

St. Tammany Fire Protection District No. 1

Board of Commissioners

Regular Meeting Minutes February 16, 2016

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, Hoying, Rich and Gay were present.

AWARDS & RECOGNITION-

New Commissioner Recognition: William “Larry” Gay- Commissioner Gay stated that he moved to Slidell, from Idaho, 2 ½ years ago. He also stated that he has served with three volunteer fire departments and enjoys anything to do with the fire service.

Former Commissioner Recognitions- Former Commissioners Risley (not present) and McDonald- Mr. McDonald was recognized for his three years of service, dedication and commitment as a Commissioner. Chairman Crowley thanked Mr. McDonald for serving on the maintenance committee.

Firefighter, Medic and Communications Officer of the Year

- **Medic of the Year-** Operator/ Paramedic Jason Bannister was recognized for his quick actions and professionalism during the Slidell Police Officer shooting in the Olde Town District of Slidell
- **Firefighter of the Year-** Captain Troy Lombard was recognized for his empathy and continued concerns for one of our Countries Veterans suffering with PTSD

(Communications Officer Jenkins was not present yet)

APPROVAL OF MINUTES

Commissioner Brackett made a motion to approve the minutes of the January 19, 2016 meeting. Commissioner Hoying seconded the motion.

Attorney Ingram stated that on pg.7, with respect to the vote of confidence, the comments regarding Station 18 should have been in the “Attorney” section (pg. 6) and requested that the change be made.

The motion carried unanimously, with the requested change being done.

OLD BUSINESS –

- a.) **Financial/ Ethical Disclosures-** Chief of Administration Worchel distributed the financial/ethical disclosures that the Commissioners need to complete. He further reminded them about the online ethical training that needed to be done.

- b.) **Station 18 Update-** Chief Kaufmann stated that the pad is being completed and the foundation will be started soon.
- c.) **2016-005: BOC Resolution (BOC Waive Economic Benefit/ Compensation)-**
Recordkeeping

Commissioner Hoying made a motion to amend Resolution 2016-005, Relating to the Election to Waive and Economic Benefit for Serving as a Commissioner for District No.1 to include Commissioner Gay. Commissioner Brackett seconded the motion.

Commissioner Gay stated that he wished to waive any compensation.

The motion carried unanimously.

- d.) **2016-006: BOC Resolution (Professional Services Vote of Confidence)-** Recordkeeping
- e.) **2016-007: BOC Resolution (BOC Chairman Vote of Confidence) –** Recordkeeping
- f.) **2016-008: BOC Resolution (BOC Vice Chairman) –** Recordkeeping
- g.) **2016-010: BOC Resolution (Station 18 Impact Fee) –** Amended/ Recordkeeping

NEW BUSINESS –

1. Chief's Report

- a.) **New Hire Update-** Chief Kaufman stated that a dispatcher is currently being processed. He further stated that a test has been called for to fill the last position.
- b.) **Station 13/HQ Select Architect –** Chief Kaufmann stated that Station 13 is included in the 2016 budget, and he is requesting approval to move forward in the selection process for the architect after the requests for qualifications are received.

Attorney Ingram stated that a request for qualifications is a submittal to the newspaper requesting local architects to submit a list of projects previously work on. The purpose of this is to determine if they have the knowledge to design and build this type of project.

Attorney Ingram stated that once an architect is selected, we are requesting authority to move forward to engage them to begin the design of Station 13/HQ.
- c.) **Public Campaign-** Vehicle Fire Demo- Feb. 27, 4:00 p.m. (at bayou Lane)
- d.) **Operations Report-** The “Operations” report (January) 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. The 2015 Year-End report was also distributed and discussed.
- e.) **Maintenance Report-** Chief of Operations Kuhn stated that we are back on track with the preventative maintenance. Additionally, any findings that are discovered during the maintenance are being addressed.

Chief Kuhn stated that the Rescue truck is still having an oil leak between the head and block. The apparatus committee is working on the replacement of that truck which will cost between \$600,000 and \$700,000 (state contract).

