

St. Tammany Fire Protection District No. 1

Board of Commissioners

Regular Meeting Minutes December 17, 2013

The meeting was called to order at 6:05 p.m.

The pledge of allegiance and prayer were given.

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

PUBLIC COMMENT- Proposed 2014 Operating Budget - (to be discussed with the Resolutions, under PMI)

AWARDS & RECOGNITION- Clarence Melerine- Firefighter of the Year and Medal of Valor award
Randy Ward- Communications Officer of the Year
Adam Willis- Medic of the Year
Adam Willis, Brian Bilich and David Darby- Ladder 11 Unit Award
Gary Jones, Jr., Mike Landry and Louis Relle- Engine 12 Unit Award

APPROVAL OF MINUTES-

Commissioner McDonald made a motion to approve the minutes of the November 4, 2013 meeting. Commissioner Brackett seconded the motion. The motion carried.

OLD BUSINESS-

A) **Adopt 2014 Operating Budget-** (Resolution 2013-089)

Commissioner Brackett made a motion to adopt Resolution 2013-089, Relating to the Approval of the 2014 Budget for District No. 1. Commissioner McDonald seconded the motion.

Commissioner McDonald inquired into the advertised budget, of \$1,200,000 for the 100' ladder truck. He stated that in November, it was voted on to publish it for \$600,000. Chairman Crowley stated that the Commissioners voted to purchase a truck that was already built, at a cost savings.

Chairman Crowley called for the vote:

Commissioner McDonald: nay

Commissioner Brackett: aye

Chairman Crowley: aye

B) **To consider and take action with respect to adopting a resolution providing for the incurring of debt and issuance of Limited Tax Certificates of Indebtedness, Series 2014, of Fire Protection District No.1 of the Parish of St. Tammany, State of Louisiana; and providing for other matters in connection therewith-** (Resolution 2013-096)

Commissioner Brackett made a motion to adopt Resolution 2013-096, Relating to the Approval to Incur Debt of Limited Tax Certificates of Indebtedness). Commissioner McDonald seconded the motion.

Mr. Schlueter stated that after the RFP's were received, the lowest bidder, Whitney Bank, had an interest rate of 2.14%

Commissioner McDonald stated his opposition of securing the bonds due to not setting anything aside, in the 2014 budget, for moving fire stations, etc. Chief Kuhn stated that the bonds would be used to purchase the 100' Ladder truck, secure properties for relocation, and relocate Central station.

Chairman Crowley stated that the intent was to secure the bonds, at a low interest rate, to minimize the impact of having to levy taxes over future years.

Chairman Crowley called for the vote:

Commissioner McDonald: nay

Commissioner Brackett: aye

Chairman Crowley: aye

NEW BUSINESS –

- A) Chief's Report-** Chief Kuhn reported that as of December 15, four of the recruits have reported to shift.

Chief Kuhn thanked the board for the approval to purchase the 100' Ladder truck.

Chief Kuhn commended the work of the Fire prevention Bureau, based on the monthly report that was sent out.

- 1.) Chad Duffaut- Northshore Leadership Presentation –** Chief Duffaut introduced the Leadership team that he is with. He stated that each team has a project to complete, before graduating. He stated that his team has decided to raise funds to purchase a new smoke trailer.

Chief Duffaut stated that local artists submitted art, based on the theme, "Something that makes you proud of Slidell." He stated that the team's plan is to sell garden size flags for \$25.00/each with all of the funds raised going towards the purchase of the smoke trailer.

Chief Duffaut requested that a Resolution be passed to state that if the funds are received, the District will accept the smoke trailer purchase as a donation from Leadership Northshore. In the event that there are not enough funds raised, he requested that the remaining funds be put in the 2015 budget to purchase the smoke trailer.

Commissioner Brackett stated that he is the Vice Chairman for the Board of Trustees for Leadership Northshore. He clarified that one of the objectives, for the projects, is that eventually someone will take the project over; however, in the past, he has not had anyone request funding for the difference. Commissioner Brackett inquired into the costs to maintain the smoke trailer. Chief Kaufmann stated that we have been paying for the maintenance on the current one, and it is over 16 years old. Mr. Waniewski stated that the insurable cost is less than \$500.00/yr.

