

St. Tammany Fire Protection District No. 1

Board of Commissioners

Regular Meeting Minutes March 16, 2021

The meeting was called to order at 6:00 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-

Promotions: Chief of Operations Dominick Bruno, Deputy Chief Ken Smith

Firefighter of the Year: Roy Provenzano

Medic of the Year: John Fourcade

Communications Officer of the Year: Bridget Battistella

Chief Kaufmann read a letter of appreciation from a homeowner that had smoke detectors inspected by three of our employees.

Chief Kaufmann read a letter of thanks, from the Mayor of Shreveport, for our deployment during the ice storm event.

APPROVAL OF MINUTES

Commissioner Brackett made a motion to approve the minutes of the February 23, 2021 meeting. 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- 1 current employee
- LUCAS Device purchase-spare unit for back-up
- Mechanic replacement- interviews conducted, employment offered and accepted
- LLA Millage (Zoom) Workshop- March 4 (current millage ends Dec.31, 2022)
- St. 13/ HQ- settlement agreed upon
- St. 11/ Temporary Housing
 - Bid Opening (6 eligible bidders)
 - Contractor selected
 - Demolition the last week of March
- St. 19- UPDATE- still pending succession clearance

- ###### b) Operations Reports - Chief of Operations Bruno 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.

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 (February) which covered preventative maintenances and major repairs performed.
- d) **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.
- e) **Training Report** – Chief of Training Bauer discussed the monthly “Training” report (February) which included Classes, Certifications and Revenues.
- f) **Communications Report** – Chief of Communications Watson discussed the monthly “Communications” report (February) which included call volume and statistics.
- g) **General Comments-**
 - FRS Meeting- Portfolio not yet adopted for next fiscal year
 - Parish Finance Committee- 7 meetings, recommendation to be made in March
 - Slidell 2040 Comprehensive Plan- Mayor Cromer has requested that Chief Kaufmann be part of this 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) – (none)

3) PMI Report –

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

- 1) 2021-014 BOC (Approval of the 2020 LLA Audit Compliance Questionnaire)

Commissioner Brackett made a motion to adopt Resolution 2021-014, Relating to the Approval of the 2020 LLA Audit Compliance Questionnaire 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) 2021-015 BOC Resolution (Approve CSB Educational Appointee)

Commissioner Brackett made a motion to adopt Resolution 2021-015, Relating to the Appointment of the Educational Nominee to the STFPD No. 1 Civil Service Board 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) 2021-016: BOC Resolution (Approve Additional Funds for Station 11 Project)

Commissioner Rich made a motion to adopt Resolution 2021-016, Relating to the Approval to Allocate Additional Funds for Station 11 Project 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.

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- 4) 2021-017: BOC Resolution (Approve the Selection of the Lowest Responsive and Responsible Bidder for Station 11 Project)

Commissioner Brackett made a motion to adopt Resolution 2021-017, Relating to the Selection of the Lowest Responsible and Responsive Bidder for Station 11 Project for District No. 1. Commissioner Rich seconded the motion.

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

Attorney Ingram stated that it was determined that Faulk & Meek General Contractors, LLC was a responsive bidder. He stated that he was tasked with the project of vetting the company. Upon completion of the vetting process, it was determined that they are responsible.

The motion carried unanimously.

- 5) 2021-018: BOC Resolution (Approve Increase for Allocated Facility Projects)

Commissioner Rich made a motion to adopt Resolution 2021-018, Relating to the Approval of an Annual Increase to Allocated Facility Projects Restricted Fund for District No. 1. Commissioner McDowell seconded the motion.

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

Chief Kaufmann stated that this is for rising costs for current projects, as well as projects going forward.

The motion carried unanimously.

- 6) 2021-019: BOC Resolution (Approve FRS Portal Employer Contributions Remittance)

Commissioner Brackett made a motion to adopt Resolution 2021-019, Relating to the Approval to Remit FRS Employer Contributions 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.

- c.) Payroll – (none)
- d.) FRS (Firefighters Retirement System) –
- e.) VFIS Special Risk Insurance & LWCC- VFIS Renewal Questionnaire Submitted

Commissioner Brackett made a motion to accept the PMI report. Commissioner Gay 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-** Discussion on contractor vetting process (*discussed above*). Attorney Ingram stated that he has reviewed the AIA Contract, for submittal to the contractor. He stated that a couple recommended changes and supplemental conditions were submitted to the architect.

Attorney Olinde reported on the St.13/HQ settlement agreement and a draft will be submitted for execution from all involved parties.

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

6) Executive Session- (There was no Executive Session)

- 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.- (*Discussed above*)
- Discuss Legal Services Contract- Commissioner Gay stated that he was asked to coordinate a process for legal services. He suggested that a committee be formed to review the information received to present a proposed draft for Board review. Commissioner Rich agreed to be part of the committee.

7) Board of Commissioner Comments – (none)

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

The meeting adjourned at 7:39 p.m.