- f.) Fire Prevention Report-** Chief of Fire Prevention Duffaut distributed the monthly “Fire Prevention” report (January) which included Inspections, Public Fire Safety & Education Events, Investigations, and Economic Impact.
- g.) Training Report** – Training Officer Abney discussed the “Training” report (January) which included Classes and Certifications.
- h.) General Comments** – (none)

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

- **Communications Officer of the Year-** Communications Officer David Jenkins, Jr. was recognized for his professional intervention and fortitude while assisting multiple trapped victims to safety at the Act X Apartment fire.

Fire Prevention Recognition Letter

Councilman Bellisario complimented Engine 14 on a response at St. Luke Church

Station 16 responded to a cardiac arrest on the morning of Feb.9 and the relatives spoke favorably on the care that was provided.

2. SFFA (Slidell Firefighters Association)

- **PFFA Convention-** SFFA President Billy Dekemel stated that ten members from the department attended the convention and they served on numerous committees. He further stated that our Local, along with Mandeville’s Local, will be hosting the convention next year, in New Orleans.

President Dekemel stated that MDA recognized Fire Dist. #1 as 8th in the State for raising money for them.

President Dekemel stated that 48 of the 72 Legislative bills that were filed are dealing with retirement systems within the State. He further stated that hopefully FRS will not have as many changes as other retirement systems.

- **Gumbo Cook-Off-** The Union will participate in this event on February 27
- **Pat Murphy Golf Tournament-** The Annual MDA Tournament will be held on March 18

3. Attorney’s Report

- a.) Approval of Legal Counsel Agreement Subject to Attorney General Approval-Resolution Below-** Attorney Ingram stated that we met with Antonio LeMon, Chief of

the Civil Division of the District Attorney, to discuss questions that arose between Parish Council members, and others, about legal services. At that meeting, it was suggested that if the Fire District wished to have its own attorney, that the duties and responsibilities be set out, and then submit it to the Attorney General for approval.

Attorney Ingram provided the approved rates (\$225/hr.) and requested that Chief Kaufmann initial the services that he would like him to perform, or anticipates the need for service. Attorney Ingram requested that the Fire District authorize him to enter into this agreement. He further asked that the Chairman sign the agreement and it would be submitted it to the Attorney General for approval.

Chairman Crowley stated that he was at the meeting, and it was a discussion to provide clarification of what services were being provided. Attorney Ingram stated that his services are based on an hourly rate, not retainage.

- b.) Request for Qualifications- Architect St.13- Resolution Below-** Attorney Ingram stated that we placed an advertisement for an RFQ and the first ad will run on the 18th. This is for a list of qualifications and what projects have been completed in the past so that we can determine the selection for the design of the new station.

After completion of the process, Chief Kaufmann is requesting the authority to select and engage an architect, pending legal and administrative review.

Commissioner Brackett made a motion to adopt the Attorney report. Commissioner Rich seconded the motion. The motion unanimously.

4. PMI Report

- a.) **Employee Benefits- (none)**
- b.) **Human Resource**
 - 1) 2016-011: BOC Resolution (Contingency Fund Reserves)

Commissioner Brackett made a motion to adopt Resolution 2016-011, Relating to the Increase in Contingency Fund Reserves for District No.1. Commissioner Rich seconded the motion.

Mr. McDonald stated that the vote would take an extra \$1M from the citizens and put it in a Contingency Fund which would gain interest. He further stated that this fund, in the past, was used to operate for the months of January and February, while waiting for the property tax revenue.

Chairman Crowley clarified that the Resolution does not define that the funds are designated to operate January and February.

Mr. McDonald stated that in the past few years, the revenue was received early.

Chairman Crowley stated that the discussion to increase the fund was a strategic decision between the department and the Parish.

Mr. McDonald stated that the department states that the Parish Council recommends three to six months of operating expenses for reserves. Mr. McDonald stated that the majority of the Parish's operating expenses is paid with sales tax revenue, which is received monthly. The Fire District receives 90% of its revenue, annually, from a fairly stable source (property taxes). He further stated that he doesn't see the

justification to increase the Contingency Fund based on what the Parish wants and does.

Mr. McDonald stated that the department maintains that the Contingency Fund is restricted, so it is not a Reserve Fund. He further stated that in order to remove money from the Contingency Fund, all it takes is a simple majority vote by the Board, and can be used for anything.

