

# St. Tammany Fire Protection District No. 1

## Board of Commissioners

### Regular Meeting Minutes February 18, 2014

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

The pledge of allegiance and prayer were given.

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

Chairman Crowley welcomed Chris Kaufmann as the new Fire Chief. Chief Kaufmann thanked the Board for allowing him to serve as Fire Chief, and stated that his actions will be based on value, integrity, trust and better communications.

Chairman Crowley thanked Chief Kuhn for his service as Interim Fire Chief. Chief Kuhn thanked the board for their support during his time as Interim Chief.

**AWARDS & RECOGNITION-** Chief Kuhn presented Captain Ronnie Brennan, Operator Patrick Boullion and Firefighter Melerine (not present) with a Meritorious Award for their actions, on January 14, in handling a boater in distress.

#### APPROVAL OF MINUTES

*Commissioner Brackett made a motion to approve the minutes of the January 21, 2014 meeting. Commissioner McDonald seconded the motion. The motion carried.*

**OLD BUSINESS-** (none)

**NEW BUSINESS –**

#### A) Chief's Report-

- 1.) Spouse Insurance/ Benefits Meeting Review-** Chief Kaufmann stated that the meeting was held on February 11, and he intends to have another one next month. He further stated that we will establish a "spouse" email so that spouses are included in the necessary meetings/events.

Chief Kaufmann stated that he has met with our Third Party Administrators to discuss his expectations. He stated that he would like any Board concerns be brought to the Chairman, who will then communicate those concerns to him; he will then get the necessary answers. Additionally, Chief Kaufmann stated that he will be meeting with all of the members to discuss his expectations.

- 2.) **Capital Projects/ Station 14 Update-** Chief Kaufmann stated that the Board was made aware of the change orders, on Station 14, that he authorized, which include the additional concrete work. The items were all budgeted for.

Chief Kaufmann stated that the St. Tammany Parish School Board has offered us three portable buildings. He stated that the City of Slidell has offered to move the buildings and have them placed at the Training Academy. These buildings will allow for more classroom space.

- 3.) **Vehicle Maintenance Committee report-** Chief Kaufmann stated that Ladder 16 is currently out of service from some cracks that may have resurfaced. The Ladder failed certification due to these cracks, as well as the lifting capacity. Chief Kaufmann stated that he has requested a meeting, on March 6, with Ferrara.

Chief Kaufmann reported that we have started the Preventative Maintenance on the trucks.

Chief Kuhn stated that he and Captain Brennan went to Pierce to see the new 100' ladder truck and we should be receiving delivery of it within the next couple weeks.

Chief Kaufmann stated that we did receive formal notification that District #12 would no longer be able to do our fleet maintenance; however, they will continue to do it until we are able to. Chief Kaufmann requested that we go forward and advertise for the maintenance position.

*Commissioner Kingston made a motion to accept the Chief's report. Commissioner McDonald seconded the motion. The motion carried.*

#### **PMI Report**

1. **Employee Benefits**
  - a.) **Insurance Review (Spouse & Dependents) – 02/11/14**
2. **Human Resource-**
  - a.) **2014-003: BOC Resolution (Maintenance Services)- tabled (To be Amended)**

*Commissioner McDonald made a motion to un-table Resolution 2014-003, Relating to Hiring of Maintenance Personnel for District No.1. Commissioner Kingston seconded the motion. The motion carried.*

*Commissioner McDonald made a motion to adopt Resolution 2014-003, Relating to Hiring of Maintenance Personnel for District No.1. Commissioner Kingston seconded the motion.*

Chairman Crowley stated that the intent, last month, was to begin the process to set the command structure in place, to have a maintenance division. Chief Kaufmann stated that the Maintenance Coordinator and Master Mechanic would have separate duties and structure.

Mr. Waniewski stated that the hiring of a master mechanic should have minimal impact on future budgets, as we will be paying this person less than the hourly rate we are paying for labor.

Chairman Crowley inquired into how the salary was chosen. Chief Kaufmann stated that this was based on an industry standard.

*The motion carried.*

- b.) **2014-005: BOC Resolution (FC Conditional Offer of Employment)-** no action needed
- c.) **2014-006: BOC Resolution (Permanent Fire Chief C. Kaufmann)**

*Commissioner Kingston made a motion to adopt Resolution 2014-006, Relating to the Recognition of Fire Chief Chris Kaufmann for District No.1. Commissioner Brackett seconded the motion. The motion carried. Commissioner McDonald abstained.*

- d.) **2014-007: BOC Resolution (Replenish Disaster Fund)-** there was a brief discussion on replenishing the “Disaster Fund” account for the overtime incurred during the ice storm (approx. \$4,500.00)

### **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.) **VFIS- 2014 Renewal Questionnaire Released**

Mr. Waniewski stated that he will be submitting a claim, for extra expenses, to VFIS, for additional funds to remove and relocate the temporary building and refurbish the property to its original condition.

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

Chief Kuhn presented Fire Operator Adam Willis with the 2013 “Medic of the Year” Award. He also received a Unit Meritorious Award.

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

Chairman Crowley stated that he would like to see the “Projected Department Cash Report” posted on the website. This would allow the public to see the funds we have allocated for future projects.

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

#### **D) Attorney’s Report-**

- a.) **Station 17 Update-** Attorney Ingram stated that Chairman Crowley has signed the contract and once he receives notice that it has been recorded we can have the insurance taken off the old property.
- b.) **Multi-Purpose Bldg. -** Attorney Ingram stated that an agreement has been made and Chief Kaufmann will submit two copies to the architect for their signature.

02/18/14

Attorney Ingram provided the board with a survey of two parcels of land on Airport Rd. He further stated that a purchase agreement was executed.

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

- E) Board of Commissioner Comments-** Commissioner McDonald noted that some of the “Unofficial” minutes are still posted on the website, and they need to be updated with the “Official” minutes.

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

*The meeting adjourned at 7:51 p.m.*