

# DeSoto Parish Emergency Medical Service

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## Minutes of the DeSoto Parish EMS Board of Commissioners Tuesday, January 24, 2017

The DeSoto EMS Board of Commissioners held a special meeting on Tuesday, January 24, 2016, at DeSoto EMS Central Station at 5:00 p.m.

Members present were: LaTarsha Shelton, Keith Parker, Brent Ingvaridsen, Rusty Canton, and Tim Thames. Absent were KaTina Lane and Dennis Reed.

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 Logan Moore and Bill Bickham, and Brent Crawford.

The meeting was called to order by Chairman Shelton at 5:00 p.m. Confair gave the invocation, and Johnson led the Pledge of Allegiance.

### **Business:**

The motion was made by Thames and seconded by Ingvaridsen to adopt the DeSoto EMS Employee Handbook with the following changes:

Section 101 – p. 6 and Section 716 – p. 101 (both sections have same paragraph)

Likewise, "at will" means that DeSoto Parish EMS **may terminate your employment at any time**, with ~~or without~~ cause ~~or~~ advance notice, as long as we do not violate any applicable federal or state law. To read as: with cause and without advance notice. Motion carried by all ayes.

Canton made the motion to approve the following job descriptions dated 1-13-17 with no changes: Administrator, Assistant Administrator, EMS Supervisor, Supervisor, Communications Supervisor, Communications Training Coordinator, Dispatcher, Office Personnel, Lead Paramedic, Training Officer, Safety Officer, EMT Basic, Advanced EMT, and Paramedic. Thames seconded the motion. All ayes carried the motion.

Ingvaridsen made the motion to change the name of the current Interview Committee to the Hiring Committee and to authorize the Hiring Committee to hire prospective employees. Canton made the second. Motion carried by all ayes.

The Hiring Committee Chairman will be the Assistant Administrator and the Hiring Committee will include five members who will be selected by the Chairman.

The motion was made by Ingvarlsen to authorize the DeSoto EMS Administrator to terminate employees. The second was made by Thames. All ayes carried the motion.

The motion was made by Parker to authorize a quorum of the DeSoto EMS Board of Commissioners to hear appeals to terminations only, and that their decision will be final. Canton seconded the motion. Motion carried by all ayes.

The motion to adjourn at 5:38 p.m. was made by Canton. The second was made by Thames. All ayes carried the motion.

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Latarsha Shelton  
Board Chairman

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Rusty Canton  
Board Vice-Chairman