

# ***ST. TAMMANY FIRE PROTECTION DISTRICT #8***

## ***Minutes of Board of Commissioners Meeting***

***November 21, 2019***

**Public Hearing and comments on the 2020 Proposed Budget:** The public hearing was called to order at 5:35. There were no public comments. Therefore, the public hearing was closed by motion made by Slifer and seconded by Anderson. It was unanimously approved by all to close the public hearing and move into the scheduled meeting.

**Call to Order:** 5:40pm

**Roll Call:**

Jay Hawkins  
Sandra Slifer  
Michael Anderson  
Darryl Battaglia

**Absent:**

Stephen Saussy

**Also Present:**

Susan Ohlenforst, Board Secretary  
Brandon Stein, Interim Chief  
Steven Harden  
Daniel Fuselier

**Pledge of Allegiance**

**Modification of Agenda:**

Ohlenforst requested that four items be added to the agenda. The first item was for Interim Chief Stein wanted to discuss the creation of a new website for the district. Upon motion by Slifer and seconded by Battaglia it was unanimously approved to move the discussion of a new website to new business. The seconded item was to add Santa riding on the fire truck to new business. Upon motion by Slifer and seconded by Anderson it was unanimously approved to move the discussion of Santa riding on the fire truck to new business. The last two items were requested to add to old business. The first item for old business is the continued discussion of the Cooperative Endeavor with the Town of Abita Springs. A motion was made to add this discussion to old business by Slifer and seconded by Anderson. It was unanimously approved to add the discussion of the Cooperative Endeavor with the Town of Abita Springs to old business. The seconded item added to old business was the discussion of the Automatic Aid agreement with STFD #7. A motion was made by Slifer and seconded by Battaglia. It was unanimously approved to add the discussion of Automatic Aid agreement with STFD #7 to old business.

**Hearing of Public Concerns:** None

**Secretary's Report:**

Upon motion by Slifer, seconded by Battaglia, the meeting minutes for October 2019 and the special meeting minutes for November 1 were unanimously approved.

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Financial Reports for August 2019 and September 2019 were amended due to improper coding of capital expenditures that were Repairs for vehicles. A motion was made by Slifer and seconded by Battiglia to accept the amended financial reports for August 2019 and September 2019. It was unanimously approved to accept the amended financials for August 2019 and September 2019.

Financial Report including a P&L Budget Performance for the month of October 2019 and a Check Register Report for the General Fund Account up to October 31, 2019 were presented. Balance of General Fund as of October 31, 2019 was \$9,209.68. Balance of LAMP General Savings was \$427,856.28 with \$330,446.27.00 being current year funds and \$97,410.01 being Capital Funds from previous years money. The balance in Petty Cash \$22.03 The balance in the LAMP Emergency Fund was \$261,075.61.

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

**Communications:** None

**Chief's Report:**

**Injury and Illness:**

- None to report.

**Vehicles and Equipment:**

- Engine 81-Brakes are being repaired at Siddons-Martin. There are other mechanical issues that will be addressed while it is there. I am currently waiting on a quote for those repairs.
- Rescue 81- The ignition switch had to be replaced.
- Unit 82-Is currently at the shop for fuel system issues.

**Annual Testing and Inspection:**

- Short term rental compliance inspections for Town of Abita Springs have begun.
- Inspections are currently being brought up to date.

**Station Improvements:**

- Station 81 Remodel Update: I am continuing to research the requirements for the remodel
- Station 82 Stairs & Outdoor Remodel Update: No additional bids have been received. Two more contractors were contacted but none have followed up with a visit or bid.

**Information:**

- Daily manpower reports are being brought into compliance as required by PIAL.
- Fuel Logs are up to date and email was sent to all board members.
- Captain Givens will be attending NFA in Maryland in December.
- Fire prevention guidelines and curriculum are complete and being reviewed by outside sources for input and suggestions.

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#### **Old Business:**

- Update on transferring to Home Bank: Ohlenforst stated the balance of the funds from LAMP were transferred to Home Bank also the first ACH payroll was sent using Home Bank. On Friday Debbie Collins was coming by to get the Business bill pay set up.
- Employee Performance Standards and Review for Board Secretary: Ohlenforst handed out the standards to the board members and to the Interim chief. Hawkins stated that each of the board members and the chief should fill one out on Ohlenforst. He will gather the information and present a final evaluation on Ohlenforst to the board.
- Michael Anderson commission expiring: It was also noted that Saussy's commission will be expiring as well. Paperwork was given to Anderson to get notarized. Anderson stated that he will get letter from the parish confirming his appointed position.
- Records Management Training: Hawkins asked that this be deferred until the December meeting. A motion was made by Slifer, seconded by Anderson. It was unanimously approved to defer this until the December meeting.
- Update on New IT hardware installation progress: Ohlenforst gave update on the installation progress. She stated that our laptops and docking station were ready to go. The network equipment should be arriving by Monday, November 25, 2019. Ben at Yes Tech is hoping to have the installation complete by December 1<sup>st</sup>.
- Update on the renovations at Station 81 and Station 82: This was discussed in the Chief's report. Anderson referred to move forward with the current bid on 82 if no others were received.
- Cooperative Endeavor Agreement: Stein stated that the agreement with the Town of Abita needed to be signed. Hawkins stated he would get with the Mayor for the addition of the radio. Stein commented that section c 2.2 needed some revisions and that a section was needed for the addition of the short-term rental inspections. Also, the fire hydrant flushing was meeting the NFRA guidelines.
- Automatic Aid Agreement with STFD#7: Hawkins asked Stein to get with the DA's office to review the agreement. Stein stated he had already contacted Karlin Ryals at the DA's office and that this agreement was in line with other districts in the parish. He further stated that if both districts are in agreement with the contract and the contract is signed and notarized he was able to move forward with the agreement.

#### **New Business:**

- 2020 Budget Vote: Hawkins brought to the floor the need to approve the budget for 2020. A motion was made by Slifer, seconded by Anderson. It was unanimously approved to accept the proposed budget for 2020.

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- Santa rides through Abita Springs: It has been requested that Santa ride through the Town of Abita Springs on December 15<sup>th</sup>. Interim Chief Stein stated he will determine the route.
- Website Revisions: Interim Chief Stein introduced the idea of a website revision to the board. He had been in contact with someone who could bring us up to date. Hawkins told Stein to get a proposal to present to the board.
- Interim Chief's Response and Proposals to Dispatch Questions: Battaglia presented a list of questions to Stein. Interim Chief Stein presented answers to all questions in detail. After a lengthy discussion during the chief's report it was noted that any movement of the vehicles or apparatus would be recorded.

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