

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN THAT THE TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO. 2 WILL MEET IN **REGULAR SESSION** ON MONDAY, NOVEMBER 27, 2023, IMMEDIATELY FOLLOWING THE REGULAR MEETING OF THE TPC AT THE TANGIPAHOA PARISH GORDON A BURGESS GOVERNMENTAL BUILDING, 206 EAST MULBERRY STREET, AMITE, LA.

PUBLIC HEARING

TPRFPD No. 2 Resolution 23-05 to Adopt the Proposed Operating Budget for the Year Ending December 31, 2024

AGENDA TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO. 2 REGULAR MEETING - NOVEMBER 27, 2023

CALL TO ORDER

ROLL CALL

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

ADOPTION OF MINUTES - Regular meeting dated October 23, 2023 and Special meeting dated October 25, 2023

HAMMOND FIRE MATTERS

1. APPROVAL TO PURCHASE Extrication Equipment

INDEPENDENCE FIRE MATTERS

2. RATIFICATION of 2% raise
3. APPROVAL TO PURCHASE Extrication Equipment

LORANGER FIRE MATTERS

4. RATIFICATION of (2) Full Time Positions

NATALBANY FIRE MATTERS

5. RATIFICATION of Part-time position

ADMINISTRATORS REPORT

6. ADOPTION of TPRFPD No. 2 Resolution 23-04 to Adopt the Amended Operating Budget for the Year Ending December 31, 2023
7. ADOPTION of TPRFPD No. 2 Resolution 23-05 to Adopt the Proposed Operating Budget for the Year Ending December 31, 2024

OTHER FIRE MATTERS

8. DISCUSSION AND ACTION to amend Fire Administrator Contract
9. DISCUSSION AND ACTION to move next Fire Board meeting to December 11, 2023
10. DISCUSSION AND ADOPTION - Fire Consultant recommendations concerning frame work detailing the four point plan creating a path forward for planning and implementing the needed improvements for future fire protection services to the Tangipahoa Parish Rural Fire Protection District #2 taxpayers.

ADJOURN

POSTED November 21, 2023

PUBLISHED DAILY STAR November 21, 2023

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

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



(877) 637-3473

Quote

Quote # QT1755594
Date 11/01/2023
Expires 12/06/2023
Sales Rep LeBlanc, John
PO # Hurst tools
Shipping Method FedEx Ground
Customer Hammond Rural Fire Dept (LA)
Customer # C227246

Bill To

Hammond Rural Fire Dept (LA)
 44532 S. Baptist Road
 Hammond LA 70401
 United States

Ship To

Hammond Rural Fire Dept (LA)
 44532 S. Baptist Road
 Hammond LA 70401
 United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
273823000-1			SC 358 E3 Combi - TOOL ONLY	1	\$12,712.00	\$12,712.00
274885000-1			R 521 E3 Ram - TOOL ONLY	1	\$8,101.75	\$8,101.75
90-53-15			EWXT 9 Ah battery	4	\$781.75	\$3,127.00
90-53-37			EWXT/E3 Charger 110-240V	2	\$504.35	\$1,008.70

Thanks for allowing MES to provide this quote. Please contact Johnny LeBlanc with any questions.
 Cell: 337-441-0365
 Email: jleblanc@mesfire.com

Subtotal \$24,949.45
Shipping Cost \$300.00
Tax Total \$0.00
Total \$25,249.45

This Quotation is subject to any applicable sales tax and shipping and handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



Role	2%	2023 Pay	2024 Pay	2025 Pay	2026 Pay	2027 Pay	2028 Pay	2029 Pay	2030 Pay
Chief		\$22.66	\$23.11	\$23.58	\$24.05	\$24.53	\$25.02	\$25.52	\$26.03
Asst. Chief		\$14.28	\$14.57	\$14.86	\$15.15	\$15.46	\$15.77	\$16.08	\$16.40
District Chief		\$13.77	\$14.05	\$14.33	\$14.61	\$14.91	\$15.20	\$15.51	\$15.82
Captain		\$12.75	\$13.01	\$13.27	\$13.53	\$13.80	\$14.08	\$14.36	\$14.65
FF/OP (w. Cert)		\$11.22	\$11.44	\$11.67	\$11.91	\$12.14	\$12.39	\$12.64	\$12.89
FF/OP (w/o. Cert)		\$9.69	\$9.88	\$10.08	\$10.28	\$10.49	\$10.70	\$10.91	\$11.13
Monetary increase per year:									
Chief			\$0.45	\$0.46	\$0.47	\$0.48	\$0.49	\$0.50	\$0.51
Asst. Chief			\$0.29	\$0.29	\$0.30	\$0.30	\$0.31	\$0.32	\$0.32
District Chief			\$0.28	\$0.28	\$0.29	\$0.29	\$0.30	\$0.30	\$0.31
Captain			\$0.26	\$0.26	\$0.27	\$0.27	\$0.28	\$0.28	\$0.29
FF/OP (w. Cert)			\$0.22	\$0.23	\$0.23	\$0.24	\$0.24	\$0.25	\$0.25
FF/OP (w/o. Cert)			\$0.19	\$0.20	\$0.20	\$0.21	\$0.21	\$0.21	\$0.22
Gross pay per period with increase:									
Chief (80 hour)		\$1,812.80	\$1,849.06	\$1,886.04	\$1,923.76	\$1,962.23	\$2,001.48	\$2,041.51	\$2,082.34
Asst. Chief (96 hour)		\$1,370.88	\$1,398.30	\$1,426.26	\$1,454.79	\$1,483.88	\$1,513.56	\$1,543.83	\$1,574.71
District Chief (96 hour)		\$1,321.92	\$1,348.36	\$1,375.33	\$1,402.83	\$1,430.89	\$1,459.51	\$1,488.70	\$1,518.47
Captain (96 hour)		\$1,224.00	\$1,248.48	\$1,273.45	\$1,298.92	\$1,324.90	\$1,351.39	\$1,378.42	\$1,405.99
FF/OP (w. Cert) (96 hour)		\$1,077.12	\$1,098.66	\$1,120.64	\$1,143.05	\$1,165.91	\$1,189.23	\$1,213.01	\$1,237.27
FF/OP (w/o. Cert) (96 hour)		\$930.24	\$948.84	\$967.82	\$987.18	\$1,006.92	\$1,027.06	\$1,047.60	\$1,068.55
Gross pay per year with increase (52 weeks):									
Chief (2080 hour)		\$47,132.80	\$48,075.46	\$49,036.97	\$50,017.70	\$51,018.06	\$52,038.42	\$53,079.19	\$54,140.77
Asst. Chief (2496 hour)		\$35,642.88	\$36,355.74	\$37,082.85	\$37,824.51	\$38,581.00	\$39,352.62	\$40,139.67	\$40,942.47
District Chief (2496 hour)		\$34,369.92	\$35,057.32	\$35,758.46	\$36,473.63	\$37,203.11	\$37,947.17	\$38,706.11	\$39,480.23
Captain (2496 hour)		\$31,824.00	\$32,460.48	\$33,109.69	\$33,771.88	\$34,447.32	\$35,136.27	\$35,838.99	\$36,555.77
FF/OP (w. Cert) (2496 hour)		\$28,005.12	\$28,565.22	\$29,136.53	\$29,719.26	\$30,313.64	\$30,919.92	\$31,538.31	\$32,169.08
FF/OP (w/o. Cert) (2496 hour)		\$24,186.24	\$24,669.96	\$25,163.36	\$25,666.63	\$26,179.96	\$26,703.56	\$27,237.63	\$27,782.39

Independence Fire Dept.
 2% Long Raise Agenda Item

OFFICE

TANGIPAHOA PARISH RURAL FIRE # 2 POSITION REQUISITION/APPROVAL TO HIRE 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 101P Position Number: _____

Location: Kentwood Independence Husser Wilmer

Loranger Natalbany Hammond Ponchatoula

8th Ward (Robert) Manchac Other _____

Position Information: Replacement For: 2% Annual Raise

Is the Job description current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Payroll Mode:
Status: Employment Category	Hours per week: <u>48</u>	<input checked="" type="checkbox"/> Biweekly
<input checked="" type="checkbox"/> Reg F/T	Days per week: <u>2</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)	

Recruiting Information:

Job Availability Date: Current

Recruiting Source desired: Job Posting Newspaper Files Other: NA

Approvals:

Chief: _____ Date: _____ Chairman Fire Board: _____ Date: _____

Dist. Councilman: _____ Date: _____ Board Commissioner: _____ Date: _____

New Hire Information: Complete this form before attending Fire Board meeting to request approval to hire.

