

# St. Tammany Fire Protection District No. 1

## Board of Commissioners

### Regular Meeting Minutes August 18, 2015

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

The pledge of allegiance and prayer were given.

**ROLL CALL:** Acting Chairman McDonald and Commissioners Brackett, Risley and Hoying were present. Chairman Crowley was absent.

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

##### **Years of Service**

1. 10 years Alan Novak
2. 15 Years Merreil Gomez
3. 20 Years Buck Kleck

##### **Unit Meritorious Award**

###### **Engine 11 w/Lucas Device**

- Captain Roy Smith
- F.O. Taylor Bass
- F.F. Chris Darby

###### **Engine 12 First FD Unit on Scene**

- Captain Lionel Baker
- F.O. Cole Horton
- F.F. Russell Raymond

###### **Communications Officer**

- Randy Ward

#### **APPROVAL OF MINUTES**

*Commissioner Risley made a motion to approve the minutes of the July 21, 2015 meeting. Commissioner Brackett seconded the motion. The motion carried unanimously.*

#### **OLD BUSINESS –**

- a.) **2016 Budget-** This item was placed on the agenda for any discussion and reminder of the timeline for moving forward with the approval of the budget.

*Commissioner Hoying made a motion to amend the agenda to add Resolution 2015-040. Commissioner Risley seconded the motion. The motion carried unanimously.*

*Commissioner Brackett made a motion to add Resolution 2015-040 to the agenda. Commissioner Risley seconded the motion. The motion carried unanimously.*

#### **NEW BUSINESS –**

## 1. Chief's Report

### a.) **Bid Presentation- Station 18-** Attorney Ingram stated that there were 5 bids received:

- o McMath Construction \$ 1,286,000
- o CM Combs Construction \$ 1,317,000
- o Shamrock Construction \$ 1,448,000
- o Boasso Construction \$ 1,560,000
- o E.C.O Builders \$ 1,900,000

Attorney Ingram stated that this was previously bid out, and the lowest bid was from Excalibur, for \$ 1,249,949. All of the previous bids exceeded the budgeted amount of \$ 1,200,000 as have the current ones, even with the minor changes (landscaping, windows, concrete, etc.) that were done. He advised that he and Chief Worchel will meet to make sure that the bids are responsive, as well as responsible, and will report to the Board.

### b.) **Accept 2014 Audit-** Mr. DiGiovanni stated that the 2014 audit was complete, with no findings.

### c.) **Lightning Strike- Dispatch/ Station 11-** Chief Worchel stated that Dispatch/ Central was directly struck by lightning. The biggest interference was to the radio system. He further stated that we will be filing a claim with VFIS and is actively collecting data and pricing.

### d.) **Health Insurance Renewal-** Chief Kaufmann stated that after going to the market, and obtaining renewal quotes, there is 5 % premium reduction in the Humana proposal. This proposal is a direct reflection of the decrease in utilization. Chief Kaufmann stated that there are Resolutions, in the PMI report, and he's requesting that the benefit percentage, as well as the retiree contribution, remain the same.

### e.) **Public Campaign-** Chief Kaufmann stated that we performed a rapid diver demonstration on Friday, July 24. Fire Prevention Officer Dekemel stated that a lot of training came out of the demonstration. Additionally, we have partnered with New Orleans EMS to continue rapid diver training.

Chief Kaufmann stated that the Citizen's Academy starts on August 26.

### f.) **Operations Report-** Chief of Operations Kuhn discussed the "Operations" reports (May – June) which covers Hydrants Inspected, NFIRS Incidents, Dollar Loss/ Dollar Save (by Station location), Average Response Time (by Station) and EMS Call Type and Number of Incidents

### g.) **Fire Prevention Report-** Chief of Fire Prevention Duffaut introduced Brian Macaluso as a new Inspector to the division.

The monthly "Fire Prevention" report (May- June) was distributed which included Inspections, Public Fire Safety & Education Events, Investigations, and Economic Impact.

### h.) **Training Report** – Chief of Training Billman discussed the "Training" report (May-June) which included Classes and Certifications.

### i.) **Maintenance Report-** Chief Kuhn stated that the Maintenance Officer had surgery and will be out for an extended time; however, Captain Kleck will be assisting with smaller maintenance issues.

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

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

2. **SFFA (Slidell Firefighters Association)** – Union President Billy Dekemel stated that the Association participated in the Heritage Festival and Red Bean Cook-Off.

3. **PMI Report**

- a.) **Employee Benefits-** Renewal Forecast (10/01/16)

- b.) **Human Resource**

- 1) 2015-034: BOC Resolution (2015 Millage) – Record keeping

*Commissioner Brackett made a motion to adopt Resolution 2015-034, Relating to the 2015 Levied Millage for District No.1. Commissioner Hoying seconded the motion. The motion carried unanimously.*

- 2) 2015-035: BOC Resolution (Deep Water Horizon BP Settlement)

*Commissioner Risley made a motion to adopt Resolution 2015-035, Relating to the Approval to Restrict Funds from the Deep water Horizon BP Settlement for District No.1. Acting Chairman McDonald seconded the motion.*

Commissioner Brackett inquired as to whether we would benefit from putting it in any other fund. Mr. DiGiovanni advised that we would not. These funds are dedicated to Rolling Stock/ Major Capital Expenditures; however, nothing specific. Additionally, these funds can be moved as necessary.

