

DeSoto Parish Emergency Medical Service

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Minutes of the DeSoto Parish EMS Board of Commissioners Monday, September 12, 2016

The DeSoto EMS Board of Commissioners held its regular meeting on Monday, September 12, 2016, at DeSoto EMS Central Station at 10:30 a.m. Members present were: LaTarsha Shelton, Dennis Reed, Keith Parker, Brent Ingvardsen, and Tim Thames. Members absent were Katina Lane and Rusty Canton. Guests were Administrator Joe Magee, Assistant Administrator Karl Mann, Administrative Assistant Jane Manning, Billing Specialist Melonie Confair, EMS Supervisor Lane Johnson, Supervisor Steve Confair, Paramedics Gordon Miller, Logan Moore, and Jesse Shaw, DeSoto Parish Police Jury members Thomas Jones, Greg Baker, and Richard Fuller, DPPJ Secretary Jodi Ziegler, and Architect Sara George,

The meeting was called to order by Administrator Magee at 10:32 a.m. Fuller gave the invocation, and Magee led the Pledge of Allegiance.

There were public comments from Police Juror Greg Baker for the new Board, who introduced themselves as did the others present.

A motion to approve the minutes from the July 11, 2016, Board meeting was made by Shelton. Thames seconded the motion. All ayes carried the motion.

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

A motion to pay the bills was made by Thames with Shelton seconding the motion. All ayes carried the motion.

Old Business:

Administrator Magee presided over the old business and informed the new Board of the decisions made by the DeSoto Parish Police Jury, acting as the DeSoto EMS Board of Commissioners since May 9, 2016. DeSoto EMS's fiscal year began on July 1, 2016, and the following motions were re-voted on by the new Board, thus informing them of pertinent information vital to the following of governmental procedures.

Parker made the motion to adopt the 7.0 millage rate for 2016. Ingvardsen seconded the motion. Motion carried by all ayes.

Old Business, continued:

Thames made the motion to approve the merger with DeSoto Parish Fire District 8 in the construction of a combination EMS/Fire Station 5 in Pelican. The second was made by Ingvardsen. All ayes carried the motion.

The motion to approve the *Enterprise* as the official journal was made by Parker. Reed seconded the motion, and all ayes carried the motion.

Parker made the motion to renew the auto, property, and malpractice insurance policy with VFIS and the Worker's Compensation policy with Bridgefield Summit. The motion included giving Administrator Magee the authority to sign the renewal paperwork. Ingvardsen made the second. All ayes carried the motion.

The motion to engage the auditor, Jim McClelland, for the fiscal year 2015 – 2016 audit was made by Thames. The second was made by Shelton. Motion carried by all ayes.

The 2016 – 2017 budget for \$7,049,400 was reviewed and questions were answered by Magee. The motion to approve the budget was made by Shelton with Thames seconding it. All ayes carried the motion.

New Business:

Thames made the motion to defer the election of the Board Chairman and Vice-Chairman until the next meeting to give the two absent members an opportunity to vote. The second was made by Ingvardsen. Motion carried by all ayes.

Reed made the motion to change the regular meeting time from second Monday at 10:30 a.m. to second Tuesday at 5:00 p.m. with the meeting location of DeSoto EMS Central Station, 231 EMS Circle, Mansfield, LA remaining the same. Thames seconded the motion. All ayes carried the motion.

The new Board members will have to complete the required annual ethics training that is put forth by the Louisiana Board of Ethics. Manning will e-mail the members the link to complete the training by the next Board meeting on October 11, 2016.

Shelton made the motion that the signature cards at Capital One and Progressive National Bank will be signed by all new EMS Board members – leaving only one other signer, Administrator Magee. Thames seconded the motion. Motion carried by all ayes.

The new Board will have an orientation by DeSoto EMS's CPA, Maura Dees, at the next Board meeting regarding governmental policies and procedures.

Architect Sara George presented the Board with the design plans for Station 5 in Pelican, which will be 5,719 square feet with a budget of \$1,200,990. The motion to approve the plans was made by Thames. The second was made by Ingvarlsen. The vote was 4 ayes and one nay (Parker). Motion carried.

The motion to advertise the bid for Station 5 was made by Shelton. The bid will be advertised on September 22 and 29, and also on Oct. 6. Reed made the second. Motion carried by all ayes.

The motion to adjourn was made by Ingvarlsen at 11:36 a.m. Reed seconded the motion. Motion carried by all ayes.

The next meeting will be on Tuesday, October 11 at 5 p.m. at Central Station.

Board Chairman

Board Vice-Chairman