

MINUTES OF T. P. RURAL FIRE PROTECTION DISTRICT NO. 2

October 22, 2018

PUBLIC HEARING - Notice Is Hereby Given That a Public Hearing Will Be Held by The Tangipahoa Parish Rural Fire District No. 2 Board of Commissioners on Monday, November 26, 2018 immediately following the regular meeting of the TPC. At Tangipahoa Parish Government Building, 206 East Mulberry Street, Amite, Louisiana, contact number (985)748-3211, on the following:

- Adoption of Amended Operating Budget for the Year Ending December 31, 2018
- Adoption of Proposed Operating Budget for Year Ending December 31, 2019

The Commissioners of T. P. Rural Fire Protection District No. 2 met in REGULAR SESSION on Monday, October 22, 2018 immediately following the meeting of the Tangipahoa Parish Council at the Tangipahoa Parish Government Building at 206 East Mulberry Street, Amite, Louisiana and was called to order by Carlo Bruno, President.

The following members were present:

Trent Forrest, James Bailey, Louis Joseph, Carlo S. Bruno, Buddy Ridgel, Joey Mayeaux, Lionell Wells, David P. Vial, Harry Lavine, and Bobby Cortez

Absent: None

PUBLIC INPUT – Anyone Wishing to Address Any Agenda Item – No one from the public asked to address any agenda item.

ADOPTION OF MINUTES - A motion was made by Mr. Cortez and seconded by Mr. Wells to adopt the minutes regular meeting dated September 24, 2018. Roll call vote was as follows:

Yeas: 10 (Forrest, Bailey, Joseph, Bruno, Ridgel, Mayeaux, Wells, Vial, Lavine, Cortez)

Nays: None

Absent: None

Not Voting: None

APPROVAL TO LEASE VEHICLES- Hammond, Independence, Administration-

Hammond- Motion by Mr. Vial, seconded by Mr. Joseph to approve the lease of a 2019 Ford F-150 crew cab with the SSV package at \$572.48 per month for 5-year lease. Roll call vote was as follows:

Yeas: 10 (Forrest, Bailey, Joseph, Bruno, Ridgel, Mayeaux, Wells, Vial, Lavine, Cortez)

Nays: None

Absent: None

Not Voting: None

Independence- Motion by Mr. Joseph, seconded by Mr. Ridgel to approve the lease of a 2019 Ford F-350 crew cab 4x4 at \$621.68 per month for a 5-year lease. Roll call vote was as follows:

Yeas: 10 (Forrest, Bailey, Joseph, Bruno, Ridgel, Mayeaux, Wells, Vial, Lavine, Cortez)

Nays: None

Absent: None

Not Voting: None

Administration- Motion by Mr. Joseph, seconded by Mr. Vial to approve the lease of a 2019 F-150 4x4 crew cab at \$659.11 per month for a 5 year lease. Roll call vote was as follows:

Yeas: 10 (Forrest, Bailey, Joseph, Bruno, Ridgel, Mayeaux, Wells, Vial, Lavine, Cortez)

Nays: None

Absent: None

Not Voting: None

PONCHATOULA FIRE MATTERS

I. Ratification of Full Time Position- Motion by Mr. Lavine, seconded by Mr. Vial to ratify the approval of one part time to full time position at \$11/ hour. Roll call vote was as follows:

Yeas: 10 (Forrest, Bailey, Joseph, Bruno, Ridgel, Mayeaux, Wells, Vial, Lavine, Cortez)

Nays: None

Absent: None

Not Voting: None

HUSSER FIRE MATTERS

2. Ratification of Full Time Position- Motion by Mr. Bailey, seconded by Mr. Joseph to table the foregoing item. Roll call vote was as follows:

Yeas: 10 (Forrest, Bailey, Joseph, Bruno, Ridgel, Mayeaux, Wells, Vial, Lavine, Cortez)

Nays: None

Absent: None

Not Voting: None

EIGHTH WARD FIRE MATTERS

3. Approval of Invoice for Truck Repairs- Motion by Mr. Vial, seconded by Mr. Bailey to approve an invoice in the amount of \$18,270.50 from Passman's EVT Sales and SVC for truck repairs from an incident that involved the truck hitting the station when responding to a call. Roll call vote was as follows:

Yeas: 10 (Forrest, Bailey, Joseph, Bruno, Ridgel, Mayeaux, Wells, Vial, Lavine, Cortez)

