

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN THAT THE TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO. 2 WILL MEET IN **SPECIAL SESSION** ON TUESDAY, NOVEMBER 12, 2024, IMMEDIATELY FOLLOWING THE REGULAR MEETING OF THE TANGIPAHOA PARISH COUNCIL, TANGIPAHOA PARISH GORDON A BURGESS GOVERNMENTAL BUILDING, 206 EAST MULBERRY STREET, AMITE, LA.

AGENDA **TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO. 2** **SPECIAL MEETING** **NOVEMBER 12, 2024**

CALL TO ORDER

ROLL CALL

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

ADOPTION OF MINUTES of regular meeting dated October 28, 2024

ADMINISTRATORS REPORT

- [1.](#) Adoption of TPRFP No. 2 Resolution 24-17 - A Resolution of the Tangipahoa Parish Rural Fire Protection District No. 2 to enter into a contract with the Ponchatoula Volunteer Fire Department for Fire Protection Services in Manchac area
- [2.](#) Ratify Cooperative Endeavor Agreement with Tangipahoa Parish Council for Administrative Support

ADJOURN

POSTED November 7, 2024

PUBLISHED DAILY STAR November 7, 2024

S/Brigette Hyde, President
T. P. Rural Fire District No. 2

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

TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO. 2
RESOLUTION 24-17

A RESOLUTION OF TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO. 2 TO
ENTER INTO A CONTRACT WITH THE PONCHATOULA VOLUNTEER FIRE DEPARTMENT
FOR FIRE PROTECTION SERVICES IN THE MANCHAC AREA

WHEREAS, the Tangipahoa Parish Rural Fire Protection District No. 2 (hereinafter referred to as "Fire District No. 2") is tasked with ensuring adequate fire protection for rural areas within Tangipahoa Parish, including the Manchac area; and

WHEREAS, the Manchac area is a rural community in need of enhanced fire protection services to safeguard residents, properties, and natural resources from the dangers of fire; and

WHEREAS, the Ponchatoula Volunteer Fire Department (hereinafter referred to as "PVFD") is an experienced fire protection organization equipped with the necessary resources, personnel, and equipment to provide fire protection services; and

WHEREAS, Fire District No. 2 desires to contract with the PVFD to extend fire protection services to the Manchac area to ensure the safety and well-being of the community; and

WHEREAS, both Fire District No. 2 and the PVFD recognize the importance of collaboration in providing effective fire protection services in rural areas;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Tangipahoa Parish Rural Fire Protection District No. 2, duly convened, that:

1. Authorization to Enter into Contract: Fire District No. 2 is hereby authorized to enter into a formal contract with the Ponchatoula Volunteer Fire Department to provide fire protection services to the Manchac area, subject to mutually agreed upon terms and conditions.
2. Terms of the Contract: The contract shall include, but not be limited to:
 - The scope of fire protection services to be provided by the PVFD, including emergency response, fire suppression, and public safety initiatives;
 - The financial compensation to be paid by Fire District No. 2 to the PVFD for services rendered;
 - The duration of the agreement and procedures for its renewal, amendment, or termination;
 - The roles and responsibilities of each party regarding personnel, equipment, training, and insurance;
 - Provisions for monitoring and evaluating the effectiveness of the fire protection services provided to the Manchac area.
3. Implementation and Oversight: The President of the Board of Commissioners of Fire District No. 2, or their designated representative, is authorized to negotiate and execute the contract with the PVFD and to take all necessary steps to implement the fire protection services in the Manchac area.
4. Effective Date: This resolution shall become effective immediately upon its adoption by the Board of Commissioners of Fire District No. 2.

BE IT FURTHER RESOLVED that a copy of this resolution be provided to the Ponchatoula

On motion by _____ and seconded by _____, the foregoing resolution was hereby declared adopted on this the 12th day of November 2024, by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

Jill DeSouge, Secretary
TPRFPD No. 2

Brigitte Hyde, President
TPRFPD No. 2

COOPERATIVE ENDEAVOR AGREEMENT

between

TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NUMBER TWO

and

PARISH OF TANGIPAHOA

regarding

ADMINISTRATIVE SUPPORT

In accordance with Article VII, Section 14 of the 1974 Constitution of the State of Louisiana, the TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NUMBER TWO (“RFP 2”), herein represented by Brigitte Hyde, its duly appointed President of the Board of Commissioners, and the PARISH OF TANGIPAHOA, herein represented by Parish Council Chairman, David P. Vial, do hereby enter into a Cooperative Endeavor Agreement to serve the public for the purposes herein declared:

WHEREAS, in The Parish of Tangipahoa is a political subdivision of the State of Louisiana (“Parish”); and

WHEREAS, the Tangipahoa Parish Rural Fire Protection District Number Two is a political subdivision of the State of Louisiana, hereby formed pursuant to Louisiana Revised Statute 40:14991, et seq, having a mailing address of 206 East Mulberry Street, Amite City, Louisiana 70422 and acting through its Board of Commissioners and President thereof, Brigitte Hyde President; and

