

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN THAT THE TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO. 2 WILL MEET IN **REGULAR SESSION** ON MONDAY, DECEMBER 23, 2019 IMMEDIATELY FOLLOWING THE REGULAR MEETING OF THE TPC, TANGIPAHOA PARISH GOVERNMENT BUILDING, 206 EAST MULBERRY STREET, AMITE, LA.

**AGENDA
TANGIPAHOA PARISH
RURAL FIRE PROTECTION DISTRICT NO. 2
REGULAR MEETING DECEMBER 23, 2019**

CALL TO ORDER

ROLL CALL

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

ADOPTION OF MINUTES- Regular meeting dated November 25, 2019

PONCHATOULA FIRE MATTERS

1. Approval to Surplus and Auction Assets

INDEPENDENCE FIRE MATTERS

2. Ratification of Part Time Position

HUSSER FIRE MATTERS

3. Ratification of Position

WILMER FIRE MATTERS

4. Ratification of Full Time Positions

MONTHLY REPORTS AND REGISTERS

ADMINISTRATORS REPORT

5. Adoption of Event Policy
6. Adoption of Resolution- A resolution authorizing the establishment of one or more deposit accounts at First Guaranty Bank on behalf of Tangipahoa Parish Fire Protection District No. 2, for the deposit of public funds; providing for the President to designate authorized person(s) to act on such accounts; and providing for other matters in connection therewith.

OTHER FIRE MATTERS

ADJOURN

POSTED December 19, 2019

PUBLISHED DAILY STAR December 19, 2019

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

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

TANGIPAHOA PARISH RURAL FIRE #2 PROPERTY DISPOSAL FORM

A. REQUEST TO: (Check one)

- 1. Transfer to following property to another fire department (at no cost).
- 2. Transfer the following property to another department (at cost).
- 3. Act of donation to another public agency.
- 4. Surplus available for sale, advertisement, sealed bids.
- 5. Relieve the following property from responsibility/accountability due to: Trade in, Lost, Theft, Destruction, or Other Cause. (Documentation Required)
- 6. Relieve the following property from responsibility/accountability due to: Obsolescence, Un-repairable, or 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
3806	07-GMC Yukon	G		PVFD	
3827	03-F150	G		PVFD	
3678	04-F550	G		PVFD	

*NV: Mark NV in unit cost box if the item is obsolete, un-repairable, or has no value.

Surrendering Department

Fire Department: Poychacoula Vol. Fire Dept.
 Signature of Fire Chief: [Signature]
 Effective Date of this Action: _____
 Contact Phone Number: _____

DO NOT WRITE BELOW THIS LINE

FOR RELIEF FROM ACCOUNTABILITY

Report No. _____ Date _____ Fire Dept. Chief _____
(Dept+ Tag Number)

Approved Disapproved

Tangipahoa Parish Rural Fire # 2 Administrator

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>
<u>Reg P/T</u>	Days per week: _____	Monthly
Temp F/T		
Temp P/T		
FLSA Status:	Exempt (Salary) <u>Non Exempt (Hourly)</u>	

Approvals:

Chief: <u>Joe Pinto</u>	Date: <u>12/13/19</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>OTIS ELLISON</u>	Date: <u>12/13/15</u>
Compensation: <u>\$9.02</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: Firefighter/Emr 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?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Payroll Mode:
Status: Employment Category	Hours per week: <u>36.1</u>	<input checked="" type="checkbox"/> Biweekly
<input type="checkbox"/> Reg F/T	Days per week: <u>2/2/3</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 checked="" type="checkbox"/> Non Exempt (Hourly)	

Approvals:

Chief: <u>[Signature]</u>	Date: <u>11/22/19</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>RONALD FRANKLIN</u>	Date: <u>11/22/19</u>
Compensation: <u>10.00</u> <input checked="" type="checkbox"/> Per hour <input type="checkbox"/> Per Year <input type="checkbox"/> Other: _____	Start Date: <u>11/25/19</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.

TANGIPAOA 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?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Payroll Mode:
Status: Employment Category	Hours per week: <u>-40</u>	<input checked="" type="checkbox"/> Biweekly
<input checked="" type="checkbox"/> Reg F/T	Days per week: _____	<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>[Signature]</u>	Date: <u>11-22-19</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>Ronald Rufus Franklin Jr.</u>	Date: <u>11-22-19</u>
Compensation: <u>10.00</u> <input checked="" type="checkbox"/> Per hour <input type="checkbox"/> Per Year <input type="checkbox"/> Other: _____	Start Date: <u>12-1-19</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.

