

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN THAT THE TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO. 2 WILL MEET IN **REGULAR SESSION** ON MONDAY, JUNE 24, 2024, IMMEDIATELY FOLLOWING THE REGULAR MEETING OF THE TANGIPAHOA PARISH COUNCIL, TANGIPAHOA PARISH GORDON A BURGESS GOVERNMENTAL BUILDING, 206 EAST MULBERRY STREET, AMITE, LA.

**AGENDA
TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO. 2
REGULAR MEETING
JUNE 24, 2024**

CALL TO ORDER

ROLL CALL

PUBLIC INPUT - *Anyone Wishing to Address any Agenda Item*

ADOPTION OF MINUTES of the regular meeting dated May 13, 2024

HAMMOND FIRE MATTERS

1. Approval to purchase off State Contract (1) Ford F150 Crew Cab 4x4

PONCHATOULA FIRE MATTERS

2. Ratification of a Full-time position

MANCHAC FIRE MATTERS

3. Ratification of Part-time position

HUSSER FIRE MATTERS

4. Ratification of Part-time position

5. Approval to Dispose of Asset# F4033 Powerhrt AED

LORANGER FIRE MATTERS

6. Approval to Surplus and Sell - 1983 Mack Pumper VIN# 1M1A139C2BM001419 and 1985 Pierce Pumper VIN# 1P9CA01J1GA0401858

WILMER FIRE MATTERS

7. Ratification of (2) Part-time positions

KENTWOOD FIRE MATTERS

8. Ratification of Full-time position

NATALBANY FIRE MATTERS

9. Ratification of Full-time position

10. Ratification of position from Part-time to Full-time

11. Ratification of Pay Raises for Certifications

12. Ratification of 2024 Cost of Living Pay Raises

ADMINISTRATORS REPORT

13. Approval of Official Journal for TPRFP #2 (*July 1, 2024 - June 30, 2025*)

14. Adoption of TPRFP No. 2 Resolution 24-06 - A Resolution to surplus and donate a 1988 Ford Pumper VIN# 1FDPK74A5JVA25190 to Tangipahoa Parish Rural Fire Protection District No. 1

15. Approve to adopt amended Budget Procedures

OTHER FIRE MATTERS

ADJOURN

POSTED June 20, 2024

PUBLISHED DAILY STAR June 20, 2024

S/Brigette Hyde, President
T. P. Rural Fire District No. 2

S/Jill DeSouge, Secretary
T. P. Rural Fire District No. 2

This spreadsheet is not a purchase order

Order Sheet Instructions

- 1) Only one vehicle configuration may be entered on each Order Sheet. Use a separate Order Sheet for each different vehicle configuration being ordered. The listed configurations are the only configurations available. However, additional configurations may be added to the contract upon request. To request additional configurations, contact the dealer or OSP.
- 2) Enter the number of vehicles being ordered in the tan boxes under either Base Vehicle or Optional Configurations.
- 3) Under Available Exterior Colors, enter the number of vehicles in the tan boxes to the right of the desired color(s). Multiple Colors may be ordered on one Order Sheet.
- 4) Under Optional Equipment, select "Yes" in the tan box if the option is desired. Leave blank or select "No" if the option is not desired. The listed options are the only options available. However, additional options may be added to the contract upon request. To request an option be added to the contract, contact the dealer or OSP.
- 5) The cost per vehicle and total order cost will automatically calculate at the bottom of the Order Sheet.

Ford F-150				
Crew Cab	Contract Line	72	Delivery ARO	180-365 Days
State Contract Number	4400023793	Vendor	Courtesy Ford	

Base Vehicle

Vehicle Description	Order Code	Unit Price	Quantity	Extended Price
RWD w/ 2.7L Eco-boost	W1K-99P	\$ 40,798.00		\$ -

Optional Configuration

Description	Order Code	Unit Price	Quantity	Extended Price
4WD w/2.7L Eco-boost	W1L-99P	\$ 44,502.00		\$ -
RWD w/ 3.5L Eco-boost	W1K-998	\$ 42,308.00		\$ -
4WD w/3.5L Eco-boost	W1L-998	\$ 46,012.00		\$ -
RWD w/5.0L V8	W1K-995	\$ 42,094.00		\$ -
4WD w/5.0L V8	W1L-995	\$ 45,798.00	1	\$ 45,798.00
4WD/LWB W/5.0L V8	W1L-995	\$ 47,191.00		\$ -

Available Exterior Colors

(UM) Agate Black		(HX) Anti-Matter Blue	
(JS) Iconic Silver		(M7) Carbonized Gray	
(B3) Atlas Blue		(YZ) Oxford White	1

Upcharge Exterior Colors

Color Upcharge	Option Code	Option Unit Price	Add Option	Extended Price
Vermilion Red (Fire Engine Red)	E4	\$ 600.00		\$ -

Optional Equipment

Option Description	Option Code	Option Unit Price	Add Option	Extended Price
Power Windows and Locks	STD	\$ -	Yes	\$ -
Rear Window Defroster w/Privacy Glass	924	\$ 91.00		\$ -
Running Boards, Black Platform	18B	\$ 228.00	Yes	\$ 228.00
Daytime Running Lamps	942	\$ 41.00	Yes	\$ 41.00
Cruise Control	50S	\$ -	Yes	\$ -

