

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

ROLL CALL

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

INVOCATION

PLEDGE OF ALLEGIANCE

MINUTES

Mrs. Blackwell said, also present are Mrs. Wynn Williams and Ms. Karlin Riles. Thank you for coming.

Mrs. Blackwell asked, has everyone read and approved the minutes for the March 14th meeting?

Mr. Trascher said, I have had the opportunity to review the minutes, I didn't notice any glaring corrections. I would move that we approve them with the video governing.

Mr. Swann said, second.

Mrs. Blackwell said, all in favor, Mr. Thanars?

Mr. Thanars said, yes, aye, I.

Mrs. Blackwell said, hi. That would be a yes. Mrs. Jackelyn Gallo?

Mrs. Gallo said, yea.

Mrs. Blackwell asked, Mr. Eugene Swann?

Mr. Swann said, yes.

Mrs. Blackwell said, Mr. Floyd Trascher?

Mr. Trascher said, yes.

Mrs. Blackwell said, motion carries. We have a financial report?

Chief Leos said, are you going to do it or do you want me to do it?

Mrs. Blackwell asked, Chief, Jackelyn, Chief Dockery?

Mrs. Gallo said, alright. We have our Profit and Loss here. You can see that EMS services from March is recorded at \$11,991.48. It's always a line item we like to make sure we are receiving that residual income on. When we go down the list, I have, I don't see any extraordinary expenses outside of what we typically expect to see. We did receive some additional tax revenue of \$12,000 in March.

Chief Leos said, I also got an email yesterday that our workman's comp rebate was \$36,000. I forgot the odd number. I forgot to bring it but we will be getting that check probably this week.

Mr. Swann said, that's nice.

Mrs. Gallo said, great.

Mrs. Gallo said, so, to date, our January through March tax income is \$1.232 million and some change. Slightly under budget of \$21,000 yet to be collected that we anticipate. I would also like to introduce Mrs. Wynn Williams while we are on the financial section to give us an update of the FNBC.

Mrs. Wynn Williams (FNBC Representative) said, good evening everyone. I wanted to come before you this evening. I understand that you guys are a little nervous about the banks. I wanted to give you an update of where we were. Friday, April the 7th, Ashton Ryan, our CEO and Chairman has stepped down and resigned. So, Carl Chaney who has been acting as our CEO, has taken over as the President and Chairman of both boards. So, I wanted to give you that announcement. To give you a little background on Carl Chaney, he was the President and CEO of Hancock Bank for several years. Brought it into a very prosperous bank and when Hancock bought Whitney, he went on to another avenue in his career and the old president of Whitney took over. So, he has come back into the banking business and wants to bring us forward. That being said, our sale to Whitney happened at the beginning of March, around March 10th. We sold 9 branches to Whitney as well as some loans that put our liquidity in great shape, so we are good there. We're working on our collateral to go back to a 5 and Mr. Chaney has the where to all of the connections to get that done. What we are doing at this point is working with our audit company, Crow and Harworth. They are our auditors to complete the financials and then he already has commitment with several investors to come in and sure up the collateral part of it. So, we are in pretty good shape both ways. He anticipates our company to go forward with the level of profitability where we had been in the past. By the end of this year we should be back on shape as far as where

we were as opposed to where we are to now. So we are very encouraged by that. In no way, shape or form are we closing, selling or being closed in that way so, I just wanted to give you guys a level of comfort in that regard. Like I said before when I was here before, if any way I would have thought that, I would let you know in plenty enough time. So, I just wanted to give you that, my promise and that of Mr. Chaney and he said, if you would like for him to come and meet with you, he would be more than happy to do that. Alright, any questions?

Mrs. Gallo said, so Wynn, you and I, first, thank you for reaching out to me for the matter of the Board, Wynn had heard that we had FNBC on the discussion agenda so she reached out to me. We spoke for a few minutes and I shared with her that the concern was around the City Business article that came out. I have a copy of it here for the Board if anybody wanted to review that. It was the March 30, I'm sorry, March 17 through 30th City Business. Would you address the article the way that you addressed that with me and share your feedback.

Mrs. Williams said, I will. City Business did a article about the bank on the, what we call a Q10 report, which was done in early February, January, February time frame. But, the article was actually written prior to the Whitney sale. It didn't include the Whitney sale and it didn't include what our liquidity was after the Whitney sale, which was a little bit of a misleading article. Of course, we know journalism is very, you know, honorable. Just saying. But anyway, I am not trying to disparage anyone, I digress. But, it wasn't accurate which was a little upsetting. If you are going to write a report, at least, be accurate. So, it didn't include the sale and it didn't include where we were when that article came out and that's what I wanted to address with Jackelyn. If you want to know where we are all you have to do is call. I will get the CEO, the President here or get him on the phone. Whatever it takes to help you be comfortable that your money is safe. That's what I want y'all to understand. We have secured it with FHLB, which is Federal Home Loans Bank, it's the best insurance you can get as far as FDIC is concerned. It's the second tier to that because you are only insured up to \$250,000 with FDIC. After that, you have to be insured with either bonds or with Federal Home Loan Bank and with Federal Home Loan Bank, Jackelyn can understand this, bankers always look for risks. That's the first thing we look at. If there were anything to happen, you would get your money immediately because banks only close on a Friday night. They never close on a Monday, Tuesday, Wednesday. It's always a Friday evening, 5 o'clock. The FDIC walks in and it all changes hands. Monday morning, it's open for business and your money would be available right away. So, I just want you to feel confident, feel safe that your money is safe. If in any way, shape or form I didn't think it was I'd be here talking to you saying I think it's time to move it and I wouldn't be there.

Mr. Swann said, I hadn't had problems with the confidence of it.

Mrs. Williams said, I know, well I just, it's important to me that you guys do. I am your representative, I came here and asked for your business and I want to be open and honest with everything. I believe in this bank and I believe in where we are going. Mr. Chaney has proven to us that he knows what he is doing. He's got a deep Rolodex, I know we are going to be fine. It's just, unfortunately, the tax credits got us and I was open and honest about that. Yes, Don?

Mr. Thanars said, just a couple of questions. One, upon the conclusion of the audit, will the auditors, well, first, one, when do you expect to....

Mrs. Williams said, May.

Mr. Thanars said, May, and then will they render some type of rating or something like that?

Mrs. Williams said, oh, absolutely. They will work in unison with the FDIC as well.

Mr. Thanars said, ok, thank you.

Mrs. Gallo said, well, thank you for being here on your birthday evening.

Chief Leos said, happy birthday.

Mrs. Gallo said, when I asked her, when she and I spoke on the phone and I said, why don't you come and address the Board so that we can continue to make the right decisions with tax payer money because that's what all this is about.

Mrs. Williams said, absolutely.

Mrs. Gallo said, and she said, absolutely. She did not skip a beat and then I saw on Facebook today that it was your birthday. So, I feel terrible.

Mrs. Williams said, I keep that on the down low. I don't talk about that.

Mrs. Gallo said, yeah and then I walk in and blast it to everybody. So, enjoy your birthday dinner with your beautiful daughter.

Mrs. Williams said, I will and I appreciate your loyalty, your confidence in me as well as the bank. You know I would never steer you wrong. You guys are not only commissioner's of public funds but you are deep friends of mine. So, I appreciate that. Thank you very much.

Mr. Trascher said, thank you Mrs. Williams, we appreciate you being here this evening.

Mrs. Williams said, thank you. Chief, thank you. Thank you everyone, don't forget the pink moon. Isn't that exciting. It was a pleasure to meet you (directed at Ms. Riles).

Mrs. Gallo said, thank you. That's all I have.

Mrs. Blackwell said, thank you, do we have anything else on the financial report?

Chief Leos said, yeah.

Mrs. Blackwell said, ok, let's move to the Chief's Report and the EMS Report.

CHIEF'S REPORT - Chief Leos

Incidents we had in March:

EMS	75
FALSE	8
MVA	4
AUTO FIRE	2
GAS LEAK	1
PUBLIC SERVICE	4
TOTAL	94

INSPECTOR CLASS

Chief Leos said, we just got through, last Friday, with the Inspector Class. We had 12 people total and everybody passed their practicals. We will be going to take the certification test the 18th, and we'll see how much we absorbed during the 5 days. Even the instructor said it was a terrible textbook and it was. It was really bad.

STATION 113

Chief Leos said, we got the ok. Everything has passed so, we will be getting everything cleaned up and getting it ready to start using it. We are through with the Parish, thank God.

Mr. Trascher said, no offense.

Chief Leos said, yeah, well, for now. Email from the Parish, I gave everybody a copy. I forwarded it to you. I am really proud of EMS people. If you want to read that.

Mrs. Gallo asked, would you read that out loud for us?

Chief Leos said, I sure will. The first one is from Chad Duffaut, who is the Chief of Administration Public Information Officer.

Dear Mrs. Prell,

Thank you for sharing this incident with me about Cheri. I have included Fire District

#11 Fire Chief Johnny Leos in this email, so he will be aware of the outstanding job his firefighters did in rendering aid to Cheri. I will keep Cheri in my prayers and I hope she makes a full recovery.

If you have any questions please do not hesitate to call me. God Bless!

Her email was to Chad:

Hi Chad,

My daughter Cheri Carter had a bad seizure on March 8. I called 911 and the Pearl River Fire Department came to her home immediately. She lives at 80 Creekside Place in Pearl River. They immediately started treating her and made sure she was comfortable. They took her to Slidell Memorial Hospital. They stayed with her at the hospital until the Dr. and nurse could take care of her.

I can't tell you how impressed my husband and I were with the firemen that helped my daughter. Please pass on our thanks on to them.

Sincerely,

Margaret Prell

Mrs. Gallo asked, Chief, can I ask you where that is? I am wondering if that's the Cheri Carter that I know.

Chief Leos said, I don't know.

Mrs. Blackwell said, it's on Spur 41.

Chief Leos said, Creekside Place, yeah Spur 41.

Mrs. Gallo said, thank you.

Chief Leos said, it makes you feel like you are doing something good when you get these kind of emails and it's always been my policy to the men. Be nice. That's the most important thing other than our training. But, I wanted to pass that on to everybody.

AWARDS

Chief Leos said, two years ago Chief Bruns and I started working on an awards policy. We finished it about a year ago and we just never implemented it and I thought now is a good time to implement the awards. I had several service awards. I gave two out in hopes of cutting down the time here. One of them was their pins that are, they are actually kind of

hard to see in the bag. It's got a number on it that designates how many years they got. Captain Geissler got one for 5 years. He will be getting a 10 year pin next year. Sidney Anderson got one for 5. Pam is not here right now, they are on a call. Pam has 10 years and Jamie Fontenot is with her. He has 5 years. I've got a captive audience right here with Jack (Chief of Operations, Jack Dockery). Jack you want to come on. It ain't going to kill you.

Mr. Trascher said, I got an idea that he is going to get a medal, get a pin.

Chief Leos said, this is a Certificate of Service and a pin for 15 years.

Mrs. Blackwell said, congratulations Chief Dockery.

Chief Leos said, don't go nowhere, also, along with the awards program, there was a ribbon for Administrative Efficiency and I think that this man has exhibited that more than once and this is for contribution to the administration of St. Tammany Fire Protection District No. 11 resulting in increased operational efficiency of the department. It's a different colored pin. What we, we went to Blackington Awards. They have all these ribbons and we went through a policy with a Medal of Honor people for the fire service and established all these different ribbons. So, we got one that's even a Medal of Honor, if they get to that point. This is the first one that we've given. I just think we need to reward these folks with something.

Mrs. Gallo said, congratulations again.

Mr. Trascher said, absolutely, I know we've worked through some issues with Chief Dockery.

Chief Leos said, congratulations brother, I am proud of you. And I will get the other two to Pam.

Mrs. Gallo said, can I get a picture of you gentlemen, over here?

Cd, Chief of Operations, said, sure.

Mrs. Gallo said, thank you. That was a question, but it really wasn't intended as a question.

Mrs. Blackwell said, she meant get over in the corner.

Chief Leos said, anybody ever wants to see the policy, it's over in my office. It's got the pictures of all the different ribbons and how you award them. When you get up into the Medal of Honor, you actually call that association and they will actually furnish the medals.