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?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Payroll Mode:
Status: Employment Category	Hours per week: <u>40</u>	<input checked="" type="checkbox"/> Biweekly
<input checked="" type="checkbox"/> Reg F/T	Days per week: _____	<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 checked="" type="checkbox"/> Non Exempt (Hourly)	

Approvals:

Chief: <u>[Signature]</u>	Date: <u>11-22-19</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>Seth Duwayne Sanders</u>	Date: <u>11-22-19</u>
Compensation: <u>10.00</u> <input checked="" type="checkbox"/> Per hour <input type="checkbox"/> Per Year <input type="checkbox"/> Other: _____	Start Date: <u>12-1-19</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.

TANGIPAOHA 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: Chief Position Number: C-1

Location: Kentwood Independence Husser Wilmer

Loranger Natalbany Hammond Ponchatoula

8th Ward (Robert) Manchac Other _____

Position Information: Replacement For: _____

Is the Job description current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Payroll Mode:
Status: Employment Category	Hours per week: <u>50-60</u>	<input checked="" type="checkbox"/> Biweekly
<input checked="" type="checkbox"/> Reg F/T	Days per week: <u>5</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 checked="" type="checkbox"/> Exempt (Salary) <input type="checkbox"/> Non Exempt (Hourly)	

Approvals:

Chief: <u>[Signature]</u>	Date: <u>11-22-19</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>Michael Byron Bankston</u>	Date: <u>11-22-19</u>
Compensation: <u>35,000.00</u> <input type="checkbox"/> Per hour <input checked="" type="checkbox"/> Per Year <input type="checkbox"/> Other: _____	Start Date: <u>1-1-20</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.

Moving From 10.00 Per Hour to \$35,000.00 Annually
To save the Dept. on overtime

Tangipahoa Parish Fire Protection District No. 2, State of Louisiana

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

RESOLUTION

A resolution authorizing the establishment of one or more deposit accounts at First Guaranty Bank on behalf of Tangipahoa Parish Fire Protection District No. 2, for the deposit of public funds; providing for the President to designate authorized person(s) to act on such accounts; and providing for other matters in connection therewith.

WHEREAS, the Tangipahoa Parish Fire Protection District No. 2, acting through its governing authority, the Board of Commissioners, pursuant to law, desires to provide for the deposit and disbursement of public funds held by Tangipahoa Parish Fire Protection District No. 2 in order to carry out its public functions; and

WHEREAS, the Board of Commissioners desires to establish one or more deposit accounts with First Guaranty Bank for this purpose.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners, acting as the governing authority of the Tangipahoa Parish Fire Protection District No. 2 that:

SECTION 1. Authorization. One or more deposit accounts shall be established by Board of Commissioners with First Guaranty Bank for the deposit and disbursement of public funds to enable the Board of Commissioners to carry out its public functions.

SECTION 2. Terms. The President be and (s)he is hereby authorized, empowered and directed to represent the Board of Commissioners in connection with said deposit accounts, which shall be on such terms and conditions as said President, in his/her sole discretion, deems fit and proper.

SECTION 3. Authorized Officers. The President is authorized to manage and operate said account(s), including but not limited to designate authorized signers on the account(s) to make deposits, sign and endorse checks and negotiable instruments on behalf of Board of Commissioners and withdraw or transfer funds from said account(s) as (s)he deems advisable; and to execute all documents in connection therewith and as (s)he may deem necessary to effect the transactions contemplated by this Resolution.

SECTION 4. Effective Date. This Resolution shall become effective immediately. All prior acts undertaken on behalf of Board of Commissioners with respect to deposit account(s) with First Guaranty Bank are ratified and confirmed.

THE FOREGOING RESOLUTION having been submitted to a vote, the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

WHEREUPON, this Resolution was declared to be adopted by the Board of Commissioners, on this _____ day of _____.

Kristen Pecararo, Secretary

Carlo Bruno, President

STATE OF LOUISIANA
PARISH OF TANGIPAHOA

I, the undersigned Secretary of the Board of Commissioners do hereby certify that the foregoing constitutes a true and correct copy of a Resolution adopted by the Board of Commissioners on _____ authorizing the establishment of one or more deposit accounts with First Guaranty Bank, for the deposit of public finds and providing for other matters in connection therewith.

IN FAITH WHEREOF, witness my official signature of the secretary of the Board of Commissioners of the Tangipahoa Parish Fire Protection District No. 2, on this _____ day of _____.

Kristen Pecararo, Secretary