

**Minutes of the DeSoto Parish EMS Board of Commissioners
Tuesday, October 9, 2018**

The DeSoto EMS Board of Commissioners held a regular Board meeting on Tuesday, October 9, 2018, at DeSoto EMS Central Station at 5:00 p.m.

Members present were Vice-Chairman Rusty Canton, and Board Members: David Caston, Brent Ingvarlsen, Tim Thames, Dennis Reed, and KaTina Lane. LaTarsha Shelton was absent. Lane left the meeting at 5:55 p.m., but a quorum was still present. We were especially happy to see Mr. Reed back after a lengthy illness.

Guests were: Administrator Joe Magee, Assistant Administrator Karl Mann, Administrative Assistant Jane Manning, Billing Specialist Melonie Confair, Training Officer Brent Crawford, Medical Director Dr. Pat McGauly, Paramedic Logan Moore, Supervisors Mike Williams and Steve Confair, Dispatch Supervisor Tabitha Tucker, DeSoto Fire District 8 Fire Chief Bill DeLoach and Training Officer Brian Williams, Attorney Rhys Burgess, and DeSoto Parish Police Jury Member, Keith Parker.

In the absence of Chairman Shelton, Vice-Chairman Canton handed the direction of the meeting over to Administrator Magee.

The meeting was called to order by Administrator Magee at 5:00 p.m. McGauly gave the invocation, and S. Confair led the Pledge of Allegiance.

Magee welcomed the guests. Dr. McGauly made some public comments as a private citizen, not as our medical director.

A motion to approve the minutes from the August 14, 2018, Board meeting with no corrections was made by Canton. Ingvarlsen seconded the motion. All ayes carried the motion.

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 Thames. Ingvarlsen seconded the motion. Motion carried by all ayes.

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

Administrative Assistant Manning reported to the Board that the digital recorder malfunctioned at the August 14, 2018 meeting – resulting in no recording of the meeting. Therefore, the recording was not deleted, concealed, or lost. A new recorder and microphone have been purchased ensuring it won't happen again.

Old Business:

Qualifications for all positions at DeSoto Parish EMS were reviewed by the Board with Magee commenting that they are guidelines designed to not leave applicants unable to fulfill a job. Job descriptions were approved by the Board in January, 2018. The qualifications go hand-in-hand with them.

The following positions were outlined in the qualifications packet: Administrator, Assistant Administrator, EMS Supervisor, Supervisor, Administrative Assistant, Billing Clerk, Training Officer, Safety Officer, Auxiliary Paramedic, Medic Unit crews (EMT Basic, Advanced EMT, Paramedic), Dispatch Supervisor, and Dispatcher.

Ingvardsen made the motion to approve the qualifications as presented with no changes. Canton seconded the motion. All ayes carried the motion.

An update was given on moving the DeSoto EMS dispatchers to the DeSoto Parish Sheriff's office as their employees. DeSoto EMS Dispatch Supervisor Tabitha Tucker described how an incoming call to 911 is dispatched. She also stated that she and the four EMS dispatchers were in support of working for the Sheriff's Office. Canton and Williams related the fire departments' dispatching needs.

Board members engaged in a lengthy discussion – concluding that pursuing the goal of having all dispatchers in one location to dispatch a 911 call would greatly benefit the 911 caller. Such a move would eliminate agency call transfers and would shorten response time by law enforcement, emergency medical service, and fire department personnel to the caller's location.

The 911 Board has not approved accepting any other agency's dispatchers into the DeSoto Parish Communications District's (911) building. Currently, DeSoto EMS dispatchers work in the 911 building and always have.

The motion was made by Thames to appoint the Administrator and the Assistant Administrator to integrate DeSoto EMS dispatchers into the DeSoto Parish Sheriff's Office as their employees to be located in the 911 building. Ingvardsen seconded the motion. Motion carried by all ayes.

New Business:

The motion was made by Ingvardsen to award the bid for a rescue apparatus box for the new rescue truck (705) to low bidder, BFX Fire for \$62,983.00. Caston seconded the motion. All ayes carried the motion.

Bids were opened on Friday, October 5, 2018, and the other two bids were from Warner Fire and Rescue (\$67,821) and LA Emergency Equipment (\$77,400).

The apparatus box will be mounted on the 705 Ford F350 chassis and will serve as storage for equipment and supplies. Rescue Truck 705 will be staffed by a Supervisor and will respond to calls 24 hours a day.

Caston made the motion to purchase a new medic unit for \$182,000 on a piggy-back bid from Natchitoches Parish EMS. The 2018 Ford E450 is already under construction at Excellence and was to be used as a demonstrator – shortening the “build time”. Reed made the second, and the motion was carried by all ayes. The medic unit will replace Medic 1.

Thames made the motion to purchase the following for the new medic unit:

- a PowerLoad system for \$21,808.71 with a 7-year service agreement for \$6,873.30 - totaling \$28,682.01
- a PowerPro stretcher for \$18,566.24 with 7-year service agreement for \$4,744.80 - totaling \$23,311.04

Caston seconded the motion. Motion carried by all ayes.

Attorney Rhys Burgess informed the Board that Robert's Rules of Order are to be used for parliamentary procedure by default per an Attorney General's opinion if a Board does not have an adopted parliamentary procedure.

Ingvardsen made the motion for the DeSoto EMS Board of Commissioners to adopt Robert's Rules of Order as its official parliamentary procedure and to consider appointing a parliamentarian at a later date. Thames seconded the motion, and all ayes carried the motion.

Canton has purchased a DVD, *Robert's Rules Made Simple*, and has loaned it to DeSoto EMS for anyone who wants to watch it. A simplified parliamentary procedure outline was given to the Board by Canton.

After discussion with the Board members regarding the August 14, 2018 meeting, Canton made the motion to hold a special meeting for an executive session on November 13, 2018, regarding the censure of Chairman Shelton. Reed seconded the motion. Motion carried by all ayes.

Canton made the motion to adjourn at 6:25 p.m. Thames seconded, and the motion was carried by all ayes.

Brent Ingvardsen
Board Member

Rusty Canton
Vice- Chairman