Mr. Trascher said, I think she wants you over there in the picture.

Chief Leos said, you going to break the camera.

Mrs. Gallo said, you aren't going to break the camera. If you two could shake hands or

something. Act like you like each other.

Chief Leos said, we do.

Mrs. Gallo said, 1,2,3, thank you.

Chief Leos said, like I said, I couldn't do it without him.

Mrs. Gallo said, I will put it on social media if you could send it to me.

Mr. Thanars said, ok.

Mrs. Gallo said, thank you.

Chief Leos said, and that's all I have.

Mr. Trascher and Mrs. Blackwell said, thank you Chief.

Chief Dockery said, thank you Chief.

Mrs. Blackwell said, let everyone else know, congratulations from us, being they are not here tonight. Pam, Mitchell...

Chief Leos said, I will. I thought they were going to be back and be here.

Chief Dockery said, one more thing.

Chief Leos said, yeah, I heard a little bit about it but not much.

Chief Dockery said, I forgot one. We did get praise from a local hospital. While on a call Operator Fontenot and his paramedic made it to the hospital. They were waiting on the wall for a bed. At that time, a cardiac arrest came out inside the emergency room area. Operator Fontenot assisted the nurses and the doctor with CPR and they were thrilled with the help. So, they just wanted to call us and give us the heads up on how much they appreciated him for that.

Mrs. Blackwell said, good job.

Mrs. Gallo said, saving lives.

Mr. Trascher said, that's the reason the ambulance service is here today. Because, even with the cost on it, it may not pay totally for itself, it provides a wonderful service to the citizens of Pearl River.

Chief Dockery said, I wanted to give credit where credit was due on that one.

Mrs. Blackwell said, yes, thank them for us

Mr. Trascher said, thank you.

Mrs. Gallo said, thank you.

Mrs. Blackwell said, well, all the good jobs tonight. That's great.

Mr. Trascher said, Madam Chair, I had Mr. Hand on, I would like to apologize, Ms. Riles, I think, she is going to take that spot.

Mrs. Blackwell said, ok, Ms. Riles, Discussion of Boards and Commissions.

DISCUSSION OF BOARDS AND COMMISSIONS - Floyd Trascher

Ms. Riles said, I am Karlin Riles, I am an Assistance Council Attorney with St. Tammany Parish Council. I think I met most of you. I haven't met you. I'm just here to, briefly, discuss the Boards and Commissions Manuals. I brought some in case everyone didn't have one but, I do hope that you got it by either mail or I have an email address or a email list that I am doing so if you are not, if you do email and you are not getting the emails, I have my cards here. Please, send me an email and I will add you to that list. I am just, very briefly, going to going to cover some basic points on this guide. Stop me at any time if yo have any questions. Let's start on page 2 of the guide. I have the section of the Rule for Parish Government, for most members of the Board, we are the appointing authority. Depending on the Board, some members have a municipal appointment. Pearl River, Mandeville has appointments. Depending on what Board we are talking about. The purpose of the guide is because we created these districts and because we have appointing authority, we felt like we were leaving Board Members in the dark. You know, we hand you this appointment, we ask you to join and then we kind of said, good luck and we weren't offering any guidance. So, you can always call the Council office or the Legal Department and talk to one of the Council attorneys. We are always here to answer any questions you have about any administration, ask backs, you know, the Chief's call us. Anything you do on the Board. But, we wanted to cover topics that we get a lot of questions and things we wanted you to know about. This guide is also available on St. Tammany Parish Government's website, it's stp.gov.org. You'll see at the bottom I've got a bunch of clickable links. Those links are active links if you go to the online version. It's under Boards and Commissions and we were talking a little bit about it before the meeting started. This guide was accurate at the time it was published which was last, the end of the summer last year. I am going to be updating it once a year, but we all know that every time the Legislative Session meets, we get new laws. So, make sure you double check the guides that I referenced to make sure that nothing has changed. The second sections is Mission Statements and Vision Statements. I've actually talked to you some about your Bylaws. They look fantastic. You all have got that covered so I am just going to skip right over Mission Statements and Vision Statements and I saw that you had a section about Bylaws on your agenda so, if you want to ask me any questions feel free to.

The next Section is Meetings, Agendas and Robert's Rules of Orders, that's on page 4. There's a new requirement and I spoke to your Chairman earlier today about posting a copy of the Open Meetings Law. I don't know why, just do it. I think it's so that public, members of the public have access to it if they can't find it on the internet.

Mr. Trascher asked, the posting, excuse me Ms. Riles, I'm sorry, I don't mean to interrupt. The posting, is that posted where ever we post our agenda or do we just need to keep it at the meeting place?

Ms. Riles said, you can do either one or both. I think that you should have your agenda posted where you hold the meeting.

Mr. Trascher said, right, it is a requirement that we have to have it posted on this door.

Ms. Riles said, yeah.

Mr. Trascher said, we also post it at Town Hall and the Town of Pearl River. So do we need to post the Open Meetings Law with our posted agenda or can we just have it posted here in the meeting room?

Ms. Riles said, you can have it posted either here in the meeting room or if you have an administrative office where you keep other guides and things like that, that's ok.

Mr. Trascher said, ok so it's not required for us to post like at Town Hall or something like that.

Ms. Riles said, so, at the Parish Government Complex, we have a little bulletin board that we post things like that but, we also have an administrative office for the council and we post it there as well. So, you can make more than one copy and keep a copy here, keep a copy there. You don't have to do it at Town Hall, they should actually have their own copy posted there for their open meetings.

Mr. Trascher said, right, so we just post our agenda there because Town Hall, ok, thank you. I appreciate that.

Ms. Riles said, you can never have too many copies of Open Meetings Laws, I guess. The most important things to remember about the Open Meetings Law is that any time a quorum of the members of your Board meet and are discussing public business, it should be a public meeting. So, your agenda posting 24 hours rule applies. If you all happen to all run into each other at a party and your not discussing, don't discuss public business in a quorum, that's not going to count here. But, a thing to look out for especially with your smaller Boards, if you are emailing, it's fine to send an email that says, hey we are having our meeting this day. It's fine if people reply I'm not going to make it, I'm not going to make it. If you start talking about what your going to talk about here and you get into decision making, the reason for your decision making, you've got a quorum if you've got all your members on that email list. So, stop, wait and wait until you have your meeting in a public forum. Same thing for texting and for walking quorums. This could be if you got two people and one person leaves and

someone else comes in and someone else comes in. You never all there at the same time but, you are effectively circumventing the Open Meetings requirement. Just any time that your making a decision and there are three of you together, it should be considered a public meeting. Even committee meetings. If you've got a quorum of your Board or if that committee is making an official recommendation to the Board, you should still follow the Open Meetings Law. Just 24 hours notice, post your agenda. We had a question earlier from your Chairwoman about your agenda and this falls into this section. If you, the order of the agenda really is just an administrative concern. It's something that's up to you and whoever is making up the agenda. If you have an item that you would normally put at the bottom of the agenda, you can either, when you are publishing your agenda, move it up to the top wherever you think it fits more appropriately or once your meeting starts, if you want to move an item up to the front, like if you have somebody and it's their birthday and you want to move them to the top of the agenda you just simply open the floor, somebody makes a motion to move the item and you vote. You do need a unanimous vote, but usually shouldn't be a problem, and there you go. You can move items around on your agenda, that's not a problem at all. The most important thing is just that you don't change your agenda more than 24 hours before the meeting so that you don't circumvent your posting requirements and you just describe with, I think the term is reasonable specificity, what your talking about. Just so any person who is not familiar with the subject can pick it up, look and say, oh, they are talking about millage rates. you don't have to get into super detail just a basic, reasonable, you know, Joe whoever can look at this and figure out what your talking about.

I am going to skip over up onto the middle, I'm going to go to page 7 and talk about your Ethics. This is a complex subject. Make sure you do your yearly training. Every year by the end of the year, you should do your training and they will get into the highlights of it. It's an online training. When your finished with it, print out the certificate, keep a copy for yourself and give a copy to the Secretary of the Board or whoever keeps your documents. The gist of the Ethics laws is you should not benefit financially and your family members should not benefit financially from your position on the Board. I go into detail here and I also give you some links that go into detail. The other big thing to remember about Ethics is the reporting requirement. On May 15th of every year you are required to file your Tier report. I think that y'all are 2.1 but don't quote me on that. I give you a link and you can go check and depending on whether this is your only Board position or if you are on other Board positions, you only have to fill out one but, you want to fill out whatever the highest is. You an elected official is on Tier 1 or Tier 2, their also on a Board that would require 2.1. they've only got to do the highest one. Sometimes it changes so just every year when you go to do your Tier reporting, don't just go strait to the one that you were at last time, look up at the top, see what tier you fall into. The one for Boards and Commissions, for Local Boards and Commissions, it's not very exhaustive. It just mostly as for your positions, a little bit about your finances and a little bit about your spouse. It's just to make sure that you don't have any conflicts of interest.

Mrs. Riles continues, the next big thing is Public Records. Some Boards get inundated with public records request, some never get them. I would advise that if you have never dealt with a public records request and you get one, you get in touch with us or you get in touch with whatever attorney you are using. Just to make sure you are complying with all the laws. The most important thing to keep in mind is that any material, any kind of writing, even voice

mail, really, emails, regardless of whether it's an official Fire District account or a personal account that you are using. If you have a document that was created that concerns your position as a Board member and concerns the business of the Fire District, that is a public record and someone could request it. So, just be mindful of that when you are creating documents. There's a lot more detail in the guide. I don't want to get into it but, if you've never had a public records request and you get one, you want to respond to it promptly. It can end up in litigation and it's not fun. So, just call one of us.

Mr. Trascher said, we will let you know.

Ms. Riles said, yes, that's the best policy and we have, we get inundated with public records request. We get hundreds of them. We've got forms and response letters and we are ready to get it ready to help you if that ever happens.

Mrs. Gallo said, so Karlin, does your entire email become public record or the documents pertaining to the Fire District within your email become public record?

Ms. Riles said, just that, yes. There is a remote possibility that should you end up in litigation you could have to produce more emails to a judge who would review them but, I think that it is always a good policy to have a separate email for...

Mrs. Gallo said, that's what I am sitting here thinking as you speak. I have one created that I don't use for anything and I am probably going to notify the Board and we will start using that one moving forward.

Ms. Riles said, yeah, either an official Fire District Board or even a Gmail account that you just use for public business. I think it's also a good idea to, you shouldn't delete anything that's potentially a public record. I think it's always a good idea to just have a folder. Just have a Fire District folder and anything that is, pertains to the Fire District, just stick it in there. You should have a records retention policy. Not necessarily the Board but the Fire District should have a records retention policy. If not, the general rule is three years. You keep everything for three years. You should keep everything reasonably segregated so in case you do get a public records request, you can respond to it promptly. The easiest way to do that is, email is usually the hardest one. You know, usually paper documents are not difficult to produce. Emails are usually where we have trouble. So, the easiest thing is to just stick it all in a folder. If you do a lot of emailing, you can do sub folders if you want but, most emails have search engine capabilities. That way, if somebody says, I want everything about your April meeting, you can go into your folder, look at the date or even type in April, see what comes up, print it out, send it or email it to them and your done.

Mrs. Gallo said, thank you.

Ms. Riles said, no problem. I am going to skip over to page 13, Budgets. You just should have a budget. I heard your financial report and I think you all have got this covered. I think this is more of an issue in smaller districts than the Fire Districts. The big thing here is just make sure that if you have a change of 5% or more you have to amend your budget. So, if your revenues are shorter than 5% of what you projected or if your expenses exceed your

budget by 5% you can just make an amend your budget.

Mr. Trascher said, and that's at the year end. We have to end within 5%.

Ms. Riles said, no, that is every month or every time you meet. Sometimes quarterly...

Mrs. Gallo said, we do that.

Ms. Riles said, yeah, I don't think it's an issue with the Fire Districts.

Mr. Trascher said, I thought it was annually that we had to do that.

Ms. Riles said, if you ever look at the Parish agenda, we've got sometimes ten budget amendments on the agenda just because we have so many line items. Let's see, I am going to skip to page 17 your Ad Velorum Taxes. I am so happy to see that everybody has their millage packet. I want to say I think I saw you at the millage workshop?

