

# St. Tammany Fire Protection District No. 1

## Board of Commissioners

### Special Meeting Minutes December 10, 2014

The meeting was called to order at 6:02 p.m.

The pledge of allegiance and prayer were given.

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

#### **AWARDS & RECOGNITION-**

- Appreciation Recognitions were given to Maco, Vega and Juan Garza, III for their quick actions with the Napoleon Ave. fire on November 8, 2014. Councilman Stefancik was present and also recognized the children.
- David Berns- Promotion to Fire Prevention- (will be done when he is present later in the meeting)

#### **APPROVAL OF MINUTES**

*Commissioner McDonald made a motion to approve the minutes of the October 21, 2014 meeting. Commissioner Risley seconded the motion. The motion carried unanimously.*

#### **OLD BUSINESS – (none)**

#### **NEW BUSINESS –**

*Commissioner Brackett made a motion to add Resolutions 2014-052, 2014-053 and 2014-054 to the agenda. Commissioner Kingston seconded the motion. The motion carried unanimously.*

*Commissioner McDonald made a motion to move the Resolutions forward on the agenda, before the Chief's report. Commissioner Kingston seconded the motion. The motion carried unanimously.*

- 1.) **Public Discussion/ Hearing- 2015 Budget – (none)**
- 2.) **PMI Report**
  - a.) **Employee Benefits**
    - 1) 2015 Section 125 Cafeteria Plan
  - b.) **Human Resource**
    - 1) 2014-045: BOC Resolution (RFP for Small Tools Under Review)- Recordkeeping (Special BOC 10/27/2014)

*Commissioner Brackett made a motion to adopt Resolution 2014-045, Relating to the RFP Bids Received for Small Tools for District No.1. Commissioner Risley seconded the motion. The motion carried unanimously.*

- 2) 2014-046: BOC Resolution (Land Acquisition- Station 18)

***Commissioner Brackett made a motion to adopt Resolution 2014-046, authorizing the Purchase of Certain Immovable Property. Commissioner McDonald seconded the motion.***

Attorney Ingram stated that this is a ratification of an act, with respect to the property on Airport Rd., authorizing Chief Kaufmann to execute the necessary documents to purchase the property.

***The motion carried unanimously.***

- 3) 2014-047: BOC Resolution (Approve 2015 Budget)

***Commissioner Brackett made a motion to adopt Resolution 2014-047, Relating to the Approval of the 2015 Budget for Fire District No.1. Commissioner Kingston seconded the motion. The motion carried with Commissioner Risley voting “nay”.***

- 4) 2014-048: BOC Resolution (Intergovernmental Agreement with St. Tammany Parish Sheriff’s Office Common Radio System)

***Commissioner McDonald made a motion to adopt Resolution 2014-048, Relating to the Approval of the Intergovernmental Agreement for District No.1. Commissioner Brackett seconded the motion.***

Chief Kaufman recommended moving forward.

Commissioner Brackett stated that this is a standard agreement and wanted to point out that we were previously looking at paying \$150,000/ yr.; however, it has been reduced significantly.

***The motion carried unanimously.***

- 5) 2014-049: BOC Resolution (Campaign Consultant for Parcel Fee)

***Commissioner Risley made a motion to adopt Resolution 2014-049, Relating to the Selection of the Campaign Consultant for the Parcel Fee Renewal for District No. 1. Commissioner Brackett seconded the motion. The motion carried unanimously.***

Chief Kaufmann stated that 2 quotes were received and the information was put into a spreadsheet based on the lowest bid and services provided. Chief Kaufmann recommended moving forward with Hartman & Associates.

***The motion carried unanimously.***

- 6) 2014-050: BOC Resolution (Approve 2015 Section 125 Cafeteria Plan)

***Commissioner Brackett made a motion to adopt Resolution 2014-050, Relating to the Approval of the 2015 Section 125 Cafeteria Plan for District No.1. Commissioner McDonald seconded the motion. The motion carried unanimously.***

- 7) 2014-051: BOC Resolution (Approve 2014 Strategic Plan)

***Commissioner McDonald made a motion to adopt Resolution 2014-051, Relating to the Approval of the 2014 Strategic Plan for District No.1. Commissioner Brackett seconded the motion.***

Chief Kaufmann stated that this was a recommendation for housekeeping. Additionally, in 2015 another Strategic Planning process will be conducted based on recommendations from the Accreditation process.

