

***ST. TAMMANY FIRE PROTECTION DISTRICT #8***  
***Minutes of Board of Commissioners Meeting***  
***April 17, 2019***

**Call to Order:** 5:30pm

**Roll Call:**

Jay Hawkins  
Ryan Murphy  
Sandra Slifer  
Michael Anderson  
Darryl Battaglia

**Absent:**

Cindy Frank, Board Secretary

**Also Present:**

Janet Dufrene, Board Secretary  
Steven Glynn; Fire Chief  
Brandon Stein, Captain and Acting Chief  
Patrick Alexis, Gulf Coast Bank  
Keith Johnson, Gulf Coast Bank

**Pledge of Allegiance**

**Modification of Agenda:**

Upon motion by Slifer, seconded by Murphy it was unanimously approved to move the presentation from Gulf Coast Bank up to the top of the agenda.

**Hearing of Public Concerns:** None

**Secretary's Report:**

Upon motion by Slifer, seconded by Anderson, the meeting minutes for March were tabled for correction until May.

Financial Reports, including a P&L Budget Performance for the month of March 2019 and a Check Register Report for the General Fund Account up to March 31, 2019 were presented. Discussion occurred about the current variances in budget versus actuals. Balance of General Fund as of March 31, 2019 was \$36,002.92. Balance of LAMP General Savings was \$1,018,259.06 with \$879,967.06 being current year funds and \$138,292.00 being Capital Funds from previous years money. The balance in Petty Cash \$28.45 The balance in the LAMP Emergency Fund was \$257,597.03.

Upon motion by Slifer, seconded by Murphy, the financial statements for March 2019 were unanimously approved.

**Communications:** NONE

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### **Chief Report:**

#### **Vehicles and Equipment:**

- Engine 84 awaiting dates from Bonaventure for tank repair, pump shift repair.
- Engine 81 working on dash repair
- Unit 82 front end and injector scheduled for repair soon
- FP 81 Body mounts scheduled for repair soon
- Cargo trailers – tires have been replaced and the lawn trailer has been constructed.
- Addition of scene lighting and safety lighting to multiple units. 6 units at \$300 per truck.

#### **Annual Testing and Inspection:**

- Pre-plan schedule has been assigned to shifts and updating has began
- Hose testing schedule is completed and will begin on May 1<sup>st</sup>
- Pump testing will take place immediately after completion of hose testing
- Hydrant testing is up to date. Testing zones were being established by public works supervisor who is no longer there. Town will be approached in reference to a hydrant testing procedure that benefits both entities.

#### **Training:**

- Daily, monthly and multi-company drills are being addressed and brought into compliance
- 2 participants are participating in FD11 rookie school
- Required training with FD7 for auto aid agreement will be scheduled and conducted
- Fuselier is enrolled in fire officer 1 with FD1
- Stein scheduled for arson training in FD 13 (May 29- May 31<sup>st</sup>)

**Emergency Reporting:** All reports are up to date and are being kept current.

#### **Station Improvements:**

- Multiple contractors have been provided a plan and walk thru performed. Awaiting submittals on quotes.
- Station 81 remodeled plan has been started
- Lighting- Bay lighting is complete at both stations, exterior lighting upgraded as well. Electrical issues at 81 and 82 addressed and remedied and exit signs installed.
- Generator transfer switch replacement at station 82 will be started soon
- Fuel area electrical work- awaiting fuel safe whips for pumps
- New ice machine is in service
- Bay doors – Station 83 bay doors have been repaired. Approval to have all bay doors re-programmed to operate on one common remote. \$613 Quote

#### **Grants:**

- LGAP – No word on the awarding of funds as of now
- FD5 grant for SCBA and turnout gear, we applied for turnout gear, but no update as of now.

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### **Standard Operating Procedures:**

- Being reviewed daily to address current problems. Changes, additions and new SOPS will be common practice to facilitate safety, accountability, compliance and other aspects of the department. SOP action will be addressed by priority and will include input from Captains and Administration with final approval of the board.

### **Firefighter Illness and Injury:** none to report

**Personnel:** Joe Ball failed fit for duty. Corrective action has been taken and he will retest asap.

### **Old Business:**

- 2018 Audit Report: Audit has been completed and report will be forwarded on completion and presented at the May 2019 meeting.
- Station 82 Indoor & Outdoor Remodel: See Chief's Report
- Station 81 Stairs & Upstairs Remodel: See Chief's Report
- Proposed Revisions to Standard Ops Manual:
  - 101.09.05 Apparatus & Inventory Maintenance: Upon motion by Slifer, seconded by Battaglia, the proposed changes to policy 101.09.05 were unanimously approved.
  - 101.08 Drug Testing: Upon motion by Battaglia, seconded by Slifer, the proposed changes were tabled until further research could be completed.
  - 101.09.06 Incident Reporting: Upon motion by Slifer, seconded by Anderson, the proposed changes were tabled until further research could be completed.
  - 101.09.01 Incident Response Mutual Aid: Upon motion by Battaglia, seconded by Anderson, the proposed changes to policy 101.09.01 were unanimously approved.
  - Update on purchase of Extrication Tool: Upon motion by Anderson, seconded by Battaglia the discussion on purchasing an extrication tool was tabled for more research.

### **New Business:**

- Fire Chief Status: Upon motion by Slifer, seconded by Anderson, it was unanimously approved to authorize Jay Hawkins to appoint Brandon Stein as Provisional Fire Chief.
- Millage: Discussion occurred about the possible millage options available to FD8. The only option available for this year is to accept the levied amount of 34.18 total millage rate since the millage rates just went out for election in 2018. The Public Meeting for adopting millage rates for 2019 will occur on May 22, 2019 at Station 81, 22455 Highway 36, Abita Springs LA 70420 at 5:30 pm.
- Proposed Intergovernmental Agreement with FD7: Upon motion by Slifer, seconded by Anderson, it was unanimously approved to table the discussion for more research.
- Proposed Intergovernmental Agreement with Town of Abita Springs: Upon motion by Slifer, seconded by Battaglia, it was unanimously approved to table the discussion for more research.
- Options for Scheduling and Truck Maintenance Apps: Chief Stein presented Crewsense as a better option for scheduling. If we cancel Netduty they will refund the prorated amount from our prepayment for the year. Upon motion by Slifer, seconded by Anderson, it was unanimously approved to authorize Chief Stein to enter an agreement to purchase Crewsense for STFD8 in the amount of \$4420.

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- Purchase RAE Systems QRAE3 Gas Detector: Upon motion by Slifer, seconded by Battaglia, it was unanimously approved to authorize Chief Stein to purchase a new gas detector using funds from the Capital Outlay Equipment Budget.

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