Mrs. Gallo said, yes ma'am. I am thoroughly going to go over that tonight and the Board is going to hate me.

Ms. Riles said, well, my advice is, before you start your process, thoroughly go over it. So looks like you got that covered. If you follow this, even if it doesn't make any sense, if you just follow it...

Mrs. Gallo said, and the complete law, open meetings law is in there as well.

Ms. Riles, yes, that's where I got, I brought a copy of the open meetings law and I took it right out the back of that and brought it over here. Yeah, so, Troy Dugas is your guy for that.

Mrs. Gallo said, he was very friendly.

Ms. Riles said, sometimes.

Mrs. Gallo said, well, accommodating. He made himself available to answer questions.

Ms. Riles said, he is so happy to help and answer any questions at the beginning because he would much rather help you in the beginning than have something go wrong in the end. So, he is the person to direct any ad Velorum tax questions to.

The last thing is on page 18, Cooperative Endeavor Agreements. Just be aware that, I don't think this is as much an issue with the Fire Districts, it's usually more the Rec Districts. But, you cannot give anything away for free. If you, I have seen this, I think with the Fire trucks and Fire Districts, if you are purchasing a fire truck and the value is not equal necessarily, you can enter into a Cooperative Endeavor Agreement. There are special rules for Fire Districts that are a little bit different than the other Districts. But, just make sure that when you are doing anything that, if you step back and say, hey, am I giving somebody something for free,

that's aside from the services you are providing to the public which they are paying for with their taxes, take a step back and if you have question about it, just let us know. We see this with rec districts with renting their facilities. You know, charities come in and what to use their facilities for free and that can be ok, we just have to work it out and draft a Cooperative Endeavor Agreement.

On the last couple pages there's a list of best practices. The Legislative Auditor has a really nice check list and there's a link to that and then, I have contact information and a bunch of links, which if you go on the online version, are clickable and I would encourage you to just have a look through this and all of these links here, the Attorney General, the Legislative Auditor's Office, several of the State agencies have really, really great comprehensive guides. So, if you start dealing with a public records request or if you wanted to know more about public records request, that's a great resource. Does anyone have any questions for me? I know that was kind of a whirl wind of information.

Chief Leos said, not yet anyway.

Ms. Riles said, you can always call Terry Hand, Mike Savant or myself. We are at the Legal Department. My cards are here and of course, the Council Office. If you call the Council Office they can get you to us. You can email me any question you have no matter how simple or complex you think it is. If we don't have the answer, we will help you find it and we are here to help you be the best Commissioner's that you can possibly be.

The Board thanks her.

Mr. Trascher said, Ms. Rile, thank you for attending this evening and enlightening us and we have, at this time, this Board has acted and passed a resolution to request that St. Tammany Parish Government do provide our legal services.

Ms. Riles said, alright.

Mr. Trascher said, so we are looking forward to a successful relationship with the Council Attorneys.

Ms. Riles said, we are excited to help.

Mrs. Gallo said, and thank you for reviewing our Bylaws for us as well.

Ms. Riles said, they look great. They really do.

Mrs. Gallo said, and for the recommendations that you made on them as well. That's wonderful.

Ms. Riles said, and I am going to hang around until the end of the meeting so if you have any questions for me, I will be here at the end. Thank you.

Mrs. Gallo said, ok, thank you for your time.

Mrs. Blackwell said, ok, let's go on to Old Business. Review and Adopt Bylaws, Mr. Thanars

OLD BUSINESS

REVIEW/ADOPT BYLAWS – Mr. Don Thanars

Mr. Thanars said, thank you. I have a copy, a clean copy of the Bylaws, the revised Bylaws that include all of the changes and recommendations that were made by Karlin as well as the members of the Board. I thank her for her time and information she provided me. I feel that these Bylaws are ready, at least for a decision of the Board. I will say however, they are not all inclusive and as she mentioned, I think there are other areas that we need to include but, as we move forward and I think we conduct the business to makes us more efficient and effective as a Board. You know. we have identified those areas and we go to our next iteration, they should be incorporated. However, based on her input, the changes that were made, I move for the adoption of these Bylaws.

Mr. Trascher said, I will second that Mr. Thanars. If you, you did email, I think, the corrected copy to all of the Commissioner's as well as the one that Ms. Riles reviewed and made her recommendations.

Mr. Thanars said, and she has a copy.

Mr. Trascher said, I have that copy that you sent out. I appreciate all the effort that was put into it by everybody and I am proud to second that motion that we approve those.

Mrs. Blackwell said, Mr. Don Thanars, how do you vote?

Mr. Thanars said, yea.

Mr. Trascher said, wait, any discussion?

Mrs. Blackwell said, oh, I'm sorry. Is there any discussion? No discussion, we will vote now. Mr. Don Thanars, how do you vote?

Mr. Thanars said, yea.

Mrs. Blackwell asked, Mrs. Jackelyn Gallo?

Mrs. Gallo said, yea.

Mrs. Blackwell asked, Mr. Eugene Swann?

Mr. Swann said, yea.

Mrs. Blackwell asked, Mr. Floyd Trascher?

Mr. Trascher said, for.

Mrs. Blackwell said, motion carries. Thank you for the Bylaws Mr. Don.

Mr. Thanars said, thank you.

Mr. Trascher said, no more blood shed on that one.

Mrs. Gallo said, right.

Mr. Thanars said, thank you.

Mrs. Blackwell said, ok, do we want to move to New Business or do we want to do this letter?

Mr. Trascher said, Madam Chairman, at this time, this probably fits best in the Old Business. We have had some issues with Civil Service. I would like to move that we open the agenda to discuss our Civil Service Appointment.

Mrs. Blackwell asked, do we have a second?

Mrs. Gallo said, yes.

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

Mr. Thanars said, yea.

Mrs. Blackwell asked, Mrs. Jackelyn Gallo?

Mrs. Gallo said, yea.

Mrs. Blackwell asked, Mr. Floyd Trascher?

Mr. Trascher said, yea.

Mrs. Blackwell said, Mr. Eugene Swann, I'm sorry, how do you vote?

Mr. Swann said, yes.

Mrs. Blackwell said, will you go over that?

Mr. Trascher said, the real short version, I expedited this. We were operating under the impression, we realized, I think, that our Civil Service Board appointee had expired and that we do believe that they continued to serve until their appointment is put back in office.

However, I was not aware and I don't think the Department was, that our appointment as well as the appointment for the Universities have submitted letters of resignation to the Office of Civil Service sometime around last July.

Mr. Swann said, geezum.

Mr. Trascher continued, and two days ago our Chairman received a letter from the Civil Service Board that we are in noncompliance because we needed to act within 90 days. Apparently we haven't done so. We have been looking for quite some time for an appointment to the Board. I did speak with Mr. Peter Finger, who is a long time Pearl River resident who indicated that he would be willing to step up and serve as our appointment to the Civil Service Board. Yesterday he did submit a brief resume and I did email it to all the commissioner's to take a look at for this evening. I would propose that we go ahead and make an appointment of Mr. Finger to the Board and also ask the Chief, to once again... Chief, I think you sent letters to the Universities?

Chief Leos said, I will call them tomorrow.

Mr. Trascher said, he is going to call Southeastern but I would ask that we open it to all the universities within 50 miles of this District which would be Southern, maybe Delgado.

Mr. Swann said, UNO.

Mr. Trascher said, UNO, Southeastern, in Hammond. Which will give us a broader range. Civil Service does require that the Board is composed of three people. One is elected by the Firemen from the District, one an appointment by this Board and the other one is, this Board takes recommendations from the Universities and selects an applicant from that list. In order for our Civil Service Board to function, for the Department of Equalities, we need to make an appointment. With that said I would move that we appoint Mr. Peter Finger. If anybody would like to look at the resume...

Mrs. Gallo said, I would. I don't have access to my email in the last two days. I have a problem with it.

Mr. Trascher said, ok, Mr. Finger is resident of Pearl River, what did I do with it?

Mrs. Blackwell said, I don't think it got swapped over here.

Mrs. Gallo said, thank you.

Mr. Trascher said, certainly.

Mrs. Blackwell said, let me note that Mr. Fischer's expires June 29, but I think we have a letter of resignation, don't we? I haven't seen it.

Chief Dockery said, we have a text message of resignation and he said he will not answer any of our calls.

Chief Leos said, he just quit.

Chief Dockery said, he just quit.

Mr. Swann asked, who is the Chairman of the Board?

Chief Dockery said, Doug.

Mr. Trascher said, Doug Fischer.

Mrs. Blackwell said, Doug Fischer was the Chair.

Mr. Swann said, that kind of answers that question.

Mr. Trascher said, and that Board does elect it's own Chairman.

Mrs. Blackwell said, the only one sitting on the Board is Mr. Sidney.

Chief Leos said, of the employees.

Mr. Trascher said, Sidney Anderson is the Fireman Elect.

Chief Leos said, we can just get one more of them, they can start doing business.

Mr. Trascher said, and that would get us back on level footing.

Mrs. Blackwell said, we still have 90 days of that date to get some one so we are still not in compliance but,

Chief Leos said, I am not going to promise you that we are going to find one from the Universities in 90 days.

Mr. Trascher said, no, but at least, at that point...

Chief Leos said, at least at that point we can operate.

Mr. Trascher said, right, at least we can operate.

Mr. Trascher said, but, if we don't have anything from the Universities within 90 days, we can then go to Civil Service and say we can't get a recommendation, what do we do?

Chief Leos said, I done asked that question.

Mr. Trascher said, and what did they say?

Chief Leos said, they had no clue.

Mr. Trascher said, well, somebody will have to figure it out.

Chief Leos said, they've never run into this before.

Mrs. Gallo said, Chief, who did we reach out to at the University?

Mr. Thanars said, Madam Chair, just a point of order. I know you had a motion out on floor. You had a motion and nobody seconded it and we

Mr. Swann said, I will second it.

Mr. Thanars said, there we go. Thank you.

Mrs. Blackwell said, I thought we did have a second, Jackelyn seconded it.

Mr. Trascher said, no, she didn't, she wanted to see the resume. He's right.

Mrs. Blackwell said, ok.

Chief Leos said, Matt Parish's wife said if we couldn't find anybody she would be willing to and she is a university graduate but I will still get a hold of Southeastern tomorrow. I do not remember, we went, sent a letter and I think it went to the mail room and they opened it and got shuffled down and I finally reached out to the Alumni Association and they are the ones that actually got some action done because I figured that was (inaudible).

Mr. Trascher said, well part of the motion would be to reach out to the other universities also. It wouldn't just limit us to just Southeastern.

Mrs. Gallo said, I may be able to assist is why I asked. I am in the Executive NBA program...

Chief Leos said, I will look tomorrow in my records and I will let you who I talked with.

Mrs. Gallo said, so, I know the director who runs that.

Chief Leos said, it ended up back at the President's office

Mr. Trascher said, now, the... I'm sorry Don.

Mrs. Gallo said, we have to act on a motion?

Mrs. Blackwell said, I got kind of lost here. I realize that...

Mr. Thanars said, we have a motion on the floor, just a point of order, we have a motion on the floor that and it was the appointment of this gentlemen to the Board so that the Civil Service Board could move. All this other information, I know, is relevant but, again it's not

relevant to Floyd's motion. My question was really to Floyd though. That's what I was going to ask.

Mrs. Blackwell said, ok.

Mr. Thanars said, you mentioned about 90 days. Was it 90 days from the date of...

Mrs. Blackwell said, 90 days from the date of termination or expiration.

Mr. Thanars said, ok, so we are well over due.

Mrs. Blackwell said, well over due.

Mr. Thanars said, ok that's what I wanted clarification of.

Mr. Trascher said, and I did want to include in the motion with Mr. Finger that we expand our search beyond Southeastern because, we have gotten applicants from Southeastern but they didn't live in the District and they do have to live in the Fire District. So, that brought it down a little bit also.

Mrs. Blackwell said, I am sorry, I got lost for a minute. I was still hung up on the first...

Mr. Thanars said, no, no, I was just called for the question because I just wanted Floyd to restate what his motion, because there are two parts.

Mr. Trascher said, right, exactly. My motion would be is that we appoint Mr. Peter Finger as the Boards appointment to the Civil Service Board so that the Board will be functioning now and that we reach out to the universities within 50 miles of this District so that they can, so that we can solicit nominations and we can put a time limit on that of 60 days.

