

# St. Tammany Fire Protection District No. 1

## Board of Commissioners

### Special Meeting Minutes June 1, 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 Brackett, McDonald and Hoying were present. Commissioner Risley was absent.

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

- Swear Ins: Travis Collignon, Kelsey Holmes, Joe Geddes, Kyle Campbell, Matt Lato, Taylor Bass, Brandon Sauter, Joshua Musselman, Devon Kennedy
- Promotions: David Berns (Operator), Brian Macaluso (Operator), Lance Poche (Captain), Larry Martin (Captain), Gary Jones, Jr. (Captain), Brent Dupuis (District Chief), Scott Garrett (Deputy Chief)
- 5 Years of Service- Clint Coulon
- 15 Years of Service- Richard Pyke, Lester Schellinger, A.J. Wrublewski
- Retirement- Gary Jones, Sr. – 33 years

#### **APPROVAL OF MINUTES**

*Commissioner McDonald made a motion to approve the minutes of the April 21, 2015 meeting. Commissioner Brackett seconded the motion. The motion carried unanimously.*

#### **OLD BUSINESS – Bid Opening- Station 18**

- FMA \$ 1,570,000.00
- Excaliber \$ 1,249,949.00
- Boasso Const. \$ 1,415,000.00
- CM Combs \$ 1,742,000.00
- McDonald Const. \$ 1,794,562.00

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

#### **NEW BUSINESS –**

##### **1. Chief's Report**

###### **a.) EAP Contract Renewal – (Resolution under PMI)**

###### **b.) Public Campaign-** Chief Kaufmann stated that an extrication demo was conducted

###### **c.) Legislative Update-** Chief Kaufmann stated that at this time, none of the bills that were discussed in the past have passed

###### **d.) 2016 Budget –** Chief Kaufman stated that the budget workshop took place a couple weeks ago and he is willing to meet with anyone having any further questions. The millage hearing

will be held June 17, at 6:00 p.m. and the vote will be held on July 21, at 6:00 (both at Koop Drive).

Chairman Crowley stated that we are getting into “crunch” time with the budget and we need to think about how we approved the budget, last year, at \$18,000,000 (funded at a rate of 35 mills) and if we fund the same amount this year, we need 35 mills to fund itself. He further stated that we cannot continue to use Capital money, as we do not have an opportunity to recapture that revenue. Additionally, we currently have a deficit for upcoming Capital projects.

Chief Kaufmann stated that Commissioner McDonald and he exchanged emails regarding Station 13, which is in the 2016 budget (valued at approx. \$2,000,000), as well as the purchase of another fire truck. Chief Kaufmann stated that he does not want us to not take care of the Capital projects.

Chief Kuhn stated that the deadline to order a new truck, with the 3% reduction, is approx. one week away. Additionally, the manufacturer agreed to a \$10,000 discount on the truck (\$474,000 + 3% savings) if the truck is ordered now, versus next year.

e.) **Land & Bldg. Update-** Chief Kaufmann stated that we are closing out the Maintenance Bldg.

f.) **Operations Report-** Chief Kuhn stated that he has not had a chance to finish the May report. He further stated that we did have a call at Slidell Memorial (fire in roof deck).

Chief Kuhn further requested a commitment on the purchase of the new truck, which is currently in the 2016 budget.

Commissioner McDonald stated that he didn’t have an issue, if the money from the Dispatch center was moved into the Rolling Stock & Facilities Fund; however, he didn’t realize that we were going to be under budget for Station 18.

*Commissioner McDonald made a motion to suspend the rules and add the discussion of a commitment letter to purchase a truck in 2016. Commissioner Brackett seconded the motion. The motion carried unanimously.*

*Commissioner Brackett made a motion to enter into a commitment letter for the savings of a truck purchase, which we will realize in 9-10 months, when delivered in 2016. Commissioner Hoying seconded the motion. The motion carried unanimously.*

g.) **Fire Prevention Report-** The “Fire Prevention” report was distributed which included Inspections, Public Fire Safety & Education Events, Investigations, and Economic Impact.

h.) **Training Report** – Chief Billman stated that the recruits have successfully passed Emergency Medical Response, as well as Firefighter II.

i.) **Maintenance Report-** Chief Kuhn stated that the PM’s have begun

j.) **General Comments-** (none)

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

2. **SFFA (Slidell Firefighters Association)** – Union President Dekemel stated that they have attended several meetings with Legislature’s regarding the bills. He further stated that they had a quarterly meeting with Chief Kaufmann. Additionally, Chief’s Duffaut, Kaufmann and Union President Dekemel attended a meeting with Rep. Schroeder regarding H.B. 523.

