



St. Tammany Parish Fire Protection District No. 11  
Board of Commissioners  
Minutes of the Meeting on December 12, 2017  
Interim Fire Chief Jack Dockery

**ROLL CALL**

Don Thanars – Present  
Eugene Swann - Present  
Floyd Trascher – Present  
Michele Blackwell - Present

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**MINUTES**

Mrs. Blackwell asked, has everybody read and approve the minutes for the November 14<sup>th</sup> meeting?

Mr. Trascher said, yes, I did go over the minutes. They seem to be in order and I'd move that we approve them with the video governing.

Mr. Thanars said, second.

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

Mr. Thanars said, yea.

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

Mr. Swann said, yes.

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

Mr. Trascher said, yes.

Mrs. Blackwell asked, has everybody read and approve the minutes from November, the special meeting on November 21<sup>st</sup>, 2017, meeting?

Mr. Trascher said, yes, I did review those also and I found them to be in order and I would move that we approve them with the video governing.

Mr. Swann said, second.

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

Mr. Thanars said, just a bit of unreadiness before I vote. I would just like first to personally apologize to Chief Dockery and the Firemen. I felt that the meeting, the special meeting we had was out of order from my stand point and I did a disservice to you and the job that you have been doing and you all have been doing while Chief Leos has been ill and basically, away. You guys kept the ship afloat and running with no issues and so again, I applaud the work that you guys have been doing.

Chief Dockery said, thank you.

Mrs. Blackwell said, ok, we still have a motion on the table, how would you vote?

Mr. Thanars said, it's correct, yea.

Mrs. Blackwell asked, Mr. Eugene?

Mr. Swann said, yes.

Mrs. Blackwell asked, Mr. Floyd Trascher?

Mr. Trascher said, yes.

Mrs. Blackwell said, motion carries.

Mrs. Blackwell said, let's move on to the Financial Report for November 2017.

#### FINANCIAL REPORT – NOVEMBER 2017 – Chief Jack Dockery

Chief Dockery said, alright, for the month of November, we are suppose to be at 92% for normal reoccurring cost or expenses. We have only three items that are standing out. Bank Service Charge, we are approximately \$110 over. Medical Disposal, we are at \$72 over and Water, water is the issue we have been having with the third station. We are \$172 over. Even though we are over, we will fall within our 5% in the category for Utilities, where the Medical Disposal and Water are located. As of the rest of the budget, we have taken in 100% of our ad velorem. We are 70.47% of our State Revenue Sharing, which is showing to be

\$9,154 off. We are 98% on our fire insurance rebate with only \$296 off. We are 90% with our State Supplemental Pay. 96% with Checkbook and CD Interest with the whole category coming out to 97.91%. So, in speaking to Moyle, we are in good shape. We are tidying up a few categories this month and basically, dwindling down to zero here in the last month. Any purchases, needs, that the department has, we are trying to fulfill them now with Maintenance and Repair. That's all I have for...

Mr. Trascher said, the Maintenance and Repairs, that would be money that we already had budgeted...

Chief Dockery said, yes.

Mr. Trascher said, to that we can end the year...

Chief Dockery said, yes.

Mr. Trascher said, within the 5%.

Chief Dockery said, yes.

Mr. Thanars said, is there a cut off when you have to, for all the expenditures?

Chief Dockery said, we try to have everything invoiced by the 30<sup>th</sup>. Everything invoiced and check cut by the 30<sup>th</sup>. So the cutoff would be approximately the 25<sup>th</sup>. I know that's Christmas Day, so we are looking at next week. We are looking at anything past next week will be postponed until the following year so, we are anxiety, right now, making our purchases that we need or any maintenance that needs to be done is getting completed as we speak. We've had a quite a few things going on. Different trucks go to different shops so.

Mr. Thanars said, ok.

Mr. Swann asked, why did the Bank Service charges go up? I mean, are they charging us more than what we were paying before?

Chief Dockery said, it's a possibility. I would have to speak to Mrs. Wynn and see. It may be a little different going from First NBC to Whitney.

Mr. Swann said, I would think that First NBC would keep everything the way it was.

Mr. Trascher said, I don't think First NBC charged us at all.

Chief Dockery asked, what was that?

Mr. Swann said, I thought they told us they were going to keep everything as it was.

Chief Dockery said, I think the interest rate they were going to keep as is. I am not sure why

we are getting that for the bank charge. That is a question that I have for Mrs. Wynn.

Mr. Trascher said, yeah, they did, First NBC I don't think, charged us at all and I think when they went to Hibernia and looked at other institutions and there was going to be a bank charge but they would hold the interest rate at the same on our accounts. But, I mean, once we get more comfortable with it, then, maybe they would work with it.

Mrs. Blackwell asked, ok, is that it on the Financial Report?

Chief Dockery said, that is it on the Financial Report.

Mrs. Blackwell asked, anybody else on the Financial? We will move to the Chief's and EMS Report.

#### CHIEF'S REPORT/EMS REPORT

Chief Dockery said, Chief's report, Firehouse is down right now so I cannot give y'all a tally. I do have a couple of things to talk about. Of course, this Friday, 15<sup>th</sup>, we have a Town Hall Christmas Tree lighting. We will be out there handing out fruit to all the individuals and we will also be carrying Clause and Mrs. Clause for the kids. While we are out there we should have some fire prevention material for the community to take home.

Mrs. Blackwell asked, that's Friday night?

Chief Dockery said, that's Friday night. I want to say 6:00 pm it starts. Also, I have one truck that is out right now. It's actually in Kenner. It's actually having some warranty work done on the engine. We were able to get in touch with the company and diagnose a problem that was the engine manufacturer and not the fire department manufacturer. So, they have our truck right now and they are going to tear through the engine and take care of any problems that they run across. It had a couple, a few of oil leaks and had a problem with our diesel exhaust fluid system malfunctioning on it. So, it will be out for the next couple of weeks. I will give you an update when I get more from them on it. We do have our spare unit in place of it so everything is running seamlessly with that.

