

St. Tammany Fire Protection District No. 1

Board of Commissioners

Regular Meeting Minutes June 15, 2021

The meeting was called to order at 6:01 p.m.

The prayer and pledge of allegiance were done.

ROLL CALL: Chairman Crowley and Commissioners Brackett and McDowell were present.
Commissioners Rich and Gay were absent.

AWARDS & RECOGNITION-

Promotions: District Chief's Ronnie Brennan and Troy Lombard
New Hire Swear In: Katherine Dickens, Alex Munoz and Tiffany Munoz

APPROVAL OF MINUTES

Commissioner Brackett made a motion to approve the minutes of the May 18, 2021 meeting. Commissioner McDowell seconded the motion. The motion carried unanimously.

OLD BUSINESS – (none)

NEW BUSINESS

1. Chief's Report

a) Significant Monthly Events

- COVID-19 Update – no employees infected
- Legal Services Criteria/Contract- to be discussed under “BOC Comments”
- Millage
 - Millage Hearing Date- July 14, 6:00 p.m. (Koop Drive) – advertisements have been published on May 19 and May 26.
 - Bond Attorney- going to pursue being placed on the ballot in early 2022 for the millage renewal
- St. 13/ HQ- UPDATE-
 - Sale of Old St. 13- The closing was June 2- sold for \$152,000
- St. 11 – UPDATE – The construction is back on schedule
- St. 19- UPDATE – Should get a definitive response in the next couple weeks

b) Operations Reports - Chief of Operations Bruno discussed the “Operations” report (May) which covers YTD call totals, Hydrants Inspected, NFIRS Incidents, Dollar Loss/ Dollar Save (by Station location), Average Response Time (by Station) and EMS Call Type and Number of Incidents.

c) Maintenance Report- Chief of Operations Bruno discussed the “Maintenance” report (May) which covered preventative maintenances and major repairs performed.

d) Fire Prevention Report- Chief of Fire Prevention Marquette discussed the monthly “Fire Prevention” report (May) which included Inspections, Public Fire Safety & Education Events, Investigations, and Economic Impact.

e) Training Report – Chief of Training Bauer discussed the monthly “Training” report (May) which included Classes, Certifications and Revenues.

Chief Bauer stated that we have partnered with the Coast Guard for training as well as CMC Rescue (rope rescue, confined space).

f) Communications Report – Chief of Communications Watson discussed the monthly “Communications” report (May) which included call volume and statistics.

Chief Watson stated that the Pro QA Accreditation process is going well.

Chief Kaufmann stated that the foundation and infra-structure in place for the consolidation of dispatch services is working very well.

g) General Comments-

- FRS Meeting- Chief Kaufmann and Mark Waniewski stated that at the recent FRS meeting, they voted on a portfolio less than the required rate benchmark. He further stated that he and Mr. Waniewski did a presentation at the Louisiana Fire Chief’s Assoc. meeting.
- Parish Finance Committee- The committee approved the recommended .04 cent sales tax to be placed on the ballot in November
- Slidell 2040 Comprehensive Plan- still active with the City of Slidell
- Chief Kaufmann stated that we will be participating in the services for Sergeant Theresa Simon
- Chief Kaufmann stated that Fire Dist. #4 is now Internationally Accredited

Commissioner Brackett made a motion to accept the Chief’s report. Commissioner McDowell seconded the motion. The motion carried unanimously.

2) SFFA (Slidell Firefighters Association) – (none)

3) PMI Report –

- a.) **Employee Benefits - (none)**
- b.) **Human Resources**

1) 2021-023: BOC Resolution (Approve Engagement of Legal Counsel)

Commissioner Brackett made a motion to approve Resolution 2021-023, Relating to the Engagement of Legal Counsel. Commissioner McDowell seconded the motion.

The floor was opened for public comment. There was no public comment.

Aye: 3
Nay: 0
Absent: 2

The motion carried unanimously.

