

St. Tammany Fire Protection District No. 1

Board of Commissioners

Regular Meeting Minutes April 15, 2014

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

AWARDS & RECOGNITION-

- **Firefighter Clarence Melerine-** 2014 Firefighter of the Year (VFW Award) and Meritorious Award for rescue actions on Jan.26, 2014
- **Fire Operator Gregg Siebenkittel-** 7 years of recognized service (resigning April 25)
- **Captain Peter Rudesill and Fire Investigator Erik Krepplein-** Community Service Awards for participation in the Wounded Warrior Corey Garmon Build Project.

APPROVAL OF MINUTES

Commissioner Risley inquired into Resolution 2014-013, regarding approval for land acquisition. She stated that she thought that permission was only given to find land and to bring it back to the Board for discussion. Mr. Waniewski stated that Resolution 2013-097 was adopted, which was for the acquisition of three parcels of land, not to exceed \$650,000; however, as more land has become available, there would be a request to increase the \$650,000 to \$900,000. Attorney Ingram stated that an offer was submitted, and accepted, for property off Airport Rd. Chief Kaufmann stated that no other formal offers have been made on other property.

Commissioner Brackett made a motion to approve the minutes of the March 18, 2014 meeting. Commissioner McDonald seconded the motion. The motion carried.

OLD BUSINESS 1.) Update on Radio System- George Bonnett- Mr. Bonnett stated that he recently received an e-mail, from Motorola, stating that they were starting to ship the equipment, and he needed to provide approval for the sites to be shipped. Mr. Bonnett stated that from a "User's" standpoint, we will be assigned a "Block" of numbers.

Mr. Bonnett stated that the Sheriff's Department received authorization from the State Bond Commission and received the funds (approx. 14M).

Mr. Bonnett stated that they received MOU's from Parish Government, 911, Slidell Police Department and our department. He further stated that they are waiting to hear from the State. Chief Kaufmann inquired into the cost for each of the agencies. Mr. Bonnett stated that it won't be higher than the amount that was on the MOU that we executed.

Commissioner McDonald inquired into the time frame for this project. Mr. Bonnett stated 18-20 months.

Commissioner McDonald inquired about the cost of moving the equipment if the infrastructure changes. Chief Kaufmann stated that the 911 infrastructure needs to be coordinated with the radio system install.

NEW BUSINESS –

A) Chief's Report-

- 1.) **LWCC Dividend Check-** Mr. David Posner presented a dividend check in the amount of \$236,352 to the department. He further stated that from 2003-2013, we received dividends totaling \$ 742,475.
- 2.) **Fire Prevention- Commission Officers-** Chief Kaufmann requesting Board support to go forward with re-commissioning the Fire Prevention Officers which would give them arresting power and the ability to conduct fire investigations. He further stated that the liability to the department is less than \$500.00/year.

Fire Prevention Chief Duffaut stated that we currently have to wait for an Investigator/ Detective, from the Sheriff's Office or Slidell Police Dept., which may delay the interrogation process. He further stated that the commissions will help with job duties and be effective with arson investigations.

Commissioner Brackett inquired into any legal aspects of the commissions. Chief Kaufmann stated that there will be a policy drafted relating to the carrying of firearms on duty only.

Commissioner Risley inquired into how many arrests, in the last three years, have been made at fire scenes and the advantage of having a weapon. Chief Kaufmann stated that the protection is important, as well as having the power of arrest and Miranda rights, and the ability to conduct a complete investigation and recorded statements.

Commissioner McDonald inquired about the economic impact that the training would have on the department. Chief Kaufmann stated the employees could be reassigned, and stated that he will minimize the exposure.

Commissioner Brackett inquired as to who purchases the guns for the commissioned officers. Chief Kaufmann stated that the employee is responsible to purchase the gun, and have it registered in his name; however, the department supplies the ammunition.

Chairman Crowley requested more detailed specifics into this subject.

- 3.) **Budget Workshop-** Chief Kaufmann stated that the Executive Committee will meet in order to be able to meet the timeline before the millage vote. Chairman Crowley clarified that we have to notify the public if we are setting the millage higher than it currently is. Attorney Ingram stated that we are setting the millage, and for transparency purposes, we are going to take the same steps, as if we were rolling forward. Chairman Crowley stated that after the budget process last year, it was apparent that we would need more money this year. He further stated that we are authorized to take up to 35 mills; however we only need the mills necessary to cover the budget, which should be less than what we are authorized to take. Chairman Crowley further stated that there has been no discussion regarding collecting the maximum millage. Chief Kaufmann stated that Executive Committee is scheduled to meet on May 10, at 9:00 a.m. and in the event that the budget is not worked out, a second workshop may be held.

Attorney Ingram stated that the millage vote meeting will be July 15. Commissioner McDonald stated that the budget will need to be approved by the June meeting.

- 4.) **Public Campaign-** Haz Mat drill on April 25, at 10:00 a.m. , at Station 17
- 5.) **Surplus Mobile Bldg.-** Serial # CHVM4611 836 28787AB (Resolution 2014-010)- under PMI
- 6.) **Station/ Bldg./ Land Update-** request additional \$ 250,000 funds (Resolution 2014-013)- Chief Kaufmann stated that the pole barn has been moved and re-erected at the Training Facility.

