

St. Tammany Fire Protection District No. 1

Board of Commissioners

Special Meeting Minutes February 23, 2021

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, Gay and McDowell were present.

AWARDS & RECOGNITION-

New Hire Swear In: Communications Officer Amy Phillips
Firefighters Joshua Landry, Mason Marquez

Promotions: Fire Prevention Officer Clint Coulon
Operator Dustin Moreau

Chief Bauer read a letter, from an FBI agent, regarding their positive experience while doing training at the Training Academy.

APPROVAL OF MINUTES

Commissioner Rich made a motion to approve the minutes of the January 19 and February 1, 2021 meetings. Commissioner Gay seconded the motion. The motion carried unanimously.

OLD BUSINESS – (none)

NEW BUSINESS

1. Chief's Report

a) Significant Monthly Events

- REMINDER: Ethics Training/ Financial Disclosure
- COVID-19 Update- 58 employee positivity cases. Additionally, vaccinations have been given to those who signed up to receive them.
- Mechanic replacement- 3 applicants- moving forward with interviews
- Shreveport Deployment
- Dispatch User Group meetings
- Sale of Old Headquarters- sale closed on 2/5/2021
- St. 13/ HQ- (to be discussed in Executive Session)
- St. 11/ Temporary Housing
 - Advertisement in process
 - Pre-Bid Conference- Feb. 17 (11 contractors)
 - Bid Opening- March 5, 2:00 p.m.
 - Demolition Contractor selected
- St. 19- UPDATE- still awaiting succession process

b) Operations Reports - Chief of Operations Bruno 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.

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) **Maintenance Report-** Chief of Operations Bruno discussed the “Maintenance” report (January) which covered preventative maintenances and major repairs performed.
- d) **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.
- e) **Training Report** – Chief of Training Bauer discussed the monthly “Training” report (January) which included Classes, Certifications and Revenues.
- f) **Communications Report** – Chief of Communications Watson discussed the monthly “Communications” report (January) which included call volume and statistics.
- g) **General Comments**
 - FRS Meeting- attended Zoom meeting on Feb. 11
 - Parish Finance Committee- Chief Kaufmann stated that he is active with this 25 person committee.

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) –.

3) PMI Report –

- a.) **Employee Benefits - (none)**
- b.) **Human Resource**

Commissioner Brackett made a motion to amend the agenda to have Resolutions 2021-003-005 done after Executive Session. Commissioner Rich seconded the motion. The motion carried unanimously.

1) 2021-011 BOC (Adopt Employee Handbook Revisions)

Commissioner Brackett made a motion to adopt Resolution 2021-011, 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.

2) 2021-012 BOC Resolution (Adopt SOP & SOG Revisions)

Commissioner Brackett made a motion to adopt Resolution 2021-012, Relating to the Adoption of the Revisions to the Standard Operating Guidelines and Standard Operating Procedures for District No.1. Commissioner McDowell seconded the motion.

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

The motion carried unanimously.

3) 2021-013: BOC Resolution (Approve Headquarters & Station 13 RLI Settlement Agreement)

Commissioner Brackett made a motion to adopt Resolution 2021-013, Relating to the Approval of Headquarters and St. 13 Settlement for District No.1. Commissioner Rich seconded the motion.

Chief Kaufmann stated that Fire Dist. #1's settlement portion would not exceed \$62,000.

Commissioner Brackett made a motion to amend the agenda to further discuss and approve Resolution 2021-013 after Executive Session. Commissioner McDowell seconded the motion. The motion carried unanimously.

- c.) **Fire Chief Evaluation-** Chief Kaufmann received the evaluation results
- d.) **Payroll – (none)**
- e.) **FRS (Firefighters Retirement System) –** 5 request letters pending response from FRS
- f.) **VFIS Special Risk Insurance & LWCC- (none)**

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

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

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

- 5) **Attorney's Report-** none
- 6) **Executive Session**

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

Executive Session convened at 7:39 p.m.

- (OPTIONAL) Third Party Evaluations
- To discuss pending litigation in the matter of Stevens Construction & Design, L.L.C. v. St. Tammany Fire Protection District No. 1, et al., Docket No. 2018-14143, Division "F," 22nd Judicial District Court, Parish of St. Tammany, State of Louisiana.

The meeting reconvened at 8:49 p.m. There was no action taken.

- 1) 2021-013: BOC Resolution (Approve Headquarters & Station 13 RLI Settlement Agreement)

Commissioner Rich made a motion to recommend an amendment to Resolution 2021-013 to reflect "not to exceed \$62,000, as well as release of all claims against all parties to the litigation; release of RLI's bond(s), but with an assignment and reservation of warranties as to all sub-contractors working on the project." Commissioner Gay seconded the motion.

Commissioner Rich made a motion to amend Resolution 2021-013 with the recommendations. Commissioner Gay seconded the motion. The motion carried with Commissioner Brackett opposing.

Commissioner Gay made a motion to adopt Resolution 2021-013, as amended. Commissioner McDowell seconded the motion.

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

The motion carried with Commissioner Brackett opposing

Pursuant to R.S. 42:23, personal recording devices are welcome in every meeting for Fire District No. 1; however, 3 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

02/23/2021

- 2) 2021-003: BOC Resolution (Professional Services Vote of Confidence- Human Resource & Commercial Insurance)- *TABLED*

Commissioner Brackett made a motion to adopt Resolution 2021-003, Relating to the Vote of Confidence for Providers of Professional Human Resource & Commercial Insurance Services for District No.1. Commissioner Gay seconded the motion.

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

Chairman Crowley called for the vote:

Commissioner Gay: aye

Commissioner McDowell: aye

Commissioner Brackett: aye

Commissioner Rich: aye

The motion carried unanimously.

- 3) 2021-004: BOC Resolution (Professional Services Vote of Confidence- General Accounting & Write-up)- *TABLED*

Commissioner Brackett made a motion to adopt Resolution 2021-004, Relating to the Vote of Confidence for Professional General Accounting Services for District No.1. Commissioner Rich seconded the motion.

Commissioner Brackett made a motion to “Un-Table” Resolutions 2021-003- 2021-005. Commissioner Gay seconded the motion.

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

The motion carried unanimously.

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

Chairman Crowley called for the vote:

Commissioner Gay: aye

Commissioner McDowell: aye

Commissioner Brackett: aye

Commissioner Rich: aye

The motion carried unanimously.

- 4) 2021-005 BOC Resolution (Professional Services Vote of Confidence – Legal Services)- *TABLED*

Commissioner Brackett made a motion to adopt Resolution 2021-005, Relating to the Vote of Confidence for Professional Services (Legal Services) for District No.1. Commissioner Rich seconded the motion.

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

Chairman Crowley called for the vote:

Commissioner Gay: aye

Commissioner McDowell: aye

Commissioner Brackett: nay

Commissioner Rich: aye

Pursuant to R.S. 42:23, personal recording devices are welcome in every meeting for Fire District No. 1; however, 4 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

The motion carried unanimously.

- 7) **Board of Commissioner Comments** – Commissioner Brackett stated that the decisions being made tonight were difficult, and he wants the department to be the best in going forward.

Chairman Crowley stated that if unsatisfactory services are being delivered, we have an obligation to define what it is and work on an agreed upon requirement.

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

The meeting adjourned at 9:10 p.m.