

St. Tammany Fire Protection District No. 1

Board of Commissioners

Regular Meeting Minutes May 21, 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.

APPROVAL OF MINUTES-

Commissioner McDonald made a motion to approve the minutes of the April 16, 2013 meeting. Commissioner Brackett seconded the motion. The motion carried.

OLD BUSINESS-

- A) **Sealed Bids- Surplus Vehicles-** There was one bid received. It was open and given to Chief Hess to review and then be discussed in the "Chief's Report".
- B) **Meeting Date for Millage Roll Forward/ Roll Back-** It was determined, after receiving the millage information from Attorney Troy Ingram, that a meeting will not be necessary.
- C) **Haz Mat Agreement (Resolution 2013-032)-** (to be addressed under PMI Report)
- D) **Fire Chief Evaluation (Resolution 2013-028)-** (to be addressed under PMI Report)

NEW BUSINESS –

A) Board of Commissioners Reports

- 1.) **Civil Service Appointee-** Chairman Crowley thanked Mr. Darryl Smith, Ms. Carolyn Baringer and Ms. Michelle Carollo for volunteering to serve on the Civil Service Board. Chairman Crowley requested that each of them introduce themselves to the Board.

Mr. Darryl Smith- Mr. Smith stated that he graduated from Slidell Leadership in 1999. He stated that he has a desire to commit to the community, and he has served on several non-profit Boards.

Carolyn Baringer- Ms. Baringer stated that she has served on a lot of non-profit Boards. Ms. Baringer stated that while she is not very familiar with Civil Service, she feels her objective view would come into play.

Michelle Carollo – Ms. Carollo stated that she graduated from Slidell Leadership in 2008. Ms. Carollo stated that she has a strong human resource and leadership background. She has also served on non-profit Boards.

Commissioner Risley made a motion to accept all candidates for consideration. Commissioner Kingston seconded the motion. The motion carried.

Commissioner Risley made a motion to accept Ms. Carolyn Baringer's appointment to the Civil Service Board. Commissioner Kingston seconded the motion. The motion carried.

B) Chief's Report-

- 1.) **Consolidation Study Update- Attorney Terry Hand-** (unable to attend)
- 2.) **Vehicle Maintenance Committee Report-** Chief Kaufmann stated that the committee met, and the fleet maintenance program was discussed. He further stated that we are seeing decreased monthly costs as a result of the preventative maintenance program.

Chief Kaufmann stated that there have been lengthy discussions regarding the purchase of a Haz Mat truck, High Water Vehicles, and front intakes.

Chief Kaufmann stated that before sending the RFP for the Ladder 16 refurbish, we may start look towards purchasing a new Ladder truck that can be used at Station 14. He further stated that the cost for a base model truck is \$585,000 (on state contract).

Chairman Crowley stated that if we send the Ladder truck out for repairs, and do not have plans to purchase another one, we leave ourselves in a potentially negative situation. Commissioner McDonald suggested purchasing the new truck before sending Ladder 16 out for repair. Chief Kaufmann stated that the committee will come back with a recommendation in the near future.

Commissioner McDonald inquired into the status of Hose Tender 14. Chief Kaufmann stated that the paint is complete and the chrome should be complete within a week. Once that is complete, it will be brought to have the lights and sirens installed.

- 3.) **Haz Mat Truck (Resolution 2013-038)-** (to be addressed under PMI report)
- 4.) **High Water Truck Program/Proposal (Resolution 2013-039) -** (to be addressed under PMI report)
- 5.) **Front Intakes (Resolution 2013-037) -** (to be addressed under PMI report)
- 6.) **Station 17 Amendment (Resolution 2013-040)-** (to be addressed under PMI report)

Commissioner Kingston made a motion to accept the Chief's Report. Commissioner McDonald seconded the motion. The motion carried.

B) PMI Report-

1. **Employee Benefits**
 - a.) **Group Major Medical- Loss Ratio-** 92%
2. **Human Resource**
 - a.) **2013-028: BOC Resolution (Acceptance of Fire Chief Retirement Letter)**

Commissioner Risley made a motion to adopt Resolution 2013-028, Relating to the Acceptance of the Fire Chief's Retirement Notification. Commissioner Kingston seconded the motion. The motion carried.

- b.) **2013-029: BOC Resolution (Rescind BOC Resolution 2013-025)**- Chief Kaufmann stated that after speaking with the architect, it was determined that it would not be cost effective to dismantle and relocate Station 17 to the Training Academy.

Chief Kaufmann stated that CVS has offered a proposal for consideration to vacate the property early.

Commissioner McDonald made a motion to adopt Resolution 2013-029, Relating to the Rescinding of BOC Resolution 2013-025. Commissioner Brackett seconded the motion. The motion carried.

- c.) **2013-030: BOC Resolution (Rescind Resolution 2013-026)**

Commissioner Brackett made a motion to adopt Resolution 2013-030, Relating to the Rescinding of BOC Resolution 2013-026. Commissioner Risley seconded the motion. The motion carried.

- d.) **2013-031: BOC Resolution (Engage Architect Firm to Design a Multipurpose Storage & Maintenance Building at Training Academy)**

Commissioner Risley made a motion to adopt Resolution 2013-031, Relating to the Selection of the Architect Firm to Design a Multi-purpose Facility at the Training Facility for District No. 1. Commissioner Brackett seconded the motion. The motion carried.