Name of Person Hired: (please print) Taylor Hastings Date of Hire: 2023

Compensation: \$11.44 Per hour Per Year Other: _____ Start Date: _____

Date forwarded to payroll for processing: 1/11/24

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

OFFICE

TANGIPAHOA PARISH RURAL FIRE # 2 POSITION REQUISITION/APPROVAL TO HIRE 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 / opp Position Number: _____

Location: Kentwood Independence Husser Wilmer

Loranger Natalbany Hammond Ponchatoula

8th Ward (Robert) Manchac Other _____

Position Information: Replacement For: 2% Annual Raise

Is the Job description current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Payroll Mode:
Status: Employment Category	Hours per week: <u>48</u>	<input checked="" type="checkbox"/> Biweekly
<input checked="" type="checkbox"/> Reg F/T	Days per week: <u>2</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)	

Recruiting Information:

Job Availability Date: Current

Recruiting Source desired: Job Posting Newspaper Files Other: NA

Approvals:

Chief: _____ Date: _____ Chairman Fire Board: _____ Date: _____

Dist. Councilman: _____ Date: _____ Board Commissioner: _____ Date: _____

New Hire Information: Complete this form before attending Fire Board meeting to request approval to hire.

Name of Person Hired: (please print) Andrew Radford Date of Hire: Dec. 2022

Compensation: \$ 11.44 Per hour Per Year Other: _____ Start Date: _____

Date forwarded to payroll for processing: 1/1/24

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

OFFICE

TANGIPAHOA PARISH RURAL FIRE # 2 POSITION REQUISITION/APPROVAL TO HIRE 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: 2% Annual Raise

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: <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 type="checkbox"/> Exempt (Salary) <input checked="" type="checkbox"/> Non Exempt (Hourly)	

Recruiting Information:

Job Availability Date: Current

Recruiting Source desired: Job Posting Newspaper Files Other: NA

Approvals:

Chief: _____ Date: _____ Chairman Fire Board: _____ Date: _____

Dist. Councilman: _____ Date: _____ Board Commissioner: _____ Date: _____

New Hire Information: Complete this form before attending Fire Board meeting to request approval to hire.

Name of Person Hired: (please print) John Polito Date of Hire: 2014

Compensation: \$23.11 Per hour Per Year Other: _____ Start Date: _____

Date forwarded to payroll for processing: 1/11/24

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

OFFICE

TANGIPAHOA PARISH RURAL FIRE # 2 POSITION REQUISITION/APPROVAL TO HIRE 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: ASST. Fire Chief Position Number: _____

Location: Kentwood Independence Husser Wilmer

Loranger Natalbany Hammond Ponchatoula

8th Ward (Robert) Manchac Other _____

Position Information: Replacement For: 2nd Annual Raise

Is the Job description current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Payroll Mode:
Status: Employment Category	Hours per week: <u>48</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 type="checkbox"/> Exempt (Salary) <input checked="" type="checkbox"/> Non Exempt (Hourly)	

Recruiting Information:

Job Availability Date: Current

Recruiting Source desired: Job Posting Newspaper Files Other: NA

Approvals:

Chief: _____ Date: _____ Chairman Fire Board: _____ Date: _____

Dist. Councilman: _____ Date: _____ Board Commissioner: _____ Date: _____

New Hire Information: Complete this form before attending Fire Board meeting to request approval to hire.

Name of Person Hired: (please print) Jeremy Baham Date of Hire: 2008

Compensation: \$14.57 Per hour Per Year Other: _____ Start Date: _____

Date forwarded to payroll for processing: 1/11/24

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

OFFICE

TANGIPAHOA PARISH RURAL FIRE # 2 POSITION REQUISITION/APPROVAL TO HIRE 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: District Chief Position Number: _____

Location: Kentwood Independence Husser Wilmer

Loranger Natalbany Hammond Ponchatoula

8th Ward (Robert) Manchac Other _____

Position Information: Replacement For: 2% Annual Raise

Is the Job description current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Payroll Mode:
Status: Employment Category	Hours per week: <u>48</u>	<input checked="" type="checkbox"/> Biweekly
<input checked="" type="checkbox"/> Reg F/T	Days per week: <u>2</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)	

Recruiting Information:

Job Availability Date: current

Recruiting Source desired: Job Posting Newspaper Files Other: NA

Approvals:

Chief: _____ Date: _____ Chairman Fire Board: _____ Date: _____
Dist. Councilman: _____ Date: _____ Board Commissioner: _____ Date: _____

New Hire Information: Complete this form before attending Fire Board meeting to request approval to hire.

Name of Person Hired: (please print) <u>Ben Hartung</u>	Date of Hire: <u>2013</u>
Compensation: <u>\$14.05</u> <input checked="" type="checkbox"/> Per hour <input type="checkbox"/> Per Year <input type="checkbox"/> Other: _____	Start Date: _____
Date forwarded to payroll for processing: <u>1/1/29</u>	

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

TANGIPAHOA PARISH RURAL FIRE # 2
POSITION REQUISITION/APPROVAL TO HIRE 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: District Chief Position Number: _____

Location: Kentwood Independence Husser Wilmer

Loranger Natalbany Hammond Ponchatoula

8th Ward (Robert) Manchac Other _____

Position Information: Replacement For: 2% Annual Raise

Is the Job description current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Payroll Mode:
Status: Employment Category	Hours per week: <u>48</u>	<input checked="" type="checkbox"/> Biweekly
<input checked="" type="checkbox"/> Reg F/T	Days per week: <u>2</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)	

Recruiting Information:

Job Availability Date: Current

Recruiting Source desired: Job Posting Newspaper Files Other: NA

Approvals:

Chief: _____	Date: _____	Chairman Fire Board: _____	Date: _____
Dist. Councilman: _____	Date: _____	Board Commissioner: _____	Date: _____

New Hire Information: Complete this form before attending Fire Board meeting to request approval to hire.

Name of Person Hired: (please print) <u>Tommie Spencer</u>	Date of Hire: <u>2015</u>
Compensation: <u>14.05</u> <input checked="" type="checkbox"/> Per hour <input type="checkbox"/> Per Year <input type="checkbox"/> Other: _____	Start Date: _____
Date forwarded to payroll for processing: <u>1/1/24</u>	

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

UNICE

TANGIPAHOA PARISH RURAL FIRE # 2 POSITION REQUISITION/APPROVAL TO HIRE 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: District Chief Position Number: _____

Location: Kentwood Independence Husser Wilmer

Loranger Natalbany Hammond Ponchatoula

8th Ward (Robert) Manchac Other _____

Position Information: Replacement For: 2% Annual Raise

Is the Job description current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Payroll Mode:
Status: Employment Category	Hours per week: <u>48</u>	<input checked="" type="checkbox"/> Biweekly
<input checked="" type="checkbox"/> Reg F/T	Days per week: <u>2</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)	

Recruiting Information:

Job Availability Date: Current

Recruiting Source desired: Job Posting Newspaper Files Other: NA

Approvals:

Chief: _____ Date: _____ Chairman Fire Board: _____ Date: _____
Dist. Councilman: _____ Date: _____ Board Commissioner: _____ Date: _____

New Hire Information: Complete this form before attending Fire Board meeting to request approval to hire.

Name of Person Hired: (please print) Arthur <u>Arthur Shar</u>	Date of Hire: <u>2017</u>
Compensation: <u>\$ 14.05</u> <input checked="" type="checkbox"/> Per hour <input type="checkbox"/> Per Year <input type="checkbox"/> Other: _____	Start Date: _____
Date forwarded to payroll for processing: <u>1/1/24</u>	

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

OFFICE

TANGIPAHOA PARISH RURAL FIRE # 2 POSITION REQUISITION/APPROVAL TO HIRE 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 Prevention Chief Position Number: _____

Location: Kentwood Independence Husser Wilmer

Loranger Natalbany Hammond Ponchatoula

8th Ward (Robert) Manchac Other _____

Position Information: Replacement For: 2nd Annual Raise

Is the Job description current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Payroll Mode:
Status: Employment Category	Hours per week: <u>48</u>	<input checked="" type="checkbox"/> Biweekly
<input checked="" type="checkbox"/> Reg F/T	Days per week: <u>4</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)	

Recruiting Information:

Job Availability Date: Current

Recruiting Source desired: Job Posting Newspaper Files Other: AAA

Approvals:

Chief: _____ Date: _____ Chairman Fire Board: _____ Date: _____

Dist. Councilman: _____ Date: _____ Board Commissioner: _____ Date: _____

New Hire Information: Complete this form before attending Fire Board meeting to request approval to hire.

Name of Person Hired: (please print) Brian Mashon Date of Hire: 7/11/23

Compensation: \$13.01 Per hour Per Year Other: _____ Start Date: _____

Date forwarded to payroll for processing: 1/11/24

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

UNICE

TANGIPAHOA PARISH RURAL FIRE # 2 POSITION REQUISITION/APPROVAL TO HIRE 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: Captain Position Number: _____

Location: Kentwood Independence Husser Wilmer

Loranger Natalbany Hammond Ponchatoula

8th Ward (Robert) Manchac Other _____

Position Information: Replacement For: 276 Annual Raise

Is the Job description current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Payroll Mode:
Status: Employment Category	Hours per week: <u>48</u>	<input checked="" type="checkbox"/> Biweekly
<input checked="" type="checkbox"/> Reg F/T	Days per week: <u>2</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)	

Recruiting Information:

Job Availability Date: Current

Recruiting Source desired: Job Posting Newspaper Files Other: NA

Approvals:

Chief: _____ Date: _____ Chairman Fire Board: _____ Date: _____

Dist. Councilman: _____ Date: _____ Board Commissioner: _____ Date: _____

New Hire Information: Complete this form before attending Fire Board meeting to request approval to hire.

