

# St. Tammany Fire Protection District No. 1

## Board of Commissioners

### Regular Meeting Minutes October 15, 2013

The meeting was called to order at 6:02 p.m.

The pledge of allegiance and prayer were given

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

#### **AWARDS & RECOGNITION-**

- Former Commissioner Shannon Davis- 9 years of service as a Commissioner
- Former Chief Larry Hess- 10 years of service as Fire Chief. Additionally, Keith, from VFIS, presented an award.

Chief Kuhn swore in new hires Eric Bankston, Leslie Crosby and Brian Lutman.

- Chris Hewitt- "Certificate of Meritorious Award" – Rapid Diver rescue
- Dean Marullo- "Certificate of Meritorious Award" – Rapid Diver rescue

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

*Commissioner McDonald made a motion to approve the minutes of the September 17, 2013 and September 26, 2013 meetings. Commissioner Brackett seconded the motion. The motion carried.*

*Commissioner Kingston made a motion to suspend the rules for the purpose of discussing the announcement of the millage meeting. Commissioner Brackett seconded the motion. The motion carried.*

Attorney Ingram stated that there was some confusion regarding the millage advertisement in the St. Tammany Farmer; originally we followed the roll forward/roll back process; however, our bonding attorney advised us that this is the first year of a new renewal; therefore the roll forward/ roll back provisions did not apply.

Attorney Ingram announced that a Special Meeting will be held on October 28, 2013, at 6:00 p.m. to set the millage.

#### **OLD BUSINESS**

##### **1. RFP- Request for Proposal for Fiscal Agency**

- **First NBC**

Rates

First NBC Bank offers to pay 1.50% (1.51% APR) fixed rate on the daily collected balance for all deposits of St. Tammany Fire Protection Dist. #1. This rate will be in effect for the term January 1, 2014 through December 31, 2017. Interest will be calculated against available funds on a daily basis and credited monthly.

Fees

First NBC Bank will provide all services listed above as well as Official Checks, incoming Wire Transfers, Safekeeping Services, Account Confirmation requests and Overdraft Protection all without charge. Additionally, First NBC Bank will provide checks and deposit slips as well as any other necessary banking supplies, at no cost.

- **Chase** (no fee schedule)
- **Whitney Bank** (no fee schedule)

Chairman Crowley stated that three proposals were received, and they will be taken under advisement by Attorney Troy Ingram and Joe DiGiovanni.

Chairman Crowley stated that a budget workshop was held on October 12 and the Administration educated the Board on the history and impact of millage collections. He further stated that there have been discussions regarding pay scale adjustments. He stated that the administration was tasked with a dollar amount and different models were provided. He stated that there was a concern that the pay scale itself fell below the average industry standard (17th percentile).

Chairman Crowley thanked the Commissioners for all of the time and effort that that is being put into this budget process and the ability to take the information and make the best decision for St. Tammany Fire Dist. #1, as well as the constituents.

Chairman Crowley stated that the millage rate will have to be set on October 28, or we risk having zero mills until next year. He stated that this budget process has given a guideline as to what mills may need to be set.

**2. RFP- Voice Over Internet Protocol (VOIP)**

- **Charter**

Service to Headquarters Charter Voice	Initial Investment	Monthly Service Fee	Term
Six (6)x SIP-24 total Voice Trunks Includes 100 DID and 5,000 minute/month Long-Distance Package		\$584.00	36 Months

Service to Headquarters Charter Fiber Internet	Initial Investment	Monthly Service Fee	Term
Bandwidth 50M/50M	\$ 0.00	\$500.00	36 Months

Service to Headquarters Charter Fiber Internet	Initial Investment	Monthly Service Fee	Term
Bandwidth 50M/50M Includes 13 Static IPs	\$ 0.00	\$1,500.00	36 Months

Service to Training Academy Charter Fiber Internet Service	Initial Investment	Monthly Service Fee	Term

