



St. Tammany Parish Fire Protection District No. 11
Board of Commissioners
Minutes of the Meeting on October 10, 2017

ROLL CALL

Don Thanars - Absent
Jackelyn Gallo – Absent
Eugene Swann - Present
Floyd Trascher – Present
Michele Blackwell - Present

INVOCATION

PLEDGE OF ALLEGIANCE

MINUTES

Mrs. Blackwell said, has everybody read and approved the minutes from the September 12th meeting?

Mr. Trascher said, yes ma'am, I was able to review the minutes and I didn't find any errors or anything. I would move that we approve them with the video governing.

Mr. Swann said, I will second it.

Mrs. Blackwell asked, all in favor? Mr. Eugene Swann, how do you vote?

Mr. Swann said, yes.

Mrs. Blackwell asked, Mr. Floyd Trascher, how do you vote?

Mr. Trascher said, yes.

Mrs. Blackwell said, motion carries.

Mr. Trascher said, Madam Chair, before we get into the Financial Report and the Chief's Report and the EMS, I would ask that we open the agenda and conduct the Civil Service Presentation at this time so these nice ladies can get back on the road. I would so move that we open the agenda to move this forward.

Mrs. Blackwell asked, do I have second?

Mr. Swann said, second.

Mrs. Blackwell asked, Mr. Eugene Swann, how do you vote?

Mr. Swann said, yes.

Mrs. Blackwell asked, Mr. Floyd Trascher, how do you vote?

Mr. Trascher said, yes.

Mrs. Blackwell said, motion carried.

Mr. Trascher said, Madam Chair, I move that we move up from our New Business, the Presentation from the Civil Service Board. Second?

Mr. Swann said, second.

Mrs. Blackwell asked, Mr. Eugene Swann, how do you vote?

Mr. Swann said, yes.

Mrs. Blackwell asked, Mr. Floyd Trascher, how do you vote?

Mr. Trascher said, yes.

Mrs. Blackwell said, motion carries.

Mr. Swann said, I'm turned around waiting for somebody to do it.

Mrs. Blackwell said, we would like to call Ms. Kesha, with Civil Service, up.

Mrs. Kesha Feigley asked, do you want me to come up? Is it ok if I stand right here?

Mrs. Blackwell said, come up, we video.

Mr. Trascher said, can you come up here so we can see you on video, yes ma'am.

Mrs. Feigley said, oh, I have to be on the video.

Mrs. Blackwell said, and please state your name so she will catch it for the minutes.

Mrs. Feigley said, ok, my name is Kesha Feigley. I am the Resource Services Manager for Municipal Fire and Police Civil Services and I have my Assistant Manager Jennifer and my Human Resource Consultant, LaKeisha. We have two Keisha's in the office so, we confuse people all the time. I came out here just to give a quick orientation to the Fire Board of Commissioner's. I will be coming back out to help the Civil Service Board. Even though they are two separate entities, they are very much combined and they do need to work together and work with each other. A few of the duties and responsibilities for the governing authority of course, is the appointment of the Civil Service Board members. Even once that Fire Department representative is elected by the fire department, the governing authorities are the ones that actually appoint them to the Civil Service Board. The governing authority also needs to provide the Civil Service Board with a meeting place, filing cabinet, any type of paper that they need, letter head, that type of thing and should you have a non-board member secretary, their also responsible for providing a salary. Smaller jurisdictions, smaller fire protection districts, usually some one on the board will volunteer to do the paper work and act as secretary but they are not paid to do that.

The Appointing Authority, this is the person that has the power to make the appointments. Hiring, firing, discipline, usually goes over the budgets, says what we need, what we don't need. That type of thing. Typically, the Chief of the department are the responsible ones for having the Personnel Action Forms completed showing the actions and the things that happen within the department. Whether it's promotions, whether it's someone went out on annual leave, sick leave, disciplinary actions, that type of thing. The Appointing Authority also advises the Board of operational changes. In other words, if someone starts performing duties outside of their class, it may be that you created a new class. Maybe a person mostly does EMS duties, you might have an EMS officer. So, it's up to that Appointing Authority to advise the Board of this and the Board would contact our office to do a job analysis. The Appointing Authority for the Chief, of course, is the Governing Authority and in this case it's your Fire Board of Commissioner's. So, usually a resolution is passed giving the Fire Chief authority to be Appointing Authority over the department members but, the Chief's boss will always be the Governing Authority, that's his Appointing Authority. The Appointing Authority should always cooperate with the Board during investigations. The Appointing Authority is responsible for keeping up with the promotions and the seniority roster of the employees. It's probably a lot more than that but that's kind of, the gist of it to start with.

The Civil Service Board, and I won't go over too much of that, but they also represent the public and personal administration. They will advise and assist the Appointing Authority. They will establish and maintain your employment list. The law does require that exams are given every so often. The promotional exams must be given every 18 months, with an expiration date of 4 years. Your entry level firefighters operator can be given as the needs of the service require. We do always suggest that you keep a pool of applicants in case you have someone quite and the Chief says I need to hire somebody like, right now. He should have a list to choose from. So, you want to call for that exam often and get you a pool of applicants. The Civil Service Board also has to investigate complaints from the general public, from the members of the classified service, the Governing Body, regarding to violations of the Civil

Service Law. It's their obligation to investigate. They are also responsible for adopting that classification plan, which is just job descriptions for the different levels in the department, Firefighter Operator, Fire Captain, Fire Chief of Operations. Those class plans come from your Civil Service Board after we do our job analysis and analyze them. I think I have covered everything about the appointing authority and the governing authority. I know that your civil service board is not quite up and running. So, like I said, we do plan to come back as soon as the fire department representative is appointed from y'all. If you could swear them in before the meeting then we will come back out here and do a really long orientation with them just telling them what we need to do to get caught back up. You know, y'all are not a new jurisdiction or new fire protection district but, we do need to kind of, start over and just get the board up and running, get some paper work done. I have talked with the Chief of Operations about getting those personnel action forms done on the employees. Several employees, they have been automatically confirmed but we still need that paper work showing that they are confirmed because that sets their seniority date on some of those firefighter operators. So, we will be glad to come out and do that as soon as y'all let us know. But, do you have any questions that we can answer?

Mr. Trascher said, just a quick one on the next meeting. Chief Dockery, from our conversation I think that you said that the voting should begin next week?

Chief Jack Dockery (Chief of Operations) said, it will begin tomorrow and end on the 14th.

Mr. Trascher said, ok, so by the end of the month I anticipate that we would be able to have the departments appointee and we could, before our next meeting, or how long do you think it would take for the civil service board orientation?

Mrs. Feigley said, probably give us an hour if you want to do it before the meeting starts.

Mr. Trascher said, because we could set a date, say before our next meeting.

Mrs. Feigley said, that would be fine.

Mr. Trascher said, we could have the department sworn in, the only thing is we, the board, the fire representative wouldn't be appointed because we don't have, we would have to call a special meeting. But, if you can do the orientation, we could have on the agenda a resolution for that appointment and approve it that night.

Mrs. Feigley said, that would be fine because he does need to be appointed by by the Board first. Then get him appointed and get him sworn in and then we can do...

Mr. Trascher said, ok, because the only alternative would be, we give, if we don't have a special meeting, we could say, 7:00, open the meeting, do the resolution for that appointment and y'all could adjourn to another area if, Chief Dockery, if they could use the other part of the office?

Mrs. Feigley said, that would be fine.

Mr. Trascher said, and they could do the civil service meeting with all three members.

Mrs. Feigley said, that would be great.

Mr. Trascher said, that way we can plan that. At least, we can set a date tonight.

Mrs. Feigley said, that's perfectly ok with us.

Mr. Trascher said, which would be our next meeting date.

Mrs. Feigley said, I think that's a great idea. As long as, of course you have to remember, y'all are very familiar with the Robert's Rule of Order and the way the meetings are suppose to be held, that it would be a public meeting for the civil service board so, yeah, they would need to be in their separate area. That would be fine and just let us know the date and we can get it on our calendar.

Mrs. Blackwell said, we have to make sure Mr. Finger and Mrs. Buck will be able to attend.

Mr. Trascher said, I believe it would be November 14th.

Mrs. Feigley said, ok.

Mr. Trascher said, we can set it for a tentative date.

Mrs. Feigley said, that would be fine and you want us to say 7:00?

Mr. Trascher said, yes, our meeting would begin at 7:00. We would move the resolution up to make that appointment, we would approve it so, at that point, we would have all three members appointed.

Ms. Feigley said, and you can get him sworn in.

Mrs. Blackwell said, you can get Judge Tassin here for that.

Mr. Trascher said, yeah, I can get Judge Tassin to come by...

Mrs. Feigley said, that would be perfect.

