

# **St. Tammany Fire Protection District No. 1**

## **Board of Commissioners**

### **Regular Meeting Minutes August 20, 2013**

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

The pledge of allegiance and prayer were given

*Commissioner McDonald made a motion to suspend the rules to amend the agenda. Commissioner Risley seconded the motion. The motion carried.*

*Commissioner Risley made a motion to accept the amended agenda. Commissioner Brackett seconded the motion. The motion carried.*

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

*Commissioner McDonald made a motion to suspend the rules to bring forward Resolution 2013-065, Relating to the "As needed" Services to Act as Fire Chief for District No.1. Commissioner Brackett seconded the motion. The motion carried.*

Chairman Crowley stated that the Board of Commissioners received an e-mail, on Sunday, August 18, where Chief Hess stated it was his intention to retire effective August 18, 2013.

*Commissioner McDonald made a motion to adopt Resolution 2013-065, Relating to the "As needed" Services to Act as Fire Chief for District No.1. Commissioner Risley seconded the motion.*

Chairman Crowley stated that due to manpower issues, the interim position was changed to no later than September 1.

*The motion carried.*

#### **AWARDS & RECOGNITION- (none)**

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

*Commissioner Risley made a motion to approve the minutes of the July 16, 2013 meeting. Commissioner McDonald seconded the motion. The motion carried.*

#### **OLD BUSINESS-**

##### **A) Request for Proposal for the Fiscal Agency- (extended)**

##### **B) Bid Opening- Multipurpose Building (sealed proposals)**

- |  |   |
|--|---|
| • Dammon Engineering                           | 8% of Construction Cost                           |
| • Fauntleroy, Latham, Weldon, Barre Architects | 6.5% of Construction Cost                         |
| • Scairono Martinez Architects                 | Troy to review and report under "Attorney" Report |
| • Linfield, Hunter & Junius, Inc.              | \$ 69,725.00                                      |

**NEW BUSINESS –**

**A) Board of Commissioners Report-**

**1.) Interim Fire Chief David Kuhn**

**B) Chief's Report-**

**1.) Vehicle Maintenance Committee Report-** Chief Kaufmann stated that a maintenance meeting and truck committee meeting were held. He stated that Engine 15 is back in service after getting the front intake and other services done. He further stated that the Ladder truck is at Ferrara for repairs.

The truck committee has done research on the 77 ft. Ladder truck and will bring a formal recommendation to the Board. Chief Kuhn stated that the cost of the truck may exceed the \$650,000 that has been allotted.

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

**B) PMI Report-**

**1. Employee Benefits**

- a.) **Major Medical-** Renewal (10/01/13)
- b.) **Group Dental & Life Insurance-** Renewal (10/01/13)
- c.) **Open Enrollment:** 08/28, 29 & 30, 2013

**2. Human Resource**

- a.) **2013-052: BOC Resolution (Station 14 Lowest Responsible Bidder Approval)-**  
**Recordkeeping**

*Commissioner Risley made a motion to adopt Resolution 2013-052, Relating to the Awarding of the Station 14 Construction Bid to the Lowest Responsible Bidder for District No.1. Commissioner Brackett seconded the motion. The motion carried.*

- b.) **2013-053: BOC Resolution (Interim Fire Chief selected from Senior Members)-**  
**Recordkeeping**

*Commissioner Risley made a motion to adopt Resolution 2013-053, Relating to the Selection of the Interim Fire Chief from Senior Officers for District No. 1 (pending the discussed change). Commissioner McDonald seconded the motion. The motion carried.*

- c.) **2013-054: BOC Resolution (Interim Fire Chief D. Kuhn)- Recordkeeping**

*Commissioner McDonald made a motion to adopt Resolution 2013-054, Relating to the Selection of the Interim Fire Chief for District No. 1. Commissioner Risley seconded the motion. The motion carried.*

- d.) **2013-055: BOC Resolution (Maintenance Coordinator)- Recordkeeping**

*Commissioner McDonald made a motion to adopt Resolution 2013-055, Relating to the Hiring of a Maintenance Coordinator for District No.1. Commissioner Brackett seconded the motion. The motion carried.*

- e.) **2013-056: BOC Resolution (Approve Hiring Firefighters (2))-** Mr. Waniewski stated that the funding of these two positions is included in the 2013 Revised Budget; however,

this is a time sensitive issue and the Administration is requesting approval to extend offers of employment.

