

# St. Tammany Fire Protection District No. 1

## Board of Commissioners

### Regular Meeting Minutes April 21, 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, and McDonald were present. Commissioner Hoying was absent.

#### **AWARDS & RECOGNITION-**

- Employee Recognition- David Hall (Incident 15-1357)
- AASI Award Presentation- Austin Thomas, Kenneth Sanders, Alan Novak, William Moore, Michael Landry (absent), David Darby, Adam Willis
- Certificate of Appreciation- LSU Health Science Center, Dr. Richard Whitworth
- Unit Meritorious Award – Jacob Arnouville, Jeff Hall (absent)
- 20 Years of Service- Fabious Kleck (absent)
- 15 Years of Service- Paul “Sammy” Burke, Jack Ohlenforst
- 10 Years of Service- Kristoffer Remerow

*Commissioner Risley made a motion to amend the agenda to move the LWCC Dividend presentation from the “Chief’s Report” to “Awards and Recognition”. Commissioner McDonald seconded the motion. The motion carried unanimously.*

- LWCC Dividend Check- Mr. David Posner presented the annual dividend check in the amount of \$ 321,802.00.

Mr. Jim Coco presented a “LWCC Safest 70” plaque to our department. Mr. Coco stated that as LP Reps (Loss Prevention Reps) they usually see many municipalities (government entities), and usually it is a struggle with them, and the attitude is that it’s “not our money and we don’t care”. Mr. Coco further stated that after meeting with Chief last year, and hearing all of the base line testing, training, post injury management, etc. he was floored, and asked Chief Kaufman why he does all of this. Chief Kaufmann replied, “because it’s not our money”.

#### **APPROVAL OF MINUTES**

*Commissioner McDonald made a motion to approve the minutes of the March 24, 2015 meeting. Commissioner Risley seconded the motion. The motion carried unanimously.*

#### **OLD BUSINESS – Bid Opening- RFP for Tools**

- Bonaventure
- Casco
- BGS
- Ferrara Fire

Chairman Crowley stated that the RFP's will be taken under review, by Legal and Administration, and a recommendation will be made to go forward.

Bid Opening- RFP for Smoke Trailer

- **Surrey Fire Safety House**- \$ 56,690.00- The submitted bid stated, "Surrey has a few minor variations to the bid specifications. Surrey will no longer build a unit with a rubber roof due to the failure of the rubber roof material itself shortly after the warranty provided by the rubber manuf. expires. Surrey will only provide an awning with a maximum length of 21ft. We will not provide a 24 ft. awning."
- **Mobile Concepts** - \$ 48,429.00- The submitted bid stated, "The specifications have been met. The total price of \$ 48,429 includes a 2015 model year Fire Safety House, an educational curriculum, SOG and demonstration. Completion will be in about 120 days ARO."

Chairman Crowley stated that the RFP's will be taken under review by Legal and Administration.

Chief of Fire Prevention Duffaut stated that he applied for a \$15,000 grant, through Firehouse Subs, and is awaiting a response.

Commissioner Risley inquired as to whether consideration has been given about going to "gofundme" for the remaining balance. Chief Kaufmann stated that he liked the idea.

Chairman Crowley inquired about the legality of having the sponsors on the back of the trailer. Chief Kaufmann stated that he hasn't looked into this matter yet.

**NEW BUSINESS –**

**1. Chief's Report**

- a.) **To consider and take action with respect to adopting a Resolution providing for canvassing the returns of the special election held in Fire Protection District No.1 of the Parish of St. Tammany, State of Louisiana, on Saturday, March 28, 2015, to authorize the renewal of the parcel fee.**- Chief Kaufmann stated that the vote was favorable with 72% voting in support of the parcel fee renewal.
- b.) **Public Campaign**- Chief Kaufmann stated that we will do a fire extinguisher demonstration on April 23, at 10:00 a.m. (Central Station). Additionally, he stated that we will continue with monthly demonstrations, as well a social media networking, to reach more people.
- c.) **Legislative Update**- Chief Kaufmann stated that we have actively been tracking some of the bills that directly involve public safety, or fire protection, in Louisiana. He further stated that one of them affects the State Pay, which would require a Constitutional amendment.

Chief Kaufmann advised that he, as well as Chief Duffaut and Billy Dekemel, will attend a meeting with Rep. Schroder on HB 523. This not only has an impact on the State Pay, but also on the State Revenue Sharing.

Chief Kaufman stated that there is another Bill, SB 85, which addresses commercial inventory tax; we currently receive 25% of that tax. Additionally, there is another Bill that

wants to raise the homestead tax exemption from \$75,000 to \$ 100,000. This would cost us millions of dollars.

