



St. Tammany Parish Fire Protection District No. 11
Board of Commissioners
Minutes of the Meeting on August 8, 2017

ROLL CALL

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

INVOCATION

PLEDGE OF ALLEGIANCE

MINUTES

Mrs. Blackwell said, has everybody read and approved the minutes from the July 11th meeting and July 13th meeting?

Mr. Trascher said, yes, madam Chair, if we could do them...

Mrs. Blackwell said, separately? July 11th first.

Mr. Trascher said, separately, please. I did review the July 11th minutes of the meeting and I didn't find any glaring errors and I would move that we approve them with the video governing.

Mrs. Blackwell asked, do I have a second?

Mrs. Gallo said, yes ma'am, second.

Mrs. Blackwell said, all in favor, Mrs. Jackelyn Gallo?

Mrs. Gallo said, I.

Mrs. Blackwell asked, Mr. Floyd Trascher?

Mr. Trascher said, I.

Mrs. Blackwell said, motion carries. Now, the July 13th meeting?

Mr. Trascher said, I also reviewed those minutes and I did not find any indications that there were any errors in them. I would move that they be approved with the video governing.

Mrs. Gallo said, second.

Mrs. Blackwell said, all in favor, Mrs. Jackelyn Gallo?

Mrs. Gallo said, I.

Mrs. Blackwell asked, Mr. Floyd Trascher?

Mr. Trascher said, I.

Mrs. Blackwell said, motion carries. We will move on to the Financial Report for July 2017, Chief Dockery.

Chief Dockery (Chief of Operations) said, there is no Financial Report even though I emailed him and asked for the Report and the Amended Budget and I received just the Amended Budget. So, I will say, however, that for the month of July, we took in \$6,901.98 in EMS. This is down from previous months but, with the call volume, it kind of fits within range. I think we had 47 EMS calls total, for the month.

Mr. Trascher asked, how many did we have in the prior months, Chief Dockery?

Chief Dockery said, 60ish. Usually, we run about 100 calls a month and usually 75%, if not more, are EMS. I don't have the exact number on me.

Mr. Trascher said, because, I think that's about half of what is projected.

Chief Dockery said, yeah, this month was a, we usually looking at about \$10,000 a month. I want to say last month we were near \$16,000 for that month so, it balanced out but, I still like to try and break even each month.

Mr. Trascher said, it's still less than was projected. Ok, thank you, sir.

Mr. Trascher said, Chief, we have a statement here from Whitney on the Clearing Account?

Chief Dockery said, I was going to bring that up elsewhere. Our Clearing account, so, it will fit in finances. A Clearing Account is, we used this when we had PMI. Basically, this money would go into this account and it would pay back PMI. They would always forward our payroll to us. We were suppose to close this account but it has not closed yet. We still have \$25,767 in it. I would like permission from the Board to close this account and move that money back into the General Operating Account. We no longer use this account. We stopped using since Moyle just because of no need for it. So, that's why you have this sheet in front of you just showing this is how much we have in it. I would like to move this to our General Funds Account.

Mrs. Gallo said, Chief Dockery, I see there is no debits and no credits in this account. There's not been for a number of months.

Chief Dockery said, no.

Mrs. Gallo said, good move.

Mr. Trascher said, the only thing is, we have to open the agenda. Could we put this on the agenda for next month?

Chief Dockery said, sure.

Mr. Trascher said, in case we have any budget adjustments or anything. We would have to do a resolution to move that. We would have to open the agenda to do so. I mean, I don't have a problem with doing it. I think it would make sense because, if we put it in the other account, isn't that be the interest bearing account?

Chief Dockery said, yes, at least for the rest of this year.

Mr. Trascher said, right, so if we could hold that, if we have a budget amendment tonight, we probably need to introduce that, we wouldn't vote on it. It would lay over 30 days until the next meeting.

Chief Dockery said, that's fine.

Mr. Trascher said, so we could do it next meeting, put the budget and the closure of this account on that agenda, if it pleases the Board, Madam Chairman?

Mrs. Blackwell said, sure.

Mr. Trascher said, ok.