***Chairman McDonald made a motion to adopt Resolution 2013-056, Relating to the Hiring of Suppression Personnel for District No.1. Commissioner Risley seconded the motion.***

There was additional discussion regarding the need for additional manpower to man the new apparatus.

***The motion carried.***

**f.) 2013-057: BOC Resolution (Employee Benefits Renewal)**

***Commissioner Risley made a motion to adopt Resolution 2013-057, Relating to the Renewal of District Sponsored Group Employee Benefits. Commissioner Brackett seconded the motion. The motion carried.***

**g.) 2013-058: BOC Resolution (Freeze Employee Benefit Contribution)**

***Commissioner McDonald made a motion to adopt Resolution 2013-058, Relating to the Employee Contributions for District No.1 Sponsored Employee Benefits. Commissioner Brackett seconded the motion. The motion carried.***

**h.) 2013-059: BOC Resolution (Retiree Benefit Contribution)**

***Commissioner Risley made a motion to adopt Resolution 2013-059, Relating to the Continuance of Retiree Contributions for District No.1 Sponsored Benefit. Commissioner Brackett seconded the motion. The motion carried.***

**i.) 2013-060: BOC Resolution (EE Deductible Offset)**

***Commissioner McDonald made a motion to adopt Resolution 2013-060, Relating to the Continuance of Expense Offset Fund for District Sponsored Employee Benefits. Commissioner Brackett seconded the motion. The motion carried.***

**j.) 2013-061: BOC Resolution (RFP- Voice & Data Communications)**

***Commissioner Brackett made a motion to adopt Resolution 2013-061, Relating to the Request for Proposal(s) for Voice & Data Services for District No.1 (as amended by recommendation of Attorney Ingram). Commissioner Risley seconded the motion.***

**k.) 2013-062: BOC Resolution (Chief of Operations)**

***This Resolution died from lack of a motion.***

**l.) 2013-063: BOC Resolution (Millage Rollback)- move to table**

**m.) 2013-064: BOC Resolution (Millage Roll forward)- move to table**

***Commissioner McDonald made a motion to postpone Resolutions 2013-063 and 2013-064, Relating to the Millage Roll back/ Roll forward. Commissioner Risley seconded the motion. The motion carried.***

**n.) 2013-066: BOC Resolution (Termination of Retiree Email Accounts)- (remove from slidellfire.org to personal email address)**

*Commissioner Brackett made a motion to adopt Resolution 2013-066, Relating to the Termination of Retiree Email Accounts for District No.1. Commissioner McDonald seconded the motion. The motion carried.*

- o.) Fire Chief Exam:**
    - 1. Posting : 06/10- 07/30/2013   Extended to 08/15/2013**
    - 2. Certified Applicant Roll Call: 08/05   Revised to 08/20/2013**
    - 3. Fire Chief Exam: 08/15   Revised to 09/05/2013**
    - 4. Local Civil Service to move to adopt BOC approved Standards & Qualifications:  
Posted for comments by Civil Service Board**
- 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.) LWCC**

*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.

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

**D) Attorney's Report-** Attorney Ingram stated that the response received by Scairono Martinez was not a response to the RFP, rather a statement of qualifications for architectural engineering services.

a.) **CVS- Exchange of properties-** Attorney Ingram stated that the “punch list” is being handled and the projected date for occupancy is September 1. Additionally, the closing is scheduled for October 1. Attorney Ingram stated that upon taking occupancy, CVS will be allowed to begin with demolition of the station.

Attorney Ingram stated that after the series of Civil Service hearings, the Civil Service Board voted 2-0 to uphold the position adopted by the Board relating to seniority tie-breakers.

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

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

*The meeting adjourned at 8:38 p.m.*