*The motion carried unanimously.*

- 3) 2015-036: BOC Resolution (Public Notice Posting) – Discussion Only

*There was no motion- discussion only.*

- 4) 2015-037: BOC Resolution (District Sponsored- Employee Benefit (s) Renewal – Discussion Only

*Commissioner Brackett made a motion to open Resolution 2015- 037, Relating to the Renewal of District Sponsored Group Employee Benefits for Fire District No.1 up for action/ approval. Commissioner Hoying seconded the motion.*

Commissioner Hoying clarified that this motion was respective to the insurance savings (approx. \$100,000) which are the result of lower utilization.

*The motion carried unanimously.*

- 5) 2015-038: BOC Resolution (Employee Benefit Contribution Package Freeze) – Discussion Only

Mr. Waniewski stated that there was a “Restricted Fund” created to offset incremental insurance increases; therefore, the increases will be picked up by the “Employee Insurance Benefits” fund.

***Commissioner Brackett made a motion to adopt Resolution 2015-038, Relating to District and Employee Contributions for District No.1 Sponsored Benefits. Commissioner Risley seconded the motion.***

Billy Dekemel inquired into whether this was going to be a savings to the employees. Mr. Waniewski confirmed that it was, as well as to the department.

Commissioner Hoying asked if the \$12,000 decrements the \$ 100,000 in savings. Mr. Waniewski stated that it does not; the \$100,000 is pure savings.

Commissioner Hoying stated that he feels it's important that the employees know that with the decrease in utilization, the savings affords the Board the opportunity to continue benefiting them.

Mr. Waniewski stated that the increase was approx. \$17,000, not \$12,000.

***The motion carried unanimously.***

- 6) 2015-039 - BOC Resolution (Retiree Benefit Contribution Freeze) – Discussion Only

***Commissioner Brackett made a motion to adopt Resolution 2015-039, Relating to the Continuance of Retiree Contributions for District No.1 Sponsored Retiree Benefits. Commissioner Hoying seconded the motion.***

Commissioner Risley inquired into how many people are affected by this. Mr. Waniewski stated that there are approx. 39 retirees.

***The motion carried unanimously.***

- 7) 2015-040 – BOC Resolution (Admin. Review- St.18 Bid Proposals)

***Commissioner Risley made a motion to adopt Resolution 2015-040, Relating to the Approval for Administrative Review of Station 18 Bid Proposals for District No. 1. Acting Chairman McDonald seconded the motion.***

Chief Kaufmann stated that we've done our due diligence and made the attempt to reduce the bids to keep them within the budget. He further stated that there are unspent funds in the "Land Purchased for Stations" fund.

Acting Chairman McDonald stated that this only authorizes the review of proposals, not approval of the lowest responsive and responsive bidder.

Commissioner Risley stated that we replaced the verbiage from "best value" to "lowest responsible and responsive" bidder. Mr. Waniewski stated that it was changed several years ago when the public bid laws were amended.

Commissioner Risley stated that aside for the work that Administration has done, she likes the perception that the Board is involved in the process.

Commissioner Hoying stated that with the level of information necessary to ensure proper due diligence, there should be quantifiable evaluation criteria, and a scoring matrix, in the way the Administration evaluates, with regards to the responsiveness of the bidders. Attorney Ingram stated that typically you start with the lowest bidder and determine whether or not the criteria for the bid was met (responsiveness) and then you determine whether or not the bidder is responsible, which requires a background check. He further stated that we have done a thorough analysis in the past to

determine whether someone was responsible (lawsuits, failure to complete a job on time, newspaper articles, discussions with prior entities, etc.).

It was determined, from a documentation perspective, that in order to demonstrate that we've done our due diligence in the process of determining whether the criteria has been met and whether the bidder is capable of executing on the contract effectively, that a process be in place.

*The motion carried unanimously.*

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

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

**4. DiGiovanni & Associates, CPA's LLC-** Mr. DiGiovanni discussed the financial report.

Commissioner Risley inquired about "Legal Services" and if we aren't being billed, or just don't have any litigation. Chief of Administration Worchel stated that we have received bills for the first quarter, and most of the second quarter.

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

**5. Attorney's Report-**

- 1) **Millage Update-** Attorney Ingram stated that he met with the Deputy Chief Assessor, on Thursday, July 23, and reviewed the millage documents, which were found to be in order. The correspondence was submitted to the Legislative Auditor, prior to August 1, so that if there was any legislation that came to fruition, we would not be subject to that new legislation.

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

- 6. Board of Commissioner Comments-** Commissioner Hoying stated that he would like to see if there is a way to incentivize the firefighters to effectively utilize their benefits in a way that benefits themselves, as well as the taxpayers. Chief Kaufmann stated that this was the reason for creating the "Employee Insurance Benefit" fund.

**7. Adjournment**

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

*The meeting adjourned at 7:26 p.m.*