Mr. Trascher said, he can do the oath and we could, the only thing would be, to meet the requirements, we would need to post that the civil service board is going to have a meeting 24 hours in advance. So, Mr. Finger, that's one of our civil service board appointees.

Mrs. Feigley said, ok.

Mr. Finger asked, so we need to post a notice?

Mr. Trascher said, yes, we would post a notice on the fire house, here on this door, the fire house and I would also suggest that we also put one at Town Hall for public information. What we can do is, civil service can adjourn to the fire house and actually conduct that meeting and then we can have the fire board meeting in here. That would give us a date and a time frame for it to line up.

Mrs. Feigley said, that sounds like a good idea and that would give us time to get our paperwork straight. I really want to get the personnel action forms straight. It is just super important to have that paper trail and to document what is happening with the employees in the fire department. So, I will get with the Chief of Operations and he is going to give me his list and I am going to look at my list and we are going to get the paperwork straight.

Mr. Trascher, ok, and you are going to get us some of the forms?

Mrs. Feigley said, yeah, and you call me whenever you have a minute to sit down. I can show you on our web site, a PAF sample form. You are literally filling in blanks, very simple to do. So, if you can figure out the dates that you need to figure out, I can sit there and help you do it.

Mr. Trascher said, ok, thank you, thank you.

Mrs. Feigley said, do you have any more questions? And, you know we know that meetings are mostly held outside of work hours so, we do have after hours to where, if you are in a meeting and you say, what, what, that doesn't sound right, let's call. You can get in touch with somebody at all times. We are available at all times, it's what we do, it's what we love to do. So, feel free to call us anytime. And, I will also be leaving some paperwork with y'all and it's for anybody. It's just going to be civil service law that's been updated. Jennifer, what else did we bring? I know we have some business cards to leave.

Mrs. Jennifer Mizzell said, Fire Related Laws and Bill of Rights.

Mrs. Feigley said, ok, Fire Related Laws and Bill of Rights and that's just for y'all to have. Also, I think I still have it on the table. The personal action form document Jennifer. It's sitting right there. I want to give them a copy and let them have it so the governing authority can see.

Mr. Swann asked, who is the other member?

Mr. Trascher said, Pete Finger and...

Mrs. Blackwell said, Kristi Buck.

Mr. Swann asked, is she here?

Mrs. Blackwell said, no.

Mr. Trascher said, she couldn't make it tonight.

Mrs. Feigley said, that's just going to be our excel document that just helps us keep up with the employees and as I was telling the Chief of Operations, there's several that, this is just means, probational, when they were hired, confirmed. Like, in this case, this is his seniority date but, as you can see, like for Jack's, he was automatically confirmed 9/22/2016, but there is no record of that yet. So, we need to do a personal action form. So it's different things like that just to bring it up to date and to have it complete.

Mr. Trascher said, just to bring it up to date.

Mrs. Feigley said, and he did tell me there were some changes on there that, two people are not there anymore. so...

Mrs. Blackwell said, I think this one.

Mrs. Feigley said, that one and Fontenot.

Ms. Mizzell said, I have some business cards, like Kesha was saying, Jackie and Bob have their cell numbers on here. So, if y'all have questions after hours you may call them on those numbers.

Mr. Trascher said, ok, thank you.

Ms. Mizzell said, and this is all of our cards.

Mrs. Blackwell said, we appreciate you coming out.

Mr. Trascher said, we got it now.

Mrs. Feigley said, thank you for letting us come to speak with y'all, I appreciate it and again, any time we can be of help, please give us a call. You will always be able to talk to someone in our office. You won't get an answering machine.

Mr. Trascher said, well, in government that's wonderful.

Mrs. Feigley said, for State Employees, your right. We take pride in that. We are a very small agency. There's only 19 of us and in the Resource Services Division, there's only 5 of us, 6 of us and you know we have 144 jurisdictions. So, when we get to come out and talk, it's good to put a face with the name. So, we really enjoy it. So, anytime we can help.

Mr. Swann said, you can come every month.

Mrs. Feigley said, every month, it's kind of a long drive out here but, we didn't get lost. That

was the good thing. It was very easy to find. It was really nice to meet all of y'all, thank you again.

Mr. Trascher said, thank you, we appreciate it and it's been very informative.

Mrs. Feigley said, thank you.

Ms. Jennifer Mizzell said, I will leave the law and the bill of rights right here. Is that ok?

Mr. Trascher said, that's fine, thank you.

Mrs. Blackwell said, we will get them. Thank you.

Mr. Trascher said, ok, so we have a tentative date.

Mrs. Blackwell said, alright, if we are done with that we can move on or do you want to wait a minute?

Mr. Trascher said, you can ask, do we have anything on the Financial Report.

FINANCIAL REPORT – Chief Jack Dockery, Chief of Operations

Mrs. Blackwell said, ok, we are going to move on to the Financial Report, Chief Dockery. (inaudible) I guess that comes later. Thank y'all for coming and be safe getting back.

Mr. Trascher said, thank you, have a safe trip.

Mrs. Feigley said, thank you.

Chief Jack Dockery (Chief of Operations) said, ok, financials for this month, we are looking to be around 84%. Other than 6 items that have been outstanding that will be on the amended budget, it looks like we will be on track with the rest of the line items. I did speak with Jeff Moyle and had a couple of the line items corrected. The line item numbers that correspond between our records and their records. So, that issue has been addressed. Number 35 on your list which is Medical Disposal, I did talk with our person that deals with EMS and we have spoken with the company that does medical disposal and have opted for a different plan to where they will come less often. This will save us roughly \$40 a month so that should help us for next years budget. As you see we are at 90% for that one.

Mr. Trascher said, we are at 189% for water, number 36?

Chief Dockery said, yes, that one was when we budgeted from last year, we started it at the end of the year and it wasn't caught so that did run over.

Mr. Trascher asked, is that an expense that goes to the Town?

Chief Dockery said, standby.

Mr. Trascher said, we have wells.

Chief Matt Parish, Chief of Volunteers, asked, what number is that?

Mr. Swann said, it's number 36.

Mr. Trascher said, it seems to be the biggest percentage wise other than Dues and Subscriptions.

Chief Dockery said, we have a well here but, 112 we do not have a well. It is city water.

Mr. Trascher said, I was just wondering.

Mr. Swann asked, it's running that much?

Mr. Trascher said, it's almost double what we budgeted for. I was just wondering why.

Chief Parish asked, Jack, which water is that? Is that the Station water? Because we used to didn't get billed. The Town use to not bill us and they started billing us.

Mr. Swann said, that just seems like an awful amount, an awful big amount.

Chief Dockery said, I think that's Kentwood also in there.

Chief Parish asked, did we include that in there?

Chief Dockery said, I think that's what that is.

Mr. Swann asked, what is that?

Mrs. Blackwell said, that's Kentwood water and the station water that we pay for to the town. So, they accumulated it all on one bill.

Chief Dockery said, yes.

Chief Parish said, that's what I was trying to figure out.

Mr. Swann said, those two should be separated. The Kentwood water from the regular water.

Mrs. Blackwell said, I think so, too.

Chief Dockery said, I will talk to him about separating it.

Chief Parish said, because Kentwood water is at this location only.

Mr. Swann said, it would just make a lot more sense to have it separated because that looks awfully high for the town.

Mr. Trascher said, yeah, it's 198% of the budgeted. We had budgeted \$475 and paid out like \$900.

Mrs. Blackwell asked, when did the Town start charging?

Chief Dockery said, oh, a long time. As long as I have been Chief of Ops they charged so, at least 2 years.

Mrs. Blackwell said, oh, ok.

Chief Dockery said, actually, a couple of meetings ago they talked about starting to charge it on the usage instead of a flat rate. I know they were working on that.

(inaudible) from audience.

Mr. Swann asked, are you metered here?

Chief Dockery said, no.

Chief Parish said, not here.

Mr. Trascher said, the town did put meters in but they haven't activated them. I hope they don't.

Mr. Swann said, we do.

Mr. Trascher said, well you do yours. I mean, we are blessed in Pearl River. We got good services.

Chief Dockery said, so, I'm not sure what that would do for the cost. Whether it would go up or down.

Mr. Trascher said, well, it's just something we need to amend by the end of the year because, we don't to end 198%, 189% over budget.

Chief Dockery said, yes, that is one of the amendments.

Mr. Trascher said, on a recurring expense. Like Dues and Subscriptions.

Mr. Swann said, that's way out.

Mr. Trascher said, we spent \$9,000, \$7,000 no \$9,000 and we budgeted \$2,000.

Chief Dockery said, yes, we had to correct some issues with subscriptions.

Mr. Swann said, you are speaking very low. Speak up just a little bit if you would.

Chief Dockery said, we had to correct subscriptions, like Microsoft, we had to obtain a license from them. We never did have a license from them so we had to obtain a couple of licenses from them along with some other ones. So, yes, it did grow in that area and it has been accounted for for next years budget already.