I just want to make a note today. I usually would say it at the next meeting but being that it has been a run last couple of days, of course, Friday we had the snow come through in this area. We actually responded to 2 separate structure fires that day. Luckily, both of them were extinguished in matter of minutes. One of them being mutual aid in District 7 with a chimney issue and the second one in Twin Oak Trailer Park with a microwave fire. Personnel was able to knock it out relatively quick with little to no damage to the residence. Today, we responded to a another structure fire with room and contents. Luckily, it stayed in the room and just minor smoke damage to the rest of the house so, I wanted to commend our guys for doing an excellent job with these stops.

Mrs. Blackwell said, good job.

Chief Dockery said, it is getting cooler so people are starting to..  
Mr. Trascher said, turning the heaters on.

Cd said, turn the heaters on and use fire places and so on and so on. I just wanted to let the guys know that I am very proud of them. They did an excellent job.

You go on to the EMS Report, I spoken with the company. They are running a little bit behind being the holidays, so we do not have any information from them for this meeting. That's the word I got from them, it's just they running behind due to Thanksgiving and just being a holiday season.

Mr. Trascher asked, how's our call volume been?

Chief Dockery said, call volume is still high. I think today we reached 962, so, for the year.

Mrs. Brenda Grisaffi said, 963.

Captain Mitchell Geissler said, 963.

Chief Dockery said, 963 for the year so far. So we are on track to break 1000.

Mr. Trascher said, well, with the higher call volume, you can almost anticipate that the monthly billing is going to be at least what we budgeted for.

Chief Dockery said, yes, so I mean, as of November we had \$147,892.34 and we budgeted \$168 so we are only \$20,000 off that budget and I think we are going to be really close to hitting that mark by the end of the year. So, that's what I have. I apologize, everything that could break is trying to break today.

Mrs. Blackwell said, we appreciate it anyway Chief Dockery. We know you are trying to get things done.

Cd said, that's all I have.

Mr. Trascher said, while your up there Chief, and I don't want to keep throwing other things out at you. I understand, but I believe next year, isn't that going to be our rating year?

Chief Dockery said, I want to say it is and I know me and you talked about talking. Actually, it is in my plans to get in touch with Troy or his, Mrs. Debbie, who works with him and try to get it planned for next year, the steps we have to take.

Mr. Trascher said, well, we have the millage.

Chief Dockery said, yes.

Mr. Trascher said, which is going to be coming up for renewal which we probably need to put

on the fall ballot.

Chief Dockery said, yes, I have the millage and also...

Mr. Trascher said, the PIAL Rating.

Chief Dockery said, yes, the PIAL Rating is next year and that's what we are working on right now. We haven't received the package yet. We will probably receive it early next year. But, this is our grading year so we are working to get everything possible for that.

Mr. Swann asked, has the water in Pearl River gotten any better?

Chief Dockery said, a little better.

Mr. Swann said, not a whole lot, huh?

Chief Dockery said, not a whole lot cause most of it's still unknown main sizes throughout the district. I mean, the only way to fix it is to pull it all up and redo it. I mean...

Mr. Trascher said, it ain't gonna happen.

Chief Dockery said, it ain't gonna happen. It might happen later on, whenever it's time.

Mr. Swann said, with the new things that they are putting in, are they going to the line size that we need or are they just continuing to do like they did in the past?

Chief Dockery said, when Chief Leos was here they were going to the correct line size with the new tower. I want to say it was 12 inch main running through there through that section so, that was correct. The rest of it, it's still the old system, the 6 inch mains.

Mr. Trascher said, I think we have to rely mostly on the shuttle.

Chief Dockery said, yes.

Mr. Trascher said, to assist our ratings. ok.

Mr. Swann said, I think that was one of the biggest things, I think, that hurt us in the past, was the water.

Chief Dockery said, yes, I mean, what we can control, we are working for. What we can't control, that's one of them, water. We can't control that.

Mr. Trascher said, right, the best that we can do with that is work with, I think, we had some assistance with shuttles coming in. Hopefully, we can count on that again or bring that back.

Chief Dockery said, yes.

Mr. Trascher said, ok, thank you Chief.

Mrs. Blackwell said, thank you Chief Dockery. Ok, if that's all we have for the EMS reports, let's move to our Old Business, Applicants for Interim Chief Position, Floyd.

## **OLD BUSINESS**

### APPLICANTS FOR INTERIM CHEIF – FLOYD TRASCHER

Mr. Trascher said, Mr. Thanars, I think you have the applications that we did receive. Ok, we did advertise for the Interim Chief's position. We had, Mr. Thanars, that's yours. We had three applicants, it looks like. Two of the applicants are from out of town. Because it is the Interim position, and we don't have test scores and there's nothing final, I don't think that we can afford to have a Chief that's going to be commuting from, one place is Baton Rouge and the other other one is...

Mr. Thanars said, Iberville?

Mr. Trascher said, St. Martinville, something like that. I don't think that those are, I mean, it would be hard to offer someone a 60 day appointment for something like that. The other applicant is Chief Dockery, who is with the department now. Chief Dockery has served in the Chief of Operations Position for about the past two years. Based on our advertisement, we did solicit applicants. I think that the applicants that we have, in my opinion, Chief Dockery would best fill the bill for Interim or Provisional, which Civil Service says either one. Interim or Provisional appointment. That appointment would be for, I think it's 60 days. I can tell you, I have the letters right here. Anyway, it is going to be through the testing period until we get test scores for that. So, with that said, I would move that we approve Chief Jack Dockery for the Interim position for the term specified by Civil Service, which I think is for 90 days.

Mr. Swann said, second.

