

# St. Tammany Fire Protection District No. 1

## Board of Commissioners

### Regular Meeting Minutes January 19, 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 and Rich were present.  
(Commissioner Risley's term expired 12/31/15 and she did not seek reappointment)

Chairman Crowley recognized Fred McDonald in the audience and thanked him for his time served on the Board.

*Commissioner Brackett made a motion to amend the agenda to discuss the LLA Enhanced Audit. Commissioner Hoying seconded the motion. The motion carried unanimously.*

Mr. Jim Tonglet, from Ericksen, Krentel & LaPorte, was present to discuss the results of the enhanced LLA Audit (Act 774). He stated that there were no violations of the law or weaknesses in internal controls. He further stated that the following areas were tested:

- Ethics Compliance
- Financial Management
- Internal Fueling Stations
- Credit Cards
- Accounts Payables/ Expenses/ Cash Disbursements
- Fund Balance Policy

Mr. Tonglet stated that each entity, within the Parish, has a common audit theme; however, each has a unique area, dictated by the Legislative Auditor.

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

##### **Unit Citation Awards:**

Captain Troy Lombard, Operator Jason Bannister, Firefighter Christian Ruiz and Chaplain McEwen received "Unit Citation" awards for recognition of their care, compassion, communication and continued concern for a local Veteran suffering with PTSD.

##### **Swear- In**

Firefighters Matthew Ellison, Bret Gleason, Thomas McMillan and John Raymond

##### **Recognition:**

Newly appointed Commissioner Rich was recognized

#### **APPROVAL OF MINUTES**

*Commissioner Brackett made a motion to approve the minutes of the December 15, 2015 meeting. Commissioner Rich seconded the motion. The motion carried unanimously.*

**OLD BUSINESS –**

- a.) **Enhanced LLA Audit- (above)**
- b.) **Station 18 Update-** Chief Kaufmann thanked all who attended the ground breaking ceremony. He also stated that the land, which is not considered wetlands, has been cleared.

Chief Kaufmann stated that at the end of 2015, impact fees were imposed. He, Chief Worchel and Attorney Ingram met with the architects (the contractor did not show up) regarding the dispute over who was responsible for the impact fees. Attorney Ingram contacted Chairman Crowley advising him of the decision, in our best interest, to not delay the project and to pay the impact fee. Chief Kaufmann stated that a decision could then be made if we would seek recovery of the fees.

Chief Kaufmann requested that Attorney Ingram follow up, with the Parish, regarding taxing bodies paying taxes (impact fee).

Chairman Crowley clarified that these fees were going to have to be paid, in order to save spending more money. Chief Kaufmann stated that the fees were \$ 7,900, which is above his authority outside of the budget and this was his purpose for contacting the Chairman regarding this time sensitive decision. Chief Kaufmann further stated that the money would come from “Capital Improvements/ Renovations” fund.

- c.) **Approve Handbook, Policies, and SOG’s-** (PMI Resolution)
- d.) **By-Laws-** (Discussion)
- e.) **Nominate/ Vote on Vice Chairman-** (PMI Resolution)

*Commissioner Hoying made a motion to adopt Commissioner Brackett as Vice Chairman.*

*Commissioner Brackett accepted the nomination.*

*Commissioner Rich seconded the motion. The motion carried with Commissioner Brackett abstaining.*

**NEW BUSINESS –**

**1. Chief’s Report**

- a.) **New Hire Update-** Chief Kaufmann stated that we hired the last of the three required for Station 18. Additionally, an offer of employment was extended for a dispatch position.
- b.) **BOC Compensation -** (PMI Resolution) – Chief Kaufmann stated that there is a Statute that allows for acceptance, or waiving, of compensation for meeting attendance.
- c.) **Third Party Contract Renewals-** (PMI Resolution)
- d.) **SOP’s (Restricted Funds, Minimum Fund Balance) -** Chief Kaufmann stated that it was recommended, during the enhanced audit, that we have a fund balance, and he is recommending \$100,000 as a minimum fund balance.
- e.) **Public Campaign-** Chief Kaufmann stated that we will do a vehicle extrication demonstration in February

Chief Kaufmann stated that he was requested to speak at Gene Bellisario’s Dist. Meeting. He spoke about the department’s financial status projections for 2016, 2017 and 2018. There was additional discussion regarding vehicles and retirement funding. In all, it was a very positive meeting. Chief Kaufmann further stated that the projections were based on the

figures we received from the Assessor's office, which are subject to change, and we recently received a reduction in the tax roll of \$180,000, since it's been certified.

