

# St. Tammany Fire Protection District No. 1

## Board of Commissioners

### Regular Meeting Minutes January 17, 2023

The meeting was called to order at 6:03 p.m.

The prayer and pledge of allegiance were done.

**Roll Call:** Chairman Crowley and Commissioners Rich, McDowell, Powell, and Davis were present.

**Swear In:** Kevin Davis (done before the meeting convened)

**Board Re-Appointments:** (Commissioners Rich and McDowell (terms expire 12/31/2024)

**OLD BUSINESS:** 2022-040: BOC Resolution (Approve BOC By-Law Revisions) – POSTPONED/ TABLED

***Commissioner Powell made a motion to un-table Resolution 2022-040. Commissioner Rich seconded the motion.***

Chairman Crowley stated that were a couple of updates to particular areas on the Chairman of the Board; specifically potential unintended language (in the original version) that would restrict the ability to let the sitting Commissioners either re-appoint, not re-appoint, or force someone to not serve in a specific term- the current version states that all Commissioners, including the Chairman, have 2 year appointments, and at the end of the two years, they can be re-appointed.

Chairman Crowley stated that in the future, the annual “Chairman Vote of Confidence” should include “Two-Year Re-Appointment”.

Chairman Crowley stated that Section 3, Article 5 is on the preparation of the agenda, and the By-Laws currently state that the agenda is prepared by the Chairman; he recommended changing the language to “an agenda prepared by the Board’s secretary and reviewed by the Board of Commissioners, will be approved by the Chairman and published/ posted at least 24 hours in advance”.

***Commissioner Rich made a motion to amend the By-Laws (Article 5, Section 3) as discussed. Commissioner Powell seconded the motion. The motion carried unanimously.***

***The motion carried unanimously.***

#### APPROVAL OF MINUTES

***Commissioner Rich made a motion to approve the minutes of the November 15, 2022 regular meeting. Commissioner McDowell seconded the motion. The motion carried unanimously.***

#### NEW BUSINESS:

1. **Chief’s Report**
  - a) **Significant Monthly Events**

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- Ethics Training/ Financial Disclosure
  - COVID-19 Update – Chief Kaufmann stated that we have 2 employees out on extended sick leave.
  - St. 11– UPDATE – Chief Kaufmann stated that construction is progressing with a February 1 substantial completion date. He further stated that the furniture was delivered in late December. There are still some delays with supplies and personnel.
  - St. 19- UPDATE – Chief Kaufmann stated that rain has caused a delay in breaking the surface of the ground; however, the lot has been clear cut and the root bed has been removed. He further stated that we are waiting for some underground lines, that were not previously detected, to be removed. We anticipate the project to take 6 months.
  - St. 10- Chief Kaufmann stated that there has been previous discussion on acquiring land in the D.R. Horton (Lakeshore Village) development, and a meeting has been scheduled with the school board, and he has been contacted to participate in that meeting. He further stated that he will ask for land to be donated before any recommendations are brought before the Board.
  - Third Party Evaluations- The administration’s evaluations have been e-mailed for a February vote. Chief Kaufmann stated that we are recommending a vote of confidence for all third parties.
  - Feb. BOC Meeting Date (Proposed Feb. 23 or Feb. 28) – The meeting will be Feb. 28
- b) Operations Reports** - Chief of Operations Bruno discussed the “Operations” report (December) 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.
- c) Maintenance Report-** Chief of Operations Bruno discussed the “Maintenance” report (December) which covered preventative maintenances and major repairs performed.
- Chief Kaufmann stated that the new engine is expected to be delivered in March. He further stated that our new mechanic started today- we have the master mechanic in the budget until July 1, hoping to utilize him in some training and transitioning. We are hoping to have the current mechanic, as well as the one hired today, develop into master mechanics.
- d) Fire Prevention Report-** Chief of Fire Prevention Marquette discussed the monthly “Fire Prevention” report (December) which included Inspections, Public Fire Safety & Education Events, Investigations, and Economic Impact.
- Chairman Crowley stated that we had a tragic fire this year, and he would like to see our smoke detector campaign enhanced; advertisements (bulletin boards) in addition to social media.
- Chief Kaufmann distributed the 2022 year end reports to the Commissioners and copies will be distributed to the City and Parish Councils.
- e) Training Report** – Chief of Training Bauer discussed the monthly “Training” report (December) which included Classes, Certifications and Revenues.

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Chief Bauer expressed his appreciation for the Board and its continued support to the training facility.

- f) Communications Report** –Chief of Communications Parish discussed the monthly “Communications” report (December) which included call volume and statistics.

Chief Kaufmann stated that we are working with the school board to put Narcan in every St. Tammany Parish public school and we will do a joint public campaign.

**g) General Comments**

- Staffing Vacancies
  - Suppression- 0
  - Communications- 0

*Commissioner Powell made a motion to accept the Chief’s report. Commissioner Davis seconded the motion. The motion carried unanimously.*

- 2) SFFA (Slidell Firefighters Association)** – Union President Berns stated that they adopted a local family for Christmas.

Union President Berns stated that they supplied the stations with turkey and ham for the holiday.

Union President Berns stated that the State and Legislative conventions are coming up and they plan to attend both. He further stated that the Union will participate in the annual crawfish cook-off.