Mrs. Blackwell said, so we are going to have to renew licenses every year for Microsoft?

Chief Dockery said, Microsoft and a couple of other systems we use.

Mrs. Blackwell said, ok.

Chief Parish said, there was a bunch of things lumped together and I don't like lumping things together so we are trying to separate them. That's why there's more things in Dues and Subscriptions instead of being some where else, where they belong. That's why that's in the amended budget, to correct that and we will have it better next year. The new budget will be better off.

Mr. Trascher said, ok, so this, what we are looking at is the amended budget?

Chief Dockery said, no, that is just the...

Mr. Trascher said, that's just the financial report?

Chief Dockery said, the financial report.

Mr. Trascher said, and we want to add these line items to it?

Chief Dockery said, yes.

Mr. Trascher said, the Supplemental Pay is going to flow through us from the state? Is that what that is for?

Chief Parish said, it always has.

Mr. Trascher said, yeah, that's what I thought. This just allows it to come in and then go out and we have a...

Chief Parish said, it's not like a tax now. Years ago they use to send W-9's to individuals. Now the fire district's are responsible for it flowing through and breaking it out so you can see it.

Mr. Trascher said, and with the Bank Service Charge, imagine with First NBC, we are having to pay a service charge at the bank. So we need to since they closed.

Chief Dockery said, yes.

Mr. Trascher said, and what is the Vehicle/Truck Purchases?

Chief Dockery said, that is Chief's truck. It was not in the budget for this year and that's what that is. That is for the purchase of his Chief's truck.

Mr. Swann asked, where is his truck now that he is out on sick leave?

Chief Dockery said, it is here.

Mr. Swann asked, it is here, it's not...

Chief Dockery said, yes.

Mr. Trascher asked, but is that something we need a line item for or is that something we can make a one time purchase? Vehicle/Truck purchases we are going to have a line item but we are going to put money in that account.

Chief Parish said, we can always leave it zero unless we know we are going to purchase a vehicle that year. Otherwise, how do we do a one time, how do we track a one time? It can always be zero and if we need it in the future, it's there.

Mr. Trascher said, well, if we created that it wouldn't be just for a pickup truck. If we set money aside for an engine, we can put it in that account also.

Chief Dockery said, yes.

Mr. Trascher said, that's what I am saying, I don't know that we need a separate line item just for pickup trucks. If we used it for vehicle purchase, where, we can do it by resolution and put some money aside, say towards a engine or something, a purchase or a lease of it. We would have a way to track those funds. Ok, now, to create these accounts, or amend, we are going to have to do that by resolution, huh?

Chief Dockery said, well, that's the thing, a lot of these accounts are in this financial report. Look at 109, is your Vehicle Truck Purchase.

Mr. Trascher asked, so why do they recommend we add it to the budget?

Chief Dockery said, I would have to talk with Jeff because this is already in here. Maybe it's something to do with the amended budget because, LWCC, which is number 6, we didn't have anything in it as a budget wise but, we received \$36,808, so.

Mr. Trascher said, which is an income because we don't budget that because we don't know if we are going to get that or not.

Chief Dockery said, yeah, that is correct. Licenses, which is number 27. We spent \$157.04 but we budgeted zero. I would take it that these are the line items that needed to be added to the budget to make them correct.

Mrs. Blackwell asked, so these will already be in the amended budget once we approve them?

Chief Dockery said, yes.

Mr. Trascher asked, do you have the amended budget, we can take a look at it?

Chief Dockery said, I sure do.

Mr. Trascher said, thank you, sir.

Chief Parish said, it's these, huh? I was looking for that, Jack. I see there it is. I take it these numbers don't match that, do they?

Chief Dockery said, yeah, and that's just an Excel error.

Mr. Trascher said, thank you, Jack.

Mr. Swann said, thank you.

Chief Dockery said, now, don't look number for number. They don't match. That's just how Excel sheets run. So, your going to have to look at the line item number.

Mrs. Blackwell said, yeah, line item 7 is the LA Supplemental Pay and 13 is LWCC. 23 is the Banking Service Charge, 24 is the Dues. Well, that one is not on that list.

Chief Dockery said, ok, on your amended budget, anything green is what Jeff Moyle went through and tweaked. This is actual to September in the actual column. Anything in blue is where we added money to and anything in orange is where we subtracted money.

Mrs. Blackwell said, so, basically, every thing in blue will have to be amended?

Chief Dockery said, anything with blue or...

Mrs. Blackwell said, green.

Chief Dockery said, orange. Anything with color is a change that was made.

Mr. Trascher said, this would be the actual budget that we would approve by resolutions?

Chief Dockery said, yes.

Mr. Trascher said, which is presented here from Moyle with these changes outlined.

Chief Dockery said, yes.

Mr. Swann asked, who is signing checks now?

Mr. Trascher said, I don't know.

Mr. Swann asked, who is signing your checks now?

Chief Dockery said, I usually have Mrs. Gallo but tonight...

Mr. Swann said, I don't think she is going to be in town now, that's why I am asking.

Chief Dockery said, tonight will probably be Mrs. Blackwell if she is able to sign them.

Chief Parish said, surprise!

Mrs. Blackwell said, yay!

Chief Dockery said, yeah, surprise! I usually ask her but I could check and see.

Mr. Swann said, the way her thing read, she is going to be out of town a bunch, so...

Mrs. Blackwell said, well, she is no longer here. After tonight, this was her last night and that was it. She's is no longer with us. She has terminated.

Chief Dockery said, yes, tonight was her last night.

Mrs. Blackwell said, but, Don, we have no idea when Don is coming back, if he is coming back.

Mr. Trascher said, no, he never said that.

Mrs. Blackwell said, he didn't say that but, he is out trying to get a job in Texas. Now, it's possible he will have to be out more than six months possibly a year and a half because he's working for FEMA. He is trying to get a job working with FEMA. Now, I will know more, he is going to contact me within the week or once he finds out something on what's going on.

Mr. Swann said, I guess what I'm asking is are you going to be able to handle the checks so they don't have a problem with payroll and everything else?

Mrs. Blackwell said, not by myself. I got to work too.

Chief Dockery said, payroll is usually direct deposit but it's accounts payable that... I will try to find one of you to sign.

Mr. Trascher said, yeah, we will just have to do that until, we have to elect a Treasurer.

Mr. Swann said, how often... Don't start laughing! I mean, how often do you need somebody to sign checks? Like, once a week or...

Chief Dockery said, once a week, usually. I try to aim for once a week. Sometimes it doesn't work out with Moyle in that time frame, sometimes a little longer. But, I am trying to get it down to once a week.

Mrs. Blackwell said, if we could have a designated day.

Mr. Swann said, do you have a schedule like, every Tuesday or every Thursday?

Chief Dockery said, usually, I turn in all my accounts payable on a Friday and I try to get them back here by the following Thursday. So, that Thursday, if I can get signatures, that would be great. Sometimes they are quicker, sometimes it's Monday and I have them. Sometimes they run over on different projects and it's Wednesday or Thursday before I get them.

Mr. Swann asked, can Floyd or I sign them?

Chief Dockery said, I believe so. I would have to check, everyone has a signature card.

Mr. Trascher said, all board members have a signature card.

Mr. Swann said, if that's the case, why don't you take Floyd and I's cell number and which ever one you get a hold of when you need to. Let's do that.

Mrs. Blackwell said, you can start tonight. Just teasing.

Mr. Trascher said, no problem.

Mrs. Blackwell said, we can sit together tonight.

Mr. Trascher said, ok, let's get back on track here. We got, this is the amended budget.

Chief Dockery said, yes.

Mr. Trascher said, will this carry us through the end of the year?

Chief Dockery said, speaking with Moyle, it will carry us through.

Mr. Trascher said, so we will end the year within our percentage so we don't get anymore bad marks?

Chief Dockery said, yes.

Mr. Trascher said, ok. The only thing I would like to say is, next time, if we could get it a little before the meeting so we have a little more time to digest it. It would be a little easier. But, I would so move that we approve the...

Mrs. Blackwell said, you want to wait and do that while we or do you want to do it now?

Mr. Trascher said, let's go ahead and do it now because we've got the amended budget. We looked at it. I mean, I would think, I would move that we go ahead and approve this budget that we've just reviewed while we understand it.

Mrs. Blackwell said, ok.

Mr. Trascher said, and it should carry us through the end of the year and that moves the funds around.

Mrs. Blackwell asked, do we have a second?

Mr. Swann said, second.

Mrs. Blackwell said, Mr. Gene, how do you vote?

Mr. Swann said, yes.

Mrs. Blackwell asked, Mr. Floyd, how do you vote?

Mr. Trascher said, yes.

Mrs. Blackwell said, motion carried.