Chief Kaufmann advised that he is in contact with Rep. Schroder and Rep. Pearson. Currently, they have advised that it is their intent to leave public safety alone. He was advised that they will have the latitude to vote, each year, on 85% of what HB 523 entails; however, there is no guarantee that the remaining 15% will go untouched. Chief Kaufmann further requested that meetings be held, prior to future legislation, which will affect public safety.

- d.) 2016 Budget Process (Workshop)** – A budget workshop was requested in order to have an idea of where the budget stands before the millage hearing in June, in order to be in compliance with the required statutes/notices. Chief Kaufmann added that the draft of the tax roll only reflected \$300,000 more than what was collected last year, which is less than the cost of living increase. Chief Kaufmann further stated, based on preliminary numbers, we may need to set the millage at 35.

Chairman Crowley stated that we funded a budget last year, and the budget, as it stands today, doesn't allow for the funding of the deficit. Chief Kaufmann stated that the additional 1 ½ mills is approximately \$ 750,000. Additionally, we have not seen the projected natural growth, and the Assessor expects property values to "flat line".

Chairman Crowley stated that he was confident that the parcel fee would pass; however, the fear of not getting the ad valorem increase has come true, due to not seeing an increase from the Fremaux Town Center.

Chief Kaufmann stated that any projects, beyond Station 18, could be put on hold until a reassessment is done. He further stated that his intention is to recommend 35 mills.

Chairman Crowley expressed his concern about how we will sustain after 2017. Chief Kaufmann stated that there are plans for future revenue generation as well as how some capital projects are done.

It was determined that a Special Meeting will be held on June 1 to open the bids for Station 18, at 6:00 p.m.

Mr. DiGiovanni suggested having a budget workshop before the Station 18 bids are opened. Chief Kaufmann stated that Station 18, as well as six employees, is already in the budget and that it is his intention to go forward with building it. Additionally, he stated that he would not make this recommendation if it was going to place the department in a financial bind.

Chairman Crowley stated that his concern is that we did not realize an increase in ad valorem revenue, and knowing that we were going into a negative budget that was funded, some projects may have to be put off to not have a large deficit. Chief Kaufmann stated that we need to get back to 35 mills, thus maximizing the growth value.

A budget workshop will be held on Saturday, May 9, at 9:00 a.m.

**e.) Land & Bldg. Update**

- f.) Recruit Class-** Chief Billman stated that the recruits will graduate on Monday, April 27, at 7:00 p.m. (Northshore Church)

- g.) **Operations Report-** Chief Kuhn discussed the “Operations” report which included the usage of the LUCAS Device, as well as average response times, dollar loss values, incident types and hydrant inspections.
- h.) **Fire Prevention Report-** Chief Duffaut discussed the “Fire Prevention” report which included Inspections, Public Fire Safety & Education Events, Investigations, and Economic Impact.
- i.) **Training Report** – Chief Billman stated that various training classes were conducted throughout the month.
- j.) **Maintenance Report-** Chief Kuhn stated that all apparatus that was in the shop being worked on is back in operation. Also, Ladder 16 had some extensive work done- the work is completed and it passed ladder testing and is back in service. Chief Kuhn advised that the preventative maintenance will be starting.

Chief Kuhn stated that the new truck that we purchased should be delivered this year, or early next year. Additionally, an industry wide 3% increase will take effect June 1; however, we are under contract for this particular truck.

- k.) **General Comments-** Commissioner Risley recommended partnering with other agencies for some public campaigns. Chief Worchel stated that Chief Duffaut is part of a PIO Officer group, within St. Tammany, and there will be joint announcements. Additionally, Slidell Police Dept. recently had SWAT training and one of our personnel was involved. He further stated that we anticipate a public campaign, with Slidell Police Dept., relative to the Olde Town shooting.

Commissioner Risley stated that she likes the awards & recognitions and inquired as to whether it could be done twice a year, in order to get more public awareness. Chief Kaufmann stated that the feedback on doing this monthly has been good, internally and externally.

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

(Commissioner Risley left the meeting at 7:41 p.m.)

- 2. **SFFA (Slidell Firefighters Association)** – Chief Kaufmann reported that the Association worked the Hospice Crawfish Cook-Off. The Association will also be involved in the meeting with the State Reps.

Chief Kaufmann reported that he will have his quarterly meeting, with the Association, on Saturday, April 25.