Mrs. Blackwell asked, do we have any discussion? Mr. Thanars, how do you vote?

Mr. Thanars said, yea.

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

Mr. Swann said, yes.

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

Mr. Trascher said, yes.

Mrs. Blackwell said, motion carried.

Mr. Trascher said, while we are, with this appointment, it leaves the Chief of Operations position empty in our department. Civil Service dictates that if we have opposition that we know is going to be vacant for 30 days that we need to make a substitute appointment for that position. The Chief of Operations position is a little different than the Chief. In that, it is a promotional class which means it would have to come from within the department and the candidates would have to be full time fire captains for the last 2 years. They would have to have the same qualifications to apply for the position to take the substitute appointment. If you have employees that have the same, and say you have, and I am going to ask Chief Dockery for a list of Captains that we have that would be available. Those employees, if we have 3 or 4 of them, then seniority, according to Civil Service, and here are the emails, that would dictate the appointment on the substitute position. So, Chief, who in our department do we have that's...

Chief Dockery said, we would have one person that would have that actual test score.

Mr. Trascher said, yeah, they don't have to have the test score for the substitute appointment.

Chief Dockery said, we have Pamela Little who is a Captain. We have Mitchell Geissler who is a Captain and we have Sidney Anderson who is a Captain.

Mrs. Blackwell asked, and all three has been for 2 years?

Chief Dockery said, all three has been for 2 years.

Mr. Trascher said, so, if we have three, who has the seniority? Who is the longest serving in the department?

Chief Dockery said, I want to say it would be Pam but there again, I would put out that Pam has not tested for that position either. So, I do see some conflict of interest that there is one with a test score for that position. She would have to, I want to say she would have to test for it.

Mr. Thanars asked, is there a position that we as a Board appoints?

Mr. Trascher said, yes, we have to make the appointment, yes, we are the appointing authority.

Captain Sid Anderson said, Civil Service makes that appointment.

Mr. Trascher said, no sir, the Board, this Board makes that appointment.

Mrs. Blackwell said, no.

Captain Anderson said, the promotional, Civil Service Board makes that appointment.



Mr. Trascher said, no sir.

Mr. Thanars said, I'm, it's seems odd because it's under the umbrella, the Fire Chief. It just seems to be almost, it just doesn't make sense to me that we would.

Mr. Swann asked, did you talk to the State Civil Service?

Mr. Trascher said, yes, there's the email.

Mr. Thanars said, well, what's the purpose then of the Civil Service Board then if we are going to?

Mr. Trascher said, the Civil Service Board ratifies what we do. We are the appointing authority. We have been defined as the Appointing Authority.

Mr. Thanars asked, for positions other than the Fire Chief?

Mr. Trascher said, any positions, Fire Chief or any of those.

Mrs. Blackwell said, we can even override the Fire Chief.

Mr. Thanars said, ok.

Mrs. Brenda Grisaffi said, nope.

Captain Mitchell Geissler said, (inaudible).

Mr. Trascher said, when a vacancy is to be filled and a position of a class which a Board is unable to certify named person except for the appointing authority, which is this Board, for this District.

Mrs. Blackwell said, and that came from Mrs. Keisha herself.

Captain Anderson said, I would call Jacky or Bob before I worried about that email and I think Aaron needs to do that tomorrow.

Mr. Trascher said, that's fine but, I disagree, respectfully, disagree.

Captain Anderson said, going on promoting or substitute appointment, your also going to have to substitute a Captain as well as offer a Provisional Fire Fighter positions if you go down that line.

Mr. Trascher said, ok, that's not what we're told.

Captain Anderson said, ok, your opening that position every time you fill a position, you open a position. So, you'd have to go down that line. So, if you appointed Pam as Chief of Ops, then you have to appoint an operator to her Captain's position, then you would have to

provisionally appoint someone to that operator's position.

Mr. Trascher said, but, because the Chief of Operations is considered administrative, the Appointing Authorities would make that appointment and the administration would fill the ranked positions.

Captain Anderson said, I'm sorry, the radio was...

Mr. Trascher said, ok, the Chief of Operations is considered an administrative position...

Captain Anderson said, it falls under suppression, that's why we (inaudible).

Mr. Trascher said, that's why the Appointing Authority fills that position.

Captain Anderson said, it falls under suppression, that's why we did it that way so we could get the points for the person in that position. Otherwise, we would have a Chief of Administration.

Mr. Trascher said, or we would have had a Deputy Chief.

Captain Anderson said, yes, but we didn't do that because we wouldn't get the points for them because they didn't count in PIAL. That's why we did the Chief of Operations, so they would fall under suppression.

Mr. Trascher said, they also work an administrative shift.

Captain Anderson said, they do but they also operate in a suppression. Once you appoint somebody to fill that position you have to go down in the line for each position that is open.

Mr. Trascher said, well, I'll have to check on that. I can't answer that. I can tell you what I have been told, that we needed to do.

Chief Dockery said, I would ask that we hold off until next meeting and actually get some understanding on this. Is there a way to temporarily suspend...

Captain Anderson said, no.

Chief Dockery continued, that position?

Mr. Trascher said, no, you cannot suspend the position.

Captain Anderson said, no, you cannot suspend it. You would have to get rid of it and that takes a couple months.

Mrs. Blackwell said, no, it takes your PIAL ratings away.

Mr. Trascher said, you can't get rid of it without the Civil Service Board approving to abolish it.

Any changes made to our structure. Adding a position, changing a position...

Captain Anderson said, it has to come to the Civil Service Board.

Mr. Trascher said, it has to come, initiate from this Board to the Civil Service Board on request. If we wanted to add a position, if we wanted to change a title of a position, the Appointing Authority would do a resolution to the Civil Service Board and the Civil Service Board would approve it or not approve it.

Mr. Thanars said, Madam Chair, I ask that we suspend action on that item pending clarification.