Chief Dockery said, also, in front of you, you see a Billings Receivable Report. Alright, on the first page it shows from the month of December 2016 to Month of September 2017. We have billed \$427,942. We received \$117,811.19. We have in collections \$198,387.91, which will give us, I don't remember what that one was, sorry. \$42,000, for the amount for the balance due \$42,410.78. Looking at the grand total of the Patient page we are at 27.53%. We have 46.36% in collections right now. So, we are looking pretty good on that. You look at the second sheet. For the month of September, from 9/1 to 9/30, we have a cash grand total of \$15,167.34. We had an adjustment, a refund to a couple of patients for \$444.68. Commercial insurance paid \$8,931.61. Medicaid paid \$3,886.56. Patient payment of \$1,050 and Medicare Electronic Payment of \$1,743.79, with .06 cent interest.

Mr. Trascher said, so this is for the year, huh?

Chief Dockery said, no, the second page is for the month of September.

Mr. Trascher said, oh, ok.

Chief Dockery said, but, yeah, the first page would be year-to-date of what we have and what we have in collections right now.

Mr. Trascher asked, now, was this a whole year with the current billing company?

Chief Parish said, this is our first year with the billing company.

Mr. Trascher said, because this...

Chief Parish said, we are 10 months into them.

Mr. Swann said, 10 months?

Chief Parish said, yes sir.

Mr. Swann said, we are still doing a lot better than what we were doing before.

Chief Parish said, absolutely. We are already at \$126,000 for the year and we budgeted \$120,000 in income.

Mr. Trascher said, but when we look at what we billed, the \$198,000 that's in collections.

Chief Parish said, and that's a continual thing.

Mr. Trascher said, yeah, that's going to be continual and we running...

Chief Parish said, we get a check once a month.

Mr. Trascher said, you may or may not get something.

Chief Parish said, I mean, we get a check once a month. You get a \$5 check, you can't afford to pay the whole amount so you get these small amounts and they just trickle.

Mr. Trascher said, but it looks like it's running about, almost 30% on our billing.

Chief Dockery said, yes.

Mr. Swann said, that's a whole bunch better than before.

Chief Parish said, yes sir. It is a good bit better.

Mr. Trascher said, well, it's within the budgeted amount and we are providing a service that's better and sorely needed by the area.

Chief Dockery said, and that's all I have for financials.

Mrs. Blackwell said, ok, do you want to move to the Chief's Report and the EMS Report?

Chief's Report

Chief Dockery, said, alright, Chief's Report for the month of September, we responded to:

EMS	56
MVA	6
Structure Fire	2
Public Service Call	4
Dumpster Fire	1
Trash Fire	1
Grass Fire	1
Vehicle Fire	1
Service/Good Intent	5
Down Power Lines	1
TOTAL	78

Chief Dockery said, this is down from last month. I think last month, we ran close to 90.

Mr. Trascher asked, what is a service with good intent? I just curious for my own sake.

Chief Parish said, it could be anything. It could be, we go pick up grandma off the floor. She's not hurt, she just needs help back in the bed. That's a service call with good intent. Public service, it just depends on how it is, that's all.

Mr. Trascher said, so it's when you respond to the scene and it may not be as bad as they thought. Ok, that's good publicity.

Chief Parish said, our service calls are up for the year. Our total call volume is still up for the year bout 100 more than this time last year. We are aiming for our 1,000 calls this year.

Mr. Swann asked, do y'all get a fair amount of dumpster fires?

Chief Dockery said, no, not usually. This one was the first one I had probably in a couple of years.

FIRE PREVENTION WEEK

Chief Dockery said, this week is Fire Prevention Week. We will be visiting local schools and presenting our program to them with our inflatable smokehouse.

Mrs. Blackwell said, yay, they get to play.

Chief Dockery said, also, this Friday is the Night Out Against Crime. We will be at this event again, with our smokehouse, to do a presentation there. We are looking forward to it.

Mrs. Blackwell asked, what night is that?

Chief Dockery said, it's Friday night.

Chief Parish said, Friday the 13th.

Mr. Trascher said, that's spooky enough.

Mr. Swann said, yeah.

Mrs. Blackwell said, good deal.

Chief Parish said, y'all did that on purpose, right.

Mrs. Blackwell asked, ok, is that all you have on that?

Chief Dockery said, that's all I have on the Chief's Report.

Mrs. Blackwell said, it looks like you can remain there for Homestead Exemption Maps under Old Business.

OLD BUSINESS

HOMESTEAD EXEMPTION MAPS – Chief Jack Dockery

Chief Dockery said, alright, I presented this at the last Board meeting with the cooperative endeavor agreement between the parish and all of its tax entities.

Mr. Swann asked, is this where we are trying to pay for a mapping system for them?

Chief Dockery said, yes. It's a map for them to locate any homestead exemption that is in error.

Mr. Swann said, I don't think we should pay for it. I think that's part, he should pay for that. We are not the assessor's office.

Chief Dockery said, they are pretty much trying to get everybody. I mean I would agree with you. I don't want to pay for something the assessor should do.

Mr. Trascher asked, how much is he asking?

Chief Dockery said, it's an unknown amount.

Mr. Trascher said, with an unknown amount, I move that we don't until we have more information on it. I'm not going to hand a blank check out to do that.

Chief Dockery said, technically, it would not be a check we would write. It would come from our ad valorem tax and the Sheriff would process that before we received it.

Mr. Swann said, it's still writing a blank check.

Mr. Trascher said, that's the problem.

Mr. Swann said, it's still part of his collection. I kinda think that's part of his job, not ours.

Mr. Trascher said, without an amount I don't think it would be prudent to approve a unknown expense.

Chief Dockery said, and that's why I brought it to y'all last meeting to look at.

Mr. Trascher said, I appreciate it. I would move that we not act on this until we get all the required information.

Mrs. Blackwell asked, do we have a second?

Mr. Swann said, second.

Mrs. Blackwell asked, Mr. Swann, how do you vote?

Mr. Swann said, yes.

Mrs. Blackwell asked, Mr. Trascher?

Mr. Trascher said, yes.

Mrs. Blackwell said, motion carries.

MOYE ENGAGEMENT LETTER – Chief Jack Dockery

Chief Dockery said, I think all I got is the engagement letter. Looking at it, it is the same cost as last year. I just wanted to bring it to the Boards attention. I do know that Chief Leos signed it last year. Being that he is out on sick leave, I wanted to bring it to your attention before we agreed to.

Mr. Trascher said, well, I appreciate that and you did give it to us last meeting so that we had adequate time to review it and make a good determination. I would move that we approve the acceptance of Moyle's engagement letter for 2018.

Mr. Swann said, second.

Mrs. Blackwell asked, Mr. Swann, how do you vote?

Mr. Swann said, yes.

Mrs. Blackwell asked, Mr. Trascher, how do you vote?

Mr. Trascher said, yes.

Mrs. Blackwell said, motion carried.

Chief Dockery said, I think that's all I have.

Mrs. Blackwell said, for the moment. You still have something in New Business, Open Seal Bids, but we will work to that. So, we can move on to Comprehensive Audit Report, Mr. Trascher.

NEW BUSINESS

COMPREHENSIVE AUDIT REPORT – Floyd Trascher

Mr. Trascher said, I don't know if everybody has had the opportunity to review it. There was a report on the 774 Audit that is peculiar to St. Tammany Parish.

Mr. Swann asked, is that where they said that we didn't comply?

Mr. Trascher said, exactly. In lieu of the Legislative Auditor's Report, I hope I have that with me. In lieu of us having a, St. Tammany Parish having an Inspector General, St. Tammany Parish requires the Legislative Auditor to do comprehensive audit reports on all of the entities.

Mrs. Blackwell said, it's in here somewhere, here it is.

Mr. Trascher said, I just printed that, anyway it's several entities in St. Tammany Parish were cited.

Mr. Swann said, City of Slidell was too.

Mr. Trascher said, City of Slidell, Town of Pearl River, I mean, the legislative auditor didn't like several things. The biggest thing that we have in Fire District 11 was our credit card documents. Ok, reviewing the credit cards. What we are going to need to do is, we are going to need to establish a department procedure where the credit card purchases that are done by the Chief are not reviewed by the Chief. They are going to have to be reviewed by the Board or the Board member or somebody so that it follows a chain. Like, if a department employee makes a purchase, the Chief reviews that purchase to see that it's suitable. It was an purchase that was actually needed by the department and approves it. What the legislative auditor is saying is that the way we are doing it is the fox is watching the hen house.

Chief Dockery said, yes, and that has been corrected.

Mr. Trascher asked, do we have a department policy to that affect?

Mr. Swann said, not what we are doing, a written policy.

Chief Dockery said, if we don't, I will have one shortly.