Name of Person Hired: (please print) Cary Radford Date of Hire: 2021

Compensation: \$13.01 Per hour Per Year Other: _____ Start Date: _____

Date forwarded to payroll for processing: 1/1/24

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

(OFFICE)

TANGIPAHOA PARISH RURAL FIRE # 2 POSITION REQUISITION/APPROVAL TO HIRE 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: Captian Position Number: _____

Location: Kentwood Independence Husser Wilmer

Loranger Natalbany Hammond Ponchatoula

8th Ward (Robert) Manchac Other _____

Position Information: Replacement For: 2% Annual Raise

Is the Job description current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Payroll Mode:
Status: Employment Category	Hours per week: <u>48</u>	<input checked="" type="checkbox"/> Biweekly
<input checked="" type="checkbox"/> Reg F/T	Days per week: <u>2</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)	

Recruiting Information:

Job Availability Date: Current

Recruiting Source desired: Job Posting Newspaper Files Other: NA

Approvals:

Chief: _____ Date: _____ Chairman Fire Board: _____ Date: _____
Dist. Councilman: _____ Date: _____ Board Commissioner: _____ Date: _____

New Hire Information: Complete this form before attending Fire Board meeting to request approval to hire.

Name of Person Hired: (please print) <u>Coy Baham</u>	Date of Hire: <u>2019</u>
Compensation: <u>\$13.01</u> <input checked="" type="checkbox"/> Per hour <input type="checkbox"/> Per Year <input type="checkbox"/> Other: _____	Start Date: _____
Date forwarded to payroll for processing: <u>1/1/24</u>	

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

OFFICE

TANGIPAHOA PARISH RURAL FIRE # 2 POSITION REQUISITION/APPROVAL TO HIRE 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: Captain Position Number: _____

Location: Kentwood Independence Husser Wilmer

Loranger Natalbany Hammond Ponchatoula

8th Ward (Robert) Manchac Other _____

Position Information: Replacement For: 2nd Annual Raise

Is the Job description current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Payroll Mode:
Status: Employment Category	Hours per week: <u>48</u>	<input checked="" type="checkbox"/> Biweekly
<input checked="" type="checkbox"/> Reg F/T	Days per week: <u>2</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)	

Recruiting Information:

Job Availability Date: Current

Recruiting Source desired: Job Posting Newspaper Files Other: NA

Approvals:

Chief: _____ Date: _____ Chairman Fire Board: _____ Date: _____

Dist. Councilman: _____ Date: _____ Board Commissioner: _____ Date: _____

New Hire Information: Complete this form before attending Fire Board meeting to request approval to hire.

Name of Person Hired: (please print) Chris McKinney Date of Hire: 2021

Compensation: 813.01 Per hour Per Year Other: _____ Start Date: _____

Date forwarded to payroll for processing: 1/11/24

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

OFFICE

TANGIPAHOA PARISH RURAL FIRE # 2 POSITION REQUISITION/APPROVAL TO HIRE 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 / OPP Position Number: _____

Location: Kentwood Independence Husser Wilmer

Loranger Natalbany Hammond Ponchatoula

8th Ward (Robert) Manchac Other _____

Position Information: Replacement For: 2% Annual Raise

Is the Job description current?

Yes

No

Payroll Mode:

Status: Employment Category

Hours per week: 48

Biweekly

Reg F/T

Reg P/T

Temp F/T

Temp P/T

Days per week: 2

Monthly

FLSA Status: Exempt (Salary)

Non Exempt (Hourly)

Recruiting Information:

Job Availability Date: Current

Recruiting Source desired: Job Posting Newspaper Files Other: NA

Approvals:

Chief: _____ Date: _____ Chairman Fire Board: _____ Date: _____

Dist. Councilman: _____ Date: _____ Board Commissioner: _____ Date: _____

New Hire Information: Complete this form before attending Fire Board meeting to request approval to hire.

Name of Person Hired: (please print) Justin Everett Date of Hire: 2023

Compensation: \$11.44 Per hour Per Year Other: _____ Start Date: 7/1/23

Date forwarded to payroll for processing: 1/1/24

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

OFFICE

TANGIPAHOA PARISH RURAL FIRE # 2 POSITION REQUISITION/APPROVAL TO HIRE 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: _____

Location: Kentwood Independence Husser Wilmer

Loranger Natalbany Hammond Ponchatoula

8th Ward (Robert) Manchac Other _____

Position Information: Replacement For: 20 Annual Raise

Is the Job description current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Payroll Mode:
Status: Employment Category	Hours per week: <u>48</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 type="checkbox"/> Exempt (Salary) <input checked="" type="checkbox"/> Non Exempt (Hourly)	

Recruiting Information:

Job Availability Date: Current

Recruiting Source desired: Job Posting Newspaper Files Other: NA

Approvals:

Chief: _____ Date: _____ Chairman Fire Board: _____ Date: _____

Dist. Councilman: _____ Date: _____ Board Commissioner: _____ Date: _____

New Hire Information: Complete this form before attending Fire Board meeting to request approval to hire.

Name of Person Hired: (please print) Gause Major Date of Hire: 2023

Compensation: 9.88 Per hour Per Year Other: _____ Start Date: _____

Date forwarded to payroll for processing: 1/1/24

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



(877) 637-3473

Quote

Quote # QT1707581
Date 06/05/2023
Expires 07/07/2023
Sales Rep LeBlanc, John
PO # Hurst tools
Shipping Method FedEx Ground
Customer Independence Fire Dept (LA)
Customer # C227256

Bill To

Independence Fire Dept (LA)
 P.O. Box 612
 Independence LA 70443
 United States

Ship To

Independence Fire Dept (LA)
 153 W 7th St
 Independence LA 70443
 United States

272889000-1	S 789 E3 Cutter - TOOL ONLY	1	\$10,890.00	\$10,890.00
271855000-1	SP 555 E3 Spreader - TOOL ONLY	1	\$12,102.00	\$12,102.00
274886000-1	R 522 E3 Ram - TOOL ONLY	1	\$8,231.00	\$8,231.00
90-53-15	EWXT 9 Ah battery	5	\$771.00	\$3,855.00
90-53-37	EWXT/E3 Charger 110-240V	2	\$498.00	\$996.00

Subtotal \$36,074.00
Shipping Cost \$600.00
Tax Total \$0.00
Total \$36,674.00

Thanks for allowing MES to provide this quote. Please contact Johnny LeBlanc with any questions.

Cell: 337-441-0365

Email: jleblanc@mesfire.com

INVOICE WILL HAVE SHIPPING COSTS ADDEDIF EXACT SHIPPING PRICE IS REQUIRED, PLEASE INDICATE ITEMS AND QUANTITIES DESIRED***

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1707581



IDEAL Fire & Safety

HURST Jaws of Life

711 N. Post Road
Shelby, NC 28150

January 16, 2023

T. 800-537-2659

jawsoflife.com

To Whom It Concerns:

This will confirm that, as of the date hereof, the following Hurst Jaws of Life® dealer is the only Hurst® dealer whose sales territory for HURST® High Pressure (10,000 psi), HURST® eDRAULIC® and HURST® StrongArm® rescue equipment includes the State of Louisiana and whose personnel have been factory trained and certified by HURST Jaws of Life, Inc. to perform warranty repairs, warranty required annual maintenance and other service on HURST® Low Pressure (5,000 psi), HURST® High Pressure (10,000 psi), HURST® eDRAULIC®, HURST® StrongArm®, Vetter® and Airshore® rescue equipment:

MES - TEXAS
Houston, TX 77060
Phone: (800) 784-0404

Thank you for your interest in our rescue equipment. Feel free to contact us at 1-800-537-2659 or 704-487-6961 should you have any further questions or concerns.

Sincerely,

Mike Canon
Director of Rescue Sales
Hurst Jaws of Life, Inc.

tar

Cc: Mike Faught, South Central Regional Sales Manager, Hurst Jaws of Life, Inc.

**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: _____

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>48</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>Justin Morel</u>	Date: <u>11/14/2023</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>Joshua Prevost</u>	Date: <u>11/14/2023</u>
Compensation: <u>\$9.00</u> <input checked="" type="checkbox"/> Per hour <input type="checkbox"/> Per Year <input type="checkbox"/> Other: _____	Start Date: _____

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

Employee Already Hired just moving from part time to Full time!

