

St. Tammany Fire Protection District No. 1

Board of Commissioners

Regular Meeting Minutes April 16, 2013

The meeting was called to order at 6:01 p.m.

The pledge of allegiance and prayer were given.

Roll Call: Chairman Crowley and Commissioners Risley, Kingston, McDonald and Brackett were present.

Commissioner Brackett made a motion to suspend the rules for the presentation of the LWCC check. Commissioner McDonald seconded the motion. The motion carried.

Mr. David Posner, with LWCC, presented a dividend check for \$154,474.

Mr. Waniewski stated that we have received approximately \$500,000 in dividends, over the past ten years.

Commissioner Brackett made a motion to return to the agenda. Commissioner McDonald seconded the motion. The motion carried.

APPROVAL OF MINUTES-

Commissioner Risley made a motion to approve the minutes of the March 19, 2013 meeting. Commissioner Brackett seconded the motion. The motion carried.

OLD BUSINESS-

- A) **Civil Service Appointee-** Chief Hess stated that he provided the Board with resumes from Michelle Cannon and Darryl Smith.

Chairman Crowley inquired into the time frame for replacement of Ms. Devalcourt. Commissioner Risley stated that she spoke with Ms. Devalcourt and she indicated that she would possibly stay through May; therefore there is a sense of urgency to find a replacement. Ms. Devalcourt recommended that someone with human resource experience be selected.

Commissioner Risley made a motion to have Chairman Crowley contact the Civil Service Board Chairman and inquire as to whether there is a sense of urgency to select a replacement, or can it wait until the May meeting.

Chairman Crowley recommended that a date be chosen so that the Board has to get together.

Commissioner Kingston seconded the motion. The motion carried, with Commissioner Brackett in opposition.

Chairman Crowley requested that a date be chosen, for a meeting next week, in the event that the appointment is urgent. It was decided that Monday would be a good day, and the meeting, if necessary, would be held at Headquarters.

- B) **Assessor Reimbursement-** (resolved last month)

C) Annual Evaluation (Fire Chief) Discussion- (under PMI report)

- D) PIAL Committee Discussion-** Commissioner McDonald stated that he feels that a member of the Board should be on the committee. Chairman Crowley stated that he agrees, and that the Commissioners have always been invited to attend any meetings that have taken place.

Chairman Crowley stated that the responsibility of the committee is the Administration and the role of the Commissioners (on the committee) is to observe and be able to provide information to the Board, as necessary.

- E) Meeting Venue Relocation-** Chief Hess stated that the leadership team, after numerous discussions, is of the consensus that the resources available, at the Training Academy, allow for better efficiency and conduct of the meetings.

Chief Hess stated that the reason for the relocation, to the Tower's Bldg., was to try to promote greater input and attendance. He further stated that when "big" community topics (i.e. Millages) arise, the Training Academy, as well as the Tower's Bldg. is filled up; however, on day to day topics, the attendance is minimal.

Attorney Troy Ingram agreed with Chief Hess' recommendation for relocation, and he further stated that at the Tower's Bldg., someone must stay on sight until it is locked up.

Mr. Waniewski stated that the occupancy capacity at the Training Academy is larger than at the Tower's Bldg. He further reiterated that the functionality (copier, Wi-Fi, etc.) is limited at the Tower's Bldg.

Mr. Reardon stated that the fire department made changes to the time of the meetings, from 5:30 to 6:00, as well as moving it to the Tower's Bldg. He further stated that there have been good comments regarding relocation; however, the Tower's Bldg. is recognized as a public meeting place. He stated that the Training Academy is in an isolated location.

Commissioner Brackett stated that he was not present last month, and a Wi-Fi system was used so that he could SKYPE in; thus, having to use an extra resource that is already available at the Training Academy.

There was a brief discussion regarding citizens feeling "intimated" when having to go on base to get to the Training Academy. Commissioner Brackett stated that we have a good rapport with the Guards and with prior coordination, this can be eased. Chairman Crowley confirmed that, stating that anytime you notify the Guards of any events, they are very courteous and helpful in assisting citizens on where to go.

Commissioner McDonald stated that while there is more occupancy at the Training Academy, there is more parking at the Tower's Bldg. He further stated he feels the meetings should remain at the Tower's Bldg. due to it being out in the open.