Mrs. Blackwell said, ok, and we had a second by Mr. Swann.

Mr. Swann said, I second that.

Mrs. Blackwell said, Mr. Swann, thank you, I'm glad we cleared that up. Ok any further discussion on that? Anyone have anything else they want to add? Ok, are we ready to vote? Mr. Don Thanars?

Mr. Thanars said, yea.

Mrs. Blackwell asked, Mrs. Jackelyn Gallo?

Mrs. Gallo said, yea.

Mrs. Blackwell asked, Mr. Eugene Swann?

Mr. Swann said, yes.

Mrs. Blackwell asked, Mr. Floyd Trascher?

Mr. Trascher said, yes.

Mrs. Blackwell said, motion carries.

Chief Leos said, you need to have him get in touch with me so that I can get with OSC and have him the book sent to him.

Mr. Trascher said, yes sir, I will contact him if not tonight, tomorrow and advise him that. I would like to thank the Commissioner's for their...

Chief Leos said, you have to get it from Civil Service.

Mr. Trascher continued, assistance in helping in getting the Civil Service Board up and running and to be able to open the agenda tonight to accomplish that.

Mrs. Blackwell said, they also said they were going to send the Secretary of the Board of Civil Service, the Oath of Office. I'm hoping Sidney has all of that.

Chief Leos said, I will check with him. I don't, he should. If not, it's very easy to get.

Mrs. Blackwell said, they can't, is it the same one we have or it's got to be on the internet or something.

Chief Leos said, if not all we have to do is call Cynthia over there or Jackie.

Mrs. Blackwell said, ok, because it does say they are going to send it to the...

Chief Leos said, yeah.

Mr. Swann asked, what did they do, just quit meeting?

Mrs. Blackwell said, they can't meet, they don't have a quorum.

Chief Leos said, she got married and didn't want to come anymore and Doug, I think Doug's health has gotten bad.

Mr. Trascher said, yeah, he had trouble with his legs and he couldn't get around.

Chief Leos said, yeah, it put us way behind.

Mr. Trascher said, again, I would like to thank my fellow Commissioner's.

Mrs. Blackwell said, thank you. I do know they need to do some business so, having Mr.

Finger aboard would be highly appreciated.

Mr. Swann asked, where does he live?

Mr. Trascher said, right next door to Oschner.

Mr. Swann said, right over here?

Mr. Trascher said, yeah, he lives, if you go out Pine Street Extension and you took a right on 41, the little Oschner Clinic right there. He lives right next to the Oschner Clinic on 41.

Mrs. Blackwell said, ok, with that being done, we will move to New Business now.

NEW BUSINESS

DISCUSS/SET 2018 MILLAGE RATES - Don Thanars

Mr. Thanars said, thank you. Last month we attended the millage class and it was very informative and I won't get down into the weeds of the guidelines but, basically, the way it is broken up, if you are going to maintain your millage rates that you had the past year, you go to that section and it gives you everything you are going to need to do. If you increase, you know, if you are going to raise them, it tells you exactly what you have to do. With that, however, in that you have to make notifications at least 60 days and not less than 30 days, you have to make public notification that you are going to have this item for discussion, what your intentions are and that allows the public and so forth, to be able to kind of, inject to provide any feedback. Then, within that 30 day window, you would make, obviously, your adoption if you choose to adopt the millage rates once you formally have set those. You have to do that and then there's about four different formal documents that have to be provided. You know, legal documents that have to be provided where you have to state, and I am going to dove tail into other areas to talk about because there are some things that, administratively, we are not doing and probably need to do. I don't believe we are doing. We have to set the time and date that when we formally post our agenda, what we are going to discuss this. I don't know if we normally do that and that's a legal requirement that we have to put a date and time when we post our agenda when we are going to discuss this cause that is something we have to formally document and provide with our package. There's, and it goes into and talks about all that stuff. So, that was my rational for doing this. I know we previously discussed that we were going to, when we made the change last of 2017, based on that discussion, you know, 2018, it appeared that we weren't going to make any changes in 2018 until the next reassessment which comes around 2019. If that's still our intention, and that's why I set a discussion, if that's our intentions, you know, to comply with that we are doing the 60 day notification, the next month, because by 15 June, don't quote me on that date, 15 June we have to provide all the documentation to St. Tammany Parish so that it can be formally sent to the State.

Mrs. Gallo said, to the State.

Mr. Thanars said, so that has to be June 1st. So, it's June 1st that we have to provide this documentation. So, we got a short window to operate.

Mr. Trascher said, I think that, our previous discussions on this issue and I think Chief Leos, I think, would remember we had some, last year when we set our millage's we to make some adjustments because we missed the window to roll some of them back or forward. So, we have three or four millage's that are at different rates and I thought it was our intent this year, to roll 3 of them up to the maximum and reduce one of them which is going to expire first to maintain our same total mills for the District. Is that not right, Chief?

Chief Leos said, yeah, we, I met with Troy on that and there is some kind of debate whether that's really a good idea right now at this time to roll anything forward, even though we are rolling back because there's so much animosity when they hear forward.

Mr. Thanars said, and why that's important is because if we are going to roll forward and do it, there's different criteria. We have to notify all the State Representatives, which we haven't done.

Mr. Trascher said, we have to hold public meetings in Covington.

Mr. Thanars said, there are still things that we have to do and that...

Chief Leos said, I am still meeting with Troy.

Mr. Thanars said, that's why we are having this discussion now. To clarify what our intention is.

Mr. Trascher said, and I mean, maybe the Chief, we could shed some light on that. I think the intent was, is that we are going to have a millage expire. The first one expires, when is it?

Chief Leos said, 2019

Mr. Trascher said, 2019. so, when we go to renew it, we are going to have millage's that are not up to the maximum and that one comes up. So, I thought that was what our intent was, is to get the other three up. Now, maybe the climate's not right to shift that and shift the burden of reduction to that one millage.

Mr. Thanars said, I don't think, based on what I know, I don't think we have enough fidelity on why we would even roll millage's up or back because that is all based on budgetary issues and what our spend plan

Chief Leos said, plus our recap.

Mr. Thanars said, our spend plan is. This was talked about during this training. About millage's, rolling them forward but, it has to be based on information. I think, credible information. I don't think, we have enough fidelity.

Mr. Trascher said, well, when you say roll if forward, we are going to collect the same total mills.

Mr. Thanars said, 2019, I think, is the next reassessment.

Mr. Trascher said, but, what's going to happen in 2019, we are going to have to roll all four millage's forward because if you don't roll them forward...

Chief Leos said, you lose them.

Mr. Trascher said, because if you don't roll them forward on a reassessment year, you lose them.

Mrs. Gallo said, correct.

Mr. Trascher said, so that was the intent of why we wanted to raise three of them up to the maximum now and just deal with one and just keep those running. Because, in 2019, we are going to have to roll all four millage's forward or we are going to lose that capability.

Mr. Thanars said, we don't have to. We have to roll them up if we want the mill to stay. If we want that mill, just because of the way the law is written.

Mr. Trascher said, in other words, if we are authorized to collect 10 mills...

Mr. Thanars said, right.

Mr. Trascher said, and we are only collecting 9, on a reappraisal year, if we don't roll it up to 10 mills and collect 10 mills one year and then roll it back, our new maximum becomes 9.

Mr. Thanars said, right. This was discussed heavily, and trust me, I am not disagreeing with any of the discussion that we are having and that's why we are having this discussion. What I am saying is that, rolling it up, it's got, it should be based on there's a budgetary need that supports what we are doing. Why we rolling it up, why we are roll it back, why we want it to stay the same. It should be based on something as opposed to saying we have to do it, roll it up just for the purposes just because we are trying to protect it. Because, without any bases, we are just going through the cycle every 4 or 5 years just to protect the mill. That's all I'm saying.

Chief Leos said, we do that process now.

Mr. Thanars asked, what's the process?

Chief Leos said, we get the grand recap. We review the recap versus the budget. We adjust the budget according to the recap. We suggest to the Board whether we need to roll back or roll forward. But, we got to base it on the recap.

Mr. Thanars said, and again, I think there's some other, I say this and...

Mr. Trascher said, so I can better understand, what are you proposing?

Mr. Thanars said, I think, one of the things that has to happen and I kind of talked about this 9 months ago and I think now, what I am saying is that, I think we need a special committee to, I think we need to go through the whole fire department. Look at their capital...

Mrs. Gallo said, expenditures.

Mr. Thanars said, expenditures. Say \$5,000 or more, \$10,000 or more, when was equipment purchased, when is it due to expire, what's the life span, 5 years, 10 years, 20 years, what's the maintenance cycle. What's all of that because there's dollars associated with that to maintain it. There's life span, your not going to be able to replace it all wholesale so you got to have a phase spend plan so you kind of have that. So when you start looking at your out years, you understand. If you have \$100,000 requirement this year, it could be \$200,000 next year just based on equipment replacements and stuff like that. Again, if that aligns with some of the changes with millage's, you try to set your rates based on those years. Then, it's based on data, it's a link to why your doing what your doing as opposed to I am really doing it to protect something that's not... That's all I am saying.

Mr. Trascher said, at this point, we are not doing it to protect it and even if we raised our millage's to the max and Chief, I don't think we are talking about a very significant amount, are we? If we went to the max, what \$100,000? I don't think it would be a \$100,000.

Chief Leos said, it won't even be that much.

Mr. Trascher said, so all we're doing is we're attempting to adjust our millage's this year so that next year we don't have to, or the year after, we don't have to deal with 4 of them again. We can deal with 1. I mean, I certainly agree with you on the budget and how we should have a rotating equipment schedule and a capital budget but, at this point in time, I don't think that the millage's are that significant that we can change them to make the budget adjustments and it's the will of the Board. Whatever...

Mr. Thanars said, I'm not going to put a but, call it on the spot. I guess my question, like I said, we want to do the right things, the right way for the right reasons. That's all I am saying and I think if we've done that and are able to convey that and are able to articulate that, I think, to the public on these meetings, that's all I am saying and that's all just to make sure we satisfy that requirement. I will tell you, clearly, this has been a topic of discussion and it's been around and there were interpretations. Even among the lawyers, they have some touch points there and I am merely saying that, to make sure that we do because, they even talked about it. You know, our intentions could be right. We want to do the right thing for the right reasons but, we still could do it wrong if we don't fully understand and that's why I wanted this to be on the there so we could have this discussion so we would understand why we would, if we keep them the same, if we needed raise them or roll them up, what we were doing, why we are doing it so we can articulate that to the public. So, it was all clear in

everybody's mind and because of the 60 days, we didn't have a lot of flexibility because this is April, we got May and then June 1st. So, we are kind of, compressed in time. So, we are kind of having a discussion now and we may have to have further discussions to refine what our intentions and what makes sense for us to do.

Mr. Trascher said, I remember we talked about that (inaudible).

Mr. Thanars continued, so that when we have our May meeting, when we are going to vote on this, then we can vote on it and again, what we are doing, why we doing it all makes sense. That was kind of my, because I know we can't run this in the ground during the meeting right now because there's some things that we just really, I don't think we fully, we all fully understand at this point.

Mrs. Blackwell calls on Mr. Gene.

Mr. Swann said, I got a question. Chief, you said that Troy is helping you?

Chief Leos said, we're meeting with Troy on whether that would be an appropriate idea this year or next year.

Mr. Swann asked, is he charging us on this?

Mr. Trascher said, no, (inaudible). He is asking if Dugas is charging us to do this?

Chief Leos said, oh no. no, no.

Mr. Swann said, oh, I am thinking about Troy Ingram.

Mr. Trascher said, no, that's another issue.

Chief Leos said, no, Troy Ingram. No, he doesn't charge. You just got to get a hold of him.

Mr. Swann said, I was gonna say, we haven't got out the last bill.

Chief Leos said, no.

Mr. Trascher said, ok, so Mr. Thanars, yeah. In the discussion now, you feel that there's something we should look at a different policy than what we are pursuing at the current time?

Mrs. Gallo said, one discussion is going to open a lot of this.

