

St. Tammany Fire Protection District No. 1

Board of Commissioners

Regular Meeting Minutes August 16, 2016

The meeting was called to order at 6:00 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-

- Retirement- Bobby Worchel (28 years)
- 25 Years of Service- Kenny Sanders, Brent Dupuis
- 20 Years of Service- Sean McCormick
- Promotions: Jason Theriot (Fire Operator)- (absent)
Will Moore (Fire Captain)
Stephen Batuk (Fire Operator) – (absent)
Matthew Parish (Communications) – (absent)
- New Hire Swear Ins- Communications Officers Christina Black and Kaylene Smith
Firefighters Chance Foltz, Noah Callahan and Shane Tournier
- Special Recognition/ SWAT Medics- Eric Dupuy, Matthew Ellison, Kristoffer Remerrow

APPROVAL OF MINUTES

Commissioner Brackett made a motion to approve the minutes of the July 28, 2016 meeting. Commissioner Hoying seconded the motion. The motion carried unanimously.

OLD BUSINESS – (none)

NEW BUSINESS –

1. Chief's Report

- a.) **Station 13/HQ Architect** – Chief Duffaut presented a rendition of new Station 13/HQ. Chief Kaufmann stated that Greenleaf Architects was selected and we are working on the floor plan layout.
- b.) **Update- Station 18-** Chief Kaufmann stated that the landscaping is complete and we are working to get the alarm system installed in order for the final inspection. The Grand Opening will be Sept.10. Chief Kaufmann stated that we are moving forward with the exhaust system project.
- c.) **Health Insurance Renewal-** Chief Kaufmann stated that he has notified The Massad Group that we are going forward with the 0% Humana health insurance renewal.
- d.) **Public Campaign-**
 - Fit As A Firefighter Camp- June 6-10
 - Knights of Columbus Firefighter of the Year- June 11
 - Open House (all locations) - June 18
 - Architect Interviews- June 23, 29
 - Family Fun Day- June 25
 - Meeting w/ Association- Executive Committee and Shift Stewards- July 9

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- Meeting with Architects for St. 13- July 14
- Fire Prevention Division Meeting- July 26
- Citizen Academy- began July 27
- Rapid Diver Demo (St. 16, Crew 1) – July 30
- District 9 Community Meeting- Gene Bellisario- August 2
- Final day of Citizen's Academy- August 20, 9:00 a.m.- 1:00 p.m.

Chief Kaufmann stated that he has granted permission for a “support group” of department family members/ spouses.

- e.) **Operations Report-** Chief Kaufmann discussed the “Operations” report (July) which covers YTD call totals, Hydrants Inspected, NFIRS Incidents, Dollar Loss/ Dollar Save (by Station location), Average Response Time (by Station) and EMS Call Type and Number of Incidents.

Chairman Crowley stated that a few years ago, there appeared to be a resistance to all of the Accreditation changes taking place; however, he feels that now it has been accepted and everyone is doing their job efficiently and knows what is expected of them.

- f.) **Maintenance Report-** Chief Kaufmann discussed the “Maintenance” report (July) which covered preventative maintenances and major repairs performed.

Chief Kaufmann stated that the budget draft that was presented at the millage hearings/meetings did not have an additional maintenance officer position in it and advised that we will track the data/ man hours for the remainder of 2016. He further stated that he wants to see the final collection amounts, on the tax rolls, after the reassessments are complete, to determine whether a recommendation will be made on hiring a third maintenance officer.

Chief Kaufmann stated that the two new engines will be delivered in January, and we will get rid of the older ones.

Chairmen Crowley stated that the third party costs have got to be much higher than in-house and believes that there is a value cost savings to doing the work in-house, if we have another person. Chairman Crowley requested that an analysis be done to determine the savings.

Chief Kaufmann stated that he gets concerned when a long term decision is made, which has to be sustained in the budget, based on the commitment. He further stated that there is a plan of action that can accommodate what we want to do.

- g.) **Fire Prevention Report-** Chief of Fire Prevention Robbie Marquette discussed the monthly “Fire Prevention” report (July) which included Inspections, Public Fire Safety & Education Events, Investigations, and Economic Impact.

