

# St. Tammany Fire Protection District No. 1

## Board of Commissioners

### Regular Meeting Minutes July 15, 2014

The meeting was called to order at 6:00 p.m.

The pledge of allegiance and prayer were given.

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

**AWARDS & RECOGNITION** - (none)

#### **APPROVAL OF MINUTES**

*Commissioner Brackett made a motion to approve the minutes of the June 17 and June 25, 2014 meetings. Commissioner Risley seconded the motion. The motion carried unanimously.*

**OLD BUSINESS** - (none)

#### **NEW BUSINESS** –

##### **A) Chief's Report-**

1.) **2013 Year End Report** – Chief Kaufman stated that the year-end report has been distributed. Additionally, copies have also been sent to some elected officials.

2.) **PIAL Update-** Chief Kaufmann stated that we have started our internal assessment and have met, several times, with the consultant. Chief Kaufmann stated that from a strategic standpoint, we are looking at station and equipment relocation, manpower distribution, training records and tracking of data. Chief Kaufmann further stated that the department's goal is to have the rating reduced to a "2" in both areas.

3.) **Vehicle Maintenance/ Committee Report-** Chief Kuhn stated that Engine 12 is back in service and Engine 16 should be back in service within the next few days.

Chief Kuhn stated that the Haz Mat truck is in production. He further stated that we should get the Ladder truck in August.

Chief Kaufmann stated that the master mechanic started on July 1. He is currently working out of the temporary pole barn. Chief Kaufmann further stated that the Multi-Purpose building should break ground any day.

4.) **Background Checks- BOC** – Chairman Crowley stated that he needed to turn his background information in.

5.) **Resignations/ Terminations-** Chief Kaufmann stated that in compliance with Civil Service, we had to let go of a Communications Officer. Additionally, we have received resignations from three firefighters to be effective at the end of July (took jobs for better pay).

Chief Kaufmann stated that we recently interviewed 34 applicants, 12 of which are already certified. The first seven offers of employment were to replace vacated positions. We will pursue a replacement for Communications.

- 6.) General Comments-** Chief Kaufmann reported that the ex-com meetings are being held a day earlier than usual (2<sup>nd</sup> Tuesday of each month)

Chief Kaufmann stated that we can cover the budget update at the July 30 millage meeting. He further stated that he has had positive feedback from the June 25 millage hearing.

Chief Kaufmann stated that we are re-advertising the temporary living trailer; if no bids are received, we have the option to sell it outright, if we choose to.

Chief Kaufmann stated that the next public campaign will be on July 25. It will be a rope rescue scenario at the Training Academy.

Chief Kaufmann stated that he did a presentation at the Rotary, and was asked to speak at The Chamber Public Policy meeting, with an up to date 2014, as well as additional slides.

Chief Kaufmann stated that the Citizen's Academy is scheduled to begin on August 27, and run four consecutive Wednesday's.

Chief Kaufmann stated, with regards to the land update, that we are working with the Corps of Engineer for a wetland determination on a piece of property.

Chief Kaufmann stated that Don Massad is currently working on getting health insurance renewal rate information.

Chief Kaufmann stated that a meeting, with elected officials, has been scheduled for July 22. We will be providing them with an overview of the department, as well as the finances.

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

**B.) PMI Report**

**1. Employee Benefits**

**a.) 2015 Insurance Renewal- Update**

**2. Human Resource-**

**a.) 2014-020: BOC Resolution (Commissioner FP Officers) - (Postponed)**

**b.) 2014-025: BOC Resolution (Establish Millage Rate) – pending 7/30/14**

**3. Payroll**

**4. FRS (Firefighters Retirement System)**

**a.) FRS ER Contribution Rate Increased: 29.25% effective July 1, 2014**

**5. VFIS Special Risk Insurance & LWCC-**

**a.) VFIS Crime Coverage: Background Checks (Cash handling & signature authority)  
– Update, Outstanding parties**

**b.) VFIS Station 14 (Building Evaluation Form)**

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

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

Chairman Crowley inquired as to whether the Commissioners concerns with the 2015 budget have been addressed. Commissioner McDonald advised that his concerns were addressed. Commissioner Brackett stated that he had some of the same concerns; however, he didn't see any of the responses. He further requested that all correspondence be shared amongst all of the Commissioners.

