

St. Tammany Fire Protection District No. 1

Board of Commissioners

Regular Meeting Minutes January 21, 2014

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, McDonald and Brackett were present.
Commissioner Kingston was absent.

AWARDS & RECOGNITION- Chief Kuhn swore in the newly hired Firefighters and Dispatchers.

APPROVAL OF MINUTES-

Commissioner McDonald made a motion to approve the minutes of the December 17, 2013 meeting. Commissioner Brackett seconded the motion. The motion carried.

OLD BUSINESS-

NEW BUSINESS –

A) Chief's Report- Chief Kuhn reported that the first round of interviews, for Fire Chief, was conducted. He stated that 5 candidates were selected and will be interviewed on January 25. Chairman Crowley stated that with regards to the process, there was scoring done based on answers from 12 questions asked.

Chief Kuhn stated that platoon meetings were held to address the 2014 pay scale adjustments, as well as address insurance concerns. A meeting for the spouses will be held on Feb. 11.

Chief Kuhn stated that a meeting with Ferrara will be held, after January 21, to address maintenance concerns and the Haz Mat truck.

Chief Kuhn stated that with regards to the 100' ladder truck, Pierce has requested that we do a final inspection on Feb.11. He further stated that we anticipate delivery of the truck by the middle of March.

Chief Kuhn reported that Station 14 is moving along rapidly.

Chief Kuhn stated that Mike Baker, with VFIS, recently conducted an on-site risk control survey. Mr. Baker gave the department an "A" rating.

Chief Sicard, with Fire Dist. #3, presented a plan for Fire Dist. #1 to dispatch for their agency. Chief Sicard stated that after researching, he determined that Fire Dist. #1 could provide comparable dispatching services for a much greater discount.

- 1.) Vehicle Maintenance Committee report-** Chief Kuhn stated that Ladder 16 is back from Ferrara and is at Fire Dist.12 for preventative maintenance and other minor maintenance.

Chief Kaufmann stated that he did a business model for the maintenance division. This model was to prepare, in advance, for the changes that Dist. #12 may be making. He requested expediting the process for hiring a full-time mechanic. Chief Kaufmann stated that this would cost approximately \$60,000 for Capital start-up costs. Additionally, Chief Kaufmann stated that we would see a reduction in the hourly cost rates.

Commissioner Risley made a motion to accept the Chief's report. Commissioner Brackett seconded the motion. The motion carried.

- B) PMI Report-** Mr. Waniewski introduced Shannon Dardar. She is a new representative with PMI.

- 1. Employee Benefits**
 - a.) **2014 Section 125 Cafeteria Plan Activated**
- 2. Human Resource-**
 - a.) **2014-001: BOC Resolution (2013 Resolution Summary)**

Commissioner McDonald made a motion to adopt Resolution 2014-001, Relating to the 2013 Summary of BOC Resolution(s) for District No.1. Commissioner Brackett seconded the motion.

It was determined that paragraph 3 should be removed from the Resolution.

Commissioner McDonald made a motion to amend Resolution 2014-001, to reflect the removal of item 3, from paragraph 3. Commissioner Risley seconded the motion. The motion carried.

Commissioner McDonald made a motion to adopt Resolution 2014-001, as amended. Commissioner Brackett seconded the motion. The motion carried.

- b.) **2014-002: BOC Resolution (2014 Administration Pay Scale)**

Commissioner McDonald made a motion to adopt Resolution 2014-002, Relating to the Amendment of 2014 Administration Pay Scale for District No.1. Chairman Crowley seconded the motion.

Chief Kaufmann stated that the recommendation is to apply the adopted Resolution to all employees/ divisions; thus avoiding disparity to some employees.

Attorney Ingram clarified that if all employees were not included, it could be viewed as discriminatory which could lead to litigation. Furthermore, such litigation could affect our management liability practices. Mr. Waniewski stated that these amounts were already included in the budget.

The motion carried.

c.) 2014-003: BOC Resolution (Maintenance Services)

Commissioner Risley made a motion to table Resolution 2014-003, Relating to Search for Maintenance Services for District No. 1. Commissioner Brackett seconded the motion. The motion carried.

d.) 2014-004: BOC Resolution (2013 Audit Engagement)

Commissioner Brackett made a motion to adopt Resolution 2014-004, Relating to the Approval of the 2013 Audit Engagement for District No. 1. Commissioner McDonald seconded the motion.

Mr. DiGiovanni stated that only one firm (Ericksen, Krentel & LaPorte) responded with a bid, and the cost was \$7,250.

The motion carried.

e.) Crew Meetings- Mr. Waniewski stated that meetings were conducted to discuss compensation adjustments and benefits.

f.) Fire Chief Interview

3. Payroll

- a.) 2014 Pay Scale Activated
- b.) 2013 W-2's

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- 2014 Renewal Questionnaire

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 Brackett seconded the motion. The motion carried.

D) Attorney's Report-

- a.) **Station 17 Update-** Attorney Ingram reported that we will possibly go to closing on 1/23/2014.
- b.) **Multi-Purpose Bldg.-** Attorney Ingram stated that there is some language that is not acceptable to him
- c.) **VOIP Internet-** An agreement with language in the Charter Communications agreement has been worked out and we have signed the agreement.

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

E) Board of Commissioner Comments- (none)

F) Executive Session- Discuss interview process for the new Fire Chief

Commissioner Risley made a motion to go into Executive Session to discuss the interview process of the new Fire Chief. Commissioner Brackett seconded the motion.

Executive session convened at 7:30 p.m.

The meeting reconvened at 7:56 p.m. There was no action taken.

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

The meeting adjourned at 7:57 p.m.

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