Mr. Trascher said, we as a Board will need to adopt a department policy that explains, we will need to review how the credit card purchases are reviewed, the receipts that need to be attached to them. He said, 5 of the 10 cards tested had no receipts.

Chief Dockery said, that was a fuel card.

Mr. Trascher said, one of the 10 cards, well, fuel we should be requiring a receipt for every fuel purchase.

Chief Parish said, so, 5 of the 10, and that was the fuel cards because we only have 2 credit cards. No...

Mr. Trascher said, it doesn't say, it just says 5 of the 10 tested.

Chief Parish said, so, the problem with the fuel receipts are, if we are pumping fuel and we get an emergency, we usually just throw the...

Mr. Swann said, you know what, when something like that happens, when your emergency is over with, go back and get a receipt.

Chief Parish said, they can go back, that's right and they should be able to do it. But, last year, Mr. Floyd, they allowed us, because we filled out a log in the trucks and last year they accepted that log instead of receipts and this year they didn't.

Mr. Trascher said, and it doesn't say that receipt, the log is not a receipt.

Chief Parish said, it's not. They accepted it last year and we follow that and (inaudible).

Mr. Trascher said, the department has trucks at restaurants, you know, we eat out, we do several things and if you have a call, I am sure you don't want to sit there in line and pay the bill at the restaurant. You come back and take care of it later. So, we are going to need a department policy on the fuel cards also. There's got to be a policy on the fuel cards also.

Chief Parish said, so, the fuel cards also, has, every individual person has their own PIN, so...

Mr. Trascher said, right, so it should be easy.

Mr. Swann asked, are you using Fuel Man?

Chief Parish said, yeah.

Mr. Swann said, well wouldn't Fuel Man give you?

Chief Parish said, not Fuel Man, the other one.

Mrs. Blackwell said, Flex.

Chief Dockery said, Flex.

Chief Parish said, Fleet.

Mr. Swann said, I know Fuel Man gives you a report on mileage and everything.

Mr. Trascher said, some of the reports that I have seen on the fuel come in and it says non-fuel transaction.

Chief Parish said, it said something other than what it was suppose to say.

Mr. Trascher said, right. It says non-fuel transaction. It could have been that they went in and bought a sandwich.

Chief Parish said, well we can't buy a sandwich...

Mr. Trascher said, I don't think that that's the case but, when you looking at this in Baton Rouge and your not here, it's just not documented. So,

Chief Parish said, so, it's like Fuel Man Mr. Gene, so your familiar, obviously, very familiar with Fuel Man. We don't use Fuel Man anymore, we use Fleet. But, we have them locked down where the only thing we can purchase on these cards are gasoline and diesel. But, the problem is, and we went to the stores and asked. This store does it right but this store doesn't record it as diesel, they record it as other.

Mr. Swann said, well I tell you what, that store, I would quit doing business with them.

Mr. Trascher said, and we are going to need a department policy that a receipt is required.

Chief Parish said, sure.

Mr. Trascher said, if we do not have a receipt, then we are going to have to attach some form of letter of explanation.

Chief Parish said, documentation.

Mr. Trascher said, to document that purchase.

Mr. Swann said, on that Fuel Man, you get a printout and it gives you the employees number, the unit number, it gives you the mileage.

Chief Parish said, every month we get that, yes sir.

Mr. Trascher said, they get the same thing.

Mr. Swann said, then why don't that get turned into the auditor?

Chief Parish said, it was given to them.

Mr. Trascher said, because it's not a receipt for that purchase.

Mrs. Blackwell said, they want the receipts.

Mr. Trascher said, they need the receipt from the store.

Chief Parish said, historically, Mr. Gene, they always accepted that and they didn't take it this year. This year they wanted an actual receipt.

Mrs. Blackwell said, so, basically, we need a receipt for every it is used for.

Mr. Trascher said, and it doesn't say, it just says 5 of the 10 cards or 5 of the 10 transactions. So, we don't know what transactions they looked at. Alright, it says: no documentation of credit card statement and reviewed by someone other than the authorized card head. So, we need a department policy that sets forth, like for example, if the Chief is going to make purchases, it has to come to the Board for approval.

Chief Parish said, Mrs. Jackie, and we will put it in writing. What we have done to correct that is, Mrs. Jackie has been signing the receipts when she comes and signs the checks. She was signing the receipts but that's only been the last month or two.

Mr. Swann said, you can bring them to the meetings here and one of us can go ahead and review them.

Chief Parish said, sure.

Mr. Swann said, because she is not going to be here.

Mr. Trascher said, it doesn't matter how we review them, we've got to have a policy. We have got to have something the Legislative Auditor can look up and say St. Tammany Fire Protection District 11 reviews their cards this way.

Chief Parish said, we will put it in writing. I mean, that's what I am saying.

Mr. Trascher said, that's right, we need a policy that it's reviewed. Now, it can be if a Board member signs a credit card, signs a check for the credit card, then they are going to need the receipt from the credit card and a possible explanation of what it is.

Chief Parish said, so, in my policy, how would y'all like this? You just said if Chief Leos purchases something you just said you want a Board Member to approve his purchases.

Mr. Trascher said, exactly.

Chief Parish said, if Jack buys it, you want Chief to approve it.

Mr. Trascher said, exactly.

Chief Parish said, there are only two credit cards, outside of that, any of our fuel purchases,

we're ok, Jack and I are ok with approving them?

Mr. Trascher said, as long as you have receipts. We have to have a receipt. If you do not have a receipt, then there has to be some sort of letter of explanation as to why there is no receipt for that purchase.

Chief Parish said, sure and we will correct that and y'all are ok with us approving the fuel receipts.

Mr. Trascher said, right, the fuel and again, we are not micro managing.

Chief Parish said, (inaudible).

Mr. Trascher said, right, it's got to follow a chain of command.

Chief Parish said, we got that. So, with Jack, can I approve his receipts or does it need to be Chief? Because Chief is out.

Mr. Trascher said, well, that's another issue we are going to get to.

Mrs. Blackwell said, the Board should approve the Chief's or the acting Chief's.

Mr. Trascher said, Jack's receipts should be approved by this Board. When the Chief...

Chief Parish said, ok I just know what to write when I write it.

Mr. Swann said, what ever station is stamping this "other", tell them if they can't do it right we are going to quit buying fuel from them.

Chief Parish said, I am going to have to research it. I don't remember, I know who it is Mr. Gene, I just don't remember right now. We have asked them.

Captain Mitchell Geissler said, is it the one when we are doing the mileage, (inaudible)

Mr. Trascher said, the issue is, I don't think that they are saying so much as the transaction are being questioned. I think that they are saying that this department doesn't have a policy...

Mr. Swann said, you just tell them that if they can't put it like the rest of them and everybody else, then we can't do business with them. I guarantee you this is going to raise a bunch of questions.

Chief Dockery said, it is.

Mr. Swann said, tell them that if they can't go ahead and put this on here like the rest of them, you can't do business with them.

Mr. Trascher said, we don't have anything clear on how it is processed.

Chief Parish said, we can do that.

Mr. Trascher said, ok, because we definitely need to do that.

Chief Parish said, we did implement a change, we just didn't put it in writing. We will bring it to y'all.

Mr. Trascher said, ok, and we will need to address that with them. That we have adopted a policy and it needs to be clear. You've got to have a receipt. If you don't have a receipt, you know who made the purchase. They are going to have to be subject to something like that.

Mr. Swann said, when does it break it down three times like that?

Mr. Trascher said, but, Jack's purchases should be approved by the Board.

Chief Dockery said, he used the same number, he was filling up a generator so, he just used the same number.

Mr. Swann said, you see, you should have a miscellaneous card where it 's not on the card with your trucks.

Chief Parish said, he didn't use it. We do have a small engines card that we normally would use like that.

Mr. Swann said, that's what they need to use because I can tell you, if somebody goes and checks your mileage, it's I'm sure, way out of wack. I know from time to time I check millage.

Mr. Trascher said, meany.

Mr. Swann said, but do that. See if you can clear up the other and then see if they can go ahead and use that card. Just make sure they use that miscellaneous card.

Mr. Trascher said, I think, it doesn't look that bad for us but when you look at an audit report and it says 5 of the 10 cards issues. That's 50% had no itemized receipts. So, that's 50% of the purchases, we didn't have a receipt for. We are going to have to...

Mr. Swann said, it's not a big whoop. It's not going to be hard to straighten out.

Chief Parish said, it's easy to fix. We knew that.

Mr. Trascher said, all we need is a policy, to adopt a policy and adhere to it. When we sign checks, we got to have receipts for it.

Chief Parish said, ok.

Mr. Trascher said, I don't think, do we need a resolution to that effect?

Mr. Swann said, why don't we vote on it when they get us the policy.

