

***ST. TAMMANY FIRE PROTECTION DISTRICT #8
Minutes of Board of Commissioners Meeting
April 18, 2018***

Call to Order: 5:30pm

Roll Call:

Jay Hawkins
Ryan Murphy
Sandra Slifer

Absent:

Ellis Simpson

Also Present:

Janet Dufrene, Board Secretary
Steven Glynn; Fire Chief
William Bagley

Pledge of Allegiance

Modification of Agenda: None

Hearing of Public Concerns: None

Secretary's Report:

Upon motion by Slifer, seconded by Murphy, the meeting minutes for March were unanimously approved.

Financial Reports, including a P&L Budget Performance for the month of March 2018 and a Check Register Report for the General Fund Account up to March 31, 2018 were presented. Discussion occurred about the current variances in budget versus actuals. Balance of General Fund as of March 31, 2018 was \$48,817.62 Balance of LAMP General Savings was \$904,575.70 with \$688,402.70 being current year funds, \$70,000 being held back ad val from December and \$146,173.00 being Capital Funds from previous years money. The balance in the LAMP Emergency Fund was \$251,751.89. New Financial Reports formats were presented. All current funds will be presented against the budget and acquisition fund will show current balance and expenditures against the capital budget for the year.

Upon motion by Slifer, seconded by Murphy, the financial statements for March 2018 were unanimously approved.

Communication: LWCC visited and contacted us to let us know that our LWCC dividend check should be arriving in the next week in the amount of \$27,435.

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Chief Report:

PIAL: The PIAL questionnaire was submitted on April 5 and received on April 9. PIAL representative Weber emailed that he had received our questionnaire and would be in touch this week to set up the field visit.

Vehicles and Equipment: The consensus on the new Captain's vehicle is the Ford Interceptor SUV. As previously reported the vehicle is within our cost projection and the issue as to expanding its service once it was no longer the Captain's response vehicle was resolved with the idea of making it a Fire Prevention vehicle. The lights, siren, and badging will be done in house as was done with the Chief's truck. We are ready to move forward and place the order.

Annual Testing and Inspection: Hydrant and Pump testing will resume in the Fall; hydrant tests are complete for 2018.

Fire Prevention: Our Fire Prevention efforts should be a substantial help regarding PIAL, all businesses in the district have updated pre-plans and fire safety inspections within the year ending 3/31/18.

Training: The Fire/Rescue 1 Academy course "Emergency Vehicle Driving Dynamics" was assigned for all personnel.

Firehouse/Emergency Reporting: Training on the i-pads and the Emergency Reporting software has been completed for all platoons.

Station Improvements: Awaiting word on the following items, but active pursuit has been on hold pending completion of PIAL inspection:

1. Bottomline Dozer was awaiting a quote for the concrete finishing before submitting their quote for Station 82's driveway and parking improvements.
2. Still checking Federal Surplus for a replacement generator for Station 82, and a fuel tank to keep spare gasoline on premises at Station 81.

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

Personnel: We are still seeking part-time firefighters, I have received recommendations from some of our full timers regarding potential candidates but have not yet had anyone in for interviews. A shortage of part timers not only makes filling the power shift more difficult but forces us to hire more overtime to replace sick or vacationing full times.

Chief's Association: Minutes for the March Meeting and April agenda are available.

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Old Business:

None

New Business:

Announcement:

The Board of Commissioners will hold a Public hearing and Meeting on May 23, 2018 at 5:30pm at Station 81 22455 Highway 36 to set 2018 Millage Rates

Discuss Millage Rates:

Current millage rates were discussed along with maximum millage rate options and the board of commissioners discussed the desire to keep the millage rate at the suggested amount to be levied by the Assessor's Office of 14.63, 9.75 and 9.80 which totals 34.18. The board could've chosen to roll up to 34.23 but decided it was better to levy the 34.18 total. These millages will be presented at the May meeting for discussion and public review.

Policies & Procedures:

STFD8 does not currently have a written policy with respect to purchasing and contracting. These items are required by the Louisiana Legislative Auditor's best practices. Creating a policy for these areas requires input from the board, chief and administrative assistant. The goal is to have this policy created and approved over the next month. Chief will reach out to other districts to see if they can provide examples. Dufrene will check with Legislative Auditor for resources. Jay Hawkins will work with the information provided to create a policy.

Personnel:

Upon motion by Murphy, seconded by Slifer, it was unanimously approved to move FF/OP Jacob Auzenne from his working test period into the position of Permanent FF/OP

Upon motion by Slifer, seconded by Murphy, it was unanimously approved to move FF/OP Christopher Knapps from his working test period into the position of Permanent FF/OP

Call for Civil Service Tests:

Upon motion by Murphy, seconded by Slifer, it was unanimously approved to request that the Civil Service Board calls for a Firefighter/Operator Test and a Captain's Test from the Office of State Examiner.

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