

# St. Tammany Fire Protection District No. 1

## Board of Commissioners

### Regular Meeting Minutes September 20, 2011

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 Risley were present. Commissioner Kingston arrived at 5:45 p.m.

#### **APPROVAL OF MINUTES-**

Mr. Waniewski clarified the hi-lighted areas of the August 29, 2011 minutes; however the Resolutions that were adopted reflected the correct wording.

*Commissioner Davis made a motion to approve the minutes of the August 16, 2011 and August 29, 2011 meetings (as corrected). Commissioner Risley seconded the motion. The motion carried unanimously.*

#### **OLD BUSINESS- (none)**

#### **NEW BUSINESS -**

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

##### **a.) Bid Opening- Automated Chest Compression System**

Chief Hess stated that we have not approved a 2012 budget and if awarded a grant for the Automatic Chest Compression System (7 devices), we would be responsible for 20% of the associated cost. He further recommended that the bids be tabled.

- Physio Control           \$ 13,495.00/ device
- Zoll                         \$ 10, 995.00 (2 units), plus additional items

*Commissioner Davis made a motion to table the bids for further clarification. Commissioner Risley seconded the motion. The motion carried unanimously.*

The bids were given to Paramedic Willis to review. Paramedic Willis gave a brief overview of how the chest compression system works, stating that the compressions are consistent and there is no interruption in compressions.

##### **b.) Awards and Recognitions-**

- Captain Tim Sanford 20 yrs. of service
- Captain Steve Lemoine 20 yrs. of service
- Captain Ken Kittel 20 years of service
- Captain Jay Gross 20 yrs. of service

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

##### **B) PMI Report-**

**1. Employee Benefits**

- a.) Open Enrollments Completed
- b.) Major Medical Renewal- Effective 10/1/2011
- c.) Dental Insurance Renewal- Effective 10/1/2011
- d.) Life Insurance Renewal- no change

**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.) 2011-023: BOC Resolution (EE Contribution Rate)- approved on August 29
- e.) 2011-024: BOC Resolution (Retiree Contribution Rate)- approved on August 29
- f.) 2011-025: BOC Resolution (Remove Volunteer Fire Departments as Named Insured)

*Commissioner Rich made a motion to adopt Resolution 2011-025 relating to the removal of Volunteer Fire Companies as named insured(s) from District #1. Commissioner Kingston seconded the motion. The motion carried unanimously.*

- g.) 2011-026: BOC Resolution (2010-007 Surplus Property)- the Resolution draft is not finalized
- h.) 2011-027: BOC Resolution (Posting of 2012 Budget)

Chief Hess inquired about the budget changes that the Commissioners would like to see modeled in the budget draft.

Commissioner Davis discussed the FRS contribution increase that went into effect on July 1, 2011. Mr. Waniewski stated that a Resolution was done, which states that the Fire District would pay 50% of the employee contribution. Commissioner Davis stated that increases should be brought to the Board to vote on, not automatic. Mr. Waniewski stated that he sent out communications to the Board, prior to July, regarding this increase.

*Commissioner Davis made a motion that any future changes in FRS contributions be brought before the Board for a vote. Commissioner Kingston seconded the motion. The motion carried unanimously.*

Commissioner Risley inquired as to whether Chief Hess had any time to consider the suggestions that she spoke to him about.

Chief Hess discussed the phone call that he and Commissioner Risley discussed, this morning, regarding her recommendations for consideration:

- Fund \$25,000 for the Federal Communications Commission narrow banding project
- Eliminating the Polycom maintenance contract- \$11,000 savings
- Eliminate NMD Contract (Worchel) - \$4,000 savings
- Firehouse Analytics program maintenance fee- \$500 savings- Chief Hess does not want to eliminate this due to having its ability to provide the measuring of our proficiency (i.e. response time to scene time, alarm time to response time, etc.)

Chief Hess, going back to the \$25,000 funding for the Federal Communications banding project, stated that he got a call from the Assessor's office and the numbers that the budget was forecasted on were optimistic by approximately \$400,000. He agrees with not funding this project to mitigate the deficit. Chief Kaufmann reiterated that the tax roll has not yet been certified.

- Fire Prevention Bureau- Reconfigure through attrition- Commissioner Risley recommended an 8 a.m. -5 p.m. work week, Monday thru Friday, as well as moving 3 employees back into Suppression. In the event that someone from the division retires, division seniority would be used to replace that employee.

Chief Hess maintained that he would like to reconfigure through attrition; acknowledging that staffing is at the purview of the Commissioners. He further stated that PIAL credit can still be given for these employees' response in the rating process, if reconfigured through attrition.