**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: _____

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>48</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>Justin Morel</u>	Date: <u>11/14/2023</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>Andrew Radford</u>	Date: <u>11/14/2023</u>
Compensation: <u>\$11.00</u> <input checked="" type="checkbox"/> Per hour <input type="checkbox"/> Per Year <input type="checkbox"/> Other: _____	Start Date: <u>ASAP</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: Operator Position Number: _____

Location: **Kentwood** **Independence** **Husser** **Wilmer**

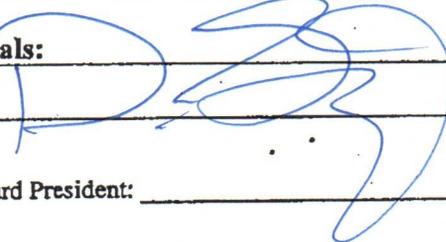
Loranger **Natalbany** **Hammond** **Ponchatoula**

8th Ward (Robert) **Manchac** Other _____

Position Information: Replacement For: _____

Is the Job description current?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Payroll Mode:
Status: Employment Category	Hours per week: <u>20</u>		<input checked="" type="radio"/> Biweekly
<input checked="" type="radio"/> Reg F/T	Days per week: _____		<input type="radio"/> Monthly
<input type="radio"/> Reg P/T			
<input type="radio"/> Temp F/T			
<input type="radio"/> Temp P/T			
FLSA Status:	<input type="radio"/> Exempt (Salary)	<input checked="" type="radio"/> Non Exempt (Hourly)	

Approvals:

Chief: 	Date: <u>11/17/23</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>Matthew Lato</u>	Date: <u>11/17/23</u>		
Compensation: <u>11.70</u> <input checked="" type="radio"/> Per hour	<input type="radio"/> Per Year	Other: _____	Start Date: <u>12/23</u>

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

TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO. 2
RESOLUTION 23-04

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 27th day of November, 2023, 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, 2023 AND ENDING DECEMBER 31, 2023, summarized as follows:

	Original 2023 Budget	Amended 2023 Budget	% Increase (Decrease)
Fund Balance, Beginning	\$ 6,562,356	\$ 7,926,674	17.21%
Revenues:			
Ad Valorem Taxes	\$ 6,803,932	\$ 6,859,730	0.81%
PILOT	\$ 89,192	\$ 89,192	0.00%
State Revenue Sharing	\$ 488,220	\$ 491,631	0.69%
State 2% Insurance Rebate	\$ 640,416	\$ 553,623	-15.68%
Municipal Fire Protection	\$ 289,100	\$ 293,608	1.54%
Interest Income	\$ 58,000	\$ 189,967	69.47%
All Other	\$ 6,000	\$ 5,500	0.00%
Total Revenues	\$ 8,374,860	\$ 8,483,250	1.28%
Expenditures:			
Pension Fund Deduction	\$ 261,548	\$ 265,047	1.32%
Administrative	\$ 318,671	\$ 324,542	1.81%
Payments to Fire Departments	\$ 7,786,627	\$ 7,886,018	1.26%
Capital Outlay	\$ 2,500	\$ 855,883	0.00%
Debt Service	\$ 13,559	\$ 14,309	0.00%
All Other	\$ -	\$ -	0.00%
Total Expenditures	\$ 8,382,904	\$ 9,345,800	10.30%
Surplus (Deficit)	\$ (8,045)	\$ (862,549)	
Fund Balance, Ending	\$ 6,554,312	\$ 7,064,125	7.22%

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 23, 2023, advertised in the official journal on October 26, 2023, and October 28, 2023, and discussed at a public hearing on November 27, 2023, and was submitted to an official vote the Board of Commissioners,.

On motion by _____ and seconded by _____ the foregoing resolution to ADOPT THE AMENDED ANNUAL OPERATING BUDGET FOR THE YEAR BEGINNING JANUARY 1, 2023 AND ENDING DECEMBER 31, 2023, was hereby declared and adopted on this 27th day of November, 2023, by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO. 2
RESOLUTION 23-04

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.

Jill DeSouge

Tangipahoa Parish Fire Protection District No. 2
Budget Preparation Worksheet
Tax Account
For the Year Ending December 31, 2024

	2022 Actual	Actual Through September 30, 2023	Estimated Remaining for 2023	Projected Actual for 2023	Budget for 2023	% Change	Proposed Amended Budget for 2023	Proposed for 2024
Fund Balance, Beginning	\$ 7,399,149	\$ 7,888,215	\$ -	\$ 7,888,215	\$ 6,543,265	20.55%	\$ 7,888,215	\$ 7,032,332
Revenues:								
Ad Valorem Taxes	6,916,239	6,859,730	-	6,859,730	6,803,932	0.82%	6,859,730	7,194,070
PILOT	188,347	89,192	-	89,192	89,192	0.00%	89,192	89,192
FEMA Grant Funds	-	-	-	-	-	0.00%	-	-
State Revenue Sharin	491,633	491,631	-	491,631	488,220	0.70%	491,631	491,631
2% Insurance Rebate	640,416	553,623	-	553,623	640,416	-13.55%	553,623	553,623
FEMA Grant Funds	-	-	-	-	-	0.00%	-	-
Municipal Fire Protection:								
Tangipahoa	16,400	-	8,200	8,200	8,200	0.00%	8,200	8,200
St. Helena Parish	-	-	-	-	-	0.00%	-	-
Kentwood	10,926	7,956	2,652	10,608	14,000	-24.23%	10,608	10,608
Independence	233,500	193,875	64,625	258,500	258,500	0.00%	258,500	258,500
Tickfaw	8,400	11,300	5,000	16,300	8,400	94.05%	16,300	20,000
Interest Income	55,991	157,467	23,500	180,967	55,000	229.03%	180,967	180,967
Loan Repayments	-	-	-	-	-	0.00%	-	-
Other Public Funds	-	-	-	-	-	0.00%	-	-
Total Revenues	\$ 8,561,851	\$ 8,364,773	\$ 103,977	\$ 8,468,750	\$ 8,365,860	1.23%	\$ 8,468,750	\$ 8,806,791
Expenditures:								
Administrative	317,685	317,685	-	317,685	317,685	0.00%	317,685	317,685
Pension Deduction	265,047	265,047	-	265,047	261,548	1.34%	265,047	280,244
Fire Departments	7,490,053	6,089,380	1,796,639	7,886,018	7,786,627	1.28%	7,886,018	8,208,861
Capital Outlay	-	-	-	-	-	0.00%	855,883	-
Debt Service	-	-	-	-	-	0.00%	-	-
Total Expenditures	\$ 8,072,785	\$ 6,672,111	\$ 1,796,639	\$ 8,468,750	\$ 8,365,860	1.23%	\$ 9,324,633	\$ 8,806,791
Fund Balance, Ending	\$ 7,888,215	\$ 9,580,877	\$ (1,692,662)	\$ 7,888,215	\$ 6,543,265	20.55%	\$ 7,032,332	\$ 7,032,332

Tangipahoa Parish Rural Fire Protection District No. 2
Budget Preparation Worksheet
Administrative Account
For the Year Ending December 31, 2024

