

# St. Tammany Fire Protection District No. 1

## Board of Commissioners

### Regular Meeting Minutes April 19, 2016

The meeting was called to order at 6:16 p.m.

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

The prayer and pledge of allegiance were done.

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

**LWCC Dividend Check-** Mr. Coco recognized the department's selection as a "Safest 70" award recipient.

Mr. Posner presented the department with a \$329,116 dividend check.

#### **Years of Service**

- **20 Years of Service-** Steve Coulon (absent), Greg Kelly, Troy Lombard

**Retirement Recognition-** Steve Billman

#### **APPROVAL OF MINUTES**

*Commissioner Brackett made a motion to approve the minutes of the March 15, 2016 meeting. Commissioner Rich seconded the motion. The motion carried unanimously.*

#### **OLD BUSINESS –**

- Financial Disclosures-** Chairman Crowley stated that they have all been completed.
- Station 18- Exhaust Update-** Attorney Ingram stated that the RFP was cancelled due to a discrepancy in the RFP, based on a recommendation by the Legislative Auditor's office.
- Station 13/ HQ- Architect Update-** Chief of Administration Worchel stated that we received numerous RFQ's. He further stated that after extensive research, the criteria for selection was developed and five RFQ's were selected to proceed with further interviewing and presentations. Chief Worchel recommended that the board be involved with this process.

#### **NEW BUSINESS –**

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

- Adopt 2015 Audit Compliance Questionnaire (BOC Resolution 2016-023)**
- De-valuation of recent flooded homes-** Chief Kaufmann stated that a recent article reflected that approximately 172 homes in our district flooded, and the Assessor has

notified the residents that their property will be de-valued. Chief Kaufmann further stated that he is unaware of the financial impact to the department.

Chief Kaufmann stated that Attorney Ingram is working with the Assessor's office get answers to questions on the six subdivisions, in our district, that were de-valued.

- c.) **Headquarters Relocation-** Chief Kaufmann stated that a "Special Meeting" took do a walk-thru of a building, located on Gause East, to be a possible future Headquarters site. He further stated that based on criteria that was put together, he requested permission to move forward with making an offer on the property (up to 1.25M). Chief Kaufmann stated that with the current approved budget for the relocation of Station 13/ Headquarters, this facility has the same square footage as the Headquarters that would be built, as well as an additional warehouse, with less cost per square foot. Chief Kaufmann stated that there would be some interior renovations needed to build out walls and offices.

Chief Kaufmann stated that Commissioner Hoying inquired about the additional overhead cost increases. Chief Kaufmann advised that it would be less than \$500.00/mth.

Commissioner Gay inquired about the contingencies that would be placed on the offer. Chief Kaufmann stated that we would like to make an offer tomorrow morning. He further stated that after talking with a contractor, the renovations could be as low as \$20.00/sq. ft. or as high as \$80.00/sq. ft.; far less than \$225.00/sq. ft. for new construction.

With regards to inspections done, Chief Kaufmann stated that it meets all of the code requirements. If we go forward with the offer, we would have 45 days to conduct a formal inspection.

Commissioner Rich inquired as to whether there have been any discussions as to how this fits into our long term plan. Chief Kaufmann stated that it is in the already approved budget. Commissioner Rich stated that he toured the building and sees a lot of potential. Commissioner Gay agreed.

Mr. DiGiovanni confirmed that the money was in the budget, and the "cash report" reflects the sale of Headquarter at \$375,000.

Chairman Crowley requested that the Chief put together a presentation explaining that Station 13/ Headquarters was in the budget; however, for the same amount, we can purchase a separate Headquarters, with more room, etc. Chief Kaufmann stated that he would be negligent if he looked at the building and didn't present it to show the value to the taxpayers.

***Commissioner Rich made a motion to suspend the rules to amend the agenda and to vote on allowing the Fire Chief to enter into a contract for the Times Picayune Building. Commissioner Gay seconded the motion. The motion carried unanimously.***

***Commissioner Rich made a motion to authorize the Fire Chief to enter into a contract to bid on the Times Picayune Building, not to exceed \$1.25M.***

Mr. Fred McDonald stated that he was unable to view the "Special Meeting" agenda; however, it was not available online. As a result, he was not aware of the meeting, or meeting location. Chief of Administration Worchel stated that our host website provider had a hardware failure, and we have very limited functionality.

Mr. McDonald stated that it does sound like a good deal, and that it sounds like a pretty good sized building. He further stated that the public may feel like Fire District #1 is making a very large purchase and wonder where the money is going to come from.

