

St. Tammany Fire Protection District No. 1

Board of Commissioners

Regular Meeting Minutes November 17, 2012

The meeting was called to order at 11:00 a.m.

The pledge of allegiance and prayer were given.

Roll Call: Chairman Kline and Commissioners Rich, Risley, Kingston and Brackett were present.

APPROVAL OF MINUTES-

Commissioner Rich a motion to approve the minutes of the October 16, 2012 meeting. Commissioner Brackett seconded the motion. The motion carried.

OLD BUSINESS- (none)

a.) Approval to Advertise Proposed 2013 Budget

Commissioner Kingston made a motion to move the approval to advertise the proposed 2013 budget to New Business. Commissioner Brackett seconded the motion. The motion carried.

- b.) Ratify vote- Resolution 2012-034 (Fire Chief Volunteer Salary Reduction)** – the vote was voluntarily re-ratified by the Commissioners, with all in favor.

NEW BUSINESS -

A) Chief's Report

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

B) PMI Report-

1. Employee Benefits –

2. Human Resource

- a.) 2011-008: BOC Resolution (Referred to Civil Service (OSE))**
- b.) 2011-009: BOC Resolution (Referred to Civil Service (OSE))**
- c.) BOC Letter to Civil Service Board (BOC Resolutions 2011-008 & 009)-**
released 11/13/2012
- d.) 2012-032: BOC Resolution (Posting of 2013 Budget)-**

Commissioner Kingston made a motion to un-table Resolution 2012-032, Relating to the Posting of the 2013 Budget. Commissioner Brackett seconded the motion. The motion carried unanimously.

Mr. Waniewski presented 4 new Resolutions which resulted from the budget changes discussed in the budget workshop.

2012-036- BOC Budget Resolution (Incentive Pay(s)):

- EMT Basic: Increase from \$100.00/mth. to \$125.00/ mth
- EMT Paramedic: Increase from \$200.00/ mth. to \$ 400.00/mth
- Haz-Mat: Increase from \$50.00/ mth. to \$100.00/mth.
- Tech Rescue: Increase from \$50.00/mth. to \$100.00/mth.

Commissioner Risley made a motion to approve Resolution 2012-036, Relating to the Increase in Incentive Pay Compensation effective 2013 for District No.1. Commissioner Kingston seconded the motion. The motion carried.

2012-037- BOC Resolution (100% District Contribution to EE Major Medical Insurance, not to exceed \$ 30.00/ee/ mth.)

Commissioner Brackett made a motion to approve Resolution 2012-037, Relating to the 100% District Contribution to EE Major Medical Insurance, not to exceed \$30.00/ee/mth., effective January 2013. Commissioner Rich seconded the motion. The motion carried.

2012-038- BOC Resolution (Transfer 2013 Budget Surplus to Rolling Stock/ Facilities Restricted Fund)

Commissioner Rich made a motion to approve Resolution 2012-038, Relating to the Transfer of 2013 Budget Surplus to Restricted Funds (Rolling Stock/ Facilities Fund). Commissioner Brackett seconded the motion. The motion carried.

2012-039 BOC Resolution (Replacement of Hose Truck (Station 14) not to exceed \$ 105,000.

Commissioner Risley made a motion to approve Resolution 2012-039, Relating to the Approval of a Replacement Apparatus (Hose Truck) for District No.1. Commissioner Rich seconded the motion.

Attorney Troy Ingram stated that since these Resolutions were not on the Agenda, there needs to be motions to have them put on.

Commissioner Kingston made a motion to place the purchase of the Hose Truck Resolution on the Agenda. Commissioner Brackett seconded the motion. The motion carried unanimously.

Commissioner Rich made a motion to approve Resolution 2012-039, relating to the Approval of a Replacement Apparatus (Hose Truck) for District No.1. Commissioner Brackett seconded the motion. The motion carried.

Commissioner Risley made a motion to place Resolution 2012-036, Relating to the Increase in Incentive Pay Compensation effective Jan.1, 2012 for District No.1, on the Agenda. Commissioner Rich seconded the motion. The motion carried unanimously.

Commissioner Brackett made a motion to place Resolution 2012-037, Relating to the District's Contribution to Major Medical Insurance effective 2013 for District No.1., on the Agenda Commissioner Risley seconded the motion. The motion carried unanimously.

Commissioner Rich made a motion to place Resolution 2012-038, Relating to the Transfer of 2013 Budget Surplus to Restricted Funds, on the Agenda. Commissioner Risley seconded the motion. The motion carried unanimously.

Commissioner Kingston inquired about the purchase of the new hose for the hose truck. Chief Kaufmann stated that we will not purchase the hose until the truck comes in. He further stated that we were reimbursed for portable equipment and the hose purchase will be covered with those funds.