Commissioner Kingston stated that he was fine with either venue; however, the Tower's Bldg. is more centrally located in the City.

Chairman Crowley stated that consideration should be taken for the logistics of the third party administrations.

No motion was made.

NEW BUSINESS -

A) Board of Commissioners Reports

- 1.) Meeting date for Millage Roll Forward/ Roll Back-** Attorney Troy Ingram stated that we should receive our adjusted millage figure by May 1; however, traditionally this does not happen. He stated that the Board has to vote, in June, on an ordinance advising of the Board's intent of possibly rolling forward. This notice has to be published two times, before July 15.

Chief Kaufmann stated that he has been in contact with Troy Dugas (Chief Deputy Assessor) and it was stated that the Assessor has no intention of instituting a special re-assessment for the upcoming tax year; however, attempts will be made to increase the tax roll by identifying new and previously undiscovered and grossly underassessed properties.

Chief Hess stated that he would send an e-mail with dates, in May, to choose from, for a millage workshop. Attorney Troy Ingram and Mr. DiGiovanni will prepare information to be discussed at the workshop.

- 2.) Vehicle Maintenance Committee Report- (Fred McDonald)-** Commissioner McDonald stated that a vehicle maintenance meeting took place on April 9 and Captain Kleck and Mark (Dist# 12) have a good handle on what is going on with the vehicles. Additionally, Commissioner McDonald thanked Bobby for the good job he has done with the spreadsheet.

Mr. McDonald stated that there will be two items that will be brought to the Board; front intakes for E14 and E15 (approx. \$10,000/each), and refurbishing Ladder 16. Commissioner McDonald stated that Ladder 16 is the only, and the oldest, 100 ft. Ladder that we have. He further stated that it is also the most reliable Ladder truck that we have. The cost to replace the Ladder truck would cost approx. \$1.2 M vs \$400,00-500,000 to refurbish it.

Commissioner McDonald stated that for PIAL, we should have four Ladder trucks. He further stated that consideration should be given to purchase a new Ladder truck before sending Ladder 16 out to be refurbished.

Deputy Kuhn stated that before a decision is made on what size Ladder truck is purchased, he requested that future growth be taken into consideration.

Mr. Reardon commented on the hours of downtime for Engine 12 (engine being replaced). Chief Kaufmann stated that a revised replacement schedule will be done due to the possibly of ending the life of the engine.

Mr. Reardon stated that he inquired, a couple months ago, about the status of Hose Tender 14 and he did not receive the information as to who was making it. He stated that he checked LaMAS and they have no record of this being built. Captain Brennan stated that the Hose Truck is at Truck and Transportation and that it will be inspected in the near future. Additionally, this truck was a "piggy back" purchase with Jefferson Parish.

Commissioner McDonald stated that Mark (Dist #12) has recommended that the engines be purchased from one manufacturer. This makes the repairs easier and cheaper.

B) Chief's Report-

- 1.) LWCC Dividend Check-** (above)
- 2.) Awards and Recognition-** Patrick McCloskey- 25 years of service

- 3.) **Parish Council Fire Study (Presentation by Hartman and Assoc.)-** (unable to attend)
- 4.) **Sealed Bids- Surplus Vehicles-** Chief Hess stated that no bids were received. He further stated that he does not feel the vehicles are safe to donate to another department and suggested scrapping them.
- 5.) **2012 Audit Compliance Questionnaire-** (Resolution under PMI)
- 6.) **RFP- Station 14-** Chief Kaufmann stated that we are approx. a week away from the plans and specifications being finalized. A Resolution, under the PMI report, will authorize the advertisement of plans and specifications for bid on the rebuild of Station 14.
- 7.) **Accreditation Status-** Accreditation Officer Thiel stated that there are 10 major sections, approximately 25 documents for the process. He further stated that with the exception of 4, the others are complete. He hopes to have the process completed by next month's meeting. Additionally, once this is submitted, a peer assessment team will review the documents, make comments, come onsite to visit (for approx. a week), and make a recommendation to the Accreditation Board.

Commissioner McDonald stated that a lot of overtime expense has incurred and it had not been determined if this process will help with PIAL.

Commissioner Risley inquired into the cost to annually maintain Accreditation. Chief Kaufmann stated that there will be an annual maintenance cost (man hours) of approx. \$5,000/year.

