

St. Tammany Fire Protection District No. 1

Board of Commissioners

Regular Meeting Minutes March 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-

30 Years of Service- Chris Kaufmann

Recognition Letter- Chief Kaufmann read a recognition letter on the assistance that Brian Macaluso provided to the District Attorney's office for a case they were working on regarding illegal housing, which ultimately resulted in a fire fatality.

APPROVAL OF MINUTES

Commissioner Gay made a motion to approve the minutes of the February 19, 2019 Regular meeting. Commissioner Brackett seconded the motion. The motion carried unanimously.

OLD BUSINESS – (none)

NEW BUSINESS

1) Chief's Report

a) Significant Monthly Events

- Ethics Training/ Financial Disclosure- Reminder
- Training Center Contract- Chief Kaufmann stated that we can occupy the DISA building April 1, and we are on the City's agenda for a vote, on March 26.
- Discussion Tender Replacement- The committee is working with the manufacturer on the details of the specs
- Update- False Alarm Ordinance- Chief Kaufmann stated that the Parish Council passed the ordinance last week. The City will introduce it in April for a vote.
- Conducting Station Rounds
- Attended 2019 Millage Workshop- Mar. 7
- Architect Fees- Discussion- Chief Kaufmann stated that we were billed in excess of \$100,000. for additional architect fees on the Stat.13/HQ project. Chief Kaufmann stated that he will make a payment; those fees will be submitted to the bond company for reimbursement

b) Station 13/HQ- Update

- Chief Kaufmann stated that a change order was submitted for 10 additional rain days, and that he agreed to the request. He further stated that weekly meetings are taking place; however the project has been going well, therefore weekly meetings are no longer necessary, unless requested by either party.

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

- c) Public Campaign/ Outreach- Special Ops/ Rescue Demo- March 9 (Fremaux Town Center). April 13 will be a vehicle extrication demo at Fremaux Town Center, 10:00 a.m. – 12:00 p.m.
- d) **Operations Reports** - Chief of Operations Kuhn discussed the “Operations” report (February) 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 (February) which covered preventative maintenances and major repairs performed.
- f) **Fire Prevention Report**- Chief of Fire Prevention Marquette discussed the monthly “Fire Prevention” report (February) which included Inspections, Public Fire Safety & Education Events, Investigations, and Economic Impact.
- g) **Training Report** – Chief of Training Bauer discussed the monthly “Training” report (February) which included Classes, Certifications and Revenues.
- h) **Communications Report** – Chief of Communications Watson discussed the monthly “Communications” report (February) which included call volume and statistics.

There was a brief discussion on the transition into the 911 building.

- i) **General Comments**- Chief Kaufmann stated that we have an employee that was unable to return to work after 365 days, and has applied for disability retirement.

Chief Duffaut, District Chief Dupuis and Firefighter Lutman attended to 2019 CPSE Accreditation Conference.

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

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

3) PMI Report –

- a.) **Employee Benefits** - (none)
- b.) **Human Resource**
 - 1) 2019-014: BOC Resolution (Approve C.E.A. w/ City of Slidell) - Recordkeeping

Commissioner Brackett made a motion to adopt Resolution 2019-014, Relating to the Approval of the Cooperative Endeavor Agreement with the City of Slidell 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.

2) 2019-015: BOC Resolution (Adopt St. Tammany Parish Fire Alarm Ordinance)

Commissioner Hoying made a motion to approve Resolution 2019-015, Relating to the Adoption of the St. Tammany Parish Fire Alarm Ordinance. Commissioner Gay seconded the motion.

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

The motion carried unanimously.

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- 3) 2019-016: BOC Resolution (Approve Compensation Adjustment for Mechanic)

Commissioner Gay made a motion to adopt Resolution 2019-016, Relating to the Approval of the Compensation Adjustment for the Fire Department Mechanic for District No. 1. Commissioner Brackett seconded the motion. The motion carried unanimously.

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

The motion carried unanimously.

- 4) 2019-017: BOC Resolution (Approve CD- \$1,000,000.00 Disaster Fund)

Commissioner Brackett made a motion to adopt Resolution 2019-017, Relating to the Approval to Transfer Restricted Disaster Funds into a Collateralized Certificate of Deposit 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) 2019-018: BOC Resolution (Approve CD- \$3,500,000.00 Reserve Fund)

Commissioner Brackett made a motion to adopt Resolution 2019-018, Relating to the Approval to Transfer Restricted Reserve Funds into a Collateralized Certificate of Deposit 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) 2019-019 BOC Resolution (Approve Allocation of 2016 Unused Balance to 2019 Balance for Stat. 13/ HQ Project)

Commissioner Hoying made a motion to adopt Resolution 2019-019, Relating to the Approval to Transfer the 2016 Unused Balance for Station 13 & Headquarters Restricted Fund for District No. 1. Commissioner Brackett seconded the motion.

Chief Kaufmann stated that in 2016, we made the first payment to the architect- \$105,000.00 was the balance that was paid in 2017; however, the 2016 remaining balance (\$105,000) was not put in the 2017 budget.

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

The motion carried unanimously.

- 7) 2019-020 BOC Resolution (Approve Unused Balances be Transferred to Successor Year Line Item for On-going Projects)

Commissioner Brackett made a motion to approve Resolution 2019-020, Relating to the Approval to Transfer the Unused Balance of an Approved Capital Outlay Project to the Successor Year Restricted Fund 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.

- 8) Fire Chief Evaluation- Composite Score 3.54, on a 0-4 scale
- c.) **Payroll** – none
- d.) **FRS (Firefighters Retirement System)**
- e.) **VFIS Special Risk Insurance & LWCC**- VFIS Renewal Submitted.

Commissioner Brackett 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 February financial report.

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

- 5) **Attorney's Report**- (none)

- 6) **Board of Commissioner Comments** – Commissioner Hoying thanked, and expressed his appreciation to the employees at the Eden Isles station for their response to an accident which his ex-wife was involved in.

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

The meeting adjourned at 7:12 p.m.