- Automated Chest Compression System- Chief Hess stated that he doesn't have a preference with regards to the funding, or non-funding, of this. He suggested holding this in abeyance until the results of the grant.
- Reduce the Training staff by one Trainer- Chief Hess stated that this has been discussed, in length, and the additional Training Officer that was placed at the Academy was due to how much was being spent on overtime. He recommended keeping the staffing the same. He further stated that when he was hired as Fire Chief, one of the complaints was the quality, as well as quantity, of training. Today, we have a training record to be proud of and the employee achievements have been superior.
- SCBA (M. Parish) - funding of an additional Cascade system- There was previous discussion of purchasing a Cascade system in 2011, if the funds allowed. Chief Hess stated that with the deficit that we are faced with, he feels we should try to get through next year; however, if something happened, we could call Fire Dist. # 11 to mutual aid and provide this type of service.

Commissioner Risley inquired, hypothetically, as to what happens if we have a scene with several members, and the back-up system goes down, what we would do. Chief Kaufmann stated that we currently have two units (primary at St. 17, and another at Central). He further stated that both units would have to go out before we would need Fire Dist. #11.

- Re-vamping of Accreditation- Chief Hess stated that we are 10-12 months from completion of this process. He further stated that it was his understanding that it is not the Board's intention to eliminate the Accreditation process, but eliminate the certification. Chief Hess further stated that for the upcoming April 2012 millage renewal vote, he feels that if we could publicize that we are Internationally Accredited it could be a positive thing.
- Pay scale/ Incentives- Commissioner Risley questioned whether we could re-form the Firefighter II and Uniform Allowance, by moving them into the base line salary.

There was also discussion to increase the Paramedic Incentive by \$100.00, from \$200.00 to \$300.00. There was also discussion to increase the Special Ops (Rescue and Haz-Mat) Incentive by \$50.00, from \$50.00 to \$100.00.

With regards to the Firefighter II Incentive and Uniform Allowance Incentive being moved to the base line salary, Chief Hess stated that currently these are outside of the compression of the pay scale. He also stated that once these amounts are put on the "bottom line" of the newest employee, we have a geometric increase of that dollar amount to the employees who have more seniority. This scenario has approximately a \$400,000 annual salary impact with an additional \$40,000 for benefits.

Commissioner Risley explained her concern, stating that a couple years ago, in the corporate world, there was never discussion about losing benefits and increases to health insurance;

however, she feels the future trend will be discussions about bonuses and incentives, and wanted to fix that now, and be ahead of the curve, before having the public speak against the incentives in the future.

Mr. Waniewski stated that with regards to the Paramedic and Special Ops incentive, that would be an increase of \$40,000 annually, for those currently receiving it.

Commissioner Risley stated that she would like to see the Incentive pay re-vamped due to the fact that it is not an Incentive when everyone receives it.

Commissioner Davis stated that he felt this should be tabled for tonight and a couple budget alternatives should be presented, based on Chief Hess getting input from the Commissioners.

*Commissioner Davis made a motion to table Resolution 2011-027 relating to the posting of the 2012 budget. Commissioner Risley seconded the motion. The motion carried unanimously.*

### **3. Payroll**

#### **a.) 2012 Budget Forecast (Rolling 5 years forecast)**

### **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)**

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

#### **a.) LWCC Renewal- In process (11/1/2011 Effective Date)**

#### **b.) State Fire Marshal- Volunteer Benefits**

##### **1. No. 1 Canine Search and Rescue**

##### **2. No.1 Volunteers Statement**

Mr. Waniewski stated that under the State Fire Marshall Office, by Legislative statute, there is at no cost to the District, or to the Volunteers, a Worker's Compensation benefit (medical only), as well as an Accident policy through Hartford. Mr. Waniewski further stated that a notice has been distributed to the members, for those who volunteer at other departments, requesting that they verify, with the District, that they are recognized under the State Fire Marshall's volunteer roster; thus eliminating the exposure to our current health insurance plan.

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

Commissioner Rich inquired as to whether having, or not having Accreditation affects the district's ability to obtain grants. Chief Hess stated that at this point, there is no "extra credit" given for Accreditation in the obtaining of grants.

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

Mr. DiGiovanni discussed the financial report.

Commissioner Kingston inquired about the FRS Payment (\$75,000 line item) and whether it would be paid this year. Mr. DiGiovanni stated that a lawsuit is involved and we may owe it to FRS, with possible interest. Chief Hess stated that due to not having the timing of the actions in court, it is

uncertain if it will be paid this year; however the money was budgeted in the event that a decision was rendered.

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

**D) Attorney's Report-** Mr. Ingram reported, with respect to the CVS, that the advertisement for proposal requests has been sent out, with the proposals being opened at the October 18, 2011 Board meeting.

Mr. Ingram stated that with regards to FRS, there may be a possible settlement.

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

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

***The meeting adjourned at 6:50 p.m.***