- 8.) **Proposed Contract for Professional Architect Services to Rebuild Station 17 at the Training Academy- Ron Martinez-** Chief Kaufman stated that this is currently in the budget, and it is to rebuild the current Station 17 that we are going to dismantle. We have received quotes and Chief Kaufman has been in touch with the auditor. We do not have to go out to public bid to dismantle the building. In the CVS contract, we have the engine room building as a building that we want to take down and relocate; however, they will allow us to take what we want off the property.

Chief Kaufmann stated that the proposal is to engage the architectural services of the architect (under State Contract fees) that originally designed the station. (Resolution under PMI 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.) **2013-020: BOC Resolution (2012 STFPD NO.1 Resolution Summary- Verbal Resolutions Numbered for Recordkeeping)**

Commissioner McDonald made a motion to adopt Resolution 2013-020, Relating to 2012 Summary of BOC Resolutions for District No.1. Commissioner Kingston seconded the motion. The motion carried.

- b.) **2013-021: BOC Resolution (Approval of Revised 2013 Restricted Facilities and Rolling Stock Budget)**

Commissioner McDonald made a motion to adopt Resolution 2013-021, Relating to the Approval of the 2013 Amended Rolling Stock, Facilities & Equipment Fund. Commissioner Risley seconded the motion. The motion carried.

- c.) **2013-022: BOC Resolution (VFIS Renewal)** - Mr. Waniewski stated that we received a 2.5% decrease in the renewal rate. This reduction came after the Station 14 claim as well as increasing the square footage coverage of three buildings

Commissioner Kingston made a motion to adopt Resolution 2013-022, Relating to the Renewal of Commercial Property, Auto & Casualty Insurance Coverage(s). Commissioner Risley seconded the motion. The motion carried.

- d.) **2013-023: BOC Resolution (2012 Audit Compliance Questionnaire)**

Commissioner Risley made a motion to adopt Resolution 2013-023, Relating to the Approval of the 2012 Louisiana Audit Compliance Questionnaire. Commissioner McDonald seconded the motion. The motion carried.

- e.) **2013-024: BOC Resolution (RFP- Station 14)**

Commissioner McDonald made a motion to adopt Resolution 2013-024, Relating to the Request for Proposal(s) for the Construction of Station 14. Commissioner Risley seconded the motion. The motion carried.

- f.) **2013-025: BOC Resolution (Relocation of Station 17 to Training Academy)** - Mr. Waniewski stated that the current budget for this is \$30,000; however, based on delays, that amount is not sufficient. This Resolution requests \$15,000 in additional funds (not to exceed \$45,000)

Commissioner Brackett made a motion to adopt Resolution 2013-025, Relating to the Relocation of Station 17 to the Training Academy. Commissioner Kingston seconded the motion.

Commissioner Kingston stated that if we have quotes for this project at \$38,000, what is the reason for requesting \$45,000? Mr. Waniewski stated that we have adopted "best value" vs. "lowest bid" criteria.

The motion carried.

- g.) **2013-026: BOC Resolution (Station 17 Architecture Firm to Design Bid Package to Re-erect Buildings at Training Academy)**

Commissioner Brackett made a motion to adopt Resolution 2013-026, Relating to the Selection of the Architect Firm for Station 17 (Training Academy). Commissioner Risley seconded the motion.

Commissioner McDonald stated that he would like to know the time frame for this project to be done.

The motion carried.

- h.) **2013-027: BOC Resolution (Visseo Engagement- Voice and Data provider and equipment re-alignment)**

Commissioner Brackett made a motion to adopt Resolution 2013-027, Relating to the Engagement of Visseo, Inc. for District No.1. Commissioner Risley seconded the motion. The motion carried.

- i.) **FD#7 & FD#11- Dispatch Services Agreement (5/21/13)** - Mr. Waniewski stated that we were unable to locate the original Dispatch agreement so we will enter into a new

Intergovernmental Agency Agreement; with no change in fees or services. (This will be presented at the May meeting).

- j.) **Fire Chief Evaluation- Composite Summary-** Mr. Waniewski released the composite of the scores. He requested that Chief Hess review it, and prior to the May meeting, determine if he wants the review in open session or closed.

