

St. Tammany Fire Protection District No. 1

Board of Commissioners

Regular Meeting Minutes July 16, 2013

The meeting was called to order at 6:03 p.m.

The pledge of allegiance and prayer were given.

Roll Call: Chairman Crowley and Commissioners Risley, Kingston, McDonald and Brackett were present.

AWARDS & RECOGNITION- Mike Rich- Chief Hess presented former Commissioner Rich with a plaque to recognize his years of serving on the Board. Mr. Rich stated that he was honored to serve as Commissioner for 10 years.

APPROVAL OF MINUTES-

Commissioner Brackett made a motion to approve the minutes of the June 18, 2013 meeting. Commissioner McDonald seconded the motion. The motion carried.

OLD BUSINESS-

- A) **Draft of Banking RFP-** Attorney Ingram stated that the first advertisement is expected to run on July 31, 2013.
- B) **Station 14 Construction Project-** Attorney Ingram stated that McDonald Construction has the lowest bid; however, there were some deficiencies in the bid, as well as in the bids received by Brunt Construction and Ellis Construction. Mr. Ingram stated that the deficiencies are not material to the District, and they should be permitted to supplement their bid.

Chairman Crowley inquired into the cost of the station being significantly higher than originally presented. Chief Kaufmann stated that the projection given, from the architect, was based on pre-construction estimations. He further stated that he was also shocked at the bids; however, after meeting with the low bid contractor (McDonald Const.) it was determined that there are some construction approaches that could reduce the cost.

Commissioner Kingston made a motion to suspend the rules, to put on the agenda, to vote to award the lowest responsible bidder (for the bids that were previously taken under advisement), pending legal compliance. Commissioner Risley seconded the motion.

Chairman Crowley called for the vote:

Kingston: aye

Risley: aye

Brackett: aye

McDonald: aye

The motion carried.

Commissioner Kingston made a motion to award the contract to the lowest responsible bidder, subject to legal approval. Commissioner Brackett seconded the motion.

Chairman Crowley called for the vote:

Kingston: aye

Risley: aye

Brackett: aye

McDonald: aye

The motion carried.

NEW BUSINESS –

A) Board of Commissioners Reports

Interim Fire Chief- Discussion (Dan Crowley) – Commissioner Risley stated that she feels that we really need to move forward and put someone in place in order to be acclimated to the way things are run. She further stated that there was controversy relative to whether the individual should be a current employee that is seeking the Chief’s position vs. not. Commissioner Risley presented a resolution for possible consideration. The proposed resolution read, “The Board of Commissioner’s wishes to provide the most transparent selection process in the selection of the next Fire Chief for District No.1. To the extent that the Board of Commissioners will select an Interim Fire Chief from the most senior personnel of Fire District No. 1, also the Board of Commissioners will require the Interim Fire Chief to sign a letter of understanding that they would automatically not be considered a permanent candidate for the open Fire Chief position.”

Commissioner Risley made a motion to take the top four senior officers, who are not taking the Fire Chief’s exam, for the selection of the Interim Fire Chief position. Commissioner Kingston seconded the motion.

There was discussion on the authority of the Interim Chief. It was determined that the Interim Chief would work side by side with the Fire Chief, and would become Interim Chief October 1.

Deputy Chief Kuhn confirmed that he was not interested in taking the Fire Chief test or becoming Fire Chief.

The motion carried. Commissioner McDonald abstained.

Commissioner Kingston made a motion to offer Deputy Chief Kuhn the interim position, 45 days prior to the Chief’s retirement (8/15/13). Commissioner Risley seconded the motion. The motion carried. Commissioner McDonald abstained.

B) Chief’s Report-

- 1.) **2012 Audit-** Chief Hess stated that we received a clear audit; however, we did receive a recommendation for the way that we track assets, but this was corrected prior to the conclusion of the audit.
- 2.) **2013 Proposed Budget Revision-** Chief Hess presented the 2013 proposed budget revision. He stated that significant items were identified and monies were reallocated (i.e. The hiring of a Maintenance Officer and the hiring of two additional firefighters).

- 3.) **Vehicle Maintenance Committee Report-** Chief Kaufmann discussed three items:
1. Ladder 16 repairs are currently being done by Ferrara
 2. Captain Ronnie Brennan will chair a committee to review State Contract for vehicles.
 3. Maintenance Coordinator- Due to budget issues at Fire Dist. #12, they had to lay-off one of their mechanics. He stated that he and Captain Kleck interviewed the candidate and they recommend moving forward with hiring this candidate, in a provisional position, effective August 1. The salary for this position would be \$45,000.