2) 2021-024 BOC Resolution (Adopt Official Journal)

Pursuant to R.S. 42:23, personal recording devices are welcome in every meeting for Fire District No. 1; however, 2 they must remain and be maintained in the possession of the individual that brings the device to remove any liability from Fire District No. 1 of any unintentional or accidental mishaps with the device during any such meeting

Commissioner Brackett made a motion to adopt Resolution 2021-024, Relating to the Adoption of the Official Journal for District No. 1. Commissioner McDowell seconded the motion.

The floor was opened for public comment. There was no public comment.

The motion carried unanimously.

- c.) **Payroll – (none)**
- d.) **FRS (Firefighters Retirement System) – continued involvement**
- e.) **VFIS Special Risk Insurance & LWCC- (none)**

Commissioner Brackett made a motion to accept the PMI report. Commissioner McDowell seconded the motion. The motion carried unanimously.

- 4) Duplantier Hrapman Hogan & Maher, LLP- Mrs. Gaudin discussed the May financial report.**

Commissioner McDowell made a motion to accept the May financial report. Commissioner Brackett seconded the motion. The motion carried unanimously.

5) Attorney's Report-

- **Millage:** Public Hearing/Public Meeting, July 14, 2021 6:00 p.m., Parish Council Chambers, 21490 Koop Drive, Mandeville, Louisiana 70471- (set and levy millage)
- **Records Request(s)-** 4 requests, YTD
- **Audit Response Letter-** submitted in March

EXECUTIVE SESSION:

Commissioner McDowell made a motion to go in to Executive Session. Commissioner Brackett seconded the motion. The motion carried unanimously.

Executive Session convened at 7:19 p.m.

- To discuss pending litigation in the matter captioned:
Stevens Construction & Design, L.L.C. v. St. Tammany Fire Protection District No. 1, et al., Docket No. 2018-14143, Division "F," 22nd Judicial District Court, Parish of St. Tammany, State of Louisiana.
- To discuss pending litigation in the matter captioned:
In re: Public Records Request of Robert Burkett, Docket No. 2021-11858, Division "E," 22nd Judicial District Court Parish of St. Tammany, State of Louisiana.
- To discuss pending litigation in the matter captioned: **Robert Burkett v. St. Tammany Fire Protection District No. 1, et al.,** Docket No. 2021-12026, Division "J," 22nd Judicial District Court Parish of St. Tammany, State of Louisiana

The meeting reconvened at 7:53 p.m. There was no action taken.

- 6) Board of Commissioner Comments – Legal Services Criteria/Contract-** There was discussion regarding the timeliness of monthly invoice submittals. Additionally, there was

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discussion regarding the day to day operations having been assigned to the Fire Chief; therefore, any requests for research/assignments would be approved/denied by the Fire Chief.

Chairman Crowley stated that the legal service committee has reported its findings; therefore, has been dissolved. He further stated that any correspondence should be addressed to the entire BOC.

Chief Kaufmann stated his concerns with excessive charges, delayed billings and billing errors, which has caused additional work on the administration. Chairman Crowley stated that the required expectations should be clearly defined by the Administration and the contract and evaluation criteria should be updated. He further stated that there seems to be a lack of confidence in services provided that needs improvement.

Chairman Crowley stated that going forward, e-mail should be directed to Chief Kaufmann and cc'd to Cheryl and Chad, as well as the BOC, when applicable.

Attorney Ingram stated that he did not intend to bill the department for the millage process; however, Chief Kaufmann requested that instead, he bill us for the millage process, however, consider not charging the department for the minute items.

With regards to the billing cycles, it was determined the bills shall be submitted no later than 45 days (with attempts to be no longer than 30 days) after month end, through October, 15 days thereafter.

Commissioner Brackett made a motion to adjourn. Commissioner McDowell seconded the motion. The motion carried unanimously.

The meeting adjourned at 9:00 p.m.