

# St. Tammany Fire Protection District No. 1

## Board of Commissioners

### Regular Meeting Minutes December 15, 2015

The meeting was called to order at 6:03 p.m.

The prayer and pledge of allegiance were done.

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

#### AWARDS & RECOGNITION-

##### Swear- In

- Firefighter Jon Miller
- District Chief Jay Gross

##### Recognition:

WellAhead- Taffy Morrison was present and recognized the department as a “Well Spot- Level 1” recipient.

#### APPROVAL OF MINUTES

*Commissioner Brackett made a motion to approve the minutes of the November 17, 2015 meeting. Commissioner Hoying seconded the motion. The motion carried unanimously.*

#### OLD BUSINESS –

- Station 18 Update-** Chief Kaufmann stated that we have been working with the Parish’s permit and planning department with regards to the land clearing and tree identifying. Additionally, a site inspection was completed. Upon approval, there will be a ground breaking ceremony. Chief Kaufmann further stated that we are nine months behind with the project.
- 2015-055: BOC Resolution (Amend the 2015 Budget) –** (discussed below)

#### NEW BUSINESS –

##### 1. Chief’s Report

- Provide BOC copies of Handbook, Policies & SOG’s for review-** A thumb drive was given to each Commissioner which had the handbook, policies and SOG’s to procedurally vote on in January.
- Revised BOC By-Laws (Discussion Only) -** Chief Kaufmann stated that a draft, with recommended changes, was sent out for approval at the January meeting. Commissioner Hoying stated that it needs to be clearly defined that the Board of Commissioners are the supervisors of the Fire Chief. Additionally, it should state that the Board may then delegate the responsibility to the Chairman to represent the Board in that capacity and the Chairman would then be responsible to the Board and the Chief.

- c.) **Nomination/ Selection of Vice Chairman-** Chief Kaufmann stated that we have not officially identified a Vice Chairman, in the event of the Chairman's absence.

Commissioner Hoying stated that another By-Law recommendation was on meeting attendance.

- d.) **RFP- Station 18 Exhaust System-** Chief Kaufmann stated that we will go out for an RFP for an exhaust system for St. 18.

- e.) **New Hire Update-** Chief Kaufmann stated that we have offered employment to the three remaining firefighters, to complete the hiring for Station 18.

- f.) **Public Campaign-** Chief Kaufmann stated that a tree burning demonstration was done. Hefurther stated that we will continue to have demonstrations in order to educate the public on how taxpayer dollars are spent.

- g.) **Operations Report-** The "Operations" report (November) 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.

- h.) **Fire Prevention Report-** Chief of Fire Prevention Duffaut distributed the monthly "Fire Prevention" report (November) which included Inspections, Public Fire Safety & Education Events, Investigations, and Economic Impact.

- i.) **Training Report** – Training Chief Billman discussed the "Training" report (November) which included Classes and Certifications.

Commissioner Hoying inquired about the tracking of employee certifications. Chief of Training Billman stated that the tracking, in Firehouse, is an ongoing process.

- j.) **Maintenance Report-** Chief of Operations Kuhn stated that an engine was purchased for Rescue. He also stated that the two new pumpers should be here in January.

Chief Kuhn stated that we are in need of a fork-lift and Louisiana Federal Property has a few, so we will try to purchase one.

Chief Kuhn stated that both Tenders are out of service with major mechanical issues.

Commissioner Hoying inquired into whether we have looked into refurbished trucks, rather than brand new. Chief Kuhn stated that we have, and at times, it is not worth it.

- k.) **General Comments**

- **LLA Workshop-** December 15<sup>th</sup> and 16<sup>th</sup>
- **Tax Roll (December 10)** – Chief Kaufmann stated that he met with the Assessor, and that he had approximately six questions to ask. While he did not get all of the answers, he will continue to work with the Assessor to get the information and data.

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

Chief Kaufmann stated that he has requested a meeting with six of the Council members regarding a comment about us purchasing trucks that we don't need. He further stated that this is furthest from the truth, and he is trying to diffuse the questions. Chief Kaufmann reminded the Board that there was a truck in the 2015 and 2016 proposed budget, and we saved over \$15,000 when we requested a discount.

Chief Kuhn stated that he has a Power Point which reflects how behind we are on our Strategic Plan with the purchasing of trucks.

2. **SFFA (Slidell Firefighters Association)** – Chief of Fire Prevention Duffaut stated that on Dec. 5, the Association did a Boot Shake for MDA and a minimum of \$5,700 was collected. Chief Kaufmann stated that we they also try to adopt a family for Christmas.
3. **PMI Report**
  - a.) **Employee Benefits- (none)**
  - b.) **Human Resource**
    - 1) 2015-055: BOC Resolution (Adopt Revised 2015 Budget)

*Commissioner Brackett made a motion to adopt Resolution 2015-055, Relating to the Approval of the 2015 Revised Budget for District No.1. Commissioner Hoying seconded the motion.*

Chief Kaufmann stated that this was a budget reduction, and in compliance with the 5% rule. He further stated that another LUCAS device was purchased and put in service two weeks ago.

*The motion carried unanimously*

- 2) 2015-056: BOC Resolution (Adopt 2016 Section 125 Cafeteria Plan)

*Commissioner Hoying made a motion to adopt Resolution 2015-056, Relating to the Approval of the 2016 Section 125 Cafeteria Plan for District No.1. Commissioner Brackett seconded the motion. The motion carried unanimously.*

- 3) 2015-057: BOC Resolution (Restrict 2015 Surplus to Rolling Stock, Facilities & Equipment Fund)

*Commissioner Hoying made a motion to adopt Resolution 2015-057, Relating to the Approval to Restrict the 2015 Budget Surplus for District No. 1. Commissioner Brackett seconded the motion. The motion carried unanimously.*

- c.) **Payroll** – (none)
- d.) **FRS (Firefighters Retirement System)** –
  - 1) FRS Recommended 2016 Employer Rate: 25.25% (Effective 07/01/2016)
- e.) **VFIS Special Risk Insurance & LWCC**

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

#### **4. Duplantier Hrapman Hogan & Maher, LLP-**

Mr. DiGiovanni discussed the financial report.

Chief Kaufmann commented on the Cost Recovery budget stating that we budgeted \$3,000 and have collected over \$15,000.00

***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-** Chairman Crowley stated that he is nearing completion on the climate survey.

Chief of Fire Prevention Duffaut stated that the Safety Trailer came in today. Additionally, the trailer will be displayed at Slidell's Bayou Christmas, starting Dec. 17.

***Commissioner Hoying made a motion to adjourn. Commissioner Brackett seconded the motion. The motion carried unanimously. The meeting adjourned at 7:14 p.m.***