

***ST. TAMMANY FIRE PROTECTION DISTRICT #8
Minutes of Board of Commissioners Meeting
October 17, 2018***

Call to Order: 5:30pm

Roll Call:

Jay Hawkins
Ryan Murphy
Sandra Slifer
Ellis Simpson
Michael Anderson

Also Present:

Janet Dufrene, Board Secretary
Steven Glynn; Fire Chief
Eric Givens; Fire Captain
Johnny Garcia
Darryl Battaglia

Pledge of Allegiance

Modification of Agenda:

Upon motion by Murphy, seconded by Anderson, it was unanimously approved to add a discussion of the Budget Policy to Old Business and a discussion of the Employee Review Process to Old Business.

Hearing of Public Concerns: None

Secretary's Report:

Upon motion by Slifer, seconded by Simpson, the meeting minutes for September were unanimously approved.

Financial Reports, including a P&L Budget Performance for the month of September 2018 and a Check Register Report for the General Fund Account up to September 30, 2018 were presented. Discussion occurred about the current variances in budget versus actuals. Balance of General Fund as of September 30, 2018 was \$74,690.28. Balance of LAMP General Savings was \$311,215.87 with \$162,778.33 being current year funds, \$70,000 being held back ad val from December and \$78,437.54 being Capital Funds from previous years money. The balance in the LAMP Emergency Fund was \$254,568.82.

Upon motion by Anderson, seconded by Simpson, the financial statements for September 2018 were unanimously approved.

Chief Report:

PIAL: Field visit by PIAL representative Ken Weber went well, no word yet on rating.

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Vehicles and Equipment: Rescue 81 and Unit 800 were sent to Rainbow for recalls. While in service for Rescue 81, Rescue 83 had an issue with the belt and the alternator (this vehicle has two alternators, one was replaced at Danny's Automotive, unfortunately this was the other one.) Once the alternator was replaced the crew noticed an oil leak.

Annual Testing and Inspection: Hose tests, pump tests, and hydrant tests will be resumed later this month.

Fire Prevention: Resumption of annual inspections begins this week.

Training: The Fire/Rescue 1 Academy course "Ropes and Knots" was assigned for all personnel and "Fire Attack for Officers" was assigned for all officers.

Firehouse/Emergency Reporting: Truck inventory checklists have been entered into ER, checklists are broken down into compartments within the trucks to allow all equipment to be included within the free formatted software.

Station Improvements: Mr Adams has begun working on the other stairwell, he will inform us when he needs the other stairs removed.

The slab at Station 82 has been poured and the parking lot graded, the limestone will be delivered on 10/24.

Once the apron and driveway work has been completed, we will move to the generator pad and relocation of the water tank.

We have also acquired a fuel tank for gasoline distribution. The concrete area holding the diesel tank is badly cracked and will not provide containment. Recommended fix it to move the diesel and gasoline tanks to the other area where the larger tank sits, once that tank has been moved to Station 82.

Grants: District 8 is a partner in a grant submitted by District 5 through the STFCA and received through AFG for Firefighter Accountability, this grant has been awarded and all St Tammany Fire Districts will now be transferring to the Salamander Accountability System. Match for each department is \$332.16.

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

We received word from Firehouse Subs that we will not be receiving a grant this year.

AFG is open and District 5 is again submitting a multi-agency grant request for SCBA and Turn-out Gear. The multi-agency requests are favored by USFA and these submissions have resulted in the grants for the 700 system radios, the Salamander Accountability System, and (it appears) the driver simulator. District 8 does not have a need for SCBA having received a grant in 2016 but will be submitting for turnout gear.

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Firefighter Illness and Injury: No injuries or extended sick leave to report.

Personnel: Still have an open FF/Operator position on A shift

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

Old Business:

Public Records Request Policy:

A draft policy for handling all requests to the district for public records was presented and discussed. Janet and Sandra researched CB Forgotston Act and found that it requires that the information for who and where to contact in order to initiate a public records request be posted for everyone to see. Janet present a print out of the addition of the new PRR policy to the fire district website. Upon motion by Slifer, seconded by Murphy, it was unanimously approved to approve the Public Records Request Policy.

Employee Evaluation Policy:

Jay Hawkins presented a plan for carrying out the new employee evaluation policy. The plan is to have the evaluations for Janet done each year in October and for Chief by June 30th. Evaluation forms will be created and used each year. Chief will complete the Fire Captains in the last quarter of the year. Fire Captains will complete the firefighter evaluations in the last quarter of the year and then Chief will review.

State of Emergency Communication Policy:

After discussion it was decided that Chief will appoint an incident commander in any situation where a State of Emergency is declared, and the Fire Chief is not going to be available as incident commander.

Budget Policy:

An amendment to the current budget policy was presented to change the policy to say "A draft budget shall be prepared by the budget committee and submitted to the board no later than the October board meeting." Upon motion by Slifer, seconded by Simpson, it was unanimously approved to amend the policy to change the month from November to October.

Payroll Policy:

Janet has been researching a new system for scheduling, clocking in and out and preparing payroll. A program through Emergency Reporting was suggested and after doing a conference call to see the capabilities and cost of the program Netduty was chosen as the best option. They offer a 30-day trial. Upon motion by Murphy, seconded by Anderson, it was unanimously approved to begin a 30-day trial and set up the new program and review for final approval at that time.

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New Business:

Civil Service Board Appointee Discussion:

Mr. Wayne Prats has had to resign, and Mr. John Colley is looking to end his term on the STFD8 Civil Service Board. Mr. Johnny Garcia and Mr. Darryl Battaglia attended the meeting to get more information about possibly requesting appointment to the board. Discussion occurred about the 5-year residency requirement that is in place for the board.

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