

St. Tammany Parish Fire Protection District No. 11
Board of Commissioners
Minutes of the Meeting on March 14, 2017

ROLL CALL

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

INVOCATION

PLEDGE OF ALLEGIANCE

MINUTES

During roll call Mrs. Gallo informs the Board that Mr. Don Thanars will be a little late.

Mrs. Michele Blackwell asked, has everybody read and approve the minutes for the February 15th meeting?

Mrs. Gallo said, I will make a motion to accept the minutes with the video on hand.

Mr. Trascher said, I will second that.

Mrs. Blackwell said, all in favor? Mrs. Jackelyn Gallo?

Mrs. Gallo said, yes ma'am.

Mrs. Blackwell asked, Mr. Eugene Swan?

Mr. Swann said, yes.

Mrs. Blackwell asked, Mr. Floyd Trascher?

Mr. Trascher said, yes.

Mrs. Blackwell said, motion carries. We will move on to the Chief's report. Chief Dockery? I'm sorry, can we move to the financial report first.

Chief Dockery said, sure. Thank you, Mrs. Gallo, for reaching out to Moyle's office today.

Mrs. Gallo said, your welcome.

Chief Dockery said, it's still not quite the form we are looking for but it's getting closer. Financial Report, figuring we should be a little under 23% for this month. The only thing really standing out as of today is the Assessor's Office Expense. We only budgeted \$1,000 and it turned out to be \$1,575.76. So, we are over budget on that category. But, I believe...

Mr. Trascher asked, excuse me Chief Dockery, did you say the Assessor's Office?

Chief Dockery said, Assessor's Office Expense were paid each year for their furniture.

Mr. Trascher asked, the taxes?

Chief Dockery said, yes.

Mrs. Gallo said, I was going to ask the same thing, very good.

Mr. Swann asked, they charge the taxes even to the Fire Departments and stuff?

Chief Dockery said, yes.

Mr. Trascher said, they do businesses but, I think we are going to talk to them.

Mrs. Gallo said, so, we did not have financial statements last time. We did get notification, however, that the first of our deposits through taxes collected was hitting the account so, you can see that here on item 3010. So, we have collected 1.2 million dollars of those tax funds for this years budget just as an FYI.

Chief Dockery said, yes, we have. We have taken in 97.27% of ad velorem taxes as of February. We have taken in 100% of the Economic Development which is \$50,000 from Rooms To Go and \$50,000 from AWG, which gives us 1.3 million in the budget.

Chief Dockery continues, Training sticks out a little bit right now but that is not a re-occurring cost. The same as last year, the majority of the cost is for the trainers conference coming up.

Mr. Trascher asked, when you say coming up, you mean we prepaid the expenses?

Chief Dockery said, yes.

Mrs. Gallo said, Chief, I can't remember, when we did the budget, did we increase training slightly because of the new requirements that we have?

Chief Dockery said, I believe this year we stayed about the same. I want to say last year we

had a few extra...

Mrs. Gallo said, dollars in that account?

Chief Dockery said, yes. Right now I see that it is 33%, the majority of that is from the conference.

Mrs. Gallo said, ok.

Chief Dockery said, and the only other category sticking out would be number 93, Uniforms. This is not re-occurring expense. It's the first of the year whenever our personnel purchase new cloths for the year.

Chief Dockery said, I did get a email from Mr. Bobby at Moyle's. He asked that the fire department needs to write a check or Transfer \$12,250 from your Debt Service Fund Account to your Operating Account to reimburse it for the equipment lease payment in January. So, I will speak with Mrs. Gwen tomorrow or, I'm sorry, Mrs. Wynn tomorrow and get that transferred from the Debt Service back into the Operating Account.

Mr. Trascher said, can the Debt Services, a Restricted Fund, in other words for the lease payments that we set aside each year in the Debt Service Funds to make those payment. So, we actually made those payments from the General Operating Account and now we want to withdraw that and transfer it back in from the Restricted Account.

Chief Dockery said, yes. That's line item 98.

Mrs. Gallo said, and then I see on the February statement, we have received EMS income of \$11,571. I wanted to point that out to the Board.

Chief Dockery said, yes, that is just for February. That's from the 1st through the 28th.

Mrs. Gallo said, yep.

Mr. Trascher said, for a short month that's a good month.

Mrs. Gallo said, yes, good income.

Mr. Trascher said, it's promising.

Chief Dockery said, total for the year so far is \$23,551.24.

Mrs. Gallo said, thank you Chief.

Chief Dockery said, and that is the financial report.

Mrs. Blackwell said, ok, if that's it for the financial we will move to the Chief's Report.

Chief Dockery said, ok. For the month of February:

CHIEF'S REPORT - Chief Dockery

Incidents for February

EMS	79
MVA	6
GRASS/RUBBISH FIRE	6
GOOD INTENT/SERVICE	5
FALSE CALL/CANCEL	5
TOTAL	101

Chief Dockery said, yes, it was a very busy month for being a short month.

BOOZE, CRUISE, LOSE

Monday, the department participated with Slidell PD, Pearl River PD and the High School for the Booze, Cruise, You Lose program. I would like to thank the personnel that helped out. It went fairly well.

STATION 113 PROGRESS

I will give you a update on Station 113. We found out who owns the system over there which is H2O. We got on the phone with them and talked to them for a while and they would not give us any information being we were not a customer. So, we got the proper paper work and filled it out and we are now a customer of H2O. As of Friday, they came out to the site and put meters in. I am still going to have a discussion with the lady because I think there was some confusion. There should have been just one meter running both buildings but, there's two meters there right now. So, there's still some fine tuning to do with that but, we are making progress. We have an account set up with them, we have water to there. I emailed them yesterday to get paperwork to send to St. Tammany Parish to have them draw a permit for the sewer so we can get the electricity hooked up. So, it is a work in progress, it's starting to move forward, fortunately.

STRYKER REP. BLAIR MCCURDY

Chief Dockery said, my next one is, I have Ms. Blair McCurdy, from Stryker. I am going to

have her come up and speak about some equipment we are looking to purchase. Our stretcher that we have right now is a 2008 model. So, next year it will be 10 years old. We are looking, right now, to start to replace it and place the current one in reserve, on our reserve truck. This is something that is needed the same as the stair chair over there. I will have her explain. We have one just like it which is a big help for the personnel to get people out of houses. We only have one, we would like to have, move the one we have now into reserve and then we would have another one. That way if we have a back up. I will have Ms. Blair come up and speak.