Chief Dockery said, alright, let's go to the Chief's Report.

CHEIF'S REPORT

Chief Dockery said, for the month of July:

EMS	47
MVA	2
Vehicle Fire	1
Service Call	6
False Alarm	4
Gas Leak	1
Wiring Issue	1
TOTAL	62

Chief Dockery said, that's a slow month compared to normal.

Mr. Trascher said, I was going to say, it was a safely month with this real hot weather. I expected, we see more grass fires or something.

Chief Dockery said, don't jinx us.

Mr. Trascher said, no sir, I apologize. It's a good month because it's safety for the city.

Chief Dockery said, also, the other day I received a letter from a nice lady. I would like to read it on record. I will redact the name of course. It says:

Dear Sirs,

On July 23 of this year, my husband called 911 for an ambulance because I was in physical distress. As it turned out, I had developed a DVT with 3 subsequent PEA's three days after a full knee replacement.

Eugene and Mitchell answered the call. I want to thank them for the excellent way they cared for me. They were very kind, caring and professional. I was scared, but, felt I was in very good hands.

It is a comfort to know that Pearl River has such wonderful people who rush to us when we need them the most!

Thank you Eugene and Mitchell!

Most Sincerely,

Mrs. Gallo said, very nice.

Cd said, I would like to give them recognition.

Captain Mitchell Geissler said, what, I didn't write that.

Chief Dockery said, that's all I have for the Chief's Report.

Mrs. Gallo and Mrs. Blackwell and Mr. Trascher said, thank you, Chief Dockery.

Mrs. Blackwell asked, do you have anything else on EMS, other than just the report?

Chief Dockery said, yes, just the report.

Mrs. Blackwell said, finances. Thank you.

Mr. Trascher said, Chief Dockery, I just have that one question on EMS. We were able to have our monitors this year, re-certified, I believe?

Chief Dockery said, one of them for sure. It's already sent off right now. We are expecting it back. The other one, I haven't heard anything on. So, we, at least, will have one.

Mr. Trascher said, if the email was correct from Chief Leos, is that the Phillips monitor would be able to be serviced.

Chief Dockery said, yes.

Mr. Trascher said, and that the other one they anticipated that they would also, but, we would do the Phillips one first and then once that one is done, we can send the other one off and that would give us more time to...

Chief Dockery said, I am not aware of the Lifepak one, but the Phillips is in...

Mr. Trascher said, is in process. So, that takes care of the emergency we had on that and we can better look at that on the asset track.

Chief Dockery said, yes.

Mr. Trascher said, thank you.

Mrs. Blackwell said, ok, if that is it for the EMS we will go on to Suggested Plan for Asset Tracker, Mrs. Jackelyn Gallo.

ASSET PLAN FOR ASSET TRACKER – Jackelyn Gallo

Mrs. Gallo said, so, after the discussion that we had at the last meeting and the special meeting, I did get together with Chad Duffaut at Fire District 1 and I got a copy of the asset listing that they used. After I got a copy of that, I was able to take, probably about 90% of that asset tracker and create one for our department. I met with Chief Dockery and I added to that asset tracker, some things that were helpful for Chief to manage the equipment that we have here. So, things that we added was hose last test, next test dates. Anything that needed calibration, right Chief. Last test and next test dates and what was the third?

Chief Dockery said, hydro.

Mrs. Gallo said, hydro. Last and next. Is there ladder testing, too?

Chief Dockery said, yes.

Mrs. Gallo said, so I might add a column to it for that for you. I did copy the Board on that so you guys could see what that looked like. In addition to that, when I spoke to Chief Dockery, I did ask that we break down the creation of this because it is quite a task to do all at one time. So, we're starting with anything with a value of \$25,000 or more and putting that on that asset tracker. I realized, initially, a lot of the material that's on there, they may not be able to fill out because some of the assets that we have that are going to be recorded on there, we have had for quite some time. For instance, it's more than just an asset tracker, it's a purchase tracker as well. There's PO numbers. Who requested the PO. What date was the item purchased or ordered and what date was the item was delivered. We may not have those details for the initial items but, moving forward for new purchases, we would have that information. So it's going to be a multi purpose document. It's going to help us both with, or do three things: a) track the assets of the department and the life, the useful life of those assets; b) it's going to help manage the PO's and the purchases and the authorization of those purchases; and the third thing it's going to do is help us manage the testing of the items

