

St. Tammany Fire Protection District No. 1

Board of Commissioners

Regular Meeting Minutes February 19, 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-

Recognition Letters

Swear In- Deputy Chief Jay Gross

Firefighters Norman Loustalot, Brandon Palady and Donovan Ruiz

10 Years of Service- Jason Gaubert

APPROVAL OF MINUTES

Commissioner Brackett made a motion to approve the minutes of the January 15, 2019 Regular meeting. Commissioner Rich seconded the motion. The motion carried unanimously.

Commissioner Hoying made a motion to approve the minutes of the February 6, 2019 Special meeting. Commissioner Gay seconded the motion. The motion carried unanimously.

OLD BUSINESS – (none)

NEW BUSINESS

1) Chief's Report

a) Significant Monthly Events

Chief Kaufmann introduced members from the bond company (RLI) and Vertex. There was a brief discussion on the progress from the last two weeks. The permit has been obtained and the site has been cleaned. The site is being graded out and bricks will be coming down and interior drywall/framing repairs will begin next week.

- Ethics Training/ Financial Disclosure- Reminder
- Sexual Harassment Policy- Acknowledgement Signed
- 2018 Annual Report- copies were distributed to the Mayor, Parish President and Parish and City Councils
- Training Center Contract- DISA- \$500.00/mth. and a percentage of the monthly electric bill, capped at \$380.00/mth. This location will allow for better response times while conducting medical training and meetings.
- Discussion- Tender Replacement- Chief Kaufmann signed the purchase order to Bonaventure (\$471,774/each).
- Update- False Alarm Ordinance- The Parish Council passed the ordinance to be moved on for a March vote. The City postponed the vote, pending the action by the

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Parish. If passed, the Resolution will be presented to the Board of each department for approval.

- Conducted Platoon Meetings (2018 Overview)
- Conducting Station Rounds and introducing Dr. Elder to the employees
- Hosted CPSE Mentoring Class

b) Station 13/HQ- Update

- Bond Company Site Meetings- Chief Kaufmann stated that we are continuing to work with the contractor, architect and legal counsel on the project. Chief Kaufmann further stated that while cost is an issue, the contractor did state that he wasn't necessarily going with the cheapest rates from sub-contractors.

c) Public Campaign/ Outreach- Special Ops/ Rescue Demo- March 9 (Fremaux Town Center)

d) Operations Reports - Chief of Administration Duffaut discussed the "Operations" report (January) 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 Administration Duffaut discussed the "Maintenance" report (January) which covered preventative maintenances and major repairs performed.

f) Fire Prevention Report- Chief of Fire Prevention Marquette discussed the monthly "Fire Prevention" report (January) which included Inspections, Public Fire Safety & Education Events, Investigations, and Economic Impact.

g) Training Report – Chief of Training Bauer discussed the monthly "Training" report (January) which included Classes, Certifications and Revenues.

h) Communications Report – Chief of Communications Watson discussed the monthly "Communications" report (January) which included call volume and statistics.

Chief Watson stated that the handbook and facility rules for the new 911 Center will be completed soon. I.T. Coordinator Thiel has been working on equipment installations, etc. at the facility, to meet the March 11 deadline.

i) General Comments- Chief Kaufmann presented a salary adjustment for Mechanic Justyn Smith, requested by Chief Kuhn, based on performance and certifications obtained.

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

2) SFFA (Slidell Firefighters Association) – President Dekemel is stepping down in March and David Berns will be the interim President for the remainder of the year. David is currently on the Civil Service Board, and will step down from the position.

3) PMI Report –

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

b.) **Human Resource**

- 1) 2019-011: BOC Resolution (Amend BOC Resolution 2016-037)

Commissioner Brackett made a motion to adopt Resolution 2019-011, Relating to the Amendment of BOC Resolution 2016-037 for District No. 1. Commissioner Rich seconded the motion.

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

The motion carried unanimously.

- 2) 2016-037: BOC Resolution (Amended- Record Keeping)

Commissioner Hoying made a motion to approve Resolution 2016-037, as amended. Commissioner Brackett seconded the motion.

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

The motion carried unanimously.

- 3) 2019-012: BOC Resolution (Adopt Employee Handbook Revisions)

Commissioner Brackett made a motion to adopt Resolution 2019-012, Relating to the Adoption of the Employee Handbook Revisions 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.

- 4) 2019-013: BOC Resolution (Adopt SOP & SOG Revisions)

Commissioner Brackett made a motion to adopt Resolution 2019-013, Relating to the Adoption of Revisions to the Standard Operating Guidelines and Standard Operating Procedures 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.

- 5) 2019-014: BOC Resolution (Approve Training Contract with the City of Slidell)

Commissioner Rich made a motion to adopt Resolution 2019-014, Relating to the Cooperative Endeavor Agreement between the City of Slidell and District No.1, pending legal approval. Commissioner Gay seconded the motion.

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

The motion carried unanimously.

- 6) Fire Chief Evaluation- (still awaiting two evaluations)

- 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**- Mr. Waniewski and Chief Duffaut are completing the VFIS renewal assessment form.

Commissioner Gay made a motion to accept the PMI report. Commissioner Hoying seconded the motion. The motion carried with Commissioner Brackett abstaining.

- 4) Duplantier Hrapman Hogan & Maher, LLP-** Mrs. Gaudin discussed the January financial report.

Commissioner Gay made a motion to accept the January 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 Gay seconded the motion. The motion carried unanimously.

Executive Session convened at 7:16 p.m.

The meeting reconvened at 7:36 p.m.

There was no action taken.

6) Board of Commissioner Comments – none

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

The meeting adjourned at 7:37 p.m.