

St. Tammany Fire Protection District No. 1

Board of Commissioners

Regular Meeting Minutes January 20, 2009

The meeting was called to order at 5:33 p.m.

The pledge of allegiance and prayer were given.

Roll Call: Chairman Kline and Commissioners Rich and Kingston were present. Commissioners Davis and Risley were absent.

APPROVAL OF MINUTES-

Commissioner Rich made a motion to approve the minutes of the December 16, 2008 Regular meeting. Commissioner Kingston seconded the motion. The motion carried.

OLD BUSINESS – (NONE)

NEW BUSINESS

A) Chief's Report-

a) Adopt Handbook

Commissioner Kingston made a motion to approve the 2009 Handbook. Commissioner Rich seconded the motion. The motion carried.

- b) Surplus Equipment/ Donation-** Chief Kaufmann discussed advertising the equipment that was surplus in 2008 (Suburban, Crown Vic and 1986 Pierce Pumper). He requested, in the event that no bids are received, donating to another district. Furthermore, if no departments in the district, or area, would like us to donate to them, an Ohio Fire Department has expressed interest. The Commissioners have no objection to Chief Kaufmann's disposal request.

Chief Kaufmann stated that the Standards and Qualifications were presented to the members of the department. Any questions/concerns by the members were taken into consideration. The Board was presented with the updated Standards and Qualifications for adoption at the next meeting. We will then present them to the local Civil Service Board. Upon their approval, these will be written into the individual class plans.

Commissioner Rich made a motion to approve the Chief's report. Commissioner Kingston seconded the motion. The motion carried.

B) PMI Report- (presented by Leo Jackson)

1. Employee Benefits-

- a) 2009 Section 125C (FSA/POP Elections)-** enrollment meetings will be conducted

2. Human Resources-

- a) Promotional Standards and Qualifications- Development of Class Plan for Non-suppression career disciplines/ paths (presented by: Chief Kaufmann) –**

- b) **OSHA 300 Log-** OSHA 300A log is posted
- c) **OSHA Incident Report (Hours worked)**
- d) **NCCI Experience Modifier Audit**

3. Payroll-

- a) **2009 New Pay Scale Implemented**

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)**
- c) **Response: FRS letter 01/15/08- 17.2% Valuation v. 900K payment**

5. VFIS Special Risk Insurance & LWCC

- a) **LA Citizens Insurance Tax Credit (LA Fair Share)- Applied for**
- b) **VFIS Renewal Questionnaire**

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

Chief Hess commented on the percentage of our salaries in comparison to the budget (60%).

C) DIGIOVANNI & ASSOCIATES, CPAs LLC-

Mr. DiGiovanni discussed the financial statement.

Chief Hess stated that we have sustained a million dollar loss as a result of the roll-back of 5 mills, as well as the inability to maintain that type of reduction on an on- going basis. We are currently at an exposure of not receiving any revenue for 3 to 4 months. There was additional discussion about the delays in receiving revenues.

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

D) ATTORNEY'S REPORT- (NONE)

Commissioner Rich made a motion to adjourn the meeting. Commissioner Kingston seconded the motion. The motion carried. The meeting adjourned at 6:02 pm.