22135.6 · Fire Supplies	4,000.00	4,056.00	56.00	1.40%	
22137.1 · Apparatus Maintenance	55,000.00	39,779.00	(15,221.00)	-27.67%	
22137.2 · Radio/Pager Maintenance	1,000.00	1,082.00	82.00	8.20%	
22137.3 · Breathing Air Maintenance	5,500.00	207.00	(5,293.00)	-96.24%	
22137.4 · Equipment Maintenance	6,000.00	10,471.00	4,471.00	74.52%	SCBA Inspections/New Face Pieces
22137.6 · Building Renovation	-	-	-	-	
22138 · Uniforms/Protective Clothing	25,000.00	14,555.00	(10,445.00)	-41.78%	
22165 · Tax Assr.& Collector Expense	700.00	250.00	(450.00)	-64.29%	
22166 · Property Damage	500.00	5,832.00	5,332.00	1066.40%	Station 2 and 5 Door/Building Repair
22167.0 · Payroll Expenses	38,000.00	42,118.00	4,118.00	10.84%	Additional FF/Taxes
22167.2 · Firefighter Retirement Expense	530,000.00	528,946.00	(1,054.00)	-0.20%	
22171.2 · Communication Equipment	1,000.00	0.00	(1,000.00)	-100.00%	
22171.3 · Office Equipment Purchased	1,000.00	965.00	(35.00)	-3.50%	

# BENTON FIRE



# DISTRICT #4

FIRE CHIEF J.T. WALLACE, JR.

<i>Expenditures</i>	<i>2018 Budget</i>	<i>2018 AMENDED</i>	<i>Difference</i>	<i>Difference %</i>	<i>Additional Cost</i>
22171.4 · Station Equipment purchased	4,000.00	10.00	(3,990.00)	-99.75%	
22181 · Engineer & Architect Fees	-	0.00	-	0.00%	
22185 · New Equipment-Capital Outlay	4,500.00	13,096.00	8,596.00	191.02%	Equipment for PIAL
60 · Reimburse Caddo Fire Dist. 7	950.00	950.00	-	0.00%	
6240 · Miscellaneous	746.00	1,537.00	791.00	106.03%	Bank Fees/Legal Fees
<b>Total Expenditures</b>	<b>3,482,346.00</b>	<b>3,555,124.00</b>	<b>72,778.00</b>	<b>2.09%</b>	

# BENTON FIRE



# DISTRICT #4

FIRE CHIEF J.T. WALLACE, JR.

REVENUES	AMENDED 2018 BUDGET	2019 Budget	Difference/ Dollar Amount	Difference/ Amount %
01- 111 Taxes	3,313,204.00	3,477,000.00	163,796.00	4.94%
01-340 Insurance Rebate	87,842.00	87,850.00	8.00	0.01%
01-611 Investment Income	1,750.00	2,500.00	750.00	42.86%
01- 617 Miscellaneous Revenue	42,328.00	55,000.00	12,672.00	29.94%
Surplus Funds	110,000.00	-	(110,000.00)	-100.00%
<b>Total Revenues</b>	<b>3,555,124.00</b>	<b>3,622,350.00</b>	<b>67,226.00</b>	<b>1.89%</b>

Expenditures	2018 AMENDED	2019 Budget	Difference	Difference %
22171.6 · IT Equipment Purchased	1,100.00	2,000.00	900.00	81.82%
22127.2 · IT Hosting / support	21,524.00	19,500.00	(2,024.00)	-9.40%
19556.1 · Pension Fund	104,937.00	105,000.00	63.00	0.06%
22111 · Wages	2,068,685.00	2,156,000.00	87,315.00	4.22%
22112 · Contract Services	38,622.00	32,000.00	(6,622.00)	-17.15%
22114.1 · Association Dues	2,128.00	2,100.00	(28.00)	-1.32%
22114.2 · Training	10,330.00	11,000.00	670.00	6.49%
22114.3 · Fire Prevention	1,620.00	2,500.00	880.00	54.32%
22115.1 · Audit and Accounting	14,353.00	14,000.00	(353.00)	-2.46%
22123 · Utilities	34,945.00	32,000.00	(2,945.00)	-8.43%
22124 · Telephone	10,504.00	11,000.00	496.00	4.72%
22126 · Building Lease	2,410.00	2,500.00	90.00	3.73%
22127 · Building Maintenance	8,517.00	7,500.00	(1,017.00)	-11.94%
22127.1 · Maintenance Support	10.00	1,000.00	990.00	9900.00%
22128 · Insurance	516,680.00	485,000.00	(31,680.00)	-6.13%
22130 · Travel	0.00	250.00	250.00	0.00%
22134 · Fuel	35,390.00	30,000.00	(5,390.00)	-15.23%
22135.1 · Administration Expense	11,590.00	7,000.00	(4,590.00)	-39.60%
22135.2 · Office Supplies	1,158.00	1,500.00	342.00	29.53%
22135.3 · Station Supplies	6,410.00	6,000.00	(410.00)	-6.40%
22135.4 · Rescue Supplies	357.00	1,500.00	1,143.00	320.17%
22135.6 · Fire Supplies	4,056.00	3,500.00	(556.00)	-13.71%
22137.1 · Appartus Maintenance	39,779.00	50,000.00	10,221.00	25.69%
22137.2 · Radio/Pager Maintenance	1,082.00	1,000.00	(82.00)	-7.58%
22137.3 · Breathing Air Maintenance	207.00	1,000.00	793.00	383.09%
22137.4 · Equipment Maintenance	10,471.00	6,000.00	(4,471.00)	-42.70%
22137.6 · Building Renovation	-	-	-	0.00%
22138 · Uniforms/Protective Clothing	14,555.00	25,000.00	10,445.00	71.76%
22165 · Tax Assr.& Collector Expense	250.00	700.00	450.00	180.00%
22166 · Property Damage	5,832.00	500.00	(5,332.00)	-91.43%
22167.0 · Payroll Expenses	42,118.00	45,000.00	2,882.00	6.84%
22167.2 · Firefighter Retirement Expense	528,946.00	550,000.00	21,054.00	3.98%
22171.2 · Communication Equipment	0.00	500.00	500.00	0.00%
22171.3 · Office Equipment Purchased	965.00	1,000.00	35.00	3.63%

# BENTON FIRE



# DISTRICT #4

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<b>Expenditures</b>	<b>2018 AMENDED</b>	<b>2019 Budget</b>	<b>Difference</b>	<b>Difference %</b>
22171.4 · Station Equipment purchased	10.00	3,000.00	2,990.00	29900.00%
22181 · Engineer & Architect Fees	0.00	-	-	0.00%
22185 · New Equipment-Capital Outlay	13,096.00	3,000.00	(10,096.00)	-77.09%
60 · Reimburse Caddo Fire Dist. 7	950.00	950.00	-	0.00%
6240 · Miscellaneous	1,537.00	1,850.00	313.00	20.36%
<b>Total Expenditures</b>	<b>3,555,124.00</b>	<b>3,622,350.00</b>	<b>67,226.00</b>	<b>1.89%</b>