XL Power Equipment Group - Keyless Remotes, Power Tailgate, Cruise, Reverse Sensing System, 40/20/40 Front Seat (Cloth or Vinyl)	101A	\$ -	Yes	\$ -
Spray-In Bedliner	am	\$ 625.00	Yes	\$ 625.00
Reverse Sensing System	76R	\$ -		\$ -
Class IV Trailer Hitch	53B	\$ -	Yes	\$ -
Trailer Tow Package Brake Controller Upgraded Bumper, 3.55 E-Locking Rear End/ <i>Only Available with 3.5L Eco-boost Not Available with 5.0 L OR 2.7L Ecoboost</i>	53T	\$ 715.00		\$ -
Trailer Brake Controller/ <i>Only Available with 2.7L Ecoboost Not Available with 5.0 L OR 3.5L Ecoboost</i>	67T	\$ 251.00		\$ -
Cost for Each Vehicle Plus Options			1 EA	\$ 46,693.00
Additional Costs				
0.35% Contract Administrative Fee				\$ 163.43
LA DEQ Waste Tire Fee (5 tires X \$2.25 each)				\$ 11.25
LA Safety Inspection Sticker - 2 Year				\$ 20.00
Total Cost for Each Vehicle			1 EA	\$ 46,887.68
Total Cost for All Vehicles			1 Vehicle	\$ 46,887.68
Agency Information				
Contact Name:			LPAA Approval No	
Phone:			Agency Name	
Email:			Shopping Cart	
Vendor Information				
Courtesy Ford	Mike Solomon		Vendor No.	310062165
	Phone: 337-332-2145			
	Email: msolomon@courtesyautomotive.com			

TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO 2 RATIFICATION FORM

This form is to be used for all position placements, additions, or pay raises. Any change to the job description for this position may be forwarded with this form

Department: Manchac 8th Ward (Robert) Husser Wilmer
 Loranger Natalbany Hammond Independence Kentwood
 Ponchatoula Other _____

Position Pay Raise

Name of Person: Skyler Ford Position Title: Firefighter

Does this person hold a position at any other Fire Department(s) Yes No
 If Yes, list the department(s) _____ Full-time Part-time

Ratification of POSITION	
Start date should be the beginning of the pay period. This allows enough time to schedule drug screens, physicals, and processing paperwork	
Compensation: <u>\$12.00</u>	<input checked="" type="checkbox"/> per hour <input type="checkbox"/> per year <input type="checkbox"/> Other _____
Start Date: <u>5/28/24</u>	Is the job description current: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Payroll Mode: <input checked="" type="checkbox"/> Biweekly	<input type="checkbox"/> Monthly _____ Days per week ⁶⁰ _____ Hours per week
IF this position for a replacement, give name replacing: _____	
<i>Check employment category</i>	
<input checked="" type="checkbox"/> Reg Full-time	<input type="checkbox"/> Temp Full-time <input type="checkbox"/> Reg Part-time <input type="checkbox"/> Temp Part-time
<i>FLSA Status</i>	
<input type="checkbox"/> Exempt (Salary)	<input checked="" type="checkbox"/> Non-Exempt (Hourly)

Ratification of PAY RAISE	
Current Pay: _____	Raise Pay: _____
<i>Current employment category</i>	
<input type="checkbox"/> Reg Full-time	<input type="checkbox"/> Temp Full-time <input type="checkbox"/> Reg Part-time <input type="checkbox"/> Temp Part-time
<i>FLSA Status</i>	
<input type="checkbox"/> Exempt (Salary)	<input type="checkbox"/> Non-Exempt (Hourly)

Approvals:	
<i>All signatures required for approval</i>	
Chief <u>Stormy Joiner</u>	Date: <u>5/23/24</u>
Fire Board President	Date: _____
TPRFP No 2 Administrator	Date: _____

TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO 2 RATIFICATION FORM

This form is to be used for all position placements, additions, or pay raises. Any change to the job description for this position may be forwarded with this form

Department:	<input checked="" type="checkbox"/> Manchac	__ 8 th Ward (Robert)	__ Husser	__ Wilmer
	<input type="checkbox"/> Loranger	<input type="checkbox"/> Natalbany	<input type="checkbox"/> Hammond	<input type="checkbox"/> Independence
	<input type="checkbox"/> Ponchatoula	<input type="checkbox"/> Other _____		

Position Pay Raise

Name of Person: Carl Smith Position Title: Captain

Does this person hold a position at any other Fire Department(s) Yes No

If Yes, list the department(s) _____ Full-time Part-time

Ratification of POSITION	
Start date should be the beginning of the pay period. This allows enough time to schedule drug screens, physicals, and processing paperwork	
Compensation: <u>500⁰⁰/M</u>	<input type="checkbox"/> per hour <input type="checkbox"/> per year <input type="checkbox"/> Other <u>Per month</u>
Start Date: <u>5-1-2024</u>	Is the job description current: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Payroll Mode: <input type="checkbox"/> Biweekly	<input checked="" type="checkbox"/> Monthly _____ Days per week _____ Hours per week
IF this position for a replacement, give name replacing: _____	
Check employment category	
<input type="checkbox"/> Reg Full-time	<input type="checkbox"/> Temp Full-time <input checked="" type="checkbox"/> Reg Part-time <input type="checkbox"/> Temp Part-time
FLSA Status	
<input checked="" type="checkbox"/> Exempt (Salary)	<input type="checkbox"/> Non-Exempt (Hourly)

Ratification of PAY RAISE	
Current Pay: _____	Raise Pay: _____
Current employment category	
<input type="checkbox"/> Reg Full-time	<input type="checkbox"/> Temp Full-time <input type="checkbox"/> Reg Part-time <input type="checkbox"/> Temp Part-time
FLSA Status	
<input type="checkbox"/> Exempt (Salary)	<input type="checkbox"/> Non-Exempt (Hourly)

Approvals:	
All signatures required for approval	
Chief <u>[Signature]</u>	Date: <u>5-1-2024</u>
Fire Board President	Date: _____
TPRFP No 2 Administrator	Date: _____

TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO 2 RATIFICATION FORM

This form is to be used for all position placements, additions, or pay raises. Any change to the job description for this position may be forwarded with this form

Department: <input type="checkbox"/> Manchac	<input type="checkbox"/> 8 th Ward (Robert)	<input checked="" type="checkbox"/> Husser	<input type="checkbox"/> Wilmer
<input type="checkbox"/> Loranger	<input type="checkbox"/> Natalbany	<input type="checkbox"/> Hammond	<input type="checkbox"/> Independence
<input type="checkbox"/> Ponchatoula	<input type="checkbox"/> Other _____		