WHEREAS, the Parish and the RFP 2 desire to work together to share administrative resources based upon a fair division of expenses; and

WHEREAS the RFP 2 requires administrative assistant support, and the Parish employs personnel who may aid the Board of Commissioners of the RFP 2 (“Board”) for purposes of facilitating public meetings, record keeping; and

WHEREAS, the Parish can benefit from receipt of funds sufficient to accommodate the expense of certain personnel; and

WHEREAS, Jill DeSouge is employed by the Parish in the capacity of the Clerk of Council for the Parish Council for the Parish of Tangipahoa (“DeSouge”) and in that capacity, DeSouge and the Parish agree to extend her duties to assist the Board of the RFP 2 to render duties as a clerical assistant (“Board Administrative Assistant”); and

WHEREAS the RFP has contracted with an administrator to work for the RFP 2 and the Board of Commissioners (“Administrator”) by act dated on or about November 1, 2023; and

WHEREAS the Parish desires to contract with the RFP 2 to allow for DeSouge to assist the Board in the following described duties which are intended to benefit the Board, which duties include, but are not limited to the items requested by the Board:

1. Prepare for and attend the meetings of the Board,
2. Prepare and post public notice of meeting agendas (including the proposed date, time, place of meeting, and American with Disabilities Act notice),
3. Prepare packets for board members,
4. Notify Board and Administrator of meeting dates,
5. Verify availability of meeting room, set up, and secure afterwards,
6. Gather all correspondence to be discussed at the meeting and place in appropriately labeled folders,
7. Ensure set-up of room,
8. Record attendees and absentees,
9. Record and/or take notes of all discussions,
10. Typing minutes of meeting for board approval,
11. Catalogue and save approved minutes of the meetings of the Board and as directed by the Board, and
12. Such other requests as the Board may make of DeSouge in connection with the clerical needs of the Board

(collectively “Board Assistant Duties”); and

WHEREAS, the parties intend that DeSouge perform only the Board Assistant Duties, which should not include those duties which are contracted for or assigned to the Administrator;

NOW THEREFORE, IT IS HEREBY AGREED by the RFP 2 and the Parish that:

ASSIGNMENT

The Parish does hereby agree to assign the Board Assistant Duties to DeSouge, which

DeSouge shall render on an hourly basis at the direction of the Board as a Board Administrative Assistant.

This assignment supplements does not preclude the duties of DeSouge as an employee of the Parish of Tangipahoa.

COMPENSATION

As consideration for assignment, RFP 2 shall pay to the Parish the sum of \$1,200 per month, as means of helping to offset its personnel and payroll expenses associated with DeSouge's employment for so long as this agreement is in effect.

Additionally, the parties consent to the retroactive date of monthly payments to September 28, 2024, for work performed by DeSouge.

CONTROL

For so long as this agreement remains in effect, the Administrative Assistant shall continue to serve at the pleasure of the Parish as a Parish employee and render the Board Assistant Duties to the Board.

TERMINATION AGREEMENT

The Parish, Desouge, and the RFP 2 may terminate this Agreement at any time within 15 days' written notice to the others.

EFFECTIVE DATE

The effective date of this Agreement shall be September 28, 2024.

AMENDMENT OF AGREEMENT

The parties agree that any amendment hereto shall be in writing and approved by the appropriate authorities.

LIABILITY

The Parish shall continue to have all the responsibilities as employer of DeSouge.

NO JOINT VENTURE

This agreement shall not be construed as a Joint Venture of the parties.

NO FIREFIGHTING DUTIES

Jill DeSouge intervenes herein to acknowledge that no part of her duties include or are related to firefighting or any other duties which would require the RFP 2 to establish a

classified system for her as may be otherwise required by state law and particularly Louisiana Revised Statutes 33:2531, et seq. or the Constitution of the State of Louisiana, and in the event such duties may be included, the same shall be excluded from the list of Administrative Duties included herein.

THUS DONE AND SIGNED, in the presence of the undersigned witnesses, this ____ day of _____, 2024, at _____, Louisiana.

WITNESSES:

TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NUMBER TWO

Printed Name: _____

By: _____
Brigette Hyde President
Board of Commissioners

Printed Name: _____

THUS DONE AND SIGNED, in the presence of the undersigned witnesses, this ____ day of _____, 2024, at _____, Louisiana.

WITNESSES:

PARISH OF TANGIPAHOA

Printed Name: _____

By: _____
David P. Vial, Chairman
Tangipahoa Parish Council

Printed Name: _____

THUS DONE AND SIGNED, in the presence of the undersigned witnesses, this ____ day of _____, 2024, at _____, Louisiana.

WITNESSES:

Printed Name: _____

_ JILL DESOUGE, Intervenor

Printed Name: _____