

# St. Tammany Fire Protection District No. 1

## Board of Commissioners

### Regular Meeting Minutes February 17, 2009

The meeting was called to order at 5:32 p.m.

The pledge of allegiance and prayer were given.

Roll Call: Chairman Kline and Commissioners Davis, Rich and Kingston were present.  
Commissioner Risley arrived at 5:38 p.m.

#### APPROVAL OF MINUTES-

*Commissioner Rich made a motion to approve the minutes of the January 20, 2009 Regular meeting. Commissioner Davis seconded the motion. The motion carried unanimously.*

#### OLD BUSINESS – (NONE)

- a) **Surplus Equipment/ Donation-** St. Tammany Fire Dist #9 would like to swap three of our surplus apparatus for a Deuce and a half. Attorney Troy Ingram requested that permission be given to enter into an Inter-Governmental Agreement to swap the 1986 Pierce Pumper, Crown Victoria and Suburban for an AMC Deuce and a half.

*Commissioner Davis made a motion to grant permission to enter into an Inter-Governmental Agreement to swap the surplus (three) equipment for an AMC Deuce and a half. Commissioner Kingston seconded the motion. The motion carried unanimously.*

Chief Hess stated that a resolution will be presented next month to reflect the swap.

Chief Kaufmann requested that the 1981 Mack truck be surplused. This was donated to the Military and is no longer needed. He requested setting a minimum bid so it can be advertised for 30 days. We would like to do this at private sale, considering the appraised value is less than \$5,000.00

*Commissioner Rich made a motion to surplus the 1981 Mack truck if we can get fair market value based on an appraisal. Commissioner Kingston seconded the motion. The motion carried unanimously.*

#### NEW BUSINESS

- A) **Chief's Report-** Chief Hess requested a motion to move the PMI report up on the agenda.

*Commissioner Risley made a motion to move the PMI report up on the agenda. Commissioner Rich seconded the motion. The motion carried unanimously.*

#### B) PMI Report

1. **Employee Benefits-**
  - a) **Mid- year loss history review (BCBS)**
2. **Human Resources-**

- a) **Promotional Standards and Qualifications- Development of Class Plan for Non-suppression career disciplines/ paths (presented by: Chief Kaufmann) –**
- b) **NCCI Experience Modifier Audit-** still ongoing
- c) **2008-034: BOC Resolution (Cost Recovery Corp.)-** as this was approved in 2008, Cost Recovery Corporation has requested a written Resolution

*Commissioner Rich made a motion to adopt Resolution 2008-034. Commissioner Davis seconded the motion. The motion carried unanimously.*

- d) **2009-001: BOC Resolution (Employee Handbook Revisions)**

*Commissioner Rich made a motion to adopt Resolution 2009-001. Commissioner Davis seconded the motion. The motion carried unanimously.*

- e) **2009-002: BOC Resolution (Promotional Standards & Qualifications)-** Mr. Waniewski also attached, as Exhibit A, the 13 different disciplines. Upon approval, it will be presented to Civil Service.

*Commissioner Risley made a motion to adopt Resolution 2009-002, relating to the adoption of Promotional Standards and Qualifications. Commissioner Kingston seconded the motion. The motion carried unanimously.*

### **3. Payroll-**

#### **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**
- d) **X-FRS request for Reimbursement**

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

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

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

### **CHIEF'S REPORT- combined with DiGiovanni & Associates, CPA's, L.L.C**

- a) **Millage Revenue Discussion-** Chief Hess wanted to discuss our financial status presently and also how it impacts us on future goals. He discussed developing a stream of income that will hopefully serve the purpose of offsetting some of our future expenses. There have been some informal discussions dealing with EMS (and the transport aspect of emergency medical services). Chief Shoultz will join with Joe DiGiovanni and Chief Hess in their presentation (power point). Based on demographic information, 68-70% of annual calls are EMS related, and that is expected to increase.

Mr. DiGiovanni did a power point presentation to illustrate revenues, expenditures, etc. for past years, current and future years. There was discussion on revenues with an increased millage. Commissioner Kingston inquired about the value of 1 Mil, which Chief Hess stated approximately \$420,000 gross, less 8%.

Chief Shoultz presented an EMS delivery concept. He explained a “peak hour” model concept which is designed to maximize efficiency by minimizing response times and to ensure that ALS is delivered to our constituents. He discussed the need for a “peak” demand unit. As we are licensed through the State, this is a revenue stream for the department. There was further discussion regarding staffing of the “peak” unit. Chief Hess stated that this would provide better compliance with NFPA 1710. He will begin the foundation for preparing for transporting.

*Commissioner Kingston made a motion to approve the Chief report and the financial report. Commissioner Davis seconded the motion. The motion carried unanimously.*

#### **D) ATTORNEY’S REPORT**

- a) **Possibility of Obtaining Line of Credit in the Event that Ad Valorem Revenues are not forthcoming by March 2009-** after further research, it was determined that this will not be necessary
- b) **Deannexation Agreement with Fire Dist. #3-** meetings have been set up for discussion on this and an ethics opinion was requested.
- c) **Doctor’s Urgent Care Quote-** Attorney Troy Ingram has reviewed the quote. He reiterated the importance of having one point of contact with the doctor’s office.
- d) **“Sale, exchange, or lease of property by a municipality” statute (La R.S. 33:4712) - surplus vehicles.** – discussed under “Old Business”

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

Chairman Kline discussed the meeting that was held with other fire departments regarding cost share saving. He feels we have a strong opportunity for savings.

*Commissioner Davis made a motion to adjourn the meeting. Commissioner Risley seconded the motion. The motion carried unanimously. The meeting adjourned at 7:03 pm.*