Mr. Thanars said, I guess because he said in here, I just don't think I have enough information right now on what our position really should be. My understanding based on what it was last year, I thought we were going to maintain once we made the changed last year it was going to be the same this year. If that's not the case, then what would be the bases. If we were going to roll it up, why would we do it and why would that make sense. Again, like I said, the

Chief is meeting with Troy to try and see what makes sense. So, I think, it may even require us to have a special meeting to discuss that to fully understand, here's what it is and here's why it even makes sense to or maintain, to roll it up or to maintain the status quo at this time and then we look at that in 2018. We revisit this whole thing in 2018. I just don't know for...

Chief Leos said, I don't think you understand what Floyd is...

Mr. Thanars said, I'm sorry, not 2018, yes this is for 2018.

Chief Leos said, what Floyd is trying to do is, say we have a 10, a 15 and two 12's and right now the 10 is 9 and the 15 is, I think it's 15 but maybe the 12 is 11 and what he's talking about, we're not going to roll forward and increase money, we're going to raise up three and take one and lower it to the amount that it will be revenue neutral. We won't get any extra money. That's what he's talking about. Then, on a renewal us rolling forward and backwards we are only dealing with one instead of four. In other words, we are not rolling forward to get more money.

Mr. Trascher said, right.

Mr. Thanars said, I will say that, you know, whether it's my ignorance or fully lack of understanding, but again, I know last year in 2016, when we had this, we had a couple of iterations that we went through. Maybe, three to try and get that thing right.

Mr. Trascher said, right. But, what happened in 2016 was and I didn't mean to interrupt you, I do apologize. What happened in 2016 is, we missed the window of opportunity to set the millage's like we wanted to. We had to go in and let the Assessor's Office tell us how they could adjust those millage's to get the total that we set and they went through and they adjusted all of our millage's to come up with that total. So, basically, what I thought we were doing with the policy this year is, we were going to keep that same total mills but, go back and redo the millage's so that we only had that amount. Only one millage would be affected to raise or lower. That way, when it comes time for the reappraisal, we don't have to raise four millage's to bring them back up to standards. I don't want to keep beating a dead horse but that's it.

Mr. Thanars said, and again, we're doing what I think the intent and the spirit of the opens meeting law. We are having this open discussion about this, you know. Anybody from the public, they can chime in, you know, for, against or whatever. Then, in our next meeting we were going to be actual times that we are going to vote on this and we are doing what I think we need to do to have that discussion and between now and our next meeting, you know, we should have those kind of answers so we can make, I think, a more informed decision. Then, by the time that meeting, we only have two or three weeks that we have all of this documentation.

Mrs. Gallo said, it will be too late.

Mr. Trascher said, we will miss our window and I think that's why Chief Leos was working with the Assessor's Office, to get the steps that we needed to do so that we can comply with

everything.

Mrs. Gallo said, we have the steps.

Chief Leos said, I emailed you that today from Troy what he sent to me. I will resend it to you.

Mrs. Gallo said, ok.

Chief Leos said, he's got the steps.

Mrs. Gallo said, we have the steps. I'm going over the steps tonight. Y'all are really going to hate me but I am.

Mr. Trascher said, no, we not going to hate you.

Mrs. Gallo said, your going to go oh.

Mr. Thanars said, this is something we have to do every year.

Mr. Trascher said, it is very complicated.

Mrs. Gallo said, it is.

Mr. Trascher said, well, if you are going to be revenue neutral, it's not a difficult procedure. If you are going to maintain what you have, it's not bad at all. When you roll it up is where you get into a lot of requirements.

Mrs. Gallo said, so, I think here, everyone is saying the same thing. So, point taken and we wan to get this to where we are adjusting one of the four mills, not all four, which we did previously. But, your point being, how do you know if you need, is there a justified need to roll forward or not if we don't know what the future expenditures of the department are. So, we have to marry the needs of the department with where we are today and what we are collecting in order to make the decision if the proper behavior is to roll forward or not or stay where we are.

Mr. Trascher said, your talking about the total mills?

Mrs. Gallo said, yes.

Mr. Trascher said, right.

Mrs. Gallo said, so, that being said, I think that everybody is on point and on the same page. That's what I am hearing. Is that correct? Is that correct?

Mr. Trascher said, yeah, the total mills will keep the same. It's just adjusting them to...

Mrs. Blackwell asked, any thing else?

Mr. Thanars said, no.

Mrs. Blackwell said, I think we need to go and let Mrs. Jackelyn intervene.

Mrs. Gallo said, a lot of this is going to be answered in our next item.

Mrs. Blackwell said, next thing, Review Millage Training Materials.

Mr. Trascher said, okay-dokey. Do we need a pitch fork?

REVIEW OF MILLAGE TRAINING MATERIALS - Jackelyn Gallo

Mrs. Gallo said, the only reason I say you are going to hate me is because its a lot of paper but, like Mrs. Karlin did, I am not going to review everything, we are all big boys and girls. I would like to open by saying that this training was fantastic training. Mr. Dugas was there from the Assessor's Office, Mrs. Debbie Campbell was there, Mrs. Karlin was there. The training was actually facilitated by Joanne from the Louisiana Legislator's Auditor's Office and in the audience, actually sitting next to Don and I was Mrs. Jennifer Shea, who was general council for the Legislator's Auditor's Office. So, the audience was quite vast. There were Mayor's in the audience, Police Chief's of many, I'm sorry, Fire Chief's, Police Chief's, Boards, Commissioner's, folks who were being called upon in room as being a wealth of knowledge were there because the updates are so plentiful year after year after year in the information that was shared. So, what I would like to do is go through some of the highlights. I already went through this and highlighted a couple of things. I am going to start with this blue packet called Setting Millage's and as Don pointed out, right in here you can see that every action that we would want to take as a Board has a corresponding page number and you can go to that page number an see exactly. For instance, notice requirements when rolling forward. If that's the process you would go to page 32 and it walks and lists through every action item that we must comply with in order to do that. But, for the sake of my discussion tonight, what I would like to do is start with page 3. If you would go to page 3, this is what Don was just referring to:

Page 3, Revised Statute 47, Section 1705(A)

Requires all tax recipient agencies of as Velorum taxes of every parish, excluding Orleans, to adopt an ordinance or resolution each year with the millage rate to be applied to the assessed value. The authorizing ordinances or resolutions are required to be furnished to the assessor and the legislative auditor no later than June 1 for each year...

Mrs. Gallo continues, again, today is April 11th, and you will see that with the requirements placed before us, we still, if we chose to adopt that tonight, may not be able to satisfy the

windows of notification to the public that is required and I am going to go over that in just a few minutes. If we'd go to page 10. this is a lot of reading materials to do on your own. I was certainly, I'm sorry, page 8.

Page 8 is the Open Meetings Law. One of the notes that I made was Mrs. Karlin says. A copy of the Open Meetings Law statutes are required to be posted in our office and on our website. So, we do need to get that uploaded to our website as well. We did talk about what is an office. I didn't want to interrupt anyone earlier because I knew I would covering it. So, our office, it was recommended that that location be where ever we keep our meeting minutes or video tapes stored. That would be the reasonable office where that would be made available for any public viewing.

If we go over to page 10 on this. A couple of things, Michele, I noticed that you started this tonight. Public commenting must be afforded prior any to action being taken by the Board on an item. So, thank you for making sure that we are allowing for public comments before any votes. In addition, we...

Mrs. Blackwell said, I'm sorry, I get ahead of myself sometimes and I just jump right on in...

Mrs. Gallo said, we all do. We are chomping at the bit, we want to get out.

Public Entity must provide written public notice of all of its meetings

We do a very good job of that. One of the things that I did want to share with you.

Written notice must also be given no later than 24 hours, exclusive of weekends and legal holidays...

You will see that little notation "exclusive of weekends holidays" etc. So if there's a meeting on a Monday, 24 hours would not be Sunday. It would be Friday, 24 hours. As long as Friday is not a holiday. Friday is a holiday, the 24 hours would be on that Thursday, as an example.

Mrs. Blackwell said, our meetings, I will continue to do it a week ahead.

Mrs. Gallo said, adjustments can be made to that as long as the final agenda is always posted 24 hours before. So, should something imperative come up that we want to include or comes up between the time Georgette post those for us or you post them, you can make that adjustment but it has to be set the 24 hours before, just as a note.

On page 11, Don noted to this a little bit:

The written notice must contain:

- * Time, location, and date
- * copy of the Agenda; and

- * No changes made within 24 hours, exclusive of weekends and legal holidays, preceding the meeting

- * The public body may amend the agenda and take up additional matters during the meeting, but should do so only after a unanimous vote...

Mrs. Gallo continued, which we heard Mrs. Karlin talk about tonight. Again, when that takes place we do have to make a motion to allow any public comment because it becomes, we open our agenda to allow comments. Just an FYI, some of this if FYI for us as a Board so we are all on the same page.

On 12, we talked about this a little bit. We do have to make sure, and I visited with Chief Dockery who was at the training as well, we have to make sure we are uploading our meeting as well as the minutes online and we are required to keep them posted online for 3 months. So, when those get emailed out, Chief Dockery is going to work with our media person to make sure they get uploaded online.

Mrs. Blackwell said, he can't.

Mr. Trascher said, not before approval.

Mrs. Blackwell said, they have to be approved first tonight then...

Mrs. Gallo said, no ma'am, we discussed it. So, this came up and our Mrs. Jennifer Shea, General Council for the Louisiana Legislative Auditor's Office said very explicitly, they should be uploaded. One Board said that they actually put a watermark on the page that says, pending approval or draft, and then after they are approved then we can post them as approved minutes but they should be uploaded when they become immediately available.

Mr. Trascher said, ok, in the past they did tell us that until the minutes were approved, they should not be released to the public because it would be confusing.

Mrs. Gallo said, yep.

Mr. Trascher said, that once this Board adopted those minutes, they became an official public record. So, that must have changed.

Mrs. Gallo said, yep, so Mrs. Shea addressed, and again, they specifically said, year to year, this information changes. So, this is not a training that was suggested to go to once, feel comfortable with and then move forward. But, Mrs. Jennifer Shea

specifically addressed the entire room on that exact question.

Mr. Trascher said, Mrs. Karlin?

Mrs. Karlin said, I tend to disagree with the Legislative Auditor's Office on this one. The requirement, you can even read on page 12, it says you have to publish your minutes online within 10 days of the publication in the official journal. So, you don't publish them, I would imagine, until after you approve them. I just disagree with it. It's just two attorney's opinions, but I disagree.

Mr. Trascher said, and it has been in the past.

Mrs. Karlin said, I think that you should not post them online until they are approved and I don't think the Parish puts them online until they are approved. If you find a third attorney you would probably find a third opinion but, I tend to disagree there.

Mr. Trascher said, we have had problems in the past with this Board with minutes that were released and we didn't have a video. The minutes were amended at the meeting and these people had already taken those minutes as approved minutes and went out and took other actions with them.

Mrs. Gallo said, and I think that's why the conversation around the watermark of it being draft minutes came up. Again, I am sharing information that was shared. However the Board moves forward is how the Board moves forward. But, that's was, this was a pretty lengthy discussion at the...

Mr. Trascher said, conference.

Mrs. Gallo said, at the training.

Mr. Trascher said, well, maybe Mrs. Karlin can look into it a little further.

Mrs. Gallo said, yep.

Mr. Trascher said, ok, thank you.

Mrs. Gallo said, look, I even wrote down here in pen, in quotes: "it doesn't have to be approved minutes".

Mrs. Gallo Continues, ok, so let's go ahead and go to page 32.

So, this is the Roll Forward Process. We are not going to read through all of this but,

some of the highlights that I would like to share. So, this section goes from 32 through 50. This is the entire section on the, no, I'm sorry. 32 through 47 is the section on the Roll Forward Process and this training did a very good job on breaking it down. If you all would like, I would be happy to make a copy with the handwritten notes. But, it talked about everything from sizes of ads, how that ad should look, sample of what the ad should read when we run ads, what is considered the most published journal for the different areas that we all live in, public hearings vs...

Mr. Trascher asked, is the St. Tammany Farmer is in this area.

Chief Dockery said, it has to be in two different journals. It has to be in the...

Mr. Trascher said, so we can do the Advocate and the Farmer.