Commissioner Brackett made a motion to adopt Resolution 2013-095, Relating to the Approval to Purchase a Fire Prevention Smoke Trailer for District No. 1. Commissioner Brackett seconded the motion. The motion carried.

- 2.) Vehicle Maintenance Committee report-** Chief Kaufman stated that the committee met and discussed changes in the maintenance coordination, budget oversight, purchase orders and the work order system.

Chief Kaufmann stated that the rear axle and tire have been changed on Engine 17 and the truck is back in service.

Chief Kaufmann advised that "equipment maintenance" is over budget and we are only doing maintenance on what absolutely has to be done. He further stated that the preventative maintenance is scheduled to begin in January.

With regards to Ladder 16, we are unsure of what the costs will be, and/or if Ferrara is absorbing some of them.

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.) 2014 Section 125 Cafeteria Plan

2. Human Resource-

a.) 2013-089: BOC Resolution (Approve 2014 Budget) - (above)

b.) 2013-090: BOC Resolution (2014 Compensation Adjustment)

Commissioner McDonald made a motion to adopt Resolution 2013-090, Relating to the Approval of the 2014 Compensation Adjustment for District No.1 Commissioner Brackett seconded the motion. The motion carried.

c.) 2013-091: BOC Resolution (2014 Section 125 Cafeteria Plan)

Commissioner Brackett made a motion to adopt Resolution 2013-091, Relating to the Approval of the 2014 Section 125 Cafeteria Plan for District No. 1. Commissioner McDonald seconded the motion. The motion carried.

d.) 2013-092: BOC Resolution (Increase Capital Threshold "Asset" Tracking to \$3,000 Minimum Value) Retro to 2013 Forward

Commissioner Brackett made a motion to adopt Resolution 2013-092, Relating to the Inventory Control Tracked Asset Valuation for District No. 1. Commissioner McDonald seconded the motion. The motion carried.

e.) 2013-093: BOC Resolution (Approve 2012 Audit)

Commissioner McDonald made a motion to adopt Resolution 2013-093, Relating to the Approval of the 2012 Audit for District No. 1. Commissioner Brackett seconded the motion. The motion carried.

f.) 2013- 094: BOC Resolution (Pierce Velocity 100' RMAP Arial)

Commissioner McDonald made a motion to adopt Resolution 2013-094, Relating to the Approval to Purchase a 100' Ladder Apparatus for District No.1. Commissioner Brackett seconded the motion. The motion carried.

g.) 2013-095: BOC Resolution (Fire Prevention Smoke Trailer) – (above)

h.) 2013-096: BOC Resolution (Approve Incurring of Debt of Limited Tax Certificates of Indebtedness) – (above)

i.) 2013-097: BOC Resolution (Approve Land Acquisition)

Commissioner McDonald made a motion to adopt Resolution 2013-097, Relating to the Approval for Land Acquisition for District No. 1. Commissioner Brackett seconded the motion. The motion carried.

- j.) **Fire Chief Interview-** Mr. Waniewski stated that interviews will be conducted on January 10th and 11th. The final interviews will be conducted on January 25th.

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: 2012 Audit Completed**

Chairman Crowley reported that a meeting was conducted with Crew 2 and there were concerns with the insurance coverage; specifically the co-pays and the potential for double deductibles having to be met due to the insurance taking effect October 1 of each year. He further recommended that the process be explained to the membership, and well as consideration of establishing a committee.

Mr. Waniewski stated that there is a Resolution in place that ensures that the employee would not be responsible for double deductibles.

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 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 reported that we are still working on the closing with CVS. Additionally, we are still receiving liens, preliminary lien notices, which must be bonded out or paid off, before going forward with the property exchange.

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

- E) **Board of Commissioner Comments-** Chairman Crowley stated that "Draft" minutes should be published and the Agenda should be sent more in advance, for Board approval.

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

The meeting adjourned at 7:52 p.m.