Position Pay Raise

Name of Person: James Rewis Position Title: FF/EMR

Does this person hold a position at any other Fire Department(s) Yes No
 If Yes, list the department(s) _____ Full-time Part-time

Ratification of POSITION	
Start date should be the beginning of the pay period. This allows enough time to schedule drug screens, physicals, and processing paperwork	
Compensation: <u>\$10⁰⁰</u> <input checked="" type="checkbox"/> per hour	<input type="checkbox"/> per year <input type="checkbox"/> Other _____
Start Date: <u>6/5/24</u>	Is the job description current: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Payroll Mode: <input checked="" type="checkbox"/> Biweekly	<input type="checkbox"/> Monthly _____ Days per week _____ Hours per week
IF this position for a replacement, give name replacing: _____	
Check employment category	
<input type="checkbox"/> Reg Full-time	<input type="checkbox"/> Temp Full-time <input checked="" type="checkbox"/> Reg Part-time <input type="checkbox"/> Temp Part-time
FLSA Status	
<input type="checkbox"/> Exempt (Salary)	<input checked="" type="checkbox"/> Non-Exempt (Hourly)

Ratification of PAY RAISE	
Current Pay: _____	Raise Pay: _____
Current employment category	
<input type="checkbox"/> Reg Full-time	<input type="checkbox"/> Temp Full-time <input type="checkbox"/> Reg Part-time <input type="checkbox"/> Temp Part-time
FLSA Status	
<input type="checkbox"/> Exempt (Salary)	<input type="checkbox"/> Non-Exempt (Hourly)

Approvals:	
All signatures required for approval	
Chief <u>Dale Vernon</u>	Date: <u>5/28/24</u>
Fire Board President	Date: _____
TPRFP No 2 Administrator	Date: _____

TANGIPAHOA PARISH RURAL FIRE #2 PROPERTY DISPOSAL FORM

A. REQUEST TO: (Check one)

- List Name of Dept/Agency _____
1. Transfer the following property to another fire department (at no cost)
 2. Transfer the following property to another fire department (at cost) \$ _____
 3. Act of Donation to another Public agency _____
 4. Act of Sale to another Public agency \$ _____
 5. Surplus available for sale advertisement, sealed bids _____
 6. Relieve the following property from responsibility/accountability due to:
 - Trade in
 - Lost
 - Theft
 - Destruction
 - Other Cause (Documentation Required)
 7. Relieve the following property from responsibility/accountability due to:
 - Obsolescence
 - Un-repairable
 - No Longer usable by department but still functioning

B. HAZARDOUS EQUIPMENT: Check if any item listed has been used in conjunction with Hazardous, Radiological or Biological materials? Yes No; has the equipment been decontaminated or render safe? Yes No

C. Condition Code: N=New E=Excellent G=Good P=Poor S=Salvage X=Scrap

D. Dispositions Instructions: SA=Sold @ Auction AB = Advertise & Bid DL = Disposed Landfill AD=Donation
TC=Transfer @ Cost TNC= Transfer @ no cost

ID Tag No.	Full Description of Item (s)	Condition Code	Disposition Instructions	Present Location	Unit Cost
F4033	Powerhrt AED out of service 11/2011	X	DL	Husser St 1	uKn

*NV: Mark NV in unit cost box if the item is obsolete, un-repairable, or has no value.

Surrendering Department	Receiving Department
Fire Department <u>Husser Fire Dept</u>	Fire Department/Agency
Signature of Chief	Signature of Chief/Agency
Contact Number <u>985 320-9697</u>	Contact Number
Effective Date of Action	

DO NOT WRITE BELOW THIS LINE

FOR RELIEF FROM ACCOUNTABILITY

Date _____

Tangipahoa Parish Rural Fire # 2 Administrator

Items listed on this form have been approved and proper documentation completed with the department's inventory list.

TANGIPAHOA PARISH RURAL FIRE #2 PROPERTY TRANSFER / DISPOSAL FORM

A. REQUEST TO: (Check one)

1. Transfer the following property to another fire department (at no cost)
2. Transfer the following property to another fire department (at cost) \$
3. Act of Donation to another Public agency
4. Act of Sale to another Public agency \$
5. Surplus available for sale advertisement, sealed bids
6. Relieve the following property from responsibility/accountability due to:
 - Trade in Lost Theft Destruction Other Cause (Documentation Required)
7. Relieve the following property from responsibility/accountability due to:
 - Obsolescence Un-repairable No Longer usable by department but still functioning

List Name of Dept/Agency
LORANGER VOL. FIRE DEPT.

B. HAZARDOUS EQUIPMENT: Check if any item listed has been used in conjunction with Hazardous, Radiological or Biological materials? Yes No; has the equipment been decontaminated or render safe? Yes No

C. Condition Code: N=New E=Excellent G=Good P=Poor S=Salvage X=Scrap

D. Dispositions Instructions: SA=Sold @ Auction AB = Advertise & Bid DL = Disposed Landfill AD=Donation
 TC=Transfer @ Cost TNC= Transfer @ no cost

ID Tag No.	Full Description of Item (s)	Condition Code	Disposition Instructions	Present Location	Unit Cost
	1983 MACK PUMPER VIN# 1M1A139C2BM001419	P	SA	LVFD	
	1985 PIERCE PUMPER VIN# 1P9CA01J1GA0401858	P	SA	LVFD	

***NV: Mark NV in unit cost box if the item is obsolete, un-repairable, or has no value.**

Surrendering Department	Receiving Department
Fire Department LORANGER VOL. FIRE DE	Fire Department/Agency
Signature of Chief	Signature of Chief/Agency
Contact Number	Contact Number
Effective Date of Action	

DO NOT WRITE BELOW THIS LINE

FOR RELIEF FROM ACCOUNTABILITY

Date _____

Tangipahoa Parish Rural Fire # 2 Administrator

Items listed on this form have been approved and proper documentation completed with the department's inventory list.

TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO 2 RATIFICATION FORM

This form is to be used for all position placements, additions, or pay raises. Any change to the job description for this position may be forwarded with this form

Department:	<input type="checkbox"/> Manchac	<input type="checkbox"/> 8 th Ward (Robert)	<input type="checkbox"/> Husser	<input checked="" type="checkbox"/> Wilmer
	<input type="checkbox"/> Loranger	<input type="checkbox"/> Natalbany	<input type="checkbox"/> Hammond	<input type="checkbox"/> Independence
	<input type="checkbox"/> Ponchatoula	<input type="checkbox"/> Other _____		

Position Pay Raise

Name of Person: Tanner Parnell Position Title: fire fighter

Does this person hold a position at any other Fire Department(s) Yes No

If Yes, list the department(s) Kentwood FD Full-time Part-time

Ratification of POSITION	
Start date should be the beginning of the pay period. This allows enough time to schedule drug screens, physicals, and processing paperwork	
Compensation: <u>\$12⁰⁰</u> <input checked="" type="checkbox"/> per hour	<input type="checkbox"/> per year <input type="checkbox"/> Other _____
Start Date: <u>5/28/24</u>	Is the job description current: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Payroll Mode: <input checked="" type="checkbox"/> Biweekly	<input type="checkbox"/> Monthly _____ Days per week _____ Hours per week
IF this position for a replacement, give name replacing: <u>Britton Graham</u>	
Check employment category	
<input type="checkbox"/> Reg Full-time	<input type="checkbox"/> Temp Full-time <input checked="" type="checkbox"/> Reg Part-time <input type="checkbox"/> Temp Part-time
FLSA Status	
<input type="checkbox"/> Exempt (Salary)	<input checked="" type="checkbox"/> Non-Exempt (Hourly)

Ratification of PAY RAISE	
Current Pay: _____	Raise Pay: _____
Current employment category	
<input type="checkbox"/> Reg Full-time	<input type="checkbox"/> Temp Full-time <input type="checkbox"/> Reg Part-time <input type="checkbox"/> Temp Part-time
FLSA Status	
<input type="checkbox"/> Exempt (Salary)	<input type="checkbox"/> Non-Exempt (Hourly)

Approvals:	
All signatures required for approval	
Chief <u>Timothy Verberne</u>	Date: <u>5/28/24</u>
Fire Board President _____	Date: _____
TPRFP No 2 Administrator _____	Date: _____

TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO 2 RATIFICATION FORM

This form is to be used for all position placements, additions, or pay raises. Any change to the job description for this position may be forwarded with this form

Department: <input type="checkbox"/> Manchac	<input type="checkbox"/> 8 th Ward (Robert)	<input type="checkbox"/> Husser	<input checked="" type="checkbox"/> Wilmer
<input type="checkbox"/> Loranger	<input type="checkbox"/> Natalbany	<input type="checkbox"/> Hammond	<input type="checkbox"/> Independence
<input type="checkbox"/> Ponchatoula	<input type="checkbox"/> Other _____		

Position Pay Raise

Name of Person: Ian Braun Position Title: firefighter

Does this person hold a position at any other Fire Department(s) Yes No

If Yes, list the department(s) Hammond FID Full-time Part-time

Ratification of POSITION	
Start date should be the beginning of the pay period. This allows enough time to schedule drug screens, physicals, and processing paperwork	
Compensation: <u>\$12⁰⁰</u> <input checked="" type="checkbox"/> per hour	<input type="checkbox"/> per year <input type="checkbox"/> Other _____
Start Date: <u>5/28/24</u>	Is the job description current: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Payroll Mode: <input type="checkbox"/> Biweekly	<input type="checkbox"/> Monthly _____ Days per week _____ Hours per week
IF this position for a replacement, give name replacing: _____	
Check employment category	
<input type="checkbox"/> Reg Full-time	<input type="checkbox"/> Temp Full-time <input checked="" type="checkbox"/> Reg Part-time <input type="checkbox"/> Temp Part-time
FLSA Status	
<input type="checkbox"/> Exempt (Salary)	<input checked="" type="checkbox"/> Non-Exempt (Hourly)

Ratification of PAY RAISE	
Current Pay: _____	Raise Pay: _____
Current employment category	
<input type="checkbox"/> Reg Full-time	<input type="checkbox"/> Temp Full-time <input type="checkbox"/> Reg Part-time <input type="checkbox"/> Temp Part-time
FLSA Status	
<input type="checkbox"/> Exempt (Salary)	<input type="checkbox"/> Non-Exempt (Hourly)

Approvals:	
All signatures required for approval	
Chief <u>Timothy Verberne</u>	Date: <u>5/28/24</u>
Fire Board President _____	Date: _____
TPRFP No 2 Administrator _____	Date: _____

TANGIPAOA PARISH RURAL FIRE PROTECTION DISTRICT NO 2 RATIFICATION FORM

This form is to be used for all position placements, additions, or pay raises. Any change to the job description for this position may be forwarded with this form

Department: <input type="checkbox"/> Manchac	<input type="checkbox"/> 8 th Ward (Robert)	<input type="checkbox"/> Husser	<input type="checkbox"/> Wilmer
<input type="checkbox"/> Loranger	<input type="checkbox"/> Natalbany	<input type="checkbox"/> Hammond	<input checked="" type="checkbox"/> Kentwood
<input type="checkbox"/> Ponchatoula	<input type="checkbox"/> Other _____		

Position Pay Raise

Name of Person: Hunter Ordoyne Position Title: Firefighter

Does this person hold a position at any other Fire Department(s) Yes No

If Yes, list the department(s) Wilmer Fire Department Full-time Part-time

Ratification of POSITION	
Start date should be the beginning of the pay period. This allows enough time to schedule drug screens, physicals, and processing paperwork	
Compensation: <u>10.00</u> <input checked="" type="checkbox"/> per hour	<input type="checkbox"/> per year <input type="checkbox"/> Other _____
Start Date: <u>05/13/2024</u>	Is the job description current: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Payroll Mode: <input checked="" type="checkbox"/> Biweekly	<input type="checkbox"/> Monthly _____ Days per week _____ Hours per week
IF this position for a replacement, give name replacing: _____	
Check employment category	
<input checked="" type="checkbox"/> Reg Full-time	<input type="checkbox"/> Temp Full-time <input type="checkbox"/> Reg Part-time <input type="checkbox"/> Temp Part-time
FLSA Status	
<input type="checkbox"/> Exempt (Salary)	<input checked="" type="checkbox"/> Non-Exempt (Hourly)