Commissioner McDonald made a motion to suspend the rules to add the hiring of a provisional maintenance coordinator, not to exceed \$45,000/yr. Commissioner Brackett seconded the motion. The motion carried.

Commissioner McDonald made a motion to hire a provisional vehicle maintenance coordinator, not to exceed \$45,000/yr. Commissioner Brackett seconded the motion. The motion carried.

Commissioner Brackett made a motion to accept the Chief's Report. Commissioner Kingston seconded the motion. The motion carried.

B) PMI Report-

1. **Employee Benefits-** Mr. Waniewski stated that we are running at a 93% loss ration with Major Medical.
2. **Human Resource**
 - a.) **2013-047: BOC Resolution (Station 14 RFP bids under advisement subject to Admin. & Legal approval)- Recordkeeping**

Commissioner Brackett made a motion to adopt Resolution 2013-047, Relating to the RFP Bids Received for Station 14 for District #1. Commissioner McDonald seconded the motion. The motion carried.

- b.) **2013-048: BOC Resolution (Ladder 16 Maintenance)- Recordkeeping**

Commissioner Kingston made a motion to adopt Resolution 2013-048, Relating to the Approval of Repairs to Ladder 16 for District #1. Commissioner Risley seconded the motion. The motion carried.

- c.) **2013-049: BOC Resolution (EAP Contract Renewal)**

Commissioner Kingston made a motion to adopt Resolution 2013-049, Relating to the Renewal of the Employee Assistance Program (EAP) for District No. 1, pending legal review. Commissioner Brackett seconded the motion. The motion carried.

- d.) **2013-050: BOC Resolution (2013 Revised Budget)**

Commissioner McDonald made a motion to adopt Resolution 2013-050, Relating to the Posting of the 2013 Revised Budget. Commissioner Brackett seconded the motion. The motion carried.

- e.) **2013-051: BOC Resolution (Restrict additional funds to complete Station 14 (up to 325K))**

Chairman Crowley made a motion to adopt Resolution 2013-051, Relating to the Approval of Additional Funds for Station 14 for Fire Dist. No.1. Commissioner Brackett seconded the motion. The motion carried.

- f.) **Fire Chief Exam:**
 1. Posting : 06/10- 07/30/2013

2. Certified Applicant Roll Call: 08/05
 3. Fire Chief Exam: 08/15
 4. Local Civil Service to move to adopt BOC approved Standards & Qualifications
3. **Payroll**
4. **FRS (Firefighters Retirement System)**
- a.) **FRS Back Pay Audit- Pay off balance (Outstanding)**
 - b.) **FRS 2006- Outstanding Audit Acknowledgement (Filed as not in agreement with FRS determination)**
5. **VFIS Special Risk Insurance & LWCC-**
- a.) **VFIS Depreciation Valuation (Temp Housing, Transportation, Set-up & Pole Barn)- Station 14 (\$46,430)**
 - b.) **LWCC:**
 1. **Experience Modifier:** Reduced from .96 to .92

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

- C) **DiGiovanni & Associates, CPA's, L.L.C-** Mr. DiGiovanni discussed the financial report.

Commissioner Brackett made a motion to accept the financial report. Commissioner McDonald seconded the motion. The motion carried.

- D) **Attorney's Report-** Attorney Ingram stated that the millage vote advertisements have gone out. Mr. Ingram stated that there is legislation, enacted by Tim Burns, and he has inquired as to whether the Parish Council is going to coordinate the meetings for public entities to present their discussions regarding their millage intentions. Attorney Mike Sevante stated that due to problems with legislation, and the effective date of August 1, the parish Council does not intend to hold those meetings for 2013.

Chief Hess stated that he recommends maintaining the current millage.

Commissioner McDonald made a motion to approve the Attorney Report. Commissioner Brackett seconded the motion. The motion carried.

Chairman Crowley stated that some Commissioners currently sit on committees and any recommendations, discussions, etc. should be placed on the agenda

Commissioner Kingston made a motion to adjourn. Commissioner Risley seconded the motion. The motion carried.

The meeting adjourned at 8:33 p.m.