

St. Tammany Fire Protection District No. 1

Board of Commissioners

Regular Meeting Minutes May 16, 2017

The meeting was called to order at 6:01 p.m.

The prayer and pledge of allegiance were done.

ROLL CALL: Chairman Crowley and Commissioners Rich and Hoying were present.
Commissioners Gay and Brackett were absent.

AWARDS & RECOGNITION-

Swear In: Firefighter Derek Palmer, Communications Officer George Dupuis

20 years of Service: Ronnie Brennan, Michael Ford (absent), Peter Rudesill (absent)

APPROVAL OF MINUTES

Commissioner Rich made a motion to approve the minutes of the April 18, 2017 meeting. Commissioner Hoying seconded the motion. The motion carried unanimously.

OLD BUSINESS

- a) 2017-020: BOC Resolution (Surplus “No Value” Equipment) – (under PMI report)

NEW BUSINESS

1. Chief’s Report

- a) **Significant Monthly Events**
 - Attended 2 Homeowner Assoc. meetings (Dist.9 and Coin de Lestin)- discussed 2017 budget and PIAL rating
- b) **St. 13/ HQ** – Contract signed
- c) **Discussion- 2016 Audit-** Chief Kaufmann stated that the draft (no findings) was sent to the Parish and we are finalizing the “Agreed Upon Procedures” audit.
- d) **Capital Strategy** – Chief Kaufmann stated that the final plan was e-mailed to the Board. Commissioner Hoying stated that he was happy with the process and how the apparatus is rotated for increased life expectancy. He further stated that a replacement plan was identified for apparatus and facilities. Chief Kaufmann stated that the 2018 budget proposal will include a new apparatus replacement, based on PIAL requirements.

Chairman Crowley stated that going forward, there will be a continued need for additional equipment and he feels that the value of the decreased millages in the past should be shown, to reflect the lack of funds that were collected (approx. \$14M).

Personal recording devices are welcome in every meeting for FDI; however, they will be maintained in the possession of the individual that owns the recorder to remove any liability from FDI of any unintended or accidental mishaps with their recorders during any of the meetings.

Chief Kaufmann stated that the asset depreciation schedule shows the amount of money that we will have to put aside for the replacement schedule (minimum \$500,000/yr.). Chairman Crowley stated that the unexpected surpluses, over the past few years, have helped allow for capital spending.

- e) **Public Campaign/ Outreach-** Fire Extinguisher Demo- May 20, 10:00 a.m. (Central Station)

Chief Kaufmann stated that a vehicle extrication demonstration was done at the Veteran's Festival.

- f) **Operations Reports** - Chief Kaufmann discussed the "Operations" report (April) 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.
- g) **Maintenance Report-** Chief Kaufmann discussed the "Maintenance" report (April) which covered preventative maintenances and major repairs performed.
- h) **Fire Prevention Report-** Chief of Administration Duffaut discussed the monthly "Fire Prevention" report (April) which included Inspections, Public Fire Safety & Education Events, Investigations, and Economic Impact.
- i) **Training Report** – Chief of Administration Duffaut discussed the monthly "Training" report (April) which included Classes, Certifications and Revenues.
- j) **General Comments**
- Hancock/ Whitney Bank meeting- Chief Kaufmann stated that a meeting was held and he requested that Whitney/Hancock bank honor the First NBC contract through 2017. We did receive a commitment that they would honor the contract.

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

2. SFFA (Slidell Firefighters Association)

- **MDA Golf Tournament-** April 28

3. PMI Report

- a.) **Employee Benefits**
b.) **Human Resource**

- 1) 2017-020: BOC Resolution (Surplus "No Value" Equipment)

ACTION ITEM: APPROVAL

Commissioner Rich made a motion to adopt Resolution 2017-020, Relating to the Surplus of Equipment for District No.1. Commissioner Hoying seconded the motion. The motion carried unanimously.

Pursuant to R.S. 42:23, personal recording devices are welcome in every meeting for Fire District No. 1; however, 2 they must remain and be maintained in the possession of the individual that brings the device to remove any liability from Fire District No. 1 of any unintentional or accidental mishaps with the device during any such meeting

- 2) 2017-021: BOC Resolution (Official Journal)

ACTION ITEM: APPROVAL

Commissioner Rich made a motion to adopt Resolution 2017-021, Relating to the Adoption of the Official Journal for District No.1. Commissioner Hoying seconded the motion. The motion carried unanimously.

- 3) 2017-022: BOC Resolution (PTO Buy-back & Buy-out)

ACTION ITEM: APPROVAL

Commissioner Hoying made a motion to adopt Resolution 2017-022, Relating to the Approval to Purchase Paid Time Off (PTO) for District No.1. Commissioner Rich seconded the motion.

Chief Kaufmann stated that the department has always paid any earned/vacation time to employees, upon separation. This Resolution further clarifies the original Resolution (2004- 003).

The motion carried unanimously.

- c.) Payroll – (none)
- d.) FRS (Firefighters Retirement System) – (none)
- e.) VFIS Special Risk Insurance & LWCC-
 - 1) VFIS Renewal Quote/ Approval- Coverage Bound Effective 05/06/2017

Commissioner Rich 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 April financial report.

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

5. Attorney's Report- Attorney Ingram stated that the St.13/ HQ contract was executed and a notice has been drafted to proceed with work; however, we are awaiting some insurance documents before proceeding.

Attorney Ingram gave a synopsis of work performed in March:

- 9 responses to public records requests for incident reports
- 1 response to a financial report record request
- Met with employees and secured notarized affidavits for a lawsuit filed against St. Tammany Parish Gov't.
- Performed background checks for St. 13/HQ contractor

Commissioner Rich made a motion to approve the Attorney report. Commissioner Hoying seconded the motion. The motion carried unanimously

6. Board of Commissioner Comments – (none)

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

The meeting adjourned at 6:59 p.m.

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