Ratification of PAY RAISE	
Current Pay: _____	Raise Pay: _____
Current employment category	
<input type="checkbox"/> Reg Full-time	<input type="checkbox"/> Temp Full-time <input type="checkbox"/> Reg Part-time <input type="checkbox"/> Temp Part-time
FLSA Status	
<input type="checkbox"/> Exempt (Salary)	<input type="checkbox"/> Non-Exempt (Hourly)

Approvals:	
All signatures required for approval	
Chief <u>Gerald Griffith</u>	Date: <u>05/09/2024</u>
Fire Board President	Date: _____
TPRFP No 2 Administrator	Date: _____

TANGIPAOA PARISH RURAL FIRE PROTECTION DISTRICT NO 2 RATIFICATION FORM

This form is to be used for all position placements, additions, or pay raises. Any change to the job description for this position may be forwarded with this form

Department: Manchac 8th Ward (Robert) Husser Wilmer
 Loranger Natalbany Hammond Independence Kentwood
 Ponchatoula Other _____

Position Pay Raise

Name of Person: Chris Guzzardo Position Title: Firefighter

Does this person hold a position at any other Fire Department(s) Yes No
 If Yes, list the department(s) _____ Full-time Part-time

Ratification of POSITION			
<small>Start date should be the beginning of the pay period. This allows enough time to schedule drug screens, physicals, and processing paperwork</small>			
Compensation: 9.75	<input checked="" type="checkbox"/> per hour	<input type="checkbox"/> per year	<input type="checkbox"/> Other
Start Date: 6-1-2024	Is the job description current: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Payroll Mode: <input checked="" type="checkbox"/> Biweekly	<input type="checkbox"/> Monthly	Days per week	Hours per week
IF this position for a replacement, give name replacing: <u>open Full time pos</u>			
<i>Check employment category</i>			
<input checked="" type="checkbox"/> Reg Full-time	<input type="checkbox"/> Temp Full-time	<input type="checkbox"/> Reg Part-time	<input type="checkbox"/> Temp Part-time
<i>FLSA Status</i>			
<input checked="" type="checkbox"/> Exempt (Salary)		<input type="checkbox"/> Non-Exempt (Hourly)	

Ratification of PAY RAISE			
Current Pay:		Raise Pay:	
<i>Current employment category</i>			
<input type="checkbox"/> Reg Full-time	<input type="checkbox"/> Temp Full-time	<input type="checkbox"/> Reg Part-time	<input type="checkbox"/> Temp Part-time
<i>FLSA Status</i>			
<input type="checkbox"/> Exempt (Salary)		<input type="checkbox"/> Non-Exempt (Hourly)	

Approvals:	
<i>All signatures required for approval</i>	
Chief	<u>Donnie Starkey</u> Date: 6-17-2024
Fire Board President	Date:
TPRFP No 2 Administrator	Date:



Student Event Transcript
Louisiana Fire & Emergency Training Academy

Reported by Acadis® Readiness Suite

06/17/2024

For: **Cusick, Colt Lane**

Event: **Apparatus Driver/Operator - Pumper -
Certification Written Testing - 05/10/24 - 1800 hrs -
Hammond Fd - 0136 - RETEST**

FEMA SID: 0006550628

Cusick, Colt Lane

Event

Event Apparatus Driver/Operator - Pumper - Certification
Written Testing - 05/10/24 - 1800 hrs - Hammond Fd
- 0136 - RETEST

Date(s) 05/10/2024 - 05/10/2024

Hours 0h 0m

Student Status Graduated - 05/10/2024

Training Category

Sending Organization HAMMOND FIRE DEPARTMENT

Location Hammond FD Headquarters (Testing Site)

Grades

<i>Test</i>	<i>% of Overall Grade</i>	<i>Test Date</i>	<i>Grade</i>	<i>Pass/Fail</i>
ADO Pumper Written Test 1002-2017	100.00%	05/10/2024	70.00%	Pass

Overall

Overall Weighted Mean: 70.00%

TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO 2 RATIFICATION FORM

This form is to be used for all position placements, additions, or pay raises. Any change to the job description for this position may be forwarded with this form

Department: Manchac 8th Ward (Robert) Husser Wilmer
 Loranger Natalbany Hammond Independence Kentwood
 Ponchatoula Other _____

Position Pay Raise

Name of Person: Reid rayborn Position Title: Operator

Does this person hold a position at any other Fire Department(s) Yes No
 If Yes, list the department(s) City Of Hammond Full-time Part-time

Ratification of POSITION	
<small>Start date should be the beginning of the pay period. This allows enough time to schedule drug screens, physicals, and processing paperwork</small>	
Compensation:	<input type="checkbox"/> per hour <input type="checkbox"/> per year <input type="checkbox"/> Other
Start Date:	Is the job description current: <input type="checkbox"/> Yes <input type="checkbox"/> No
Payroll Mode:	<input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly Days per week Hours per week
IF this position for a replacement, give name replacing:	
<i>Check employment category</i>	
<input type="checkbox"/> Reg Full-time	<input type="checkbox"/> Temp Full-time <input type="checkbox"/> Reg Part-time <input type="checkbox"/> Temp Part-time
<i>FLSA Status</i>	
<input type="checkbox"/> Exempt (Salary)	<input type="checkbox"/> Non-Exempt (Hourly)

Ratification of PAY RAISE	
Current Pay: 11.30	Raise Pay: 11.55
<i>Current employment category</i>	
<input type="checkbox"/> Reg Full-time	<input type="checkbox"/> Temp Full-time <input checked="" type="checkbox"/> Reg Part-time <input type="checkbox"/> Temp Part-time
<i>FLSA Status</i>	
<input type="checkbox"/> Exempt (Salary)	<input checked="" type="checkbox"/> Non-Exempt (Hourly)

Approvals:	
<i>All signatures required for approval</i>	
Chief	<i>Donnie Starkey</i> Date: 6-18-2024
Fire Board President	Date:
TPRFP No 2 Administrator	Date:

Louisiana Office of State Fire Marshal



Public Safety Services

Louisiana Fire & Emergency Training Academy
Certification Program



In recognition of successful demonstration, through assessment and attainment of the objectives, as specified by the National Fire Protection Association Professional Qualifications Standards, hereby certifies

Reid shelton Rayborn

Has successfully met the professional qualification standard prescribed in:

Apparatus Driver/Operator - Pumper

Standard NFPA 1002, 2017 ed.

