

St. Tammany Fire Protection District No. 1

Board of Commissioners

Regular Meeting Minutes March 24, 2015

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 Risley, Brackett, McDonald and Hoying were present.

AWARDS & RECOGNITION-

- Michael Reed (Atmos Energy)- Certificate of Recognition
- 25 Years of Service- Paul Huval
- 15 Years of Service- Paul “Sammy” Burke (not present)
- 10 Years of Service- Walter Allen, Kristoffer Remerow (not present)

Unit Meritorious Award:

Jacob Arnouville, Troy Lombard, Jeff Hall, David Darby, Tim Harrison, Vhaly Murry,
Kelly Williams

Associates Degree:

Ronnie Brennan- Columbia Southern University
Michael P. Landry- LSU-E
Michael Wille- LSU-E

Swear Ins:

- Bradley Cobb, Anthony Garcia, Austin Graham and Ryan Polk

Chief Kaufmann presented the Accreditation Award that the department received. Chief Kaufmann stated that our #1 goal was to better serve our citizens and this process has proven that we are on track. He further stated that we are currently the only Municipal Fire Department in the State of Louisiana that holds this International Accreditation.

Chairman Crowley commended the members of the department, and extended his appreciation to the Board for their support in this endeavor.

Chief Kaufmann stated that the Association’s relationship with the Administration spoke volumes at the Council level.

APPROVAL OF MINUTES

Commissioner Brackett made a motion to approve the minutes of the February 24, 2015 meeting. Commissioner McDonald seconded the motion. The motion carried unanimously.

OLD BUSINESS – (none)

NEW BUSINESS –

1. Chief's Report

- a.) **2014 Audit Compliance Questionnaire-** (Resolution below)
- b.) **Public Campaign-** Parcel fee vote is this month. Open House was conducted in February
- c.) **Parcel Fee Update-** The vote is Saturday, March 28
- d.) **Millage Seminar-** (will be discussed under "Attorney" report)
- e.) **2016 Budget Process (Workshop)** - Chief Kaufmann stated that the first draft of the tax roll was received (with the first phase of the Summit development) which reflects a small increase in bottom line revenue dollars; however, there is an overall difference, of approx. \$100,000, in gross property value.

Chief Kaufmann stated that the draft of the 2016 budget, that was presented last year, already reflected a \$600,000 deficit, at 33.5 mills.

Chief Kaufmann stated that the new millage process has expedited the budget process; which we have already started. He further stated that a date for a workshop should be chosen.

Chairman Crowley inquired into the need to go to Koop Drive only if increasing the millage. Chief Kaufmann confirmed this, and stated that his recommendation would be to consider increasing the millage.

Chief Kaufmann advised that he would get some dates for a possible millage workshop. Attorney Ingram suggested that it be held before the April meeting. Additionally, Attorney Ingram stated that he was going to make a recommendation to be prohibited to send a letter to Mr. Henderson to reserve a spot at the June 17 hearing.

Commissioner McDonald stated that he feels that we need to do all of the proper advertising; however, he doesn't feel that a budget needs to be done by the end of April. Chairman Crowley stated that we funded a deficit last year, therefore, we will have to consider increasing the millage.

Chief Kaufmann stated that we have already started the budget process, due to the timelines from the Assessor's Office (July 21 millage vote). Chairman Crowley stated that the budget should include the cause and effects of what the money is needed for.

- f.) **Land & Bldg. Update-** The plans for Station 18 have been submitted to the State Fire Marshall's office. Upon review and approval, we will advertise the RFP for bids.

Chief Kaufmann stated that we have moved into the Maintenance Facility.

- g.) **Recruit Class-** Chief of Training Billman stated that the recruits are close to being finished with classroom skills and they will be conducting live burns over the next few weeks. They will test for Firefighter I in the near future.

- h.) **Operations Report-** Chief Kuhn discussed the "Operations" report which included average response times, dollar loss values, incident types and hydrant inspections.

- i.) **Fire Prevention Report**

- j.) **Training Report**

- k.) **Maintenance Report-** Chief Kuhn stated that Rescue 11 has extensive weld damage and the truck will need to be disassembled in order to make repairs.

1.) General Comments

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

Commissioner McDonald inquired about the status of the 911 Communications Building. Chief Kaufmann stated that Chief Worchel has been active in attending the 911 meetings and currently there is no decision on going forward. The Parish Government is working with 911 to determine location, building type, etc. He further stated that 911 has completed the RFP process and selected an architectural firm for their facility.

Chairman Crowley stated that we are on board with consolidation and there are a few parts to the decision making process and there is nothing official at this time.

The motion carried unanimously.

- 2. SFFA (Slidell Firefighters Association)** – Union President Dekemel stated that Union participated in the Gumbo Cook-Off.

President Dekemel stated that a few members attended the IAFF Convention which consisted of many meetings and classes. During the event, reports were given from the different Associations and while many of the reports were negative, we had a 100% positive report and were commended by one of the Vice Presidents.

President Dekemel stated that they have met with Fire Dist. #12 and Fire Dist. #4 with Civil Service and House Bill issues.

President Dekemel thanked Chief Kaufman for inviting the Association to the Accreditation Conference. He further stated that while in Orlando, they toured a fire station which was 1 of 14 ISO and Accredited departments in the nation.