that do require testing. There's also a column on there, for instance, for the benefit of the Board, if we are going to surplus something. On what date was it surplus. So, it's going to be a very beneficial document. The goal is now, through the end of the year, to break that down into bite size pieces. So, the first presentation that we are going to get from Chief Dockery is going to be \$25,000 items and above. The next piece would be, and I can't remember what the specific suggested numbers were. They are in an email document to Chief Dockery and I copied the Board. But, let's call it \$19,999 to \$25,000. And then, \$10,000 to \$19,999 and then \$3,000 to \$9,999. So, that makes this an achievable time frame to create such a lengthy document. I am glad to put forth that plan. Chief Dockery was in agreement that it is going to be a benefit to the department and I shared it with Chief Leos, met with him about it on the phone as well, and he thought it was a great idea. So, we didn't recreate, we tweaked the wheel, we didn't recreate it but we didn't utilize exactly...

Mr. Trascher said, didn't reinvent.

Mrs. Gallo said, yeah, exactly. We didn't utilize what our partners at Fire District 1 are using because we did want to capture a little more information.

Mr. Trascher said, Mrs. Gallo, I would like to say, I did review the email and I reviewed the document and I think it's great. I think that with the testing and the other things on there, it's going to give you at a glance, what document is. I realize the initial setup won't have all the information but, as we move forward in a few years, it will begin to fill itself out.

Mrs. Gallo said, very helpful.

Mr. Trascher asked, do we have a time frame on, like the first phase, the second and third phase to complete?

Mrs. Gallo said, yeah, the intention was to get the first phase, which was items \$25,000 or more, tonight. But, it took me a little bit longer to get that document put together. So, what we had in the proposed email was August, September, October, November. We are pushing that back one month. So, it's September, October, November, December.

Mr. Trascher said, so by January we should be able...

Mrs. Gallo said, by January we should have a thorough document of items \$3,000 and up that the department owns or has purchased. It's not, the reason that I did tweak it was, Fire District 1 uses it for everything. Every table has a item number. Every chair has an item number. Every screw driver or wrench. That's not the intended purpose of this. This is to help us with testing and we can filter it in a number of ways to look at budgetary needs, what testing requirements are going to be coming up. Our. Intended purpose and use of it are slightly different than that of Fire District 1.

Mr. Trascher said, it is the first step in the ardent process of the accounting for all the property of this government agency. I applaud the effort, I think it's great.

Mrs. Gallo said, that's it.

Mrs. Blackwell asked, that's it? Does anybody else have anything to add to that? If not, we will go to Update on Civil Service Board, Mrs. Jackelyn Gallo?

UPDATE ON CIVIL SERVICE BOARD – Jackelyn Gallo

Mrs. Gallo said, yes, I would like to introduce our two Civil Service Members. They did their swearing in before this meeting. Mrs. Kriste Buck, if you could please say hello.

Mrs. Kriste Buck said, hello everyone.

Mrs. Gallo said, and Mr. Peter Finger, is that correct?

Mr. Trascher said, yes.

Mrs. Gallo said, Mr. Peter Finger.

Mr. Peter Finger said, hello.

Mr. Trascher said, Mr. Anderson, I think you the third member of the Board.

Mrs. Gallo said, yes.

Captain Sid Anderson said, no longer.

Mr. Trascher asked, no longer?

Captain Anderson said, no longer, I resigned.

Mr. Trascher said, ok, so it's...

Captain Anderson said, it's, I have been on the Board a long time. Just give them a fresh start.

Mr. Trascher said, I just didn't know, has the department elected another?

Captain Anderson said, not yet. I'm going to work with Jack.

Mr. Trascher said, ok, as soon as they get that...

Mrs. Blackwell said, do you have a resignation date or a letter or anything?

Mr. Trascher said, we may need something for the Civil Service Board, the State Examiner.