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

Chairman Crowley asked Chief Bauer to explain the “tabletop” project that is being done. Chief of Training Bauer stated that it is approximately 4' X 8' and has a 70" TV recessed in it (covered by glass). It will allow us the ability to pull up maps and conduct tabletop training, such as strategy & tactics training.

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- i.) **General Comments-** Chief Kaufmann stated that we currently have members on deployments in Baton Rouge and have assisted in rescuing several people.

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

2. SFFA (Slidell Firefighters Association)

- **Update- Citizen's Academy-** Chief of Administration Duffaut stated that the Association is ready to assist with the final day of the Citizen's Academy (Aug. 20)
- **"Helmet for Heroes" Breast Cancer Fundraiser-** Chief of Administration Duffaut stated that Alan Novak and Brad Baughman came up with this idea to benefit Breast Cancer Research Foundation.

3. PMI Report- (presented by Chad Danenhower)

a.) **Employee Benefits**

- 1) **Deferred Compensation Enrollment** – Mr. Danenhower stated that there has been a significant increase in participation with AXA. Chief Kaufmann stated that AXA offers a great program and the customer service is great.

b.) **Human Resource**

- 1) 2016-032: BOC Resolution (Budget Millage Renewal) – TABLED

Commissioner Gay made a motion to adopt Resolution 2016-032, Relating to the 2016 Estimated Millage (Ad Valorem) Revenue for District No.1. Commissioner Hoying seconded the motion.

Attorney Ingram stated that the Assessor e-mails have a disclaimer and suggested that it be added as an appendix to the Chief's report; not a Resolution. He further stated that the emails were the most accurate data when presenting the Administration's position to the Board regarding the millage.

Commissioner Gay made a motion to withdraw his original motion.

Commissioner Brackett made a motion to un-table Resolution 2016-032. Commissioner Rich seconded the motion. The motion carried unanimously.

The Resolution died due to lack of adoption.

- 2) 2016-036: BOC Resolution (Levy 2016 Parcel Fee)

Commissioner Hoying made a motion to adopt Resolution 2016-036, Relating to the Approval to Levy the Parcel Fee on all taxable property shown on the Official Assessment Roll for the Year 2016. Commissioner Brackett seconded the motion.

Roll Call:

Commissioner Gay: yea

Commissioner Hoying: yea

Chairman Crowley: yea

Commissioner Brackett: yea

Commissioner Rich: yea

The motion carried unanimously.

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- 3) 2016-037: BOC Resolution (Award Architect for HQ & Station 13)

Commissioner Brackett made a motion to adopt Resolution 2016-037, Relating to Engagement of the Architect Firm to Design Station 13 & Headquarters for District No.1. Commissioner Rich seconded the motion. The motion carried unanimously.

- 4) 2016-038: BOC Resolution (Renewal Major Medical Insurance)

Commissioner Hoying made a motion to adopt Resolution 2016-038, Relating to the Renewal of District Sponsored Group Employee Benefits for District No.1. Commissioner Brackett seconded the motion. The motion carried unanimously.

- 5) 2016-039: BOC Resolution (Freeze Employee Contributions to Employee Benefits) – Discussion Only – Chief Kaufmann stated that he recommends keeping the contributions the same, due to not having an increase in the health insurance. He advised that there is a minimal increase to the life insurance and he will advise of that increase.
- 6) 2016-040: BOC Resolution (Freeze Retiree Benefit Contribution) –Discussion Only – Chief Kaufmann recommended keeping the contribution at \$250/mth.
- 7) 2016-041: BOC Resolution 2016-040: BOC Resolution (EE Deductible Offset) – Discussion Only

- c.) Payroll – (none)
d.) FRS (Firefighters Retirement System) – (none)
e.) VFIS Special Risk Insurance & LWCC

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

4. **Duplantier Hrapman Hogan & Maher, LLP-** Mr. DiGiovanni discussed the financial reports for June and July.

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

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

5. **Attorney's Report-** Attorney Ingram stated that we received a complaint, from the Attorney General's office, regarding the open meeting law. He further advised that he has sent a response.

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

6. **Board comments** – Commissioner Hoying was wished a Happy Birthday

Commissioner Hoying made a motion to adjourn. Commissioner Rich seconded the motion. The motion carried unanimously.

The meeting adjourned at 8:03 p.m.

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