Issued on the 17th day of May, 2024



IFMCSA
PROFESSIONAL F.S.A.

L.A.0001592

Bryan J Adams
Bryan J. Adams, Fire Marshal

Andy Woody
Andy Woody, FETA Superintendent

TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO 2 RATIFICATION FORM

This form is to be used for all position placements, additions, or pay raises. Any change to the job description for this position may be forwarded with this form

Department: Manchac 8th Ward (Robert) Husser Wilmer
 Loranger Natalbany Hammond Independence Kentwood
 Ponchatoula Other _____

Position Pay Raise

Name of Person: Cade Mayeux Position Title: Operator

Does this person hold a position at any other Fire Department(s) Yes No
 If Yes, list the department(s) City Of Hammond Full-time Part-time

Ratification of POSITION	
Start date should be the beginning of the pay period. This allows enough time to schedule drug screens, physicals, and processing paperwork	
Compensation:	<input type="checkbox"/> per hour <input type="checkbox"/> per year <input type="checkbox"/> Other
Start Date:	Is the job description current: <input type="checkbox"/> Yes <input type="checkbox"/> No
Payroll Mode:	<input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly Days per week Hours per week
IF this position for a replacement, give name replacing:	
<i>Check employment category</i>	
<input type="checkbox"/> Reg Full-time	<input type="checkbox"/> Temp Full-time <input type="checkbox"/> Reg Part-time <input type="checkbox"/> Temp Part-time
<i>FLSA Status</i>	
<input type="checkbox"/> Exempt (Salary)	<input type="checkbox"/> Non-Exempt (Hourly)

Ratification of PAY RAISE	
Current Pay: 10.60	Raise Pay: 11.60
<i>Current employment category</i>	
<input type="checkbox"/> Reg Full-time	<input type="checkbox"/> Temp Full-time <input checked="" type="checkbox"/> Reg Part-time <input type="checkbox"/> Temp Part-time
<i>FLSA Status</i>	
<input type="checkbox"/> Exempt (Salary)	<input checked="" type="checkbox"/> Non-Exempt (Hourly)

Approvals:	
<i>All signatures required for approval</i>	
Chief	<i>Donnie Starkey</i> Date: 6-18-2024
Fire Board President	Date:
TPRFP No 2 Administrator	Date:

Louisiana Office of State Fire Marshal



Public Safety Services

Louisiana Fire & Emergency Training Academy
Certification Program



In recognition of successful demonstration, through assessment and obtainment of the objectives, as specified by the National Fire Protection Association Professional Qualifications Standards, hereby certifies

Cade Craig Mayeux

Has successfully met the professional qualification standard proscribed in:

Apparatus Driver/Operator - Pumper

Standard NFPA 1002, 2017 ed.

Issued on the 25th day of April, 2024



Bryan J Adams

Bryan J. Adams, Fire Marshal

IFSAC# 22LA -
PROBOARD# 7LA -

LA0001274

Andy Woody

Andy Woody, FETA Superintendent

TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO 2 RATIFICATION FORM

This form is to be used for all position placements, additions, or pay raises. Any change to the job description for this position may be forwarded with this form

Department: Manchac 8th Ward (Robert) Husser Wilmer
 Loranger Natalbany Hammond Independence Kentwood
 Ponchatoula Other _____

Position Pay Raise

Name of Person: All Employees Position Title: _____

Does this person hold a position at any other Fire Department(s) Yes No
If Yes, list the department(s) _____ Full-time Part-time

Ratification of POSITION	
Start date should be the beginning of the pay period. This allows enough time to schedule drug screens, physicals, and processing paperwork	
Compensation: <input type="checkbox"/> per hour <input type="checkbox"/> per year <input type="checkbox"/> Other	
Start Date: Is the job description current: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Payroll Mode: <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly Days per week Hours per week	
IF this position for a replacement, give name replacing: _____	
<i>Check employment category</i>	
<input type="checkbox"/> Reg Full-time <input type="checkbox"/> Temp Full-time <input type="checkbox"/> Reg Part-time <input type="checkbox"/> Temp Part-time	
<i>FLSA Status</i>	
<input type="checkbox"/> Exempt (Salary) <input type="checkbox"/> Non-Exempt (Hourly)	

Ratification of PAY RAISE	
Current Pay: Raise Pay: 23,934.00 3% COL	
<i>Current employment category</i>	
<input checked="" type="checkbox"/> Reg Full-time <input type="checkbox"/> Temp Full-time <input checked="" type="checkbox"/> Reg Part-time <input type="checkbox"/> Temp Part-time	
<i>FLSA Status</i>	
<input checked="" type="checkbox"/> Exempt (Salary) <input checked="" type="checkbox"/> Non-Exempt (Hourly)	

Approvals:	
<i>All signatures required for approval</i>	
Chief <i>Donnie Starkey</i> Date: 6-18-2024	
Fire Board President Date:	
TPRFP No 2 Administrator Date:	

	Bi-Weekly	Annual
Most Recent Pay Period	\$30,685	\$797,800.12
plus 3%	\$31,605	\$821,734.12
Increase	\$921	\$23,934

