



St. Tammany Parish Fire Protection District No. 11
Board of Commissioners
Minutes of the Special Meeting on July 18, 2017

ROLL CALL

Don Thanars - Present
Jackelyn Gallo – Present
Eugene Swann - Present
Floyd Trascher – Present
Michele Blackwell - Present

INVOCATION

PLEDGE OF ALLEGIANCE

MINUTES

Mrs. Blackwell said, ok, the reason for this special meeting is the Lifepak Monitor. Mr. Eugene Swann, I understand you would like to say something.

Mr. Swann said, I would. Once before I questioned whether we were following the bid law on the stretcher thing. At that time I was told that I didn't know the bid law and somebody would furnish me a copy so I can do my job better. The second time I questioned it, it was on this. I was told I didn't understand because I wasn't at the meeting. I have been with the City of Slidell now for over 49 years. I have dealt with the bid law for that period of time. I ran a copy for everybody. I've got it here and I also brought a copy of the City of Slidell's purchasing policy. I will leave that with the Chief. You can see if you can use any of this and maybe adopt a policy out of it, ok. It's very helpful and I will give you a complete copy of all the bid law stuff.

Chief Leos said, ok, thank you.

Mrs. Blackwell calls on Mr. Floyd Trascher.

Mr. Trascher said, if I may address the purchase. The meeting was called at our other meeting. It was brought up from the floor that we needed to re-replace our cardiac monitor system on the ambulance services. It was brought up on emergency basis. It really is a problem that this type of capital purchase needs to be made on emergency basis. It is something that I think that we...

Mrs. Gallo said, we all agree on.

Mr. Trascher said, the department needs to address and I am sure the Chief will address this and take the appropriate action so that our equipment will be on some type of schedule or especially. critical implements like this, that need to be re-certified. After they are re-certified, the manufacturer should tell us whether or not this equipment is going to be able to be functional during the next year. With that said, if there were any departmental errors or something, Chief, we would ask that you look into that and take whatever action is necessary to correct it. Since our meeting, there's been a lot of discussion on the bid laws and what qualifies and this purchase definitely requires to be addressed through the bid process. We've reached out to Carl Riggs, who our department reached out to our auditor, stated that in their opinion, that it wouldn't be a problem. However, the legislative auditor would make the final determination. After reaching out to the legislative auditor from Commissioner Swann and also Chief Leos, it was determined that we needed to follow the correct bid procedure. Chief Leos, at this point, has instructed the department and the bid procedure is in place. As of today, I understand that we are advertising in the paper. The bid process is going to take 15 days. It has to be publicly advertised and we will receive the bids. I've also discussed with Chief Leos, because of the nature of this purchase, we are looking at \$80,000 to replace these two monitors. My understanding from the last meeting is that they would do that for \$15,000 a year for 5 years which is going to commit the entire capital expenditures in the budget for the...

Mrs. Gallo said, for the next 5 year period.

Mr. Trascher said, the emergency medical services. Chief Leos, again, is doing some research on possibly a refurbished monitor or even, I understand that there are some companies that will calibrate this instrument because other agencies are using it. He is also researching that. So, we are going to have a better idea. He did receive one bid that he gave me this evening for \$18,000 for a refurbished one. It may be in the best interest of the department to purchase one new one and attempt to get a refurbished or the old one calibrated or serviced for the back up ambulance. However, because Chief Leos has acknowledged and has agreed that we are going to advertise for bids and follow the bid procedure, I would move that we table this matter until the bids are received and we can make, the Chief makes a recommendation on either refurbishing, purchasing one, so that we can purchase one, because the life expectancy is around 8 years, and possibly down the road three or four years, defer the purchase of the second one so we would have an offset on our equipment. So, I would move we table this matter until the bids, all the bids are in and we can make a recommendation on which way to proceed.

Mr. Swann said, I second.

Mrs. Gallo said, can I say something or is that not allowed with a motion on the table?

Mr. Trascher said, there is a motion, you can discuss the motion. That's not a problem.

