

St. Tammany Fire Protection District No. 1

Board of Commissioners

Regular Meeting Minutes November 17, 2015

The meeting was called to order at 6:01 p.m.

The prayer and pledge of allegiance were done.

AWARDS & RECOGNITION-

Swear- In

Fire Prevention Officer Brian Macaluso

ROLL CALL: Chairman Crowley and Commissioners Brackett and Hoying were present.
Commissioner Risley was absent.

Recognition:

WellAhead- Chief Kaufmann stated that we were recognized, by the Dept. of Health & Hospitals, as a “Well Spot- Level 1” recipient.

APPROVAL OF MINUTES

Commissioner Brackett made a motion to approve the minutes of the October 20, 2015 meeting. Commissioner Hoying seconded the motion. The motion carried unanimously.

OLD BUSINESS –

- a.) **Public Discussion- 2016 Proposed Budget-** There was no public comment. Chief Kaufmann recommended approval of the advertised proposed 2016 budget.
- b.) **Station 18 Update-** Chief Kaufmann stated that there was a Parish ordinance issue with public parking (ingress and egress) and we will appear before the Board of Adjustments on Dec. 1, as a formality, to address the issue.

NEW BUSINESS –

1. Chief's Report

- a.) **New Hire Update-** Chief Kaufmann advised that we filled the two employee vacancies. He stated that interviews were conducted for the three remaining positions for the Station 18 location. We offered employment to three certified firefighters, and they will start on Jan. 2, 2016.
- b.) **Public Campaign-**
 - **Turkey Fry Demo-** Saturday, November 21, at 10:00 a.m., at the “trailer city” parking area by Heritage Park. Chief Kaufmann stated that the public demonstrations will be changed, to nights or weekends, to allow for more public convenience and attendance.

- **MRA-** Chief Kaufmann stated that he was supposed to speak at the Military Road Alliance; however, it was postponed due to a political debate.
- c.) **Operations Report-** The “Operations” report (October) was distributed which covers Hydrants Inspected, NFIRS Incidents, Dollar Loss/ Dollar Save (by Station location), Average Response Time (by Station) and EMS Call Type and Number of Incidents.
- d.) **Fire Prevention Report-** Chief of Fire Prevention Duffaut distributed the monthly “Fire Prevention” report (October) which included Inspections, Public Fire Safety & Education Events, Investigations, and Economic Impact.

Chief Duffaut stated that the Division was busy with the opening of Phase II of the Fremaux Center, as well as with public education at the elementary schools. He further stated that an arson fire at Winn Dixie resulted in an arrest.

- e.) **Training Report** – Training Officer Abney discussed the “Training” report (October) which included Classes and Certifications.
- f.) **Maintenance Report-** Chief of Operations Kuhn stated Ladder 14 cost more than originally anticipated for the pump to be replaced. He further stated that Reserve 1 had a leaf spring and front end alignment which cost approx. \$4,500.

Chief of Operations Kuhn stated that there is a significant decrease in open work orders for maintenance.

Chief of Operations Kuhn reported that the damage from Ladder 16 cost approximately \$24,000 (insurance claim) and we don’t expect to get the truck back until Jan. /Feb. Additionally, E-15 may need to have the engine replaced, in early 2016.

g.) General Comments

- **LLA Workshop-** Chief Kaufmann stated that we will be attending a Louisiana Legislative Auditors workshop in December. It will cover many topics such as Millage, Financial Preparation, Budget Act Compliance, HR laws, etc.
- **Tax Roll-** Chief Kaufmann stated that we have been in constant communication with the Tax Assessor’s office and several questions were asked based on a “certified roll” that was released. He further stated that he requested a meeting to get further explanation on the formula used, how the calculation is done, etc. due to twelve subdivisions in the Parish being de-valued, and seven of the twelve being in District #1. Chief Kaufmann stated that he is very concerned with the reassessments, as they affect the next four years. Additionally, Chief Kaufmann stated that he would like to inquire more about the process for adjudicated properties.

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

2. **SFFA (Slidell Firefighters Association)** – Union President Billy Dekemel stated that they are preparing for the holiday toy rush (Toys for Tots, and kids hospitalized for the holiday). He stated that they will also be adopting a local family and will provide them with food and toys.

Union President Dekemel stated that Dec. 5, they will be doing an MDA “Boot Shake” on the corner of Gause and Rue Rochelle, 9:00 a.m. – 1:00 p.m.

Union president Dekemel stated that they held their election, and he ran unopposed, therefore, was re-elected for another two year term. David Berns is the Treasurer.

3. PMI Report

a.) **Employee Benefits- (none)**

b.) **Human Resource**

1) 2015-052: BOC Resolution (Adopt 2016 Budget)

Commissioner Hoying made a motion to adopt Resolution 2015-052, Relating to the Approval of the 2016 Budget for District No.1. Commissioner Brackett seconded the motion. The motion carried unanimously

2) 2015-053: BOC Resolution (BOC F. McDonald)

Commissioner Brackett made a motion to adopt Resolution 2015-053, Relating to the Resignation of Commissioner McDonald for District No.1. Commissioner Hoying seconded the motion. The motion carried unanimously.

3) 2015-054: BOC Resolution (DHHM Certified Accountants)

Commissioner Hoying made a motion to adopt Resolution 2015-054, Relating to the Recognition of Joe DiGiovanni of Duplantier Hrapman Hogan & Maher, LLP as the Professional CPA for District No. 1. Commissioner Brackett seconded the motion.

Commissioner Brackett stated that he requested Attorney Ingram to research whether a new contract needed to be done. It was determined that it didn't, and we would do another contract in January, which is done annually.

The motion carried unanimously.

4) 2015-055: BOC Resolution (Amend the 2015 Budget) – DISCUSSION

Mr. DiGiovanni stated that he attended the LLA seminar, and there was always a rule, as told by our auditor, that if you exceeded your budget expenses by 5%, you should amend your budget, to avoid an audit finding. It was further explained at the class that being over or under your total revenue or total expense budget by 5% is also a finding. Mr. DiGiovanni stated that we are currently at more than 5% and we should amend the budget before the end of the year. The amendment does not need to be advertised.

Chief of Administration Worchel stated we have a couple categories to go through, and an amended budget will be presented in the next couple weeks. Chief Kaufmann further clarified that we are amending the budget to be in compliance with the law, and we are under budget.

c.) **Payroll – (none)**

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

1) Recommendation from FRS to PRSAC- 27.25% ---> 25.25% (projected for fiscal year beginning July 1, 2016)

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

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

4. Duplantier Hrapman Hogan & Maher, LLC-

Mr. DiGiovanni discussed the financial report.

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

5. Attorney's Report- (none)

- 6. Board comments-** Commissioner Brackett stated that there are Board terms expiring in December and he has e-mailed his appointee (Parish President) and not received a response. He requested that the Administration inquire, for clarity on her intentions. Chairman Crowley stated that with regards to Commissioner Risley's term, she has stated that she would not seek re-appointment. He further stated that he spoke with Gene Bellisario and reminded him of the upcoming term expiration.

Chairman Crowley stated that Eden Isles had a 1st Annual 5K Road Race and was happy that two of our trucks were at the event; they represented the department well.

Chairman Crowley stated that with regards to the climate survey, he should be able to produce a report for the Commissioners to be aware of the results in the very near future.

Commissioner Brackett made a motion to adjourn. Commissioner Hoying seconded the motion. The motion carried unanimously. The meeting adjourned at 7:04 p.m.