Chief Dockery said, yes, it would be the St. Tammany Farmer and then the next one has to be the most published in this area. So, it's the Advocate.

Mrs. Gallo said, probably the Advocate. So, we talked about public hearings and public meetings. Typically, it was recommended that those take place on the same date. But, separate notices are required for them and you can read through all of this.

Mr. Trascher said, yes, because we had to open the public hearing, conduct the public hearing and close it. Then open the meeting to do the business.

Mrs. Gallo said, yeah, and it was suggested that those two things happen on the same date.

Mr. Trascher said, right, same time.

Mrs. Gallo said, rather than doing them separately and causing some confusion. Two separate publications are required no less than 30 days before a public hearing. Hence, Don bring that up tonight. If there was going to be some movement on that we would have to act very, very quickly on it.

Mr. Trascher said, well, I think we started it in February and we were suppose to be getting some requirements. These or this definitely and we may have already missed our window this year to roll any of the millage's forward.

Mrs. Gallo said, well, on the roll forward process the 60 days does not apply here. It's 30 days for the public hearing on the first bullet point under Article VII, Section 23(C) of the Louisiana Constitution. So, that's right here in writing.

- The publications shall include [but is not limited to] the date, time, place and subject matter of public hearing

We already talked about whatever newspapers have the largest circulation in our area so, thank you for the update on that. We do have to coordinate with the Parish Council because the Parish Council picks the dates for the public hearing and the meetings.

Mr. Thanars said, and they have those already published.

Mrs. Gallo said, and the meeting has to be held of course, in compliance with the Open Meetings Law.

On the next page, page 33

Additional notice requirements for increasing millage rates without further voter approval...

So, this is the roll forward process.

- Publication must be done no later than July 15th

No less than 30 days, no later than July 15th, is this publication deadline. If the add is placed by July 15th, and the paper fails to run it, there is a process on proving that we did...

Mr. Trascher said, we put it in, they just didn't do it.

Mrs. Gallo said, right, so, these go even as much as detail as to help with that. We do have to publish on two separate days in those official journals and have a least 30 days from the date of the second publication to the hearing date. Some FYI there. Then, it goes into the ad requirements, not less than 2 inches by 4 inches and the top of page 34 you will see some sample language. So, this was very helpful on what that ad may look like. When we do submit for this, we do have to submit the actual advertisement. So, we would submit those copies with that, sure.

Mr. Trascher said, we have to keep the ad that is in the paper.

Mrs. Gallo said, yeah.

Mr. Trascher said, we do that.

Chief Dockery said, and it cannot be in the legal section. It has to be in the paper. Not in the classified.

Mrs. Gallo said, not in the classifieds. That is exactly right. On the next page, this

goes more into what those meetings would look like. Page 36 is in regards to the Open Meetings Law.

Page 37, so, this is detailing what exactly should be on the notifications with the public meetings, full and complete meeting agenda.

Written public notice shall include:

- * The agenda cannot be changed less than 24 hours prior to the meeting.
- * Each item on the agenda shall be listed separately and described as we do it today.
 - * Date of the meeting
 - * Time
 - * Place or location, notice of the meeting.

General Notice Requirements - with what those requirements would look like.

Then, on page 39, this is a description of all of the documents that are required to be submitted. So, again this is our steps. Line item for line item, what we have to submit, what we have to present in order to move forward. One of the things that was noted on page 40, is that our votes be counted as yeas and nays. I don't know how strict that is to yes versus no but, there was a lot of yea versus nay discussion in the samples that were used which you will see in here are all yeas versus nays. Just as an FYI.

Mr. Trascher said, and I think you have to list the name, each name and how they vote.

Mrs. Gallo said, we are going to look at a sample that was used for the purposes of this to say, hey, here's what we would like this to look like.

So, let's go over to page 42. I thought that my friend behind the camera, Mrs. Georgette, would like to see that because that is very helpful for her as she helps us with some of this.

Notice of Public Hearing Meeting, it shows exactly what it would look like. There is actually, a template online that can be pulled or we can use what we have used in the past, of course. That little square in the middle, they made a joke that there was some documents submitted from a Board or Commissioner, at one point, that did not omit that square that says that "this is a sample form". So, we want to make sure to do that. But, ours looks very similar to that if you ask me.

Mr. Thanars said, make note of what's at the top though. When we actually post the agenda, if we post it on the doors, we have to note the date and time that we actually posted it.

Mrs. Gallo said, posted it, true. Thank you, Don. On page 43, you can see in the New Business section, "Adopt the Adjusted Millage's" that is from... Adopt the Adjusted Millage's set forth the adjusted millage's, you see number 3, where it says "Adopt other authorized millage's or taxes"? That was in relation to, she said was if we have bonds or other taxes that we were, that weren't rolling forward. That's what that was in relation to, just as an FYI. Page 44 and 45 are examples of the two resolutions that we would have to create. Again, they provide us all of the information to make sure we get it right and you'll see again, the languages yeas versus nays on page 44. Then, on page 45, you see where it states the name of the millage, the adjusted mills rate, the 2017 levied, that is the increased rate. The rate on the adjusted rate section is going to match the same rates that would be on resolution number 1, so, those two pages would look alike. Then that 2017 levy column would be what the increased rate is because this is a roll forward scenario. Do make note on page 45 that, this was adopted by no less than 2/3's of the total membership, so, vacancies on the Board would not count, just as an FYI.

Mrs. Blackwell said, right.

Mrs. Gallo said, page 46 is the affidavit for the roll forward process. Again, another sample. Whether or not the roll forward occurred, you would check your yes or no on there and the it list the 16 items that are required in the process to be submitted with the documentation that we are providing. So, that's pages 46 and 47

Videographer off record to change DVD – start DVD 2

Mrs. Gallo said, so, if we could reference the legal sheet. This was our actual document that we submitted the last time we made adjustments to our millage's. So, you can see on here that the office made a few adjustments for us. So, shows the millage number and it was adjusted from reading Fire Protection District No.11 to reading Acquisition and Maintenance. If you reference this sheet that I gave you all. Let's look at this sheet real quick as an example. So, the example that we covered together was the library. Line item, it was millage number 1069006. Does everybody see that?

Mr. Trascher said, yes.

Mrs. Gallo said, ok. So, M O - meant Maintenance and Operations. V - is Voter Approved. The authorized rate was 6.33. That was the original authorized rate for the proposition for 15 years. First levy was in 2010 due to expire in 2024. The election date of that was 10/20/2007, and it was Parish wide. It was reassessed in 2016. The last year that there was a roll up on this one was 2006. So, then if you

come to the end there are two columns. There are Max Mills and Adjusted Max Mills. So, the Adjusted Max Mills is based on the last reassessment, right. So in this case the Max Mills was 6.29, the Adjusted Max was 6.07, so that tells us what we can do and what the library did do is on the line below that. So, the Max Mills was 6.29, the Adjusted Max was 6.07 so they did accept the Adjusted Max of 6.07. So, again, the top one shows what you can do and the bottom one shows what they did. If you look down to Millage Key 1069034, so, this entire document, this is not the full and complete document but, this is all of the millage report available for everyone in the Parish in St. Tammany Parish. We see the first of ours. So, you see it says A M, that is Acquisition and Maintenance. So, you can see on our legal size document here, the office adjusted where we wrote Fire Protection District No. 11 to Acquisition and Maintenance, which is the proper name of that millage followed by the millage number which is 1069034. So, if we read across that that was voter approved for 10 mills, 10 years. It was first levied in 2010, due to expire in 2019. The election was held on November 4th, 2008, it was reassessed in 2016. The last time we had rolled up was 2015. So, then if we look across and we see what we can do, our Max Mills is 10, the Adjusted Max was 9.88. You look down below that to see what we did, the Max Mills was 10, the Adjusted Mills was 9.88 and we did levy for 9.88. So, it shows what we can do, what we did and this information is what we refer to when we are filling out our resolutions so that we provide the proper information on the resolutions and no future adjustments are needed.

Mr. Trascher said, right. That's what we been talking about before, like this one, we bring it back to 10 and bring the other one down that small amount so that we have three of them that are consistent and we can maintain each year and just work with the one. But, we are going to have to go through a year of hardship to adjust all of them back to what they should have been.

Mrs. Gallo said, right, so let's go to the back side of that and look at millage 1069065 and read across there. This is another Acquisition and Maintenance voter approved for 10 mills for 10 years. It was first levied in 2017, due to expire in 2026 and it was voted on November 21, 2015. If we look across, what we can do is 10, what we did on this one, I'm sorry, what we can do is 10, the Adjusted Max is 0. So, if we look at what we did, it shows 9.78 to 9.66 and we adopted 9.57. So, this goes to, remember those multiple revisions that we had, but you can look here and see on the resolution 2016-020, Acquisition and Maintenance 1069065, we did adopt 9.57 mills. The max there was 10. So, I had some questions about this because I saw those zeros there and that concerned me and Chief, I would like to ask one of you to follow up with this if you are having conversations with Mr. Dugas' office or maybe Karlin, right?

Mrs. Riles said, yes, so if it was first, the election was 2017, you haven't had a roll up, you haven't had a reassessment yet. That's why. You don't have an adjusted max because you get your adjusted max for the reassessment year and you don't have one.

Mr. Trascher said, in other words, we set, this one was renewed 10 mills and instead of

collecting the full 10 mills, we rolled it back to....

Mrs. Gallo said, to 9.57.

Mr. Trascher said, right.

Mrs. Riles said, and you won't get to yours until...

Mr. Trascher said, until 4 years out, right. If we don't roll this one forward, the new adjusted max will become 9.7. We won't be able to raise it to 10.

Mrs. Riles said, the adjustment year is 2020, so 2019 will be the (inaudible), so you still have a couple of years.

Mr. Trascher said, so we would have to roll it forward.

Mrs. Gallo said, the max is only 9.66 so the adjusted max would become our new max if we did no action.

Mr. Trascher said, right, right.

Mrs. Riles said, right.

Mrs. Gallo said, correct.

Mr. Trascher said, so that's why I was thinking we should roll it now and we wouldn't have to reappraise it.

Mrs. Gallo said, I wanted to make sure that everyone knew how to read this and understood what it meant because they did a very good job explaining it to us in the class. At least, to get some familiarity to it and I appreciate you sticking around to the end of the meeting and please correct me on anything that should be further enhanced. So, you can see all of the items on this legal document that is reviewed to make sure that we are being thorough and all of the items that have check marks, as we said, we do names with absent or yeas or nays on here. What was discussed was kind of, a preferred was number of yeas, number of nays and listing who those yeas are and who those nays are. This ultimately gives you the same information.

Mr. Trascher said, right. It's just that each Board member is identified. If you got three yeas three of us would be listed by name.

Mrs. Gallo said, yep, so the third page of this shows that it was authorized by Michele as our Chair-lady. The copy of the Special Public Meeting including the date, the time, the location, what the business was and when it was posted. It's on the bottom, posted by Michele Blackwell, on Friday, September 23rd, 2016 at 3:00 pm. We need to make sure that's continued moving forward. So, we did a pretty good job. I do

want to say there was a little joke in the room when they started this section that said that, we did have one Board that submitted a bulk millage number to us that we had to reject and send back to them to have them break down...

Mr. Trascher said, that was us!

Mrs. Gallo said, and I kicked Don under the table and I said "that was us". At the same time Chief Dockery texted me and said "that was us".

Mr. Trascher said, that would be us.

Mrs. Gallo said, so the last thing, and this was a point well taken. So, the Justice of the Peace, our Notary on this.

Mr. Trascher said, Lisa Polk.

Mrs. Gallo said, Lisa Polk, right. That was our Notary, ok. It was recommended that when you get your notary to sign off on your documentation, that we take a screen shot of Secretary of State, is that correct?

Mrs. Karlin said, yeah,

Mrs. Gallo said, that shows what their expiration is.

Mrs. Karlin said, and you actually have to print it out and attach it to the Notary data sheet.

Mr. Trascher said, ok, well, the Justice of the Peace, the problem is, the Justice of the Peace is a judicial notary so they don't have, like my commission expires at death or their commission expires at the end of the term but it doesn't say.

Mrs. Gallo said, ok, so ours, we submitted it and it's on here but should you not use the Justice of the Peace, just as an FYI...

