

**Minutes of the DeSoto Parish EMS Board of Commissioners  
Tuesday, January 12, 2021**

The DeSoto EMS Board of Commissioners held a regular Board meeting on Tuesday, January 12, 2021, at DeSoto EMS Central Station at 5:00 p.m.

The meeting was called to order by Vice-Chairman Arbuckle at 5:00 p.m. Caston gave the invocation and Dr. McGaully led the Pledge of Allegiance.

Members present were: Dennis Reed (ZOOM), Vice-Chairman Rodney Arbuckle David Caston, and Dr. Stacey Henderson. Chairman Vidler, LaTarsha Shelton and Kimberly Adams were absent.

Guests attending were: Administrator Joe Magee, Administrative Assistant Jane Manning, Billing Specialist Melonie Confair, Medical Director Dr. Pat McGaully, and paramedic Logan Moore.

New Board Member, Dr. Stacey Henderson, was introduced. She is an ER physician who replaces Brent Ingvarlsen.

There were no public comments or additions/deletions to the agenda.

The motion to approve the minutes from the October 13, 2020 Board Meeting with no corrections was made by Caston. It was seconded by Reed. Motion carried with all ayes.

The financial reports: current bank balances, income-expenses, and budget vs. actual were presented by Magee. A motion to accept them was made by Reed. Henderson seconded the motion. The motion carried by all ayes.

A motion to pay the bills was made by Caston. Henderson seconded the motion. All ayes carried the motion.

**Old Business:**

An update on Station 6 was given by Magee, who stated that the crew moved in on January 11.

Henderson made the motion to extend the Station 6 completion date to December 18, 2020. Reed seconded the motion. Motion passed with all ayes

**New Business:**

Deborah Dees presented the audit for fiscal year 2019 – 2020 stating that there were no findings. Henderson made the motion to accept the July 1, 2019 to June 30, 2020 audit results as presented. The second was made by Caston. All ayes carried the motion.

**New Business, continued:**

A formal capitalization policy for assets was presented to the Board. It is in compliance with the LA Legislative Auditor's policy. Currently, assets are capitalized if their cost is \$1,000 or more. Our auditor suggests that we increase our assets capitalization amount to \$3,000 or more. Caston made the motion to adopt the capitalization policy for assets as outlined including the change from \$1000 to \$3000. Reed seconded the motion. Motion carried by all ayes.

Caston made the motion to limit purchase order assignments for total purchases of \$100 or more. Currently, DeSoto EMS assigns purchase orders for all purchases. Our auditor suggested this change. The second was made by Henderson. All ayes carried the motion.

Caston made the motion to pursue a bid for a hydraulic lift for our mechanic's shop. Included in the motion was to contact the State Procurement Office to find a suitable lift on state contract with a limit of \$50,000. Henderson made the second with all ayes carrying the motion.

The motion to adjourn at 6:06 p.m. was made by Reed. It was seconded by Caston. All ayes carried the motion.

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Stacey Henderson  
Board Member

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Rodney Arbuckle  
Board Vice-Chairman