

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN THAT THE TANGIPAOHA PARISH RURAL FIRE PROTECTION DISTRICT NO. 2 WILL MEET IN **REGULAR SESSION** ON MONDAY, NOVEMBER 22, 2021 IMMEDIATELY FOLLOWING THE REGULAR MEETING OF THE TPC, TANGIPAOHA PARISH GOVERNMENT BUILDING, 206 EAST MULBERRY STREET, AMITE, LA.

PUBLIC HEARING

TPRFPD Resolution No. 21-02 - a Resolution granting approval to Rural Fire Protection District No. 2 of the Parish of Tangipahoa, State of Louisiana (the "District"), to call and hold an election on Saturday, March 26, 2022, to authorize the renewal of the levy and collection of a ten (10) mill ad valorem tax on assessed valuation of all property subject to taxation in the District, for a period of ten (10) years, beginning with the year 2024 and ending with the year 2033, for the purpose of improving, maintaining and operating the District's fire protection facilities, for purchasing fire trucks and other fire-fighting equipment, paying the cost of obtaining water for fire protection purposes, including charges for fire hydrant rentals and service; and further providing for other matters in connection therewith.

TPRFPD Resolution No. 21-03 - Operating Budget for the year ending December 31, 2022

AGENDA TANGIPAOHA PARISH RURAL FIRE PROTECTION DISTRICT NO. 2 REGULAR MEETING NOVEMBER 22, 2021

CALL TO ORDER

ROLL CALL

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

ADOPTION OF MINUTES – of the regular meeting dated October 25, 2021

INDEPENDENCE FIRE MATTERS

[1.](#) Ratification of Approval of Part-time Position

[2.](#) Ratification of Approval of Pay Increase

NATALBANY FIRE MATTERS

[3.](#) Ratification of Approval of Fire Chief Position

EIGHTH WARD FIRE MATTERS

[4.](#) Ratification of Approval of Full-time Position

ADMINISTRATORS REPORT

- [5.](#) ADOPTION of TPRFPD Resolution No. 21-02 - a Resolution granting approval to Rural Fire Protection District No. 2 of the Parish of Tangipahoa, State of Louisiana (the “District”), to call and hold an election on Saturday, March 26, 2022, to authorize the renewal of the levy and collection of a ten (10) mill ad valorem tax on assessed valuation of all property subject to taxation in the District, for a period of ten (10) years, beginning with the year 2024 and ending with the year 2033, for the purpose of improving, maintaining and operating the District’s fire protection facilities, for purchasing fire trucks and other fire-fighting equipment, paying the cost of obtaining water for fire protection purposes, including charges for fire hydrant rentals and service; and further providing for other matters in connection therewith.
- [6.](#) ADOPTION of Amended Budget for the year ending December 31, 2021
- [7.](#) ADOPTION of TPRFPD Resolution No. 21-03 - Operating Budget for the year ending December 31, 2022
- 8. APPROVAL of bids for fiscal agent for the period January 1, 2022 through December 31, 2024

OTHER FIRE MATTERS

- 9. Legal Counsel Retainer
- [10.](#) Updated Policies and Procedures

ADJOURN

S/Louis Joseph, President
T. P. Rural Fire District No. 2

POSTED November 18, 2021

S/Nelda Frere, Secretary
T. P. Rural Fire District No. 2

PUBLISHED DAILY STAR November 18, 2021

TANGIPAHOA PARISH RURAL FIRE # 2 POSITION RATIFICATION FORM

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

Position Title: Fire fighter Position Number: _____

Location: Kentwood Independence Husser Wilmer

Loranger Natalbany Hammond Ponchatoula

8th Ward (Robert) Manchac Other _____

Position Information: Replacement For: _____

Is the job description current?	<u>Yes</u>	No	Payroll Mode:
Stat is Employment Category	Hours per week: <u>24</u>		<u>Biweekly</u>
Reg F/T	Days per week: _____		Monthly
<u>Reg P/T</u>			
Temp F/T			
Temp P/T			
FLSA Status:	Exempt (Salary)	<u>Non Exempt (Hourly)</u>	

Approvals:

Chief: <u>[Signature]</u>	Date: _____
Fire Board President: _____	Date: _____
Administrator: _____	Date: _____

New Position Information: Complete this form before attending Fire Board meeting to request approval to ratify position.

Name of Person: (please print) <u>Charles Younger</u>	Date: <u>11/10/21</u>
Compensation: <u>10.00</u> <u>Per hour</u>	Per Year Other: _____ Start Date: _____

Start date should be the beginning of a pay period. This allows enough time to schedule drug screens, physicals

TANGIPAHOA PARISH RURAL FIRE # 2 POSITION RATIFICATION FORM

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

Position Title: Fire Fighter Position Number: _____

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

Position Information: Replacement For: _____

Is the job description current?	<u>Yes</u> No	Payroll Mode:
Stat is Employment Category	Hours per week: _____	Biweekly
<u>Reg P/T</u>	Days per week: _____	Monthly
Reg F/T		
Temp F/T		
Temp P/T		
FLSA Status:	Exempt (Salary) Non Exempt (Hourly)	

Approvals:

Chief: [Signature] Date: 11/10/21

Fire Board President: _____ Date: _____

Administrator: _____ Date: _____

New Position Information: Complete this form before attending Fire Board meeting to request approval to ratify position.