President Dekemel stated that the golf tournament raised approx. \$ 6,000 for Muscular Dystrophy.

- 3. PMI Report**
a.) Employee Benefits

b.) Human Resource

- 1) 2015-017: BOC Resolution (Approve Fire Recovery USA) – Record Keeping

Commissioner McDonald made a motion to adopt Resolution 2015-017, Relating to the Approval of the Fire Recovery USA Agreement for District No. 1. Commissioner Brackett seconded the motion. The motion carried unanimously.

- 2) 2015-018: BOC Resolution (Remove Volunteer Organization- Canine Search & Rescue)

Commissioner Risley made a motion to adopt Resolution 2015-018, Relating to the Removal of a Volunteer Organization as Named Insured for District No.1. Commissioner McDonald seconded the motion. The motion carried unanimously.

- 3) 2015-019: BOC Resolution (Parcel Fee Election Funding)

Commissioner Brackett made a motion to adopt Resolution 2015-019, Relating to the Approval to Fund Election Expense for the Parcel Fee Renewal for District No.1. Commissioner McDonald seconded the motion.

Chief Kaufmann stated that this Resolution approves the disbursement of additional funds from the LWCC Dividend refund, not to exceed \$50,000. Commissioner McDonald inquired as whether the funds have been received. Chief Kaufmann stated that they have not been received; however, we received an e-mail stating that we would be receiving at least the same amount as last year (\$ 236,000).

The motion failed after calling for the vote, with Chairman Crowley and Commissioner Risley voting “aye”, Commissioners Brackett, McDonald and Hoying voted “nay”.

4) 2015-020: BOC Resolution (Fire Apparatus “Pumper” Funding)

Commissioner Hoying made a motion to adopt Resolution 2015-020, Relating to the Purchase of Fire Apparatus for Fire District No.1.

The motion died due to lack of a second.

5) 2015-021: BOC Resolution (Adopt 2014 LA Audit Compliance Vote of Confidence BOC Chairman)

Commissioner Hoying made a motion to adopt Resolution 2015-021, Relating to the Approval of the 2014 Louisiana Audit Compliance Questionnaire for District No.1. Commissioner Brackett seconded the motion. The motion carried unanimously.

c.) **Payroll**

d.) **FRS (Firefighters Retirement System)**

- 1) 27.25% Employer Contribution Rate (07/01/2015)

e.) **VFIS Special Risk Insurance & LWCC**

- 1) VFIS Renewal Questionnaire- Submitted

Commissioner McDonald made a motion to suspend the rules to discuss Resolution 2015-020, in principle, on funding for a new fire apparatus. Commissioner Brackett seconded the motion. The motion carried unanimously.

Commissioner Risley made a motion to approve Resolution 2015-020 after removal of #2 which specifies LWCC Dividends for the funding (use funds from the Rolling Stock Fund). Commissioner Hoying seconded the motion. The motion carried unanimously.

Commissioner Brackett made a motion to reconsider Resolution 2015-019. Commissioner McDonald seconded the motion. The motion carried unanimously.

Based on the funds not officially being received, Chief Kaufmann offered a recommendation to “Un restrict” funds and put them in the “General” fund. Once the check is received, we would put the funds back in the “Restricted ” fund.

Commissioner McDonald made a motion to amend Resolution 2015-019, item #2, to reflect the transfer, not to exceed \$50,000 from “Restricted” funds (Rolling Stock Fund) to the “Un Restricted” fund. Additionally, add a line to reflect, “the \$50,000 to pay for election expenses relating to the parcel fee renewal”. Commissioner Hoying seconded the motion. The motion carried unanimously.

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

4. DiGiovanni & Associates, CPA's LLC- Mr. DiGiovanni discussed the financial report.

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

5. Attorney's Report-

- a.) **Land Update-** Attorney Ingram stated that we now own the two parcels of land on Robert Rd. and we intend to relocate Station 13 and Headquarters. Additionally, we have obtained municipal addresses for that property, as well as the Airport Rd. property.

Attorney Ingram stated that we previously discussed the Inter-Governmental agreement regarding blighted properties. He has spoken with Ron Hagan whether the Parish was interested in pursuing the agreement, and the Parish advised that they are not interested; therefore, we will not proceed with the Inter-Governmental agreement; we will have to work out an agreement with the individual homeowner /landowner.

b.) **Millage Timeline**

1. Approval of letter to Don Henderson- Attorney Ingram stated that he has created a timeline, with respect to renewing and setting the millage. He further stated that Commissioner Brackett will not be available for the July 21 millage vote meeting and requested that the other Commissioners confirm their availability. Additionally, June 17 we will be the public hearing, at Koop Drive.

Attorney Ingram briefly discussed the advertising laws pertaining to the millage.

Attorney Ingram stated that he will mail the letter to Don Henderson to have us placed on the June 17 agenda.

Commissioner Brackett made a motion to accept the Attorney report. Commissioner McDonald seconded the motion. The motion carried unanimously.

6. Board of Commissioner Comments- Commissioner Risley thanked Chief Kaufmann for sending Fire Prevention Officer Joffrion to Mayfield Elementary for their fair.

7. Adjournment

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

The meeting adjourned at 7:51 p.m.