

**Minutes of the DeSoto Parish EMS Board of Commissioners  
Tuesday, June 9, 2020**

The DeSoto EMS Board of Commissioners held a Public Hearing on Tuesday, June 9, 2020, at DeSoto EMS Central Station at 5:00 p.m.

The Chairman was absent, and there has been no Vice-Chairman since the passing of Vice-Chairman Rusty Canton. Magee is the Secretary/Treasurer, and he will lead the hearing.

The Public Hearing was called to order by Administrator Magee at 5:00 p.m.

A verbal roll call verified that the following Board Members were present: David Caston, Brent Ingvarlsen, James Vidler, and Rodney Arbuckle. KaTina Lane was present via Zoom. LaTarsha Shelton and Dennis Reed were absent.

Guests attending were: Administrator Joe Magee, Assistant Administrator Karl Mann, Office Assistant Melonie Confair, Administrative Assistant Jane Manning, Attorney Rhys Burgess, several EMS employees on-site, plus one EMS employee and one 911 Dispatch Supervisor on Zoom.

Magee asked if there were any questions or comments regarding the fiscal year 2020 – 2021 budget, which was on public display at the DeSoto EMS Central Station and on-line on the DeSoto EMS website. There were no questions or comments.

With there being no questions or comments, Vidler made the motion to close the Public Hearing at 5:05 p.m. The second was made by Ingvarlsen. All ayes (including Zoom) carried the motion.

Magee called the regular June 19, 2020 meeting to order at 5:06 p.m.

A verbal roll call verified that the following Board Members were present: David Caston, Brent Ingvarlsen, James Vidler, and Rodney Arbuckle. KaTina Lane was present via Zoom. LaTarsha Shelton and Dennis Reed were absent.

Arbuckle gave the invocation, and Magee led the Pledge of Allegiance.

Guests attending were: Administrator Joe Magee, Assistant Administrator Karl Mann, Office Assistant Melonie Confair, Administrative Assistant Jane Manning, Attorney Rhys Burgess, several EMS employees on-site, plus one EMS employee and one 911 Dispatch Supervisor on Zoom.

There were no additions or deletions to the agenda.

Guests were acknowledged and given the opportunity to make public comments. There were none.

The motion to approve the minutes with no corrections from the March 10, 2020, Board meeting was made by Arbuckle. It was seconded by Ingvarnsen. Motion carried with all ayes (including Zoom). There were no minutes from May because it was cancelled due to Covid.

The financial reports: current bank balances, income and expenses, and budget vs. actual were presented by Magee. A motion to accept them was made by Caston. Vidler seconded the motion. The motion carried by all ayes – including Zoom.

A motion to pay the bills was made by Vidler. Ingvarnsen seconded the motion. All ayes carried the motion and no vote was detected by Zoom.

### **Old Business:**

Magee opened the floor for nominations for the office of Chairman. Arbuckle nominated Vidler. No other nominations were made, and Arbuckle made the motion to close the nominations. Ingvarnsen seconded the motion. All ayes carried the motions.

Arbuckle made the motion to install Vidler as Board Chairman by acclamation. Ingvarnsen seconded the motion. There were 4 ayes and 1 nay including Zoom. Motion carried. Vidler will now conduct the meeting as Chairman.

Vidler opened the floor for nominations for the office of Vice-Chairman. Arbuckle nominated Lane who declined. Ingvarnsen nominated Arbuckle, and Lane nominated Shelton. Nominations were closed with no other nominations made. There were 2 ayes for Arbuckle with Arbuckle abstaining. There was 1 aye for Shelton. Ingvarnsen made the motion to install Arbuckle as Board Vice-Chairman. Caston seconded the motion. There were 2 ayes and 1 nay including Zoom. Motion carried.

### **New Business:**

An update was given on the request bid on January 14, 2020, for a LifePak 15 monitor/defibrillator and a LUCAS chest compression device. No bid was necessary because the quotes came in under \$30,000. Ingvarnsen made the motion to purchase a LifePak 15 monitor/defibrillator for \$29,999.00 and a LUCAS chest compression device for \$16,776.40. Caston seconded the motion. There were 3 ayes and 1 nay (Zoom included). Motion carried by all ayes.

An update was given on the un-signed Cooperative Endeavor Agreement with DeSoto Fire District 2 for Station 6 in Keatchie that was approved by the Board on January 14, 2020. Arbuckle made the motion to authorize current Chairman Vidler to sign the agreement instead of former Chairman Shelton, whose name was on the document. Attorney Burgess stated that this was appropriate. The second was made by Caston. 3 ayes and 1 nay (Zoom included) carried the motion.

An update on the construction of Station 6 was given by Magee who stated that the slab, parking lots, and driveways have been completed. The completion is slated for an earlier date the December one.

Attorney Burgess gave an update on lawsuits. Court proceedings have been put on hold because of Covid for the remaining case.