**OFFICIAL JOURNAL
TANGIPAOA PARISH RURAL
FIRE DISTRICT NO. 2
PERIOD
JULY 1, 2024 - JUNE 30, 2025**

PUBLICATION	TOTAL -PER 100 WORDS	POINT TYPE
The Daily Star 1010 CM Fagan Suite 105 Hammond, LA 70403 (985) 254-7827	\$6.00/100 Word Square	At least 7pt

TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO. 2
RESOLUTION 24-06

A RESOLUTION TO SURPLUS AND DONATE A 1988 FORD PUMPER
VIN# 1FDPK74A5JVA25190 TO TANGIPAHOA PARISH RURAL FIRE
PROTECTION DISTRICT NO 1

WHEREAS, TPRFP #2 has an asset that has been in the possession and utilized by TPRFP #1 for some time; and

WHEREAS, the TPRFP #2 wishes to donate this asset to TPRFP #1; and

THEREFORE, BE IT RESOLVED, by TPRFP #2 that the following asset be donated to the TPRFP #1

1988 Ford Pumper
VIN# 1FDPK74A5JVA25190

BE IT RESOLVED the Board of Commissioners of the Tangipahoa Parish Fire District No. 2 approve of the donation of said asset and approve the TPRFP #2 Fire Administrator to sign all documents to finalize donation.

On motion by _ and seconded by _, the foregoing resolution was hereby declared adopted on this the 24th day of June 2024, by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

Jill DeSouge, Secretary
TPRFPD No. 2

Brigette Hyde, President
TPRFPD No. 2

BUDGETING POLICY AND PROCEDURES

POLICY

As Chief Executive Officer of the Tangipahoa Parish Fire Protection District No. 2 (“Fire District”), the Fire Administrator has the overall responsibility for preparing, presenting, and administering the annual budget for the general fund and all special revenue funds in accordance with the Local Government Budget Act found in Louisiana Revised Statute (R.S.) 39:1301-1315.

The Board of Commissioners of Tangipahoa Parish Rural Fire Protection District No. 2, (“Fire Board”) is responsible for adopting budgets and amending budgets on a timely basis. Certified copies of the adopted budget, budget adoption instrument, budget amendments, supporting schedules, and correspondence related to the budgets are to be retained at the Fire Administrator’s office.

- A. The Fire Administrator is to prepare a comprehensive budget presenting a complete financial plan for each fiscal year for the general fund and each special revenue fund using the following guidelines:
 1. Revenue projections – Budgeted by fund and/or department and based on historical data and known trends.
 2. Expenditure projections – Budgeted by fund and/or department and based on actual costs and reasonable estimates.
 3. Fund Balance – The goal is to maintain a minimum general fund balance of between 5% and 15% of operating revenues or no less than 1 to 2 months of operating expenditures.
- B. The budget must include a clearly presented side-by-side detailed comparison of information for the current year, including the fund balances at the beginning of the year, year-to-date actual receipts and revenues received and estimates of all receipts and revenues to be received the remainder of the year; estimated and actual revenues itemized by source; year-to-date actual expenditures and estimates of all expenditures to be made the remainder of the year itemized by agency, department, function, and character; other financing sources and uses by source and use, both year-to-date actual and estimates for the remainder of the year; the year-to-date actual and estimated fund balances as of the end of the fiscal year; and the percentage change for each item of information as required by state law, Louisiana R.S. 39:1305(C)(2)(a).
- C. The Fire Administrator is to present the proposed annual budget, including a budget message and a proposed adoption instrument to the Fire Board no later than 60 days prior to the beginning of the new fiscal year. Also, the proposed budget must be made available for public inspection no later than 15 days prior to the beginning of the fiscal year in accordance with state law.

As the governing body of the Fire District, the Fire Board is responsible for adopting the budgets in an open meeting before the end of the prior fiscal year by resolution.

Before the adoption of the budget, if the Fire District has total proposed expenditures of \$500,000 or more from the general fund and any special revenue funds in a fiscal year, the public must be given an opportunity to participate in the budgetary process in accordance with state law. No proposed budget shall be considered for adoption or otherwise finalized until at least one (1) public hearing has been conducted on the proposal. The Fire District must comply with the notice, publication and public hearing requirements as required by state law, Louisiana R.S. 39:1307.

If, at the end of any fiscal year, the appropriations necessary for the support of the Fire District for the ensuing fiscal year have not been made, then 50% of the amounts appropriated in the appropriation ordinance/resolution for the last validly passed budget year shall be deemed re-appropriated for the several objects and purposes specified in such ordinance/resolution. This 50% limitation will continue until a budget is approved (R.S. 39:1312).

- D. The Fire Administrator is to administer and monitor the budgets and provide the Fire Board with monthly financial statements and budget-to-actual comparisons, including any warnings of any corrective action needed. The Fire Board is responsible for adopting amended budgets on a timely basis.

The Fire Administrator of a Fire District must advise the Fire Board (R.S. 39:1311) when:

- (1) Total revenue and other sources plus projected revenue and other sources for the remainder of the year, within a fund, are failing to meet total budgeted revenues and other sources by 5% or more.
- (2) Total actual expenditures and other uses plus projected expenditures and other uses for the remainder of the year, within a fund, are exceeding the total budgeted expenditures and other uses by 5% or more.
- (3) Actual beginning fund balance, within a fund, fails to meet estimated beginning fund balance by 5% or more and fund balance is being used to fund current year expenditures.

PROCEDURES

Budget Preparation

The budget preparation process should begin approximately 90 to 120 days before the beginning of the new fiscal year being budgeted.