Ms. McCurdy said, hi, everyone. I have packets for each of you just so you have the information I am going to go through. My name is Blair, like Chief Dockery said. I am the Stryker rep. The equipment you see over in the corner, those are the pieces of equipment that we are talking about. A powered stretcher and also a tracked stair chair. So, these are pieces of equipment that they are already using that is helping them every day in the field. The issue is that, like Chief said, the stretcher is going to be 10 years old. It is currently 9 years old and he only has one stair chair. So, we want to make sure that we have a spare for each of those pieces of equipment as well as new pieces of equipment that they can use on their front line truck. So, that's what we are trying to do. With this equipment, it has a 7 year service life. Both pieces do. So, you can see, if he has a 9 year old stretcher, we are already 2 years over that service life. So, their not a service that runs, you know, a ton of calls every year, but they are a service that's using this equipment in the field every day and we want to make sure it's working in it's best condition. So, you will see I have a brochure for the Power Pro and also a brochure for the Stair Pro. Just if you want to kind of, look through it. You do have the benefit of having the equipment right in front of you as well. I will kind of, demo the equipment for you in just a minute. But, you each have a case study too. It's a short case study and it just shows you the benefit of using this equipment. Less injury to your EMT's and Paramedic's. Less injury to your patients. Less workers comp claims due to injury. Less lost work days and modified work days due to injury. So, they really do pay for themselves. You each have a different one and they outline those same things in each of those case studies. These are real life scenarios from different services throughout the country. So, you can look at those really quickly as well. Then, the last piece of this packet are three quotes. One quote is a payment plan quote. What we can do to make things easier so you are not using all of your budget dollars on just this one purchase, is we can do a payment plan. It is, there is no interest involved in this purchase. Zero percent interest. It's just literally breaking your payments up over time. So, in order to purchase a brand new stretcher and a brand new stair chair, what we would do is we would lump those two together and give you 4 or 5 annual payments. Whatever you would rather. You see the total there at the bottom of each of those. You would be under budget either way doing it this way you would get both pieces of equipment that you need up front and at one time. Just so you can see them just broken out, you see the quote for the stretcher on it's own and the quote for the stair chair on it's own as well. So, it's all there for you. Are there any questions so far in regards to what I have gone through?

Mr. Swann said, I would think with this amount of money, it's something that has to be bid.

Chief Dockery said, it doesn't fall under bid law. It's anything under \$50,000.

Mr. Swann said, are they on State contract? No, that's not correct. Are they on State Contract?

Chief Dockery said, on State Bid Law.

Ms. McCurdy said, we can provide a sole source letter.

Chief Dockery said, yeah, sole source would do it.

Mr. Trascher said, or if it's a sole source, are you on the Louisiana State purchasing contract? Because, we can purchase from that contract. You sell to other State agencies or government agencies.

Ms. McCurdy said, we do. We do. I don't know exactly how that would work. We typically, this isn't a question that I get asked very often. But, I can find out. We do, of course, sell, yes, to other services that are Parish, City based. We have government accounts as well. So, I don't think that would be a problem. But, typically, when we provide a sole source letter, because these are two unique pieces of equipment, we can usually avoid the process in almost all instances.

Mr. Swann said, you have a State bid and it has everything listed. If you are on that, you can buy straight off of that without bidding of it. But, just because you sell to other agencies like that doesn't mean your on the State.

Ms. McCurdy said, ok.

Mr. Swann said, that would be something we need to know.

Ms. McCurdy said, we can find that out, absolutely. But, again, even if we are not, typically in other municipalities, if we can provide a sole source letter to you it's usually not an issue. If that is not the case here, we can provide specifications for a bid process.

Chief Dockery said, I just want to make it clear, I am not asking for a vote tonight. I just want to bring it to the attention so that we can look at it this month.

Mr. Trascher said, yes, it's something we definitely need to look at. I think it's a point that is well taken with the age of the equipment that we are in there and the safety aspect of it. I am sure there are some improvements on these that they didn't have 9 years ago or 8 years ago.

Ms. McCurdy said, there are.

Mr. Trascher said, that's what we need to look at, absolutely.

Ms. McCurdy said, seven year service life is not a Stryker rule. We are required by the FDA to put that service life on the equipment. It has a seven year service life which means that,

you know, it doesn't mean that your equipment isn't going to work past seven year but, it does mean that it hasn't been tested past that point. So, there's an increased liability. So, using that equipment in the field past that seven year service mark, does put the service at an increased liability if something were to happen on that stretcher or that stair chair. So, again, it's just another reason to start looking ahead and making sure we can get this done before the equipment is too old. Also, Stryker does have an annual price increase every year. It's October 1st. So, if we have any purchases that we know are kind of in the works, I always like to encourage customers to try to make sure that we can do that before that price increase. Just because it's in your best interest, it will save you some money. So, that's another thing that, just to keep in mind to be aware of.

Mrs. Gallo said, Chief Dockery, on our financial statement there is a budget for EMS equipment of \$15,000.

Chief Dockery said, yes.

Mrs. Gallo said, year to date that we haven't used anything of.

Chief Dockery said, yes.

Mrs. Gallo said, ok.

Ms. McCurdy said, just a quick second. I am going to show you, on the stretcher, some of the improvements that you were referring to. So, the power stretcher, a touch of the button it's going to lift and lower. That means that they are not having to do dead lifts from the ground. They are going to pick patients up and load them up. Instead of having to pick them up and put them on the stretcher and then, again lift the stretcher and the patient up all at one time and then load in the back of the ambulance. What this is doing is eliminating one of those major lifts. Once you get a patient on this cot, you are pressing a button rather than having to do it manually. They will tell you too. If they were going to pick up 150 pounders all day, it may not be that big of a deal. That's just not the cast. Patients are getting larger.

Mr. Trascher said, you looking at me when you say that.

Ms. McCurdy said, No, no.

Mr. Trascher said, sorry.

Ms. McCurdy said, it's just the nature, they can tell you. It's just the nature of what they do every single day. Their not picking up average size patients all the time. They are picking up larger and larger patients and so, it makes this even more of a necessity. It's way, way cheaper and way more cost effective to go ahead and purchase this piece of equipment than them having an injury and it costing a whole lot more. So, this is definitely a lower cost of ownership for you. And then, with the stair chair, well let me finish this really quick. You will see these side rails, XPS wings, and again, the same thing, patients are getting larger. So, what these do is they give you a opportunity to have a larger cot, to make the cot wider. So

you have 7 different locking positions.

Mr. Trascher said, there you go, looking at me again.

Ms. McCurdy said, I wasn't looking at you. But, with this, it eliminates the need for a bariatric cot or an additional piece of equipment. So, what this does is give your cot more versatility. It's kind of a two in one. So, we would absolutely build your cot with these on there to make it again, more cost effective. With this cot you have an X frame. It's going to last a whole lot longer, that's why the cot you have has lasted 9 years. And then, we also have a couple of other features, too. This is called knee gap. What it will do is latch for you. We also have something called steer lock, which increases the safety of the cot. There are a lot of different options that were not available 9 years ago. So, and this cot will, of course, come with at 2 year warranty so that, anything, parts, labor, travel related is going to be covered for that 2 years, ok.