- f.) Operations Report-** The "Operations" report (December) 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.

Chief Worchel stated that the LUCAS device success rate has increased from 13% to 43.75% for restoring a pulse.

Chief Kaufmann state that the device is highly effective, and would like one at each station location.

- g.) Fire Prevention Report-** Chief of Fire Prevention Duffaut distributed the monthly "Fire Prevention" report (December) which included Inspections, Public Fire Safety & Education Events, Investigations, and Economic Impact. The 2015 Year- End report was also distributed and discussed.

Chief Duffaut stated that we have been getting monthly reports to the Assessor's office to get new businesses added to the tax roll.

Chief Duffaut stated that the division went to an investigation class, put on by IAAI (International Assoc. of Arson Investigators), and while there, on the last day, Fire Prevention Officer Krepplein noticed someone experiencing breathing difficulties. He notified Fire Prevention Officer/ Paramedic Gaubert. He and Fire Prevention Officer Marquette immediately did a patient assessment and stabilized the patient until EMS arrived.

Chairman Crowley inquired as to whether the inspection report explains the increase in inspections. Chief Duffaut stated that it was based on a three year comparison. Chairman Crowley inquired about the effectiveness of the inspections. Chief Duffaut stated the inspections and public education are up, and as a result, fires are down. He further stated that he has done research, and there is no way to quantify the direct effect of inspections.

Chairman Crowley stated that he always heard that the one place that we can save money is Fire Prevention and asked for an explanation on the impact of inspections, and as to why we are not going to reduce Fire Prevention.

- h.) Training Report** – Training Officer Abney discussed the "Training" report (December) which included Classes and Certifications.

- i.) Maintenance Report-** Chief of Administration Worchel stated that the "major repairs" that were done are as follows:

- T-17- exhaust leak (\$2,250.00)
- E-11- A/C repair ( \$2,560.00)
- L-14- water leak (\$1,720.00)

Chief Kaufmann stated that the two new trucks should be in by the end of them month.

- j.) General Comments** – (none)

***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)** – Vice President Collins reported that during December, they gave away approx. eleven scooters and \$500 in gift certificates to several needy families. He further stated that the boot shake raised approx. \$5,700 and that, combined with the golf tournament, resulted in giving MDA over \$10,000 for the year.

Vice President Collins stated that there will be several people attending the Firefighter's Convention in Lafayette this year. He further stated that they will be hosting the convention next year.

Vice President Collins stated that the SFFA will be participating in the Gumbo Cook-Off, as well as the Crawfish Cook-Off. He further stated that the golf tournament will be on March 18.

3. **PMI Report**

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

- b.) **Human Resource**

- 1) 2016-001: BOC Resolution (BOC M. Rich)

***Commissioner Brackett made a motion to adopt Resolution 2016-001, Relating to the Appointment of Commissioner M. Rich for District No.1. Commissioner Hoying seconded the motion. The motion carried with Commissioner Rich abstaining.***

- 2) 2016-002: BOC Resolution (2015 BOC Resolution Summary)

***Commissioner Brackett made a motion to adopt Resolution 2016-002, Relating to 2015 Summary of BOC Resolution(s) for District No.1. Commissioner Rich seconded the motion. The motion carried unanimously.***

- 3) 2016-003: BOC Resolution (Adopt Employee Handbook Revisions)

***Commissioner Brackett made a motion to adopt Resolution 2016-003, Relating to the Adoption of Employee Handbook Revisions for District No. 1. Commissioner Hoying seconded the motion.***

Mr. Fred McDonald inquired as to whether the handbook would be made public, upon adoption. Chairman Crowley stated that there is no reason that it won't be public.