1. The Fire Administrator is to meet with the accountant for the Fire District in August of each year to begin the process to prepare the proposed operating budget for the new fiscal year and to consider any budgetary amendments that may be necessary for the current year.
2. The Fire Administrator and the accountant for the Fire District will provide to each fire department no later than September 1st of each year a budget worksheet to be used by each fire department to develop their budget requests for the new fiscal year. The budget worksheet for each department shall contain the following information in columnar format:
 - Expenditure account number
 - Expenditure account description
 - Actual expenditures by account for the previous three years
 - Actual year-to-date expenditures by account for the current year
 - Estimated expenditures by account remaining for the current year
 - Projected expenditures by account for the current year
 - Budget amount by account for the current year
 - A blank line by account for the department to insert their budget request by line for the new fiscal year
 - A blank line by account for the department to insert their explanation of the budget amount requested for the new fiscal year.
3. Any budget request which proposes an increase in expenditures greater than 5% from the current budget amount for any line item must be accompanied by a detailed explanation with supporting documentation justifying the need for the increase.
4. Once the fire departments complete their budget worksheets the Fire Administrator will meet with the fire chief of each department individually to receive their budget requests and discuss with the fire chief their department needs for the new year.
5. Budget requests for the new fiscal year should be completed and available to review with the Fire Administrator no later than October 1st of each year. If a fire department fails to submit their budget worksheet by October 1st of year, the Fire Administrator shall prepare that department's budget for the new fiscal year.
6. The Fire Administration shall review each department's budget request for the new fiscal year and prepare a combined budget for all departments for the next fiscal year. The Fire Administration will work with each fire chief to develop a combined, system-wide budget that considers the financial resources expected to be available to the District for the next fiscal year.
7. If a fire department secures a grant, contribution or other source of funding that is specifically dedicated to that fire department then the Board of Commissioners will allocate those funds specifically to the individual fire department securing the funds.
8. Once a fire department's budget is adopted by the Board of Commissioners the fire chief of that department is allowed to change the budget within individual line items without

requiring approval from the Board of Commissioners as long as the total approved budgeted expenditures for that fire department does not increase and the fire chief receives advanced, written approval from the Fire Administrator. Any department seeking to amend its adopted budget to increase the total budgeted expenditures previously approved for the department must receive advanced approval from the Board of Commissioners.

9. The Fire Administrator shall analyze trends of all sources of revenues and consider whether any increases/decreases are warranted.
10. The accountant for the Fire District will prepare a side by side comparison of the current year revenues and expenditures to include the following:
 - Prior year actual
 - Current year-to-date actual
 - Estimated remaining for the current year
 - Projected actual for the current year
 - Budget for the current year
 - Proposed budget for the next fiscal year
11. The Fire Administrator will meet with the accountant for the Fire District to analyze current year line-item expenditures to identify costs that can be reduced or eliminated and those that may increase.
12. The Fire Administrator will prepare a proposed budget for the general fund and each special revenue fund that includes the following as required by state law (R.S. 39:1305):
 - Estimated fund balance at beginning of year;
 - Estimated revenues/receipts itemized by source;
 - Recommended expenditures itemized by department, function, and character;
 - Other financing sources and uses by source and use; and
 - Estimated fund balance at end of fiscal year.

The total of proposed expenditures shall not exceed the total of estimated funds available for the ensuing fiscal year, i.e. the beginning fund balance and any anticipated revenues.]

13. The Fire Administrator will prepare the budget adoption instrument (an adoption resolution) to adopt and implement the budget document as required by state law, Louisiana R.S. 39:1305(D). The adoption instrument must define the authority of the Fire Administrator to make changes within various budget classifications without approval by the Fire Board, as well as those powers reserved solely to the Fire Board.
14. The Fire Administrator will prepare and sign a budget message that contains a summary description of the proposed budget, policies and objectives, assumptions, budgetary basis, and a discussion of the most important features as required by state law, Louisiana R.S. 39:1305(C)(1).
15. The Fire Administrator will present the proposed budget to the Board of Commissioners

at the November meeting each year at which time the Board of Commissioners shall call for a public hearing on the proposed budget.

16. The proposed budget shall be adopted at the December meeting of the Board of Commissioners each year.

Budget Availability, Presentation, and Adoption

1. Before the adoption of the proposed budget, the proposed budget must be made available for public inspection as required by state law, Louisiana R.S. 39:1306.
 - If total proposed expenditures are \$500,000 or less in a fiscal year, make the proposed budget available at the Fire Administrator's office for public inspection no later than 15 days prior to the beginning of the fiscal year. (See R.S. 39:1306 and R.S. 39:1308)
 - If total proposed expenditures are \$500,000 or more in a fiscal year (from the general fund or any special revenue funds), the public must be afforded an opportunity to participate in the budgetary process prior to adoption of the budget (See R.S. 39:1307).
 - If total proposed expenditures are \$500,000 or more, it is mandatory that a notice be published in the official journal stating that (a) the proposed budget is available for public inspection (no later than 15 days prior to the beginning of the fiscal year); (b) a public hearing on the proposed budget will be held; and (c) the date, time, and place of the hearing. [Note: The notice must be published at least 10 days prior to the date of the first public hearing.]
2. If applicable, conduct at least one public hearing on the proposed budget before it is adopted (R.S. 39:1307).
3. If applicable, certify completion of public participation in the budget process by publishing a notice in the official journal (R.S. 39:1307).
4. Present the proposed budget document (i.e., budget message, ordinance or resolution, and budget statement) to the Fire Board no later than 30 days prior to the beginning of the fiscal year in accordance with state law (R.S. 39:1306).
5. Ensure that the budget is adopted in an open meeting before the end of the prior fiscal year in accordance with state law [R.S. 39:1309(B)]. [Note: The adopted budget must be balanced with approved expenditures not exceeding the total of estimated funds available.]
6. Upon adoption, certified copies of the budget and adoption instrument will be provided to the Fire Administrator and maintained on file as required by state law, Louisiana R.S. 39:1309(D).

Budget Monitoring

1. The accountant for the Fire District will prepare monthly budget-to-actual comparison statements and provide them to the Fire Administrator, Board of Commissioners and each fire department for review/monitoring purposes.
2. The Fire Administrator will advise the Fire Board when there is a 5% variance in revenues or expenditures or beginning fund balance.

Budget Amendment

The Fire Administrator will prepare a proposed budget amendment and present to the Fire Board for adoption and ensure that the Fire Board adopts a budget amendment (using the appropriate adoption instrument) in an open meeting upon receiving notification of a 5% variance or a change in operations upon which the original budget was developed.