Captain Anderson said, I will get something.

Mr. Trascher said, ok, and if you would just get with Chief Dockery on that, if you would and that way y'all can schedule the elections and fill that appointment. Thank you, sir.

Mrs. Gallo said, I know that Board hasn't met in a while so that initial meeting may be a little time consuming but, as you've heard us talk about, I don't have any experience with it personally. But, I think those are fairly short meetings and you will meet approximately quarterly. You will be given a Civil Service Manual to be used as a resource for you moving forward as well. We thank y'all for coming out tonight.

Mrs. Blackwell said, thank you. Ok, if that's it for...

Mr. Trascher said, well, at least they have a quorum now.

Mrs. Gallo said, yeah.

Mr. Trascher said, we got two.

Mr. Trascher said, if that's it for the Civil Service Update for the Board, we will move to New Business.

NEW BUSINESS

AMENDED BUDGET – Chief Jack Dockery

Chief Dockery said, alright, in front of you, you should have a Proposed Amended Budget Resolution with an overview and a more detailed copy. Look at our detailed copy, at the very back, we've started out with a surplus of \$79,640.83.

Mr. Trascher said, I'm sorry, where is that?

Mrs. Blackwell said, it's the last page.

Chief Dockery said, it would be the detailed...

Mrs. Blackwell said, oh, I am looking at the wrong, I'm sorry.

Mrs. Gallo said, first column of the last page.

Chief Dockery said, original budget we had a surplus of \$79,640.83. With the amended budget, we had to add in \$36,808 for LWCC, and \$27,000 for State Supplemental Pay which brought it to \$128,814.97 which is an increase of \$49,174.14. We've made some adjustments, of course, for the Chief's new vehicle. It was not in the new proposed original budget. So, it is in this proposed budget. Mostly, I moved money around that we had. I had some in Station 111 that we were anticipating more renovation wise and we are already in August and that hasn't taken place. So, I moved money from each category to take over for

that Chief's vehicle and what we are looking at for EMS equipment. As you can see in the first column, on line 120, for Fire Equipment, which would have been the Capital Purchase, we originally had \$13,000. I have taken that out and the line above it, 119 for EMS Equipment, I originally had \$15,000. I proposed for \$35,000. That's to cover the stretcher and monitor/monitor's if we proceed this year with that.

Mr. Trascher asked, was there a specific purchase for the Fire Equipment that we put in there?

Mrs. Gallo said, that's an annual number that we use based on history?

Chief Dockery said, yes.

Mrs. Gallo asked, ok and Chief Dockery, when we moved the money for the 111, House 111, are we anticipating that we still need to make those updates or upgrades? They are just not going to happen this year?

Chief Dockery said, yeah, they are just not going to happen this year. I started out with \$25,000 in that line item. I moved it down to \$15,000. we've only...

Mrs. Gallo said, because of the time that's past?

Chief Dockery said, yeah, I have only spent \$6,098 in renovation for this station, so.

Mrs. Gallo said, ok.

Chief Dockery said, I did have to bump up line 42, which was the Engine 11.

Mrs. Gallo said, that's the engine repairs?

Chief Dockery said, yes, the engine repairs. Right now it's at \$6,313.76. Our original budget was \$5,000 for that. So, I bumped it to \$10,000, which will give us a buffer of \$3,686.24. Which I can tell you, as of today, it is at \$3,100. We just spent \$590 today on maintenance for it. I've had Jeff Moyle look over it. He only made one adjustment and that was to Medical Disposal. I'm trying to find it on here real quick.

Mrs. Gallo said, line 80.

Chief Dockery said, ok, yes, it's line 80. I originally had it at \$1,000 and I think he bumped it up to \$1,110, just because it was running slightly higher than normal. But, that is the only adjustment that he has made. I made sure that any adjustment to the Assessor's Tax was corrected because we had a \$575.76 deficit. So, I corrected that so that should be no longer. Bank Service Charges, we did not have anything budgeted for that. It came up to \$567, so far. I put \$800 in there to cover the rest of the year.

Mr. Trascher asked, in over charges?