Mr. Trascher said, yes, right, that's when we will deal with it. Whatever policy they have, we need to review it and then, if we find it acceptable, then we can approve it and becomes the policy of the department. Ok, thank you.

Chief Parish said, easy fix.

Mrs. Blackwell asked, is that all on the audit report? We have any other discussions with that? That's it?

Mr. Trascher said, that's it, ma'am.

Mr. Swann said, I think we need to see the Chief of Operations, Jack, for just a little bit when this is over, on the personnel thing?

Mr. Trascher said, yeah, when I finish I am going to, when we finish, ask for the floor for a minute because, we got to make a request.

Mrs. Blackwell said, alright, let's move to Millage Renewal, Floyd.

MILLAGE RENEWAL – Floyd Trascher

Mr. Trascher said, I believe in 2018, we are going to need to put a millage on the ballot, aren't we Chief Dockery?

Chief Dockery said, I believe so.

Mr. Trascher said, so, I think that it would be prudent now, if yo could start putting together, the information that we are going to need. The millage number, the number of mills and we need to start scheduling the appropriate meetings to get that done. We are going to need to go to the Parish Council to get their approval and we are going to have to get with the Bonding Attorney, I think Jim Ryan or Grant Scheuler. But, we need to start the wheels turning on that so that we can get that on the ballot. I think that there is going to be a tax proposal for the third time for St. Tammany Parish in the spring.

Mr. Swann said, I sure wouldn't put it with that.

Mr. Trascher said, I wonder if we could look at maybe a fall election date for our millage.

Mr. Swann said, try to get it when it doesn't have those other ones and your not carrying the baggage.

Mr. Trascher said, it may be in a more predominate election because the fall one...

Chief Parish said, that's going to be the other one.

Mr. Trascher said, next year the fall is going to be the town elections. But I think that, maybe, we definitely need to start those wheels in motion now.

Chief Dockery said, yes sir.

Mr. Trascher said, ok, so if you could get something, maybe get some information on that for us for the next meeting.

Mrs. Blackwell asked, is that all you have?

Mr. Trascher said, that's all I have, I just wanted to make everybody aware of it.

Mrs. Blackwell asked, any questions? Anybody want to input anything? Ok, if nothing else, we will move to 2018 Budget, Mr. Trascher.

2018 BUDGET – Floyd Trascher

Mr. Trascher said, I guess you can say “ditto” on that one.

Chief Dockery said, I did speak with Jeff on this last week and sent him a copy just to look over. He said, for right now it looks good. There's a few more tweaks to it and it will be ready for our next Board Meeting for review and then be published for...

Mr. Trascher said, ok, that's what I was going to say is that our 2018 Budget needs to be approved in December. So, we will need it for our next meeting to be introduced so that it can lay over for the 30 days published so that we can, we would be able to adopt it at the December meeting.

Chief Parish said, December 12th?

Mr. Trascher said, yeah, I just wanted to be sure and be on record that we are definitely going to need it to get it done.

Mrs. Blackwell asked, is that it on that?

Mr. Trascher said, that's it.

Mrs. Blackwell said, no other comments? Let's move on to Open Seal Bids, Chief Dockery?

OPEN SEAL BIDS – Chief Jack Dockery

Chief Dockery said, I have two bids.

Mr. Swann asked, what is this on?

Chief Dockery said, this is on the Cardiac Monitors and I have one bid on the stretcher.

Chief Parish said, so, we put out the bid. Y'all had requested that we put out the bid for the cardiac monitors and the new stretchers. We published it and put out the bid. Everyone who called, you know, they got everything they were suppose to get and we only received 2 bids back. One for each.

Mr. Swann said, non of them is on State contract?

Chief Parish said, they actually both are on state contract, Mr. Gene. We found out because we are members of the Ambulances Alliance that we could have bought through them. It's not going to be, I mean, we had already put them out to bid so, either way...

Mr. Swann asked, was it cheaper than...

Chief Parish said, I don't know.

Mr. Trascher said, we don't know but we gonna find out.

Mrs. Blackwell said, we don't know, we ain't opened them yet.

Mr. Trascher said, we gonna get the winner is here in a minute.

Chief Parish said, drum roll.

Chief Dockery said, alright, for the stretcher, it won't come out. I have a bid of \$14,223.30 from Striker. That is the only bid.

Chief Parish asked, how much was that?

Chief Dockery said, \$14,223.30. For the sealed bid for the Cardiac Monitors, it really is sealed.

Mr. Trascher said, they took you serious.

Chief Dockery said, yeah, I have a bid of \$73,091.20.

Mr. Trascher asked, that's for one?

Chief Dockery said, that's for 2.

Mr. Swann asked, we are not in a bind where we need those now though? Correct?

Chief Parish said, we are not where we thought we were but we are sort of. So, the Physio Control monitor that we have now, one of them, is not being produced anymore. So, when parts run out for it, they are out, they are done. They quit purchasing them, I mean, they quit manufacturing parts. The other monitor is in the same boat. It's a different manufacturer but, same thing, they quit making, manufacturing. They quit making parts for it. When it runs out, it runs out. As long as there are parts in the country, some where they can be obtained, but we don't know how long that will be.

Mr. Swann said, Don had asked for a complete list of all this kind of stuff so that we can set up a priority and get so much each year. We still haven't gotten that list, have we?

Chief Dockery said, no, that's a work in progress. That's what we talked about last meeting with the apparatus and the years of service and replacement cost. We are still working down the list of monitors and under that also.

Mr. Swann said, I would like to have a list like that before we spend that much money on something and then you come up with a problem.

Chief Parish said, so, the monitor, this is going to be a 5 year cost. It's spread out in 5 years, they are giving us payments for the next five years which is built into the budget already. The stretcher, \$14,223, is going to be a one time cost.

Mr. Trascher said, but the monitors, what your saying about the monitors, we only had \$15,000 a year budgeted for EMS. So, if we pay 5 years, \$15,000, we have nothing for EMS.

Chief Parish said, well, we are going to add, we added a little bit to it already for 2018. We will go up from there but, the thing about capital for the ambulance, short of buying another ambulance, that's our single most expensive item we have. Most everything else on the ambulance is consumable. So, we have the stretcher which is, the stretcher in the next ten years. The monitors, until the next 15 years, I think. I think, the 12 was 15 years. Lifespan. There is not another capital expense, short of buying another ambulance, which we don't have any...

Mr. Swann said, I still, would like to see a list of all the stuff that the Fire Departments got. That on buying the monitors, it would be good if you bought one now, use the other one and bought it later so we don't have it going out at the same time. You know, it's kind of, get them in a rotation.

Mr. Trascher said, I think the list that the department was preparing is suppose to be complete by January. So, we have the prices, we have the knowledge. We are not in the emergency situation that we thought we were in.

Chief Parish said, not with the monitors, the stretcher we need to purchase.

Mr. Trascher said, right, so I think that we, it may be better if we can hold off on this until January

Chief Parish said, we can break those monitors down.

Mr. Trascher said, I think that we, I agree with Mr. Swann. I think that once we look at the list and what we are going to need to purchase, it may be better to go with one monitor now and keep the other one running as long as we can because we using the other one basically, as back up. We are not running two ambulances. In January we may be able to look at this and work this into our budget where it's not as confining. You know, committing to the \$15,000 for 5 years.

Chief Parish said, sure and we can break them down and we can purchase one. I completely understand what Mr. Gene is saying about separating the purchases. It's the same thing we were talking about with the cylinders.

Mr. Trascher said, right, but that will give us more information.

Chief Parish said, we can break that down and it's still going to be \$15,000 for the next... there's a different payment plan if we went to just one monitor because it's half the cost.

Mr. Trascher said, once we will have that we will also have the list of equipment that we can look at and can verify that we are not going to need, like, another engine go out or something.

Chief Parish said, but that's another, just to let you know, that's two different list. The ambulance, this is the only capital items and they have their own line item budget. The rest of the list is (inaudible).

Mr. Trascher said, but the other list, we asked for a list of all departments.

Mr. Swann said, so we don't whined up, you tell me next month you need a truck, you know.

Mrs. Blackwell said, now you said you were pulling money from other places. Where are you pulling the money from?

Chief Parish said, that's already been done.

Mrs. Blackwell asked, out of the fire side?

Chief Parish said, well, it came from...

Chief Dockery said, the operating account. It's for the EMS capital purchase, I took from the fire capital purchase which we have no items this year for capital purchase for fire side.

Mrs. Blackwell said, that we know of yet.

Chief Parish said, well, we are at the end of the year Mrs. Michelle, so we got lucky. We didn't know.

Mr. Trascher said, and that's good we can look at this. I think we need to revisit this issue again in January when we start, we can prepare for our 2018 budget and we can have the list of equipment. I know we talked about that we are going to need an engine and we are going to have a millage on the ballot next year. So, we really need to watch it a little closer at this point.