Name of Person: (please print) Cary Redford Date: 11/10/21

Compensation: \$10.00 Per hour Per Year Other: _____ Start Date: _____

Start date should be the beginning of a pay period. This allows enough time to schedule drug screens, physicals
going from 9:00 to 10:00 per hr

**TANGIPAHOA PARISH RURAL FIRE # 2
POSITION RATIFICATION FORM**

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

Position Title: Fire Chief Position Number: _____

Location: Kentwood Independence Husser Wilmer

Loranger Natalbany Hammond Ponchatoula

8th Ward (Robert) Manchac Other: _____

Position Information: Replacement For: _____

Is the Job description current?	Yes	No	Payroll Mode:
Status: Employment Category	Hours per week: <u>50+</u>		<u>Biweekly</u>
<u>Reg F/T</u>	Days per week: _____		<u>8. Monthly</u>
Reg P/T			
Temp F/T			
Temp P/T			
FLSA Status:	Exempt (Salary)	Non Exempt (Hourly)	

Approvals:

Chief: <u>Donny Starkey</u>	Date: <u>11/13/21</u>
Fire Board President: _____	Date: _____
Administrator: _____	Date: _____

New Position Information: Complete this form before attending Fire Board meeting to request approval to ratify position.

Name of Person: (please print) <u>Donnie Starkey</u>	Date: <u>11/13/21</u>
Compensation: <u>60,000</u>	Per hour <u>Per Year</u> Other: _____
	Start Date: <u>11/1/21</u>

Start date should be the beginning of a pay period. This allows enough time to schedule drug screens, physicals

TANGIPAHOA PARISH RURAL FIRE # 2
POSITION RATIFICATION FORM

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

Position Title: Firefighter Position Number: 817

Location: Kentwood Independence Husser Wilmer

Loranger Natalbany Hammond Ponchatoula

8th Ward (Robert) Manchac Other _____

Position Information: Replacement For: New

Is the Job description current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Payroll Mode:
Status: Employment Category	Hours per week: <u>various</u>	<input checked="" type="checkbox"/> Biweekly
<input checked="" type="checkbox"/> Reg F/T	Days per week: <u>various</u>	<input type="checkbox"/> Monthly
<input type="checkbox"/> Reg P/T		
<input type="checkbox"/> Temp F/T		
<input type="checkbox"/> Temp P/T		
FLSA Status:	<input type="checkbox"/> Exempt (Salary) <input type="checkbox"/> Non Exempt (Hourly)	

Approvals:

Chief: <u>J. Bow</u>	Date: <u>10/18/2021</u>
Fire Board President: _____	Date: _____
Administrator: _____	Date: _____

New Position Information: Complete this form before attending Fire Board meeting to request approval to ratify position.

Name of Person: (please print) <u>Jacob Devall</u>	Date: <u>10/18/2021</u>
Compensation: <u>\$10.20</u> <input checked="" type="checkbox"/> Per hour <input type="checkbox"/> Per Year <input type="checkbox"/> Other: _____	Start Date: <u>10/2021</u>

Start date should be the beginning of a pay period. This allows enough time to schedule drug screens, physicals and the processing of paperwork.

**RURAL FIRE PROTECTION DISTRICT NO. 2 OF THE
PARISH OF TANGIPAHOA, STATE OF LOUISIANA**

The following Resolution was offered by _____ and seconded by _____:

TPRFPD RESOLUTION NO. 21-02

A Resolution ordering and calling a special election to be held in Rural Fire Protection District No. 2 of the Parish of Tangipahoa, State of Louisiana (the “*District*”) on Saturday, March 26, 2022, for the purpose of authorizing the renewal of a ten (10) mill ad valorem tax on assessed valuation of all property subject to taxation in the District, for a period of ten (10) years for the purpose of improving, maintaining and operating the District’s fire protection facilities, for purchasing fire trucks and other fire-fighting equipment, paying the cost of obtaining water for fire protection purposes, including charges for fire hydrant rentals and service.

WHEREAS, the Board of Commissioners of Rural Fire Protection District No. 2 of the Parish of Tangipahoa, State of Louisiana (the “*Governing Authority*”), acting as the governing authority of Rural Fire Protection District No. 2 of the Parish of Tangipahoa, State of Louisiana (the “*District*”), desires to order and call a special election to be held in the District on SATURDAY, MARCH 26, 2022, to authorize the renewal of the levy and collection of a ten (10) mill ad valorem tax on assessed valuation of all property subject to taxation in the District, for a period of ten (10) years, beginning with the year 2024 and ending with the year 2033, for the purpose of improving, maintaining and operating the District’s fire protection facilities, for purchasing fire trucks and other fire-fighting equipment, paying the cost of obtaining water for fire protection purposes, including charges for fire hydrant rentals and service (the “*Tax*”); and

BE IT RESOLVED by the Governing Authority, that:

SECTION 1. Election Call. Subject to the approval of the State Bond Commission and under the authority conferred by La. R.S. 40:1501, Article VI, Section 30 of the Constitution of the State of Louisiana of 1974, as amended (the “*Constitution*”) and the applicable provisions of Chapters 6 and 6-A of Title 18 of the Louisiana Revised Statutes of 1950, as amended (the “*Election Code*”), particularly Chapters 5 and 6-A thereof, and other constitutional and statutory authority supplemental thereto, a special election (the “*Election*”) is hereby called and ordered to be held in the District on SATURDAY, MARCH 26, 2022, between the hours of 7:00 a.m. and 8:00 p.m. in compliance with the provisions of Section 541 of Title 18 of the Louisiana Revised Statutes of 1950, as amended (La. R.S. 18:541), and that at the Election there will be submitted to all registered voters residing in the District, qualified and entitled to vote at the Election under the Constitution and laws of the State of Louisiana and the Constitution of the United States, the following proposition, to-wit:

PROPOSITION
(TAX RENEWAL)

Shall Rural Fire Protection District No. 2 of the Parish of Tangipahoa, State of Louisiana (the “District”) be authorized to renew the levy and collection of a ten (10) mill ad valorem tax on assessed valuation of all property subject to taxation in the District (an estimated \$3,200,000.00 reasonably expected at this time to be collected from the levy of the tax for an entire year) (“the Tax”), for a period of ten (10) years, beginning with the year 2024 and ending with the year 2033 for the purpose of improving, maintaining and operating the District’s fire protection facilities, for purchasing fire trucks and other fire-fighting equipment, paying the cost of obtaining water for fire protection purposes, including charges for fire hydrant rentals and service?

SECTION 2. Publication of Notice of Special Election. Pursuant to La. R.S. 18:1285, a Notice of Special Election concerning the Election will be published in the *Daily Star* (the “*Official Journal*”), a newspaper of general circulation within the District, and is the official journal of the District, once a week for four (4) consecutive weeks, with the first publication to be made not less than forty-five (45) days nor more than ninety (90) days prior to the date fixed for the Election, which notice will be substantially in accordance with the Notice of Special Election annexed hereto as Exhibit A and incorporated herein by reference, to the same extent as if it were set forth in full.

SECTION 3. Canvass of Election Returns. This Governing Authority will meet on Monday, April 25, 2022 at 5:30 p.m. at the Tangipahoa Parish Courthouse Annex, 206 East Mulberry Street, Amite, Louisiana, and will then and there in open and public session proceed to examine and canvass the official election returns and declare the results of the said Election, pursuant to Section 1292 of Title 18 of the Louisiana Revised Statutes of 1950, as amended.

SECTION 4. Polling Places; Commissioners. The polling places set forth in the attached Notice of Special Election, and situated within the corporate limits of the District, be and the same are hereby designated as the polling places at which the Election will be held. Pursuant to the provisions of La. R.S. 18:1286(B), the Commissioners-in-Charge and the Commissioners authorized to be selected by the Board of Election Supervisors to serve at the Election on SATURDAY, MARCH 26, 2022, are hereby designated as the Commissioners-in-Charge and Commissioners to serve at the polling places designated for this Election.

SECTION 5. Designation of Commissioners and Commissioners-in-Charge. As required in La. R.S. 18:1286(B), the officers designated to serve as Commissioners-in-Charge and Commissioners pursuant to Section 4 hereof, will hold the Election as herein provided solely in compliance with the provisions of Parts II and V of the Election Code, as amended, and will make due returns of said Election in accordance with the aforesaid provisions of the Election Code. The compensation of said officers be and the same is hereby fixed at the sum prescribed by law. All registered voters in each precinct and residing in the District are entitled to vote at the Election.

SECTION 6. Authorization of the President. The President of the Governing Authority be and he is hereby empowered, authorized and directed to arrange for and to furnish the election officers, in ample time for the holding of said Election, all equipment, forms and other items which may be required in order to hold said Election. The President of the Governing Authority is further authorized, empowered and directed to take any and all further action required by State and/or Federal law to arrange for the Election.

SECTION 7. Furnishing Election Call. In accordance with La. R.S. 18:1285(B)(1)(a), certified copies of this Resolution will be forwarded promptly to the Secretary of State, the Clerk of Court and Ex-Officio Custodian of Voting Machines in and for the Parish of Tangipahoa, and the Registrar of Voters in and for said Parish, as notification of the call for the Election in order that each may prepare for said Election and perform their respective functions as required by law.

SECTION 8. Estimated Collections. Pursuant to La. R.S. 18:1284(c), an estimated \$3,200,000.00 is reasonably anticipated at this time to be collected from the levy of the Tax for an entire year.

SECTION 9. Application to State Bond Commission. Application be and the same is hereby formally made to the State Bond Commission for consent and authorization to hold a special proposition election in the District, as previously specified herein, said Election to be held within the District on SATURDAY, MARCH 26, 2022, and in the event the aforesaid proposition is carried for consent and authorization to levy and collect the Tax provided for by said proposition in the amount, for the purpose and for the number of years herein specified; and that a certified copy of this Resolution will be forwarded to the State Bond Commission on behalf of the Governing Authority, together with a letter requesting the prompt consideration and approval of such application.

