

St. Tammany Fire Protection District No. 1

Board of Commissioners

Regular Meeting Minutes September 20, 2016

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

The prayer and pledge of allegiance were done.

ROLL CALL: Chairman Crowley and Commissioners Brackett, Rich and Gay were present.
Commissioner Hoying was absent.

AWARDS & RECOGNITION-

Years of Service

- 37 Years of Service- Dave Kuhn
- 25 Years of Service- Jay Gross, Kenneth Kittel, Steve Lemoine, Tim Sanford (absent)
- 15 Years of Service- Gary Jones, Jr. (absent), Roy Smith (absent), Nathan Thigpen (absent)
- 10 Years of Service- Kerry Clasen (absent), Justin Galatas, Ryan Gaudin
- 5 Years of Service- Josh Musselman

Promotions

- Chief of Administration Chad Duffaut
- Chief of Fire Prevention Robbie Marquette
- Inspector Matt DelBuono
- Training Officer Walter Allen

APPROVAL OF MINUTES

Commissioner Brackett made a motion to approve the minutes of the August 16, 2016 meeting. Commissioner Hoying seconded the motion. The motion carried unanimously.

OLD BUSINESS – (none)

NEW BUSINESS –

1. Chief's Report

- 2017 Budget Discussion-** Chief Kaufmann stated that we will meet on October 3 to prepare a final budget to present
- Update - Station 13/HQ –** Chief Kaufmann stated that we have the final draft of the Station 13/ HQ floorplan and will be meeting with engineers to finalize any engineering decisions that may have to be made. Once the specifications are complete, we will then advertise for bids.
- Update- Station 18-** (Grand Opening- Sept. 10) – Chief Kaufmann thanked all who attended and assisted with getting the station ready. He further stated that approximately 150 people attended.

Personal recording devices are welcome in every meeting for FD1; however, they will be maintained in the possession of the individual that owns the recorder to remove any liability from FD1 of any unintended or accidental mishaps with their recorders during any of the meetings.

Chief Kaufmann stated that we have had to draft letters due to additional insurance discounts based on the proximity of homes and the location of the fire station.

- d.) **Public Campaign-** Chief Kaufmann stated that October is Fire Prevention month, and we will be highlighting Fire Prevention activities.
- e.) **Operations Report-** Chief Kuhn discussed the “Operations” report (August) which covers YTD call totals, Hydrants Inspected, NFIRS Incidents, Dollar Loss/ Dollar Save (by Station location), Average Response Time (by Station) and EMS Call Type and Number of Incidents.

Chief Kaufman complimented the employees on the improved turn out times.

Chief Kaufmann stated that in August, we had 11 cardiac arrests and we were able to obtain a pulse on 8 of the patients. He further stated that year to date, we have applied the LUCAS device 57 times, and obtained a pulse in 31 patients.

Chief Kaufmann stated that we are short one LUCAS device, and we will review the budget at the end of the year to see if one can be purchased.

- f.) **Maintenance Report-** Chief Kuhn discussed the “Maintenance” report (August) which covered preventative maintenances and major repairs performed.

Chief Kaufmann stated that based on the cost/benefit analysis that Chief Kuhn provided for a mechanic position, he reached out to someone; however, they declined the offer. He further stated that we will move forward with advertising, etc.

- g.) **Fire Prevention Report-** Chief of Fire Prevention Robbie Marquette discussed the monthly “Fire Prevention” report (August) which included Inspections, Public Fire Safety & Education Events, Investigations, and Economic Impact.

Chief of Fire Prevention Marquette stated that beginning October 1, a member will be selected monthly to be interviewed and put on our Facebook page, with a brief description of the member.

- h.) **Training Report** – Chief of Operations Kuhn discussed the “Training” report (August) which included Classes, Certifications and Revenues.

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

Commissioner Brackett made a motion to accept the Chief’s report. Commissioner Rich seconded the motion. The motion carried unanimously.

