

# St. Tammany Fire Protection District No. 1

## Board of Commissioners

### Regular Meeting Minutes May 17, 2011

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 Davis, Rich, and Risley were present.  
Commissioner Kingston was absent.

#### APPROVAL OF MINUTES-

*Commissioner Davis made a motion to approve the minutes of the April 19, 2011 meeting. Commissioner Rich seconded the motion. The motion carried unanimously.*

#### NEW BUSINESS -

A) **Chief's Report-** nothing to report

B) **PMI Report-** presented by Leo Jackson

##### 1. Employee Benefits

a.) **Benefit Template-** Mr. Jackson reported that they are in the process of developing a list of all benefits available so employees can go to our website to view the plans, etc.

##### 2. Human Resource

- a.) **2011-008: BOC Resolution (Referred to Civil Service (OSE))**
- b.) **2011-009: BOC Resolution (Referred to Civil Service (OSE))**
- c.) **2011-011: BOC Resolution (Relocate Public Meetings to the Towers)-** pending
- d.) **2011-012: BOC Resolution (Medical Director's Contract- Renewed)**
- e.) **2011-013: BOC Resolution (BOC Fire Prevention Committee)**

*Commissioner Davis made a motion to adopt Resolution 2011-013 relating to the appointment of a Fire Prevention Review Committee for District No.1. Commissioner Risley seconded the motion. The motion carried unanimously.*

- f.) **Employee Handbook Revisions-** tabled
- g.) **Fire Chief- Annual Evaluation Form**
- h.) **Legislative Watch**

##### 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.) **FRS Actuary 2011 Projected ER Rate: 21.5%**

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

- a.) **2011 VFIS Policy- Renewed 05/06/2011**

Commissioner Risley inquired about the Fire Chief evaluation. It was determined that it will be done at the meeting in June.

***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 stated that over the next couple months, we typically look at revising the budget. He further stated that if there is anything (specific line items, etc.) that needs to be addressed, he is available to discuss this.

Mr. DiGiovanni discussed the financial report.

Chief Hess discussed the equipment maintenance line item, currently at 43% vs. 34% for the year, stating that he met with Fire Dist. #12. They now have two additional employees to handle maintenance. One of the employees is the only person, in the State of Louisiana, to have an EVT Certification. Fire Dist. #12 has expressed an interest in the maintenance of fire equipment throughout the parish at a labor rate of \$65.00/hr.

Fire Dist. #12 inquired about our department doing Fire Prevention and Investigation services for their department.

With regards to the overtime in Dispatch, Chief Hess stated that we do not have any additional people to help out in Communications; therefore, if an employee is sick, on vacation, or on extended sick leave, overtime is required to fill the position. He further explained that "other" overtime has resulted in the rookie class and extended sick leave of employees.

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

**D) Attorney's Report-** Attorney Troy Ingram advised the Board about the upcoming millage vote, in July.

Mr. Ingram stated that CVS has agreed to move forward with the exchange proposal with respect to Station 17. An RFP will be drafted for advertisement in the upcoming weeks.

Commissioner Risley inquired as to the PIAL rating if Station 17 relocates. Chief Kaufmann stated that it helps the rating and allows better access to the northern part of the district, as well as the interstate.

***Commissioner Davis made a motion to approve the Attorney's report. Commissioner Risley seconded the motion. The motion carried.***

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

***The meeting adjourned at 5:53 p.m.***