Bandwidth 10M/!0M Includes 13 Static IPs	\$ 0.00	\$575.00	36 Months
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Service to Service to Training Academy and Stations 11-17 Charter Fiber WAN Service	Initial Investment	Monthly Service Fee	Term
Bandwidth 10M/ 10/M	\$0.00	\$410.00	36 Months

• **AT&T**

FEATURE		
Price Per Bandwidth Selected	Monthly Recurring PRICE 3 year Contract	Non Recurring
4 Mbps	\$345.00	\$0.00
8 Mbps	\$ 399.00	\$0.00
10 Mbps	\$ 468.00	\$0.00
20 Mbps	\$ 549.00	\$0.00
50 Mbps	\$591.00	\$0.00

**Primary Rate ISDN**

Feature	Monthly Recurring Cost
PRI Trunking- Flat Rate Voice/ Data	\$454.00

**Business Lines**

Feature	Monthly Recurring Cost
Business Lines- Flat Rate LD-5000 Minutes*	\$21.88 \$184.00

**Managed Internet Service**

Feature			
Price Per Bandwidth Selected	With Managed Router	Without Managed Router	Non-Recurring Cost
3 Mbps	\$584.00	\$532.00	\$499.50
10 Mbps	\$1,049.20	\$952.40	\$750.00
20 Mbps	\$1,179.90	\$1,276.70	\$750.00
50 Mbps	\$1,809.65	\$ 1,694.70	\$750.00

**3. Bid Opening- Surplus Vehicles (2 ½ Ton Army Trucks)**

• **Robert Casadaban**

VIN # 500456 \$ 3,801.00

- **D Company**

VIN # 25915 \$ 1,777.00

VIN # 500456 \$ 1,657.00

**NEW BUSINESS –**

**A) Board of Commissioners Report-** Chairman Crowley read an e-mail from Commissioner Risley regarding discussion of the salary adjustments. Commissioner Risley wants to make sure that the committee meets to discuss the different proposals.

**B) Chief's Report-**

Chief Kuhn reported the following:

- Last month, we averaged 400 response calls.
- The Fire Prevention Bureau worked with the Slidell Police Department on an arson fire which resulted in an arrest being made.
- The mandated lockdown drills have been completed.
- Open house, for new Station 17, will be held on October 26.
- The Blue Mass, at Northshore Church, will be held on October 27 at 9:00 a.m. and 10:30 a.m.
- Tonite, our engines are at 8 locations for Night Out Against Crime

**1.) Vehicle Maintenance Committee Report-** Chief Kaufmann stated that the problems with Engine 12 have been resolved. He stated that Ladder 16 is still being repaired. He further stated that the tank on the Tender is leaking, for the second time, and will be covered under warranty. Lastly, the front end takes, for Engine 17, are currently being done.

Ms. Wynn Williams thanked the department for the job that was done at the arson fire.

*Commissioner Kingston 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- Open Enrollment Complete/ Effective 10/01/2013**

b.) **Group Dental & Life Insurance- Open Enrollment Complete/ Effective 10/01/2013**

**2. Human Resource**

a.) **2013-046: BOC Resolution (77' Ladder/ Amended "up to 700K"- Recordkeeping**

*Commissioner McDonald made a motion to adopt Resolution 2013-046, Relating to the Approval to Purchase a 77' Ladder Apparatus for District No.1. Commissioner Kingston seconded the motion. The motion carried.*

b.) **2013-063: BOC Resolution (Millage Rollback)- postponed**

- c.) **2013-064: BOC Resolution (Millage Roll forward)- postponed**

*Commissioner Kingston made a motion to rescind Resolutions 2013-063 and 2013-064. Commissioner Brackett seconded the motion. The motion carried.*

- d.) **2013-072: BOC Resolution (Rescind Resolution 2013-071)**

*Commissioner McDonald made a motion to adopt Resolution 2013-072, Relating to the Rescinding of BOC Resolution 2013-071. Commissioner Brackett seconded the motion. The motion carried.*

- e.) **2013-073: BOC Resolution (FC Kuhn Compensation)- Recordkeeping**

*Commissioner Kingston made a motion to adopt Resolution 2013-073, Relating to the Approval of the Base and Total Compensation for Fire Chief for District No.1. Commissioner Brackett seconded the motion. The motion carried.*