***The motion carried unanimously.***

- 4) 2016-004: BOC Resolution (Adopt SOP's and SGO's)

***Commissioner Brackett made a motion to adopt Resolution 2016-004, Relating to the Adoption of Revisions to the Standard Operating Guidelines and Standard Operating Procedures for District No. 1. Commissioner Rich seconded the motion. The motion carried unanimously.***

- 5) 2016-005: BOC Resolution (BOC Waive Economic Benefit/ Compensation)

***Commissioner Brackett made a motion to adopt Resolution 2016-005, Relating to either the Acceptance or Waiver of any Economic Benefit for Serving as a Commissioner for District No.1. Commissioner Rich seconded the motion.***

***Commissioner Brackett made a motion to amend Resolution 2016-005 to remove 1(B) due to Commissioner Risley's term expiration. Commissioner Rich seconded the motion. The motion carried unanimously.***

Attorney Ingram stated that members may be paid a per diem of one hundred dollars for attending meetings of the board, not to exceed two meetings in any one calendar month, and fifty dollars for attending sub-committee meetings, not to exceed two meetings in any one calendar month.

***Commissioner Hoying: Waive  
Commissioner Brackett: Waive  
Commissioner Rich: Waive  
Chairman Brackett: Waive***

***The motion carried unanimously.***

- 6) 2016-006: BOC Resolution (Professional Services Vote of Confidence)
- 7) 2016-007: BOC Resolution (BOC Chairman Vote of Confidence)

***Commissioner Hoying made a motion to amend the agenda and move Resolutions 2016-006 and 2016-007 to after Executive Session. Commissioner Brackett seconded the motion. The motion carried unanimously.***

- 8) 2016-008: BOC Resolution (BOC Vice Chairman)

***Commissioner Rich made a motion to adopt Resolution 2016-008, relating to the Election of (Commissioner Brackett) the Vice Chairman of the Board of Commissioners for District No.1. Commissioner Hoying seconded the motion. The motion carried with Commissioner Brackett abstaining.***

- 9) 2016-009: BOC Resolution (Minimum Fund Balance)

***Commissioner Brackett made a motion to adopt Resolution 2016-009, Relating to the Approval of the General Fund Operating Balance for District No.1. Commissioner Rich seconded the motion. The motion carried unanimously.***

- 10) 2016-010: BOC Resolution (Station 18 Impact Fee)

***Commissioner Brackett made a motion to adopt Resolution 2016-010, Relating to the Approval of the Impact Fee for Station 18 for District No.1. Commissioner Hoying seconded the motion.***

Attorney Ingram suggesting changing the word "approval" to "ratification and payment" and to change "approves" to "ratifies" in two places.

***Commissioner Brackett made a motion to amend Resolution 2016-010 to reflect "Relating to the Ratification and Payment of the Impact Fee for Station 18 for District No.1". Commissioner Hoying seconded the motion. The motion carried unanimously.***

- 11) 2016-011: BOC Resolution (Contingency Fund Reserves) – Discussion Only

Mr. Fred McDonald stated that last year there was a lot of energy spent to dispel the perception of a large reserve in Fire Dist. #1 and was concerned with wanting to increase it by \$1,000,000. He further stated that in the past we did not collect our revenues timely; however, the past couple years we have got it in January and did not need the contingency funds. Mr. McDonald recommended holding off on doing this.

Commissioner Rich inquired into the reason for wanting to increase the fund. Chief Kaufmann stated that it's so the funds can be restricted. He further stated that he's talked to a lot of people, and they all say a minimum of two months contingency is what they operate with, and based on our budget, that's \$3,000,000.

Chief Kaufmann stated that we could "un restrict" the funds, by Board Resolution, if needed. He further stated that based on our projections, we will need funding if nothing changes by 2018. Commissioner Hoying asked it this impacts our cash flow. Chief Kaufmann advised that it wouldn't. Chairman Crowley stated that we budget conservatively; however, some of the income (LWCC Dividend, Health Ins. renewal, etc.) amounts may come in considerably higher. He further stated that this is a strategic decision, and he is in agreement with Chief Kaufmann.

12) Fire Chief Evaluation- Mr. Waniewski stated that he released the Fire Chief evaluation to be completed and released back for a composite rating by Feb. 5.

- c.) **Payroll** – (none)
- d.) **FRS (Firefighters Retirement System)** –
  - 1) 27.25% Employer Contribution Rate (07/01/2016) – Board Recommendation to PERSAC
- e.) **VFIS Special Risk Insurance & LWCC** – (none)

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

Chief of Administration Worchel stated that under "Old Business" was "By-Laws-Discussion Only" which was not addressed.