SECTION 10. Additional Notice Requirement. This Governing Authority made the announcement with respect to this Resolution required by La. R.S. 42:19.1, at its public meeting on Monday, October 25, 2021 and published said announcement in the Official Journal on Thursday, October 26, 2021. Such announcement was also transmitted via email to State Senators and Representatives on Tuesday, October 26, 2021.

[Remainder of this page intentionally left blank]

This Resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

And the Resolution was declared adopted on this, the 22nd day of November, 2021.

Nelda Frere, Secretary

Louis Joseph, President

EXHIBIT A

NOTICE OF SPECIAL ELECTION

Pursuant to the provisions of a Resolution adopted on November 22, 2021 by the Board of Commissioners of Rural Fire Protection District No. 2 of the Parish of Tangipahoa, State of Louisiana (the “*Governing Authority*”), acting as the governing authority of Rural Fire Protection District No. 2 of the Parish of Tangipahoa, State of Louisiana (the “*District*”), NOTICE IS HEREBY GIVEN that a special election will be held in the District on SATURDAY, MARCH 26, 2022, and that at said election there will be submitted to all registered voters of the District, qualified in and entitled to vote at said election under the Constitution and laws of the State of Louisiana and the Constitution of the United States, the following proposition, to- wit:

PROPOSITION (TAX RENEWAL)

Shall Rural Fire Protection District No. 2 of the Parish of Tangipahoa, State of Louisiana (the “*District*”) be authorized to renew the levy and collection of a ten (10) mill ad valorem tax on assessed valuation of all property subject to taxation in the District (an estimated \$3,200,000.00 reasonably expected at this time to be collected from the levy of the tax for an entire year) (“*the Tax*”), for a period of ten (10) years, beginning with the year 2024 and ending with the year 2033 for the purpose of improving, maintaining and operating the District’s fire protection facilities, for purchasing fire trucks and other fire-fighting equipment, paying the cost of obtaining water for fire protection purposes, including charges for fire hydrant rentals and service?

The special election will be held in at the following polling places situated in the District, and which polls will open at 7:00 a.m. and close at 8:00 p.m. on SATURDAY, MARCH 26, 2022, in compliance with the provisions of Section 541 of Title 18 of the Louisiana Revised Statutes of 1950, as amended (La. R.S. 18:541). The Commissioners-in-Charge and the Commissioners authorized to be selected by the Parish Board of Election Supervisors at the special election on SATURDAY, MARCH 26, 2022, are hereby designated as the Commissioners-in-Charge and the Commissioners to serve at the following described polling places designated for this election, to- wit:

<u>PRECINCT</u>	<u>POLLING PLACE</u>
00/002 (PART OF)	Kentwood High School Lunchroom, 603 Ninth St., Kentwood
00/016 (PART OF)	Agriculture Building, 305 E. Oak St., Amite
00/026 (PART OF)	Independence Middle School, 145 W. Second St., Independence
00/027 (PART OF)	Independence City Hall, 583 W. Railroad Ave., Independence
00/028 (PART OF)	Independence Elementary School Gym, 221 Tiger Ave., Independence
00/040A (PART OF)	Hammond Fire Station #3, 1614 N. Oak St., Hammond
00/042 (PART OF)	Michael J. Kenney Recreation Center, 601 W. Coleman St., Hammond
00/043 (PART OF)	New Hammond Fire Station #2, 508 E. Thomas St., Hammond
00/044 (PART OF)	Northshore Technical Community College, 111 Pride Ave., Hammond
00/045 (PART OF)	Michael J. Kenney Recreation Center, 601 W. Coleman St., Hammond
00/045A (PART OF)	Baptist Fire Station, 44532 S. Baptist Rd., Hammond
00/070 (PART OF)	Ponchatoula City Hall, 125 W. Hickory St., Ponchatoula
00/070A (PART OF)	Ponchatoula City Hall, 125 W. Hickory St., Ponchatoula

