

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN THAT THE TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO. 2 WILL MEET IN **SPECIAL SESSION** ON MONDAY, DECEMBER 10, 2018 IMMEDIATELY FOLLOWING THE REGULAR MEETING OF THE TPC, TANGIPAHOA PARISH GOVERNMENT BUILDING, 206 EAST MULBERRY STREET, AMITE, LA.

PUBLIC HEARING - Notice Is Hereby Given That a Public Hearing Will Be Held by The Tangipahoa Parish Rural Fire District No. 2 Board of Commissioners on Monday, December 10, 2018 immediately following the regular meeting of the TPC. At Tangipahoa Parish Government Building, 206 East Mulberry Street, Amite, Louisiana, contact number (985)748-3211, on the following:

- Adoption of Amended Operating Budget for the Year Ending December 31, 2018
- Adoption of Proposed Operating Budget for Year Ending December 31, 2019

**AGENDA
TANGIPAHOA PARISH
RURAL FIRE PROTECTION DISTRICT NO. 2
SPECIAL MEETING DECEMBER 10, 2018**

CALL TO ORDER

ROLL CALL

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

1. Adoption of Amended Operating Budget for the Year Ending December 31, 2018
2. Adoption of Proposed Operating Budget for Year Ending December 31, 2019
3. Parish Training Facility

OTHER FIRE MATTERS

ADJOURN

POSTED December 6, 2018

PUBLISHED DAILY STAR December 6, 2018

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

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

Backup material for agenda item:

Adoption of 2018 budget amendments

TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO. 2
RESOLUTION

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 26th day of November 2018, 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, 2018 AND ENDING DECEMBER 31, 2018, summarized as follows:

	Original 2018 Budget	Amended 2018 Budget	% Increase (Decrease)
Fund Balance, Beginning of Year	\$ 5,383,664	\$ 5,763,940	7.06%
Revenues:			
Ad Valorem Tax	\$ 5,400,000	\$ 5,400,000	0.00%
State Revenue Sharing	\$ 470,000	\$ 456,933	-2.78%
2% Fire Insurance Rebate	\$ 350,000	\$ 325,940	-6.87%
Municipal Fire Contracts	\$ 262,900	\$ 262,810	-0.03%
Interest Income	\$ 37,500	\$ 63,400	-
Private Donations	\$ -	\$ -	-
All Other	\$ 6,000	\$ 6,000	0.00%
Total Revenue	\$ 6,526,400	\$ 6,515,083	-0.17%
Expenditures:			
Pension Deduction	\$ 205,000	\$ 213,524	4.16%
Administrative	\$ 289,640	\$ 283,914	-1.98%
Capital Outlay	\$ 2,000	\$ 9,000	350.00%
Debt Service	\$ -	\$ -	-
Payments to Fire Dept.	\$ 6,038,215	\$ 6,016,474	-0.36%
All Other	\$ -	\$ -	-
Total Expenditures	\$ 6,534,855	\$ 6,522,912	-0.18%
Surplus(Deficit)	\$ (8,455)	\$ (7,829)	
Fund Balance, End of Year	\$ 5,375,209	\$ 5,756,111	

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 22, 2018, advertised in the official journal on November ____, 2018, and discussed at a public hearing on the 26th day of November 2018, 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, 2018 AND ENDING DECEMBER 31, 2018, was hereby declared and adopted on this ____th day of December, 2018, by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO. 2
RESOLUTION

NOT VOTING:

The board of commissioners of the Tangipahoa Parish Rural Fire Protection District No. 2 names Carlo Bruno, 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.

Carlo Bruno, 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.

Kristen Pecararo, Secretary

Sample

Backup material for agenda item:

Adoption of 2019 budget

Tangipahoa Parish Rural Fire
Protection District No. 2
2019 Proposed Operating Budget

Presented By
Dennis Crocker.
Fire Administrator

Presented: October 22, 2018

BUDGET MESSAGE

October 22, 2018

Mr. Carlo Bruno, President
And Members of the Board of Commissioners
Tangipahoa Parish Rural Fire Protection District No. 2
Amite, Louisiana 70422

Dear President Bruno and Commissioners

Pursuant to Louisiana law, Revised Statutes R.S. 39:1301 – 1315, Local Government Budget Act, I hereby submit to you for your review and consideration the proposed operating budget for the Tangipahoa Parish Rural Fire Protection District No. 2 (“Fire District”) for the year ending December 31, 2019. The following is a summary of the more significant information contained in this proposed budget.