Mr. Trascher said, you should. You should actually use a Commissioned Notary because a Justice of the Peace is a judicial notary.

Mrs. Gallo said, yep, but make sure whatever we submit does include their expiration date because they have seen examples, and again, it was just good discussion in the room, they had seen examples where documentation was presented and then between the time the documentation was presented and checked, that notary expired. So, if and when we provide the evidence that the notary was valid at the time that it was all taken care of it won't be sent back to us. But, if it did expire, it would be sent back to us and that process would have to be done again. So, just as an FYI on that.

Mr. Trascher said, yeah, we should use commercial notary or an attorney.

Mrs. Karlin said, print out their sheet the day you do it. Because even an attorney can get disbarred and a no notary can be.

Mr. Trascher said, yes, they used to have to sign waiver.

Mrs. Gallo said, that's exactly, that was the other example that they shared, was the attorney being disbarred. So, lots of information, great information. I made y'all the clean copy. I did not make the copy with all my notes but, if anybody wants them. What I did was I made notes when they said, what this means is, and I would write down what they wrote.

Mr. Trascher said, so this follows exactly what we've done. Basically, what we need to do is decide as a Board what we want our millage rates to be and from that point, we got the procedure to follow through with it.

Mrs. Gallo said, yep, and potentially, hold a special meeting so that we keep within the time frame required of us to do that.

Mr. Trascher said, let me ask you this, if we, do we have enough time at our next meeting to set, adopt an ordinance?

Mrs. Gallo said, no, because our next meeting would be after May 1st and we would be required to have documentation in by June 1st.

Mrs. Karlin said, if I may, the law is June 1st, that is impossible. Check with Troy to see what the actual date is because, I don't think that the Parish has the hearings scheduled...

Mr. Trascher said, until July or August maybe, I think.

Mrs. Karlin said, it's June or July. Troy had, I was looking to see if I wrote it down. I wrote it down somewhere but I can't find it.

Mr. Trascher said, that would be something that we could, we need to know right now when our window is going to close. If we can do it at our May meeting, we can decide and put it on the Agenda and adopt a resolution for our millage's and then begin the procedure.

Mrs. Karlin said, yeah, because you have to do your hearing and meeting, I think that's only rolling forward, at the Parish Council Office. Double check with Troy...

Mr. Trascher said, that is true, only if your rolling forward, you have to go before the Council and you actually have to go before the Council also and let them, make a presentation. Chief, you can jump in on this one because you know it. You have to

go to the Council and we got to say, we would like to roll these millage's forward and get their blessing. We have to get on their agenda, also.

Mrs. Gallo said, the why. That goes back to Don's statement around the why. Why would we be doing this. To justify it.

Mr. Trascher said, if it's a revenue neutral proposition, usually you don't have any problems. If you are increasing your revenue, that's when they are going to ask, well, what is the additional revenue for, why do we need it and so on and so forth.

Mrs. Gallo said, so, like the information that Mrs. Karlin brought tonight, I think this is great reference materials for us all to have. I would strongly recommend in the future, as many of us that can go to this training, go. It was, the discussion in the room was worth it's weight.

Mr. Trascher said, what about our window? When does that window close, do you know? Do you know that?

Mrs. Gallo said, which window?

Mr. Trascher said, the window, if we put this on our May agenda?

Mrs. Gallo said, it's supposed to be 30 days prior to the June 1, submission date but, if you are saying the June 1, submission date is not practical...

Mrs. Karlin said, impossible.

Mrs. Gallo said, then we have to get with Mr. Dugas.

Mr. Trascher said, if we adopted it at our next meeting, we could submit by June 1st, that this is what we want to do and begin the advertising and so on and so forth, right.

Mrs. Gallo said, no, the documentation has to be submitted by June 1st, per this.

Mrs. Karlin said, check with Troy but, generally their rule is, get it to them before August 1st because, August 1st is the day that all the laws change so, if you wait til after August 1st, the Legislative Auditor's are going to hold you to this plus any new laws and sometimes they conflict and it's impossible.

Mr. Trascher said, well, what I was looking at, is if we do roll forward to even out the millage's, I am just curious as to when our deadline would be over that we could do it. That's what happened last year, it passed where we couldn't do it. We didn't have enough time.

Mrs. Gallo said, so that's where the confusion is, because according to this, everything

has to be submitted and complete by June 1st. But, if the Council does not even have dates available until June or July, that's not achievable. So, Chief would have to visit with Mr. Dugas, or someone on this Board visit with Mr. Dugas and ask when is that date. When is that drop dead date?

Mr. Trascher said, Chief, can you check with that, check on that for us to let us know when our window will close. That way we will know if we have to call a special meeting this month or we can deal with this issue at our May meeting.

Mrs. Gallo said, correct.

Mr. Thanars said, and we have to notify the State Representatives.

Mrs. Gallo said, correct.

Mr. Trascher said, but, that's what we need to know, is when does that window close.

Mrs. Karlin said, if you are rolling forward, you got to go to that meeting and then you just do everything at that meeting. Just go from there. If you can tell Troy what you are doing, he can guide you.

Mrs. Gallo said, point us in the right direction.

Mrs. Karlin said, yeah.

Mr. Trascher said, Chief, can you do that for us and let us know in a couple of days?

Chief Leos said, I am having surgery Thursday so, if I don't get it tomorrow...

Mr. Trascher said, Jack, Chief Dockery?

Chief Leos said, Troy loves him.

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

Mrs. Blackwell asked, that's all on the training materials?

Mrs. Gallo said, that's as much as I am going to bless you with tonight.

Mrs. Blackwell said, my head feels like it's this big around already. I feel like I am back at my test two weeks ago.

Mrs. Gallo said, that's all I am going to bless you with tonight.

Mrs. Blackwell said, alright, can we move on?

Mrs. Gallo said, yes.

Mrs. Blackwell said, ok, Clarification of Bid Law Requirements, Jackelyn.

CLARIFICATION OF BID LAW REQUIREMENTS – Jackelyn Gallo

Mrs. Gallo said, next training materials.

Mr. Trascher said, you have the floor.

Mrs. Gallo said, so the bid law, the Revised 2017 Bid Law. This did come up in discussion at last month's meeting and I wanted to point out a few things. I don't know if you all printed it, I think Chief Dockery sent out the most recent revised, this revision. To share a few points, bullet points that's on here, I would like to refer, just to get us all on the same page, to page 7, which reads, What is the Public Bid Law. The Public Bid Law is the set Law that governs contracts for public works and the purchasing of materials and supplies by public entities that meets certain threshold requirements called contract limit or minimum. This limit is \$30,000 for materials and supplies. Then, it goes on to talk about public works. Further in the document on page 13, it discusses how bids are to be delivered and bids are delivered in one of three ways. Hand delivery, registered or certified mail or electronically, which would be email. Pages 22 and 23 further goes on to explain what are materials and supplies. We can read, you guys can reference that but, contracts by local political subdivisions and local governmental entities for purchases of materials and supplies for the value of more than \$30,000 must be advertised and let for contract with the lowest responsible bidder. There are some definitions of a responsible bidder in here. Purchases of 10 or more but less than 30, should be made by obtaining no fewer than 3 phone or fax quotes and purchases less than 10 but greater than 1, it's prudent practice to obtain 3 written quotes though the law does not state that. That is further explained again on page 24. So, I thought that, based on our last discussion, page 25 does go into how we would advertise those bids. Page 36 talks about professional services because, that was another topic that came up during our last meeting. But, I thought that it was very important for us all to know what this bid law reads and have some discussion about it in case there are any questions or anything that we need to reference in here to get on the same page. So, it's pretty clear on what the bid laws are, what is required as far as what is a bid and how those bids have to be delivered for what dollar amounts and there are tiered dollar amounts of \$30,000 or more, \$10,000 to \$30,000 and \$1 to \$10,000. with the discussion that we were having last week, there were two last month. There were two items that were approximately \$8 and \$16, so, that was the two items that were talked about, public bid. You can reference it in the materials that were sent out via email. So, tonight is kind of the night of training if you will or reference materials. I think that we have everything that we can possibly use as Board Members and Commissioner's in this materials we have tonight. That's all I wanted to was that we were all on the same page.

Mr. Trascher said, I totally agree and I did speak with the attorney's and they recommended that if purchases of \$5,000, that we get three quotes.

Mrs. Gallo said, which is exactly what is in here.

Mr. Trascher said, which complies with the bids best practice, from \$5,000 to \$10,000, we get three quotes.

Mrs. Gallo said, but, it was very clearly stated on the emails that the bid law was not in accordance with \$30,000 and that was not correct. So, I wanted to make sure that we all knew.

Mr. Trascher said, yeah, over \$30,000 you have a formal bid process that requires advertising and everything else.

Mrs. Gallo said, yep.

Mr. Trascher said, and from \$30,000 to \$10,000, you can get three quotes, if you will

Mrs. Gallo said, yep. That's right.

Mr. Trascher said, ok, I agree.

Mr. Swann asked, does it address sole source in there?

Mrs. Gallo said, not that I read. I could not find anything on sole source in here.

Mr. Trascher said, we can purchase from a State contract that you wouldn't need the bid laws.

Mrs. Gallo said, yes, State contract. That is correct.

Mr. Trascher said, that's how we are going to buy the pickup truck.

Mrs. Gallo said, it's called the Louisiana Procurement Code and it is addressed in this document. But, there was less than pleasant emails conversation about not understanding the bid laws so I wanted to make sure that we were all on the same page.

Mr. Trascher said, seems like it.

Mr. Swann said, I think what I said was correct about the \$30,000.

Mrs. Gallo said, what was that?

Mr. Swann said, you told me that I need to look at because it would probably help me at my job. I said that you had to have written quotes and you said not if it's \$30,000, under \$30,000.

Mrs. Gallo said, I don't remember written quotes, I would have to look at the minutes.

Mr. Trascher said, we all agree with where we stand now.

Mrs. Gallo said, we do.

Mr. Trascher said, we know that if we are going to make a \$15,000 purchase we will need at least three quotes so that we can look at it and approve it.

Mrs. Gallo said, and I didn't find anything about sole source. I don't know what the answer is on that. I couldn't find anything and not in the document we have access to.

Mr. Trascher said, and that's a touchy subject because, when you deal with a sole source provider, the vendor that is providing that, it would be difficult to explain to the auditor a letter from them that they are the only ones that it. It may have to come from another source.

Mr. Swann said, just like a stretcher, you got other companies that make those stretchers.

Mr. Trascher said, but, anyway, I hope it's resolved. We all understand it.

Chief Leos said, the only company that we had that had that problem with was Hertz Tools and they are sole provider and that is a protected distributorship. Nobody else can bid on it in Louisiana. One guy.

Mr. Swann said, that's your extrication equipment.

Chief Leos said, yeah. You run into that every now and then.

Mr. Trascher said, there may be instances but it shouldn't be the norm. But, anyway, I hope that clears it up and we can move forward on that issue.

Chief Dockery said, that sole provider, they state in there, their trade parts to (inaudible) the stretcher, it's made with x amount of material to this standard. That's how they get the sole providership for it. Yes, there are other companies that make stretchers. We will look into that and we will make sure that we will have quotes of equal standards.

Mr. Trascher said, when the time comes for the proposal, we will have a set of the specifications on the stretcher and we will get three proposals and we will select the proper one.

Chief Leos said, yeah, they have to meet your specs.

Mrs. Blackwell said, with that said, I would like to welcome Mr. Gene Bellisario. Thank you Mr. Gene, for coming.

Mr. Bellisario said, I was at a HOA meeting and it almost winded up in a fist fight, so this is better.

Mr. Trascher said, thanks a lot.

Mr. Bellisario said, I am serious.

Mrs. Blackwell said, sorry to interrupt that portion. Are we finished with the clarification of the bid laws?

Mrs. Gallo said, yes ma'am, we are.

Mrs. Blackwell said, let's move to Open Meeting Laws.

OPEN MEETING LAWS – Jackelyn Gallo

Mrs. Gallo said, we already covered that.

Mr. Trascher said, we beat that horse already.

Mrs. Gallo said, we sure did, twice.