Mrs. Gallo said, ok, I think that was a great recommendation that Mr. Trascher made at the last meeting to purchase one refurbished model that is going to have a shorter life span and one new model. That way we can stagger these future purchases as one model becomes out dated and one model is obviously going to last longer. I did want to ask the department, a couple of meetings back, I think it was two or three months ago, there was a presentation with that Striker bed and that was another need of the EMS unit. How would these purchases impact the budget needs for that. Is that a necessary purchase? Because I think that this is all a part of this decision process when we are talking about the budget.

Chief Dockery (Chief of Operations) said, if I could get up and speak?

Mrs. Gallo said, yes, please.

Chief Dockery said, alright, initially, we did have Mrs. Blair come here and talk to you about the stretcher, we do have a need for a newer stretcher. Ours is reaching it's end of life, they will not service it anymore. So, therefore, it falls under the same predicament that we are in now with the monitor. Originally, when I talked to her, for some reason, I got a hold of the budget before it was finalized and I quoted to her that we had \$5,000 in capital. Well, really we have \$15,000 in capital. So, we were looking at possibly just buying the stretcher out right and not the plan and then using the following \$15,000 each year for the purchase of the monitors. Now, on the monitors, I know Chief Leos gave you that one for \$18,000. I talked to a company today using the same product number off of Physio Control, which is our first, for the new monitor. I found one a Foremost Medical Equipment. I talked to a gentleman name Scott today and for that same exact monitor refurbished was \$20,995. What we are looking for is longevity. I don't know how old his monitor is. If it was produced 6 or 7 years ago to one that's brand new. I understand what you are talking about kind of staggering them, and that possibly could be an option. I just wanted to give you a more, he is going to send me a quote tomorrow on this monitor. He just gave me a verbal quote over the phone. Like I said, it's \$20,995 for the same exact product code as the one from Physio Control. So, yes, we still have a need for the stretcher. We have it in the budget as of right now and with the amended budget we would have enough to do both. I was able to move enough around from other categories to give me enough in my EMS capital to purchase, to do both purchases if we needed to this year.

Mrs. Blackwell asked, is that leaving any room for any other surprises that may perk up?

Chief Dockery said, what I would have left over, this is just money I had in other accounts like Supplies/Other, it's just, if something happened and yes, I still left a generous amount in those line items. I just ceased on my Fire Equipment Capital which we have no means of purchasing anything capital wise for the fire side. We do need fire equipment but I still have a good bit in that account by itself. That's a totally different thing so, basically, just moved from fire capital to EMS capital along with some others that I just shaved off here and there to build up my EMS capital. I will present it at the next board meeting that way we can look at it. I will have it more fine tuned by then, completed.

Mrs. Blackwell asked, Mr. Swann, do you have something?

Mr. Swann said, yes. Don, on several occasions, why don't you come up here, Don, has asked for a complete inventory of everything and kind of like a shelf life. I think if we had that we would not be in the position we in now.

Mrs. Gallo said, right.

Mr. Swann said, I went ahead and talked to the people. The reason they want, you want the Lifepak instead of the other is because it has 300 jewels compared to 200 jewels. That's the voltage it gives out. There are other companies that work on this besides the company that sells them.

Chief Dockery said, ok.

Mr. Swann said, but that was the reason we are trying to go with Lifepak but there are two or three other vendors.

Chief Dockery said, yes, there are other vendors, there's Zole. We had Zole before. We actually got three monitors we can do nothing with. We can't even trade them in. We tried adding them to this quote. We asked, hey can you take these three and give us more discounts. They can't, it's one for one.

Mr. Swann said, if we could possibly get an inventory with a shelf life on it, I think we can make better decisions as a Board.

Chief Dockery said, I understand.

Chief Leos said, I requested a bid from Zole but I haven't heard from them.

Chief Dockery said, now that's not out of our reach. It will take a little time getting the life expectancy of everything because of course, nothing is written in stone but, we will work on that to get something in place.

Mr. Swann said, also, in this region Acadian is still using the 12. In most of the other places they went to the 15 but, in this region they are still using the 12.