Mrs. Blackwell said, just in case it don't pass.

Mr. Trascher said, when we were in the situation of shutting the ambulance down, I think that looking at the monitor was, you know, we needed to move a lot faster than we do right now.

Mr. Swann asked, on the old stretcher, is there any way to repair that just for a spare and still get the new one?

Chief Parish said, we are. We actually going to invest, that's actually going to go to this unit. There will be a backup.

Mrs. Blackwell asked, and is the stretcher on that list that you can purchase from the EMS whatever?

Chief Parish said, the Ambulance Alliance, they have some kind of contract.

Mrs. Blackwell asked, is it the same thing?

Chief Parish said, it is.

Mrs. Blackwell asked, the same exact thing? Can you see if that's cheaper?

Chief Parish said, it's not going to be. I already, I mean.

Mr. Swann said, that woman that came here that night, that thing was like \$30,000 something.

Mrs. Blackwell said, well that was both pieces together.

Mr. Swann said, no, that was a stretcher.

Chief Dockery said, it's the same stretcher right here for \$14,000.

Mr. Swann said, she came down on it.

Chief Parish said, I mean, we can buy a stretcher for \$30,000 but it has a thing that goes to the back of the ambulance and when you put the stretcher up to the ambulance it picks it up and loads it for you but we are not doing that.

Mr. Swann said, I think that's what she was trying to sell you.

Chief Parish said, that's what she brought to y'all. I mean, it's fancy but its a \$30,000, we don't need, I mean if we were rich but we not. So, I will say though, Mr. Floyd, we did move that money around for the capital purchases. We anticipated purchasing the monitor.

Mr. Swann said, I just want to make sure we are not in trouble with something else.

Chief Parish said, all I would ask is, if we could at least purchase one. If we can just amend, get them to amend the quote to just one monitor and go ahead and purchase one monitor now.

Mr. Trascher said, ok, I am not ready to purchase one now. I think we need to wait until we get the list.

Chief Parish said, the money is there Mr. Floyd. We budgeted for it.

Mr. Trascher said, it won't go away, it will be there. I just don't think we...

Chief Parish said, but we are in October and our next meeting is November and we don't try to spend any money past November because we want everything to clear before the end of the year.

Mr. Swann said, I am telling you now, if you need the money past November we will spend it. But let's just, everybody here just wants to make sure we got the money to where you can operate.

Chief Parish said, I understand completely. So, that's where we are.

Chief Dockery said, just a side note for the money to operate, with the proposed budget, with the proposed amended budget we have a surplus of revenue of \$199,218.85. It's up from \$78,640.83.

Mr. Trascher said, and that's surplus and we still need to look a this list of the department equipment and what equipment we going to need to purchase.

Chief Dockery said, yeah.

Mr. Trascher said, that's imperative. We need to review that. Where, what line item do you have these monitors in?

Chief Dockery said, they would be under EMS Capital, which would be line item 8806, which is 119.

Mrs. Blackwell said, can I interrupt, I think Mr. Finger had something he wanted to say.

Mr. Peter Finger said, just had a question about a single source vendors. I know you said to

put it out to a lot of vendors and they have minimal competition, two or three vendors to bid on an item.

Mr. Swann said, once you put it out to bid like that, it's who ever bids on it. Once it's published and everything, if you could have situations where nobody bids on it.

Mr. Finger said, and I have been through that.

Mr. Swann said, like, they only got one on the bids so, you got to accept that one. You got to accept that bid.

Mr. Finger said, the second part of the question is, on the monitors, you just mentioned you own a monitor that no longer are the parts available. The life cycle of this unit and service contracts and parts availability, I have bought new units that were out of newer models coming out. You know, so I am just asking.

Mr. Swann said, no but that's what happens on the bid law.

Mr. Trascher said, we had a problem, we weren't able, our monitors were not going to be certified and we asked for sealed bids and we were able to get the monitor certified for another year. What we are trying to do is put together a comprehensive list of all the assets of this department so that we can determine when they are going to need to be replaced and budget it for it. We only run one ambulance so I don't think we need to buy two monitors. I think we can still, the two we have are still functional. So, we may need to look at one and we may need to look at the stretcher. But, I think we need the list, we need the information so that we know because, traditionally, we knee jerked. We find that we need something and and we have to go run out and buy it. We need to start planning better so that we can anticipate what we to replace.

Mr. Swann said, like a \$30,00 compressor, like last year. You don't want to get the monitors and then we have a bunch of other stuff to replace.

Mr. Trascher said, I don't think it would be unreasonable for us to wait until January when we can look at what we ended this year with. We will have the list by then, because it is suppose to be complete on what equipment we may need or what equipment we may need to put on a replacement schedule and we can provide the proper funding for everything. We've got in that line item what, \$35,000? So, if you bought a \$14,000 stretcher and how much were the monitor payments, \$15,000 for five years, that pretty much, takes all of the EMS capital.

Chief Parish said, that's for this year, yes sir.

Mr. Swann asked, are they hitting you with interest on that rate?

Chief Parish said, it's a very low interest. It's like point, it's right there.

Mr. Swann said, I was just curious.

Chief Parish said, they are, if we paid outright for the monitor, it is a lower price than the thing.

Mr. Trascher said, than if you stretch it out, yeah they charge a little bit for it.

Chief Parish said, it's the same for the stretcher, because originally on the stretcher we were going to do a payment plan on it and we got to looking at it. Looking at the budget we had the money there and it just made more sense to just pay the \$14,000 than to pay the extra \$3,000 for them to finance it for 2 years or whatever it was. We had it (inaudible).

Mr. Trascher said, just at this point...

Chief Parish said, like you said, we had \$109,000 in surplus. That's on the amended budget and that's including the \$35,000 already budgeted for that. So, I hear what your saying Mr. Floyd, I am just trying to understand that if we wait for January, we going to roll over this extra \$20,000.

Mr. Trascher said, we need to look at that list like I am saying because we've been told that in 2018 or 2019 we are going to have an engine that we may need to replace and we are going to need money to do that. So, we need to start putting these funds aside in this equipment purchase list so that when this does come up we will be able to address it and that's the whole purpose of this list. That's what I am saying.

Mr. Swann said, he asked for that list a long time back. We should have already had that.

Chief Parish said, I agree and I apologize that y'all don't.

Chief Dockery said, me and Mrs. Gallo has been working on that list. That's the one that she created and talked to Slidell.

Mr. Trascher said, right, I talked with Mrs. Gallo about it and we had a time schedule for it and I think we fell a month behind with the Chief being out and everything else.

Mrs. Blackwell said, I thought it was to December, but...

Mr. Trascher said, it was December but it fell a little behind. The last I spoke with her about it, we didn't anticipate having it until January.

Mr. Swann said, as long as it's there your going to get your stuff. Don't worry about it.

Chief Parish said, it's just, Mr. Gene, I don't mean it like that, I am just, I know how important it is and I know how good it is and I don't know how long it going to last. I know at least one would be really, I do, I completely agree with you. Two of them right now, lets separate the purchases and see how far we can separate them. As long as we put the other on on reserve it's not being used, it shouldn't be breaking.

Mr. Trascher said, I understand it's got to be re-certified every year.

Chief Parish said, and as long as it doesn't need a part...

Mr. Trascher said, they should be able to re-certify it.

Chief Parish said, the confusion was, when we called the wrong question was asked when we called they misunderstood and they said, no we can't do that because there are no parts. So, as long as it doesn't need anything or if it needs something that we can still find in the Country, they will re-certify it.

Mr. Trascher said, right, and I think we are good until September of next year even if both of them were to go down.

Chief Parish said, they are 6 months apart which we did that purposely.

Mr. Trascher said, ok, when we came up to it it was August of this year and we were told that in September both of them expired. Maybe one got for six months, I don't know but that's just my thinking on it. If somebody wants to make a resolution on it or something, I can't support it right now. I think we need to look at it in January with the list.

Chief Parish asked, that's on the monitor, what about the stretcher?

Mr. Trascher said, I would like to defer that also until we get the list. I mean, the stretcher is functional at least until then, isn't it?

Chief Parish said, the stretcher has a 10 year age limit.

Mr. Trascher asked, how many pieces of equipment do we have that are at their 10 year age limit?

Chief Parish said, we have lots of equipment that's at the 10 year age limit but, not equipment that we put people on and that we transport patients. Our liability increases with EMS versus Fire. There's two different things separate, we have to keep them separate. Fire is Fire and EMS is EMS. The stretcher is 10 years old and the insurance company says that at 10 years old it should be put into reserve status. It shouldn't be a primary operating piece of equipment. We drop a patient on a stretcher, you talk about a blank check, hand it over. That's what they going to get, a blank check because it's going to be a big, big settlement.

Mr. Swann said, I don't think two months is going to make their (inaudible).

