

DeSoto Parish Emergency Medical Service

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Minutes of the DeSoto Parish EMS Personnel Committee –January 11, 2016

The DeSoto Parish EMS Personnel Committee met at DeSoto EMS Central Station at 10:18 a.m. on Monday, January 11, 2016. All committee members were present: Kreamer, Wilburn and Canton. Guests were: Administrator Joe Magee, Assistant Administrator Karl Mann, EMS Supervisor Lane Johnson, Administrative Assistant Jane Manning, Board members Lee Shaver, Bob Lee, and Bobby Hayes. The meeting was called to order at 10:15 a.m. by Canton. Applicant EMT Kevin Warren had already been before the EMS interview committee on Oct. 1, 2014. He was interviewed by the committee and Magee made a recommendation to hire him as a part-time EMT. The meeting was adjourned at 10:24 a.m.

Executive Session

Kreamer made the motion to go into Executive Session on January 11, 2016, at 10:25 a.m. The second was made by Wilburn. All ayes carried the motion. Those present were Bobby Hayes, Jack Canton, Bob Lee, Glen Wilburn, Lee Shaver, Todd Kreamer, Joe Magee, Karl Mann, Lane Johnson, and Jane Manning. Canton made the motion to begin the Executive Session at 10:25 a.m. Kreamer seconded the motion, and all ayes carried the motion. Assistant Administrator Karl Mann presented the personnel matter. Canton made the motion to close the Executive Session at 10:32 a.m. Kreamer seconded the motion, and the motion was carried by all ayes.

Minutes of the DeSoto Parish EMS Board of Commissioners Monday, January 11, 2016

The DeSoto EMS Board of Commissioners held its regular meeting on Monday, January 11, 2016, at DeSoto EMS Central Station at 10:30 a.m. Members present were: Board Chairman Bobby Hayes, Secretary-Treasurer Jack Canton, Board members Lee Shaver, Todd Kreamer, Rodney Basco, Bob Lee, and Glen Wilburn. Guests were Administrator Joe Magee, Assistant Administrator Karl Mann, Administrative Assistant Jane Manning, Architect Brian McNew, EMS Supervisor Lane Johnson, Paramedic Gordon Miller, and Billing Specialist Melonie Confair.

The meeting was called to order by Chairman Hayes at 10:34 a.m. Kreamer gave the invocation. Hayes led the Pledge of Allegiance.

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A motion to approve the minutes from the November 14, 2015 Board meeting was made by Lee. Basco seconded the motion. All ayes carried the motion.

The financial report was given by Magee, and a motion to accept it was made by Wilburn. Canton seconded the motion. Motion carried by all ayes.

A motion to pay the bills was made by Basco with Kreamer seconding the motion. All ayes carried the motion.

Old Business:

An update on EMS Station 4 was given by McNew. Magee wants the Bonding company to pay the sub-contractors who have not gotten their retainage payments. McNew will contact the bonding company to have them take responsibility to do so. Several issues with water leaks are on-going.

Station 3 has very little to finish on a final punch list. EMS employees are already occupying the building.

A possible Station 5 in the Pelican area was discussed with more information due back to the Board at the next meeting.

New Business:

Audit results were presented to the Board by Magee in the absence of Auditor Jim McClelland who was unexpectedly in the hospital. Bound copies of the audit were presented to the Board. There were no findings of non-compliance for the fiscal year 2014 – 2015. Basco made the motion to accept the audit results, and Lee seconded the motion. All ayes carried the motion.

Canton made the motion to account for \$5,000,000 in reserve funds in DeSoto EMS accounts. At the suggestion of the auditor, a year's operating expenses of the said amount should be on-hand in case of income suspension. Kreamer seconded the motion, and the motion carried with all ayes.

Kreamer made the motion to donate the washer and dryer from our former Station 3 to DeSoto Fire District 3 via cooperative endeavor. Basco made the second. Motion carried by all ayes.

Kreamer made the motion to transfer the former Station 3 located at 1460 Hwy. 171 in Stonewall to the DeSoto Parish Sheriff's Office via cooperative endeavor. The second was made by Kreamer. Motion carried by all ayes.

Basco made the motion to approve change order #3 to add a fire alarm to the 7 dorm rooms at the new Station 3. The fire marshal required the change. Kreamer made the second. Motion carried by all ayes.

New Business, continued:

Basco made the motion to move the DeSoto EMS dispatchers to the DeSoto Parish Sheriff's Office dispatch center. Wilburn seconded the motion. Motion carried with 5 yeas and 1 abstaining.

Lee made the motion to give dispatchers an extra shift's pay when working Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. This will be retroactive to Christmas Eve of 2015. Basco seconded the motion. All ayes carried the motion.

Basco made the motion to eliminate the 3 station captain positions and to replace them with two lead paramedic positions at the same rate of pay, \$600.00 a month. Wilburn made the second with all ayes carrying the motion.

Paramedic Gordon Miller presented information on a simulation lab for the new Station 3. Kreamer made the motion to put out a bid to purchase a simulation manikin. Basco seconded the motion. Motion carried by all ayes.

Personnel Committee:

The personnel committee recommended the hiring of part-time EMT Kevin Warren and the termination of full-time paramedic Todd Wedgeworth. Basco made the motion to accept the recommendation. Lee seconded the motion with all ayes carrying the motion.

Basco made the motion to adjourn at 11:40 a.m. Shaver seconded the motion. Motion carried by all ayes.

Bobby Hayes, Chairman

Jack Canton, Secretary-Treasurer