

ST. TAMMANY FIRE PROTECTION DISTRICT #8
Minutes of Board of Commissioners Meeting
March 27, 2019

Call to Order: 5:30pm

Roll Call:

Jay Hawkins
Sandra Slifer
Michael Anderson
Darryl Battaglia

Absent:

Ryan Murphy

Also Present:

Janet Dufrene, Board Secretary
Cindy Frank, Board Secretary
Steven Glynn; Fire Chief
Brandon Stein, Captain and Acting Chief
Steven Harden

Pledge of Allegiance

Modification of Agenda:

Chief Glynn requested to speak about his return to work. Upon motion by Slifer and seconded by Anderson it was unanimously approved to move the discussion of the Fire Chief Status up to the beginning to accommodate Chief Glynn. Jay Hawkins noted that Chief Glynn was not attending in an official capacity as he is still on extended sick leave. Chief Glynn inquired about returning to work on "light duty". The board informed him of the SOP's procedures that require him to pass required tests and can only return on "full duty" when fit to do so.

Hearing of Public Concerns: None

Secretary's Report:

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

Financial Reports, including a P&L Budget Performance for the month of February 2019 and a Check Register Report for the General Fund Account up to February 28, 2019 were presented. Discussion occurred about the current variances in budget versus actuals. Balance of General Fund as of February 28, 2019 was \$114,357.74. Balance of LAMP General Savings was \$1,016,115.00 with \$875,471.00 being current year funds and \$140,644.00 being Capital Funds from previous years money. The balance in Petty Cash \$28.45 The balance in the LAMP Emergency Fund was \$257,054.64.

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

ST. TAMMANY FIRE PROTECTION DISTRICT #8

Minutes of Board of Commissioners Meeting

March 27, 2019

Communications:

Mayor Curtis appointed Darryl Battaglia in the board position vacated by Ellis Simpson effective immediately.

Chief Report:

Vehicles and Equipment:

- Engine 84 leaking pipes, air leak at pump, leaking water tank and sagging suspension. Getting estimates for repairs.
- Engine 81 dash and gauge repair
- Unit 82 front end and injector
- FP 81 Body mounts
- Cargo trailers tire replacements

Annual Testing and Inspection: Hose and hydrant inspections and pump tests are being scheduled.

Training: The Fire/Rescue 1 Academy courses previously assigned for all personnel by chief Glynn are being brought up to date. Currently working with Capt. Givens to resume the scheduled assigning to stay up to date. Volunteer personnel Cameron Waguespack is attending class being conducted at FD11. His gear was insufficient to participate in live fire drills. Permanent gear was ordered on 3-18-19. Due to back order, loaner gear was provided by Louisiana emergency equipment at only the cost of cleaning once returned. Phillip Abadie was originally signed up but was later notified that he will not be attending.

Emergency Reporting: All NFIRS reports for February were completed and have been forwarded to the Louisiana State Fire Marshal's Office for submission to USFA.

Station Improvements:

- Both sets of stairs have not been completed. They are missing securement components in multiple areas.
- The fuel area has been mostly completed. More dirt was brought in than additionally estimated due to the ground condition. The containment was pressure washed, cracks repaired and coated with white sealer paint. Both tanks are set in place and the light pole as well. We are awaiting the electrical to be installed than the fence will be re-installed with gate.
- 2 Loads of gravel will be needed to top off the parking lot where the limestone stops. \$450 per load
- Station 81 bay lights completed/other outside lighting being addressed for safety and operational reasons.
- Station 82 remodel plan. Working on getting bids for approval of renovation.
- Station 81 ice machine has been broken for some time. Upon motion by Battaglia, seconded by Slifer it was unanimously approved to authorize Chief Stein to purchase a new ice machine for Station 81.

Firefighter Illness and Injury: Part Time Firefighter Devin Irwin has returned to full duty.

Personnel: Part time employee Joe Ball has started the steps of employment. To be hired upon successful completion of all required tests and screening. Upon motion by Slifer and seconded by Battaglia

ST. TAMMANY FIRE PROTECTION DISTRICT #8

Minutes of Board of Commissioners Meeting

March 27, 2019

Issues and concerns:

- Issue with patient being dropped. Will follow up on the findings.
- Pest Control – we will stop using the current company due to still having issues with pest and we will start treating pest ourselves.
- Garbage service - station 82 /83 men are not bringing their trash out
- Floor coating all stations - We got estimates on coating the floors of the stations. We will consider this and possibly do one location at a time as it fits into the budget.
- New push mower was purchased. Cheap as possible from Lowes.
- Cleanup and organization of all stations have begun
- We are having many issues using the scheduling program Netduty so will check into using Crewsense which some other stations currently use.
- Updating some SOP's and will email them to the board for approval.
- **Chief's Association:** Minutes for the February meeting and the agenda for the March meeting will be made available upon request.

Old Business:

Station 82 Indoor & Outdoor Remodel Update: See Chief's Report

Station 81 Stairs & Outdoor Remodel Update: See Chief's Report

New Business:

Hiring Plan:

Cindy Frank was hired as the new Board Secretary.

Upon motion by Slifer, seconded by Battaglia, it was unanimously approved to authorize Chief Stein to hire Joseph Ball pending passing all pre-hire testing.

Fire Chief Status:

Upon motion by Battaglia, seconded by Slifer, it was unanimously approved to authorize Board Chairman Jay Hawkins to appoint Brandon Stein as substitute Fire Chief for not more than 30 days.

Standard Ops and Policy Updates:

Chief Stein presented proposed changes to the Standard Ops including:

- Incident Reporting
- Mutual Aid Policy
- Leave Policy
- Truck Check Policy
- Acknowledgement Policy

ST. TAMMANY FIRE PROTECTION DISTRICT #8
Minutes of Board of Commissioners Meeting
March 27, 2019

Civil Service Board Appointment: Upon motion by Slifer and seconded by Battaglia it was unanimously approved to appoint Johnny Garcia as the Fire Board Member of the St Tammany Fire District 8 Civil Service Board.

Purchase new ice machine as quoted for KM660 with delivery. Motion by Slifer and seconded by Battaglia.

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