

ST. TAMMANY FIRE PROTECTION DISTRICT #8
Minutes of Board of Commissioners Meeting
October 16, 2019

Call to Order: 5:31 pm

Pledge of Allegiance

Roll Call:

Jay Hawkins
Sandra Slifer
Michael Anderson
Darryl Battaglia
Ryan Murphy
Susan Ohlenforst, Secretary

Absent: None

Also, Present:

Brandon Stein, Interim Chief

Modification of Agenda: Upon motion by Murphy, seconded by Slifer the agenda was modified to add the Computer purchase discussion to new business, it was unanimously approved.

Hearing of Public Concerns: Slifer read an email that was received from Fredrick Young a citizen of Fire District #8. The email was praising the leadership of our interim chief Brandon Stein.

Secretary's Report:

Upon motion by Slifer, seconded by Murphy, the meeting minutes for September 2019 were unanimously approved. Financial Report from August 2019 with the corrections were presented for approval. Upon motion by Slifer, seconded by Anderson, the August 2019 financials were unanimously approved. Financial Reports, including a P&L Budget Performance for the month of September 2019 and a Check Register Report for the General Fund Account up to September 31, 2019 were presented. Balance of General Fund as of September 31, 2019 was \$71,611.79. Balance of LAMP General Savings was \$603,791.52 with \$472,149.70 being current year funds and \$105,008.00 being Capital Funds from previous years money. The balance in Petty Cash \$22.03. The balance in the LAMP Emergency Fund was \$260,644.46. Upon motion by Slifer, seconded by Anderson, the financial statements for September 2019 were unanimously approved.

Chief Report:

INJURY AND ILLNESS

- None to report

VEHICLES AND EQUIPMENT

- No major issues to report.

ANNUAL TESTING AND INSPECTION

- All current

STATION IMPROVEMENTS

- STATION-81 Currently researching requirement and codes associated with remodel.
- STATION-82 Meet with 2 additional contractors to obtain quotes currently awaiting their quotes.

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PERSONNEL

- We gained a volunteer.
- Personnel meetings were held last week. Subjects covered were daily maintenance, work habits, cleaning habits and small issues between personnel.

SYSTEMS

- Emergency reporting is up to date.
- Target solutions “scheduling” is complete and being used.
- Target solutions “check it” is being used

INFORMATION

- October is fire prevention month. We are visiting the school and other events in our district.
- Our team that participated in the STARC BBQ competition placed first in Chefs Choice with Fuseliers’ popular firehouse French fries.
- Multiple firefighters will be participating in a charity event to benefit domestic abuse in November.
- Certification process; The following certification have been attained by personnel so far this year:
 - Stein-Fire/Arson Investigation and Arson Case Management (8 hours), Swift Water Technician refresher, 53 hours CFI training, 8 hours TIMS training, 16 hours LLA training; Level 1 and 2. Will be attending SOS Records Management Training in November.
 - Givens-EMT Instructor, CFEI certification, Fire/Arson Investigation and Arson Case Management (8 hours), ATF Field exercise. In December Givens will be attending NFA Fire Investigator located in Maryland.
 - Fuselier-Officer 1 and Swift Water Technician
 - Krey-EMR Refresher
 - Taylor-EMT Refresher, Swift Water Technician, Certified Diver, BLS Instructor Refresher, LSU Flashover and LSU RIT Refresher.
 - Smith-Swift Water Technician, Fire Service Instructor 1 and EMR Refresher.
 - Sallean-EMR Refresher
 - Irwin-Swift Water Technician
 - Yanez-Swift Water Technician

Old Business:

- Bank Discussion: The board continued its discussion on changing bank accounts from Citizens Bank and LAMP to Gulf Coast Bank, Home Bank or Whitney Bank. After discussion and Anderson checking into free checks from Home Bank. The board made its decision to go forward with Home bank. Upon motion by Murphy, seconded by Anderson it was unanimously approved to change our banking from Citizens to Home Bank.
- Ethics Violation Policy: Under the recommendation from Battaglia it was suggested to remove “See also, 104.04 Public Solicitations and 104.06 Donations from the current Code of Ethics 101.03. Upon motion by Battaglia and seconded by Slifer, it was unanimously approved to remove the quoted verbiage from the current code of ethics. After discussion of the current ethics policy it was noted that more information was needed to revise the current policy. Upon motion by Murphy and seconded by Anderson it was unanimously approved to defer for 90 days.
- 2019 Audit Engagement Discussion- The Audit Engagement from Griffin and Firman had been received and reviewed. Upon motion from Slifer and seconded by Anderson it was unanimously approved.

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New Business:

- 2020 Budget: The Proposed 2020 Budget was presented for review and discussion. It was noted that the change column on the budget spreadsheet was not reflecting the correct difference. Prior to publishing this needed to be corrected. Upon motion by Slifer, seconded by Murphy, it was unanimously approved to present the proposed 2020 budget for inspection by the public and publish in the official journal of record.
- Expiring Commissions: Steven Saussy was approved by the Parish President to replace Ryan Murphy and Michael Anderson would be continuing to serve. The board thanked Murphy for his outstanding service.
- Employee Performance Standards and Review: Hawkins presented the final review for outgoing secretary Janet Dufrene. He stated that Dufrene had served the district with an outstanding performance. The board noted her outstanding service and was in agreement with Hawkins. Hawkins presented Ohlenforst with performance standards for her review.
- Louisiana Legislative Auditor Training: Stein, Slifer and Ohlenforst attended the Level 2 training on October 15th.
- Secretary of State Records Management Training: This class will be held on Tuesday, November 19th in Baton Rouge. Stein, Slifer and Ohlenforst will be attending the training.
- New Computers- It was brought to the boards attention that new computers were needed for the Chief and Secretary. After much discussion, Hawkins advised us to move forward with getting a quote from Ben Caston, who is currently the IT service for the Town of Abita Springs. Stein and Slifer also noted that Cyber security, back up and disaster recovery must become a priority for the department and it should be included in our IT services.

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