	2022 Actual	Actual Through September 30, 2023	Estimated Remaining for 2023	Projected Actual for 2023	Budget for 2023	% Change	Proposed Amended Budget for 2023	Proposed for 2024
Fund Balance, Beginning of the Year	\$ 7,031	\$ 38,459	\$ -	\$ 38,459	\$ 19,091	101.45%	\$ 38,459	\$ 31,793
Revenues:								
Interest Income	3,080	7,544	1,500	9,044	3,000	201.45%	9,000	9,000
State Supplemental Pay	6,000	4,500	1,000	5,500	6,000	-8.33%	5,500	6,000
Insurance Proceeds	2,000	0	-	0	-	0.00%	0	-
Administrative Transfer	317,685	317,685	-	317,685	317,685	0.00%	317,685	317,685
Total Revenues	\$ 328,765	\$ 329,729	\$ 2,500	\$ 332,229	\$ 326,685	1.70%	\$ 332,185	\$ 332,685
Total Funds Available	\$ 335,797	\$ 368,188	\$ 2,500	\$ 370,688	\$ 345,776	7.20%	\$ 370,644	\$ 364,478
Expenditures:								
Payroll and Related Costs								
Administrator's Salary	65,586	38,436	10,000	48,436	67,151	-27.87%	48,436	60,000
Supplemental Pay	6,000	4,500	1,000	5,500	6,000	0.00%	5,500	6,000
Administrative Fee	2,197	1,309	300	1,609	2,300	-30.06%	1,600	2,300
Health Insurance	12,812	7,858	2,000	9,858	12,750	-22.68%	10,000	12,750
Payroll	21,404	13,048	6,300	19,348	28,000	-30.90%	20,000	28,000
FICA/Medicare	2,632	1,592	482	2,074	3,000	-30.86%	3,000	3,000
Retirement Contribution	7,489	4,420	1,000	5,420	7,500	-27.73%	5,400	7,500
Workers Compensation	136	77	50	127	150	-15.55%	150	150
Insurance Benefit	729	765	0	765	1,500	0.00%	1,000	1,000
Total Payroll and Related Costs	118,984	72,005	21,132	93,137	128,351	-27.44%	95,086	120,700
Professional Services								
Accounting-Report	10,208	11,213	-	11,213	10,500	6.79%	11,213	10,500
Accounting-Nonbudgeted	9,549	9,265	-	9,265	5,000	85.30%	9,265	5,000
Audit	19,570	20,130	-	20,130	19,570	2.86%	20,130	20,630
Statewide AUP's	3,000	3,000	-	3,000	3,000	0.00%	3,000	3,000
Legal Fees	1,905	230	-	230	15,000	-98.47%	230	15,000
Legal Fees (Retainer)	11,000	9,000	3,000	12,000	12,000	0.00%	12,000	12,000
Accounting	60,900	45,675	15,225	60,900	60,900	0.00%	60,900	60,900
Other Professional Services	0	2,039	-	2,039	0	0.00%	2,039	0
Total Professional Services	116,131	100,552	18,225	118,777	125,970	-5.71%	118,777	127,030
Insurance								
Louisiana Fair Plan	37	55	-	55	50	9.52%	50	50
Management Liability	1,410	1,410	470	1,880	1,000	88.00%	1,880	1,880
Fire and Casualty	1,521	1,521	507	2,028	1,000	102.80%	2,028	2,028
Vehicles and Equipment	8,214	6,983	2,551	9,535	6,350	50.16%	9,535	9,535
General Liability	1,511	1,957	504	2,460	1,000	146.04%	2,460	2,460
Total Insurance	12,693	11,926	4,032	15,958	9,400	69.77%	15,953	15,953
Repairs and Maintenance								
Equipment	938	1,855	-	1,855	1,000	85.49%	1,855	1,500
Building and Grounds	-	-	-	-	-	0.00%	-	-
Autos and Trucks	8,587	4,838	2,500	7,338	7,500	-2.15%	7,500	7,500
Total Repairs and Maintenance	9,525	6,693	2,500	9,193	8,500	8.16%	9,355	9,000
Hazmat	5,000	-	5,000	5,000	5,000	0.00%	5,000	5,000
Personal Protective Equipment	-	-	-	-	500	-100.00%	-	500
2% Fire Rebate Payments	-	-	-	-	-	0.00%	-	-
Contract Payments - Other	-	-	-	-	-	0.00%	-	-
Tangi Fire District No. 1	-	-	-	-	-	0.00%	-	-
Legal Publications	1,058	594	297	891	1,100	-19.03%	1,100	1,100
Subscriptions	1,386	15	200	215	1,500	-85.67%	1,500	1,500
Medical Supplies	811	98	-	98	500	-80.40%	500	500
Fees, Charges and Services	2,875	2,219	661	2,881	2,800	2.88%	2,800	2,800
Uniforms	241	1,919	-	1,919	250	667.78%	1,919	500
Memberships and Dues	292.00	-	-	-	300	-100.00%	300	300
Seminars and Conventions	1,458	730	-	730	1,150	-36.52%	750	750
Miscellaneous	-	-	-	-	-	0.00%	-	-
Postage and Box Rent	1,143	1,424	27	1,451	1,000	45.14%	1,500	1,500
Drug Testing	-	-	-	-	-	0.00%	-	-
Lodging and Meals (Travel)	41	1,522	-	1,522	50	2943.12%	0	0
Operating Supplies	804	4,183	2,091	6,274	10,000	-37.26%	6,500	6,500
Data Processing	390	500	5	505	500	0.99%	500	500
Equipment <\$1,000	0	0	-	0	5,000	-100.00%	0	500
Office Supplies	3,344	1,915	800	2,715	4,000	-32.13%	3,000	4,000
Equipment Fuel	2,075	894	447	1,341	2,300	-41.69%	1,400	2,300
Telephone	6,465	10,583	2,363	12,946	5,500	135.39%	13,000	13,000
Training	-	395	-	395	-	0.00%	-	-
Utilities	-	-	-	0	-	0.00%	-	-
Equipment (>\$1,000)	0	44,536	-	44,536	2,500	1681.42%	44,500	2,500
Swiftwater/Rescue Program	-	1,102	-	1,102	5,000	-77.97%	1,102	5,000
Radio Leases	3,809	3,809	-	3,809	3,809	0.00%	3,809	3,809
Vehicle Lease	8,814	5,327	2,000	7,327	9,749	-24.85%	10,500	10,500
Total Expenditures	\$ 297,338	\$ 272,940	\$ 59,781	\$ 332,721	\$ 334,730	-0.60%	\$ 338,851	\$ 335,742
Fund Balance, End of Year	\$ 38,459	\$ 95,248	\$ (57,281)	\$ 37,967	\$ 11,046		\$ 31,793	\$ 28,735

TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO. 2
RESOLUTION 23-05

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 27th day of November 2023, 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, 2024 AND ENDING DECEMBER 31, 2024, summarized as follows:

	Amended 2023 Budget	2024 Proposed Budget	% Increase (Decrease)
Fund Balance, Beginning	\$ 7,926,674	\$ 7,064,125	
Revenues:			
Ad Valorem Taxes	\$ 6,859,730	\$ 7,194,070	4.87%
PILOT	\$ 89,192	\$ 89,192	0.00%
State Revenue Sharing	\$ 491,631	\$ 491,631	0.00%
State 2% Insurance Rebate	\$ 553,623	\$ 553,623	0.00%
Municipal Fire Protection	\$ 293,608	\$ 297,308	1.26%
Interest Income	\$ 189,967	\$ 189,967	0.00%
All Other	\$ 5,500	\$ 6,000	9.09%
Total Revenues	\$ 8,483,250	\$ 8,821,791	3.99%
Expenditures:			
Pension Fund Deduction	\$ 265,047	\$ 280,244	5.73%
Administrative	\$ 324,542	\$ 318,933	-1.73%
Fire Dept. Allocations	\$ 7,886,018	\$ 8,208,861	4.09%
Capital Outlay	\$ 855,883	\$ 2,500	0.00%
Debt Service	\$ 14,309	\$ 14,309	0.00%
All Other	\$ -	\$ -	0.00%
Total Expenditures	\$ 9,345,800	\$ 8,824,848	-5.57%
Fund Balance, Ending	\$ 7,064,125	\$ 7,061,067	-0.04%

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 23, 2023, advertised in the official journal on October 26, 2023, and October 28, 2023, and discussed at a public hearing on November 27, 2023, 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, 2024 AND ENDING DECEMBER 31, 2024, was hereby declared and adopted on this 27th day of November, 2023, by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO. 2
RESOLUTION 23-05

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.

Jill DeSouge, Secretary

Tangipahoa Parish Fire Protection District No. 2
Budget Preparation Worksheet
Tax Account
For the Year Ending December 31, 2024

	2022 Actual	Actual Through September 30, 2023	Estimated Remaining for 2023	Projected Actual for 2023	Budget for 2023	% Change	Proposed Amended Budget for 2023	Proposed for 2024
Fund Balance, Beginning	\$ 7,399,149	\$ 7,888,215	\$ -	\$ 7,888,215	\$ 6,543,265	20.55%	\$ 7,888,215	\$ 7,032,332
Revenues:								
Ad Valorem Taxes	6,916,239	6,859,730	-	6,859,730	6,803,932	0.82%	6,859,730	7,194,070
PILOT	188,347	89,192	-	89,192	89,192	0.00%	89,192	89,192
FEMA Grant Funds	-	-	-	-	-	0.00%	-	-
State Revenue Sharin	491,633	491,631	-	491,631	488,220	0.70%	491,631	491,631
2% Insurance Rebate	640,416	553,623	-	553,623	640,416	-13.55%	553,623	553,623
FEMA Grant Funds	-	-	-	-	-	0.00%	-	-
Municipal Fire Protection:								
Tangipahoa	16,400	-	8,200	8,200	8,200	0.00%	8,200	8,200
St. Helena Parish	-	-	-	-	-	0.00%	-	-
Kentwood	10,926	7,956	2,652	10,608	14,000	-24.23%	10,608	10,608
Independence	233,500	193,875	64,625	258,500	258,500	0.00%	258,500	258,500
Tickfaw	8,400	11,300	5,000	16,300	8,400	94.05%	16,300	20,000
Interest Income	55,991	157,467	23,500	180,967	55,000	229.03%	180,967	180,967
Loan Repayments	-	-	-	-	-	0.00%	-	-
Other Public Funds	-	-	-	-	-	0.00%	-	-
Total Revenues	\$ 8,561,851	\$ 8,364,773	\$ 103,977	\$ 8,468,750	\$ 8,365,860	1.23%	\$ 8,468,750	\$ 8,806,791
Expenditures:								
Administrative	317,685	317,685	-	317,685	317,685	0.00%	317,685	317,685
Pension Deduction	265,047	265,047	-	265,047	261,548	1.34%	265,047	280,244
Fire Departments	7,490,053	6,089,380	1,796,639	7,886,018	7,786,627	1.28%	7,886,018	8,208,861
Capital Outlay	-	-	-	-	-	0.00%	855,883	-
Debt Service	-	-	-	-	-	0.00%	-	-
Total Expenditures	\$ 8,072,785	\$ 6,672,111	\$ 1,796,639	\$ 8,468,750	\$ 8,365,860	1.23%	\$ 9,324,633	\$ 8,806,791
Fund Balance, Ending	\$ 7,888,215	\$ 9,580,877	\$ (1,692,662)	\$ 7,888,215	\$ 6,543,265	20.55%	\$ 7,032,332	\$ 7,032,332

