

***ST. TAMMANY FIRE PROTECTION DISTRICT #8  
Minutes of Board of Commissioners Meeting  
December 19, 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  
Steven Harden

**Pledge of Allegiance**

**Modification of Agenda:**

None

**Hearing of Public Concerns:** None

**Secretary's Report:**

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

Financial Reports, including a P&L Budget Performance for the month of November 2018 and a Check Register Report for the General Fund Account up to November 30, 2018 were presented. Discussion occurred about the current variances in budget versus actuals. Balance of General Fund as of November 30, 2018 was \$66,513.80. Balance of LAMP General Savings was \$212,186.13 with \$147,568.13 being current year funds and \$64,618 being Capital Funds from previous years money. The balance in the LAMP Emergency Fund was \$255,520.93. The total account balances amount of \$444,819.31 reported on the statement was incorrect and was amended to \$534,249.31.

Upon motion by Slifer, seconded by Anderson, the financial statements for November 2018 were unanimously approved as amended.

Communications: A letter was received from Firefighter's Retirement System estimating the July 2019 to July 2020 matching percentage to be changing to 27.75% from 26.5%

**Chief Report:**

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**PIAL:** We have retained our Class 3 rating moving up slightly from 70.02 to 70.19. Review of the rating has revealed a few areas for improvement that we are now in the process of addressing. Including:

**Training:** Currently our part-time firefighters are only given credit for training that they received while on-duty with us. This will be corrected by having District 8 sign in sheets available for all training evolutions performed at the District 4 tower. Part-timers can sign in representing multiple districts during evolutions. Ongoing training has also been established for Fire Prevention and Fire Investigation, we are looking for option for Fire Public Education. Additional Operator training will be conducted using the simulator.

**Fire Prevention:** A program addressing Inspections for Certificates of Occupancy and Quality Assurance has been established for all Districts through STFCA.

**Deployment Analysis:** To better meet NFPA 1710 we are advising responders of the importance of going on scene promptly when responding to alarms.

Implementing these minor changes will ensure that we are able to maintain our Class 3 Rating in the future and should we receive a SAFER Grant perhaps be within range of a Class 2.

Chief Glynn requested that the board of commissioners consider a pay raise for the Fire Prevention Officer Thomas Burns. As it was not included as an item on the Agenda no votes could occur, and it will be added to the January agenda for discussion at that meeting.

**Vehicles and Equipment:** All vehicles received regular periodic maintenance this month. Amkus representative were on site at Station 81 on 12/5 to demonstrate the Amkus ION Spreaders, Cutters and Ram extrication tools (donor vehicle to be removed soon.)

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

**Fire Prevention:** Resumption of annual inspections has begun.

**Training:** The Fire/Rescue 1 Academy course "Firefighting History" was assigned for all personnel and "Budgeting" was assigned for all officers.

**Emergency Reporting:** The procedure for entering truck checks into Emergency Reporting has been completed and all checks are now conducted on the I-Pads.

**Station Improvements:** Mr. Adams will be here with the new stairs on Friday and Saturday, the stairs will be put into place and any final adjustments will be made and they will be sent to the powder coater. The powder coater has assured him a quick turnaround and Mr. Adams said his goal is to have final installation completed by the end of the year.

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Captain Stein has prepared an estimate for the improvements needed to the fuel distribution at Station 81 and is preparing an estimate for the installation of the generator and electrical work for Station 82.

**Grants:** Application Period for SAFER Grants will open soon, District 8 will likely be submitting a grant for 3 full time firefighters (1 per shift), complete details on duration of the grant are not yet available.

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

AFG is open and District 5 is again submitting 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:** No injuries or extended sick leave to report.

**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 October Meeting are available (No November meeting), December meeting was moved to 12/6, was unable to attend.

**Old Business:**

**Station 82 Outdoor Remodel Update:**

See Chief's Report

**Station 81 Stairs Update:**

See Chief's Report

**2018 Compliance Questionnaire:**

2018 Financial Audit has begun. Part of that process is remittance of a signed Compliance Questionnaire. Upon motion by Murphy, seconded by Simpson, it was unanimously approved to authorize the board to sign off on the Compliance Questionnaire for remittance to the auditor.

**Annual Leave Donation Bank:**

Janet has been working with legal representatives to create a policy for donation of Annual Leave. A draft policy was presented for review as an update.

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**PIAL Rating Findings:**

See Chief's Report

**Employee Evaluation Policy:**

Jay Hawkins presented copies of finalized 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:**

**Station 81 Upstairs Remodel:**

The personnel have expressed some concerns with the condition of the upstairs living area at Station 81. The board discussed creating a list of items that need to be remodeled and creating a plan to complete those items. Commissioner Mike Anderson will work with Chief Glynn to create a plan and then present it to the board.

**Station 82 Interior Remodel:**

There were several complaints about issues with Station 82. There are items that need to be repaired/replaced. Commissioner Anderson will work with Chief Glynn to create a plan for updating this station and then present it to the board.

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