- e.) **2013-032: BOC Resolution (Haz Mat Consultant Agreement)**

Commissioner Kingston made a motion to adopt Resolution 2013-032, Relating to the Approval of the Haz Mat Consultant Agreement for District No.1. Commissioner Risley seconded the motion. The motion carried.

- f.) **2013-033: BOC Resolution (Civil Service Appointee)** – (approved above)

- g.) **2013-034: BOC Resolution (RFP Commercial Banking & Financial Services)**- Attorney Ingram stated that Title 39, Section 1214-1220, requires us to request proposals for financial services and to set the term of the agreements. Upon researching, a lot of companies tie this in with the terms of the Clerk of Court (5 year term)

Commissioner McDonald made a motion to adopt Resolution 2013-034, Relating to the Request for Proposal(s) for the Commercial Banking and Financial Services for District No.1. Commissioner Kingston seconded the motion.

- h.) **2013-035: BOC Resolution (FD No.7- Dispatch Services Agreement)** - Commissioner Kingston requested that consideration be given into cost increases; as our costs increase annually. Chief Kaufmann stated that the annual amounts paid do include some offsets.

Commissioner Risley made a motion to adopt Resolution 2013-035, Relating to the Approval of an Intergovernmental Agreement by and between District No.1 and District 7. Commissioner Kingston seconded the motion. The motion carried.

- i.) **2013-036: BOC Resolution (FD No.11- Dispatch Services Agreement)**

Commissioner McDonald made a motion to adopt Resolution 2013-036, Relating to the Approval of an Intergovernmental Agreement by and between District No.1 and District No.11. Commissioner Kingston seconded the motion. The motion carried.

- j.) **2013-037: BOC Resolution (Engines 14, 15 and 17 Front Intake Pump)**

Commissioner Kingston made a motion to adopt Resolution 2013-037, Relating to the Approval for Modifications for Fire Apparatus for District No.1. Commissioner Risley seconded the motion.

Captain Baker stated that the intakes are very needed on these trucks.
Chief Hess stated that when the three front intakes are installed, all front line pumpers will have them.

The motion carried.

- k.) 2013-038: BOC Resolution (Haz Mat Apparatus)-** Commissioner Brackett commended the Administration for the informative proposals.

Commissioner McDonald made a motion to adopt Resolution 2013-038, Relating to the Approval to purchase a Haz Mat Apparatus for District No.1. Commissioner Brackett seconded the motion. The motion carried.

- l.) 2013-039: BOC Resolution (High Water Vehicles (3))**

Commissioner McDonald made a motion to adopt Resolution 2013-039, Relating to the Approval to Purchase High Water Vehicles for District No.1 Commissioner Kingston seconded the motion.

Mr. Reardon asked if these vehicles will have a warranty. Chief Kaufmann stated that they will be purchased "as is".

Commissioner Risley inquired into the need for three vehicles. Battalion Chief Rhyce stated that one will serve as City response, one as Parish response, and the third would serve as Fire response.

Operator Dupre confirmed the need for three vehicles, stating that it will help tremendously with responses.

Captain Kleck stated that from a maintenance issue, the high water vehicles will be able to respond; therefore not putting the engines in the high water.

Commissioner Risley asked if we are the only agency that will have these vehicles. Chief Kaufmann stated that the Slidell Police Department and the Sheriff's Department have them.

The motion carried.

- m.) 2013-040: BOC Resolution (Station 17 Amendment)-** Chief Kaufmann requested approval of this Resolution, pending legal review

Commissioner McDonald made a motion to adopt Resolution 2013-040, Relating to the Approval of the Amendment to the First Hartford Realty Corporation Agreement for District No.1. Commissioner Kingston seconded the motion. The motion carried.

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)

5. VFIS Special Risk Insurance & LWCC-

a.) VFIS Depreciation Valuation (Temp Housing, Transportation, Set-up & Pole Barn)- Station 14 (\$46,430)

b.) VFIS Renewal Effective Date: 05/06/13

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- Ms. Aubrey Heinsz discussed the financial report.

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

D) Attorney's Report- Commissioner Kingston inquired about the donation of land (Dixie Ranch Rd.) to Fire Dist. #3. Attorney Troy Ingram stated that he has given it to Mike Sevante. He further stated that he would look into this.

Commissioner McDonald made a motion to approve the Attorney Report. Commissioner Risley seconded the motion. The motion carried.

E) Executive Session

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

- 1. Investigative proceedings regarding allegations of misconduct (LA R.S. 42:17.)**
- 2. Discuss the time frame and process for the selection of Fire Chief (La R.S. 42:18 (7))**

Executive Session convened at 7:35 p.m.

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

The meeting reconvened at 8:21 p.m.

Commissioner Kingston made a motion to have Mr. Waniewski start the process of getting a test scheduled and setting a salary of \$90,000- \$105,000, plus Incentives, for the Fire Chief. Commissioner Brackett seconded the motion.

Chairman Crowley called for the vote:

<i>Kingston</i>	<i>aye</i>
<i>Risley</i>	<i>nay</i>
<i>Brackett</i>	<i>aye</i>

The motion carried.

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

The meeting adjourned at 8:26 p.m.