00/071 (PART OF)	Ponchatoula Log Cabin, 201 W. Magnolia St., Ponchatoula
00/072 (PART OF)	Ponchatoula Community Center, 300 N. Fifth St., Ponchatoula
00/072A (PART OF)	Ponchatoula Community Center, 300 N. Fifth St., Ponchatoula
00/073 (PART OF)	Ponchatoula Junior High School, 315 E. Oak St., Ponchatoula
00/074 (PART OF)	Ponchatoula Junior High School, 315 E. Oak St., Ponchatoula
00/101 (PART OF)	Kentwood Junior High School, 603 Ninth St., Kentwood
00/102	Eastfork Fire Department, 19005 Highway 1055, Kentwood
00/104	Spring Creek Elementary School, 72691 Highway 1061, Kentwood
00/104A	Spring Creek Elementary School, 72691 Highway 1061, Kentwood
00/105 (PART OF)	Tangipahoa City Hall, 12616 Jackson St., Tangipahoa
00/106	Chesbrough Elementary School, 68495 Highway 1054, Kentwood
00/106A	Chesbrough Elementary School, 68495 Highway 1054, Kentwood
00/108	Wilmer Fire Station, 22115 Highway 10, Kentwood
00/109 (PART OF)	Parish Library-Amite Branch, 204 NE Central Ave., Amite
00/110	Wilmer Fire Station, 22115 Highway 10, Kentwood
00/111A (PART OF)	Independence Middle School - 145 W. Second St., Independence
00/112	Loranger High School Gym, 19404 Hiatt St., Loranger
00/114	Loranger High School Gym, 19404 Hiatt St., Loranger
00/115B (PART OF)	Independence Middle School, 145 W. Second St., Independence
00/116	Husser Fire Station, 56292 Highway 445, Husser
00/117 (PART OF)	Independence Fire Station No. 2, 52018 Noto Rd., Independence
00/118	New Loranger Fire Station, 53084 Highway 40, Loranger
00/119	New Independence Fire Station, 52291 Red Hill Rd., Independence
00/120	Baileyville Fire Station, 49464 Highway 445, Robert
00/120A	Baileyville Fire Station, 49464 Highway 445, Robert
00/120B	Northshore Technical Community College, 111 Pride Ave., Hammond
00/121	Midway Elementary School, 48405 Highway 51, Natalbany
00/121A	Midway Elementary School, 48405 Highway 51, Natalbany
00/122	Champ Cooper School, 42530 Highway 445, Robert
00/122A	Champ Cooper School, 42530 Highway 445, Robert
00/122B	8th Ward Fire Station #2, 27475 Hwy 22, Ponchatoula
00/123	Natalbany Middle School, 47370 N. Morrison Blvd., Natalbany
00/124	Champ Cooper School, 42530 Highway 445, Robert
00/124A	8th Ward Fire Station #2, 27475 Hwy 22, Ponchatoula
00/125	Midway Elementary School, 48405 Highway 51, Natalbany
00/127	Natalbany Middle School, 47370 N. Morrison Blvd., Natalbany
00/127A	Natalbany Middle School, 47370 N. Morrison Blvd., Natalbany
00/129 (PART OF)	New Hammond Fire Station #2, 508 E. Thomas St., Hammond
00/129A (PART OF)	Natalbany Middle School, 47370 N. Morrison Blvd., Natalbany
00/133	Baptist Fire Station, 44532 S. Baptist Rd., Hammond
00/133A	Baptist Fire Station, 44532 S. Baptist Rd., Hammond
00/137	Country Side Lane, 41266 Country Side Ln., Hammond
00/137A (PART OF)	Country Side Lane, 41266 Country Side Ln., Hammond
00/137B	Baptist Fire Station, 44532 S. Baptist Rd., Hammond
00/137C	Country Side Lane, 41266 Country Side Ln., Hammond
00/137D	Ponchatoula Fire Station #3, 40015 Morgan Dr., Ponchatoula
00/139 (PART OF)	Tangipahoa Parish Government Building, 15475 Club Deluxe Rd., Hammond
00/141 (PART OF)	Hammond Area Rec District-Chappapella Park, 19325 Hipark Blvd., Hammond
00/141A (PART OF)	Hammond Area Rec District-Chappapella Park, 19325 Hipark Blvd., Hammond
00/143 (PART OF)	Hammond Area Rec District-Chappapella Park, 19325 Hipark Blvd., Hammond
00/143A (PART OF)	Hammond Area Rec District-Chappapella Park, 19325 Hipark Blvd., Hammond
00/145	Vinyard Elementary School, 40105 Dunson Rd., Ponchatoula
00/147	Vinyard Elementary School, 40105 Dunson Rd., Ponchatoula
00/149 (PART OF)	Ponchatoula Fire Station #3, 40015 Morgan Dr., Ponchatoula
00/149A (PART OF)	Ponchatoula Fire Station #3, 40015 Morgan Dr., Ponchatoula
00/151	Vinyard Elementary School, 40105 Dunson Rd., Ponchatoula

The polling places set forth above and situated in the District, be and the same are hereby designated as the polling places at which to hold the special election, and the Commissioners-in-Charge and Commissioners, respectively, shall be those persons designated according to law.

A portion of the monies collected from the Tax may be remitted to certain state and statewide retirement systems in accordance with the provisions of Subtitle 1 of Title 11 of Louisiana Revised Statutes of 1950, as amended (La. R.S. 11:82).

In accordance with La. R.S. 18:1285(A)(1)(a)(v), the estimated cost of holding the election will be \$83,600.00.

The special election will be held in accordance with the applicable provisions of Chapters 5 and 6-A of Title 18 of the Louisiana Revised Statutes of 1950, as amended, and other constitutional and statutory authority as applicable thereto, and the officers appointed to hold the election, or such substitutes therefor as may be selected and designated in compliance with law, will make due returns thereof to the Governing Authority, and NOTICE IS HEREBY FURTHER GIVEN that the Governing Authority will meet on Monday, April 25, 2022 at 5:30 p.m. at the Tangipahoa Parish Courthouse Annex, 206 East Mulberry Street, Amite, Louisiana, and will then and there, in open and public session, proceed to examine and canvass the returns and declare the result of the special election. All registered voters residing in the District are entitled to vote at the special election and voting machines will be used in connection therewith.