2. SFFA (Slidell Firefighters Association)

- **“Helmet for Heroes” Breast Cancer Fundraiser-** Chief Kaufmann stated that this fundraiser would raise money from sponsors who may have relatives with breast cancer, or a breast cancer survivor, and the helmet will be worn by one of the firefighters. After October is over, the shield will be presented to the family. Chief Kaufmann recognized Commissioner Gay for being one of the sponsors and Firefighter Brady Lee will be wearing his helmet.

3. PMI Report-

Pursuant to R.S. 42:23, personal recording devices are welcome in every meeting for Fire District No. 1; however, 2 they must remain and be maintained in the possession of the individual that brings the device to remove any liability from Fire District No. 1 of any unintentional or accidental mishaps with the device during any such meeting

a.) **Employee Benefits**

- 1) Standard LTD- 0% renewal increase

b.) **Human Resource**

- 1) 2016-039: BOC Resolution (Freeze Employee Contributions to Employee Benefits)

Commissioner Brackett made a motion to adopt Resolution 2016-039, Relating to District and Employee Contributions for District Sponsored Employee Benefits for District No.1. Commissioner Gay seconded the motion. The motion carried unanimously.

- 2) 2016-040: BOC Resolution (Freeze Retiree Benefit Contribution)

Commissioner Brackett made a motion to adopt Resolution 2016-040, Relating to the Continuance of Retiree Contributions for District No.1 Sponsored Retiree Benefits. Commissioner Rich seconded the motion.

Chief Kaufmann stated that the retiree portion is \$250.00/month toward the major medical premium.

The motion carried unanimously.

- 3) 2016-041: BOC Resolution (EE Deductible Offset)

Commissioner Brackett made a motion to adopt Resolution 2016-041, Relating to the Continuance of the Deductible Expense Offset Fund for District Sponsored Employee Benefits for District No.1. Commissioner Gay seconded the motion. The motion carried unanimously.

- 4) 2016-042: BOC Resolution (0% Employee Benefits Rate Renewal)

Commissioner Brackett made a motion to adopt Resolution 2016-042, Relating to the Zero Percent Renewal of District Sponsored Employee Benefits for District No.1. Commissioner Rich seconded the motion.

Mr. Waniewski stated that when we did the budget forecast, we used the 10%-15% trend rate, so we will realize a tremendous savings.

The motion carried unanimously.

- 5) 2016-043: BOC Resolution (LWCC- Workers' Compensation Renewal)

Commissioner Brackett made a motion to adopt Resolution 2016-043, Relating to the Renewal of the Workers' Compensation Insurance Coverage for District No.1. Commissioner Gay seconded the motion.

Mr. Waniewski stated that we received a 6.1% rate decrease, and had a 10% projected increase in the budget.

The motion carried unanimously.

- 6) 2016-044: BOC Resolution (Allocate Parcel Fees to Annual Debt. Service, as applicable)

Commissioner Brackett made a motion to adopt Resolution 2016-044, Relating to the Allocation of Parcel Fees to Fund Debt Service for District No. 1. Commissioner Rich seconded the motion. The motion carried unanimously.

c.) **Payroll – (none)**

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- d.) **FRS (Firefighters Retirement System) – (none)**
- e.) **VFIS Special Risk Insurance & LWCC**
 - 1) LWCC Renewal- 6.1% Reduction

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

4. Duplantier Hrapman Hogan & Maher, LLP-

Mr. DiGiovanni discussed the financial report.

Commissioner Brackett made a motion to accept the August financial report. Commissioner Gay seconded the motion. The motion carried unanimously.

- 5. Attorney's Report-** Attorney Ingram stated that he met with the Assessor and delivered millage documents.

Mr. Ingram stated that he has encountered a grant writer who has been successful in getting FEMA grants and discussed his pricing options, should the department ever decide to engage one.

Chief Kaufmann stated that with regards to the Assessor saying that we should anticipate a 1% projected increase in growth, he recently had two of his properties whose assessments were increased in excess of 15%. He further stated that he has requested an appeal on the assessments.

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

6. Board comments – (none)

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

The meeting adjourned at 7:08 p.m.