- f.) **2013-074: BOC Resolution (St. Tammany Parish- Adjudicated property)**

*Commissioner Kingston made a motion to adopt Resolution 2013-074, Relating to the Approval to Enter into Agreement with St. Tammany Parish Government Regarding Adjudicated Property for District No.1. Commissioner McDonald seconded the motion. The motion carried.*

- g.) **2013-075: BOC Resolution (Station 14 CEA Renewal St. Tammany Parish- Temporary Housing Land Agreement)**

*Commissioner McDonald made a motion to adopt Resolution 2013-075, Relating to the Renewal of a Cooperative Endeavor Agreement / Memorandum of Understanding for Steele Rd. Temporary Site for Station #14 for District No.1. Commissioner Brackett seconded the motion.*

Mr. Waniewski stated that this is a 12 month renewal (extension) of the site.

*The motion carried.*

- h.) **Fire Chief Exam:**

1. Fire Chief Exam: 09/05 (15 (possibly 16) Applicants wish to interview) - Mr. Waniewski stated that the scores have come in and the Civil Service Board will meet to accept the certified scores. Chairman Crowley stated that this puts the emphasis on completing the criteria process, before the list is publicized.
2. Post Test- Applicant Information and Employment Application
3. Fire Chief Interview Committee
4. Interview Questions
5. CSB approved Standards & Qualifications- 10/01/2013

**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.) **New Station 17- Added to property schedule**
- c.) **LWCC: Renewal Complete "net net" flat renewal- no increase in rates**

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

- C) DiGiovanni & Associates, CPA's, L.L.C-** A Power Point Presentation was given, which contained the following slide information:

**1. Normal Revenues**

Sales Tax	\$0.00
Property Tax	29.7 Mil's currently for 2013 (\$13,372,000)
Parcel Fee	\$39 per parcel currently for 2013 (\$1,200,000)

**2. One Time Revenues**

FEMA Loan:	2006	/	\$5.2 Million (Forgiven)
SAFER Grant:	2007	/	\$1,000,000 /9 Firefighters for 5 years

**3. 5 Year Millage History**

Year	Millage	Amount per Mil	Amount Lost
2009	30 Mil's	\$386,000	\$1,930,000
2010	31 Mil's	\$404,645	\$1,614,580
2011	29 Mil's	\$412,344	\$2,474,064
2012	30 Mil's	\$411,633	\$2,058,165
2013	29.7 Mil's	\$450,2335	\$2,386,245
	25.3 Mil Deduction	Total Lost (5 Years)	\$10,463,054

**4. 10 Year Levied Millage History**

Year	Millage	Millage Amount
2004	35 Mil's	\$7,316,000
2005	35 Mil's	\$9,293,000
2006	35 Mil's	\$8,120,000
2007	35 Mil's	\$8,645,000
2008	35 Mil's	\$9,391,000
2009	30 Mil's	\$11,572,000
2010	31 Mil's	\$12,513,000
2011	29 Mil's	\$11,958,000
2012	30 Mil's	\$12,349,000
2013	29.7 Mil's	\$12,349,000

**5. 11 Year Millage History**

Year	Millage	Millage Amount
2004	35 Mil's	\$7,316,000
2005	35 Mil's	\$9,293,000
2006	35 Mil's	\$8,120,000
2007	35 Mil's	\$8,645,000
2008	35 Mil's	\$9,391,000
2009	30 Mil's	\$11,572,000
2010	31 Mil's	\$12,513,000
2011	29 Mil's	\$11,958,000
2012	30 Mil's	\$12,349,000
2013	29.7 Mil's	\$12,349,000
2014 (Millage Max)	35 Mil's	\$16,058,212 (\$2,541,212)
2014 (If Adjusted)	29.7 Mil's	\$13,517,000

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**6. *Projects Postponed Due to Katrina and the Following Suppressed Millage Income***