Chief Dockery said, yes they are still using some of the 12's and they are bumping up to the 15's. It's just a progression but, we are trying to stay with Lifepak because of that. You know, Acadian uses Lifepak, Slidell uses Lifepak. I want to say Mandeville and Lacomb. So it's a like product throughout this whole area. But, like I said, I will have a more of a refined budget for you next meeting. But, I just wanted to touch on the stretcher part. It's not lost, I do have, actually, I think I have four quotes for that so it's...

Mr. Trascher said, if I may say something there with the stretcher, we may need to look at bidding that out too, before it is presented. At least the formal bid process because it was around \$20,000.

Chief Dockery said, it was, the stretcher itself was, if we pay for it outright, it was \$14,000.

Mr. Trascher said, yeah, but, you had the stretcher and the chair.

Chief Dockery said, they had a stair chair with it.

Mr. Trascher said, there were two things that were presented and it was around \$20,000.

Chief Dockery said, yes.

Mr. Trascher said, I think it would be in the best interest to follow the bid procedure.

Mr. Swann said, you would want to do that anyway to get the best price.

Mrs. Gallo asked, Chief Dockery, what is this?

Chief Dockery said, that is an email from Matt Parish. I hate to say I mistakenly, misread it earlier. He asked for me to forward that to everybody and I did not see that so, that's just an email from Matt Parish earlier today that I printed out for the Board to be able to read.

Mrs. Gallo asked, so do we, I don't know what the difference is between sole proprietor and sole source. Are you familiar with that?

Chief Dockery said, unfortunately, that's so close that Chief Parish is out of town right now. I want to say that sole proprietary is, they can only sell the new one. It's their bread and butter where as, these other companies can sell refurbished but, they can't sell the new.

Mr. Swann said, the legislative auditor told me that there are just about, absolutely no sole sources. He said that is very unlikely.

Chief Dockery said, we did check with the state contract. They do not have any type of medical cardiac monitors on state contract.

Mrs. Gallo said, on state contract.

Chief Dockery said, the only thing I could find was WIC and dental equipment. So, no cardiac monitors.

Mr. Trascher said, and I think Chief Leos, when he talked with me, with the legislative auditor, for a sole source provider and we are getting off the subject of the motion. But, the sole source provider, you would have to take the information from the vendor. You would have to write a letter and prior to purchase, you have to submit it to the legislative auditor and...

Chief Leos said, no, it goes to the office of state purchasing.

Mr. Trascher said, yes, state purchasing and it takes about 2 months.

Chief Leos said, and you have to have the letter that they are the sole people. Then you have to write another letter stating what you want, why you want it, the model and serial number. Then it goes to them and they research it to see if that is a sole provider. The lady said, that could take 2 or 3 months research. So, it's not...

Mr. Trascher said, 15 days on the bid and we over it.

Chief Leos said, it's a lot quicker to just do the bid.

Chief Dockery said, we are very happy to do the bid and like I said, I will put it in the paper tomorrow and we will have it set for the next Board meeting.

Mr. Trascher said, ok, the motion is to table and the second, to table until the bid process is complete.

Mrs. Blackwell asked, ok, how do we vote, Mr. Don Thanars?

Mr. Thanars said, yea, for the motion.

Mrs. Blackwell asked, Mrs. Jackelyn Gallo?

Mrs. Gallo said, yea.

Mrs. Blackwell asked, Mr. Eugene Swann?

Mr. Swann said, yes.

Mrs. Blackwell asked, Mr. Floyd Trascher?

Mr. Trascher said, yes.

Mrs. Blackwell asked, do we have a motion to adjourn? Mr. Don Thanars?

Mr. Thanars said, first, for the record, let me apologize for being late. I just wasn't aware that we had a special meeting and I was just not in a position that I could walk right in here to be a part of this. For the record, let me go ahead and say this. I have been on the Board for about 18 months and I recognized at least, 12 months ago that we needed a major purchase plan and that is what Gene was alluding to. We should understand who is the OEM, original equipment manufacturer, what the item is, when it was purchased, what's the servicing requirements, when it was serviced. We should have that information. What is the original cost. We have that, and I asked this question when we were approving the budget. Our budget should be based on that. We shouldn't have these kind of surprises. That would prevent us from being in a crisis situation when we have to make these, we have to do it now, kind of decisions and we can plan better. So, I mean, you guys use this stuff all the time and it's not limited. My fear, this is my personal fear is that, when we start looking at this stuff, what we are going to find is that we are going to have other items that are either out dated, haven't been serviced and we are going to have to be in a major pickle in terms of...