**3) PMI Report –**

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

- 1) 2023-001: BOC Resolution (BOC Chairman Vote of Confidence)

*Commissioner Davis made a motion to adopt Resolution 2023-001, Relating to the Vote of Confidence for Chairman of the Board for District No. 1. Commissioner Powell seconded the motion.*

Chairman Crowley stated that he will refrain from voting; however, based on the previous amendment to the By-Laws, it should reflect vote of confidence and a reappointment for two years.

*Commissioner McDowell made a motion to amend the Resolution to reflect the addition of a two-year reappointment as reflected in the amended By-Laws. Commissioner Davis seconded the motion.*

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

*The motion carried unanimously.*

*Commissioner Rich made a motion for a Chairman vote of confidence. Commissioner Davis seconded the motion.*

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

*The motion carried unanimously.*

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- 2) 2023-002: BOC Resolution (BOC Vice Chairman)

***Commissioner Davis made a motion to adopt Resolution 2023-002, Relating to the Election of the Vice Chairman of the Board for District No. 1. Commissioner Powell seconded the motion.***

Commissioner McDowell nominated Commissioner Powell as Vice Chairman.

***Commissioner Rich made a motion to elect Commissioner Powell as Vice Chairman. Commissioner Davis seconded the motion.***

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

***The motion carried unanimously.***

- 3) 2023-003: BOC Resolution (Ratify St. Tammany Parish Council BOC Appointment Kevin Davis)

***Commissioner Powell made a motion to adopt Resolution 2023-003, Relating to the Ratification of the Appointment of Commissioner K. Davis 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.***

- 4) 2023-004: BOC Resolution (Approve EAP Agreement Renewal)

***Commissioner Powell made a motion to adopt Resolution 2023-004, Relating to the Approval of the Employee Assistance Program 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.***

- 5) 2023-005: BOC Resolution (Approval of Medical Director Agreement)

***Commissioner Powell made a motion to adopt Resolution 2023-005, Relating to the Approval to Renew the Medical Director's Agreement 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) 2023-006: BOC Resolution (2022 General Fund Surplus Determination)

***Commissioner McDowell made a motion to adopt Resolution 2023-006, Relating to the Approval of the 2022 General Fund Surplus Determination for District No. 1. Commissioner Powell seconded the motion.***

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

***The motion carried unanimously.***

- 7) 2023-007: BOC Resolution (Adopt 2023 Section 125 Cafeteria Plan)

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**Commissioner Rich made a motion to adopt Resolution 2023-007, Relating to the Adoption of the 2023 Section 125 Cafeteria Plan for District No. 1. Commissioner Powell seconded the motion.**

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

**The motion carried unanimously.**

8) 2023-008: BOC Resolution (Approve GASB 75 Audit Engagement)

**Commissioner McDowell made a motion to adopt Resolution 2023-008, Relating to the Approval of the 2022 GASB 75 Audit Engagement for District No. 1. Commissioner Powell seconded the motion.**

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

**The motion carried unanimously.**

9) 2023-009: BOC Resolution (Approve BOC Public Meeting Schedule)

**Commissioner Powell made a motion to adopt Resolution 2023-009, Relating to the Approval of the 2023 BOC Regular Meeting Schedule for District No. 1. Commissioner McDowell seconded the motion.**

**Commissioner Davis made a motion to amend the "Exhibit" to reflect a change to Feb. 28 for the February meeting. Commissioner Powell seconded the motion.**

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

**The motion carried unanimously.**

10) Release for Review: Employee Handbook SOP & SOG Revisions

11) Fire Chief Evaluation (Due Date 02/15/2023)

c) **Payroll** – 2023 Pay Scales (Effective 01/01/2023)

d) **FRS (Firefighters Retirement System)** – (General Comments- None)

e) **VFIS Special Risk Insurance & LWCC**- VFIS Renewal Questionnaire- (in progress)

f) **General Comments:** Mr. Waniewski commented on the over 10,000 calls (approx. 28 calls/day) for 2022.

Mr. Waniewski stated that he presented his former business partner with the helmet worn in his honor during October, and his partner was speechless upon receiving it.

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

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

Chief Kaufmann stated that the property tax bills were mailed out later in 2022, and the majority of the ad valorem/parcel fee funds will be received in January.

Mrs. Gaudin gave a breakdown of the 2022 general fund surplus major variance items.

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Chief Kaufmann reiterated that we project a higher ad valorem budget than the assessor recommends. He further stated that if numbers were more accurate, consideration could possibly be given to roll the millage back, when feasible.

***Commissioner Powell made a motion to approve the December financial report. Commissioner Davis seconded the motion. The motion carried unanimously.***

**5) Attorney's Report-**

a) Legal Activity Report-

- Mr. Danenhower stated that he was forwarded a couple public record requests, including a subpoena related to an automobile accident; however, the district was not involved in any of the litigations
- Mr. Danenhower stated that we continue to have instances with the non-resident that has contention against the district, and that he just will not "let it go". Mr. Danenhower stated that his last message to the constituent warned him that if he continues to use defamatory language and publish it, we may seek legal relief to put an end to it, as damages could be suffered.

**6) Board of Commissioner Comments**

- BOC Action Items Review
  - By-Laws Review Update (completed with Resolution 2022-040 above)

***Commissioner Davis made a motion to adjourn. Commissioner Powell seconded the motion. The motion carried unanimously.***

***The meeting was adjourned at 7:50 p.m.***

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