Ms. McCurdy continued, then, with the stair chair, this is a track system. So, with this track, when they go to take someone out of the home or down stairs in a home in a building, it doesn't necessarily have to be a residence. Anytime they are having to take a patient down the stairs to get them out and to get them loaded up into the back of the ambulance, they need this chair. What this chair does is it grips the staircase so that all they have to do is lift this, they load the patient on and push this down and use the tread on the stairs to push the patient down. Instead of, again, pick the patient up carry them down in their arms, they are able to strap the down in this chair and its so much safer for the patient and so much safer for them.

Mr. Trascher said, so I guess the track covers two stairs so, like a hand truck.

Ms. McCurdy said, right, it's so much easier even with a 600, I'm sorry, a 500lb patient on this chair doesn't feel like 500lbs. Not you. It doesn't feel like 500lbs.

Mrs. Gallo said, don't start looking at me.

Ms. McCurdy said, no, I am just telling you what it is capable of. It's not going to feel like 500lbs. So, again, two very important pieces of equipment that they are using day in and day out. Any questions about how this works or...

Mr. Trascher said, what about service afterwards? You said a 2 year warranty.

Ms. McCurdy said, correct. Both of these are going to come with a warranty. But, beyond that warranty period, what we would do once we get to that point is just, extend the warranty with a service contract. So, we would have our own service tech to continue to come out and service the equipment, do a once a year preventative maintenance on both pieces of equipment to keep it working as long as possible. So, yes, we would add that on at that point.

Mr. Trascher asked, and about how much does that run, do you know?

Ms. McCurdy said, it's about, for the cot it's under \$1,000 a year. For the stair chair, it's way less, it's more like \$200 a year. But, we can also do it to where it covers all your batteries. Anytime you need a battery or charger replaced, it would all be covered under the contract. When those things need to be replaced. So, it would be all inclusive.

Mrs. Gallo said, so, I see this is a dollar buy out lease. So, at the end of the term we have the \$1 buy out or in the event that the department wants to continue with a new unit at that point, we have the option to turn it back over to you and start a new lease at that point.

Ms. McCurdy said, well, with the \$1 buy out, you would own that equipment at the end of the term. But, we can also offer a fair market value lease, will work exactly like you just mentioned. Where, at the end of the term, you can chose to just get another batch of equipment, turn what you have in and get a new piece of equipment and start another lease or purchase it for the fair market value price. So, that's not what you have in front of you but the pricing would be exactly the same, it would just be a different set of paperwork. We can do it either way.

Mrs. Gallo said, ok...

Mr. Trascher said, it's, this price would be a purchase price.

Ms. McCurdy said, right.

Mrs. Gallo said, it's a lease with a \$1 buy out at the end.

Ms. McCurdy said, but you own the equipment at the end.

Mr. Trascher said, no, the one that we were given is a buy out? I'm sorry, I ...

Ms. McCurdy said, the one that you have in front of you, so that is, you actually have three different quotes.

Mrs. Blackwell said, this is the financial, where the two are combined.

Mr. Trascher said, we have the one that has the price. I guess, it's the cost of the equipment?

Ms. McCurdy said, right.

Mr. Trascher said, and the last one is four payments or five payments, right?

Ms. McCurdy said, right.

Mrs. Gallo said, it's a dollar buy out lease option.

Ms. McCurdy said, correct.

Mr. Trascher said, so if we paid the \$16,000...

Mrs. Gallo said, then we would own it as a purchase.

Mr. Trascher said, outright.

Mrs. Gallo said, yes or we could do \$5,000 a year for four years or \$4,000 a year for five years or...

Ms. McCurdy said, correct.

Mrs. Gallo said, or...

Ms. McCurdy said, but, all the options in front of you at the end of it, you would own the equipment. You can either, those other two quotes show individual pricing for the stretcher and the stair chair are just showing you that finance proposal broken out. So, if you were to buy this individually, you have a quote for that. If you were to buy this individually, you have a quote for that. The final quote is if you were to purchase them together with a payment plan. But, yeah, at the end of that payment plan, you would own the equipment.

Mrs. Gallo said, if the department did want to look at a fair market value, you would set a residual at the end?

Ms. McCurdy said, yes, yes, we would let you know at that point what the fair market value is of that equipment and you can choose to purchase it at that point and own it or you can just choose to turn it in. You can also choose to extend the lease. You will have all three of those options at the end of that.

Mrs. Gallo said, ok.

Ms. McCurdy said, yep, any other questions?

Mr. Trascher said, that takes care of me.

Ms. McCurdy said, ok.

Mrs. Gallo said, alright, thank you very much, we appreciate it.

Mr. Trascher said, we appreciate it,

Chief Dockery said, I just got some info on the public bid law. It is \$30,000. Anything under \$30,000 does not need a public bid law.

Mrs. Gallo said, that's what I thought.

Mr. Trascher said, that's sounds high.

Mr. Swann said, I don't think that's correct.

Mrs. Gallo said, I do.

Chief Dockery said, that's, we just bought the turn out gear last year and it come out to \$29,000. We didn't need public bid for that. That's why it stayed at \$29,000.

Mr. Swann said, do you need three quotes?

Chief Dockery said, if she is sole provider, no.

Mr. Swann said, I'm telling you right now, I got trouble with sole provider trying to buy stuff for the city. I mean, it's not easy to pass something just as a sole provider.

Chief Dockery said, yeah, by all means, I am not, like I said, I am not looking to buy it tonight. Ms. Blair said by October will be a price increase. So, we do have time, I just wanted to bring it to the Boards attention on this.

Mr. Trascher said, I know the Parish is...

Mr. Swann said, I'm telling you I have a problem with that.

Mr. Trascher said, not \$30,000 without any bids.

Mrs. Gallo said, I have a copy of it at my office Chief Dockery. So, I'll make myself a note Friday to send it out..

Chief Dockery said, I want to say I have a copy of it in my office but, yeah, if you have additional...

Mrs. Gallo said, I do.

Mr. Trascher said, cool.

Mrs. Gallo said, just to confirm and have us all feel comfortable.

Chief Dockery said, yes, by all means. If I need to get bids from other companies, I can.

Mrs. Gallo said, Gene, that might help you.

Mr. Swann said, what?

Mrs. Gallo said, having a copy might help you.

Mr. Swann said, I can tell you, they are pretty strict on that.