*The motion carried with Commissioner Brackett voting “nay”.*

- d.) **Public Campaign-** “Sidewalk CPR” Demo- April 30, 10:00 a.m. -12:00 p.m. (at Central Station)
- e.) **Operations Report-** Chief of Administration Worchel discussed the “Operations” report (March) 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 Kaufmann stated that while setting up for the Hospice Crawfish Cook-Off, a team member suffered a heart attack. As we had Union Association member’s onsite, they immediately assisted with manual CPR until the Engine got there with the LUCAS device. The individual did regain a pulse and was transported to Ochsner hospital. Chief Kaufmann stated that an Ochsner employee contacted him and advised that the individual did not make it; however, the quick actions and the Lucas device kept the individual alive long enough that his wife was able to get there to talk to him.

- f.) **Maintenance Report-** Chief of Administration Worchel discussed the “Maintenance” report which covered preventative maintenances and major repairs performed.
- g.) **Fire Prevention Report-** Chief of Fire Prevention Officer Duffaut discussed the monthly “Fire Prevention” report (March) which included Inspections, Public Fire Safety & Education Events, Investigations, and Economic Impact.

Chairman Crowley thanked the division for the presence it has in the community.

- h.) **Training Report** – Chief of Training Bauer discussed the “Training” report (March) which included Classes and Certifications.

i.) **General Comments**

- **Tax Roll Adjustment-** Chief Kaufmann stated that the Assessor’s office billed a production company, who should have been spread over ten states, for the full tax bill liability. As a result, we will not collect \$41,000 of what has been projected in the certified tax roll.
- **2017 Budget Discussion-** Chief Kaufmann stated that we have begun to process for the 2017 proposed budget worksheet and we are looking to have a daytime workshop on May 9, at 8:30 a.m. (if the Board desires). Chief Kaufmann clarified that the budget would not be voted on at that time.

Attorney Ingram stated that the millage public hearing will be held on June 20, at 6:00 p.m. (Koop Drive). At that hearing, the date of the millage levy is given. While the regular July meeting is July 19, it is less than the required thirty days. As a result, Attorney Ingram requested to move the July 19 meeting to July 26, or, conduct a “Special Meeting” solely for the purpose of reading the announcement for the public meeting on July 19.

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

**2. SFFA (Slidell Firefighters Association)**

- **Pat Murphy Golf Tournament-** The MDA Tournament is scheduled for April 29

**3. PMI Report**

a.) **Employee Benefits**

b.) **Human Resource**

- 1) 2016-020: BOC Resolution (BOC Response to Editorial Letters) – Record keeping
- 2) 2016-021: BOC Resolution (Executive Session/ Command Climate Survey) – Record keeping
- 3) 2016-022: BOC Resolution (Approve VFIS Renewal)

*Commissioner Brackett made a motion to adopt Resolution 2016-022, Relating to the Renewal of the Commercial Property, Auto & Casualty Insurance for District No.1. Commissioner Rich seconded the motion. The motion carried unanimously.*

- 4) 2016-023: BOC Resolution (2015 Audit Questionnaire)

*Commissioner Brackett made a motion to table Resolution 2016-023, Relating to the Approval of the 2015 Louisiana Audit Compliance Questionnaire for Dist. No.1. Commissioner Gay seconded the motion. The motion carried unanimously.*

- 5) **Fire Chief Evaluation-** Mr. Waniewski distributed the composite scores from the evaluation. Chairman Crowley stated that after quick review, the overall composite reflects “exceeds expectations” and he appreciates his dedication.

c.) **Payroll**

- 1) **Deferred Compensation-** Discussion Only- Mr. Waniewski presented a comparison of Deferred Compensation plans with “AXA” and “Empower”. He further stated that he will meet with Commissioner Rich for his financial opinion.

Chief Kaufmann stated that the administration has met with both companies and have seen the comparison. He further stated that a formal recommendation will be done after the meeting with Commissioner Rich.

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

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

- 1) **VFIS Renewal (05/06/2016) – Effective date**
- 2) **2015 LWCC Dividend - \$329,166-** Mr. Waniewski stated that after receiving the dividend check last year (\$321,000)- LWCC told the agents to expect the 2015 dividend to be 40% less. Based on that guidance, that is where we get the number to budget.

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

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

Mr. DiGiovanni discussed the financial report.

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

**5. Attorney's Report- Millage Meeting- meeting date change discussion-** Discussed above

**6. Board comments**

Commissioner Brackett inquired into the status of the climate survey. Chairman Crowley stated that Commissioner Hoying met with the Administration. Chief Kaufmann stated that they met and put together some final draft language. Commissioner Hoying has requested that PMI to draft a copy, with the revisions.

Commissioner Gay encouraged the other Commissioners to come out to the demonstrations that are being done each month.

*Commissioner Brackett made a motion to adjourn. Commissioner Gay seconded the motion. The motion carried unanimously.*

*The meeting adjourned at 8:09 p.m.*