

***ST. TAMMANY FIRE PROTECTION DISTRICT #8
Minutes of Board of Commissioners Meeting
January 15, 2019***

Call to Order: 5:30pm

Roll Call:

Jay Hawkins
Sandra Slifer
Michael Anderson

Absent:

Ryan Murphy

Also Present:

Janet Dufrene, Board Secretary
Steven Glynn; Fire Chief
Brandon Stein; Fire Captain
Maci Goings; Moore & Jenkins
Michael Mobley; Moore & Jenkins
Keith Davidson; VFIS

Pledge of Allegiance

Modification of Agenda:

Upon motion by Slifer, seconded by Anderson, it was unanimously approved to move the Election of the Board Chairman to the beginning of the meeting before the Secretary's Report.

Upon motion by Slifer, seconded by Anderson, it was unanimously approved to move the Property Insurance Renewal discussion to the beginning of the meeting before the Secretary's Report.

Hearing of Public Concerns: None

Election of Board Chairman:

Upon motion by Slifer, seconded by Anderson, it was unanimously approved to elect Jay Hawkins as Board Chairman for the 2019 calendar year.

Property Insurance Renewal Discussion:

Michael Mobley, Maci Goings and Keith Davidson presented the renewal quote from VFIS for the district for 2019-2020. The board reviewed all of the line items and requested that VFIS reevaluate the buildings, contents and vehicles before renewing. The board would like to assure that all items are currently valued properly in case of loss. Once those valuations have been received and reviewed the new quote will be communicated to the commissioners. Upon motion by Slifer, seconded by Anderson it was unanimously approved to accept the

ST. TAMMANY FIRE PROTECTION DISTRICT #8
Minutes of Board of Commissioners Meeting
January 15, 2019

renewal quote from Moore & Jenkins on behalf of VFIS with the change to valuations on buildings, contents and vehicles and the deductible raised to \$5000 where possible.

Secretary's Report:

Upon motion by Anderson, seconded by Slifer, the meeting minutes for December were unanimously approved.

Financial Reports, including a P&L Budget Performance for the month of December 2019 and a Check Register Report for the General Fund Account up to December 31, 2019 were presented. Discussion occurred about the current variances in budget versus actuals. Balance of General Fund as of December 31, 2019 was \$12,805.05. Balance of LAMP General Savings was \$212,610.43 with \$147,339.94 being current year funds and \$64,270.49 being Capital Funds from previous years money. The balance in the LAMP Emergency Fund was \$256,031.88.

Upon motion by Slifer, seconded by Anderson, the financial statements for December 2019 were unanimously approved.

Communications:

Janet presented a calendar of meetings for the year with projected meeting topics.

Janet presented everyone with Tier 2.1 forms and informed all commissioners that they must complete their yearly Ethics Training and remit certificates to her along with a signed copy of the STFD8 Ethics policy acknowledgment.

Chief Report:

PIAL: Implementation of the changes previously discussed are going well. District 8 training rosters are available from District 4 Field Training Sessions, ongoing training has been established for Fire Prevention and Fire Investigation, and our on scene response to alarms are quicker, as the responders know to report on scene as quickly as possible.

Vehicles and Equipment: All vehicles are in service.

Annual Testing and Inspection: Hose and hydrant inspections and pump tests are all up to date.

Fire Prevention: Resumption of annual inspections has begun.

Training: The Fire/Rescue 1 Academy course "Assisting Special Rescue Teams" was assigned for all personnel and "Company Officer" was assigned for all officers. Volunteer personnel Cameron Waguespack and Phillip Abadie have requested attendance for an upcoming FF I & II class to be conducted at FD11 starting on March 9, the course is \$1500 per student and we would need to outfit them with gear.

Emergency Reporting: STFD8 was made aware that reports were not being promptly forwarded to the LA State Fire Marshal's office. Review of Fire Marshal's site revealed that this was the case for most of Unifire. Spoke with Jason Bilich who explained that since the

ST. TAMMANY FIRE PROTECTION DISTRICT #8
Minutes of Board of Commissioners Meeting
January 15, 2019

ER account is with each department rather than through Unifire each department would need to send their own. The new procedure is for District 8 to send the reports.