Mr. Trascher said, I know the Parish kicked us out. Anything over \$5,000 you have to have bids. Now, I am not sure if that's a Parish regulations or...

Chief Dockery said, the last bit I have on mine was the Louisiana Compliance Questionnaire.

QUESTIONNAIRE FOR AUDIT – Jack Dockery

Chief Dockery said, that's the questionnaire I sent out in email yesterday, maybe.

Mrs. Gallo said, that's sounds...

Chief Dockery said, I am not sure if everyone had a chance to look at it. It's basically the exact questionnaire that was proposed last year. Nothing has changed on it other than the date. So, I would like y'all to look over it for next meeting. Maybe we can get some signatures on it.

Mrs. Blackwell asked, we got time for it to hold until next meeting?

Chief Dockery said, well, he is coming by tomorrow to start the audit and he said he still has some other paper work, so, I do believe this can wait til next meeting.

Mrs. Blackwell said, ok.

Mr. Trascher said, I do believe it was the Treasure, Secretary and Chairman that needed to sign it.

Chief Dockery said, Secretary, Treasurer and President, yes.

Mrs. Gallo said, I can get mine too, Friday and I can copy our auditors on the email, scan it...

Mrs. Blackwell said, it has to all be signed on one sheet.

Chief Dockery said, yes, all on one sheet.

Mrs. Gallo said, oh, ok.

Mrs. Blackwell said, so we will just do it next, Don is not here.

Mr. Swann asked, are you going to be here next meeting?

Mrs. Gallo said, yes. I will not be here in May.(inaudible) 26:50

Chief Dockery said, that's all I had.

Mrs. Blackwell said, thanks Chief Dockery.

Mrs. Gallo said, thank you Chief.

Mrs. Blackwell asked, anything else from the Chief's Report? No? We will move to Revision of Bylaws.

Mrs. Gallo said, I would like to ask if I could go over, I know it would be out of order for us, with the New Business because Don isn't here just yet.

Mrs. Blackwell said, we have had so many about that, I mean, I have had to call, he has called me out on doing it in order two or three times. So, we are going to continue to do it in order as written.

Mrs. Gallo said, I don't have anything from him. I know that he made the adjustments you all emailed him.

Mr. Trascher said, he didn't make all of themselves

Mr. Swann said, no he didn't.

Mr. Trascher said, he did make some of them. He made some changes and I have some problems without, with the other changes and I know he wanted to discuss it.

Mrs. Gallo said, ok, I thought they were all made.

Mr. Trascher said, I know he did make some changes and I printed both copies.

Mrs. Gallo said, ok.

Mr. Trascher said, in all fairness, if...

Mrs. Blackwell said, we can table it until next month.

Mr. Trascher said, we can table it or if you, I mean, that's one of the things Mr. Swann, with Robert's Rule, we have to be a little flexible. We could move to open the agenda, switch it around and put it til later or we can table it until next month because, I applaud his efforts. I just have some problems.

Mrs. Gallo said, ok, I haven't seen the revision yet, so I don't know.

Mr. Trascher said, he did email the revision.

Mrs. Gallo said, ok, I hadn't seen that. When did that come out?

Mr. Trascher said, March 7th. But, I will leave that to your pleasure. If you so wish to move to change the agenda or if you would like to...

Mrs. Gallo said, yeah, I would like to do that and give us the opportunity to discuss it if he gets here, if he is able to get here in time. Otherwise, I'll leave it up to our President.

Mr. Trascher said, well, did you make a motion to open the agenda to move up Meet With the New Auditor's by Mrs. Gallo?

Mrs. Gallo said, yes.

Mr. Trascher said, if you make that motion, I will second it.

Mrs. Gallo said, sure, yep, please.

Mrs. Blackwell asked, Mrs. Jackelyn, how do you vote?

Mrs. Gallo said, yes.

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

Mr. Swann said, yes.

Mrs. Blackwell asked, Mr. Trascher?

Mr. Trascher said, yes.

Mrs. Gallo said, thank you.

Mrs. Blackwell said, ok, New Business. Meet With New Auditors.

NEW BUSINESSES

MEET WITH NEW AUDITORS - Mrs. Jackelyn Gallo

Mrs. Gallo said, yeah, so, the auditors gave me a call. I guess I was the lucky duck that got to meet with them as the Treasurer. We sat down, we had a conversation and I just wanted to share with you guys a little bit of information that they shared with me from some preliminary discussions and some preliminary meetings that they had with Chief Leos and Chief Dockery as they have been getting documents ready for the official start of the audit, which, Chief Dockery said, starts tomorrow.

Chief Dockery said, yes.

Mrs. Gallo said, ok, so when I met with our new auditors, some of the things that they told me, I would like to share with you. One, of the things that they read in our minutes is not having

financial statements on time for our meetings. We had a couple months that we didn't have financial statements. Today we did not have financial statements from Jeff Moyle's office so I called first thing this morning and spoke with the receptionist and asked please give us those before tonight's meeting and they did. Thank goodness they got them over to Chief Dockery. So, that's something we need to be sensitive to, is that we make sure we are able to get those. I can see that there are some months that the bank statements don't come but, at the minimum...

Mr. Trascher said, that should be an exception, not the rule.

Mrs. Gallo said, that should be an exception to the rule. Our typical meetings are beyond the 10th of the month. Sometimes it goes into the 14th even of the month. So, just and FYI, I wanted to share this information with you guys. The second thing that they brought up, we had made some progress from last year. Debit cards. So, the reconciliation process of accounting receipts to the debit card statements. As I shared with you all in prior meetings, when I go sign checks with Chief Dockery, I have on occasion done a surprise review, if you will, of those. Hey Chief, let me see your bank statements and your debit card items. The issue there is that I have not signed off and signed and dated and time stamped when I have done that. So, I was not able to recite to our auditors on what months I have done that or what times or dates I have done that. So, moving forward, that is something that I will do, is when I do review those debit card statements and the policy that we put in place, Chief Dockery is reconciling the receipts to the statements for both of our department debit cards which are owned by him and Chief Leos. But, it's not protecting Chief Dockery, is the issue.

Mr. Trascher said, well, when we talked about it before, with the debit card reconciliation, I think a good procedure to have in place would be that they would review the other purchases and sign off and approve it and the second signature on the check should actually have the debit cards and the receipts and sign off on it monthly. It should be more of a ritual, if you will, every month when those are approved.

Mrs. Gallo said, yes.

Mr. Trascher said, so, that way you got two approvals on those purchases and for the reconciliation.

Mrs. Gallo said, yeah, and we need to make sure that we are recording those reconciliations. So, that's an FYI for you all, that I will start doing on a monthly bases, again, to protect the department as well as to protect Chief Dockery.

