

St. Tammany Fire Protection District No. 1

Board of Commissioners

Regular Meeting Minutes January 15, 2019

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, Brackett, Hoying and Gay were present.

AWARDS & RECOGNITION-

Dr. Knight- Medical Director- (not present)

Swear In- Asst. Chief of Fire Prevention Jason Gaubert

5 Years of Service- Numa Jones (Dec.), Bridget Battistella

15 Years of Service- Captain Chris Hewitt, Jason Bayhi (Dec. -not present)

Unit Meritorious Award- Communications Officers Jacob Boudreaux, Jessica Crawford and Kaylene Smith

Distinguished Service Award- Communications Officer Kaylene Smith, STPSO Deputy Brittany Harbin

Certificate of Recognition- Ms. Faye de Gruiter

Unit Meritorious Award- Captain Lance Poche, Captain Justin Galatas, Operator Mark Ficarra, Operator Ryan Gonzalez, Firefighter John Fourcade

Award of Valor: Captain Ricky Pyke, Operator Brian Bilich

Firefighter of the Year: Firefighter Aaron Hall

Communications Officer of the Year: Kaylene Smith

Medic of the Year- Firefighter/ Paramedic Doug Crosby

APPROVAL OF MINUTES

Commissioner Brackett made a motion to approve the minutes of the December 18, 2018 meeting. Commissioner Rich seconded the motion. The motion carried unanimously.

OLD BUSINESS – (none)

NEW BUSINESS

- 1. Chief's Report**
 - a) Significant Monthly Events**

Pursuant to R.S. 42:23, personal recording devices are welcome in every meeting for Fire District No. 1; however, 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

- Ethics Training/ Financial Disclosure
- Jan. 8- Gene Bellisario Dist. Community Meeting
- Jan. 9 - Leadership Northshore (East and West) Presentation
- Discussion- Tender Replacement- The committee has been working on specs for a water Tender and the pricing seems fair for what we are getting. Chief Kaufmann requested the purchase of two Tenders, with a multi-unit discount for approx. \$465,000/Tender. This purchase would allow for the surplus of the current 2006 750 gallon pump Tender, and the 2011 Tender will be placed in Reserve status. The purchase of the new Tenders will play a major role as far as water supply. Additionally, Chief Kaufmann stated that the Rolling Stock, Facilities, and Equipment fund had the funding for this purchase.

Commissioner Rich made a motion to amend the agenda to add a Resolution to allow for the purchase of the additional Tender. Commissioner Gay seconded the motion.

The floor was open for public comment. There was no public comment.

The motion carried unanimously.

Commissioner Rich made a motion to approve the purchase of a second Tender, not to exceed \$950,000 for both Tenders. Commissioner Gay seconded the motion.

The floor was open for public comment. There was no public comment.
(This will be Resolution 2019-010).

The motion carried unanimously.

- False Alarm Ordinance- Chief Kaufmann stated that they met with the City for a fourth time, and it should be presented in February, for a March vote.

With regards to the Parish Council, we will present the Ordinance as it is currently written.

Chief Kaufmann stated that if it is not voted for Parish wide, he will bring it before the Board for our jurisdiction.

- SOPs & SOGs revisions for review and adoption at the February meeting
- b) Station 13/HQ- Update
- Bond Company Site Meetings (to be discussed in Exec. Session)
- c) Public Campaign/ Outreach- Christmas Tree Demonstration
- d) **Operations Reports** - Chief of Operations Kuhn discussed the “Operations” report (December) 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.
- e) **Maintenance Report**- Chief of Operations Kuhn discussed the “Maintenance” report (December) which covered preventative maintenances and major repairs performed.
- f) **Fire Prevention Report**- Chief of Fire Prevention Marquette discussed the monthly “Fire Prevention” report (December) which included Inspections, Public Fire Safety & Education Events, Investigations, and Economic Impact.

- g) **Training Report** – Chief of Training Bauer discussed the monthly “Training” report (December) which included Classes, Certifications and Revenues.
- h) **Communications Report** – Chief of Communications Watson discussed the monthly “Communications” report (December) which included call volume and statistics.
- i) **General Comments**- Chief Kaufmann stated that Jason Gaubert is working on the 2018 year end.

Chief Kaufmann stated that he will be attending the upcoming platoon meetings to address the 2018 year end recap as well as future vision and direction.

Chief Kaufmann stated that in December, a drill was conducted, with 2 trapped victims (mannequins), to allow the younger, upgraded employees to experience the challenge. He further stated that we had an actual MAYDAY incident on a fire we worked, fortunately with no injuries. Chief Kaufmann commended the crew for their execution of training skills.

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

2) SFFA (Slidell Firefighters Association) – (none)

3) PMI Report –

- a.) **Employee Benefits** - (none)
- b.) **Human Resource**
 - 1) 2019-001: BOC Resolution (BOC Chairman Vote of Confidence) (deferred to Vice Chairman Brackett)

Commissioner Rich made a motion to adopt Resolution 2019-001, Relating to the Vote of Confidence for Chairman of the Board of Commissioners for District No. 1. Commissioner Gay seconded the motion.