Tangipahoa Parish Rural Fire Protection District No. 2
Budget Preparation Worksheet
Administrative Account
For the Year Ending December 31, 2024

	2022 Actual	Actual Through September 30, 2023	Estimated Remaining for 2023	Projected Actual for 2023	Budget for 2023	% Change	Proposed Amended Budget for 2023	Proposed for 2024
Fund Balance, Beginning of the Year	\$ 7,031	\$ 38,459	\$ -	\$ 38,459	\$ 19,091	101.45%	\$ 38,459	\$ 31,793
Revenues:								
Interest Income	3,080	7,544	1,500	9,044	3,000	201.45%	9,000	9,000
State Supplemental Pay	6,000	4,500	1,000	5,500	6,000	-8.33%	5,500	6,000
Insurance Proceeds	2,000	0	-	0	-	0.00%	0	-
Administrative Transfer	317,685	317,685	-	317,685	317,685	0.00%	317,685	317,685
Total Revenues	\$ 328,765	\$ 329,729	\$ 2,500	\$ 332,229	\$ 326,685	1.70%	\$ 332,185	\$ 332,685
Total Funds Available	\$ 335,797	\$ 368,188	\$ 2,500	\$ 370,688	\$ 345,776	7.20%	\$ 370,644	\$ 364,478
Expenditures:								
Payroll and Related Costs								
Administrator's Salary	65,586	38,436	10,000	48,436	67,151	-27.87%	48,436	60,000
Supplemental Pay	6,000	4,500	1,000	5,500	6,000	0.00%	5,500	6,000
Administrative Fee	2,197	1,309	300	1,609	2,300	-30.06%	1,600	2,300
Health Insurance	12,812	7,858	2,000	9,858	12,750	-22.68%	10,000	12,750
Payroll	21,404	13,048	6,300	19,348	28,000	-30.90%	20,000	28,000
FICA/Medicare	2,632	1,592	482	2,074	3,000	-30.86%	3,000	3,000
Retirement Contribution	7,489	4,420	1,000	5,420	7,500	-27.73%	5,400	7,500
Workers Compensation	136	77	50	127	150	-15.55%	150	150
Insurance Benefit	729	765	0	765	1,500	0.00%	1,000	1,000
Total Payroll and Related Costs	118,984	72,005	21,132	93,137	128,351	-27.44%	95,086	120,700
Professional Services								
Accounting-Report	10,208	11,213	-	11,213	10,500	6.79%	11,213	10,500
Accounting-Nonbudgeted	9,549	9,265	-	9,265	5,000	85.30%	9,265	5,000
Audit	19,570	20,130	-	20,130	19,570	2.86%	20,130	20,630
Statewide AUP's	3,000	3,000	-	3,000	3,000	0.00%	3,000	3,000
Legal Fees	1,905	230	-	230	15,000	-98.47%	230	15,000
Legal Fees (Retainer)	11,000	9,000	3,000	12,000	12,000	0.00%	12,000	12,000
Accounting	60,900	45,675	15,225	60,900	60,900	0.00%	60,900	60,900
Other Professional Services	0	2,039	-	2,039	0	0.00%	2,039	0
Total Professional Services	116,131	100,552	18,225	118,777	125,970	-5.71%	118,777	127,030
Insurance								
Louisiana Fair Plan	37	55	-	55	50	9.52%	50	50
Management Liability	1,410	1,410	470	1,880	1,000	88.00%	1,880	1,880
Fire and Casualty	1,521	1,521	507	2,028	1,000	102.80%	2,028	2,028
Vehicles and Equipment	8,214	6,983	2,551	9,535	6,350	50.16%	9,535	9,535
General Liability	1,511	1,957	504	2,460	1,000	146.04%	2,460	2,460
Total Insurance	12,693	11,926	4,032	15,958	9,400	69.77%	15,953	15,953
Repairs and Maintenance								
Equipment	938	1,855	-	1,855	1,000	85.49%	1,855	1,500
Building and Grounds	-	-	-	-	-	0.00%	-	-
Autos and Trucks	8,587	4,838	2,500	7,338	7,500	-2.15%	7,500	7,500
Total Repairs and Maintenance	9,525	6,693	2,500	9,193	8,500	8.16%	9,355	9,000
Hazmat	5,000	-	5,000	5,000	5,000	0.00%	5,000	5,000
Personal Protective Equipment	-	-	-	-	500	-100.00%	-	500
2% Fire Rebate Payments	-	-	-	-	-	0.00%	-	-
Contract Payments - Other	-	-	-	-	-	0.00%	-	-
Tangi Fire District No. 1	-	-	-	-	-	0.00%	-	-
Legal Publications	1,058	594	297	891	1,100	-19.03%	1,100	1,100
Subscriptions	1,386	15	200	215	1,500	-85.67%	1,500	1,500
Medical Supplies	811	98	-	98	500	-80.40%	500	500
Fees, Charges and Services	2,875	2,219	661	2,881	2,800	2.88%	2,800	2,800
Uniforms	241	1,919	-	1,919	250	667.78%	1,919	500
Memberships and Dues	292.00	-	-	-	300	-100.00%	300	300
Seminars and Conventions	1,458	730	-	730	1,150	-36.52%	750	750
Miscellaneous	-	-	-	-	-	0.00%	-	-
Postage and Box Rent	1,143	1,424	27	1,451	1,000	45.14%	1,500	1,500
Drug Testing	-	-	-	-	-	0.00%	-	-
Lodging and Meals (Travel)	41	1,522	-	1,522	50	2943.12%	0	0
Operating Supplies	804	4,183	2,091	6,274	10,000	-37.26%	6,500	6,500
Data Processing	390	500	5	505	500	0.99%	500	500
Equipment <\$1,000	0	0	-	0	5,000	-100.00%	0	500
Office Supplies	3,344	1,915	800	2,715	4,000	-32.13%	3,000	4,000
Equipment Fuel	2,075	894	447	1,341	2,300	-41.69%	1,400	2,300
Telephone	6,465	10,583	2,363	12,946	5,500	135.39%	13,000	13,000
Training	-	395	-	395	-	0.00%	-	-
Utilities	-	-	-	0	-	0.00%	-	-
Equipment (>\$1,000)	0	44,536	-	44,536	2,500	1681.42%	44,500	2,500
Swiftwater/Rescue Program	-	1,102	-	1,102	5,000	-77.97%	1,102	5,000
Radio Leases	3,809	3,809	-	3,809	3,809	0.00%	3,809	3,809
Vehicle Lease	8,814	5,327	2,000	7,327	9,749	-24.85%	10,500	10,500
Total Expenditures	\$ 297,338	\$ 272,940	\$ 59,781	\$ 332,721	\$ 334,730	-0.60%	\$ 338,851	\$ 335,742
Fund Balance, End of Year	\$ 38,459	\$ 95,248	\$ (57,281)	\$ 37,967	\$ 11,046		\$ 31,793	\$ 28,735

Tangipahoa Parish Rural Fire Protection District No. 2
History of Ad Valorem Tax Collections
As of November 13, 2023

	Estimated for 2023	2022	2021	2020	2019	2018	2017
Taxes to be Collected:							
Millage #1	\$ 3,633,369	\$ 3,436,329	\$ 3,215,477	\$ 3,070,695	\$ 2,902,794	\$ 2,774,521	\$ 2,762,504
Millage #2	<u>3,633,369</u>	<u>3,436,329</u>	<u>3,215,477</u>	<u>3,070,695</u>	<u>2,902,794</u>	<u>2,774,521</u>	<u>2,762,504</u>
<i>Total Advalorem Tax Before Delinquencies</i>	\$ 7,266,737	\$ 6,872,658	\$ 6,430,954	\$ 6,141,390	\$ 5,805,588	\$ 5,549,043	\$ 5,525,009
<i>Less allowance for uncollected taxes (1.00%)</i>	<u>(72,667)</u>	<u>(68,727)</u>	<u>(64,310)</u>	<u>(122,828)</u>	<u>(116,112)</u>	<u>(110,981)</u>	<u>(110,500)</u>
<i>Net Advalorem Tax to be Collected</i>	\$ <u>7,194,070</u>	\$ <u>6,803,932</u>	\$ <u>6,366,644</u>	\$ <u>6,018,562</u>	\$ <u>5,689,476</u>	\$ <u>5,438,062</u>	\$ <u>5,414,509</u>
<i>Increase From Prior Year</i>	\$ <u>390,139</u>	\$ <u>437,287</u>	\$ <u>348,082</u>	\$ <u>329,086</u>	\$ <u>251,414</u>	\$ <u>23,553</u>	
<i>Percent Increase From Prior Year</i>	5.84%	6.87%	5.78%	5.78%	4.62%	0.43%	