Chief Dockery said, no, just bank service charge.

Mrs. Gallo said, just as an FYI for you, knowing how First NBC had priced out municipalities and government entities, for pricing and knowing how other banks price, we probably want to increase that next year.

Chief Dockery said, ok.

Mr. Trascher said, I believe with First NBC, I don't think we paid a charge on the accounts, did we?

Chief Dockery said, some of it had to be from that because we just turned over to Whitney.

Mrs. Gallo said, we just turned over to Whitney and Whitney is holding our earnings credit rate as well as the interest rates on deposits for the year. There's a charge for some services but I would have to dig in or call Wynn Williams and ask...

Mr. Trascher said, yeah because, as I recall, when we moved from FNBC, that's one of the things that they said.

Mrs. Gallo said, what those fees are for but standard bank fees are probably going to come into play because no one in the town, at least at the time, was offering that type of a package. So, just an FYI for you.

Chief Dockery said, yes. So, I just wanted to make it clear that any thing that was taken, was taken out of line items and not out of surplus. As you can tell, we've actually have more of a surplus now. I am pretty sure that we will have to amend before the end of the year.

Mr. Trascher said, yeah, but if we have any we will be within the 5%.

Chief Dockery said, within the 5%, yes.

Mr. Trascher asked, and this is available to the public?

Chief Dockery said, yes.

Mr. Trascher asked, at your office or Chief Leos office?

Chief Dockery said, yes, at my office.

Mr. Trascher said, ok, so we will do this. This will be introduced tonight and we'll accepted and then it is available for public review and at our next month we will put it on our agenda and if there is any other corrections that we need to make or any of the Board members have any issues with it, we will do a resolution at that next meeting to adopt this as well as, to close this other account and direct them to put it in the proper account.

Mrs. Blackwell asked, do we need to make a motion for that?

Mr. Trascher said, no, we just received it tonight. It's been received and now it's available for public review.

Mrs. Blackwell said, ok, is that all on the budget, Chief Dockery?

Chief Dockery said, that's all on the budget.

CIVIL SERVICE OATH OF OFFICE – Chief Johnny Leos

Mrs. Blackwell said, let's do, do we have to do anything with the Civil Service, Oath of Office, since we did all of that?

Mr. Trascher said, I believe that's taken care of .

Mrs. Blackwell said, ok. Chief Dockery, Verbal Announcement of Renewed Millage?

VERBAL ANNOUNCEMENT OF RENEWED MILLAGE – Chief Jack Dockery

Chief Dockery said, yes. We had one millage, being that it reassessment year, must be, have a verbal announcement at a Board meeting and run 30 days in the paper. It has started in the paper and all the State Senators, Representatives, Council members that are in this district have been notified via email. So, here is the verbal announcement.

Notice is hereby given that the Board of Commissioner's of Fire Protection District No. 11 of the Parish of St. Tammany, State of Louisiana, plans to consider a resolution adopting ad valorem tax millage's for 2017 at a meeting of the District on Tuesday September 12, 2017 at 7:00 pm at Station 111, located at 37546 Pine Street Extension, Pearl River, Louisiana

Mr. Trascher said, I would like to make a comment. I did speak with Mr. Dugas. There was some concern that he expressed to our legal council about the millage and that we really didn't understand or either we didn't understand or he didn't understand what he we were doing. As Chief Dockery has stated, we have 4 millage's and this is the first year that we are collecting one of them. Even though we set the rate last year and we did a resolution this year to collect the 4 millage's this year at the same rate. The State of Louisiana considers this a new millage because it's the first year we've collected it and the wording on the millage has been changed. The original wording, this is the one that we had collected for some 19 years to pay the fire truck and we had the other issue with. Well, this is the one that was, it was renewed but the wording was changed that we can use it for other than just that fire truck. We can use it for operational expenses...

Mrs. Gallo said, and equipment.

