

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

November 23, 2020

The Commissioners of T. P. Rural Fire Protection District No. 2 met in regular session on Monday, November 23, 2020 immediately following the meeting of the Tangipahoa Parish Council at the Tangipahoa Parish Gordon A. Burgess Governmental Building at 206 East Mulberry Street, Amite, Louisiana and was called to order by David P. Vial, President.

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 23, 2020 immediately following the regular meeting of the TPC. At Tangipahoa Parish Government Gordon A. Burgess Governmental Building, 206 East Mulberry Street, Amite, Louisiana, contact number (985)748-3211, on the following:

- Introduction of Proposed Resolution to Adopt the Proposed Operating Budget for the Year Ending December 31, 2021

-Introduction of Proposed Resolution to Adopt the Amended Operating Budget for the Year Ending December 31, 2020

No one from the public wished to address the foregoing public hearing items.

The following members were present:

Trent Forrest, John Ingraffia, Louis Joseph, Carlo S. Bruno, Buddy Ridgel, Lionell Wells, David Vial, Brigette Hyde, and Kim Coates

Absent: Joey Mayeaux

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. Ridgel and seconded by Mr. Wells to adopt the minutes regular meeting dated October 26, 2020. Roll call vote was as follows:

Yeas: 9 (Forrest, Ingraffia, Joseph, Bruno, Ridgel, Wells, Vial, Hyde, Coates)

Nays: None

Absent: 1 (Mayeaux)

Not Voting: None

WILMER FIRE MATTERS

1. Ratification of Approval of a Full Time Position- A motion was made by Mr. Wells and seconded by Mr. Forrest to ratify the approval of one full time position at \$11/hour. Roll call vote was as follows:

Yeas: 9 (Forrest, Ingraffia, Joseph, Bruno, Ridgel, Wells, Vial, Hyde, Coates)

Nays: None

Absent: 1 (Mayeaux)

Not Voting: None

EIGHTH WARD FIRE MATTERS

2. Approval to Purchase SCBA Air Bottles- A motion was made by Mr. Ridgel and seconded by Mrs. Hyde to approve the purchase of 35 SCBA air bottles from Bonaventure Fire + Safety at a price of \$19,145.00. Roll call vote was as follows:

Yeas: 9 (Forrest, Ingraffia, Joseph, Bruno, Ridgel, Wells, Vial, Hyde, Coates)

Nays: None

Absent: 1 (Mayeaux)

Not Voting: None

MONTHLY REPORTS AND REGISTERS- Presented

ADMINISTRATORS REPORT

3. Approval of Accounting Services Proposal- A motion was made by Mr. Bruno and seconded by Mrs. Hyde to approve the proposal of \$60,900.00 by James, Lambert, Riggs & Associates, Inc. for a period of three years as presented. Roll call vote was as follows:

Yeas: 9 (Forrest, Ingraffia, Joseph, Bruno, Ridgel, Wells, Vial, Hyde, Coates)

Nays: None

Absent: 1 (Mayeaux)

Not Voting: None

4. Approval of Audit Service Proposal- A motion was made by Mr. Ridgel and seconded by Mr. Joseph to approve the proposal by Laura Gray, CPA of a three-year contract with year one at \$15,525, year two at \$16,070, and year three at \$16,630. Roll call vote was as follows:

Yeas: 9 (Forrest, Ingraffia, Joseph, Bruno, Ridgel, Wells, Vial, Hyde, Coates)

Nays: None

Absent: 1 (Mayeaux)

Not Voting: None

5. Introduction of Proposed Resolution to Adopt the Proposed Operating Budget for the Year Ending December 31, 2021- A motion was made by Mr. Joseph and seconded by Mrs. Hyde to introduce and set public hearing on the proposed 2021 operating budget for Monday, December 14, 2020. Roll call vote was as follows:

Yeas: 9 (Forrest, Ingraffia, Joseph, Bruno, Ridgel, Wells, Vial, Hyde, Coates)

Nays: None

Absent: 1 (Mayeaux)

Not Voting: None

6. Introduction of Proposed Resolution to Adopt the Amended Operating Budget for the Year Ending December 31, 2020- A motion was made by Mr. Bruno and seconded by Mr. Joseph to introduce and set public hearing on the proposed amended operating budget for 2020 for Monday, December 14, 2020. Roll call vote was as follows:

Yeas: 9 (Forrest, Ingraffia, Joseph, Bruno, Ridgel, Wells, Vial, Hyde, Coates)

Nays: None

Absent: 1 (Mayeaux)

Not Voting: None

7. Approval of 2021 Contract Between TPRFPD No. 2 and Individual Fire Departments- A motion was made by Mr. Bruno and seconded by Mrs. Coates to approve the 2021 contract between TPRFPD No. 2 and individual fire departments as presented. Roll call vote was as follows:

Yeas: 9 (Forrest, Ingraffia, Joseph, Bruno, Ridgel, Wells, Vial, Hyde, Coates)

Nays: None

Absent: 1 (Mayeaux)

Not Voting: None

OTHER FIRE MATTERS- None

PERSONNEL COMMITTEE REPORT

8. Audit Recommendation for Fire Administrator Internal Controls- A motion was made by Mr. Joseph and seconded by Mr. Bruno to approve the personnel committee's recommendations as presented below with item no. 4 amended to read that a GPS or tracking device will be placed on his parish vehicle instead of cell phone. Roll call vote was as follows:

Yeas: 8 (Forrest, Ingraffia, Joseph, Bruno, Ridgel, Vial, Hyde, Coates)

Nays: 1 (Wells)

Absent: 1 (Mayeaux)

Not Voting: None

Personnel Committee Recommendations for Fire Administrator

The Personnel Committee met on October 21, 2020 and made the following recommendations for strengthening the internal controls for the Fire Administrator.

1. The Fire Administrator's office shall be housed in the Emergency Operation Center in Amite, LA.
2. The Fire Administrator's normal duty hours are from 8am to 4pm.
3. The Fire Administrator shall be on call 24/7 including all holidays.
4. To verify the Fire Administrator's time and attendance a GPS or tracking device will be placed on his ~~cellular phone~~.
5. The Fire Administrator will keep a log of his daily activities.
6. All time sheets shall be verified and initialed by the Fire Board President or in the absence of the President the Vice President shall verify time sheets.
7. If an emergency occurs outside of normal duty hours the Fire Administrator shall notify the Fire Board President. The Fire Board President will use his discretion as whether to inform the fire board members.
8. All requests to attend professional development courses such as in-service training, conferences, executive meetings, etc. shall be approved by the Fire Board President prior to attending.

9. Fire Administrator Job Description- A motion was made by Mr. Joseph and seconded by Mrs. Hyde to approve the Fire Administrator's job description as presented. Roll call vote was as follows:

Yeas: 9 (Forrest, Ingraffia, Joseph, Bruno, Ridgel, Wells, Vial, Hyde, Coates)

Nays: None

Absent: 1 (Mayeaux)

Not Voting: None

Tangipahoa Parish Rural Fire Protection District No.2
Administrator

DISTINGUISHING FEATURES OF THE POSITION:

1. This job description encompasses a highly responsible position of Tangipahoa Parish Rural Fire Protection District No.2 and shall be titled "Administrator" for Tangipahoa Parish Rural Fire Protection District No. 2. The employee of this position recommends contract matters to the Board, recommends goals and objectives for

Tangipahoa Parish Rural Fire Protection District No. 2, Present to the Board of Commissioners of Tangipahoa Parish Rural Fire Protection District No. 2, budgets of all Volunteer Fire Departments contracted to Tangipahoa Parish Rural Fire Protection District No. 2 departments, locate grant funding, assists with grant applications, and helps prepare annual assistance to firefighter grants.

2. The Tangipahoa Parish Rural Fire Protection District Administrator works independently, Reporting to the Tangipahoa Parish Rural Fire Protections District No. 2 Board of Commissioners. Final Determination in all matters will be made by the board. The Tangipahoa Parish Rural Fire Protection District No. 2 Administrator will perform any and all duties deemed necessary by the Tangipahoa Parish Rural Fire Protection District No. 2 Board of Commissioners.

EXAMPLES OF WORK:

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class. All examples listed may or may not be job requirements.

3. Assists in the management policies, goals, and objectives for Tangipahoa Parish Rural Fire Protection District No. 2.

2. Reviews existing or proposed legislation, regulations, ordinances, and court rulings related to fire operations.

4. Oversees and utilizes a system of information management for use in the administration of Tangipahoa Parish Rural Fire Protection District No. 2. Oversee all expenditures dealing with Tangipahoa Parish Rural Fire Protection No. 2 funds.

5. Promotes a positive image of the Work of Tangipahoa Parish Rural Fire Protections District No.2 in the daily performance of duties. Writes letters in response to written or oral requests addressed to Tangipahoa Parish Rural Fire Protection District No. 2. Delivers talks or demonstrations on business of Tangipahoa Parish Rural Fire Protection District No.2. to schools and civic organizations. Attends conferences, conventions, and other educational meetings or as required by the district.

6. Approves purchases and manages inventory documentation and control. Interfaces with auditors. Will be the liaison between all fire departments, the Tangipahoa Parish Fire Chiefs Association, and the Tangipahoa Parish Rural Fire Protection District No. 2 Board of Commissioners. Prepares and assures written documentation for purchases in accordance with the contract of Fire District No. 2. Acts as the liaison with the Department of Homeland Security in grant opportunities.