Mr. Swann said, I think we could go ahead with the position like that and then check with Civil Service. If it's wrong then we can go ahead and rescind it but, if it's correct, we would have it done as of tonight.

Mr. Thanars said, but we would be making a decision without full clarification of that.

Mr. Swann said, I think he had (inaudible).

Mr. Trascher said, you are welcome to read the emails from Civil Service. I posed that question and they told me that, when they quoted the laws here, that if a position is going to be vacant for 30 days...

Mrs. Blackwell asked, how bad would it be for us to wait til the meeting?

Chief Dockery said, it's only 30 days. How long can a vacancy be, 30 days?

Mrs. Blackwell said, we would have to call a special meeting.

Mr. Trascher said, when its reasonably expected to be vacant 30 days, we need to make whats called a substitute appointment.

Mr. Swann asked, do you want to read the emails?

Mr. Thanars said, it still don't answer the question (inaudible) with the Civil Service Board with the question that if we have a person test score, what are the implications? I think we need to (inaudible)...

Mr. Trascher said, we also need to call for the test for the Chief of Operations. I, they told us because the test scores are good for 4 years but, you have to have the test every 18 months and it's been more than 18 months since we have given the exam.

Chief Dockery said, ok.

Mr. Trascher said, so we do need to call for the test anyway.

Chief Dockery said, and I am not arguing the part about the test. I am just saying as of right now, we have a person with a score and I would like to get some clarification on, can anyone be substituted or does it have to be scored (inaudible).

Mr. Trascher said, ok, they said the substitute appointment can be anyone, they don't have to have a test score for the substitute appointment.

Mr. Thanars said, but, if they have one?

Mrs. Blackwell said, it's 2 years. If you have more than one...

Mr. Trascher said, again, that is a Board decision. They would have to meet. It's a promotional class, which is here, and they would have to meet the qualifications for that position. If you have more than one applicant, more than one employee that meets those qualifications, then the senior employee, the one with the most time, is the one that would get the substitute appointment because it's a promotional class. It's different than competitive, which is the Chief or entrance level which is a Firefighter/Operator. I'm sorry, did somebody say something?

Captain Anderson said, I was talking to Mitchell.

Chief Dockery said, I would ask that it be tabled until next meeting. That way we can get clarification from Civil Service on if the score matters for the substitution.

Mrs. Blackwell said, again, we are waiting, that will be the 30 days we will be without a Chief of Ops because it says 30 days or longer you have to call for a substitute.

Chief Dockery said, 30 days or longer.

Mrs. Blackwell said, your going to make 30 days at our next meeting so we have to call one before then.

Mr. Trascher said, if you expect that position to be vacant for 30 days or more.

Mr. Thanars said, but it won't be...

Mr. Trascher said, it will be

Mr. Thanars said, because, I am saying, because we will make a decision within 30 days.

Mr. Trascher said, no, if...

Mrs. Blackwell said, it has to be held. The position has to be held by the substitute before the 30 days. It cannot go the 30 days. You have to go ahead and appoint, just like Matt said in the last meeting, we had to appoint a Chief because we had no Chief. Well, now we here in another position that needs to be appointed and we got 30 days to appoint that. Less than 30 days to appoint that one because we know it's going to be open 30 days.

Mr. Swann asked, yes sir?

Reverend Robert Belknap said, question on the seniority, is it seniority with the department or seniority as far as time and rank in that position?

Mrs. Blackwell said, seniority within the department. The person who has been there the longest with seniority. They have to be a Captain 2 years or longer. Then it would go to the person with seniority.

Chief Dockery said, alright, the next meeting will be January 9<sup>th</sup>. As of today, that would be 28 days away.

Mr. Trascher said, ok, that's not what they say. If it's expected to be vacant. I understand what your saying.

Chief Dockery said, I am trying to find a happy medium.

Mr. Thanars said, if it said 30 days or longer, that's less than 30 days.

Mr. Trascher said, if the position, if the appointment we made, if that position in the department is going to be vacant for 30 days or more, we need to make an appointment.

Mrs. Blackwell said, we are in a position, we are in the position right now, just like Matt Parish said at that special meeting. We had to hire a Chief that night.

Mr. Thanars said, it's not 30 days.

Mrs. Blackwell said, we're in that...

Mr. Thanars said, I am just saying if it's 28 days, it's less than 30. It's not 30 days.

Mrs. Blackwell said, but we know the position is going to be from today on until we put somebody in place.

Mr. Trascher said, we expect the Chief of Operations will be vacant for 30 days or more.

Mrs. Blackwell said, we have to do this now. We have to do this as soon as we can get our...

Mr. Trascher said, that's the will of the Board, I am just telling you what Civil Service said.

Chief Dockery said, I will therefore, say again, I would like some clarity from Civil Service. I understand it is the Board's decision. I am just going on record stating I would like some clarity from the Board. If, trying to be reasonable and work with everyone. If it is voted upon, and after speaking with Civil Service, deemed illegal or incorrect, what will be the process of correcting that? Will we honor what they say if it is the test score?

Mr. Swann said, sure we will.

Mr. Thanars said, I think there is enough questions and I mean, unsureness, in terms of what we should do and terms of what is meant by the language. If certain things apply. I don't think those questions were even addressed. I think the discussion was centered around what we needed to do for the Interim Chief position and not necessarily by the follow of other position that would be impacted by this appointment.

Mr. Trascher said, it was. The conversation was that I had with Civil Service did deal with if we appointed somebody within the department and what we needed to do.

Mr. Swann said, if you read that and feel your correct, then make a motion.

Mr. Trascher said, at this point I think that, we will go ahead and do it and it's wrong, if it's an incorrect decision, you know, if they don't feel like we are following, it will be a burden that will fall on the department because we attempted to do what we were told to do. In any of these appointments, they did say that the Chief can make recommendations to the Board.