Mr. McDonald proposed the following:

- Rename the “Contingency Fund” to “January Operating Fund” and keep it at \$2M. He further stated to keep the “Hurricane Fund” and “Rolling Stock Fund” and pass a Resolution to require a unanimous vote, by the Board present, to remove any money from a restricted fund, unless it is being used for the funds intended purposes.

The motion carried unanimously.

2) 2016-012: BOC Resolution (Adopt BOC By Laws)

Chief of Administration Worchel sent out the revised By-Laws, which included the Commissioner comments. The major change was regarding meeting absences.

Commissioner Hoying made a motion to adopt Resolution 2016-012, Relating to Adoption of the Revised Commissioner By-Laws for District No.1. Commissioner Rich seconded the motion.

Mr. McDonald inquired about the changes being made available for the public to review, prior to voting on them. It was determined that this could be tabled for a month.

Commissioner Hoying withdrew his original motion.

Commissioner Hoying made a motion to table Resolution 2016-012. Commissioner Rich seconded the motion. The motion carried with Commissioner Brackett in opposition.

Commissioner Brackett stated that the person who commented on having the By-Laws made available to the public was a former Commissioner, and the By-Laws are voted on annually, and it was never an issue regarding having public input.

3) 2016-013: BOC Resolution (BOC T. Risley)

Mr. Waniewski stated that the Feb.4 resignation date was put in the Resolution due to that being the date that Commissioner Gay was appointed.

Commissioner Brackett made a motion to adopt Resolution 2016-013, Relating to the Resignation of Commissioner T. Risley for District No. 1. Commissioner Rich seconded the motion.

Mr. McDonald commented, saying that there is not consistency with resolutions being done when Commissioners resign or their appointment is up. Chairman Crowley stated that a letter of resignation was submitted from Commissioner Risley.

The motion carried unanimously.

- 4) 2016-014: BOC Resolution (BOC W. Gray)

Commissioner Brackett made a motion to adopt Resolution 2016-014, Relating to the Appointment of W. Gay for District No. 1. Commissioner Hoying seconded the motion. The motion carried unanimously.

- 5) 2016-015: BOC Resolution (Signature Authority)

Commissioner Brackett made a motion to adopt Resolution 2016-015, Relating to the Ratification and Recognition of Signature Authority for District No.1. Commissioner Hoying seconded the motion. The motion carried unanimously.

- 6) 2016-016: BOC Resolution (Approval of Legal Counsel Agreement subject to Attorney General Approval)

Commissioner Brackett made a motion to adopt Resolution 2016-016, Relating to the Approval of Troy G. Ingram as Legal Counsel for District No.1, Subject to Approval by the Louisiana State Attorney General. Commissioner Rich seconded the motion. The motion carried unanimously.

- 7) 2016-017: BOC Resolution (Approve Station 13 Architect Subject to Administrative & Legal Review)

Commissioner Brackett made a motion to adopt Resolution 2016-017, Relating to the Selection and Engagement of the Architect for Station 13 for District No.1. Commissioner Hoying seconded the motion.

Chief Kaufmann stated that once the RFQ's are reviewed, he requests the authority, after legal and administrative approval, to engage the architect to begin the plan design.

Attorney Ingram stated that after review of the RFQ's, we would enter into formal negotiations with the architect that is selected.

Chief Kaufmann stated that this project is in the approved budget for 2.5M; however, if the bids exceed that, the Contingency Fund could be utilized.

Commissioner Hoying will be the point of contact through the selection and engagement process.

The motion carried unanimously.

- 8) Fire Chief Evaluation- Mr. Waniewski stated that we are still collecting information on the Fire Chief evaluation and should have a composite rating for the March meeting.

c.) **Payroll** – (none)

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

- 1) 25.25% Employer Contribution Rate (07/01/2016) – Board Recommendation to PERSAC

- e.) **VFIS Special Risk Insurance & LWCC** – The VFIS renewal questionnaire has been completed. The renewal is May 6.

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

5. Duplantier Hrapman Hogan & Maher, LLP-

Mrs. Gaudin discussed the financial report.

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

- 6. Board comments-** Commissioner Hoying welcomed Commissioner Gay to the Board. Commissioner Gay thanked the Commissioners and Fire staff for the welcome he has been given.

Commissioner Brackett made a motion to adjourn. Commissioner Rich seconded the motion. The motion carried unanimously. The meeting adjourned at 7:46 p.m.