Mr. Trascher said, that's how I feel, if you would like to put on the agenda, the next month's, to purchase. It's advertised and the purchase price, we will consider at our next meeting to approve the stretcher purchase. But the monitors, I can't support that until we get the list. If the stretcher is that critical, I think that putting an agenda item that just says open sealed bids, it doesn't say approve purchase. It says open the bids it doesn't say we are going to approve

them and I ...

Chief Parish said, well Mr. Floyd we did put this on the agenda two or three months ago. This has been going on for a long time.

Mr. Trascher said, it was put on the agenda to purchase it.

Chief Parish said, that's why we did the sealed bid Mr. Floyd. It was to open it and approve it.

Mr. Trascher said, ok, that's how I feel about it.

Chief Parish said, that's fine.

Mr. Trascher asked, Mr. Swann, do you want to make a resolution or make a motion?

Mr. Swann said, no, I agree to wait.

Mrs. Blackwell said, ok, if that's it. Would anybody else like to make a comment?

Chief Parish asked, I mean, do you accept the bids as they are? Do you have to do that? Not saying accept to approve a purchase but do you accept the bids?

Mr. Trascher said, yes, I have no problem with the purchase prices, with the bids. We accepted the bids, we followed the bid procedure, we advertised it, right?

Chief Parish said, yes sir.

Mr. Trascher said, we did everything we needed to do. Now we have the prices. Our decisions now are to purchase or not to purchase and I think that it would be prudent management to get this list worked out. Lets see what we got and we can move forward and see what the department needs.

Mr. Swann said, if you get the list before January, we will go ahead and consider this before January. The list is what is holding everything up and it should have already been here.

Mr. Trascher said, the stretcher and the monitors are two separate issues.

Chief Parish said, yes sir.

Mr. Trascher said, the stretcher purchase is going to be a one time capital expense. Your talking about encumbering the department for five years with the two monitors. I can't support that. I can in January, revisit that issue and possibly look at purchasing one monitor and keeping the other one or the other two as back up in the other unit. The stretcher I would be willing to consider prior to January, possibly at our next meeting, if it is advertised as a resolution to purchase the stretcher.

Chief Parish said, so out of curiosity and I am not trying to be difficult Mr. Floyd. I can tell you are getting frustrated with me and I am really not trying to piss you off.

Mr. Trascher said, no, no, I am not getting frustrated. Don't take it that way.

Chief Parish said, but, it's under \$30,000 and it's already been sent out to seal bid which we didn't have to do. Why do we need to advertise it?

Mr. Trascher said, because I want to see the list... Why did we needed to advertise it?

Chief Parish said, yes sir, if it's a, it's in the budget. Why do we need to, why do we need to advertise that purchase?

Mr. Trascher said, I said, put it on the agenda so that it's available to the public that we are discussing it. I said put it on the agenda for the next meeting.

Chief Parish said, oh, I'm sorry, I thought you said, we had to advertise it.

Mr. Trascher said, and you would have the purchase price on there so it's available to the public. We would like to be clear and transparent to show that...

Chief Parish said, no, I get that. I thought I heard you say we needed to advertise it.

Mr. Trascher said, no, it's already been advertised. I said it would be advertised on our agenda.

Chief Parish said, ok.

Mr. Trascher said, we've advertised and complied with the bid requirements. I am satisfied with that. I am satisfied that the prices that are reasonable, it's just that I want to see the list so that we can better plan on what purchases we are going to need.

Chief Parish said, sure.

Mr. Trascher said, and if we put it on our next agenda, to purchase the stretcher so the public and everybody else sees what our intent was, then I would be willing to visit that issue. Did that clear it up any?

Chief Parish said, if that's what you want, that's what we will do. We will do what ever you want us to do Mr. Floyd. We don't normally, when something is in the approved budget, put it on the agenda to purchase things but, if that's what you want, that's what we will do.

Mr. Swann said, next.

Mrs. Blackwell said, ok, with that said, we will put that on next month's agenda.

Captain Mitchell Geissler said, (inaudible)

Mr. Trascher said, pardon me, Captain Geissler, did you say something?

Captain Mitchell Geissler said, no, I just said, I am glad this is recorded.

Mr. Swann said, always is.

Mrs. Blackwell said, ok, do we have anything else? A motion to adjourn?

Mr. Trascher said, before we adjourn, Madam Chairman, I would just like to make one request. Chief Dockery, could we get a copy of Chief Leos payroll records to determine when he went out on leave?

Mr. Swann said, I would think he has to submit a form to us to approve the leave and it has to go back to when he started the leave.

Mr. Trascher said, well, we have been told that there's been some problems. I understand it, it's different. What we need to do is we need to move forward.

Chief Parish asked, what do you need?

Mr. Trascher said, we are trying to determine when Chief Leos actually went out on leave. The payroll records would be...

Chief Parish said, (inaudible) the dates he went out.

Mr. Swann said, he needs to submit a thing going on leave. That's standard in any place.

Chief Parish said, yes sir.

Mr. Swann said, and the Board approves his leave as he approves y'all's.

Mrs. Blackwell said, everyone should fill out this form. Even for you taking a leave to Chief Leos or Chief Leos taking a leave, he needs to fill the paperwork out for us.

Chief Parish said, I will be the first to admit, that we are really good at doing that for everyone else. We do, Ms. Kesha was talking about that PAF? We have PAF's for everything that we've done, they just haven't been signed so, we have a stack of them. Because they have a online form that we do.

Mrs. Blackwell said, Chief has not been doing it for us.

Chief Parish said, and we do a really good job about all of them except the Chief because he's the Chief.

Mr. Trascher said, I know, but we need it. You see, the problem is that the Chief does y'all's PAF's. We have to do his.

Chief Parish said, that's right, and that's what I was getting at. It's just...

Mrs. Blackwell said, we just want to correct our position from now forward that we need to get his PAF.

Chief Parish said, there's a PAF form (inaudible). Yes ma'am.

Mr. Trascher said, yeah, because we have been told, in order for him to return he going to need a fit for duty physical.

Chief Dockery said, yes.

Chief Parish said, it's not a fit for duty, it's just he has see how (inaudible)

Mr. Swann said, no, he has to have a fit for duty.

Mr. Trascher said, it's fit for duty.

Chief Parish said, he has to go to the departments physician which is Dr. Estopinal.

Mr. Trascher said, for a fit for duty, it's a fit for duty for his job classification.

Mr. Swann said, you are suppose to take your job description and he is suppose to sign off that you are fit for duty.

Chief Parish said, they have all of that. Dr. Estopinal's office does.

Mr. Trascher said, we are concerned for his health as well as the departments.

Chief Parish said,

Mr. Trascher said, I mean, I don't know what treatments he's had and I know it's not, sometimes with the cancer treatments they have a shunt and if he were to come back to work and you do get an alarm or something and he has to go out on a scene, it could be...

Chief Parish said, and I know, Mr. Gene, we do have a fit for duty. That NFPA, we follow the NF PA's guidelines for fit for duty, that's the firefighters fit for duty. The Chief of the fire department, his is different from ours, than the fire guys.

Mr. Swann said, he should have a regular fit for duty.

Chief Parish said, it's different, he's not putting on gear and fighting fires so his is a little different. It's the NF PA's. It's nothing we created, we follow NF PA's guidelines but there are

different ones for different job classifications.

Mr. Trascher said, different job classifications, right. The job classifications of the Chief is different than it is for a firefighter 1 or...

Chief Parish said, and he was told that he has to go to Dr. Estopinal office after his physician releases him.

Mr. Trascher said, right.

Chief Parish said, to see if Dr. Estopinal releases him because Dr. Estopinal is our protection.

Mr. Trascher said, yes, because what we are going to need is, like the time that he went out on leave you know, because he's got, the Chief is entitled to 365

Mrs. Blackwell said, and then that's a record of the days that he is out.

Chief Parish said, I will pull that for y'all tomorrow.

Mrs. Blackwell said, right, it's the days that he was out?

Mr. Trascher said, well yeah, just the payroll records would show what days he was here and what days he wasn't here. The day he went out is the day we would have approved leave from that point. Right? So that solves that problem. With that said, I move that we adjourn.

Chief Parish said, just real quick, do you want me to email that to y'all or do you want that at the next meeting?

Mr. Trascher said, you can just email it. That would be good, if it's alright.

Mrs. Blackwell said, it's alright by me. Is it alright with y'all? ok.

Mr. Swann said, second.

Mrs. Blackwell said, all in favor, Mr. Swann, how do you vote?

Mr. Swann said, yes.

Mrs. Blackwell asked, Mr. Trascher, how do you vote?

Mr. Trascher said, yes.

Mrs. Blackwell said, I vote yes too. Well, I am not allowed to vote so, I am sorry. Motion carried.