Captain Geissler said, the Chief should make the decision.

Brenda Grisaffi said, yeah, it's the Chief's decision.

Mr. Trascher said, I'm sorry, did you say something?

Mrs. Blackwell said, it's the Governing Authority that has the decision. We have the...

Captain Geissler said, well, let me ask you this. So, when, that's something when we hire a firefighter and paramedic and all that in that place, do y'all make that decision, too?

Mrs. Blackwell said, we can if we choose to.

Brenda Grisaffi said, yes they do. They making all the other decisions.

Captain Geissler said, that's, the purpose of Civil Service is to handle the hiring.

Mrs. Blackwell said, the Civil Service gives us guide lines to do the hiring.

Brenda Grisaffi said, no it does not.

Captain Geissler said, I look forward to them proving you wrong.

Mr. Trascher said, thank you for your comments.

Mrs. Blackwell said, we have a letter from Keisha stating what we need to do.

Captain Geissler said, I understand that.

Mrs. Blackwell said, ok.

Captain Geissler said, I think that verbiage in that email is incorrect but, we will find out. We will find out.

Mr. Trascher said, so, let the record show that we attempted to fill the position in the manner as we were instructed and the department recommends that we don't.

Mrs. Blackwell asked, so, do we want to make a motion to table this until next meeting, with that being said?

Chief Dockery said, I would and I am willing to take that hit. If it is wrong, then by all means, blame me. I will be responsible for that, I am fine with that. I just want some clarity making sure that we are stepping in the right process and going in the right direction with it.

Mrs. Blackwell said, well, we are only doing what Civil Service told us. They are telling us their rules. They are giving us their guidelines. They are giving us their rules for us to follow.

Chief Dockery said, I understand that. I leave it at the Boards discretion on this.

Mrs. Blackwell said, well, right now, there's nothing on the table but the motion, y'all don't want us to do this tonight. Then, all we can do is make a motion to tabled it. That we've tried to do this tonight and we cannot move forward.

Mr. Thanars said, I move that this item be tabled until our next meeting until we gain further clarification from Civil Service.

Mrs. Blackwell asked, do I have a second? I guess the motion fails.

Mr. Trascher said, just wait until we get clarification before we do anything further. We can't do anything about it.

Mrs. Blackwell asked, so we ain't going to make no motions tonight. We are just going to move on to our next Civil Service Test advertisement, ok.

Mr. Trascher said, ok.

Mrs. Blackwell said, Mr. Floyd.

## CIVIL SERVICE TEST ADVERTISEMENT – Floyd Trascher

Mr. Trascher said, that was put on the agenda, Chief, we did advertise for the test and we well also need to set up a test for the Chief of Operations.

Chief Dockery said, ok.

Mr. Trascher said, I have been instructed by the Civil Service, if you want to believe them, that the test scores are good for 4 years but, the law says that the test has to be given every 18 months and we haven't done it, so. We need to make arrangements with the Civil Service Board and administer that.

Chief Dockery said, ok.

Mrs. Blackwell asked, is there any discussion on that, other than that? If not, we will move on to Credit Card Approval Policy, Mr. Floyd.

## CREDIT CARD APPROVAL POLICY – Floyd Trascher

Mr. Trascher said, ok, we discussed that somewhat, at our last meeting. We didn't, I don't believe we took any action on it. I had an issue with the CPA on the way it was written for approval. Have we done anything with that?

Chief Dockery said, I have not gotten to that today, to tell you the truth. If it's just that little bit of verbiage that we have set in it with the CPA checking, I will agree to put in there that the Chief reviews the department and the Board reviews the Chief, as me and you spoke on the email.

Mr. Trascher said, if you can do that, I move that we table this until the next meeting and it will give you time to revamp that policy.

Mrs. Blackwell said, do I have a second for that? Did we make a motion to table that?

Mr. Trascher said, yes, I want to table that until Chief Dockery has the opportunity to...

Mr. Swann said, I will second it.

Mrs. Blackwell said, we have a second, Mr. Don Thanars, how do you vote?

Mr. Thanars said, yea.

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

Mr. Swann said, yes.



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

Mr. Trascher said, yes.

Mrs. Blackwell said, motion carries. Ok we are going to move to the next thing, Asset Tracker Completion. Mr. Trascher.

ASSET TRACKER COMPLETION – Floyd Trascher

Mr. Trascher said, ok, Chief, I did look at the email from Mrs. Gallo, on the asset tracker.

Chief Dockery said, yes.

Mr. Trascher said, and it had the specific dates and the amounts that we need.

Mrs. Blackwell said, this is way small.

Chief Dockery said, I'm sorry.

Mr. Swann said, geezem.

Mrs. Blackwell said, good grief, do you have a magnifying glass?

Chief Dockery said, these are assets.

Mr. Trascher said, this is the email before phase 1, phase 3 and I think we needed to go down to phase 4 with \$3,075 and that was going to be for November but we put it off until December.

Mr. Swann said, I got glasses on and I still can't read it.

Chief Dockery said, I apologize. I am actually looking at a different system. A more computerized system. This is just an Excel spread sheet for asset and inventory. Inventory will be my next issue. I've gone through and inventoried everything. I know we had discussion on asset and inventory. Inventory, you might not get priced but you will, at least, know that it belongs to the department.

Mr. Trascher said, right and it may be an asset. I think, from the email, the intent was, but if below \$3,000, it wasn't going to be as critical as far as this. But, at least we would be able to budget better with it.

Chief Dockery said, these are assets ranging down to, I think it went down to \$2,000. I want to say I had one area that was around \$2000.

Mr. Swann asked, is there any way to blow the font up on this?

Chief Dockery said, I can try to see if it...

Mr. Swann said, because, I don't think anyone can read this.

Mr. Thanars said, I don't even try.

Mr. Swann said, I'm looking but even with glasses I can't read it.