Mr. Trascher said, absolutely, and we all should know, in the event that you are unable and somebody else had to go sign those checks, that, don't sign it until you look at the debit reconciliations.

Mrs. Gallo said, debit card has nothing to do with signing the check.

Mr. Trascher said, well, what I mean is that you look at those reconciliations if you sign checks.

That's the best time to do it.

Mrs. Gallo said, okay.

Mr. Trascher said, do you see what I mean? That would be the time to do it and if you don't sign it until you get it.

Mrs. Gallo said, right.

Mr. Trascher said, it's going to be a, kind of, self policing thing.

Mrs. Gallo said, yep. So that needs to happen monthly and we've instituted that. I've already had the discussion with Chief Dockery about doing that so, that's going to take care of that.

Mrs. Gallo continued, the other thing we talked about my start on the Board and, again, I said I was the guinea pig on this because I am the Treasurer. So, I started on the Board in April at the end of the month. I did share publicly on one of the previous months meetings that I did not take the annual online, the compliance training that we have to take for this Board. The Ethics training.

Mrs. Blackwell said, Ethics?

Mr. Trascher said, Ethics, ok.

Mrs. Gallo said, the Ethics. So that is going to be sited in our audit that we had at least one Board member that did not take the annual Ethic's training so, I wanted to give you guys a heads up on that.

The final thing is, we talked about bylaws. We talked about the fact that we do have bylaws that we accepted. I couldn't remember the date, November or December, but it was at the end of the year last year, and we are going through the process of some updates and revisions now. They were very happy to hear about that. Because of the citation of not completing the ethics training, they extremely, highly recommended that we do include training requirements and training options in our bylaws. So, just as an FYI, I said well that's good to know because we have had some discussions amongst ourselves, whether or not that is something we need to have in our bylaws. They said we absolutely should.

Mr. Trascher said, the ethics requirement, I agree with that. That is not a bad thing to have in there. It is in the manual.

Mrs. Gallo said, yep, it is.

Mr. Trascher said, so, if you come on the Board and you are given a copy of the manual, you have that information. It's an annual requirement.

Mrs. Gallo said, yep.

Mr. Trascher said, but I think that is in our bylaws.

Mrs. Gallo said, it is in the new, your right.

Mr. Trascher said, there is one set that I think needs to come out.

Mrs. Gallo said, yeah.

Mr. Trascher said, that is the only training that we have to complete annually. It's a necessity.

Mrs. Gallo said, right.

Mr. Trascher said, and you can be personally fined for not completing that.

Mrs. Gallo said, well, hopefully, I don't see any fines on it.

Mr. Trascher said, I don't think you will. It's easier to ask for forgiveness than permission.

Mrs. Gallo said, yeah.

Mr. Swann asked, did they send you a letter yet?

Mrs. Gallo said, no, I did this years.

Mrs. Blackwell said, I am talking about ethics.

Mr. Trascher said, yeah.

Mrs. Blackwell said, that 4.1 letter that we got, the financial things.

Mr. Trascher said, well there are two things that you got to do. First you got to sit on the computer for an hour for the Ethics Training and you also have to do the income disclosure.

Mrs. Blackwell said, the income disclosure, they will fine you \$1,500 if you don't turn it in.

Mr. Swann said, that's what Don and I got hit on was the income disclosure.

Mrs. Blackwell said, yes, I got hit on it too last year.

Mrs. Gallo said, I have not done an income.

Mrs. Blackwell said, Georgette, do you still have those packets?

(Georgette nodded affirmative.)

Mr. Swann said, I will be surprised if you don't receive one.

Mr. Trascher said, you have to go to the Louisiana Legislative Auditor.

Mr. Trascher said, that might be what they were talking about.

Mrs. Gallo said, no, they were talking about the Ethics Training.

Mr. Trascher said, because, you go to Louisiana Legislative Auditor and I think we are tier 2.1.

Mrs. Blackwell said, yes, 2.1 and I think it has to be turned in by May, the end of May. May 15th or May 31st, one or the other.

Mrs. Gallo said, I will get it done.

Mrs. Blackwell said, if not, you will be...

Mrs. Gallo asked, and what is it called?

Mrs. Blackwell said, send it certified mail.

Mr. Trascher said, you don't have to certify, you just...

Mrs. Gallo said, it's financial disclosure?

Mrs. Blackwell said, financial disclosure.

Mr. Trascher said, yes, financial disclosure.

Mr. Swann said, you will get a letter from the state if you don't turn it in.

Mrs. Blackwell said, Georgette has a copy Jackelyn. She will get you one before you leave.

Mrs. Gallo said, okay. Again, they highly suggested that we include these things in our bylaws so, that people like me, don't over look them. I did look through the Boards and Commissions when I started and I am sure that I read over and said, mental note, I need to do that and I didn't complete it. So, I know that's something that we are going to see a, at least cited, somewhere in our audit. So, I wanted to give you all an update on that. Of course, like any other audit, I go through many, many audits at the bank. We never hear about what we are doing well. We always hear about deficiencies or improvements needed. So, that was the four things that I recall as stand out items that our auditor wanted to share with me that, in initial conversations, they know that we need make sure we are up to date on those four things. So, that's not too bad a start.

Mr. Trascher said, no, if that's the only deficiencies that we come up with, that's a clean audit.

Mrs. Gallo said, and some of them are inter related. I think we are going to see much better progress in end results with some of the policies and procedures that have been put into place over the course of the last year through some good discussions between Chief Dockery, Chief Leos and the Board. So, thank you all for that. I just wanted to share that.

Mr. Trascher said, Mr. Thanars has arrived.

Mrs. Blackwell said, Mr. Thanars, you can join us up here. Thank you for coming.

Mr. Thanars said, good evening.

Mrs. Blackwell said, good evening. Let the record know that Mr. Thanars showed in late.

Mrs. Gallo said, and that is all that I have.

Mrs. Blackwell said, okay, thank you Mrs. Jackelyn.

Mrs. Gallo said, your welcome.

Mrs. Blackwell said, Mr. Thanars, just so you will know, we saved the Bylaws for you. We opened the agenda and we moved the items around.

Mr. Thanars said, okay.

Mrs. Gallo said, your welcome.

Mr. Thanars said, thank you very much.

Mrs. Blackwell said, you walked in the door and your up next with the bylaws.

Mr. Thanars said, ok.