The floor was opened for public comment. There was no public comment.

The motion carried unanimously.

2) 2019-002: BOC Resolution (BOC Vice Chairman)

Commissioner Brackett made a motion to adopt Resolution 2019-002, Relating to the Election of the Vice Chairman of the Board of Commissioners for District No. 1. Commissioner Rich seconded the motion.

The floor was opened for nominations. Commissioner Rich nominated Commissioner Brackett.

The floor was opened for public comment. There was no public comment.

The motion carried unanimously, with Commissioner Brackett abstaining.

3) 2019-003: BOC Resolution (Professional Services Vote of Confidence)

Commissioner Brackett made a motion to adopt Resolution 2019-003, Relating to the Vote of Confidence for Providers of Professional Services for District No.1 Commissioner Rich seconded the motion.

The floor was opened for public comment. There was no public comment.

The Resolution identified the following Professional Services Providers:

- PMI Resource, LLC

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- Risk Solutions, LLC (Affiliated Company of PMI Resources)
- Joe DiGiovanni, CPA of Duplantier Hrapman Hogan Maher, LLP
- Ericksen, Krentel & LaPorte, LLP Certified Public Accountants & Consultants
- Gulf Coast Employee Assistance Program, LLC
- Medical Director: Van Meter, M.D. and Associates (“VMA”)

The motion carried unanimously for each individual provider.

- 4) 2019-004: BOC Resolution (Professional Services Vote of Confidence- Legal Services)

(The Resolution was read, in its entirety, into the record)

The Resolution passed unanimously.

- 5) 2019-005: BOC Resolution (2018 BOC Resolution Summary)

Commissioner Brackett made a motion to adopt Resolution 2019-005, Relating to the Summary of the 2018 BOC Resolutions for District No.1. Commissioner Rich seconded the motion.

The floor was opened for public comment. There was no public comment.

The motion carried unanimously.

- 6) 2019-006: BOC Resolution (General Fund Surplus Determination)

Commissioner Brackett made a motion to adopt Resolution 2019-006, Relating to the Approval of the 2018 General Fund Surplus for District No.1. Commissioner Rich seconded the motion.

The floor was opened for public comment. There was no public comment.

The motion carried unanimously.

- 7) 2019-007: BOC Resolution (Surplus Equipment “No Value”)

Commissioner Gay made a motion to adopt Resolution 2019-007, Relating to the Approval to Surplus Equipment for District No.1. Commissioner Rich seconded the motion.

The floor was opened for public comment. There was no public comment.

The motion carried unanimously.

- 8) 2019-008: BOC Resolution (Amend 2018 Budget)

Commissioner Gay made a motion to adopt Resolution 2019-008, Relating to the Approval to Amend the 2018 Budget to Comply with LLA Regulatory Statutes for District No.1. Commissioner Brackett seconded the motion.

The floor was opened for public comment. There was no public comment.

The motion carried unanimously.

- 9) 2019-009: BOC Resolution (Amend 2019 Budget- Restricted Funds Allocation)

Commissioner Rich made a motion to adopt Resolution 2019-009, Relating to the Approval to Amend the 2019 Budget (Rolling Stock, Facilities & Equipment Restricted Fund) for District No.1. Commissioner Gay seconded the motion.

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The floor was opened for public comment. There was no public comment.

The motion carried unanimously.

- 10) Release for Review- Employee Handbook SOP and SOG Revisions
- 11) Fire Chief Evaluation- responses should be turned in prior to the February meeting for compilation
- c.) **Payroll** – none
- d.) **FRS (Firefighters Retirement System)** – FRS Board Recommendation to PERSAC for 07/01/2019 Contribution Rate: 27.75%
- 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.

- 4) **Duplantier Hrapman Hogan & Maher, LLP**- Mr. DiGiovanni discussed the December financial report.

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

5) Attorney's Report-

EXECUTIVE SESSION:

- a) Stevens Construction & Design, L.L.C. v. St. Tammany Parish Fire Protection District No. 1, bearing Docket No. 2018-14143, Division "F" on the docket of the 22nd Judicial District Court for the Parish of St. Tammany, State of Louisiana.
- b) St. Tammany Fire Protection District No. 1 v. Henry Muller, et al., bearing Docket No. 2018-13332, Division "A" on the docket of the 22nd Judicial District Court for the Parish of St. Tammany, State of Louisiana.

Commissioner Brackett made a motion to go in to Executive Session. Commissioner Rich seconded the motion. The motion carried unanimously.

Executive Session convened at 7:40 p.m.

The meeting reconvened at 8:40 p.m.

There was no action taken.

The Commissioners have scheduled a Feb. 6 Special Meeting (6:00 p.m., at current HQ) to get updates on the status of the start date of Feb. 4 (St.13/HQ).

6) Board of Commissioner Comments – none

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

The meeting adjourned at 8:42 p.m.