***The motion carried unanimously.***

- 8) 2014-052: BOC Resolution (Restricted Fund-Children of Fallen Fireman's Fund "Earned Interest")

***Commissioner Brackett made a motion to adopt Resolution 2014-052, Relating to the Approval to Accumulate Earned Interest for the Children of Fallen Firemen's Restricted Fund for District No.1. Commissioner McDonald seconded the motion.***

Chief Kaufmann will meet with the Chief's Association to implement a program and manage the funds going forward.

***The motion carried unanimously.***

- 9) 2014-053: BOC Resolution (Deductible Offset- Hardship Reimbursement)

Chief Kaufmann stated that we have a couple employees that have been exposed to a possible double deductible based on our insurance renewal date. Previously, the deductibles were based on the calendar year; however, at the recent renewal, Humana is recognizing the deductible based on the plan year (October 1- Sept. 30).

Chief Kaufmann recommended that the employee pick up the first half of their portion of the deductible, and our deductible offset (in the budget) would pick up the second half.

***Commissioner McDonald made a motion to adopt Resolution 2014-053, Relating to the Approval of a Hardship Reimbursement for District No.1. Commissioner Brackett seconded the motion.***

***Commissioner Brackett made a motion to amend the Resolution to cover the full amount, instead of 50%. Commissioner Kingston seconded the motion.***

Chief Kaufmann stated that this would give some employees 21 full months of coverage, and it wouldn't be done for others.

***Commissioner Kingston rescinded his second on the motion. The motion died due to lack of a second.***

***The initial motion carried unanimously.***

- 10) 2014-054: BOC Resolution (Approve Station 18 Architect Agreement)

Mr. Waniewski stated that we got the auditor's approval, based on the discounted rates and previous relationship; and this qualifies as a valid bid for Station 18. Chief Kaufmann advised that we are going to use the same design as Station 14, with minimal modifications.

***Commissioner Brackett made a motion to adopt Resolution 2014-054, Relating to the Approval for Administration to Select the Architect for Station 18 for District No.1. Commissioner Risley seconded the motion.***

Chief Kaufman stated that he will execute the contract in 2014; therefore an initial payment will be made in 2014.

***The motion carried unanimously.***

(Commissioner Brackett left the meeting at 6:40 p.m.)

Chief Kaufmann recognized David Berns' promotion and swore him in as a Fire Prevention Officer.

### **c.) Payroll**

- d.) **FRS (Firefighters Retirement System)**
- e.) **VFIS Special Risk Insurance & LWCC**

### 3. Awards & Recognitions-

#### 4. Chief's Report

- a.) **Vote on 2015 Budget-** (covered above)
- b.) **Deductible Off-Set Hardship Recognition-** (covered above)
- c.) **Station 18- Dammon Contract-** (covered above)
- d.) **Radio System M.O.U.-** (covered above)
- e.) **Parcel Fee Update- Consultant Contract-** (covered above)
- f.) **2014 Certified Tax Roll-** Chief Kaufmann distributed a copy of the certified tax roll and stated that this was after the appeals process and should be final. He further stated that the work done, by the Board and Administration, resulted in a favorable budget projection.
- g.) **Accreditation Update-** Chief Kaufmann stated that an Accreditation team assessed our department from November 30- December 4. Chief Kaufmann recognized Officer Mike Thiel for his time and commitment in the process.

Officer Thiel spoke briefly on his involvement with the Accreditation process and the positive experience with the Accreditation team. He commended the members of the department, as well as the Board and third party administrators.

Chief Kaufmann recognized Officer Thiel as Firefighter of the Year.

Chairman Crowley stated that the Accreditation team was very impressed with all of the involvement and passion throughout the department. Additionally, the team recognized the ownership from the third party administrators and the Commissioners.

Chairman Crowley stated that while we are not officially accredited, we have a responsibility, between now and March, to finish up with the recommendations that were made. Additionally, in March, the Administration will go to Orlando to sit before a Commission and answer any questions before a final determination is made.

Chairman Crowley stated that of the 30,000 fire departments in the U.S., only 200 have this Accreditation.