Nays: None

Absent: None
Not Voting: None

MONTHLY REPORTS AND REGISTERS- Presented by Mr. James

ADMINISTRATION

4. Approval of Proposed Changes to the Policy and Procedures Manual- Mr. Dennis James reviewed the proposed changes. Motion by Mr. Joseph, seconded by Mr. Wells to approve the proposed changes as below. Roll call vote was as follows:
Yeas: 10 (Forrest, Bailey, Joseph, Bruno, Ridgel, Mayeaux, Wells, Vial, Lavine, Cortez)
Nays: None
Absent: None
Not Voting: None

**UPDATE TO ADDRESS ADDITION OF VENDORS AND WHO IS ALLOWED/PROHIBITED -Item I(b) & I0
(To be added to Purchasing, Cash Disbursements and Bank Reconciliation Policy – Purchasing Section)**

New Vendor Approval – Only the Fire Administrator or outside accountant shall have the authority to add a new vendor to the Approved Vendor List in QuickBooks. The Fire Administrator approves adding a new vendor to the Approved Vendor List in QuickBooks at the time the Fire Administrator approves a purchase requisition submitted by a Fire Chief and enters the Purchase Order into QuickBooks.

Once a Vendor is added to the Approved Vendor List, a properly completed, signed and dated Form W-9 must be submitted to the outside accountant, who then completes the vendor billing information when they process the vendor payments. Only the outside accountant may process vendor payments.

UPDATE TO ADDRESS ACTIONS TO BE TAKEN IF AN ETHICS VIOLATION TAKES PLACE / SYSTEM TO MONITOR POSSIBLE ETHICS VIOLATIONS – Item I(i) (to replace Procedures Section of Public Ethics Policy)

If the Fire Administrator or the outside accountant believes that a violation of the Code of Ethics may have occurred the following actions will be taken:

- The Fire Administrator will immediately notify the Board of Commissioners who in their sole discretion will decide if an investigation is needed and what action, if any, will be taken.

Annually, the Board of Commissioners of Tangipahoa Parish Rural Fire Protection District No.2 will engage an independent auditor to perform a financial and compliance audit of the District's finances. In connection with that audit, the independent auditor will test the District's compliance with the provisions of the Code of Ethics.

UPDATE TO ADDRESS ELECTRONIC TRANSFER – Item 7 (to be added to Receipts Policy)

Generally incoming Electronic Fund Transfers (EFT) are NOT accepted by Tangipahoa Parish Rural Fire Protection District No.2. In the rare instances in which funds are received by EFT (i.e. FEMA payments, State of Louisiana payments, etc.), the notification of the incoming EFT received from the bank will be reviewed by both the Fire Administrator and the outside accountant to determine the source of the incoming EFT, the amount of the incoming EFT, the purpose of the incoming EFT and the appropriate general ledger account coding for the incoming EFT. The outside accountant will immediately notify the bank if an incoming EFT is determined by either the Fire Administrator or the outside accountant to be incorrect so that the bank can make the necessary corrections.

5. Introduction of Proposed Amended Budget for 2018- Motion by Mr. Joseph, seconded by Mr. Vial to introduce the proposed amended budget for 2018 and set public hearing for Monday, November 26, 2018 immediately following the regular meeting of the TPC for the purpose of receiving public input on the adoption thereof. Roll call vote was as follows:
Roll call vote was as follows:
Yeas: 10 (Forrest, Bailey, Joseph, Bruno, Ridgel, Mayeaux, Wells, Vial, Lavine, Cortez)
Nays: None
Absent: None
Not Voting: None

6. Introduction of Proposed Operating Budget for 2019- Motion by Mr. Cortez, seconded by Mr. Ridgel to introduce the proposed budget for 2019 and set public hearing for Monday, November 26, 2018 immediately following the regular meeting of the TPC for the purpose of receiving public input on the adoption thereof. Roll call vote was as follows:
Yeas: 10 (Forrest, Bailey, Joseph, Bruno, Ridgel, Mayeaux, Wells, Vial, Lavine, Cortez)
Nays: None
Absent: None
Not Voting: None

ADMINISTRATORS REPORT- A motion was made by Mr. Cortez, seconded by Mr. Joseph to approve the Administrators report for October 2018. Roll call vote was as follows:

Yeas: 9 (Forrest, Bailey, Joseph, Bruno, Ridgel, Mayeaux, Wells, Lavine, Cortez)

Nays: None

Absent: 1 (Vial)

Not Voting: None

OTHER FIRE MATTERS- None

ADJOURN

With no other business appearing, on motion by Mr. Wells and seconded by Mr. Cortez, the Tangipahoa Parish Rural Fire District No. 2 adjourned.

ATTEST:

S/Kristen Pecararo, Secretary
T. P. Rural Fire District No. 2

S/Carlo S. Bruno, President
T. P. Rural Fire District No. 2