TANGIPAOA PARISH ASSESSOR

11/1/2023 5:14:15 PM

JOAQUIN "JR." MATHEU, ASSESSOR

PO BOX 336 | COURTHOUSE BUILDING, ROOM 102 | AMITE, LA 70422 | (985)345-6226

Political Subdivision - TANGIPAOA PARISH

2023 Grand Recap by Taxing Districts

STATUS: ACTIVE (PARISH WIDE TAXES)

AUDIT CODE	CODE	DESCRIPTION	QUANTITY	MILLAGE	TOTAL VALUE	EXEMPTION VALUES		TAXABLE VALUE	TOTAL TAXES	EXEMPT TAXES		TAXPAYER TAXES
						HOMESTEAD	OTHER			HOMESTEAD	OTHER	
MISCELLANEOUS												
1	610	LA. TAX COMM. PUBLIC SERV. FEE	0.00	0.40M	73,196,050	0	0	73,196,050	29,278.47	0.00	0.00	29,278.47
1	615	LA. TAX COMM. FINAN. INST. FEE	1.00	0.30M	20,848,480	0	0	20,848,480	6,254.56	0.00	0.00	6,254.56
1070001	50	FORESTRY	209,877.63	0.08F		692,489	0		16,790.21	952.48	0.00	15,837.73
1070002	004	PARISH ALIMONY-RURAL	49,380.00	3.05M	575,979,888	187,123,019	0	388,856,869	1,756,785.01	570,785.15	0.00	1,185,999.86
1070003	002	PARISH ALIMONY-CITIES	15,942.00	1.52M	398,343,925	48,804,531	0	349,539,394	605,476.74	74,181.46	0.00	531,295.28
1070013	500	DRAINAGE DT.1 MT	45,955.00	5.00M	792,084,234	181,578,431	0	610,505,803	3,960,537.05	907,923.58	0.00	3,052,613.47
1070015	503	DRAINAGE DT. 4 MT.	5,249.00	3.00M	60,314,216	11,863,153	0	48,451,063	180,946.00	35,590.91	0.00	145,355.09
1070017	005	GARBAGE DIST. 1 MAINT	48,252.00	10.00M	568,679,163	184,806,963	0	383,872,200	5,686,791.63	1,848,069.63	0.00	3,838,722.00
1070019	620	PONCHATOULA REC. DIST.	19,486.00	10.00M	272,273,342	89,652,427	0	182,620,915	2,722,733.42	896,524.27	0.00	1,826,209.15
1070036	203	ROAD LIGHT DISTRICT 2	836.00	6.00M	11,086,143	3,749,068	0	7,337,075	66,516.83	22,494.37	0.00	44,022.46
1070038	306	FIRE PROTECTION DIST 1	4,656.00	10.00M	55,884,634	10,652,668	0	45,231,966	558,846.34	106,526.68	0.00	452,319.66
1070039	302	FIRE PROTECTION DIST. 2	45,410.00	10.00M	541,832,076	178,495,203	0	363,336,873	5,418,320.76	1,784,952.03	0.00	3,633,368.73
1070040	303	FIRE PROTECTION DIST 2	45,410.00	10.00M	541,832,076	178,495,203	0	363,336,873	5,418,320.76	1,784,952.03	0.00	3,633,368.73
1070041	301	FIRE PROTECTION DIST.1	4,656.00	5.00M	55,884,634	10,652,668	0	45,231,966	279,435.07	53,267.49	0.00	226,167.58
1070048	120	HAMMOND ALTERNATE SCHOOL	14,632.00	3.00M	364,298,833	50,069,314	0	314,229,519	1,092,905.69	150,210.16	0.00	942,695.53
1070062	600	DOWNTOWN DEV. DIST	467.00	14.13M	27,881,049	657,949	0	27,223,100	393,959.86	9,297.08	0.00	384,662.78
1070063	505	DRAINAGE DIST 5 MT.	2,579.00	4.29M	23,039,754	4,910,626	0	18,129,128	98,842.09	21,067.78	0.00	77,774.31
1070064	224	ROAD LIGHT DISTRICT 4	552.00	5.00M	7,498,698	2,084,649	0	5,414,049	37,494.64	10,423.53	0.00	27,071.11
1070065	223	ROAD LIGHT DISTRICT 3	1.00	0.00M	6,780,548	1,849,462	0	4,933,484	0.00	0.00	0.00	0.00
1070067	202	ROAD LIGHT DISTRICT 1	661.00	2.00M	1,797,638	175,530	0	1,622,108	3,595.28	351.06	0.00	3,244.22
1070068	621	INDEPENDENCE REC. DIST.	3,243.00	14.97M	31,121,303	9,191,222	0	21,930,081	465,884.95	137,591.79	0.00	328,293.16

Tangipahoa Parish Rural Fire Protection District No. 2
Administrative Cost History
Year Ended December 31, 2014 through 2024

Year	Administrative Fee	Percentage	Total Collections	Ad Valorem	State Revenue Sharing	2% Fire Insurance Rebate
2014	244,506	4.264%	5,734,782	4,932,311.50	487,091.01	315,379.86
2015	242,426	4.101%	5,911,936	5,122,227.96	424,942.00	364,765.86
2016	260,600	4.212%	6,186,595	5,388,132.64	472,980.66	325,481.46
2017	260,000	4.162%	6,246,450	5,414,508.60	478,748.00	353,193.71
2018	275,685	4.396%	6,270,815	5,472,123.38	472,752.00	325,939.73
2019	275,685	4.130%	6,674,461	5,845,813.03	497,335.32	331,312.72
2020	285,685	4.079%	7,004,350	6,187,856.78	481,224.00	335,269.61
2021	285,685	4.068%	7,022,693	6,203,561.41	481,224.00	337,907.84
2022	317,685	3.857%	8,236,634	7,104,585.43	491,633.00	640,415.76
2023	317,685	3.974%	7,994,175	6,948,921.57	491,631.00	553,622.84
2024	317,685	3.814%	8,328,516	7,283,262.09	491,631.00	553,622.84

Tangipahoa Parish Rural Fire Protection District No. 2
Interest Income Received
As of November 13, 2023

	Estimated for 2023	2022	2021	2020	2019
Interest Income Received:					
Administrative Account	\$ 9,044	\$ 3,080	\$ 1,445	\$ 963	\$ 4,283
Tax Account	180,967	55,991	21,401	16,198	68,853
Volunteer Account	<u>317,668</u>	<u>137,868</u>	<u>44,164</u>	<u>42,299</u>	<u>138,896</u>
<i>Total</i>	\$ 507,679	\$ 196,939	\$ 67,010	\$ 59,460	\$ 212,031
<i>Increase from Prior Year</i>	\$ 310,740				
<i>Percent</i>	157.79%				

CONTRACT OF EMPLOYMENT

UNITED STATES OF AMERICA

BY AND BETWEEN

THE TANGIPAHOA PARISH

STATE OF LOUISIANA

RURAL FIRE PROTECTION

DISTRICT NUMBER TWO

PARISH OF TANGIPAHOA

and DAVID ATKINS

This written contract and agreement for employment for a period beginning November 1, 2023, by and between the TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NUMBER TWO, a political subdivision of the State of Louisiana having been created pursuant to the provisions of Louisiana Revised Statute 40:1491, et seq., domiciled in Tangipahoa Parish, Louisiana, with a physical address at the Tangipahoa Parish Gordon A. Burgess Governmental Building located at 206 East Mulberry Street, Amite City, Louisiana 70422 and having a mailing address of Post Office Box 818, Amite City, Louisiana 70422, herein represented by its President of the Board of Commissioners of the Tangipahoa Parish Rural Fire Protection District Number Two, the Honorable Louis Nick Joseph. who has been duly authorized to execute this employment contract and agreement by virtue of that resolution duly passed by the Board of Commissioners for the Tangipahoa Parish Rural Fire Protection District Number Two at a special called meeting held on October 25, 2023, and by David Atkins, social security number xxx-xx-5252, a person of the full age of maturity, a resident of and domiciled in Tangipahoa Parish, Louisiana, with a physical address of 41198 Yokum Road, Ponchatoula, Louisiana 70454.

1. TERM:

This contract for employment is for a two (2) year term beginning on November 1, 2023 and ending on October 31, 2025.

2. SALARY AND COMPENSATION:

(A) In consideration of David Atkins performing the duties of Administrator for the Tangipahoa Parish Rural Fire Protection District Number Two, the duties of which position have been reduced. to writing and approved by a resolution of the Board of Commissioners for the Tangipahoa Parish Rural Fire Protection District Number Two dated October 25, 2023, the said David Atkins shall be paid a salary of SIXTY THOUSAND AND 00/100 DOLLARS annually or \$5,000.00 per month. An annual raise thereafter will be given based on performance evaluation.