Mrs. Gallo said, budget requirements.

Mr. Thanars continued, budget requirements that are how do we fund that and then we are going to have to set our priorities. You know, so what I am asking is that, yeah it's going to be some work but, it's that work that, it's kind of like high priority stuff, that you have to go and capture this information.

Chief Dockery said, Mr. Don, we do, we do that. Right now, we have different vehicles that need service or that needs this or that. Some of our air packs we know are getting to that time so we are looking for different grants, the joint grants with other districts to purchase different items. Our high dollar purchases.

Mr. Swann said, we should do everything that we own so you know what you have.

Mr. Thanars said, what I am saying is...

Chief Leos said, how about all capital items because to do everything is... we had inventory and we still have an inventory sheet from before but, it would have every table and every chair. That's consumables.

Mrs. Blackwell said, everything that needs to be certified and this right here, I don't know if you realize, this could shut the EMS down if we don't respond by the time it's bad.

Mr. Thanars said, I understand, what I am asking though is this. Now, I am not talking about every item, you know, a chair that's \$10, but these are major

Chief Dockery said, every capital expense, yes.

Mr. Thanars said, right. So if I stated, what is it, \$5,000, \$10,000. whatever that number is, any thing that meets that criteria. Use that as a starting point.

Chief Dockery said, I want to say it was around \$3,000.

Mr. Thanars said, I would use that as a starting point. I mean, and you got your trucks. You know when you purchased them. I don't want to belabor this point, I just think this is no kidding, high priority stuff because once you get your arms around it, then we can really see as a department and then set some priorities and then figure out a funding plan or how we are going to phase it, how it's going to happen because what we can't keep getting into, what we throughout the year, having to make these budget adjustments because it's a crisis situation and then we get into a situation where, if it's a sole source and we debate if it is and if it isn't then we have to go through this process. So, we lose time and this is too critical. The time is not on our side. So, what this plan would allow us to do is, see what's coming before us and it be in front of us. I think as a Board, we could be much more effective in making decisions that is going to benefit you all. So, you are going to have what you need, when you need it and it's a smooth transition. It's a smooth transition because if it's a funding thing, we as a Board. got to figure out how we are going to fund it. Come up with our funding strategy based on our constraints and it has to kind of work you know, but when we are having to have these kind of meetings and be in this situation, it's just not good business. This is the second time that we had to do this and I think by going and looking at, basically accessing all of your major end items if you will, right now, start to look at that. Then you are going to see, I think when your eyes, and again it's not limited to that, you got other stuff like training that you have to get done. Who has to get it, when it has to be, how much is it going to cost. You have all of that you have to look at and I can assure you we can't do it all, you know, so we are going to have to have a plan. So, I all I am asking is that you guys go take a look at that and you know, we can talk more about this. It definitely has to be at the top of the list of things that has to get done.

Chief Dockery said, I understand.

Mr. Thanars said, thank you. Thank you Madam Chair.

Mrs. Blackwell asked, are we going to have a motion to adjourn? I thought you were going to adjourn before you were done.

Mrs. Gallo said, I will make a motion to adjourn.

Mr. Thanars said, second.

Mrs. Blackwell said, all in favor, Mr. Don Thanars?

Mr. Thanars said, yea.

Mrs. Blackwell asked, Mrs. Jackelyn Gallo?

Mrs. Gallo said, yea.

Mrs. Blackwell asked, Mr. Eugene Swann?

Mr. Swann said, yes.

Mrs. Blackwell asked, Mr. Floyd Trascher?

Mr. Trascher said, yea.

Mrs. Blackwell said, thank y'all for coming.

Mr. Trascher said, now we are adjourned. Chief, have you got with our Civil Service Appointees?

Mrs. Blackwell said, off record.