7. Maintain a list of inventory and equipment for Tangipahoa Parish Rural Fire Protection District No. 2 based on compliance of the State of Louisiana audit guidelines. Updates inventory list periodically.

8. Assist and advise on how to best utilize resources and manpower to maximize the credit that can be obtained as it applies to PIAL rating. Administrator may respond to incidents (fire, hazardous conditions, etc.) by observing, but has no fire ground authority. Administrator can therefore make recommendations to the Board of Commissioners.

9. Maintains a working relationship with Tangipahoa Parish Communication District No. 1 as to best satisfy requirements of PIAL.

10. Maintains a working relationship with all water departments that serve Fire District No. 2 as to best satisfy requirements of PIAL.

11. Serves on the technical advisory committee board.

Performs any other related duties that the Tangipahoa Parish Rural Fire Protection District No. 2 Board of Commissioners deems necessary.

EXAMPLES OF WORK: BUSINESS AND FINANCIAL REQUIREMENTS

1. Ensure that all State of Louisiana Departments of Ethics Training is completed by all departments contracted with Tangipahoa Parish Rural Fire Protection District No. 2.

2. Prepare the Annual Budget for Tangipahoa Parish Rural Fire Protection District No. 2 according to tax roll.

3. Oversee and develop uniform accounting and Internal Control procedures for all fire departments contracted with Tangipahoa Parish Rural Fire Protection District No. 2.

4. Review financial reports from each department contracted with Tangipahoa Parish Rural Fire Protection District No. 2 and advises Board of Financial status for purchases.

5. Oversees and develop procedures for the control of all assets purchased with Tangipahoa Parish Rural Fire Protection District No. 2 funds.
6. Exercise budgetary controls including payroll reimbursements, purchasing of supplies, equipment, land, buildings and etc.
7. Prepare contracts with all volunteer fire departments, including townships, cities, etc.
8. Reviews quarterly financial statements and advise board of financial status of each department contracted with Tangipahoa Parish Rural Fire Protection District No. 2
9. Process and maintain a record of purchases \$1,000.00 and over to be placed on the fixed asset listing.
10. Coordinates the bid process; establishes advertisement and bid data, receives bids, and determines if specifications are in compliance upon completion of the bid process and recommends to the Board of Commissioners.
11. Ability to assist Auditors with annual audit of Tangipahoa Parish Rural Fire Protection District No. 2; including fire departments contracted with Tangipahoa Parish Rural Fire Protection District No. 2.
12. Manages Tangipahoa Parish Rural Fire Protection District No. inventory system. Maintains computerized inventory of all fixed assets of Tangipahoa Parish Rural Fire Protection District No.2.
13. Develops and implements a system for Tangipahoa Parish Rural Fire Protection District No. 2 for all purchases and inventory for the fire district including approval of payments and requisitions.

QUALIFICATION REQUIRMENTS

Unless otherwise specified, all requirements listed below must be met by filing deadline for application to be considered.

Must meet all requirements, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work, must pass a physical examination and drug test, the selection and administration of which shall be authorized by the Fire Board, designed to perform the essential duties of the position, with or without accommodation. Must be willing to allow the Fire Board to perform an extensive background and criminal records check.

Must possess a valid Louisiana Driver's license.

Knowledge of basic principle and standard practices of governmental accounting.

Knowledge of budget preparation and control.

Knowledge of grant procedure and practices.

Knowledge of computers and computer applications.

Able to review audit reports for compliance.

MUST MEET THE FOLLOWING REQUIRMENTS

Must have a high school diploma or a valid certificate of equivalence issued by a state department of education.

Must have a Fire Fighter 1, Fire Fighter 2, Haz Mat Awareness, Haz Mat Operations IFSAC Certifications, USAR, and Swift Water Rescue Certification.

Must not have less than fifteen (15) years of progressively responsible experience with a full-time paid department at least ten (10) years of which must have been in positions which include administrative or supervisory responsibilities.

Must have at least five (5) years in a position of financial management within a paid department.

10. Fire Administrator Contract Extension- A motion was made by Mr. Joseph and seconded by Mr. Ingraffia to approve the Fire Administrator's contract as presented. Roll call vote was as follows:
Yeas: 9 (Forrest, Ingraffia, Joseph, Bruno, Ridgel, Wells, Vial, Hyde, Coates)
Nays: None
Absent: 1 (Mayeaux)

Not Voting: None

ADJOURN

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

ATTEST:

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

S/David P. Vial, President
T. P. Rural Fire District No. 2