Chief Kaufmann stated that the recommended changes to the By-Laws were included in the draft that was sent out. Chairman Crowley requested that the Board review the draft and forward any recommendations. This will be voted on in the Feb. meeting.

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

Mr. DiGiovanni discussed the financial report.

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

#### **5. Attorney's Report-** Attorney Ingram welcomed Commissioner Rich back to the Board.

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

#### **a. Executive Session: Discuss Professional Competency of Third Party Entities**

(all Third Party Entities waived Executive Session)

- Mark Waniewski- Personnel Management, Inc. (PMI)

***Chairman Crowley called for the vote of confidence:***

***Commissioner Hoying: Aye***

***Chairman Crowley: Aye***

***Commissioner Brackett: Aye***

***Commissioner Rich: Aye***

- Troy G. Ingram, PLC- Commissioner Hoying stated that with regards to the dispute with the contractor for Station 18, we need to capture the lessons learned for future contracts.

Attorney Ingram stated that it was strictly an interpretation of whether or not the impact fees fell into a certain category. He further stated that it was a standard contract; however, it was the first time we were imposed an impact fee. Additionally, he advised that he would consider legal action if warranted.

***Chairman Crowley called for the vote of confidence:***

***Commissioner Hoying: Aye***

***Chairman Crowley: Aye***

***Commissioner Brackett: Aye***

***Commissioner Rich: Aye***

- Joe DiGiovanni- Duplantier Hrapman Hogan & Maher, LLP (completed 12/15/15)
- Gulf Coast Employee Assistance Program, LLC

***Chairman Crowley called for the vote of confidence:***

***Commissioner Hoying: Aye***

***Chairman Crowley: Aye***

***Commissioner Brackett: Aye***

***Commissioner Rich: Aye***

- Ericksen, Krentel & LaPorte, LLP, Certified Public Accountants & Consultations

***Chairman Crowley called for the vote of confidence:***

***Commissioner Hoying: Aye***

***Chairman Crowley: Aye***

***Commissioner Brackett: Aye***

***Commissioner Rich: Aye***

- Dr. Fredro Knight- Medical Director

***Chairman Crowley called for the vote of confidence:***

***Commissioner Hoying: Aye***

***Chairman Crowley: Aye***

***Commissioner Brackett: Aye***

***Commissioner Rich: Aye***

***Commissioner Brackett made a motion to adopt Resolution 2016- 006, Relating to the Vote of Confidence for Providers of Professional Services for District No.1. Commissioner Rich seconded the motion. The motion carried unanimously.***

- Chairman Crowley- Chairman Crowley turned the floor over the Vice Chairman Brackett. There was no discussion.

***Vice Chairman Brackett called for the vote of confidence:***

***Commissioner Hoying: Aye***

***Commissioner Rich: Aye***

***Vice Chairman Brackett: Aye***

***Commissioner Rich made a motion to adopt Resolution 2016-007, Relating to the Vote of Confidence for Chairman of the Board for District No.1. Commissioner Hoying seconded the motion. The motion carried.***

- 6. Board comments-** Commissioner Brackett stated that while it was a long meeting, the Vote of Confidence for Third Party Entities was necessary.

Commissioner Hoying welcomed Commissioner Rich to the Board. He also recognized Mr. Fred McDonald in the audience and thanked him for his years of service and the great things he did for the District.

Chairman Crowley thanked Commissioner Brackett for stepping up and taking the responsibility as Vice Chairman. Commissioner Brackett thanked the Board for their vote of confidence on him.

Chairman Crowley stated that he completed the survey, and sent the results to the Commissioners. He further stated that over the past couple of months, he heard that people weren't hearing a status. Chairman Crowley advised that he has given insight as to the manual challenge the survey has been, and asked that the employees be told that he has been given permission to release it to Administration for review. Upon review, the expectation of the Board will be to receive Administration's comments and determine if there are any areas to be addressed. The report, as a whole, will then be released to the department.

Chief Kaufmann stated that he has not seen any results yet.

***Commissioner Brackett made a motion to adjourn. Commissioner Rich seconded the motion. The motion carried unanimously. The meeting adjourned at 8:29 p.m.***