Station Renovations (Hurricane Readiness)  
 Station Relocations (Station's 11 and 13/HQ)  
 New Station 18 (Airport Rd. Area)  
 Truck Replacements (Ladder 16 and Engine 18)  
 Mobile Data Operations

**7. *Services Rendered by Fire Dist. #1***

Fire Suppression Activities  
     Structure Fires, Hazardous Materials, Woods Fires, Vehicle Fires,  
     Preplans, Hydrant Tests  
 Rescue Activities including EMS  
     Natural Disasters, Civil Unrest, Terrorism, High-water Operations,  
     Water Rescues, Vehicle Extrications, ALS and BLS Services  
 Public Education  
     Schools, Home Owner Organizations, Government Organizations, Civic  
     Organizations  
 Fire Prevention Services  
     New Construction Reviews, Annual Inspections, Public Education,  
 Training  
     Certifications, EMS, Rescue, Hazmat, Live Evolutions, Continuing  
     Education

**8. *Millage Calculation Example (Home Value of \$100,000)***

Total Assessed Value: 10,000  
 Homestead: 7,500  
 Taxable: 2,500  
 Taxable \* Fire District Mills

2,500 * 35 Mil's	= \$87.50 (\$7.29 per month)
2,500 * 33.484 Mil's	= \$83.71 (\$6.98 per month)
2,500 * 32 Mil's	= \$80.00 (\$6.67 per month)
2,500 * 29.7 Mil's	= \$74.25 (\$6.19 per month)

**9. *Millage Calculation Example (Home Value of \$163,280) (Real Home Value)***

Total Assessed Value: 16,328  
 Homestead: 7,500  
 Taxable: 8,828  
 Taxable \* Fire District Mills

8,828 * 35 Mil's	= \$308.98 (\$25.75 per month)
8,828 * 33.484 Mil's	= \$291.32 (\$24.28 per month)
8,828 * 32 Mil's	= \$282.50 (\$23.54 per month)
8,828 * 29.7 Mil's	= \$262.19 (\$21.85 per month)

**10. *Millage Calculation Example (Home Value of \$298,740) (Real Home Value)***

Total Assessed Value: 29,874  
 Homestead: 7,500  
 Taxable: 22,374  
 Taxable \* Fire District Mills

22,374 * 35 Mil's	= \$783.09 (\$65.26 per month)
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22,374 \* 33.484 Mil's = \$749.17 (\$62.43 per month)  
22,374 \* 32 Mil's = \$715.97 (\$59.66 per month)  
22,374 \* 29.7 Mil's = \$664.51 (\$55.38 per month)

Chairman Crowley stated that is has been said that we are funding a deficit, and inquired into the growth over the past 5 years. Chief Kuhn stated that we have increased the number of employees and made changes to response protocols.

Mr. DiGiovanni discussed the proposed updated spreadsheet that was done as a result of the October 12 meeting. He stated that the Administration is planning to meet again on October 21, and if there are any changes/comments, he requested that they be provided, before the meeting, so that changes may be made.

Chairman Crowley inquired into the funding, for Capital projects that would be needed for 2014. Chief Kuhn stated that the relocation of Station 11 and the purchase of a Ladder Truck and Command Staff Vehicles are what he'd like to do in 2014.

Mr. DiGiovanni discussed the financial report.

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

**D) Attorney's Report-**

- a.) **Station 17 Update-** Attorney Ingram stated that we are still in the process of getting the property exchange done. Chief Kaufmann stated that as a result of the exchange, the value of the property and new station are in excess of two million dollars, at no additional cost to the taxpayers. Additionally, it is in a better location.

Chairman Crowley inquired any pending litigations. Attorney Ingram advised that we have a pending lawsuit with FRS and are also involved, incidentally, in a meth lab explosion lawsuit (the insurance company is handling this)

- b.) **“Announcement” Millage Vote to be held on October 28, 2013, at 6:00 p.m. (Tower's Bldg.)**
- c.) **Executive Session- Fire Chief Interview Committee**

*Executive Session convened at 8:03 p.m.*

*The meeting reconvened at 8:52 p.m.*

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

*The meeting adjourned at 8:53 p.m.*