Chief Kaufmann stated that based on PIAL model for station locations, we have acted on the Airport Rd. property, located a parcel of land on Robert Rd., and we are in a situation where we'd like to make an offer on some property on Fremaux; thus the need to request additional funds.

- 7.) **Adopt 2013 Audit Compliance Questionnaire (Resolution 2014-015)-** under PMI
- 8.) **Vehicle Maintenance Committee Report-** Chief Kaufmann stated that the Ladder truck has been repaired and is back in service. Chief Kaufmann further stated that Chief Kuhn and Captain Kelly have met on the specs and design of the new Haz Mat truck.

Chief Kaufmann stated that with close to 20 months of maintenance history, there is going to be the need to replace an engine.

- 9.) **General Comments-** Chief Kaufmann stated that he e-mailed a timeline for the remaining Accreditation process.

Chief Kaufmann requested that the Board "Unfreeze" the funds (\$90,000) for staff vehicles.

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

B.) PMI Report

- 1. **Employee Benefits**
 - a.) **Dependent Insurance Meeting – April 2 (2nd meeting)**
- 2. **Human Resource-**
 - a.) **2014-009: BOC Resolution (CSB Appointment)**

Commissioner McDonald made a motion to adopt Resolution 2014-009, Relating to the Appointment of the Civil Service Board for District #1. Commissioner Risley seconded the motion. The motion carried.

- b.) **2014-010: BOC Resolution (Surplus Property- Temporary Housing- Station 14)**

Commissioner Risley made a motion to adopt Resolution 2014-010, Relating to the Surplus of Property for District #1. Commissioner McDonald seconded the motion. The motion carried.

- c.) **2014-011: BOC Resolution (VFIS Renewal- Commercial Property & Casualty)-** this renewal came in \$17,000 less than budgeted

Commissioner Brackett made a motion to adopt Resolution 2014-011, Relating to the Renewal of Commercial Property, Auto & Casualty Insurance for District #1. Commissioner McDonald seconded the motion. The motion carried.

d.) 2014-012: BOC Resolution (BOC Background Checks- VFIS Crime Coverage)

Commissioner McDonald made a motion to adopt Resolution 2014-012, Relating to Background Checks for Commissioners for District #1. Commissioner Risley seconded the motion. The motion carried.

e.) 2014-013: BOC Resolution (Land Acquisition)

Commissioner McDonald made a motion to adopt Resolution 2014-013, Relating to Approval for Land Acquisition for District #1. Commissioner Brackett seconded the motion. The motion carried with Commissioner Risley in opposition.

f.) 2014-014: BOC Resolution (Un Restrict Staff/ Command Vehicles (Rolling Stock, Facilities & Equipment Fund))

Commissioner Risley made a motion to adopt Resolution 2014-014, Relating to Approval to Un-Restrict Rolling Stock Restricted Funds for District #1. Commissioner McDonald seconded the motion. The motion carried with Commissioner Brackett in opposition.

g.) 2014-015: BOC Resolution (Adopt 2013 Audit Questionnaire)

Commissioner Risley made a motion to adopt Resolution 2014-015, Relating to the Approval of the 2013 Louisiana Audit Compliance Questionnaire for District #1. Commissioner McDonald seconded the motion. The motion carried.

h.) 2014-016: BOC Resolution (Approve pending Architect, Legal & Admin Review Lowest Responsible Bidder for Multi-Purpose Bldg.)- Discussion only

i.) 2014-017: BOC Resolution (Rescind Internal Spending in Excess of \$5,000)- Discussion Only- Chief Kaufmann stated that in the past, the Board was notified of any purchases, in excess of \$5,000, that were in the budget. He further stated that this would allow him to run the day to day operations without any restraints. Commissioner Risley stated that the purpose for this was for items that weren't specifically in the budget.

j.) 2014-018: BOC Resolution (Chief of Operations) – Discussion Only- Chief Kaufmann presented duties for the Chief of Operations and Chief of Administration positions.

k.) Fire Prevention Commissioned Officers

3. Payroll

4. FRS (Firefighters Retirement System)

5. VFIS Special Risk Insurance & LWCC-

a.) VFIS Depreciation Valuation (Temp Housing, Transportation, Set-up & Pole Barn)- Station 14 (\$46,430) –

b.) VFIS- Station 14 Removal of Pole Barn & Temp Housing – Extra Expense Claim Submitted

c.) VFIS Risk Control Survey: Policy for Transfer of Care of Intubated Patients

- d.) **VFIS- 2014 Renewal:** Effective 5/6/2014
 - 1.) **Downpayment (25%): \$70,932.29**

Commissioner Risley a motion to accept the PMI report. Commissioner McDonald seconded the motion. The motion carried.

- C) **DiGiovanni & Associates, CPA's, L.L.C-** Mr. DiGiovanni discussed the financial report.

Chief Kaufmann stated that with regards to Station 14, it appears that we will be under budget

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

- D) **Attorney's Report-**

- 1.) **Land/Bldg. Update-** (discussed in the Chief report)

- E) **Board of Commissioner Comments-** Commissioner McDonald requested a copy of the Strategic Plan for millage vote preparation.

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

The meeting adjourned at 8:34 p.m.