[Remainder of this page intentionally left blank]

THUS DONE AND SIGNED at Amite, Louisiana, on this, the 22nd of November, 2021.

Louis Joseph, President

STATE OF LOUISIANA
PARISH OF TANGIPAHOA

I, the undersigned Acting Secretary of Rural Fire Protection District No. 2 of the Parish of Tangipahoa, State of Louisiana (the "*District*") do hereby certify that the foregoing constitutes a true and correct copy of a Resolution adopted by the District on November 22, 2021, ordering and calling a special election to be held in Rural Fire Protection District No. 2 of the Parish of Tangipahoa, State of Louisiana (the "*District*") on Saturday, March 26, 2022, for the purpose of authorizing the renewal of a ten (10) mill ad valorem tax on assessed valuation of all property subject to taxation in the District, for a period of ten (10) years for the purpose of improving, maintaining and operating the District's fire protection facilities, for purchasing fire trucks and other fire-fighting equipment, paying the cost of obtaining water for fire protection purposes, including charges for fire hydrant rentals and service.

I further certify that this Resolution has not been amended or rescinded.

IN WITNESS WHEREOF, I have subscribed my official signature of said District on this, the 22nd day of November, 2021.

Nelda Frere, Secretary

**RURAL FIRE PROTECTION DISTRICT NO. 2 OF THE PARISH OF
TANGIPAOHA, STATE OF LOUISIANA**

TPRFPD RESOLUTION NO. 21-04

I hereby certify that I am the duly elected President of the Board of Commissioners of the Tangipahoa Parish Rural Fire Protection District No. 2, Amite, Louisiana, that the following is a true and correct copy of a resolution adopted at the regular monthly meeting of the Board of Commissioners of the Tangipahoa Parish Rural Fire Protection District No. 2 held in accordance with its enabling legislation on the 22nd day of November 2021, and that it is in full force and effect.

BE IT RESOLVED that the Board of Commissioners of the Tangipahoa Parish Rural Fire Protection District No. 2 do the following things and take the following actions, to-wit:

Adopt the AMENDED ANNUAL OPERATING BUDGET FOR THE YEAR BEGINNING JANUARY 1, 2021 AND ENDING DECEMBER 31, 2021, as attached.

	Amended 2021 Budget	2022 Proposed Budget	% Increase (Decrease)
Fund Balance, Beginning of Year	\$ 6,293,185	\$ 6,269,849	-0.37%
Revenues:			
Ad Valorem Tax	\$ 6,114,000	\$ 6,366,644	4.13%
PILOT	\$ 89,192	\$ 89,192	0.00%
State Revenue Sharing	\$ 481,224	\$ 481,224	
2% Fire Insurance Rebate	\$ 337,908	\$ 337,908	0.00%
Municipal Fire Contracts	\$ 289,100	\$ 289,100	0.00%
Interest Income	\$ 22,500	\$ 23,000	2.22%
All Other	\$ 12,271	\$ 6,000	
Total Revenue	\$ 7,346,195	\$ 7,593,067	3.36%
Expenditures:			
Pension Deduction	\$ 237,516	\$ 244,642	3.00%
Administrative	\$ 301,592	\$ 305,704	1.36%
Capital Outlay	\$ 12,700	\$ 5,000	
Debt Service	\$ 8,500	\$ 9,749	
Payments to Fire Dept.	\$ 6,809,222	\$ 7,022,740	3.14%
All Other	\$ -	\$ -	-
Total Expenditures	\$ 7,369,531	\$ 7,587,836	2.96%
Surplus(Deficit)	\$ (23,336)	\$ 5,231	-122.42%
Fund Balance, End of Year	\$ 6,269,849	\$ 6,275,080	0.08%

The fire administrator serving as the chief administrative officer of the Tangipahoa Parish Rural Fire Protection District No. 2 shall have no authority to make changes to individual budget line-item classifications without the approval of the Board of Commissioners. The authority for changes to individual budget classifications is reserved solely to the Board of Commissioners.

This resolution having been submitted in writing, introduced at public meeting of the Tangipahoa Parish Rural Fire Protection District No. 2 on Monday, October 25, 2021, advertised in the official journal on Tuesday, November 2, 2021, and discussed at a public hearing on November 22, 2021, and was submitted to an official vote the Board of Commissioners.

On motion by _____ and seconded by _____ the foregoing resolution to ADOPT THE AMENDED OPERATING BUDGET FOR THE YEAR BEGINNING JANUARY 1, 2021 AND ENDING DECEMBER 31, 2021, was hereby declared and adopted on this 22nd day of November, 2021, by the following roll-call vote:

YEAS:

NAYS: 0

ABSENT: 0

NOT VOTING: 0

The board of commissioners of the Tangipahoa Parish Rural Fire Protection District No. 2 names Louis Joseph, President to act for the Fire District as its agent to accomplish the purposes and intents set forth above and does hereby ratify and confirm all acts done by the agent under the grants of authority set forth herein.

BE IT FURTHER RESOLVED that all persons, firms and corporations are hereby authorized to give full force and effect to this resolution.