OLD BUSINESS

BYLAWS – Mr. Don Thanars

Mr. Thanars said, again, good evening everybody. I apologize for being late. The second iteration of the revised bylaws that I sent out, there were no additional changes. The two appreciate, Floyd and Gene, providing there input. I made most of the changes that they provided to me. The two areas that I didn't change, just for the record, was concerning training. That's as is because the training items in terms of millage, there's formal training available through the Parish. They have a class that's coming up this month. The other areas of training are State mandated type training that was just in there. The Ethics training. I might add, I completed that today and although they said that it takes about an hour. It's about as fast as the system will run it. It took me about two hours to get through it and it's

painful. More painful than it was last year. The video just ran very choppy and slow. But in any case, those training items that were in there are just required training so, I just kind of, left that. The one area that really kind of, talks about the governing power for the Board was a lot of legalities. I kind of, started to tackle it and it got to be a bit much for me and I just figured let the attorneys, when they look at it, if they think the language needs to be adjusted then they will probably adjust it at that time. With that, I didn't get any other comments recommending changes, not unless there are other questions concerning the Bylaw Revisions, those are ready, I think, for the legal review.

Mr. Swann said, I don't think that the millage training is a mandatory training. You know, it's one provided if we want it but, it's not a mandatory training.

Mr. Thanars said, the intent was, not so much as a mandatory training. Its' training. Again, each Board operates differently. You are going to have different levels of experience that's going to come from each Board member. Millage, and I will just use myself, I am not from, every place I've been from across the country, I have never...they have function a lot differently. You pay your taxes and everything else is done. So, it's not done this way. It's kind of unique and I think it will be value for a Board member with not experience, to get exposed and get some kind of formal training as far as the millage's, what's the millage process because you are effecting peoples pocket book and you need to, the Board members need to understand that. If I go back to the that was provided by the Parish, they said we needed to include training. So, what I felt was is, here's all of the areas of training that would be useful in a Board member and those were the items that were indicated that I actually put in there. I mean, if...

Mrs. Blackwell asked, do we know that this training is going to be available from year to year, for the millage?

Mrs. Gallo said, it is available annually. The gentleman at the millage office told me that.

Mrs. Blackwell said, okay. Mr. Trascher?

Mr. Trascher said, I would like to say that I appreciate the work that was in there but I can't support it without these three changes. The millage is one of them because the way it's written in the bylaws is that...

Mrs. Gallo said, can I see your copy. I didn't get the email from you the March 7th email. I don't know why.

Mr. Swann said, did you bring copies you can pass out to all of us?

Mr. Thanars said, I didn't bring any copies, just what I sent, so...

Mr. Trascher said, you have to complete it within six months of your appointment to the Board. That is an unreasonable request. The training that is being provided is not formal training. It is a workshop. It is informational purposes from the Assessor's Office and the Louisiana

Legislative Auditor's office. It is not something that's scheduled every year but they are going to try and do it. It is not formal training.

Mr. Trascher continued, the second thing that I would like to, that I have a problem with, is the attachments that we have. You have the attachments, the attachments are listed on there and I think they didn't change. I have the other copy here. The St. Tammany Parish Manual for Boards and Commissions, you have job descriptions and responsibilities for the Board recorder and you also have job descriptions and responsibilities for accounting. We have other professional service contracts that are not included here. I don't think that a professional contract, because it could change monthly or anything, should be included in attachments to our Bylaws.

Mr. Trascher continued, and the third thing is, at the call of a meeting. I think, at the minimum, it should be a quorum of members to necessitate a special meeting which would be 3, not 2. With those changes, I think that the Bylaws are very well written.

Mrs. Gallo said, so, if I could make a recommendation, and this might be very simple. To simply state, where it says that each member should also receive some formal training on the millage process within the first six months of appointment. If we could just bullet point the Ethics Training, mandated by state law annually. Financial Disclosure mandated by state law annually, which I need to complete mine, and Millage Workshop highly recommended, offered annually by Parish Government.

Mr. Trascher said, if offered.

Mr. Thanars said, I mean, we can get so far in the weeds on all of this is that, I think the point of this is that, the training is needed...

Mrs. Gallo said, is there and available.

Mr. Thanars said, I think if you made a phone call, I say you, anyone of us or the Board Chair, could make a phone call if we wanted to do the training and somebody could, like you set up a meeting. They probably would be willing to provide that training to whom ever would need it.

Mrs. Gallo said, it was offered.

Mr. Thanars said, I think that the intent is that we get the training that is necessary so that we can have a full, effective Board. That's the intent. So, I would say if we focus on what the intent was and not necessarily getting that deep into it, I think we can get the training. To me, formal training. Be it a workshop, is formal training. It's being provided by the Parish, it's in a formal setting. It's formal training. I mean, we could argue til we pass out.

Mr. Trascher said, not me. I said what I think, that's it.

Mr. Thanars said, the intent was, that it's training. That's all. That's the intent, is training.

Mr. Swann said, I think what she said will fly but, I don't think me or Floyd are going to support the other.

Mr. Trascher said, when it comes to the millage training you could put that, I would, I could support something that a Board member should attempt to familiarize themselves or familiarize themselves with millage's and how they are collected and disbursed. But, when you say formal training and you put a requirement that you have to do it in 6 months, I can't support it. There's no certification, there's nothing that says... it's an informational thing. It's so that you understand how it works. I have no problem with doing the training. I do have a problem with putting it as a requirement in the Bylaws.

Mr. Thanars said, ok.

Mr. Trascher said, that's just the way I feel.

Mrs. Gallo said, it's a simple adjustment.

Mr. Thanars said, that's true but, I mean, even in state, they impose by dates, suspense dates. You have to do something by a certain time. I think the importance of that, again, its accountability if we do that. You stand by a certain time, we need to do that. People need to get it done because I need to do that. You know, we don't go to the state and say its unreasonable. They don't care. They just saying you need to get it done by May 15th, you got to get your disclosure statement. I am just saying 6 months, that's not unreasonable for a new Board member within 6 months of appointment, making some training that exposes them and get them kind of spun up into and at least more familiar. You can read it yourself, it doesn't mean you are going to gain a full understanding. We just went through and here is an example. You guys have got a lot of experience doing this. We just went through this millage and we had to do what, 4 iterations of it to try to get it right before we got it right. That highlights that we fully don't understand it. So, if you take somebody who is completely unfamiliar with this process and you think that they are going to read it and they are going to understand it, that's, doesn't make any sense. So, my intent was by saying in six months, because we're going to be affecting and making policies and making decisions that are going to impact the millage. We have other ones that we just talked about that's coming. This would help somebody unfamiliar with this whole process, gain some familiarity with it. The second part of this is just a byproduct of going through the training. There are going to be people to provide training so one, you can get people whom you can contact when have other additional questions. You know, you build this kind of, data base. You build some context that you can refer to. There's going to be other folks there that may have a lot of experience that you can tap into when we have questions that would help us in the future. That's the value of going through the training and so again, if we focus on what the intent was and I think the Parish was saying is that we need to address the areas. Again, the Boards are all different. Some Boards say they don't care about it and some Boards might say, I just think it's important that we talk about and we impose that, at least in our Bylaws, some training that is going to be valuable before our particular Board.