Chief Dockery said, I will try to get rid of some the extras and see if I can blow it up for y'all. But, as of right now, this is all our trucks, our medical, our life packs, our Phillips monitors. This is the stretcher, our Lucas 3 device that we have, our Cascade System and cylinders. All of our SCBA Packs and all of our extrication equipment and down to our Fire Prevention inflatable house, the fire house that we have.

Mrs. Blackwell asked, do we have anything standing out that's standing out saying, hey, you need to be recognized?

Chief Dockery said, our oldest truck is a 2002, which is our service truck. We should start looking at something else coming up in the next year or two. I mean, it doesn't have the miles on it but it does have the years on it right now. So, it is something we need to start looking at to maybe, possibly buy another one. Put that one in reserve. This is probably another 2 years down the road. Air packs, SCBA packs, a lot of ours we bought off a grant and we have been slowing buying some each year. Same as bottles. All the bottles we had came off a grant so they came in at the same time. We purchased some bottles last year and we are purchasing 10 more bottles this year so we are starting to stagger that out so it's not a one big purchase. Extrication equipment is good. We purchased it back in 2015, and our next set we had was actually donated to us by Miami Fire, Miami Dade. It's relatively old but still in good working condition. I would see possibly looking at a new set in the next 2 years to replace that set being just the age of it. But, as of asset wise, all of our packs still test out correctly and we are in the process of getting new packs in and it will add time on bottles which is the biggest issue. We are starting to stagger them in. I know Chief Leos talked about the engine. One of them is a 2004. We possibly could look at maybe doing some type of refurbishment on it. Having it looked at, the engine, transmission. Basically a top to bottom rundown on it and maybe get it 5 or 6 more years out of it. That's something we can start looking at. I would say that my biggest vehicle purchase will be some type of tanker. We are down to one tanker. We had two but of course the one we had before was a home made tanker.

Mr. Trascher said, it didn't have the baffles on it.

Chief Dockery said, it didn't have the baffles on it but, as we spoke earlier, we are a department of water shuttle. We live on water shuttle. Back here in Ponderosa, that's what we use. Even in some of the Town, the hydrant's are not sufficient enough. So, I am in the process to see if we can pick up another tanker relatively cheap. It may be another year or two but, I am starting to put feelers out now to kind of get an idea of how much it would be, what we need. That way we start to get it now and start saving.

Mr. Trascher said, to put it in the budget and plan for it. Right.

Chief Dockery said, yes. I will, I could probably just send this to you in an email being it's a Excel spreadsheet and that way it won't be ant size. I apologize about that and I will send it to everyone that way you will have it. But, like I said, we are working on some other systems to do for inventory and asset to better control this.

Mr. Swann asked, and you couldn't blow it up on a Xerox machine?

Chief Dockery said, not with...

Mr. Swann said, can you answer that?

Mrs. Blackwell said, he would have to get rid of some of these lines here that would make it a little better, bigger.

Mr. Trascher said, he would have to tape pages together.

Chief Dockery said, I can probably take some of the blue out and make it, shrink it down. I understand, I am having a hard time reading it.

Mr. Trascher said, maybe some of the categories that are now used even. Because, I think this was a document that came from Slidell.

Chief Dockery said, Slidell.

Mr. Trascher said, and we may be able to eliminate some of these columns that have nothing in it and if your not going to use it and take these out and the blue out, it would open it up more that way. I don't know as far as...

Mrs. Rinkus said, if you blew it up just by Xerox, it would blow it up off the page.

Mr. Trascher said, yeah, you would have this section on the page and that section and you would have to tape them together. You would have a bulletin board size.

Chief Dockery said, we are looking at \$3,000 mark. Anything being \$3,000 and above being considered an asset.

Mrs. Blackwell asked, ok, does that answer your question Mr. Floyd? Are we good with the Asset Tracker?

Mr. Trascher said, yes, and we got something here it's the start of and what we can start looking at because he identified a need now, you know, with the tanker, the shuttle. So, that's something we can be looking at when we are preparing our budget. To put something in when you get some figures for it.

Chief Dockery said, yes.

Mr. Trascher said, that will work. Thank you

Mr. Swann asked, they didn't have any baffles in the other one?

Chief Dockery said, no, it was a home made built tank.

Mr. Trascher said, and when they would drive the truck would (tilt).

Chief Dockery said, actually, I want to say the Fire Chief...

Mr. Trascher said, I think they just bought a truck and they bought a tank and put the tank on the truck.

Chief Dockery said, actually, the truck underneath it before was a 60's model Dodge pickup and we acquired a cement truck that turned over and rebuilt a cab on it and it was placed on that chassis. So, it's just an old metal tank that, I mean, a small fire department, anything that can hold water, is better than nothing. So, we are trying to get with the times and get with safety. It just wasn't safe.

Mrs. Blackwell said, thank you Chief Dockery, for that. Ok, if there is no more discussion on that we will move to Update on Extended Leave, Floyd Trascher.

Mr. Trascher said, ok, at the last meeting we had a discussion on the extended leave. About that you had to be out 30 days before the extended leave would begin and once again, in checking with Civil Service, that's not the case. Extended leave begins the first day of any accident or sickness. Its not on this one, it's on the other one. Chief Dockery, anything on that? Did you check on it?

Chief Dockery said, I know it's 365, 52 weeks I believe. So, I will most certainly look at it. I mean, from what it says in our book to what you are stating now is two different things. So, by all means, I want to look at it and if it is incorrect in here, then we will have to correct it.

Mr. Trascher said, ok, I am going to, let me see if I have it. They did address that in an email.

Mr. Trascher reads,

You asked about the thirty days leave before the 365 begins. This is incorrect. Revised Statute 33:1995, provides that every fireman shall be entitled to 52 weeks of sick leave during sickness or injury. Such person does not have to be out on 30 days leave before the 365 entitlement begins. If such person is out on sick leave, according to the State Law sited above, the 365 days begin his first day out.

