

***ST. TAMMANY FIRE PROTECTION DISTRICT #8
Minutes of Board of Commissioners Meeting
November 14, 2018***

Call to Order: 5:30pm

Roll Call:

Jay Hawkins
Ryan Murphy
Sandra Slifer
Ellis Simpson

Absent:

Michael Anderson

Also Present:

Janet Dufrene, Board Secretary
Steven Glynn; Fire Chief
Brandon Stein; Fire Captain
Wayne & Amy Prats

Pledge of Allegiance

Public Hearing:

Public hearing was opened for discussion of the proposed 2019 Budget. No public input was offered. Upon motion by Slifer, seconded by Simpson it was unanimously approved to close the Public Hearing for discussion of the proposed 2019 Budget.

Presentation:

The Board of Commissioners present Mr. Wayne Prats a plaque in recognition for his many years of service to Fire District 8 and most recently serving as the Board Appointee to the Civil Service Board. Mr. Prats is resigning that position effective immediately due to health issues.

Modification of Agenda:

None

Hearing of Public Concerns: None

Secretary's Report:

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

Financial Reports, including a P&L Budget Performance for the month of October 2018 and a Check Register Report for the General Fund Account up to October 31, 2018 were presented. Discussion occurred about the current variances in budget versus actuals. Balance of General Fund as of October 31, 2018 was \$60,285.40. Balance of LAMP General

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Savings was \$211,787.74 with \$77,043.13 being current year funds, \$70,000 being held back ad val from December and \$64,744.61 being Capital Funds from previous years money. The balance in the LAMP Emergency Fund was \$255,041.64.

Upon motion by Slifer, seconded by Simpson, the financial statements for October 2018 were unanimously approved.

Chief Report:

PIAL: Informed by PIAL representative Ken Weber by email that we should receive official notification of our rating on or about December 3,2018.

Vehicles and Equipment: Recall service was performed on Rescue 81 and Unit 800 and Rescue 83 has had the alternator replaced and oil leak repaired. All units are in service.

Annual Testing and Inspection: Hose tests, pump tests, and hydrant tests have resumed and will be completed by the end of the year. Because we altered the PIAL rating period we are performing some of these tests twice during the calendar year to be certain that we are compliant regardless of whether we are judged by calendar year or previous rating period.

Fire Prevention: Resumption of annual inspections has begun.

Training: The Fire/Rescue 1 Academy course "Implementing Response" was assigned for all personnel and "Fire Cause Determination" was assigned for all officers.

Firehouse/Emergency Reporting: Captain Stein has begun entering Hydrant Inspections into ER. PIAL gives credit for Hydrant Inspections rather than Hydrant Tests in appropriate years. Tests are only required every third year. To date we had been testing every year and we could only enter test results into ER. Going forward each hydrant will be tested every second year and inspected on the off year.

Station Improvements: Mr. Adams has begun working on the other stairwell, installation should be around the middle of next week. He said he has been held up to the weather.

The slab and parking lot work at Station 82 has been completed. Complaints registered this year include ant piles near the parking lot, rust stain on the apparatus floor and insufficiently comfortable chairs.

We had discussed using the large storage tank for an overhead fill at Station 82, upon further examination it appears that this is not worth pursuing. We have dry hydrants and draft sites in the area.

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 sent to auction. Upon motion by Murphy, seconded by Slifer, it was unanimously

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approved to surplus the fuel tank at Station 81, the overhead tank at Station 82 and the framework at 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.

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

Personnel: We have a candidate for the position on A Shift, his test scores have been submitted and he is currently undergoing physical evaluation. Upon motion by Simpson, seconded by Murphy, it was unanimously approved to authorize Chief Glynn to hire Michael Taylor pending the results of his physical and fit for duty.

Chief's Association: Minutes for the October Meeting will be made available upon request. No November meeting.

Old Business:

Station 82 Outdoor Remodel Update:

See Chief's Report

Station 81 Stairs Update:

See Chief's Report

2019 Budget Discussion:

Discussion occurred about the proposed 2019 Budget. Upon motion by Simpson, seconded by Slifer the proposed 2019 Budget was approved.

Netduty Program Update:

The netduty program has been setup and is being utilized. There are still some bugs being worked out with the calculation of hours but overall it is working out well for our needs. The trail period is coming to an end and we will have to make a decision on whether to sign up

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long term. Upon motion by Slifer, seconded by Murphy, it was unanimously approved to sign up for a 1-year term with Netduty.

Employee Evaluation Policy:

Jay Hawkins presented copies of proposed evaluation forms to be used for the evaluation of administration going forward. The board will complete an evaluation of Chief and Janet in 2019.

New Business:

Resignation:

Ellis Simpson submitted his resignation from the board effective 12/31/2018 at the end of his current term. Mr. Simpson was appointed by the Town of Abita Springs Mayor and so a request will be made for his replacement.

Hiring Plan:

See Chief's Report Re: Hiring of Michael Taylor

Annual Leave Donation Bank:

The personnel have expressed an interest in creating a bank for the donation of annual leave for use by other employees who have catastrophic illness and are not eligible for sick leave or no longer have annual leave left to use. The board agreed to research the process and Janet is waiting on information from legal counsel to submit suggestions for the structure of the program.

2018 Audit Engagement Letter:

A bid to perform the annual financial audit was submitted by Griffin & Furman who performed the audit last year. Their bid remained the same as the 2017 audit. Upon motion by Slifer, seconded by Simpson, it was unanimously approved to authorize Jay Hawkins to sign the engagement letter with Griffin & Furman for audit services.

Santa on the Fire Truck:

Santa will be riding on the fire truck on December 16, 2018. Janet solicited donations from the public to supply the candy to be thrown. There has been an overwhelming response.

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