Commissioner McDonald inquired about PIAL points for Accreditation. Chief Kaufmann stated that some of the things that have been done to comply with PIAL were in the models for performance indicators and were recognized in the accreditation exit interview. Chief Kaufmann further stated that the Fire Prevention Bureau will be in the future of the PIAL rating. Chief Kaufmann stated that our citizens come first, and we have to continue to measure our deliverables to their expectations.

Chairman Crowley stated that with regards to the maintenance program that we have implemented, the data that is collected and analyzed allows us to make the decisions that we make.

- h.) **Land Update-** Attorney Ingram stated that we are close to confecting a purchase agreement for the Station 13 property, which cost approximately \$500,000.

- i.) **Public Campaign-** Chief Kaufmann stated that a turkey frying demonstration was done in the month of November and a Christmas tree burn demonstration was done in December.

Chief Kaufmann stated that we will continue to do the public campaigns to let the public know how we spend their money and train. In January, there will be a demonstration with the LUCAS device. Chief Kaufman further stated that for the month that we have had the device in service, we have had four calls, with a 50% recovery rate. Additionally, we have had positive feedback from the membership. Chief Kaufmann stated that his goal is to have a device on each truck.

Chief Kaufmann stated that the contract with Acadian is the best we've had in 20 years.

Commissioner Risley stated that she recalls a recommendation to remove the device from the budget, due to faulty issues. Chief Kaufmann stated that he recalls not being able to afford the grant portion, which was approximately \$ 120,000. He further stated he that would like to put a device on every front response unit. This device also gives the emergency rooms a chance to get prepped while a patient is in route.

Chief Kaufmann stated that we will place additional LUCAS devices strategically, until we can get one for each truck.

- j.) **Maintenance Report-** Chief Worchel stated that in October, PM's were performed on L-11 and RE-3 and in November, E-12 and E-16 were done. With regards to major repairs, E-16 has a warranty issue (EGR valve) and L-16 has had issues with the lift cylinders and they are being rebuilt. Additionally, a full brake job on the rear axle of T-17 was performed, and E-12 is having the impeller issue repaired. In November, the pump test was done on E-12 and it was placed back in service. L-18 had a couple cylinders rebuilt, E-14 had tires replaced and E-16 has some starter issues which were repaired.

Chief Kaufmann stated that the committee has assessed the Reserve fleet and will recommend the surplus of some of those units.

- k.) **General Comments-** (none)

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

Chairman Crowley stated that the City Council reappointed Commissioner Fred McDonald to the Board. Additionally, Mr. Jim Hoyer was appointed to serve on the Board.

Mr. Hoyer introduced himself, stating that he would like to look at an executive summary of the budget, as well as our priorities, and where they fall with the other Commissioners.

Commissioner McDonald stated that he has learned a lot over the past couple years, and looks forward to continue learning even more.

Chairman Crowley recognized Commissioner Kingston for his 6 years of service to the Board. Commissioner Kingston stated his confidence that with the current Board, Administration and Third Party Administrators, the department is going in the right direction.

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

5. **DiGiovanni & Associates, CPA's, L.L.C-** Mr. DiGiovanni stated that RFP's have been sent out to other CPA's with regard to the annual audit.

Mr. DiGiovanni discussed the financial report.

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

6. **Attorney's Report-**

- a.) **Station 13 Property Acquisition-** (discussed above)

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

Commissioner Risley inquired about the status of employee evaluations. Chief Kaufmann stated that with regards to the employee based evaluations, the quality of the evaluations has increased, as well as the documentation of the goals and objectives and educational standards and qualifications. Chief Kaufmann further stated that he reviews every evaluation. Chief Kaufmann complimented the Captain's and Chief's on sitting with the employees and documenting/ mentoring where the employee is headed.

Commissioner Risley stated that last December there was a vote of confidence for vendors; and requested that it be done in January (or every other year). Chief Kaufmann recommended an evaluation process to serve at the vote of confidence. Attorney Ingram reiterated that it is not a vote of confidence; rather a determination of competency. Commissioner Kingston suggested that to be done in December, due to Commissioners possibly being replaced, effective January 1.

Chief Kaufmann stated that the third party vendors were spoken favorably upon during the Accreditation process. Chairman Crowley stated that this annual documentation enhances the validity that there is a process to ensure that things are being done the way they are. There was further discussion on an annual vote for the Chairman of the Board..

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

*The meeting adjourned at 7:47 p.m.*