Chief Dockery said, well, we have in our policy for extended sick leave is:

In the event of serious injury, illness or medical evaluation process that determines that an employee is not fit for duty and will necessitate an employee being off for long periods of time, the Fire Chief reserves the right to grant "extended sick leave" when and investigation shows it to be justified. Such request shall be substantiated with medical verification and instructions from the attending physician. Physician verification shall include the nature of the injury or illness, expected time for recovery or a return to duty, and if to duty is with or without any physical limitations. District 11 is under no obligation to create a limited duty position and the Fire Chief has the sole discretion as to where to place the employee and what duties the employee can be assigned.

A. If an employee is to be out on sick leave for longer than 30 calendar days, he/she shall provide an additional doctor's excuse from his/her attending physician at the end of each 30 day period indicating progress of expected return to duty.

B. Employees returning to release for duty after a prolonged illness or injury must have a full release for duty from the attending physician. Prior to the employees return to duty, after extended sick leave and prior to being assigned, the employee will be required to receive medical verification from the department physician that he/she can return to active duty with no restrictions. Employees returning from extended sick leave shall be required to undergo a physical examination administered by the department physician.

C. Employees are to see the physician if sick leave is greater than 30 days in order to authorize an employee's return to work.

D. Employees on extended sick leave must be in compliance with the medical treatment plan prescribed by the Fire Department Physicians Office. Failure to comply with the directions of the physician may result in disciplinary actions up to and including termination as the member may be found to be in practicing "culpable indiscretion" in not preparing themselves to be released for full duty. This policy is reinforced in the 1996 Civil Service Rules.

E. Employee's returning to duty after a prolonged illness or injury must have a full release for duty from the attending physician.

F. Prior to the employee's return to duty, after extended sick leave and prior to being assigned to duty, the employee will be required to receive medical verification from the department physician that they can return to active duty with no restrictions.

Chief Dockery continued, so, I think we have a, I don't want to say a misunderstanding of words.

Mr. Swann said, do you have anything in there on FMLA?

Chief Dockery said, they should have something.

Mr. Swann said, because that gives the employee rights beyond that also.

Chief Dockery said, yes, Family Medical Leave Act.

Mrs. Blackwell asked, that is the handbook?

Chief Dockery said, that is the handbook.

Mr. Trascher said, and I did ask for that and you did provide that to me. I don't think it contradicts that the 365 begins the first day that your out. You don't have to be out 30 days and then the 365 begins.

Chief Dockery said, no, it should be the first day your out. The 30, the extended is if you are going to go beyond 30, you have to have doctor's.

Mr. Trascher said, you have to get the doctor's notes, right.

Chief Dockery said, how are you progressing, how are you doing. Are you able to do...

Mr. Trascher said, right, and I think that was the misunderstanding is that, I think that Chief Parish said that you had to be out 30 days before you can go on extended leave.

Mr. Swann said, it didn't start until after that.

Mr. Trascher said, it didn't start until 30 days and that's, that didn't seem right.

Chief Dockery said, it may have just been a slip up but we do have it in here. Sick leave, paid, LA Revised Statute 33:1995, 52 weeks. As long as it's not a result of negligence or culpable indiscretion on part of the employee.

Mr. Trascher said, alright, and you got to periodic, the department policy defines periodic reports from the doctor and updates and all of that.

Chief Dockery said, and I think that's what the extended sick leave we are trying to get across. It may have just been a slip up in words. But, no, it starts the day of...

Mr. Trascher said, you are out.

Chief Dockery said, you are out and you have 52 weeks, 364 days to return. Extended after the 30 day period, you need doctors progressive reports...

Mr. Trascher said, right, that you still are incapable of coming to work, basically. You know, your under the treatment, right. Ok, that cleared it up.

Mrs. Blackwell said, ok, is that discussion, any more discussion on that? If that's all clear and up to date, we will move on to Adoption of the 2018 Budget, Chief Dockery.

## ADOPTION OF 2018 BUDGET – Chief Jack Dockery

Chief Dockery said, we have, I am sorry, I am sitting here talking. We have placed the budget in the paper for review. We have had copies at the station with no inquiries on it. We have followed the guidelines for the 2018 budget.

Mrs. Blackwell said, so, it has been advertised?

Chief Dockery said, it has been advertised.

Mrs. Blackwell said, and it's been 30 days already, or?

Chief Dockery said, yes, it actually went in before our last meeting because that's the only way I could get it in for it to be the full time.

Mrs. Blackwell said, and when will the 30 days be up?

Chief Dockery said, I want to say today.

Mr. Trascher said, well, we need to approve this budget tonight, if we need to have another meeting then so do it.

Mrs. Blackwell said, well.

Mr. Trascher said, because we have to approve it before December 31<sup>st</sup>.

Mrs. Blackwell said, let's make a motion to approve.

Mr. Trascher said, the advertising requirements have been met, we've had it out on public review and the Board is...

Chief Dockery said, if we want to play it safe, we can shoot for later this week or next Tuesday. Maybe just a simple meeting to...

Mrs. Blackwell said, are we clear that we followed all the guidelines?

Chief Dockery said, but it has been published.

Mr. Trascher said, I think what he is saying is that our 30 day period window may not have been met as of today?

Chief Dockery said, i mean, if you want, technically, today would be the 30<sup>th</sup> day.

Mr. Trascher said, 30 days is 30 days.

Mrs. Blackwell said, 30 days is 30 days.

Chief Dockery said, and from what reading in the past, we only needed 10 days prior to meeting.

Mr. Trascher said, well we did have to advertise for 30 days but if today is the 30<sup>th</sup> day, in my opinion, I think we have met the requirements.

