

Resolution No.: 2018-013

Resolution of Board of Commissioners of St. Tammany Fire Protection District No. 1 Relating to the Approval of the Louisiana Legislative Auditor's Travel and Expense Reimbursement Requirements for District No. 1

WHEREAS, a quorum of the Board of Commissioners ("Board") of St. Tammany Fire Protection District No. 1 ("District") was present on this date for a properly advertised, regular meeting;

WHEREAS, the Board finds that it is in the best interest of the District, its employees, citizens and taxpayers to implement a program and procedure whereby the District will adopt the Louisiana Legislative Auditor's ("LLA") travel and expense reimbursement requirements for District No. 1;

NOW, THEREFORE, BE IT RESOLVED that:

1. The BOC wishes to adopt the LLA travel and expense reimbursements requirements for District No. 1, as follows:
 - A. Employee travel shall be approved in advance by the chief executive, or designee in advance and in writing.
 - B. Chief executive travel shall be approved by the BOC in advance and documented in the Board minutes.
 - C. BOC travel shall be approved in advance by the full Board and documented in the Board minutes.
 - D. Travel advances shall be approved by the chief executive, or designee in advance and in writing.

2. To the extent that prior resolutions or acts of this Board conflict with this Resolution those prior resolutions and actions are superseded by this Resolution.

CERTIFICATE

I HEREBY CERTIFY that I am the Secretary of the Board of Commissioners of St. Tammany Fire Protection District No. 1, and the above and foregoing Resolution was properly adopted by the Board of Commissioners, which is the District's governing authority, at a regular meeting called and held in accordance with law at the Towers Building, 520 Old Spanish Trail, Slidell, Louisiana, on the 20th day of February, 2018.

THUS DONE AND SIGNED at Slidell, Louisiana, this 20th day of February, 2018.

Chairman, Board of Commissioners
St. Tammany Fire Protection District No. 1

Secretary, Board of Commissioners
St. Tammany Fire Protection District No. 1