STATUS/UPDATE REGARDING FNBC – Jackelyn Gallo

Mrs. Gallo said, so, Mrs. Wynn did call me last week and what she shared was a birdy had told her that we would be discussing FNBC on the agenda. I shared with her that, yes, I felt that it was my duty to certainly, let the Board know that there was the article in the City Business and I invited her out tonight to share any updates about the status of the bank. I also shared with Wynn, when she and I were talking, that anytime any of us see something about our banking relationships, I would hope that it would be brought to the attention of the Board so we can make wise decisions on whether it's to leave the funds there and we were comfortable with her presentation tonight and as a Board we make a joint or we make a vote or a decision to leave the banking relationship as it is or if there is still discomfort, I did bring the article if anyone wants to read it, if there is any discomfort still and I did share with her also, that if any Board members did have any questions or the status of FNBC, my only recommendation would be and this is something we talk a lot about with business owners in my line of work would be move 2 or 3 months of working capital. Whatever it takes to run this department, which is about \$100,000 a month if you will, when you look at our budget in twelve months, to move to another bank. Should the Board have concern? That would be how I would address the concern. Should the Board be comfortable with Wynn's presentation tonight and comfortable with the fact that they feel FNBC is stable

moving forward, then no action is taken and we leave everything right where it is. So, she and I discussed that thoroughly. I invited her to come out not knowing it was her birthday, so, I felt terrible about that because I would have certainly just shared her message as best as I could had I known that. But, anyway, that was the information and the City Business article simply read, Feds want FNBC Bank upgraded or there be a merger. She stated to us tonight in her presentation, what we see now a days when there are mergers is, when the bank closes one day FDIC, the officers that go in, do have another bank lined up to purchase them. Typically they will open the next morning with a notice on the door that says, this bank is now operating as ABC bank instead of XYZ bank. That's how we have seen it happen right here in Slidell when we've seen other bank acquisitions take place. So, it's just a informational piece and I wanted to open it up to the Board and see if there's any discussion or questions.

Mr. Trascher said, the only thing I would say at this time is I think, you know, we brought FNBC in here and I think our relationship has been well.

Mrs. Gallo said, it's a good relationship.

Mr. Trascher said, they deal with a lot of other government agencies.

Mrs. Gallo said, almost exclusively, actually.

Mr. Trascher said, I don't think at this time we are really in any jeopardy of this department not being able to operate.

Mrs. Gallo said, they actually pay extremely good rates in comparison to the market if you will. The rates that FNBC pays on deposits are much greater than any banks rates are going to be. So, if the Board is comfortable with the presentation, again, I feel like it's my duty as Treasurer of the Board to bring information up and let the Board make a decision on the information.

Mr. Trascher said, I for one, I don't have a problem with it. Do you want a resolution or discussion.

Mrs. Gallo said, it's just open for discussion.

Mr. Thanars said, my question would be is, if the pending audit comes back and it's more negative than positive, would the monies that we have there be frozen? How does that work?

Mrs. Gallo said, no, the only time monies would be frozen is if the FDIC were to come in and there not be a bank already notified on hand that is acquiring them. That's the only way monies would be frozen. We have not seen that action take place in many, many years. What we have seen is, and I'll tell you I had a close friend that work with my bank and she was with another bank and on a Friday after noon a lady and two officers walked in, shut the doors behind them, stood at the door and said who is the

manager. Bring the keys. She thought she was being held up. She walked up with the keys, she locked the door and then she was notified, we with the FDIC. Your being closed down. Everybody in here go ahead and call your families and tell them you will be home very late tonight. So basically, at that moment they turned over and became, instead of XYZ bank they became ABC bank. By Monday they opened, they still had the signage but there was a notification on the door and they did open as the new bank name. So, that is how we have seen it work. Is there any guarantees in the future, no.

Mr. Thanars said, ok.

Mrs. Gallo said, but, I do think that since the audit is under way already, that absolutely, Wynn has been more than gracious being a bank representative. I think she is a great banker. I've known her for a little while now and pending the audit results, if they come out as good as she thinks they are going to come out, I think we leave it unchanged. If they did not come out as good as anticipated, I think there would be further discussion, of course, and that is certainly going to hit the papers either in a positive light or not when the time comes. So, the point for this agenda item was to bring it to your attention, make the Board aware. You guys asked me to do that and that is what I am going to do. That's it. Leave it up for discussion.

Mrs. Blackwell said, it's awful terrifying just to know that that could happen just in the blink of an eye.

Mrs. Gallo said, oh yeah.

Mr. Bellisario said, that stuff happens.

Mrs. Blackwell said, like a thief in the night.

Mr. Trascher said, you may not wake up in the morning either though, so.

Mrs. Gallo asked, do you have a question Mr. Bellisario, I thought you had your hand raised. No.

Mrs. Blackwell asked, anything else with that? Mr. Thanars?

Mr. Thanars said, two points that came up earlier and I don't want them to get lost in all the information that we heard that's very important. Not just to millage's, I just think it's good business practices that we one, have a capital plan that we understand all of our major end items. You know what it is, when we bought it, you know, it's value, the maintenance cycle associated with it, when it's due to replace so that we have a long term spend plan. When I was with Textron, that's a big thing when you are dealing with any kind of government, you know, you got monies coming in, you got to buy stuff. If you want to be good stewards to that. Not just that we get a budget, we have to prove that we understand how those numbers were actually generated, what was the

factors driving those. No different than what we talked about, I think at the last meeting, was training. There is some kind of training to maintain certification. Some of that training is expensive. Sometime you have to send people away. That's not something you spend every year but, it might come up on a point because of the number of people you have. You have this huge infusion where you have to plus them up. Again, if you are able to track things like that, and I am using training just as an example, but if it's a major piece of equipment that's a couple hundred thousand dollars. If you don't see that coming and you have to react to it you may be ill prepared to deal with that. Again, it's a lot of grunt work that is necessary to do that so you have that level of visibility to do that but it's just something that needs to happen and I just think that we can't lose sight of that to insure we have that degree of fidelity for everything that we are doing.

Mr. Trascher said, I think that it's a good point. I think that we need to certainly, something we need to do. Let's get through the millage process right now, get our windows and get our millage's adjusted and maybe this, sometime this year, we can get with the Chief and see if we can put together a list of equipment with the date that they were acquired, life expectancy and when we can reasonably look at when we can replace it as we prepare the budget for next year. Next year we would be able to better understand and possibly shift funds around. This District hasn't had the luxury of having money at the end of the year that we could put towards capital purchases and things like that. I think now we are moving in that direction and for the past couple of years we have been able to possibly acquire some surplus and we could take those surplus funds to what you want to do now. I think that's what you are alluding.

Mr. Thanars said, that's not what I am alluding to. I think if we wait til the end of the year, I think we have to be successful on purpose and I am thinking like an entrepreneur. We have to do things on purpose. For this, we have to know what's coming, we plan for it and we have our budget and budget allocations aligned and so that we do it on purpose. We don't wait on it if it's at the end of the year to see what we have left. We budget accordingly based on what our needs are and those needs are going to fluctuate and then as we move the budget from year to year we will be able to make those adjustments based on what we know is going to happen, not what may happen. We know this is coming but we the only way we are going to know that is to do this grunt work I am talking about. You have to do it on purpose up front so you look out, so you can look out three years from now. When I mentioned this about nine months ago and where I was going with this is often times there are grant opportunities and sometime you have short windows of opportunity to respond to it. If you do this right you will have all the information you need. You cut and paste and you will be able to satisfy the requirements for a grant. If you do this work right, you will have it. It allows you to respond much quicker, much faster and your chances often times, because sometimes it can be overwhelming with all the other other stuff, be it millage's or whatever that we are doing. So, what I am trying to say is that this allows us to get ahead, I say us I mean collective us. Not just the Board because we are making decisions on tax payers money on how it is going to be spent to support the

department. You know we have talked previously about PIAL rating and all of that. So, we have to be successful on purpose. You know, how do we position them so they maintain the level of certifications that they need, the equipment readiness, the things that we can influence. That we can influence control so that it's not all of a sudden when it's time to do an inspection but we have this huge infusion of cash that we need so that they may get a certification. That's all I am saying and again, I don't want that, it's, I am not saying this is easy. That's not what I am saying, but I am saying we have to be successful on purpose and it has to be some forethought in it. There are probably other departments, other districts that may have infrastructure that we can kind of leverage that. I am just saying this is something we don't have to wait. The conversation has to be had. See what other departments are doing and how we can kind of take that leverage of what they have in place and not reinvent the wheel, replicate that and start building that degree of fidelity about the equipment and readiness that we need in Fire District 11.

Mrs. Gallo said, doing that in powers us to make decisions, as a Board, for the benefit of the department and the tax payers. Before we adjourn I forgot to make mention under the financial section. Just as an FYI, I did do a surprise audit on the last three months of the debit cards. When I came to sign checks last week and everything was easily accessible, in line, validated and receipts were checked against the bank statements. So, just an update on that. I forgot to share that during the financial part.

Mrs. Blackwell said, good, thank you. Thank you very much.

Mrs. Gallo said, for the record, I will not be at the next meeting, I will be in Dallas. I tried to share that last month and I forgot to do it on the record so I made myself a note.

Mr. Trascher said, I thought it was in there.

Mr. Swann said, was it May?

Mr. Trascher said, there's one meeting you did, it's in the minutes that one meeting you weren't going to be there. I don't know which one.

Mrs. Blackwell said, oh it was in there because we asked you if you were gonna be.

Mr. Bellisario said, she was working on the campaign.

Mrs. Gallo said, so next meeting I will be in Dallas so I won't be here.

Mrs. Blackwell said, ok, thank you.

Mr. Trascher said, with that said, if there is no further discussion... I'm sorry.

Mrs. Blackwell said, Mr. Gene?

Mr. Bellisario said, I met with Don Friday morning for maybe a half hour, 45 minutes discussion. What was it about an hour and a half?

Mr. Thanars said, about that.

Mr. Bellisario said, but, it was a good discussion and I was explaining to him where you are now versus the time when he took over from the previous Fire Chief. One of the things I feel was not there was the record keeping system that you need for everything. One of my questions is, do you have a fixed asset ledger so you can look at all the assets you have to look at how long you have them. Is that being tagged as capital asset? So, you have a record for that because what I find out with Fire District's, there's a laxity because of lack of man power to do certain things so the auditor can do more of the accounting firm which then can charge you more and there is a fine line of having somebody, having to hire somebody to do a part time job to do that. But, I firmly believe that, sitting as an elected official, that if you don't have the records to demonstrate to the public, when you come with a millage renewal or a cap for to by a new fire truck, you don't have data to show them, they are not going to vote for it. I had mentioned to him about forming some work groups and maybe volunteers from the public who would be willing to work with one of you and you look at, to check the maintenance records for your equipment. Is that being done? What does the fixed asset ledger look like? If there isn't one, you create one. I had recommended to him that you would be better off talking to Chief Duffaut (Chief of Administration, Slidell) from Fire District 1. because I get criticized by some of the Parish Councils because I support Fire District 1 because they do it right. I don't think there is another Fire District that is as sophisticated as they are. That's why they are international accredited and they can help you find, so you are not reinventing the wheel, if that's what you want to do. But if you haven't, you have to find a way because the way people act towards taxes today, it's like no. When you start seeing people defeating renewals, even Fire Districts, that's not a good sign and you need documentation so you can go out and talk to the community and explain why you need that renewal or to keep the renewal tax for equipment and the thing that gets you that is the documentation that you can speak from. So, I just wanted to pass that on.

Mr. Trascher said, absolutely.

Mrs. Blackwell said, thank you Mr. Bellisario, we appreciate any input.

Mr. Trascher said, with that being said, I would like to thank Mrs. Riles for being here this evening. We really appreciate the support you guys give us. I'm sure, now that y'all met her, you'll know who to contact when you have a question because they are much faster than the District Attorney's Office and much more reliable. With that said, I move we adjourn.

Mr. Thanars said, second.

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

Mr. Thanars said, yea.

Mrs. Blackwell asked, Mrs. Jackelyn Gallo?

Mrs. Gallo said, yea.

Mrs. Blackwell asked, Mr. Eugene Swann?

Mr. Swann said, yea.

Mrs. Blackwell asked, Mr. Floyd Trascher?

Mr. Trascher said, yep.

Mrs. Blackwell said, motion carries. Thank y'all.