

CENTRAL FIRE PROTECTION DISTRICT #4
BOARD OF COMMISSIONERS MEETING
January 18, 2022@ 6:00pm

Minutes

Roll Call

Members Present:

Chuck Langlois, Secretary
Kevin Rogers
Ken Montgomery
Scott Browning

Member Absent

Don Abadie Jr.

Guests Present:

Stephen Branscum, Fire Chief
Emily Clark

Opening Prayer

Item #1 Appointment of Board Chairman

Chuck Langlois made a motion to nominate Don E. Abadie Jr. as Board Chairman for the year 2022. Scott Browning seconded the motion. All members present approved the motion.

Item #2 Review and acceptance of minutes from December 14th regular meeting.

Kevin Rogers made a motion to accept the December 14th meeting minutes as presented. Ken Montgomery seconded the motion. All members present approved the motion.

Item #3 Review and acceptance of financial reports for the month of December.

Kevin Rogers made a motion to accept the financial reports for the month of December. Scott Browning seconded the motion. All members present approved the motion.

Item #4 Approval of Resolution 2022-001 for Signing Authority.

Kevin Rogers made a motion to approve Resolution 2021-001 as presented. Ken Montgomery seconded the motion. All members present approved the motion.

Item #5 Approval of annual credit card agreement for Chief Branscum and Asst. Chief Glover

Ken Montgomery made a motion to approve Chief Branscum and Assistant Chief Glover to have their names on the credit card agreement form for 2022. Scott Browning seconded the motion. All members present approved the motion.

Item #6 Administrative Matters

Update on personnel matters

The department had two off duty incidents by employees that resulted in investigation by the department. One has been resolved for the time being, pending civil action outcome. The second issue will depend on written complaints, due by 1/20/2022 by the citizen(s) involved, if any further action will be taken.

Update on legal matters

Chief Branscum discussed with the Board that Legal Council Henry Olinde has a copy of our Employee Manual. They are in discussion of policies that need to be revised and / or added due to some policies being outdated. The Board should have the draft by the February regular scheduled meeting.

Discussion of RFPs for 2022

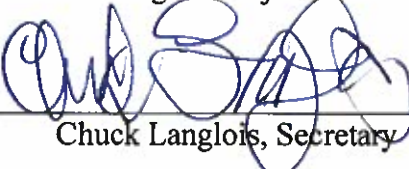
Chief Branscum reminded the Board that upon his appointment, he wanted to start implementing RFPs every few years for general liability and fleet insurance. He would like to also investigate outsourcing payroll, and accounting for the department.

Update on 2021 Financial Audit

Kolder, Slaven and Co. have given notice that the Legislative Auditor has approved our engagement letter. Chief Branscum anticipates that the 2021 audit will begin in the next month.

Motion to Adjourn

There being no further business presented before this board Scott Browning made a motion to adjourn the meeting. Ken Montgomery seconded the motion. All members present approved motion. Meeting was adjourned.



Chuck Langlois, Secretary