Mr. Swann said, only thing to do is vote on it. One other problem that I had to was, I don't really see anything that is not an excused absence. What is not an excused absence? You came late tonight, is that an excused absence? I mean, if I got to work or I'm sick. I don't know of anything that isn't an excused absence. I'm reading the thing and I don't know anything that isn't an excused absence.

Mr. Thanars said, you asking me or are you asking...

Mr. Swann said, I'm asking you because you are addressing it when we have it in the Bylaws. I don't know of any...

Mrs. Gallo said, that came directly from our prior Bylaws.

Mr. Swann said, I understand that. It wasn't, we didn't have it in the prior Bylaws that if you missed 3 meetings you were out. This is something that we put in, correct? On this one?

Mrs. Gallo said, no it was in the prior.

Mr. Trascher said, to the best of my knowledge, there is something in there about missing 3 consecutive meetings.

Mr. Swann said, ok, but, what is a not excused absence?

Mr. Thanars said, I guess if you wouldn't notify, in cases that you wouldn't notify the Chair that you were going to be absent and you just failed to show up, that would be an unexcused absence.

Mr. Trascher said, we did have a discussion on this before when we went through it and I think at one point there was a mandatory 24 hour notice in order to be, you had to let the Chair know 24 hours before the meeting because I did raise the objection on that. I mean, there could be circumstances where you may not have 24 hours. It could have been this evening, the same thing.

Mr. Swann said, right, the last one that I missed, I didn't have 24 hours when I called you.

Mr. Trascher said, right, you didn't have 24 hours notice. I think it was changed at that point to as soon as practical.

Mr. Thanars said, I think the intent, again I am going back to your question. If somebody was to miss, we have three meetings, just you don't know.

Mr. Trascher said, you don't hear from them.

Mr. Thanars said, then I hear. Then I hear so they do that and they kind of, just come and go.

Mrs. Gallo said, somewhat considered abandonment.

Mr. Thanars said, yeah, and they come and go kind of on their own. Then at some point as a Board Chair and a Board member you are going to have an effective Board, they need to be here because there's historical information they need to be familiar with. At some point, then, as a Board, that's a recommendation that you can make because they've missed, failed to notify, they have missed these series of meetings. At some point, they are not really an effective member of the Board and then you can petition to the appointing authority to have that member basically replaced.

Mr. Trascher said, make them aware that their member is not attending and they will take them out. That's up to the appointing authority.

Mr. Thanars said, that's what the other language talks to. It's really a process that we go through and we make this recommendation to the appointing authority for these reasons. The person should be notified because, I don't know for what ever reason, if they don't want to be a part, then they just don't want to be a part. That could be the case or it could be the case they have some other issues but, at some point, I think the decision has to be made if that person is going to remain on the Board to be an effective member or they going to be replaced. That will be up to the appointing authority.

Gs said, I just thought it was very liberal. I didn't see many reasons why you wouldn't have an excused absence. I mean, it don't take much effort to get an excused absence the way it is.

Mrs. Gallo said, I'm on many Boards that we have members who, unfortunately, don't show up for 4 or 5 meetings in a row.

Gs said, they don't call, don't do nothing...

Mrs. Gallo said, no call, no show, no nothing and then show up at a meeting.

Mr. Trascher said, it cripples the Board.

Mrs. Gallo said, it very much does, it cripples the Board.

Mr. Trascher said, because if you don't have a quorum, you can't conduct business.

Mrs. Gallo said, there's often a quorum but what it does is causes a big disconnect with the knowledge of what's going on with that Board and proceeding and moving forward on items. So, when that person returns, it's very disruptive to everyone who's already been there.

Mr. Trascher said, yeah, to bring them up to speed.

Mr. Thanars said, you have to spend a lot of time doing that.

Mr. Trascher said, that was the only three things that I got. I mean, I can't support it in it's current form.

Mrs. Gallo said, so, I don't know if I need to make a motion on this or not, but I would like to suggest that we make, that we review those three adjustments since this revision was sent out and bring it back to our next meeting with that and we can communicate via email with what those adjustments were.

Mr. Thanars asked, it was millage and what?

Mr. Trascher said, it was the... excuse me, let me get back to where I was.

Mrs. Gallo said, here is your copy.

Mr. Trascher said, the attachments...

Mrs. Blackwell said, the attachments was one.

Mr. Trascher said, the attachments, remove the attachments because the attachments are professional service contracts. If we are going to do one, then we need to do all.

Mr. Thanars said, let me ask you and I covered this at the last meeting. What I said was, in reviewing the Parish's manual, they talked about, basically, if you had employees and things. What I said was we could go and list job description and then can do something like that. They talked about that. I said, in lieu of that, if we put a copy of their contract which kind of, details what their job description is. That's why I had that.

Mr. Trascher said, we have no employees. Just like, for example, Jeff Moyle is a professional service contractor and he is not listed on here. So, there's too many...

Mr. Thanars said, as the accountant.

Mr. Trascher said yeah, right. There's too many of them. We shouldn't discriminate and single out one or two and put them in. We really shouldn't have those, it's an administrative function.

Mr. Thanars said, I would have listed 10 if I was familiar with 10. I am only familiar with Georgette and the...

Mr. Trascher said, the three, those two.

Mr. Thanars said, right. With those. Those are the only ones I am familiar with.

Mr. Trascher said, the manual is an excellent attachment to the Bylaws because it can be a cross reference to information. But, the professional service contracts, it's an administrative function of this department and all Board members and anybody, any public citizen can look

at those as a public record request and review them and we certainly have that option.

Mr. Thanars said, as I said, the reason I listed them that way...

Mr. Trascher said, are we listing the jobs?

Mr. Thanars said, no, I am trying to just get you to understand what I was doing.

Mr. Swann said, I think everybody understands it, we just didn't agree with it.

Mr. Thanars said, do you want, I mean, I guess I can change where I was going with this. Do you want or would you prefer... we do have employees.

Mr. Trascher said, no, the Board does not have employees, the department does. The only employee we have is the Chief. We hire the Chief and the Chief runs this department. He is the administration. So, in Civil Service has a job description and everything else. I don't think we need to list that as an attachment to our Bylaws. Nor do we need to list any professional service contracts that the department has. That's just my opinion.

Mr. Thanars said, and what was the third one?

Mr. Trascher said, ok, wait. I think we need to delete the formal training on the millage. The two training's that we talked about that are mandatory...

Mrs. Gallo said, the Financial Disclosure and Ethic Training should be.

