

ST. TAMMANY FIRE PROTECTION DISTRICT #8
Minutes of Board of Commissioners Meeting
February 19, 2020

Call to Order: 5:36pm

Roll Call:

Jay Hawkins
Michael Anderson
Stephen Saussy
Sandra Slifer
Darryl Battaglia

Absent:

None

Also, Present:

Susan Ohlenforst, Board Secretary
Chief Brandon Stein
Michael Mobley, Moore and Jenkins Insurance Agency

Pledge of Allegiance

Modification of Agenda: Hawkins requested adding further discussion of the Cooperative Endeavor Agreement with the Town of Abita Springs and to move the Insurance Renewal discussion and vote before we go into executive session. A motion was made by Saussy to add discussion of the CEA to old business, seconded by Battaglia. The motion to add the CEA to old business was unanimously approved. A motion was made by Saussy to move the Insurance discussion and vote before going into executive session, seconded by Battaglia. It was unanimously approved.

Hearing of Public Concerns: None

Executive Session: A motion was made by Slifer to move into executive session to discuss Chief Steins' salary, seconded by Saussy. It was unanimously approved. A motion was made to move out of executive session by Slifer, seconded by Saussy. It was unanimously approved. After discussion of Chief's salary. A motion was made by Battaglia to set beginning salary at \$78,000.00, seconded by Anderson. It was unanimously approved.

Secretary's Report:

Upon motion by Slifer, seconded by Anderson, the meeting minutes for the January 15th meeting were unanimously approved. Upon motion by Anderson, seconded by Slifer, the meeting minutes for the January 21st meeting were unanimously approved.

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Financial Report including a P&L Budget Performance Correction for the month of December 2019 and a Check Register Report for the General Fund Account up to December 31, 2019 were presented. Balance of General Fund/Citizens Bank as of December 31, 2019 was \$12,459.27 and Home Bank was \$282,778.30, with \$198,736.57 being current year funds and \$96,501.00 being Capital Funds from previous years money. The balance in Petty Cash \$22.03 The balance in the LAMP Emergency Fund was \$261,863.90. Upon motion by Slifer, seconded by Saussy, the corrected financial statements for December 2019 were unanimously approved.

Financial Report including a P&L Budget Performance for the month of January 2020 and a Check Register Report for the General Fund Account up to January 31, 2020 were presented. Balance of General Fund/Citizens Bank as of January 31, 2020 was \$12,775.45 and Home Bank was \$1,189,322.47, with \$942,778.35 being current year funds and \$259,341.60 being Capital Funds from previous years money. The balance in Petty Cash \$22.03 The balance in the LAMP Emergency Fund was \$262,211.69. Upon motion by Slifer, seconded by Anderson, the financial statements for January 2020 were unanimously approved.

Communications: Ohlenforst reported that 2 PAF's would need to be approved. Stein hired as Chief and would start his working test period, as well as Fuselier promotion to Captain and he would start his working test period. These PAF's will be on the agenda for the Civil Service Board meeting on March 26, 2020.

Chief's Report:

Vehicles and equipment

- Engine 81 is in the process of being put back together.

Personnel

- Operator Larry Turner has submitted a letter of resignation to be effective 3/3/20. Operator Turners reasoning is to take another job that allows him to spend additional time with his family, this will now require us to hire 3 to fill all open full-time positions.

Annual testing and inspections

- All up to date

Training

- STFD8 is currently holding an EMR class on site for members who are in need as well as members who need re-certification.
- STFD8 currently has 5 members enrolled in the Inspector Class to be held at FD1 in May.

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- Chief Stein will be attending the LFCA conference in Houma on March 3, 2019 to participate in a PIAL workshop.

Station improvements

- Station-82 re-model has a start date of February 27, 2019. The contract has been signed.

Information

- Interviews are currently being performed by the interview committee. The interview committee consists of Chief Stein, Captain Givens, Captain Hotard, Operator Harden and Operator Smith. Only 4 members are sitting in on the interviews when they are held. The interview consists of (30) pre-determined questions, and (1) question that each interviewer may want to add at the end of the interview. Each candidate is asked the same pre-determined questions. Candidates are scored on their answers given to the questions on a scale of 1-10. Candidates also receive points for training and prior service. The overall score is calculated to give the candidate an average. This average will not guarantee candidates a position. Upon completion of all interviews, the committee will meet to review the candidates interview packets and discuss which candidates are recommended for employment.
- The interview committee consists of members who compare in the following areas of diversity, work ethic, work habits, and personality types taken into consideration.
- The interview packet (process) was put together by me, taking into consideration the processes that are followed by surrounding agencies and agencies throughout the country and using questions that are commonly administered by other agencies both local and across the country. The process was put together with the intent of testing applicants on basic principles regarding the fire service and the atmosphere of the industry, while remaining impartial, fair and equal opportunities to all applicants.

Old Business:

Cooperative Endeavor Agreement: After discussion, a motion was made by Slifer, and seconded by Anderson to approve the agreement with modifications, it was unanimously approved.

2020 Insurance Renewal and Vote: Michael Mobley with Moore and Jenkins presented two quotes, one from Fire Plus and the other with VFIS. After much discussion, a motion was made to accept the renewal with VFIS by Slifer, seconded by Saussy. It was unanimously approved.

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New Business:

Shed proposal for station 81: Chief Stein presented a proposal to build an additional shed at station 81. The discussion was brought outside to the site of the proposed building. Hawkins requested a drawing and cost analysis of the project to be presented to the board. Chief Stein indicated the project would cost \$6500.00

Yearly Capital Outlay Discussion: Hawkins requested the discussion be tabled until the March meeting. Motion was made by Anderson to table the discussion, seconded by Slifer. It was unanimously approved.

Adjournment:

Upon motion by Slifer to adjourn, seconded by Battaglia. It was unanimously approved to adjourn the meeting.