

**ST. TAMMANY FIRE PROTECTION DISTRICT #8**  
**Minutes of Board of Commissioners Meeting**  
**May 22, 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  
Steven Glynn; Fire Chief  
Brandon Stein, Captain and Acting Chief

**Pledge of Allegiance**

**Modification of Agenda:**

Upon motion by Slifer, seconded by Battaglia it was unanimously approved to add the discussion of Earl Gorrondona to the agenda under New Business.

**Hearing of Public Concerns:** None

**Public Hearing:**

Upon motion by Slifer, seconded by Anderson, it was unanimously approved to open the public hearing on the discussion of setting the millage rates for 2019.

No public was present to comment. Commissioners discussed possible millage options.

Upon motion by Anderson, seconded by Battaglia, it was unanimously approved to close the public hearing on the discussion of setting the millage rates for 2019.

**Secretary's Report:**

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

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

Financial Reports, including a P&L Budget Performance for the month of April 2019 and a Check Register Report for the General Fund Account up to April 30, 2019 were presented. Discussion occurred about the current variances in budget versus actuals. Balance of General Fund as of April 30, 2019 was \$82,987.60. Balance of LAMP General Savings was \$920,190.84 with \$785,409.23 being current year funds and \$134,781.61 being Capital Funds from previous years money. The balance in Petty Cash \$24.48. The balance in the LAMP Emergency Fund was \$258,123.61.

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Hawkins noted that the health and dental insurance numbers looked wrong. Janet will look at numbers and changes will be made for next month.

Upon motion by Slifer, seconded by Anderson, the financial statements for April 2019 were unanimously approved pending changes to the insurance numbers.

**Communications:** NONE

### **Chief Report:**

#### **VEHICLES AND EQUIPMENT:**

- engine -84 awaiting dates from Bonaventure for tank repair, pump shift repair
- gear dryer has been fully repaired
- new gas detector was ordered and is in transit
- audits have begun on all equipment.
- Medical supplies have been secured to avoid disappearance and misuse
- All key boxes have been updated, all locks accessible, all areas are able to be secured now.

#### **ANNUAL TESTING AND INSPECTION:**

- pre-plans are continuing to be updated
- hose testing schedule is completed and did not begin on May 1 due to other projects needing immediate attention.
- pump testing will take place immediately after completion of hose testing.
- hydrant testing is up to date.

#### **FIREFIGHTER ILLNESS AND INJURY:**

- none to report

#### **PERSONNEL:**

- Joe Ball passed physicals and fit for duty. Has been hired full time and begins on 5/22/19

#### **TRAINING:**

- daily, monthly and multi-company drills are being addressed and brought into compliance
- 2 participants are still participating in FD11 rookie school
- required training with FD7 for auto aid agreement will be scheduled and conducted
- Fuselier attended fire officer 1 with FD1 and will test soon
- Givens is all set to attend the NFA in the upcoming months for continued arson training
- Stein scheduled for arson training in FD 13 (5/29-5/31)
- Stein attending class at parish with the DA office

#### **PROGRAMS**

- Target solutions programs are currently being built out. It is a long and very involved process.

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### **EMERGENCY REPORTING:**

- all reports are up to date and are being kept current. New SOP put in place and will be strictly enforced.

### **STATION IMPROVEMENTS:**

- multiple contractors have been provided a plan and walk throughs performed. Awaiting submittals on quotes. Additional contractors contacted to submit quotes
- station 81 remodel plan is in the works
- Generator transfer switch replacement at station 82 is in the process of being changed as of 5/22/19
- Fuel area electrical work- awaiting electrician. Fuel area has been secured.

### **GRANTS**

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

### **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 actions will be addressed by priority and will include input from Captains and Administration with final approval of the board.
- The following Standard operating procedures have been updated and enacted. All personnel have been notified and have signed acknowledgements. The enforcement of these and any other current Standard operating procedures will be strictly performed from this moment on.
  - Leave
  - Mutual aid response
  - Apparatus inventory and maintenance
  - Incident reporting

### **Old Business:**

- Bank Discussion: The board discussed the possibility of changing bank accounts from Citizens Bank and LAMP to Gulf Coast Bank. There was more research needed. Upon motion by Slifer, seconded by Battaglia it was unanimously approved to defer the discussion until the June meeting when more information could be presented.
- Hiring of Board Secretary: The board met Susan Ohlenforst who was provisionally hired pending Board Approval for the position of Board Secretary to replace Janet Dufrene. The previous new hire left citing that it was not a good fit for her. Ohlenforst will be hired at 16.00 per hour. She will accrue 3 hours of vacation per pay period and earn 4 hours of Holiday Pay for each holiday. Upon motion by Slifer, seconded by Battaglia, it was unanimously approved to hire Susan Ohlenforst to the position of Board Secretary.
- Proposed Revisions to the Standard Ops Manual:
  - Drug Testing: Upon motion by Battaglia, seconded by Anderson, it was unanimously approved to defer discussion until more information could be found.
  - Incident Reporting: Upon motion by Battaglia, seconded by Anderson, it was unanimously approved to defer discussion until edits could be made.

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- 2018 Audit Report: Audit has been completed and report was distributed. There were some issues with the information presented. Jay Hawkins spoke to the auditor and he will be correcting the issues and sending out a revised report. Upon motion by Slifer, seconded by Battaglia, it was unanimously approved to defer the Audit Report discussion until the corrections are made.
- Intergovernmental Agreements: Jay Hawkins presented a draft of the Intergovernmental Agreement with the Town of Abita Springs. Discussion occurred. Upon motion by Slifer, seconded by Anderson, it was unanimously agreed to defer the discussion until adjustments could be made to the terms of the agreement.
- Update on Crewsense: See Chief's Report
- Station 81 Indoor & Outdoor Remodel: See Chief's Report
- Station 82 Indoor & Outdoor Remodel: See Chief's Report
- Update of Gas Detector Purchase: See Chief's Report

**New Business:**

- Adopt 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. See Resolution.

**RESOLUTION**

BE IT RESOLVED, that the following millage(s) are hereby levied on the 2019 tax roll on all property subject to taxation by St Tammany Fire Protection District #8:

		<u>MILLAGE</u>
Acq. & Maint	1069039	14.630 mills
Acq. & Maint	1069084	9.750 mills
Acq. & Maint	1069109	9.800 mills

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of St. Tammany, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2019, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

The foregoing resolution was read in full; the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS: Slifer, Hawkins, Anderson, Battaglia

NAYS: 0

ABSTAINED: 0

ABSENT: Murphy

**CERTIFICATE**

I hereby certify that the foregoing is a true and exact copy of the resolution adopted at the board meeting held on May 22, 2019, at which meeting a quorum was present and voting.

Abita Springs, Louisiana, this 22nd day of May 2019.

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- Health Insurance Renewal Discussion: Janet will request renewal quotes from the current broker for our current policy as well as other carriers and types of policies.
- Chief Gorrondona – Retired Chief Gorrondona has agreed to come on as a consultant to aid acting Chief Stein. He will consult Chief Stein with financial reports, grants, electronic reporters and any other areas he needs more understanding on. The district will work around his schedule and he will be paid on an hourly basis.

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