IN WITNESS WHEREOF, I have hereunto affixed my signature as President of the Board of Commissioners of the Tangipahoa Parish Rural Fire Protection District No. 2.

Louis Joseph, President

I certify that I am an officer of this corporation and that the foregoing is a correct copy of the resolution passed as therein set forth and that the same is in full force and effect.

Nelda Frere, Secretary

**RURAL FIRE PROTECTION DISTRICT NO. 2 OF THE PARISH OF
TANGIPAOHA, STATE OF LOUISIANA**

TPRFPD RESOLUTION NO. 21-03

I hereby certify that I am the duly elected President of the Board of Commissioners of the Tangipahoa Parish Rural Fire Protection District No. 2, Amite, Louisiana, that the following is a true and correct copy of a resolution adopted at the regular monthly meeting of the Board of Commissioners of the Tangipahoa Parish Rural Fire Protection District No. 2 held in accordance with its enabling legislation on the 22nd day of November 2021, and that it is in full force and effect.

BE IT RESOLVED that the Board of Commissioners of the Tangipahoa Parish Rural Fire Protection District No. 2 do the following things and take the following actions, to-wit:

Adopt the PROPOSED ANNUAL OPERATING BUDGET FOR THE YEAR BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022, summarized as follows:

	Amended 2021 Budget	2022 Proposed Budget	% Increase (Decrease)
Fund Balance, Beginning of Year	\$ 6,293,185	\$ 6,269,849	-0.37%
<u>Revenues:</u>			
Ad Valorem Tax	\$ 6,114,000	\$ 6,366,644	4.13%
PILOT	\$ 89,192	\$ 89,192	0.00%
State Revenue Sharing	\$ 481,224	\$ 481,224	
2% Fire Insurance Rebate	\$ 337,908	\$ 337,908	0.00%
Municipal Fire Contracts	\$ 289,100	\$ 289,100	0.00%
Interest Income	\$ 22,500	\$ 23,000	2.22%
All Other	\$ 12,271	\$ 6,000	
Total Revenue	\$ 7,346,195	\$ 7,593,067	3.36%
<u>Expenditures:</u>			
Pension Deduction	\$ 237,516	\$ 244,642	3.00%
Administrative	\$ 301,592	\$ 305,704	1.36%
Capital Outlay	\$ 12,700	\$ 5,000	
Debt Service	\$ 8,500	\$ 9,749	
Payments to Fire Dept.	\$ 6,809,222	\$ 7,022,740	3.14%
All Other	\$ -	\$ -	-
Total Expenditures	\$ 7,369,531	\$ 7,587,836	2.96%
Surplus(Deficit)	\$ (23,336)	\$ 5,231	-122.42%
Fund Balance, End of Year	\$ 6,269,849	\$ 6,275,080	0.08%

The fire administrator serving as the chief administrative officer of the Tangipahoa Parish Rural Fire Protection District No. 2 shall have no authority to make changes to individual budget line-item classifications without the approval of the Board of Commissioners. The authority for changes to individual budget classifications is reserved solely to the Board of Commissioners.

This resolution having been submitted in writing, introduced at public meeting of the Tangipahoa Parish Rural Fire Protection District No. 2 on Monday, October 25, 2021, advertised in the official journal on Tuesday, November 2, 2021, and discussed at a public hearing on November 22, 2021, and was submitted to an official vote the Board of Commissioners.

On motion by _____ and seconded by _____ the foregoing resolution to ADOPT THE ANNUAL OPERATING BUDGET FOR THE YEAR BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022, was hereby declared and adopted on this 22nd day of November, 2021, by the following roll-call vote:

YEAS:

NAYS: 0

ABSENT: 0

NOT VOTING: 0

The board of commissioners of the Tangipahoa Parish Rural Fire Protection District No. 2 names Louis Joseph, President to act for the Fire District as its agent to accomplish the purposes and intents set forth above and does hereby ratify and confirm all acts done by the agent under the grants of authority set forth herein.

BE IT FURTHER RESOLVED that all persons, firms and corporations are hereby authorized to give full force and effect to this resolution.

IN WITNESS WHEREOF, I have hereunto affixed my signature as President of the Board of Commissioners of the Tangipahoa Parish Rural Fire Protection District No. 2.

Louis Joseph, President

I certify that I am an officer of this corporation and that the foregoing is a correct copy of the resolution passed as therein set forth and that the same is in full force and effect.

Nelda Frere, Secretary

INFORMATION TECHNOLOGY DISASTER RECOVERY AND BUSINESS CONTINUATION

It is the policy of the Fire Board to have an IT Disaster Recovery and Business Continuation Plan if/when facing a disaster. A disaster can be defined as any event that causes a disruption to the normal operations of the Fire District. This includes, but is not limited to, a natural disaster, major technology hack, government shutdown, etc. that greatly affects the human, economic and/or environmental aspects of the area that the Fire District serves. The goals of this Plan are to:

- Minimize interruptions to the normal operations of the Fire District;
- Establish alternative means of operation in advance of a disaster;
- Train personnel with emergency procedures in advance of a disaster; and
- Provide for smooth and rapid restoration of normal operations post disaster.

