

**Jackson Parish**  
**WARD TWO FIRE PROTECTION DISTRICT**  
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The Ward Two Fire Protection District Board of Commissioners met in regular session on March 13, 2018, 7:00 pm at the District Office. By Roll Call the following members were present: Mack Williams, Charles Hopkins, Alton Fallin; absent Bill Wheelis, George Gryder. No public visitor(s) were present. 3-additions 0-deletions offered to the agenda, meeting called to order by Chairman Williams, followed by invocation. Motion Mr. Hopkins to accept the agenda as presented with additions and proceed into business, second Mr. Fallin, motion carried. Motion Mr. Fallin to accept the minutes of the February 27, 2018 special meeting as read, second Mr. Hopkins, motion carried.

In the order of Old Business; Chief Manning delivered the February Fire report with 11 total calls as follows: 1 Structure fire auto aid to Ward 3 responding with 5 personnel 2 pumpers and a service unit, 6 EMS, 2 MVA, 1 Grass fire and 1 tree removal. Fuel report for February was on hand of 489.2 gallons, fuel usage was 30 gallons. February training LSU class 9 Ward 2 firemen in attendance. No issues with apparatus, stations or communications were reported. Purchasing agent report for February was reviewed, no issues. LSFA dues roster reviewed with one re-instated volunteer. CPA/AUP progress discussed and commissioners agreed to secure an exit conference once the audit is completed. Mr. Hopkins requested to revisit the Reimbursement policy followed by discussion.

In the order of New Business Financial Report for m/e 02/28/18 was presented. The bill review was completed by Mr. Williams, there were no issues. Presentation of Bills for February discussed, motion Mr. Fallin to accept the Financial Report and Presentation of Bills for February as presented second Mr. Hopkins, motion carried. Draft of a Financial Procedural Manual was presented to commissioners pending adoption. The Gap Report, currently presented quarterly, was discussed to meet future needs. The board entered executive session by motion from Mr. Hopkins at 8:33 p.m., second Mr. Fallin, motion carried, for the purpose of Employee contracts 2018-2019. There were no motions during executive session. The board exited executive session by motion from Mr. Hopkins at 10:12 p.m., second Mr. Fallin, motion carried.

The Action List was reviewed with two items added.

Chairman Williams opened for Board Member comments. Mr. Fallin presented a list of concerns for the upcoming rating, including opportunities to improve identified weaknesses. Chairman Williams asked for input from all present to assist in developing an informative pamphlet specific to the services provided by the Ward Two Fire District.

There being no further orders of business motion offered by Mr. Fallin to adjourn, second Mr. Hopkins, meeting declared adjourned by the chairman at 10:38 p.m.

Mack Williams, Chairman  
Mike Barr, Sect./Treas.