Commissioner Kingston made a motion to ratify Resolutions 2012-036, 2012-037, 2012-038 and 2012-039. Commissioner Risley seconded the motion. The motion carried unanimously.

Commissioner Kingston made a motion to adopt Resolution 2012-032, Relating to the Posting of the 2013 Budget. Commissioner Brackett seconded the motion. The motion carried unanimously.

e.) 2013-035: BOC Resolution (SCBA Cascade- 2 Components Purchase)

Commissioner Risley made a motion to adopt Resolution 2012-035, Relating to the Purchase of SCBA Cascade System. Commissioner Brackett seconded the motion. The motion carried unanimously.

**f.) SOG Tie Breaker- (Common Confirmation Class- Identical Seniority)-
Confirmation letter by OSE Received**

3. Payroll

- a.) 2013 Revised Budget Forecast (Rolling 5 year forecast)**
- b.) Hurricane Isaac Reimbursement Submitted : \$ 111,453**
- c.) Incentive Pay Analysis (Net v. Gross)**
- d.) Longevity Analysis**

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.) Hurricane Isaac- Damages?**
- b.) VFIS Total Payments Received – Steele Rd.: \$673,853**

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

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

Mr. DiGiovanni presented his firm's engagement letter, which was reviewed and approved by Attorney Ingram, for the Chairman to sign.

Mr. DiGiovanni discussed the financial report.

Chief Kaufmann explained the budget overages in Equipment and Station Maintenance and stated that we will not be spending any additional money from these accounts unless necessary.

Commissioner Risley made a motion to accept the financial report. Commissioner Brackett seconded the motion. The motion carried.

Due to the budget posting requirements, the December Board of Commissioners meeting will be on December 27, 2012, at 6:00 p.m.

D) Attorney's Report-

Chairman Kline made a motion to add the discussion of the Board's process for terminating a Fire District employee to the Agenda. Commissioner Brackett seconded the motion. The motion carried unanimously.

Chairman Kline stated that the Chief sent an e-mail regarding an employee that he is recommending for discharge.

Commissioner Brackett inquired as to whether the Board should get involved, or should it be handled by administration. Chairman Kline stated that a few years ago, the authority to hire and fire was taken away from the Chief and given to the Board.

Chairman Kline stated that he personally did not feel that the Board should hire and fire people. Commissioner Risley stated that she believes the Resolution did not state that the Board has to do that, but that they had the ability to, on special circumstances.

Mr. Waniewski stated that for it to hit the Board level, the Administration would have to put forward, to the Board, an official recommendation of the disciplinary action and termination of employment. He further stated that once the formal recommendation has been made, the Board of Commissioners either ratifies the termination of employment, or does not ratify the termination of employment.

Chief Kaufmann stated that the Administration follows the Firefighter Bill of Rights as well as conducts a pre-disciplinary action hearing, with legal counsel representation. Additionally, the employee has the option to appeal to the Civil Service Board (in an open meeting).

Mr. Waniewski stated that from the time the District begins an investigation, there is a 60 day window to have this process completed. He further stated that by the time it reaches the Board for ratification, or not, it may be a very short period of time; therefore, a Special Meeting may have to be conducted.

Chairman Kline clarified that the Board would have to give the employee notice of the termination hearing. Mr. Waniewski stated that it only comes before the board if there is a recommendation for termination.

Chief Hess stated that protocols would need to be established (i.e. quorum, simple majority vote, super majority vote, etc.).

Attorney Troy Ingram clarified, in regards to the 60 days, that the Administration has the right to petition to the Civil Service board for an extension of time.

Fire Prevention Officer Joffrion stated that the Resolution pertained to termination authority, not hiring. He further reiterated the possibility of having to hold extra meetings, subpoenas, attend Civil Service hearings, etc. Mr. Joffrion stated his opinion in that he feels it will be problematic, down the road, to stay on this path.

Chairman Kline stated that he felt that the Board should delegate the termination authority back to the Fire Chief. Commissioner Rich agreed.

Mr. Joffrion stated that when a Personnel Action form is done for an employee, the Fire Chief and Board Chairman sign off on it; therefore, if the Chief has the authorization to terminate, it would still be brought before the Chairman.

Commissioner Brackett made a motion to go into Executive Session. Commissioner Rich seconded the motion. The motion carried unanimously.

Executive session convened at 12:05 p.m.

The meeting reconvened at 2:06 p.m. There was no action taken.

Commissioner Brackett made a motion to accept the Attorney's Report. Commissioner Kingston seconded the motion. The motion carried.

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

The meeting adjourned at 2:06 p.m.