

**CENTRAL FIRE PROTECTION DISTRICT #4
BOARD OF COMMISSIONERS MEETING**

November 17, 2020

Minutes

Roll Call

Members Present:

Donnie Abadie, Jr., Chairman
Chuck Langlois, Secretary
Ken Montgomery
Kevin Rogers O.D.
Scott Browning, DDS

Guests Present:

Stephen Branscum, Fire Chief
Emily Clark

6:00PM start

Opening Prayer

Item #1 Review and acceptance of minutes from October 20th Public Hearing and Regular meeting.

Chuck Langlois made a motion to accept the minutes of October' s meeting. Scott Browning seconded. All members present approved the motion.

Item #2 Review and acceptance of financial reports for the month of October.

Ken Montgomery made a motion to accept financial reports for the month of October. Chuck Langlois seconded. All members present approved the motion.

Item #3 Consideration and approval of 2021 pay plan

Chief Branscum discussed the 2021 pay plan which includes the rate for Training Officer in 2021. Scott Browning made a motion to approve the 2021 pay plan as presented. Kevin Rogers seconded. All members present approved the motion.

Item #4 Presentation and review of 2021 operating budget.

Chief Branscum discussed the proposed 2021 operation budget.

Item #5 Approval of education incentive for AEMT certification.

Chief Branscum presented to the Board giving all employees that obtain AEMT a monetary educational incentive of \$1,200 annually. This must be submitted to the office before the end of each year to be eligible for the incentive.

Chuck Langlois made a motion to approve this incentive for AEMT certification effective for the year 2020. Scott Browning seconded. All members present approved the motion.

Item #6 Discussion of excess vacation time and approval of adjustment to overages.

Chief Branscum brought to the Board's attention the vacation requirements as in our employee manual. This includes a 72-hour rollover rule and 240-hour total in vacation bank cap rule. He discussed the problems the 72-hour rule creates some years. This year, due to many unforeseen circumstances, this has created many conflicts with roll-over of time for several individuals. Also discussed were the individuals who have been over the 240-hour cap for many years due to natural disasters and other events. Discussion was held to pay out employees that are over the cap and reduce everyone to no more than the 240-hour limit set forth by the Employee Manual.

Kevin Rogers made a motion to eliminate the 72-hour per year roll over cap rule and to pay all individuals that are above the 240-hour cap in order to have everyone at 240 balance in vacation bank. Ken Montgomery seconded. All members present approved the motion.

Item #7 Approval of engagement letter for Kolder, Slaven & Company, LLC to conduct the annual financial audit for the year ending December 31, 2020.

Kevin Rogers made a motion to approve the Central Fire Department to use Kolder, Slaven & Company for 2020 audit. Scott Browning seconded. All members present approved the motion.

Item #8 Administrative Matters

CARES Act Reimbursement

Should receive funding before end of year. Last update was that we should receive approximately \$190,000 from the program.

Hydraulic tool update

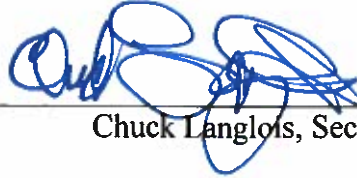
Had several employees test 3 vendors for new hydraulic tool purchase. They selected Holmatro after conducting a series of scenarios. This equipment will be purchased with AFG Grant funds.

Testing updates

CFD has a Fire Captain exam coming up in December, also the Civil Service board will decide on the classification plan for the Training Officer position. CFD would like to hold a Recruit class (hiring 4) starting March 2021.

Motion to Adjourn

There being no further business presented before this board, Chuck Langlois made a motion to adjourn the meeting. Ken Montgomery seconded the motion. All members present approved the motion. The meeting was adjourned.



Chuck Langlois, Secretary