Chief Kaufmann stated that he meets with the Association’s executive committee every quarter. This committee brings any non- chain of command issues to the table, recommendations, discussions, etc. In the past, there have been as many as two pages of issues; however, in the past six weeks, there have only been a few items for discussion.

3. **PMI Report**

- a.) **Employee Benefits (none)**  
b.) **Human Resource**

- 1) 2015-026: BOC Resolution (Setting of Public Hearing) – Record keeping – This hearing will be held at 21490 Koop Drive, Mandeville, LA 70471, at 6:00 p.m.

*Commissioner McDonald made a motion to adopt Resolution 2015-026, Relating to the Request for Public Hearing for District No.1. Commissioner Brackett seconded the motion. The motion carried unanimously.*

- 2) 2015-027: BOC Resolution (Official Journal)

*Commissioner McDonald made a motion to amend Resolution 2015-027, paragraph 2, to read “may also be placed in a newspaper/ journal with a larger circulation than the official journal”. Commissioner Hoying seconded the motion. The motion carried unanimously.*

*Commissioner Brackett made a motion to adopt Resolution 2015-027, Relating to the Selection of the Official Journal for District No.1. Commissioner Hoying seconded the motion. The motion carried unanimously.*

- 3) 2015-028: BOC Resolution (Advertise to Consider Millage Rate)

*Commissioner McDonald made a motion to adopt Resolution 2015-028, Relating to Advertise to Consider the Millage Rate for District No.1. Commissioner Brackett seconded the motion. The motion carried unanimously.*

- 4) 2015-029: BOC Resolution (Transfer Radio Project funds from Rolling Stock, Facilities, & Equipment Fund to Debt Service Schedule)

*Commissioner McDonald made a motion to adopt Resolution 2015-029, Relating to the Transfer of Radio Project Funds for Fire District No.1. Chairman Crowley seconded the motion.*

Chief Kaufmann stated that this funding is put aside to fund the radio project and due to the commitment we made, Mr. DiGiovanni recommended moving the funds into the ‘Debt Service’ fund.

*The motion carried unanimously.*

- 5) 2015-030: BOC Resolution (Engage Architect for Station 13)

*Commissioner Hoying made a motion to adopt Resolution 2015-030, Relating to the Approval for the Administration to Select the Architect for Station 13 for District No.1. Commissioner McDonald seconded the motion.*

Chief Kaufmann stated that this is for the drafting of the plans and make sure the building will fit on the lots purchased. He further stated that he figures the cost for this will be approx. \$50,000.

Commissioner McDonald expressed his concerns on additional costs if we get the plans and put the project on hold.

*The motion died.*

6) 2015-031- BOC Resolution (EAP Renewal)

*Commissioner Brackett made a motion to adopt Resolution 2015-031, Relating to the Renewal of the Employee Assistance Program (EAP) for District No.1. Commissioner McDonald seconded the motion. The motion carried unanimously.*

c.) **Payroll**

1) Budget Forecast (2016-2018)

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

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

e.) **VFIS Special Risk Insurance & LWCC – (none)**

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

**4. DiGiovanni & Associates, CPA's LLC-** Mrs. Aubrey Gaudin discussed the April financial report.

Chief Kaufmann thanked the Board for their support on the purchase of the LUCAS devices and gave the following Cardiac Arrest Data- Manual CPR vs LUCAS statistics:

- 2014 (Jan 1-Nov 11): 74 Cardiac Arrest patients were treated using traditional manual chest compressions. We achieved (ROSC) return of spontaneous circulation in 10 (14%) of those patients.
- 2014 (Nov 12-Dec 31): We treated 9 patients in cardiac arrest using Lucas. We achieved ROSC in 2 patients (22%).
- 2015 (Jan 1-May 18): We have treated 33 patients in Cardiac Arrest this year. We have achieved ROSC in 14 (42%) of those patients.

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

**5. Attorney's Report-**

- 1) **Millage Update-** Attorney Ingram stated that the Millage hearing in June 17, 6:00 p.m., at Koop Drive. The public meeting is July 21, 6:00 p.m., at Koop Drive.

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

**6. Board of Commissioner Comments-** Chairman Crowley discussed putting a climate survey in place. He further stated that he intends to brief the members in the June crew meeting on what the survey is about, conduct a survey at the July crew meetings, and have results to Chief Kaufmann in August.

Chairman Crowley stated that he is running for Parish Council and confirmed that there is no conflict with serving on the Board.

Commissioner Hoying stated that the purpose of the climate survey is to provide the leadership with the information needed to drive positive changes in the department and continue with the trend of dramatically reducing issues.

Chief Kaufmann stated that he welcomes this survey and he believes the data will be valuable. He further stated that we did a realignment based on performance, strengths, and weaknesses to balance suppression personnel to better serve the citizens.

## **7. Adjournment**

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

*The meeting adjourned at 7:40 p.m.*