Summary Description of the Proposed Financial Plan, Policies, and Objectives:

The financial plan for Fire District is expected to remain basically the same in 2019 as the financial plan was for 2018. Ad valorem tax revenue is projected, based on the tax rolls prepared by the Tangipahoa Parish Assessor, to increase approximately 1.39% from the amount budgeted for 2018. All other revenues are anticipated to remain the same in 2019 as they were in 2018.

Significant Revenue Assumptions:

- Ad valorem tax – Based on the tax rolls prepared by the Tangipahoa Parish Assessor, ad valorem tax is expected to increase by (1.39%) in 2019 over the amount for 2018. The allowance for uncollected ad valorem tax is estimated to be 2.00% of total taxes to be collected.
- State revenue sharing – This revenue item is expected to be the same in 2019 as in 2018.
- 2% fire insurance rebate – This revenue item is expected to be the same in 2019 as 2018.
- Municipal fire contracts – This revenue item is expected to be the same in 2019 as 2018.

Significant Expenditure Assumptions:

- Administrative – This expenditure category is expected to remain the same in 2019 as it was in 2018.
- Payments to fire departments – This expenditure category is expected to increase by \$74,000 in 2019 from the amount budgeted in 2018 due primarily to the anticipated increase in property tax collections.

Budgetary Basis of Accounting:

To facilitate the analysis of the financial resources available to the Fire District for 2019, this Proposed Budget for 2019 has been prepared on the modified accrual basis of accounting. Under this method of

accounting, revenues are recognized in the period in which they become measurable and available. The Fire District considers all revenues available if they are collected within 60 days after year-end. Interest income is recorded as earned. Federal and state reimbursement-type grants are recorded as revenue when related eligible expenditures are incurred. Expenditures are recorded when the financial obligation to pay is incurred.

Other Significant Budgetary Items:

The budget for 2019 includes \$10,000 to fund the Swiftwater program.

Respectfully submitted,

Tangipahoa Parish Rural Fire Protection District No. 2

Dennis Crocker, Fire Administrator

Tangipahoa Parish Fire Protection District No. 2
Budget Preparation Worksheet
Tax Account
For the Year Ending December 31, 2019

	2017 Actual	Actual Through September 30, 2018	Estimated Remaining for 2018	Projected Actual for 2018	Budget for 2018	% Change	Proposed Amended Budget for 2018	Proposed for 2019
Fund Balance, Beginning	\$ 5,550,013	\$ 5,747,782	\$ -	\$ 5,747,782	\$ 5,302,597	8.396%	\$ 5,747,782	\$ 5,747,782
Revenues:								
Ad Valorem Taxes	5,414,509	5,444,944	-	5,444,944	5,400,000	0.832%	5,400,000	5,475,060
State Revenue Sharing	478,748	456,933	-	456,933	470,000	-2.780%	456,933	457,000
State 2% Insurance Rebate	353,194	325,940	-	325,940	350,000	-6.874%	325,940	326,000
Municipal Fire Protection:								
Tangipahoa	8,200		8,200	8,200	8,200	0.000%	8,200	8,200
St. Helena Parish	4,362		3,910	3,910			3,910	3,910
Kentwood	8,525	4,785	3,215	8,000	12,000	-33.333%	8,000	8,000
Independence	238,460	162,313	76,187	238,500	238,500	0.000%	238,500	238,500
Tickfaw	4,200	2,100	2,100	4,200	4,200	0.000%	4,200	4,200
Interest Income	32,376	52,611	7,500	60,111	36,000	66.975%	60,000	60,000
Other Public Funds	-			-				-
Total Revenues	\$ 6,542,574	\$ 6,449,626	\$ 101,112	\$ 6,550,737	\$ 6,518,900	0.488%	\$ 6,505,683	\$ 6,580,870
Expenditures:								
Administrative Transfer	260,000	275,685	-	275,685	275,685	0.000%	275,685	275,685
Pension Fund Deduction	213,523	213,524	-	213,524	205,000	4.158%	213,524	215,000
Fire Dept. Allocations	5,871,281	4,688,904	1,345,012	6,033,916	6,038,215	-0.071%	6,016,474	6,090,185
Capital Outlay	-	-		-			-	-
Debt Service	-	-		-			-	-
Total Expenditures	\$ 6,344,805	\$ 5,178,112	\$ 1,345,012	\$ 6,523,125	\$ 6,518,900	0.065%	\$ 6,505,683	\$ 6,580,870
Fund Balance, Ending	\$ 5,747,782	\$ 7,019,295	\$ (1,243,901)	\$ 5,775,394	\$ 5,302,597	8.916%	\$ 5,747,782	\$ 5,747,782