Mr. Trascher continued, the Financial Disclosure and the Ethics definitely because you can be, it's formal training because you are certified with each of them. The Legislative Auditor does them and you are...

Mrs. Gallo said, (inaudible) personally liable.

Mr. Trascher said, and you can be held personally liable. Absolutely, those should be included in there but not the other one and the requirement to call a special meeting. I think we should have three commissioners which would be a quorum of the Board and not just two.

Mr. Thanars asked, is that what I had?

Mr. Swann said, yes.

Mr. Trascher said, you had just two and I think if we had three commissioner's...

Mr. Thanars said, I changed it to three.

Mr. Trascher said, no sir, here it is here and this is the revision that I had.

Mr. Thanars asked, is that revision 2?

Mr. Trascher said, revision, well I don't know. I only got one revision.

Mr. Thanars said, no, no, the one that is the second one.

Mr. Trascher said, I only received one.

Mr. Thanars said, with the watermark in it. It says revision 2.

Mr. Trascher said, let me see.

Mr. Thanars said, ok, I got it but I thought I changed that in revision 2 that I sent out.

Mrs. Gallo said, would you check my email address because I didn't get any of these.

Mr. Thanars said, ok. Alright.

Mr. Swann said, would it be a pain in the ass if you sent it one more time?

Mr. Thanars said, oh no, I will do it.

Mrs. Gallo said, with these adjustments.

Mr. Thanars said, and I am going to send it separately. I am going to send it as a stand alone email and I will send it with those.

Mr. Trascher said, it came through as an attachment. I looked at revision 2 and I didn't see it on there because as I reviewed, I kept the original email and as I reviewed it I checked off the things that were changed and the ones that weren't.

Mr. Thanars said, ok.

Mr. Trascher said, but, those were the things. Don, I applaud your efforts on this. I think the intent was good. I think that you really attempted to capture everything we needed to do.

Mrs. Gallo said, and it does cover (inaudible).

Mr. Trascher said, it was a little more complicated than I would like to see. The other change that you didn't make is Robert's Rules of Order and if I may just speak on that for just a minute. You are correct. That is the only published manual. However, a lot of Boards and Commissions operate on a bridged or amended form. St. Tammany Parish Zoning Commission does and what they've done is, there are sections of Robert's Rules that's are not necessarily public friendly or may be cordial between the members and they vote to, the Board actually votes to amend it to suit their needs and that's what I was attempting to put in. But, you are correct, that's the only published manual is Robert's Rule of Order. So, it would

be in our best interest to adopt that and if we find in the future, like for example, like the Zoning Commission did, to slightly amend it, to tweak it or do something, we would have that capability in the Bylaws.

Mr. Swann said, just some flexibility.

Mrs. Gallo said, for instance, tonight. I requested to move New Business in front of Old Business and they had to school me on how to go about going to do that.

Mr. Trascher said, to move the agenda around you got to open the agenda, switch it around...

Mrs. Blackwell said, I told her because you brought me out on it too many times.

Mr. Trascher said, it was either that or table the Bylaws but we weren't getting anywhere like that.

Mrs. Blackwell said, so we did open the agenda properly and moved it around just so you can have it tonight.

Mr. Thanars said, ok.

Mr. Trascher said, but, with those changes, I do applaud the efforts, I mean...

Mrs. Gallo said, they look great.

Mr. Thanars said, ok, so those are simple enough. I can get those done pretty quickly and get those out. I am going to send it out as a stand alone email to everybody. So, you look at that and the water mark will say Revision 3.

Mrs. Blackwell said, ok.

Mr. Trascher said, ok, and just let me say one other thing. Can we just throw the old ones out and adopt these? I think it will be a lot less work for you. It would be...

Mr. Swann said, the new ones you put out, just adopt that and just...

Mr. Trascher said, those will supersede. You won't have to go through all the revisions that changed from what we adopted.

Mrs. Blackwell asked (Georgette), do you have the financial statement? The financial disclosures?

Georgette said, yes, in the office.

Mrs. Blackwell said, we need to get those.

Mr. Thanars said, I do the revisions just so I can track which ones I made the changes to. That's it. Once we adopt them and sign them, that will be it.

Mr. Trascher said, yeah, you won't have to because we are talking about putting a cover sheet. We don't need to do any of that. Just, these will be adopted and the last section, if we do find things that maybe we want to look at because you do have that they are reviewed annually.

Mr. Thanars said, right.

Mr. Trascher said, we could go ahead and during the the year we find things that we want to look at we can put those together and...

Mrs. Gallo said, make a side note.

Mr. Trascher said, so in the annual review, just amend it one time.

Mr. Thanars said, right, we can do that.

Mr. Swann asked, when is that Financial Disclosure due?

Mrs. Blackwell said, I think it's May. I just turned mine in. Georgette is going to get them.

Mr. Swann said, yeah, we just got nailed on it about a month or two ago.

Mr. Thanars said, yeah, it's May 15th.

Mrs. Gallo said, so it's not March.

Mr. Trascher said, no it's not March. March 30th is the Legislative Auditor and you don't have to do the Legislative Auditor.

Mrs. Blackwell said, I think they have to give you til you file your tax forms at the end of April 1st or whenever taxes are due. So, I think they have to give you time to do that.

Mr. Swann asked, you already turned yours in?

Mrs. Blackwell said, I already sent mine in.

Mr. Trascher said, yeah, you do have to sign a statement that you've filed your taxes or you filed for an extension.

Mrs. Blackwell said, so, I would think that they would have to give it to, I would think May 15th.

Mr. Swann said, ok, thank you.

Mrs. Blackwell said, Georgette is going to get you a copy of that.

Mrs. Gallo said, beautiful.

Mrs. Blackwell asked, do you have a copy?

Mr. Swann said, I would like to get another copy. I got the one I sent in.

Mr. Thanars said, I will start working on that tonight.

Mr. Trascher said, I got mine done.

Mr. Swann said, I don't have my taxes done.

Mrs. Blackwell said, is that it for the Bylaws?

Mr. Thanars said, yes it is.

Mrs. Blackwell said, would anybody like to make a motion to adjourn?

Mr. Trascher said, I would like to thank everybody for coming and with that said, I move we adjourn.

Mrs. Blackwell asked, do I have a second?

Mr. Swann and Mr. Thanars said, second.

Mr. Trascher said, don't fight.

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

Mr. Thanars said, yea.

Mrs. Blackwell asked, Mrs. Jackelyn Gallo?

Mrs. Gallo said, yes.

Mrs. Blackwell asked, Mr. Eugene Swann?

Mr. Swann said, yes.

Mrs. Blackwell asked, Mr. Floyd Trascher?

Mr. Trascher said, yes.

Mrs. Blackwell said, thank you for coming. Motion carried.