(B) In addition to the salary provided to the said David Atkins during the term of his employment, David Atkins shall be reimbursed for travel and out-of-pocket expense associated with his job duties. To be paid travel or out of pocket expenses, David Atkins must follow all applicable policies and procedures established for reimbursable of travel and expenses to employees of the Tangipahoa Parish Rural Fire Protection District Number Two.

3. TERMS OF CONTRACT:

(A) At all times during the term of this employment contract, David Atkins shall reside in Tangipahoa Parish, Louisiana.

(B) At all times during the term of this employment contract, David Atkins shall have a valid driver's license.

(C) At all times during the term of this employment contract, David Atkins shall devote his full attention and efforts to his employment as the Administrator of the Tangipahoa Parish Rural Fire Protection District Number Two and shall not have any other full time or part time employment.

(D) At all times during the term of this employment contract, excepting for days off from work, the employee, David Atkins shall begin work at 8:00 o'clock a.m. and leave from work at 4:00 o'clock p.m., these hours being his regular work hours. Excepting for vacation, sick leave, annual leave or holiday from work, the employee shall work a five (5) day work week, being Monday through Friday, and this being the regular work schedule. In the event that the Emergency Operations Center is activated, the Tangipahoa Parish Rural Fire Protection District Number Two will require the Administrator to be present in the E.O.C. until the activation ceases.

(E) The employee, David Atkins, shall report to the Tangipahoa Parish Rural Fire Protection District Number Two in writing any malfeasance, incompetence, dishonesty, immorality, and/or willful neglect of duty which he discovers. These reports shall be directed to the President of the Tangipahoa Parish Rural Fire Protection District Two. Failure to report any malfeasance, incompetence, dishonesty, immorality, and/or willful neglect of duty by the employee, David Atkins and shall be subject to disciplinary action, up to and including termination from his employment with the fire district.

(F) The employee, David Atkins, shall adhere to the policies and procedures of the Tangipahoa Parish Rural Fire Protection District Two and shall to the best of his ability to carry out the directives of the Tangipahoa Parish Rural Fire Protection District Two.

(G) The employee, David Atkins, shall adhere to the policy and procedure manual of the Tangipahoa Parish Rural Fire Protection District Two.

(H) The employee, David Atkins shall be sober at all times during regular work hours and shall not consume any intoxicant during regular work hours.

(I) The employee's duties are those set forth and described in the Employee policy and procedure manual and the job description for Administrator, as adopted by the Tangipahoa Parish Rural Fire Protection Number Two.

(J) Evaluations will be administered by the President of the Tangipahoa Parish Rural Fire Protection District Number Two, with input from all Board Members.

4. VACATION, HOLIDAY AND ACCRUED LEAVE:

(A) The employee, David Atkins, shall follow the Tangipahoa Parish Government Employee Handbook for annual leave/vacation days/sick days/bereavement.

5. BENEFITS:

(A) The employee shall be entitled to participate in the employer's retirement plan, health care plan, dental plan and life insurance coverage to the same extent as other full-time employees.

(B) Administrator will be furnished vehicle.

6. TERMINATION OF APPOINTMENT DURING THE TERM OF THIS AGREEMENT AND CONTRACT FOR EMPLOYMENT:

The employee, David Atkins, shall be retained in his position as Administrator, as adopted by the Tangipahoa Parish Rural Fire Protection District Number Two's Board of Commissioners during the term of this contract and shall not be removed from his job nor shall his salary be reduced excepting the employee guilty of violating any one or more of the following prohibitions, to-wit:

- 1) Being untruthful or evasive on the employee's application for employment.
- 2) Sexual harassment of co-workers.
- 3) Cursing on the job or use of racial slurs.

- 4) Intemperateness on the job.
- 5) Being untruthful to the fire district's Board of Commissioners.
- 6) Being habitually tardy or absent from work.
- 7) Engaging in horseplay, scuffling, etc.
- 8) Performing work other than assigned.
- 9) Causing loss of material due to carelessness.
- 10) Willful neglect of duty.
- 11) Leaving place of work without permission
- 12) Gambling during work hours.
- 13) Violating a safety regulation.
- 14) Violation of substance abuse policy.
- 15) Carelessness affecting personal safety.
- 16) Threatening, intimidating, coercing or interfering with co-workers.
- 17) Soliciting contributions during regular work hours.
- 18) Distributing printed materials without approval of the fire district's Board of Commissioners.
- 19) Making false, vicious or malicious statements.
- 20) Failure to follow job instructions.
- 21) Misusing, destroying or damaging property.
- 22) Fighting or provoking or instigating a fight.
- 23) Sleeping on the job.
- 24) Insubordination.
- 25) Falsifying records.
- 26) Theft.
- 27) Drinking any alcoholic beverages on the job.
- 28) Engaging in sabotage.
- 29) Immoral conduct or indecency.
- 30) Misuse of sick leave for any reason.
- 31) Viewing pornography during regular work hours.
- 32) Failure to cooperate with the district's auditor or the legislative auditor.

Additionally, the employee can be discharged for cause if he is convicted of a felony grade offense in any jurisdiction or is he is unable to perform his job responsibilities for a period of more than thirty (30) days unless the employee is unable to work due to job related injury and in which case his salary shall be reduced to those amounts paid by worker's compensation plus any accrued sick leave and/or annual leave/vacation time available to employee.

David Atkins herein and hereby acknowledges that no part of his duties is directly related to firefighting, instruction of firefighting or any other duties that would require the Tangipahoa Parish Rural Fire Protection District Two to establish a classified system pursuant to Louisiana Constitution Article X, Section 16 and/or Louisiana Revised Statute 33:2531 et seq. To the extent

that any duty required of David Atkins, Administrator, would create an obligation for the Tangipahoa Parish Rural Fire Protection District Two to establish a classified system, then those provisions are herein and hereby declared invalid and from no part or portion of David Atkins job duties as Administrator.

The duties of the Administrator are to be:

1. Assists in the management policies, goals, and objectives for Tangipahoa Parish Rural Fire Protection District No. 2. Reviews existing or proposed legislation, regulations, ordinances, and court rulings related to fire operations.
2. Oversees and utilizes a system of information management for use in the administration of Tangipahoa Parish Rural Fire Protection District No. 2. Oversees all expenditures dealing with Tangipahoa Parish Rural Fire Protection No. 2 funds.
3. 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.
4. 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.
5. 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.
6. 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.
7. Maintains a working relationship with Tangipahoa Parish Communication District No. 1 to best satisfy requirements of PIAL.
8. Maintains a working relationship with all water departments that serve Fire District No. 2 to best satisfy the requirements of PIAL.
9. Serves on the technical advisory committee board.
10. Ensure that Ethics and Sexual Harassment Trainings are completed annually by all departments contracted with Tangipahoa Parish Rural Fire Protection District No. 2.
11. Prepare the Annual Budget for Tangipahoa Parish Rural Fire Protection District No. 2

according to tax roll.

12. Oversee and develop uniform accounting and Internal Control procedures for all fire departments contracted with Tangipahoa Parish Rural Fire Protection District No. 2.
13. Review financial reports from each department contracted with Tangipahoa Parish Rural Fire Protection District No. 2 and advises Board of financial status for purchases.
14. Oversees and develops procedures for the control of all assets purchased with Tangipahoa Parish Rural Fire Protection District No. 2 funds.
15. Exercise budgetary controls including payroll reimbursements, purchasing of supplies, equipment, land, buildings and etc.
16. Prepare contracts with all volunteer fire departments, including townships, cities, etc.
17. Reviews quarterly financial statements and advise board of financial status of each department contracted with Tangipahoa Parish Rural Fire Protection District No. 2
18. Process and maintain a record of purchases \$1,000.00 and over to be placed on the fixed asset listing.
19. 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.
20. 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.
21. Manages Tangipahoa Parish Rural Fire Protection District No. 2 inventory system. Maintains computerized inventory of all fixed assets of Tangipahoa Parish Rural Fire Protection District No.2.
22. 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.
23. Available to respond to emergency calls.

As such, the Administrator is not a supervisor of the various departments that contract to provide fire protection services to the Tangipahoa Parish Rural Fire Protection District Number Two and shall have no authority to order any Fire Chief or Firefighter to undertake any particular course of action.

7. ENTIRE AGREEMENT:

The parties acknowledge that this contract and agreement contains the entire agreement and contract between the parties. There are no verbal agreements, additions or supplements to this agreement and contract. If in the future, there are any modifications, additions or changes to this agreement of employees, these modifications, additions and/or changes must be reduced to

writing and must be approved by the parties.

THUS DONE, EXECUTED AND SIGNED by the parties on the date hereinabove first written and at Amite City, Tangipahoa Parish, Louisiana.

WITNESS:

(Print Name)

TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NUMBER TWO by:

Louis Joseph, President

WITNESS:

(Print Name)

EMPLOYEE:

David Atkins

THUS DONE AND SIGNED on November _____, 2023.

NOTARY PUBLIC