Proposed

Tangipahoa Parish Rural Fire Protection District No. 2

Budget Preparation Worksheet

Administrative Account

For the Year Ending December 31, 2019

	2017 Actual	Actual Through September 30, 2018	Estimated Remaining for 2018	Projected Actual for 2018	Budget for 2018	% Change	Proposed Amended Budget for 2018	Proposed for 2019
Fund Balance, Beginning of the Year	\$ 73,608.74	\$ 16,157.96	\$ -	\$ 16,157.96	\$ 81,066.44	-80.068%	\$ 16,157.96	\$ 8,328.83
Revenues:								
Interest Income	1,403.36	2,880.79	600.00	3,480.79	1,500.00	132.053%	3,400.00	3,400.00
State Supplemental Pay	6,000.00	4,500.00	1,500.00	6,000.00	6,000.00	0.000%	6,000.00	6,000.00
Private Donations	48,970.40	-	-	-	-	-	-	-
Administrative Transfer	260,000.00	275,685.00	0.00	275,685.00	275,685.00	0.000%	275,685.00	275,685.00
Less Admin. Returned	-20,500.00	-	-	-	-	-	-	-
Total Revenues	295,873.76	283,065.79	2,100.00	285,165.79	283,185.00	0.699%	285,085.00	285,085.00
Expenditures:								
Payroll and Related Costs	116,688.15	82,004.16	36,400.00	118,404.16	116,210.00	1.888%	118,000.00	121,500.00
Professional Services								
Accounting-Report	9,771.25	10,000.00	0.00	10,000.00	10,000.00	0.000%	10,000.00	10,000.00
Accounting-Nonbudgeted	10,610.00	5,300.00	0.00	5,300.00	5,000.00	6.000%	5,300.00	5,000.00
Audit	15,000.00	11,590.00	0.00	11,590.00	15,000.00	-22.733%	11,590.00	15,000.00
Legal Fees	980.00	230.50	0.00	230.50	25,000.00	-99.078%	25,000.00	15,000.00
Accounting	51,228.00	41,249.97	13,750.03	55,000.00	55,000.00	0.000%	55,000.00	55,000.00
Total Professional Services	87,589.25	68,370.47	13,750.03	82,120.50	110,000.00	-25.345%	106,890.00	100,000.00
Insurance								
Louisiana Fair Plan	23.84	40.97	0.00	40.97	30.00	36.567%	50.00	50.00
Management Liability	1,068.00	1,068.00	0.00	1,068.00	750.00	42.400%	1,100.00	1,100.00
Fire and Casualty	709.50	1,033.54	0.00	1,033.54	500.00	106.708%	1,100.00	1,100.00
Autos and Trucks	-2,632.35	2,584.62	0.00	2,584.62	3,000.00	-13.846%	2,600.00	2,600.00
General Liability	11,697.30	1,312.50	0.00	1,312.50	12,000.00	-89.063%	1,300.00	1,300.00
Insurance - Other	1068.35	415.3	0.00	415.30	1,100.00	-62.245%	500.00	500.00
Total Insurance	11,934.64	6,454.93	0.00	6,454.93	17,380.00	-62.860%	6,650.00	6,650.00
Repairs and Maintenance								
Equipment	1,718.84	3,695.89	1,231.96	4,927.85	500.00	885.571%	5,000.00	500.00
Building and Grounds	0.00	0.00	0.00	0.00	0.00		0.00	0.00
Autos and Trucks	2,511.00	1,601.57	533.86	2,135.43	500.00	327.085%	2,200.00	500.00
Total Repairs and Maintenance	4,229.84	5,297.46	1,765.82	7,063.28	1,000.00	606.328%	7,200.00	1,000.00
Hazmat	13,500.00	17,074.13	0.00	17,074.13	5,000.00	241.483%	17,074.13	5,000.00
Legal Publications	1,504.48	770.10	256.70	1,026.80	1,200.00	-14.433%	2,000.00	1,200.00
Subscriptions		12.75	4.25	17.00	0.00		100.00	0.00
Fees, Charges and Services	1,469.71	562.71	187.57	750.28	1,800.00	-58.318%	1,800.00	1,800.00
Uniforms	1,766.36	1,249.87	416.62	1,666.49	1,200.00	38.874%	2,400.00	1,200.00
Memberships and Dues	90.00	185.00	61.67	246.67	0.00		250.00	0.00
Seminars and Conventions	2,390.93	1,818.66	606.22	2,424.88	2,400.00	1.037%	2,400.00	2,400.00
Postage and Box Rent	1,407.97	1,106.76	368.92	1,475.68	1,500.00	-1.621%	1,500.00	1,500.00
Lodging and Meals	3,940.19	891.99	297.33	1,189.32	3,800.00	-68.702%	3,800.00	3,800.00
Operating Supplies	3,484.02	3,901.77	1,300.59	5,202.36	10,000.00	-47.976%	5,500.00	10,000.00
Data Processing	1,423.34	243.90	81.30	325.20	350.00	-7.086%	350.00	350.00
Equipment <\$1,000		719.92	239.97	959.89	500.00	91.979%	1,000.00	500.00
Office Supplies	443.90	524.99	175.00	699.99	1,200.00	-41.668%	1,200.00	1,200.00
Equipment Fuel	1,828.73	1,189.97	396.66	1,586.63	2,000.00	-20.669%	2,000.00	2,000.00
Telephone	2,355.15	2,078.11	692.70	2,770.81	2,500.00	10.833%	2,800.00	2,500.00
Utilities	1,884.20	225.49	75.16	300.65	1,600.00	-81.209%	500.00	1,600.00
Equipment (>\$1,000)	8,012.91	6,564.50	2,188.17	8,752.67	2,000.00	337.633%	9,000.00	2,000.00
Swiftwater Program	87,380.77	140.57	46.86	187.43	10,000.00	-98.126%	500.00	10,000.00
Vehicle Lease			0.00	0.00	0.00		0.00	7,909.32
Total Expenditures	353,324.54	201,388.21	59,311.54	260,699.75	291,640.00	-10.609%	292,914.13	284,109.32
Fund Balance, End of Year	16,157.96	97,835.54	-57,211.54	40,624.00	72,611.44	-44.053%	8,328.83	9,304.51

TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO. 2
RESOLUTION

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 26th day of November 2018, 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, 2019 AND ENDING DECEMBER 31, 2019, summarized as follows:

	Amended 2018 Budget	2019 Proposed Budget	% Increase (Decrease)
Fund Balance, Beginning of Year	\$ 5,763,940	\$ 5,756,111	
Revenues:			
Ad Valorem Tax	\$ 5,400,000	\$ 5,475,060	1.39%
State Revenue Sharing	\$ 456,933	\$ 457,000	0.01%
2% Fire Insurance Rebate	\$ 325,940	\$ 326,000	0.02%
Municipal Fire Contracts	\$ 262,810	\$ 262,810	0.00%
Interest Income	\$ 63,400	\$ 63,400	
Private Donations	\$ -	\$ -	
All Other	\$ 6,000	\$ 6,000	
Total Revenue	\$ 6,515,083	\$ 6,590,270	1.15%
Expenditures:			
Pension Deduction	\$ 213,524	\$ 215,000	
Administrative	\$ 283,914	\$ 282,109	-0.64%
Capital Outlay	\$ 9,000	\$ 2,000	
Debt Service	\$ -	\$ -	
Municipal Fire Protection	\$ -	\$ -	
Payments to Fire Dept.	\$ 6,016,474	\$ 6,090,185	1.23%
All Other	\$ -	\$ -	
Total Expenditures	\$ 6,522,912	\$ 6,589,294	1.02%
Surplus(Deficit)	\$ (7,829)	\$ 976	
Fund Balance, End of Year	\$ 5,756,111	\$ 5,757,086	

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.

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YEAS:

TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO. 2
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NAYS:

ABSENT:

NOT VOTING:

The board of commissioners of the Tangipahoa Parish Rural Fire Protection District No. 2 names Carlo Bruno, 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.

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Kristen Pecararo, Secretary

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Debt Service	\$ -	\$ -	
Municipal Fire Protection	\$ -	\$ -	
Payments to Fire Dept.	\$ 6,016,474	\$ 6,090,185	1.23%
All Other	\$ -	\$ -	-
Total Expenditures	\$ 6,522,912	\$ 6,589,294	1.02%
Surplus(Deficit)	\$ (7,829)	\$ 976	
Fund Balance, End of Year	\$ 5,756,111	\$ 5,757,086	

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 22, 2018, advertised in the official journal on November ____, 2018, and discussed at a public hearing on the 26th day of November, 2018, 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, 2019 AND ENDING DECEMBER 31, 2019, was hereby declared and adopted on this 26th day of December, 2018, by the following roll-call vote:

YEAS:

TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO. 2
RESOLUTION

NAYS:

ABSENT:

NOT VOTING:

The board of commissioners of the Tangipahoa Parish Rural Fire Protection District No. 2 names Carlo Bruno, 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.

Carlo Bruno, 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.

Kristen Pecararo, Secretary

Sample