3. **PMI Report**

a.) **Employee Benefits**

- 1) VALIC Deferred Comp 2<sup>nd</sup> Option- No recommendation due to 50 basis point increase in fees

b.) **Human Resource**

- 1) 2015-019: BOC Resolution (Parcel Fee Election Funding) – Amended/ Recordkeeping

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

- 2) 2015-020: BOC Resolution (Fire Apparatus “Pumper” Funding)

***Commissioner McDonald made a motion to adopt Resolution 2015-020, Relating to the Purchase of Fire Apparatus for District No.1. Commissioner Brackett seconded the motion. The motion carried unanimously.***

- 3) 2015-021: BOC Resolution (Approve Fire Recovery USA Fee Schedule)

***Commissioner Brackett made a motion to adopt Resolution 2015-021, Relating to the Adoption of the Fire Recovery USA Mitigation Fee Schedule for District No.1. Commissioner McDonald seconded the motion. The motion carried unanimously.***

- 4) 2015-022: BOC Resolution (Approve VFIS Renewal / Commercial Property, Casualty, & Auto Coverage)

***Commissioner Brackett made a motion to adopt Resolution 2015-022, Relating to the Renewal of the Commercial Property, Auto & Casualty Insurance for Fire District No.1. Commissioner McDonald seconded the motion. The motion carried unanimously.***

Commissioner McDonald advised that Resolution 2015-021 was not on the Agenda.

***Commissioner McDonald made a motion to suspend the rules and add Resolution 2015-021. Commissioner Brackett seconded the motion. The motion carried unanimously.***

***Commissioner McDonald made a motion to approve Resolution 2015-021. Commissioner Brackett seconded the motion. The motion carried unanimously.***

- 5) 2015-023: BOC Resolution (Partial Restriction of 2014 LWCC Dividend)

***Commissioner Brackett made a motion to adopt Resolution 2015-023, Relating to the Allocation of the 2014 LWCC Dividend for District No.1. Commissioner McDonald seconded the motion. The motion carried unanimously.***

- 6) 2015-024- BOC Resolution (Adopt parcel Fee Election Results)- To consider and take action with respect to adopting a Resolution providing for canvassing the returns of the special election held in Fire Protection District No.1 of the Parish of St. Tammany, State of Louisiana, on Saturday, March 28, 2015, to authorize the renewal of the parcel fee.

Attorney Ingram stated that the vote tabulation indicated a total of 2,454 votes cast in favor of the proposition and a total of 968 votes cast against the proposition, as hereinabove set forth, at that there was a majority of 1,486 votes cast in favor of the proposition.

“Therefore, the Governing Authority did declare and proclaim and does hereby declare and proclaim in open and public session that the Proposition as hereinabove set forth was duly CARRIED by a majority of the votes cast by the qualified electors voting at the said special election held in the District on Saturday, March 28, 2015.

Exhibit “A” attached hereto and made part of this Proces Verbal is a copy of the Notice of Special Election and proof of publication thereof.

***Commissioner McDonald made a motion to adopt Resolution 2015-024. Commissioner Brackett seconded the motion.***

***Commissioners Risley and Hoying were absent.***

***Commissioner McDonald:        yea***  
***Commissioner Brackett:        yea***  
***Chairman Crowley:            yea***

***The motion carried unanimously.***

7) 2015-025- BOC Resolution (Approve 2015 Parcel Fee Levy)- under Attorney report

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

2) LWCC 2014 Dividend: \$ 321,802

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

**4. DiGiovanni & Associates, CPA’s LLC-** Mr. DiGiovanni discussed the “Administration Department Cash Report”.

Chief Kaufmann stated that with regards to the Contingency Fund being at \$2,000,000, he feels that half of it is up for discussion. The projected money to balance 2016 is \$704,255 and one mill values at approx. \$750,000 which would almost balance the budget. Chief Kaufmann stated that Station 13 is on the table for future discussion and he does not feel a need to put a hold on what is already budgeted.

Chairman Crowley stated that this is not renewable income and is concerned with long term sustainability. He further stated that he is confident that we will get through the next few years. Chief Kaufmann stated that he plans on having discussions regarding long term sustainability which will involve creativity in the future.

Mr. DiGiovanni discussed the March financial report.

***Commissioner McDonald made a motion to accept the financial report. Commissioner Brackett seconded the motion.***

Chief Kaufmann stated that Line 24 reflects a \$603,216 transfer from “Major Apparatus” to fund the budget; however, there is an additional \$85,000, after funding the truck and parcel fee from the LWCC refund; therefore, we may not need the entire \$603,216.

***The motion carried unanimously.***

**5. Attorney's Report- Resolution 2015-025- (Adopt Parcel Fee Election Results)**

Attorney Ingram stated that he recommended a change from the original Agenda that was sent out. The change was in the first paragraph, after the last comma- which originally said, "the revenues from said tax shall be used only for the specific purposes (Exhibit A) for which said taxes have been levied"

Attorney Ingram requested that "only" and "specific" be removed, as the wording in Exhibit A is rather general.

***Commissioner McDonald made a motion to adopt Resolution 2015-025, as amended. Commissioner Brackett seconded the motion.***

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

**6. Board of Commissioner Comments- (none)**

**7. Adjournment**

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

***The meeting adjourned at 8:07 p.m.***