

# 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.

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- 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,” 22<sup>nd</sup> 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.***