Mrs. Blackwell said, I think we have met it. I mean, you didn't send it out at 7:00 at night on that day. I mean, you sent it earlier so it would have expired if you went by time, earlier today.

Chief Dockery said, yes.

Mr. Trascher said, the only comments I had on it was in capital, we had the capital, we discussed about the capital purchases and they had two items, two amounts in there that were for capital, do you know what those were for?

Chief Dockery said, they were just open for, the Fire Capital will most probably be for SCBA bottles or packs.

Mr. Trascher said, because we did anticipate at least one monitor. We should at least have that in the budget now. In the capital Purchases.

Chief Dockery said, yes, and that was for the EMS Capital for the one monitor. Like I said, I did have some in the Fire Equipment Capital, and we are foreseeing more SCBA bottles.

Mr. Trascher said, so, most of the needs that you feel were going to be, that's the 2 things that we are going to have to buy.

Chief Dockery said, yes.

Mr. Trascher said, and we shouldn't have to...

Chief Dockery said, everything else is small equipment that will fall under our Fire Fighting Equipment line item. Those would be the big capital purchases.

Mr. Trascher said, ok, that was my only question.

Mrs. Blackwell asked, do we have any more questions? Do we have a motion to approve?

Mr. Trascher said, I so move we approve the budget.

Mrs. Blackwell asked, do we have a second?

Mr. Swann said, second.



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

Mr. Thanars said, my unreadiness is that, you know, I am looking at the budget is one and two, tied to the asset tracker and I think in future budgets we need to be, just make sure we clearly stipulate, when we lay out the capital expenditures that we indicate what those things are and what we do, it will take out any of the questions.

Chief Dockery said, most definitely and actually, I have been speaking with Chief Parish and he advised me of how they have different standards in District 1 that they follow that we do not. They are basically, fantastic. He has to put together basically, what he is looking to spend and what on, prior to the end of the year for their budget for next year. That way, there's not necessarily item for item, like rebuild kits or what not. But, he will say, I need X amount of money for SCBA's.

Mr. Thanars said, you can even do a cover letter somehow, the way you do your budget justification. You can highlight those high dollar capital expenditures and you just summarize what it is, why it is and how much it is. It makes it easier and I think, that as a Board, then when we can look at that and make decision on it. It's just how it comes together. So, when we have to vote, this whole process will go much smoother and much faster.

Chief Dockery said, and I agree and I am in the process of acquiring more from them on how they deal with their budget. Let's face it, I want to say they've got a \$17,000,000 budget. I am pretty sure, from what he is showing me, on just his full part, they know what they are doing. We follow some of and we don't follow some of it. I would like to follow more of it. That way, we wouldn't have these discussions of, I have X amount of dollars in there but I can't show you A and B on what I want to spend it on. I can tell you I want to spend it on this but, I would like to have the paper saying, I am in future reference of purchasing 20 cylinders and 10 packs for X amount of money for next year. So, I am looking forward to next year. I am looking forward to implementing some of these changes to where, hopefully 2019 will be nice and smooth.

Mr. Thanars said, ok.

Mr. Trascher said, so, how do you vote?

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

Mr. Thanars said, oh...

Mrs. Blackwell said, yea or nay, I kind of got lost there myself.

Mr. Thanars said, yea.

Mrs. Blackwell asked, Mr. Swann?

Mr. Swann said, yes.

Mrs. Blackwell asked, Mr. Trascher?

Mr. Trascher said, yes.

Mrs. Blackwell said, motion carried.

Mr. Trascher said, you dazzled us and we forgot all about voting.

Mrs. Blackwell said, ok, if that's it we will move on to New Business, Signature Cards, Chief Dockery.

## **NEW BUSINESS**

### SIGNATURE CARDS – Chief Jack Dockery

Chief Dockery said, after speaking to Mrs. Williams at the bank, she requested that it be placed in the minutes that I request that Chief Johnny Leos be taken of the signature card and myself, Jack Dockery, be put on the signature card.

Mr. Trascher said, ok, I think what we are going to need is...

Mr. Swann said, a resolution.

Mr. Trascher said, a resolution to do that from the Board, so, I would so move that Chief Leos name be removed from the signature card and Chief Dockery's name be added.

Mr. Swann said, second.

Mr. Thanars said, second.

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

Mr. Thanars said, yea.

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

Mr. Swann said, yes.

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

Mr. Trascher said, yes.

Mrs. Blackwell said, motion carries.

Mr. Trascher said, Mrs. Rinkus will need to prepare that resolution for Chief Dockery so he

can bring it to Mrs. Williams and with that she will issue a signature card. Now, we may have to resign it. I don't know if she will let you, she may let you bring it to the Department.

Chief Dockery said, I will get in touch with her tomorrow and see.

Mr. Trascher said, yeah, if so we can go ahead, is she will let you bring it, we can stop at the fire house, if not we will have to go down to the bank and resign it.

Mr. Thanars asked, on Gause?

Chief Dockery said, yes, on Gause, the big Whitney building.

Mr. Thanars said, ok.

Mr. Trascher said, ok and just as soon as you can get that resolution, Mrs. Rinkus, because we are going to have to get the Chairman and the Secretary sign it and then he can bring it down.

Mrs. Rinkus said, ok.

Mrs. Blackwell asked, ok, is that it on that? With that being said, I would like to thank all the Fire Fighters for doing a great job on the fires on the snow day that we were told about and the one today. Am I right Chief Dockery?

Chief Dockery said, yes.

Mrs. Blackwell said, congratulations, thank you for doing a wonderful job. With that being said, do we have...

Mr. Trascher said, ok, I would like to thank everyone for their service and wish every body a very merry Christmas and a healthy, happy, prosperous new year. I move that we adjourn.

Mr. Thanars said, second.

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

Mr. Thanars said, yea.

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

Mr. Swann said, yes.

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

Mr. Trascher said, yes.