The following Budget Resolution was read aloud for the 2020 – 2021 fiscal year budget for \$7,936,050.00 by Manning:

RESOLUTION

BE IT RESOLVED, BY THE Ambulance Service District of the Parish of DeSoto, Louisiana, in a public meeting/hearing held on June 9, 2020, which meeting/hearing was conducted in accordance with the Open Meetings Law and the additional requirements of Article VII, Section 23(C) of the Louisiana Constitution and R.S. 47:1705(B), and additionally, the provisions of RS 39:1307 related to the public participation in preparation for the budget for fiscal year 2020 – 2021. The following budget will be implemented with said Parish for the fiscal year 2020 – 2021.

AMBULANCE SERVICE DISTRICT                      budget 2020 – 2021

The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS: 5  
NAYS: 0  
ABSTAINED: 0  
ABSENT: 2

CERTIFICATE

I hereby certify that the foregoing is a true and exact copy of the resolution adopted at the meeting/hearing held on June 9, 2020, at which a quorum was present and voting.

Mansfield, Louisiana, this 9<sup>th</sup> day of June, 2020.

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Joe Magee, Administrator

The adoption of the millage rate that is usually done at the June meeting has been delayed due to Covid and that this is a re-assessment year. The millage will be voted on at the next meeting on August 11, 2020 if we have the adjusted rate from the Legislative Auditor and the DeSoto Parish Tax Assessor.

Arbuckle made the motion to approve Dees Gardner, CPA's Letter of Engagement for the 2019 – 2020 audit. The second was made by Ingvarlsen. All ayes carried the motion. A vote was not received from Zoom.

The Louisiana Compliance Questionnaire was completed by the Administrator for fiscal year 2019 – 2020 and presented to the Board. A motion was made to accept the document as presented, and Ingvarlsen seconded the motion. The motion carried by all ayes. A vote was not received from Zoom.

Arbuckle made the motion to approve the Mansfield Enterprise as the official journal for DeSoto EMS for fiscal year 2020 – 2021. Ingvarlsen made the second. All ayes carried the motion. A vote was not received from Zoom.

An update on the Covid-19 health crisis was given by Magee. DeSoto EMS has received \$31,204.51 in stimulus money from the federal government for Covid relief. Supplies are difficult to find, but employees are well-protected with PPE. Only one part-time employee has tested positive. Anyone in contact with that person was quarantined. DeSoto EMS has transported many Covid patients.

A motion was made by Ingvarlsen to purchase a Hamilton T1 Transport Ventilator for \$22,269.90 by emergency declaration. No bid was required because the cost was under \$30,000. Caston seconded the motion. Motion carried by all ayes. A vote was not received from Zoom.

Ingvarlsen made the motion to purchase an AutoClave decontamination system for \$15,423.00 by emergency declaration. It provides a germ-killing mist that can be sprayed inside an ambulance that allows it to be back-in-service within 5 – 10 minutes. The second was made by Arbuckle. All ayes carried the motion. A vote was not received from Zoom.

The motion was made by Caston to enter into a Cooperative Endeavor Agreement (CEA) with the City of Mansfield for donation of a 2010 Ford Expedition formerly used by the Assistant Administrator. Ingvarlsen seconded the motion. Motion carried by all ayes. A vote was not received from Zoom. Should the City agree to the CEA, it could be signed at the August 11 DeSoto EMS Board meeting.

The motion was made by Arbuckle to enter into a Cooperative Endeavor Agreement (CEA) with the DeSoto Fire District 9 for donation of a 2008 Chevrolet 4500 ambulance that is out-of-service at DeSoto EMS. Ingvarlsen seconded the motion. Motion carried by all ayes. A vote was not received from Zoom. Should the District agree to the CEA, it could be signed at the August 11 DeSoto EMS Board meeting.

Magee summarized the need for a standard pay rate for hurricane response. Currently, pay is based on each employee's usual pay rate – which may vary considerably. Reimbursement by the State for the response is a set amount.

Caston made the motion to set a standard pay rate of \$550/shift for EMT Basics or Advanced EMT's and \$750/shift for Paramedics responding to a hurricane in a DeSoto EMS ambulance. The second was made by Ingvarlsen. All ayes carried the motion. A vote was not received from Zoom. This pay rate will go into effect immediately.

There are three Board members whose terms will expire on August 8, 2020. Vidler and Ingvarlsen gave verbal confirmation to renew. The DeSoto Parish Police Jury will be notified of their desire. KaTina Lane will be contacted to determine if she wants to renew or resign.

Board members signed the Community Bank signature cards adding Arbuckle and Vidler. Annual ethics forms were signed by the Board members who were present.

The motion to adjourn at 6:05 p.m. was made by Arbuckle. It was seconded by Ingvarlsen. All ayes carried the motion. A vote was not received from Zoom.

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James Vidler  
Chairman

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Rodney Arbuckle  
Vice-Chairman