Commissioner Risley inquired into the status of the Communications consolidation (1.4M budget item). Chairman Crowley stated that while we agree to consolidate, we have no updated details. Chief Kaufmann stated that he recommended reducing that budget line item to \$700,000 in order to balance the 2015 budget.

Chairman Crowley stated that the challenge that the Board faces, going forward, is the fact that Chief Kaufmann has reallocated money, and the millage number is at 33.421.

Commissioner Kingston stated that he agrees that the millage will have to increase. Chief Kaufmann recommended a one year gap between the 35 mills and 33.421 mills to see what the next tax roll looks like.

Commissioner Risley requested more creativity with funding the position of Chief of Operations. Chief Kaufmann stated that he recommended the 4<sup>th</sup> Deputy Chief (8 hour day) position, at a reduced salary, to complete 2014.

Commissioner Risley thanked the administration for the transparency in providing detailed information to the Board.

Commissioner Brackett stated that he feels that the information that has been presented has been very thorough. He further stated that he feels very strongly about moving the millage up.

Commissioner McDonald stated that while he is unable to attend the July 30 millage meeting, he agrees that the millage should be raised and hopes that next year we generate more income.

Chairman Crowley stated that in order to fund the budget, we need 35 mills; however, the Board needs to determine if they choose to collect that. Chairman Crowley further stated that he supports doing what needs to be done to fund the budget.

Chairman Crowley stated that the cost of doing business has been over 33 mills, and it's up to 35 mills with Station 18.

*Commissioner Risley made a motion to accept the financial report. Commissioner McDonald seconded the motion. The motion carried unanimously.*

**D) Attorney's Report-**

**1.) Millage-** Meeting on July 30

**2.) Land/ Bldg. Update-** (discussed above)

- **Multi- Purpose Bldg.-** (discussed above)

Attorney Ingram requested Executive Session to discuss pending litigation with FRS.

*Commissioner McDonald made a motion to go into executive session to discuss pending litigation- STFPD v. Firefighters Retirement System, 19<sup>th</sup> JDC, Parish of East Baton Rouge, No. 56036, Section 26. Commissioner Brackett seconded the motion. The motion carried unanimously.*

*Executive Session convened at 7:34.*

*Commissioner Brackett made a motion to come out of Executive Session. Commissioner Risley seconded the motion. The motion carried unanimously.*

*The meeting reconvened at 8:00 p.m.*

Attorney Ingram requested that the Board consider settling the litigation by paying a lump sum of \$125,000. , as structured:

\$62,500 on/before July 31, 2014  
\$31,250 on/before Dec. 31, 2015  
\$31,250 on/before Dec. 31, 2016

*Commissioner McDonald made a motion to amend the agenda to add Resolution 2014-026, Relating to the Firefighters Retirement Settlement Agreement for District No.1. Commissioner Brackett seconded the motion. The motion carried unanimously.*

*Commissioner Brackett made a motion to adopt Resolution 2014-026, as amended to include specific installment amounts, as well as no further interest or action required, Relating to the Firefighters Retirement System Settlement Agreement for District No. 1. Commissioner Risley seconded the motion. The motion carried unanimously.*

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

- E) Board of Commissioner Comments-** Chief Kaufmann stated that after speaking with the City about using the Council Chambers, we will not be able to use it.
- F) Executive Session-** Discuss Pending Litigation- STFPD v. Firefighters Retirement System, 19<sup>th</sup> JDC, Parish of East Baton Rouge, No. 56036, Section 26- (under “Attorney” report)

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

*The meeting adjourned at 8:05 p.m.*