3. Payroll

- a.) **2013 FRS Contribution Rate: 28.25% ER & 10% EE/ 30.25% ER & 8% EE base on poverty line testing- effective July 1st, 2013- (Confirmed)**
- b.) **Parochial Retirement District Contribution: Increase to 16.75% from 15.75%**

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.) **VFIS Depreciation Valuation (Temp Housing, Transportation, Set-up & Pole Barn)- Station 14 (\$46,430)**
- b.) **VFIS Renewal: 2.5% Rate Reduction (2012 Policy)**
 - 1. **Deposit Premium: \$43,531.18 (TR)**
 - 2. **Deposit Premium: \$26,809.00 (CM)**
 - 3. **LWCC 2012 Dividend: \$ 154,474.00**

Commissioner McDonald made a motion to accept the PMI report. Commissioner Brackett seconded the motion. The motion carried.

C) DiGiovanni & Associates, CPA's, L.L.C- Mr. DiGiovanni discussed the financial report.

In an attempt to address Mr. Reardon's concerns about the LWCC Dividend check going into the "General Fund", Mr. DiGiovanni stated that there is a Resolution to restrict the profits to the "Major Apparatus Fund"; however, at this time, it will be part of the "General Fund".

Commissioner Kingston inquired about putting \$25,000 away; for the employees, or Capital. Chairman Crowley asked if there were any areas in the budget that may go over budget. Mr. DiGiovanni stated that we do budget revisions in June and any overages will be determined then.

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

D) Attorney's Report-

- 1. **Haz-Mat Agreement between STFPD1 and Frank Duncan-** Attorney Troy Ingram stated that he drafted a Hazardous Material Technical Assistance Contract between FD1 and Mr. Frank Duncan.

Chief Kaufmann stated that we have previously engaged Mr. Duncan; however, we have not renewed his contract. He further stated that Mr. Duncan is a subject matter expert in the Haz Mat field and acts as a liaison and consultant on Haz Mat scenes. Chief Hess stated that Mr. Duncan has a Master of Science Degree in Organic Chemistry.

Commissioner Brackett made a motion to approve the Hazardous Material Technical Assistance Agreement between FD1 and Frank Duncan. Commissioner McDonald seconded the motion.

It was determined that a Resolution to vote on this was not on the Agenda; therefore, it will be done at the May BOC meeting.

- 2. Discussion concerning Selection of Depositories/ Invitations to Bid; re: Banking/ Financial Accounts-** Attorney Ingram stated that it was brought to his attention, that by law, we are required to go out for open bid for financial services. He stated that he will propose a Resolution, in May, to authorize the department to advertise for bids on banking and financial transactions.
- 3. Brief Discussion of Millage, Roll Forward Provisions and Requirement to Collect Millage when Rolling Forward-** Attorney Ingram stated that we just renewed our millage, and we will be required, two times within the 10 year period, to roll up to the maximum (in order to protect it).

Mr. Ingram stated that when the Assessor advises of the intent to declare a particular reassessment year, the year before that we have to roll up to the maximum millage, and collect the maximum millage.

Attorney Ingram stated that there is proposed legislation to do away with the requirement to roll up to the maximum.

Commissioner Kingston inquired as to whether there is a law requiring the Assessor to give notice prior to our millage vote. Mr. Ingram stated that he was unaware if it was a law.

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

E) Executive Session

Commissioner Kingston made a motion to go into Executive Session. Commissioner Risley seconded the motion. The motion carried.

- 1. Discuss "matters affecting internal operations and/or management of the Board of Commissioners" as delineated in LSA R.S. 42:18 (a)(7).**
- 2. Discuss the time frame and process for the selection of Fire Chief**

Executive Session convened at 8:11 p.m.

Commissioner Brackett made a motion to reconvene the meeting. Commissioner Risley seconded the motion. The motion carried.

The meeting reconvened at 8:55 p.m.

Commissioner Kingston made a motion to amend the agenda for the purposes of accepting the Chief's letter of intention to retire. Commissioner Brackett seconded the motion. The motion carried.

04/16/13

Commissioner Risley made a motion to accept the Chief's letter of intent to retire. Commissioner McDonald seconded the motion. The motion carried.

Commissioner Risley made a motion to adjourn. Chairman McDonald seconded the motion. The motion carried.

The meeting adjourned at 8:57 p.m.