

# St. Tammany Fire Protection District No. 1

## Board of Commissioners

### Regular Meeting Minutes February 23, 2010

The meeting was called to order at 5:35 p.m.

The pledge of allegiance and prayer were given.

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

#### APPROVAL OF MINUTES-

*Commissioner Kingston made a motion to approve the minutes from the January 19, 2010 regular meeting. Commissioner Davis seconded the motion. The motion carried unanimously.*

OLD BUSINESS – (none)

#### NEW BUSINESS

##### A) Chief's Report-

- a) **Calendar-** Chief Hess requested that this item issue be changed to "Trucks". Chief Hess stated that we have two (2) pick-up trucks, one currently with a blown engine and both in excess of 100,000 miles, that need to be replaced (from State contract). Currently, the approved 2010 budget has \$50,000.00 for this purchase, and we will surplus two (2) of the older ones.

Chief Hess further stated that in the past 6 months, we have spent over \$45,000.00 on Engine 17. As this engine is in a high volume area, consideration is being given to move it to a lower volume area. In the future, however, this truck will need to be replaced.

- b) **Renewal of Medical Director-**

*Commissioner Davis made a motion to renew the Medical Director contract, pending legal review. Commissioner Kingston seconded the motion. The motion carried unanimously.*

- c) **Adoption of handbook, with revisions, for 2010-** (The proposed revised handbook was handed out last meeting for review and approval at this meeting)

*Commissioner Rich made a motion to adopt the 2010 Handbook, with revisions. Commissioner Kingston seconded the motion. The motion carried unanimously.*

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

##### B) PMI Report

###### 1. Employee Benefits

- a) **Loss History review-** (pending reports)

**2. Human Resources**

- a) **Employee Handbook Revisions**
- b) **Experience Modifier Audit- Final results**

**3. Payroll**

- a) **W-2's Released/ Posted all personnel**

**4. FRS (Firefighters' Retirement System)**

- a) **2010 Projected ER contribution rate- effective 7/1/2010- 21.5%**
- b) **FRS Back Pay Audit- pay off balance (outstanding)**
- c) **FRS 2006- Outstanding Audit Acknowledgement (filed as not in agreement w/ FRS determination)**

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

- a) **VFIS Renewal questionnaire**

Mr. Waniewski presented a summary on how Fire Dist #1 compared to other Districts (Demographics survey). Chief Hess inquired as to what other metrics can be provided to prove our effectiveness.

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

**C) DiGiovanni & Associates, CPA's, L.L.C**

Mr. DiGiovanni discussed the job analysis report he put together, breaking down the different divisions.

The financial report was discussed.

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

Mr. DiGiovanni discussed that meeting that he and Chief Kaufmann attended regarding CDL loan forgiveness. FEMA will forward a "template" for the letter that we will sign and forward to them.

**D) Attorney's Report-** Attorney Troy Ingram requested to suspend the rules to discuss topics that came up during the Leadership meeting.

*Commissioner Rich made a motion to suspend the rules. Commissioner Kingston seconded the motion. The motion carried unanimously.*

Attorney Troy Ingram discussed issues/ requests from Commissioners to Administration, Mr. DiGiovanni, etc. He requested that this information be done in a Resolution (due to potential costs, etc.) with cost estimates, etc. and presented to the Board. It was agreed upon that any requests, outside the scope of normal duties, be brought before the Board.

Mr. Ingram discussed his need to further review the James Hartmann contract. Chief Hess stated, due to the concerns of one of the Commissioner's, we were on a month by month basis with Hartmann & Associates. He would like to commit to a

contractual obligation, with the ability of either party to cancel within a specified number of days. Mr. Hartmann has confected a contract and Chief Hess requested approval of the contract, pending the review of legal council. This item is also in the 2010 approved budget. Chairman Kline stated that as this is a new contract, he would like to review it.

***Commissioner Davis made a motion to accept the Attorney's report. Commissioner Kingston seconded the motion. The motion carried unanimously.***

***Commissioner Davis made a motion to adjourn the meeting. Commissioner Kingston seconded the motion. The motion carried unanimously. The meeting adjourned at 6:20 pm.***