Mr. Trascher said, and equipment. That's what made this millage be considered as new. I understand that we have missed the deadline because, on the 15th of August, the assessments rolls will be open and you will be able to look on the assessors office to determine your tax but, there's three entities that haven't completed the millage package and he assured me that Chief Dockery understood and has taken the necessary steps to bring this millage into compliance and that we were going to adopt the rates that we had. So that, they open the rolls, they were going to do that and we are going to do this action as a formality to confirm what millage's we are going to collect. So, the millage's that we adopt at the next meeting, we are probably going to have to do 2 resolutions. Because we did one that included this millage. We will have to do another resolution that is going to have the other three and then, one resolution that will have just this millage on it, if I am not mistaken.

Chief Dockery said, speaking with Mrs. Debbie, which is Mr. Dugas' second, she stated just to redo, start from scratch with the resolution, have all 4 on there, resolution, adopt all 4, do the affidavit that night and it will be over with.

Mr. Trascher said, ok, so you don't think we have to do a special one for that one and then the other one?

Chief Dockery said, they just said do them all together.

Mr. Trascher said, ok if we are going to do them all together, because this resolution will have to resend our other Board resolution.

Chief Dockery said, yes.

Mr. Trascher said, because, we will put this one in it's place.

Chief Dockery said, correct.

Mr. Trascher said, ok, so you will get with Mrs. Rinkus and have that prepared for the next meeting?

Chief Dockery said, yes.

Mr. Trascher said, with the correct amounts on them.

Chief Dockery said, yes, correct amounts.

Mrs. Gallo said, lesson learned.

Mr. Trascher said, ok, with that said, thank you, thank you Chief Dockery for coordinating the efforts.

Mrs. Gallo said, I did talk to Chief Leos about this to try to understand how that was missed and when the Chief, and correct me if I am wrong here Chief Dockery, when the Chief reviewed the listing of all the millage's, and there is one list for everyone, right? And you go through and you find your Board or your entity, and this one was on a separate sheet because of the type of millage it was and that is in reference back to what you are stating. There was an addendum to how it was worded.

Mr. Trascher said, right, the verbiage is a little different.

Mrs. Gallo said, so was considered new. Therefore, it wasn't in line with the others that he saw. So, when he came across those other and saw that everything was ok, he did not realize there was additional action on the last page. Did I get that right, Chief Dockery?

Chief Dockery said, close enough.

Mr. Trascher said, close enough.

Mrs. Gallo said, because that was my question. How did we miss it so that we can learn from it. So, I just wanted to share that with you guys.

Mr. Trascher said, we do need to start looking at, I think we have one that's going to need to be put on the ballot next year.

Chief Dockery said, I believe so.

Mr. Trascher said, so towards the end of the year we are going to need to start looking at that to see which time frame we need to do it.

Mrs. Gallo said, absolutely.

Mr. Trascher said, because, before we can put it on the ballot, we've got to get approval from the Council. There's a lot of things we have to do.

Mrs. Gallo said, there's paper ads. It's a couple months process.

Mr. Trascher said, yeah, so towards the end of the year, we really need to look at getting that process in a uniform manner so that we will meet the deadline. Because, I think we are going to have one election some time in March or May and then we will have another election in the fall. But, we need to look at that towards the end of this year to be prepared. ok.

Mrs. Gallo said, ok.

Chief Dockery said, that's it.

Mr. Trascher said, I'll shut up now.

Mrs. Blackwell said, ok, if that's it and there's no other action needed on that or if nobody else wants to speak towards that? Make a motion to adjourn.

Mr. Trascher said, ok, I would like to thank everybody for coming out. Mrs. Walsh, thank you for coming. It's good to see you here this evening.

Mrs. Kathryn Walsh said, thank you.

Mr. Trascher said, this is our new Civil Service Board now.

Mrs. Walsh said, I heard about this. Very good, thank y'all very much.

Mr. Trascher said, with that said, thank everybody for their service and I move we adjourn.

Mrs. Gallo said, I second.

Mrs. Blackwell said, all in favor, Mrs. Jackelyn Gallo?

Mrs. Gallo said, yea.

Mrs. Blackwell asked, Mr. Floyd Trascher?

Mr. Trascher said, let me think about it, yes.

Mrs. Blackwell said, motion carries. Thank y'all and have a good evening.