Station Improvements: Spoke with Mr. Adams regarding the stairs, he said he will be here later in the week to fit the stairs then send everything to the powder coater. He apologized for the delay and said that his business had moved and had issues with the new location. Unfortunately the delay in the construction will likely lead to a delay at the powder coater so we are looking at 2-3 weeks for completion of the stairs.

A list of proposed Station improvements for 81 and 82 in order of priority has been distributed, also, a list of improvements and estimated costs to improve the apparatus floor at Station 82 for use as a polling station.

Grants: Application Period for SAFER Grants will likely open once the shutdown has been resolved.

The LGAP has been resumed, our submission is for Amkus ION Extrication Cutter.

AFG is open and District 5 submitted a multi-agency grant request for SCBA and Turn-out Gear. District 8 does not have a need for SCBA having received a grant in 2016 but has submitted for turnout gear.

Firefighter Illness and Injury: Part Time Firefighter Deven Irwin was injured while responding as mutual aid to District 9 for a house fire on Reggio Rd. FF Irwin was working a line outside of the house on the wrap around porch when part of the roof and the wall collapsed on top of him. He had soreness in his neck and shoulder as well as bruising and swelling in his left thigh and right leg. He is now feeling better and is waiting for the doctor to let him return to work. He still has some swelling in his lower leg.

Personnel: Michael Taylor, who has been employed with District 8 as a part timer, has been hired to fill the opening on A Shift.

Chief's Association: Minutes for the December Meeting and the agenda for the January Meeting will be made available upon request.

Old Business:

Station 82 Indoor & Outdoor Remodel Update:

Upon motion by Slifer, seconded by Anderson, it was unanimously approved to authorize Chief Glynn to move forward on the polling station improvements list presented and totaling \$1550. See Chief's report for more details.

Station 81 Stairs & Upstairs Remodel Update:

See Chief's Report for more details. Upon motion by Slifer, seconded by Anderson, it was unanimously approved to authorize Chief Glynn to move forward with items 1, 2 and 3 on the

ST. TAMMANY FIRE PROTECTION DISTRICT #8
Minutes of Board of Commissioners Meeting
January 15, 2019

Facilities Repair and Upgrade Prioritization list including the Fuel Tanks and Containment Area upgrade at Station 81, the generator Hook up and Storage at Station 82 and the Lighting of Apparatus Floor at Station 81. If costs will exceed 10% of projected cost approval will be required from the board.

Annual Leave Donation Bank:

Janet has been working with legal representatives to create a policy for donation of Annual Leave and asked that this be tabled until more information is available.

Town of Abita Springs Commissioner Appointment Discussion:

Mayor Dan Curtis appointed Darryl Battaglia to the Board of Commissioners to fill the spot vacated by Ellis Simpson. Mr. Battaglia is out of town until the March meeting and so will begin at that time.

New Business:

PAFs:

Barry Smith was approved to be moved from probational to permanent
Michael Taylor was approved to be moved from part time to probational

Yearly Raise Discussions:

Upon motion by Slifer, seconded by Anderson, it was unanimously approved to give Chief Steven Glynn a 2% raise. This is the standard raise given automatically to regular civil service employees and Chief Glynn did not wish to receive any more than what his employees are given.

Upon motion by Slifer, seconded by Anderson, it was unanimously approved to give Fire Prevention Officer Thomas Burns a raise of \$1.20 to \$17.20 per hour for his regular duties. He will still receive \$25 an hour if responds to a working fire for Fire Investigation.

Upon motion by Slifer, seconded by Anderson, it was unanimously approved to give Board Secretary Janet Dufrene a raise of \$1.25 and hour to \$18.25 per hour.

Upon motion by Slifer, seconded by Anderson , it was unanimously approved to adjourn the meeting.