

RED RIVER PARISHWIDE FIRE PROTECTION DISTRICT
Board of Commissioners
Regular Meeting Minutes
Monday, February 01, 2021 at 10:00 a.m.

- I. Call to order:** 10:00 a.m. by Shawn Beard
- II. Roll Call:** Rachel Long conducted a roll call. The following persons were present: Bill Jones, Shawn Beard, Bob Harris, Dan Cason, Brad Merry, Jason Anderson and Mary Cobb. Absent: Jamarly Jones (emergency meeting at work).
- III. Invocation:** Shawn Beard
- IV. Pledge of Allegiance:** All
- V. Motion to Approve Agenda:** Motion by Bill Jones, 2nd by Dan Cason. All in favor. Motion Carried.
- VI. New Business:**
- a) **Election of Officers:**
- i) **Chairman** – Motion by Bill Jones to nominate Shawn Beard as Chairman, 2nd by Bob Harris. All in favor. Motion Carried.
- ii) **Vice-Chairman** – Motion by Shawn Beard to nominate Mary Cobb as Vice-Chairman, 2nd by Brad Merry. All in favor. Motion Carried.
- iii) **Secretary** – Motion by Shawn Beard to nominate Bill Jones as Secretary. Bill Jones will serve as Secretary contingent that the BoC retains Rachel Long to keep the minutes and prepare paperwork. R. Long agreed. 2nd by Brad Merry. All in favor. Motion Carried.
- b) **Election for Civil Service Board Representative:** Bill Jones nominated Brad Merry, 2nd by Mary Cobb. All in favor. Motion Carried.
- c) **Financial Status:** Bill Jones gave a recap of the discussion held on January 25, 2021.
- d) **PMI: Motion to Terminate PMI:** Motion to Terminate PMI Resource, Risk Solutions and/or any affiliated company with Mark Waniewski: Motion made by Bill Jones, 2nd Dan Cason. All in favor. Motion Carried.
- e) **Firefighters' Retirement System:** Steven Stockstill, Executive Director of FRS and Trae Welch, attorney for FRS, were present and made a presentation to the Board about the adverse effect the District is making or will make for the Firefighters and other Firefighters by not paying the full contribution amount. FRS contributions must be paid in full monthly.
- f) **Monthly Recurring Bills:** The Board reviewed the monthly bills that are paid by checks and automatic bank drafts.

- g) **Grant Options:** No grants have been applied for to date. Motion for Shane Felts to meet with Shane Hubbard, OEP Director, to Discuss Grant Options: Motion made by Bob Harris, 2nd Brad Merry. All in favor. Motion Carried.
- h) **Executive Session – Shane Felts:** The Board did not go into executive session. Motion to Provide Shane Felts with a Letter of Intent to Investigate Professional Competency and Job Performance: Motion made by Dan Cason, 2nd Jason Anderson. All in favor. Motion Carried. Letter of Intent to be provided to Shane Felts by 12:00 p.m. on February 2, 2021.
- i) **Resolution for Bank Restricting Access to Shane Felts: Read aloud by Shawn Beard:** Motion to Adopt Resolution to Restrict All Access to Any and All Banking Information at the Bank of Coushatta Motion by Dan Cason, 2nd Mary Cobb. All in favor. Motion Carried.
- j) **John Paul Lease – Tearing down tower and past due bill:** Bill Jones recused himself from any decisions / discussions regarding this matter. Outstanding balance is \$16,200.00. There is insurance on the land and the tower that must be maintained, and the Fire District cannot get out of this contract until 2028. Motion to pay John Paul – all of 2020 and January and February of 2021 - \$6,300, and monthly payments beginning in March, 2021. Motion by Jason Anderson, 2nd Dan Cason. All in favor. Motion Carried. Bill Jones did not vote.
- k) **Payments and bills to/for the District sent directly to PMI – what sources – LWCC and Insurance:** Discussion held about this issue by the Board. The information from the companies and PMI has been requested.
- l) **Fire Auxiliary Board:** Jasmine Williamson, President of the Board, made inquiries about their tax-exempt status and comments about the Fire Board being their Governing Authority. Fire Auxiliary Board was under the impression PMI was handling this. Nothing has been done and the tax-exempt status has been revoked. Motion to Table this until the next meeting made by Bob Harris, 2nd Bill Jones. All in favor. Motion Carried.
- m) **Outstanding and Current Bills – approval for payment:**
 - i) Obtaining legal advice from Julie Jones regarding the Verizon Connect Invoice.
 - ii) Motion to Cancel Onstar Subscription (monthly \$54.99) and Kentwood Springs (drinking water) and Motion to Pay Bills – See Listing which will include FRS backpay. Motion made by Bill Jones, 2nd Brad Merry. All in favor. Motion Carried.
- n) **Amend the 2021 Budget:** The budget for 2021 and 2020 needs to be amended if there is a 5% variance. Motion to Amend the Budget on all Cost Cutting Items and for Shane Felts to review the Budget and Make this List, including but not limited to: Detailing Work and Meals and Entertainment. Motion by Bob Harris. 2nd Bill Jones. All in Favor. Motion Carried.
- o) **Kylie Shaw – Payroll and Accounting Services:** Motion to Engage Kylie Shaw to Setup the Accounting, Prepare Monthly Financial Reports, Process Payroll, Budgets and QuickBooks set up at \$100.00 per hour until further notice. Motion made by Bill Jones, 2nd Bob Harris. All in favor. Motion Carried.

- p) **Motion to Expand the Agenda to Add:** Moving the Meeting Date, Resolution to Restrict Credit Card Access to Shane Felts and Retaining Rachel Long: Motion by Bill Jones, 2nd Brad Merry. Roll Call Vote: Bill Jones – aye, Shawn Beard – aye, Bob Harris – aye, Dan Cason – aye, Brad Merry – aye, Jason Anderson – aye, and Mary Cobb – aye. Absent – Jamarly Jones. Motion carried.
- i) **Resolution to Restrict Any and All Access to the Edward Jones credit card and the Fuelman credit card account to Shane Felts: Read aloud by Shawn Beard:** Motion made by Dan Cason, 2nd Bob Harris. All in favor. Motion Carried.
- ii) **Motion to Move Regular Meeting Date to the 2nd Monday of the Month at the Red River Parishwide Fire Protection District:** Motion by Brad Merry, 2nd Jason Anderson. All in favor. Motion Carried.
- iii) **Motion to Retain Rachel Long @ \$15.00 per hour:** Motion by Bill Jones, 2nd Brad Merry. All in favor. Motion Carried.
- q) **Next Regular Meeting Date:** Monday, March 8, 2021, at 10:00 a.m.
- r) **Motion to Adjourn:** Brad Merry, 2nd by Jason Anderson. All in favor. Motion Carried.

Minutes recorded by: Rachel Long