The Fire District's accounting system is set up on a virtual server outsourced to a vendor, Cloud 9, that provides daily server backups occurring overnight. The virtual server is accessible for use on two computers located in the offices of the Fire Administrator, the Assistant, the outside accountant and one Fire Chief. All computers used to access the virtual server have antiviral software supported by Cloud 9. The virtual server and all software used inside the virtual server require authentication unique to the user. The backups that Cloud 9 performs may be restored if requested by the Fire District.

PROCEDURES

To accomplish the objectives of the IT Disaster Recovery and Business Continuation Plan, the Fire District will perform the following:

1. The Fire Administrator and the Assistant must always have an up-to-date contact list accessible outside of their offices, i.e. secure portable electronic device, hardcopy, etc. This list should include:
 - All Department Fire Chief names, cell phone numbers and email addresses;
 - All Department Asst. Fire Chief and/or Bookkeeper names, cell phone numbers and email addresses, if applicable;
 - All Department mailing addresses, station addresses, phone numbers and email addresses, if applicable;
 - All Fire District Board Members' names, cell phone numbers and email addresses;

- Tangipahoa Parish office personnel names, cell phone numbers and email addresses; and
 - Outside accountant(s) name(s) and email address(es).
2. The Fire District will provide its IT disaster recovery and business continuation plan to all fire chiefs and board members. This must be redistributed, at least semi-annually, when contact information is updated.
 3. Modify the Fire District's Accounts Payable and Payroll Reimbursement activities to ensure necessary transactions are timely. This function is under the discretion of the Fire Administrator during emergency situations. Proper documentation for all transactions are still required. These transactions include, but are not limited to:
 - The Fire Administrator may approve and pay certain bills via electronic transfer so that vendors are paid timely.
 - The Fire Administrator may submit Advance Payroll Reimbursements to Departments so that firefighters' payroll is not delayed due to lack of funding.
 4. Authentication passwords for each user on the virtual server be changed every six weeks.
 5. Remove access to the virtual server immediately for any user terminated.
 6. Upload and download all confidential information, i.e. monthly financial reporting, via a Secure Portal requiring unique user authentication.

SEXUAL HARASSMENT

At the present time, the Fire District has no employees. The Fire Administrator and the Assistant are employees of the Tangipahoa Parish Government, therefore, they follow the Policies and Procedures of the Tangipahoa Parish Government.

The Tangipahoa Parish Government Sexual Harassment Policies and Procedures state the following:

- If an employee experiences any job-related harassment based on sex, race, national origin, disability, or any other factor prohibited by federal, state, or local statute, or if he believes that he has been treated in an unlawful, discriminatory manner, he/she should immediately report the matter to the head of the department or to the Director of Human Resources who will undertake a prompt and thorough investigation. All complaints of harassment will be kept confidential to the maximum extent possible.
- Violation of this policy will not be tolerated. If it is determined that inappropriate conduct has occurred, Tangipahoa Parish will provide an appropriate remedy, including, but not limited to, the discipline and/or termination of the offending employee. All employees are expected to cooperate with an investigation of any type of harassment. Failure to do so may lead to discipline, including termination. Information provided by an individual will be treated as confidential and only provided to those who have the need for the information, or when it is required in the course of investigating the complaint. False information provided in the course of an investigation may lead to discipline, including discharge. Employees accused of harassment may be suspended (with or without pay) pending the outcome of the investigation. Employees who claim to have been harassed may be given time off under the leave policy.
- Tangipahoa Parish's employees are prohibited from harassing suppliers, vendors, clients, or visitors. An employee who violates this policy will be subject to discipline, up to and including termination of employment.
- Tangipahoa Parish prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. An employee who submits a complaint in good faith, even where the complaint cannot be proven, has not violated this policy. Any employee found to have falsified a complaint of harassment or knowingly provided false information regarding a complaint will be subject to discipline, up to and including termination.
- This policy applies to all conduct by any supervisor, manager, coworker, subordinate, vendor, client, or customer that affects an employee's work environment. Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Furthermore, employees are responsible for respecting the rights of their co-workers.

(Reference: Policy and Procedure Manual – Civil Rights Act)

PROCEDURES

To accomplish the objectives of the sexual harassment policy and complaint procedures, the Fire District will perform the following:

1. The Fire Administrator and the Assistant will complete at least one hour of sexual harassment training during the calendar year. The Fire Administrator will obtain documentation showing this training was completed.
2. The Fire District will post its sexual harassment policy and complaint procedures within the Tangipahoa Parish Emergency Operations Center, 114 N. Laurel St., Amite, LA, 70422, where the offices of the Fire Administrator and the Assistant.
3. The Fire District will compile an annual report by February first of each year containing information from the previous calendar year regarding The Fire District's compliance to sexual harassment policies. The Louisiana Revised Statute 44:344 requires this report to include:
 - Number and percentage of public servants in the agency who have completed the training requirements;
 - Number of sexual harassment complaints received by the agency;
 - Number of complaints which resulted in a finding that sexual harassment occurred;
 - Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
 - Amount of time it took to resolve each complaint.