

**Minutes of the DeSoto Parish EMS Board of Commissioners
Tuesday, March 12, 2019**

The DeSoto EMS Board of Commissioners held a regular Board meeting on Tuesday, March 12, 2019, at DeSoto EMS Central Station at 5:00 p.m.

Members present were Board Members: Brent Ingvaridsen, Tim Thames, Dennis Reed, and KaTina Lane. Members absent were David Caston, Chairman LaTarsha Shelton, and Vice-Chairman Rusty Canton.

Guests attending were: Administrator Joe Magee, Assistant Administrator Karl Mann, Administrative Assistant Jane Manning, Office Assistant & Billing Specialist Melonie Confair, Attorney Rhys Burgess, and EMS Medical Director Dr. Pat McGauly.

The meeting was called to order by Administrator Joe Magee in the absence of the Chairman and Vice-Chairman at 5:20 p.m. Dr. McGauly gave the invocation, and Magee led the Pledge of Allegiance.

A motion to approve the minutes from the January 8, 2019, Board meeting with no corrections was made by Thames. Ingvaridsen 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. Reed seconded the motion. Motion carried by all ayes.

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

Old Business:

An update on the DeSoto EMS dispatchers working for the DeSoto Parish Sheriff's Office in the 911 building was given by Magee. Three employees were removed from the EMS payroll at the end of January, and the remaining employee was removed February 9. All seems to be going well with the transition.

An update was given about EMS vehicles. Medic 12 has been moved to Excellence in Madison, AL, where it is being repaired. We have received payment from our insurance company for the repairs, equipment inspections, and wrecker fees. The ventilator and stretcher onboard Medic 12 have been certified as usable.

Our newest medic unit, Medic 14, was picked-up at Excellence on February 28.

The box ordered for Rescue 705 has been delivered to Dallas, TX. We will take 705 there to have it installed. It should take several weeks.

An update was also given on EMS' new mechanic, Ronnie Lee. He has set-up his shop at Station 4 in Carmel. Equipment, tools, computers, computer software, etc. have all been ordered. A storage building was purchased to house the large air compressor. Magee commented that having a shop has enabled many more vehicles to be serviced, along with lawn equipment and generators.

The letter of engagement for Attorney Rhys Burgess that was requested by the Board at the January 8, 2019, meeting was reviewed. A motion to approve the letter was made by Thames with a second being made by Reed. Motion carried by all ayes.

New Business:

Lane made the motion to move the Capital One checking account to Citizens Bank, because Capital One is closing their bank in Mansfield. Ingvaridsen seconded the motion. All ayes carried the motion.

The motion was made by Ingvaridsen to renew the Blue Cross policy on May 1, 2019, for one year. Quotes were also received from Humana and United Healthcare. Lane made the second, and all ayes carried the motion.

Ingvaridsen made the motion to renew the Lincoln Life policy on May 1, 2019, for two years. Lane made the second. Motion carried by all ayes.

The motion to purchase a transport ventilator from Hamilton Medical for \$16,864.68 was made by Thames. The second was made by Ingvaridsen. All ayes carried the motion. Quotes were also received from two other vendors.

The motion to purchase eight IV pumps from Henry Schein for \$1,950.08 each or a total of \$15,600.64 was made by Ingvaridsen. Motion carried by all ayes. These IV pumps are needed to coincide with the new protocols. Dr. McGaully commented that the introduction of antibiotics, etc. en route to the hospital eliminates error and increases a positive outcome in the patient's condition upon arrival.

Thames made the motion to approve a 4% pay raise for all employees to go into effect for the first payroll in July, 2019. The motion also included that the EMS Board will guarantee a 2% pay raise annually. Motion seconded by Ingvaridsen. All ayes carried the motion.

The hiring process was discussed by the EMS Board at the request of Chairman Shelton. Hiring Committee Chairman, Assistant Administrator Karl Mann, stated that he has five employees on the Hiring Committee who have had interview training. Applications are available on the EMS website. Lane asked about an EMT class at Mansfield High School. The school will have to have a Medical Director and certified teacher stated Dr. McGaully. The EMS hiring policy was approved at a Special Meeting on January 24, 2017, by the current EMS Board. Applications are kept on-file until a position becomes available for interviews.

An application does not guarantee an interview, and an interview does not guarantee a job offer. No action was taken on the hiring policy topic.

The motion was made by Lane to adopt the Citizens Bank resolution. Ingvarlsen seconded the motion. Motion carried by all ayes. All Board members signed the resolution and signature card documentation. The resolution is as follows:



Corporate Authorization Resolution

CITIZENS NATIONAL BANK
2711 EAST TEXAS STREET
BOSSIER CITY, LA 71111

By: DESOTO PARISH EMS
PO BOX 863
MANSFIELD LA 71052-0863

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, Joe Magee, certify that I am Secretary (clerk) of the above named corporation organized under the laws of DeSoto Parish Police Jury, Federal Employer I.D. Number 72-1498292, engaged in business under the trade name of Desoto Parish Ambulance Service District, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on March 12, 2019 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Agents. Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

- | | |
|----------------------------|-------------------------------|
| LaTarsha Shelton, Chairman | Rusty Canton, Vice-Chairman |
| Board Member David Cason | Board Member Brent Ingvarlsen |
| Board Member KaTina Lane | Board Member Dennis Reed |
| Board Member Tim Thames | Administrator Joe Magee |

Powers Granted. (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Description of Power	Indicate number of signatures required
(1) Exercise all of the powers listed in this resolution.	<u>2</u>
(2) Open any deposit or share account(s) in the name of the Corporation.	<u>2</u>
(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	<u>2</u>

Limitations on Powers. The following are the Corporation's express limitations on the powers granted under this resolution.

Resolutions

The Corporation named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Directors of the Corporation and certified to the Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.

- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation. Any Agent, so long as they act in a representative capacity as an Agent of the Corporation, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Corporation with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Corporation authorizes each Agent to have custody of the Corporation's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Effect on Previous Resolutions. This resolution supersedes resolution dated _____ . If not completed, all resolutions remain in effect.

Certification of Authority

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on
4/04/2019 (date).

Joe Magee
Secretary

KaTina Lane
Attest by One Other Officer

Thames made the motion to adjourn at 6:08 p.m. Ingvardsen seconded, and the motion was carried by all ayes.

KaTina Lane
Board Member

Dennis Reed
Board Member