

**CADDO PARISH FIRE DISTRICT FIVE
REGULAR BOARD MEETING
MONDAY
February 17, 2020
MINUTES**

Board members present: David Winkler (Chairman), Lennis Elston (Sec./Treas.), Wayne Woodruff, Dr. Jake Majors, Kyle Dill

Board member(s) absent: John Lorick

Caddo Parish Commissioners present: John Atkins

Fire district staff present: Chief Harris, Cindy Alexander, Rebekah Hall, Stephen Dungan, Lane Thurman, Micah Thompson, Rickey Douglas, Jessie Davis

Professional staff present: Gary McCollister (Accountant) Agee & Agee, Josh Chevallier (Attorney)

OPENING:

- Opening by Mr. Winkler
- Prayer by Mr. Woodruff

ROLL CALL: Cindy Alexander

- **Motion made by Dr. Majors to approve January 2020 minutes. Seconded by Mr. Woodruff, All in favor.**

FINANCIAL REPORT

- **Motion made by Mrs. Elston to approve the January 2020 financial report. Seconded by Mr. Dill, All in favor.**

CHIEF'S REPORT

21 transports in January. Station improvements that were budgeted have begun. FF Retirement increase update. Fact sheet provided by Gary. Station 3 repairs from the car crash are approved and ready to begin repair.

OLD BUSINESS

The Year-to-date Transport report was presented to the Board.
No pending litigation at this time.

Old Service Fees collected in error update. Josh Chevallier provided an updated balance and report.

- **Motion made by Mrs. Elston for the Law Firm Bradley Murchinson Kelly & Shea to return the legal fund trust account balance of Returned/voided and not reissued \$5,91698 and never sent \$4,658.83 for total of \$10,575.81 with no checks left outstanding. Still open is \$12,947.92. See spreadsheet filed with minutes. Seconded by Mr. Wooddruff, All in favor.**

Fica Alternative for part-time is scheduled to start March 1, 2020 provided the signed forms are received from Wes Roan in a timely manner. The budgeted start date of January 1, 2020 was missed and it will impact the financials. Also, at the January 2020 meeting the Board agreed that when authorizations or declines are signed, there must be a copy for employee file here at the District and we will provide Gary at Agee and Agee with a copy to set up payroll for AXA reduction. Any part-time employee that has not signed a consent form will remain on Social Security.

NEW BUSINESS

A new spreadsheet was provided by Josh Chevallier with Millage and Service Fee Status. Dates reviewed.

- **Motion made by Mrs. Elston to place 2009 Ford Ambulance #550 in surplus and give Chief Harris the permission to advertise and sell. Seconded by Mr. Dill, All in favor.**

ADJOURN

•Motion made by Mrs. Elston to adjourn. Seconded by Mr. Dill All in favor.

Mrs. Lennis S. Elston
Secretary/Treas.

Cindy Alexander
Recording Secretary

Supplemental Documents

January 2020 minutes

January 2020 Financials

Incident Report

Transport Report

FF Retirement increase fact sheet

Tax collected in error updated spreadsheet

Millage and Service fee expiration dates sheet