

# St. Tammany Fire Protection District No. 1

## Board of Commissioners

### Regular Meeting Minutes February 28, 2023

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, McDowell, Powell, and Davis were present.

**OLD BUSINESS:** (None)

#### APPROVAL OF MINUTES

*Commissioner Rich made a motion to approve the minutes of the January 17, 2023 regular meeting. Commissioner Powell seconded the motion. The motion carried unanimously.*

#### NEW BUSINESS:

##### 1. Chief's Report

###### a) Significant Monthly Events

- Ethics Training/ Financial Disclosure, Sexual Harassment Annual Compliance
- COVID-19 Update – Chief Kaufmann stated that we have 2 employees out on extended sick leave.
- Hancock Whitney- CD- Chief Kaufmann requested amending the resolution to reflect the approval to go forward with a 6.6M (from Reserve Acct.) T-Bill- the rates are 4.78% for 6 months or 4.70% for 9 months (approx. \$170,000). He further stated that we are currently receiving 3.5% interest (adjustable rate) on all our accounts.
- I.T. Vacancy- Chief Kaufmann stated that we will reach out, internally, to anyone who may be interested. If necessary, we may have to advertise in the private sector and an adjustment may have to be made to the salary, based on experience and education.

Chief Kaufmann stated that we now have an additional fire prevention opening as well.

- St. 11– UPDATE – Chief Kaufmann stated that construction is progressing, slowly, with a March 6 substantial completion date. He further stated that we originally notified the landlord of the temporary station that we would vacate 3/15; however, we have since requested, and were granted, permission to vacate Mar. 31; the contractor will pay for the 2 additional weeks.
- St. 19- UPDATE – Chief Kaufmann stated that rain has caused a delay in breaking the surface of the ground; however, they have started mucking out the fill. He further stated that the civil inspections have been completed. We anticipate the project to be complete in Sept.

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

- St. 10- Chief Kaufmann stated that he attended a meeting with the D. R. Horton Community Development District, and they are doing an on-site meeting tomorrow- there is a piece of land, inside the levee ring, that they think may work for a Fire/Sheriff Complex, or individual buildings, that they will donate.
  - Third Party Evaluations- Chief Kaufmann stated that the evaluations were submitted for the BOC to review. Chief Kaufmann stated that we are recommending a vote of confidence for all third parties.
- 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.
- 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 Administration Duffaut 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 Parish discussed the monthly “Communications” report (January) which included call volume and statistics.
- g) General Comments**
- Staffing Vacancies
    - Suppression- 1
    - Fire Prevention Officer- 1
    - Communications- 0

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

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

**3) PMI Report –**

a.) **Employee Benefits** - (none)

b.) **Human Resources**

- 1) 2023-010: BOC Resolution (Professional Services Vote of Confidence- Human Resource & Commercial Insurance)

*Commissioner McDowell made a motion to adopt Resolution 2023-010, Relating to the Vote of Confidence for Providers of Professional Human Resource & Commercial Insurance for District No. 1. Commissioner Powell seconded the motion.*

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

Pursuant to R.S. 42:23, personal recording devices are welcome in every meeting for Fire District No. 1; however, 2 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.

02/28/2023

Chairman Crowley stated that PMI continues to freeze the fees, as in the past, and he appreciates the work they do for us.

***The motion carried unanimously.***

- 2) 2023-011: BOC Resolution (Professional Services Vote of Confidence- General Accounting & Write-Up)

***Commissioner Rich made a motion to adopt Resolution 2023-011, Relating to the Vote of Confidence for Professional General Accounting Services for District No. 1. Commissioner Davis seconded the motion.***

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

Chairman Crowley stated that the transition from DiGiovanni & Assoc. to the current firm was flawless.

***The motion carried unanimously.***

- 3) 2023-012: BOC Resolution (Professional Services Vote of Confidence- Legal Services)

***Commissioner Davis made a motion to adopt Resolution 2023-012, Relating to the Professional Service Vote of Confidence for Legal Services for District No. 1. Commissioner McDowell seconded the motion.***

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

Chairman Crowley stated that he appreciates Mr. Danenhower's willingness to take over the job and work with the department.

***The motion carried unanimously.***

- 4) 2023-013: BOC Resolution (Approve Hancock Whitney CD Deposit)

***Commissioner Rich made a motion to adopt Resolution 2023-013, Relating to the Approval to Deposit Restricted Funds into a Certificate of Deposit with Hancock Whitney Bank for District No. 1. Commissioner Davis seconded the motion.***

***Commissioner Powell made a motion to amend the Resolution to reflect replacing "Certificate of Deposit" with "T-Bill". Commissioner Mc Dowell seconded the motion.***

Chief Kaufmann recommended the 9 month, at 4.70%, T-Bill.

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

***The motion carried unanimously, as amended.***

- 5) 2023-014: BOC Resolution (Adopt Employee Handbook Revisions)

***Commissioner Powell made a motion to adopt Resolution 2023-014, 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.***

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.

6) 2023-015: BOC Resolution (Adopt SOP & SOG Revisions)

*Commissioner Rich made a motion to adopt Resolution 2023-015, Relating to the Adoption of Revisions to the Standard Operating Guidelines and Standard Operation Procedures 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) 2023-016: BOC Resolution (Approve Surplus Equipment)

*Commissioner Davis made a motion to adopt Resolution 2023-016, Relating to the Approval to Surplus Equipment 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) Fire Chief Evaluation (Due Date 02/17/2023) – to be discussed at the March meeting

c) Payroll – (none)

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

e) VFIS Special Risk Insurance & LWCC- Preparing VFIS Renewal Questionnaire for release

f) General Comments

*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- Chief Kaufmann discussed the January financial report.

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

5) Attorney's Report-

a) Legal Activity Report- Attorney Danenhower stated that he has worked on previous continuous record requests.

Attorney Danenhower stated that with regards to the opioid litigation, a settlement of \$18.6B is expected to be split between the participants within the state.

Chief Kaufmann stated that our department will be doing the training at the public schools within the Parish on the administration of Narcan. Attorney Danenhower stated that with the amount of training that our department does, he is hoping that we can get reimbursed for the expenses associated with the training.

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.

02/28/2023

***Commissioner Powell made a motion to approve the Attorney report. Commissioner Rich second the motion. The motion carried unanimously.***

**6) Board of Commissioner Comments**

- BOC Action Items Review- (none)

Chairman Crowley acknowledged the work done to prepare for the services for Taylor Bass. There was an overwhelming display of respect and dignity at the services and it showed pride for what he did, and who he represented, in the community.

Chief Kaufmann stated that we will recognize Chief Bruno on his retirement at the March meeting.

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

***The meeting was adjourned at 6:53 p.m.***

Pursuant to R.S. 42:23, personal recording devices are welcome in every meeting for Fire District No. 1; however, 5 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.