

# St. Tammany Fire Protection District No. 1

## Board of Commissioners

### Regular Meeting Minutes November 4, 2013

The meeting was called to order at 6:00 p.m.

The pledge of allegiance and prayer were given

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

#### 1. Executive Session:

- Discuss the Character and Professional Competence of an individual (s)
- Fire Chief Interview Committee

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

*Executive Session convened at 6:03 p.m.*

*The meeting reconvened at 7:01 p.m. There was no action taken.*

**AWARDS & RECOGNITION-** (none)

**APPROVAL OF MINUTES-**

*Commissioner Risley made a motion to approve the minutes of the October 15, 2013 and October 28, 2013 meetings. Commissioner Kingston seconded the motion. The motion carried.*

**OLD BUSINESS-**

- A) **RFP- Request for Proposal for the Fiscal Agency- First NBC Recommendation-** (to be covered under PMI Report)
- B) **RFP- Voice Over Internet Protocol (VOIP)-** (to be covered under PMI Report)

**NEW BUSINESS –**

- A) **Board of Commissioners Report**
- B) **Chief's Report-**

- 1.) **2014 Budget Approval for Advertising** – There was discussion on the Administration's proposed budget. An issue discussed was "bond financing". Chief Kuhn stated that the approved 29.7 mills do not fund the budget; therefore, the purchase of a bond was included in the proposed budget. Commissioner McDonald stated that if we did everything we wanted (ladder truck, command response vehicles, and land acquisition) in 2014; there would be a

“Capital” reserve of approximately \$800,000. He further stated that there is perception that Fire District #1 carries a lot of money in “Capital” reserve. Commissioner McDonald stated that 13% of the property in our area is businesses, and they pay 40% in taxes. He stated that he was not in agreement with raising the millage, on businesses, based on the present economy; nor is he in favor of pursuing a bond. Chief Kuhn stated that the bonds were a recommendation to balance the budget. He further stated that with the low interest, he would like to get more bond money and do more of the capital projects, in an attempt to show the citizens that we are being proactive with their money.

Communications Supervisor Watson inquired into the funding of the new radio system, as well as where it will be put. She further stated that it should not be put where Communications is currently located. I.T. Officer Worchel stated that when the City of Slidell signs the Memorandum of Understanding, there is an 18 month window. He further stated that if the location was shared, it would help with the infrastructure build out. Additionally, this would be a cost savings.

Chairman Crowley inquired into the “rumors” regarding parish-wide consolidation. Chief Kaufmann stated that there is no discussion or direction at this point, based on a recent study. He requested that the funding for the radio tower not be removed. Chief Kuhn stated that he has not been contacted. He further stated that after Katrina, everything was in Covington, and we had no contact with Covington.

Chief Kaufman stated that if the bond certificate is not in the plan, and we would use unrestricted money, he requested looking at the 2015 and 2016 items. He further stated that he was concerned that we would be using one-time capital money that will not come back in. He further stated that if we use those funds, we will, at some point, have to raise the millage.

Chief Kaufmann stated that with regards to the proposed budget presented, the items in the budget can be purchased, or restricted.

There were further budget concerns that the Administration clarified.

Mr. Schlueter discussed bond rates and stated that the current rates are at 2.5%.

Commissioner Kingston recommended getting a tax certificate for \$3,000,000. Commissioner Risley agreed.

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

**B) PMI Report-**

**1. Employee Benefits**

**2. Human Resource**

**a.) 2013-080: BOC Resolution (FC Kuhn- Substitute Appointment Continuance)**

*Commissioner Kingston made a motion to adopt Resolution 2013-080, Relating to the Appointment of the Substitute Fire Chief for District No. 1. Commissioner Risley seconded the motion. The motion carried.*

**b.) 2013-081: BOC Resolution (2014 Budget Posting)**

*Commissioner Kingston made a motion to adopt Resolution 2013-081, as amended (to reflect a \$3,000,000 bond), Relating to the Posting of the 2014 Budget. Commissioner Risley seconded the motion. The motion carried. Commissioner McDonald was in opposition.*

**c.) 2013-082: BOC Resolution (Safety Pay “Uniform Allowance)**

*Commissioner Risley made a motion to adopt Resolution 2013-082, Relating to the Classification of Other Compensation for District No. 1. Commissioner McDonald seconded the motion. The motion carried.*

**d.) 2013-083: BOC Resolution (Awarding of Banking Services RFP) – First NBC**

*Commissioner McDonald made a motion to postpone Resolution 2013-083, Relating to the Awarding of the Commercial Banking and Financial Services to the Lowest Responsible Bidder for District No. 1. Commissioner Risley seconded the motion.*

Mr. DiGiovanni stated that there may be a timing issue with postponing, as this would affect the January 1 effective date, which would affect the RFP.

Commissioner McDonald rescinded his motion.

*Commissioner Kingston made a motion to adopt Resolution 2013-083, Relating to the Awarding of the Commercial Banking and Financial Services to the Lowest Responsible Bidder for District No. 1. Commissioner Risley seconded the motion. The motion carried.*

**e.) 2013- 084: BOC Resolution (Awarding of Internet & VoIP Services RFP) - Charter**

*Commissioner Kingston made a motion to adopt Resolution 2013-084, Relating to the Awarding of the Internet and VoIP Services to the Lowest Responsible Bidder for District No.1. Commissioner Risley seconded the motion. The motion carried. Commissioner McDonald was in opposition.*

**f.) 2013-085: BOC Resolution (Limited Tax Certificates for Indebtedness) – provided by Foley & Judell, LLP (Grant Schlueter, JD)**

*Commissioner Kingston made a motion to adopt Resolution 2013-085, Relating to Giving Preliminary Approval To the Issuance of Not Exceeding Three Million Dollars (\$3,000,000) of Limited Tax Certificates of Indebtedness of Fire Protection District No.1 of the Parish of St. Tammany, State of Louisiana; Providing Certain Terms of said Certificates; making Application to the State Bond Commission for Approval of Said Certificates; and Providing for Other Matters in Connection Therewith. Commissioner Risley seconded the motion. Commissioner McDonald was in opposition.*

**g.) 2013-086: BOC Resolution (Establish Contingency Fund) – amended to reflect \$2,000,000 vs. \$ 1,250,000.**

*Commissioner McDonald made a motion to adopt Resolution 2013-086, Relating to the Approval to Establish a Contingency Fund for District No.1. Commissioner Risley seconded the motion. The motion carried.*

**h.) 2013-087: BOC Resolution (Rolling Stock & Facilities Fund)**

*Commissioner Risley made a motion to adopt Resolution 2013-087, Relating to the Restricting of Funds for Future Capital Projects for District No. 1. Commissioner Kingston seconded the motion. The motion carried.*

**i.) 2013-088: BOC Resolution (Transfer of Interest Income)**

*Commissioner Kingston made a motion to adopt Resolution 2013-088, Relating to the Transfer of Interest Income for District No.1. Commissioner Risley 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.) LWCC: Renewal Complete: 11/01/2013 Effective Date.

*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 discussed the financial report.

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

- D) Attorney's Report-
  - a.) Station 17 Update- Attorney Ingram reported that we received another lien on Station 17.

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

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

*The meeting adjourned at 9:00 p.m.*