

***ST. TAMMANY FIRE PROTECTION DISTRICT #8***  
***Minutes of Board of Commissioners Meeting***  
***June 19, 2019***

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

**Roll Call:**

Jay Hawkins  
Sandra Slifer  
Michael Anderson  
Darryl Battaglia

**Absent:**

Ryan Murphy, arrived late @ 6:19pm  
Susan Ohlenforst, Board Secretary

**Also Present:**

Janet Dufrene  
Steven Glynn; Fire Chief  
Brandon Stein, Captain and Acting Chief

**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 May were unanimously approved.

Financial Reports, including a P&L Budget Performance for the month of May 2019 and a Check Register Report for the General Fund Account up to May 30, 2019 were presented. Discussion occurred about the current variances in budget versus actuals. Balance of General Fund as of May 30, 2019 was \$91,535.80. Balance of LAMP General Savings was \$822,034.77 with \$785,409.23 being current year funds and \$114,600.70 being Capital Funds from previous years money. The balance in Petty Cash \$22.03. The balance in the LAMP Emergency Fund was \$258,661.49.

Financial Report was tabled, upon motion by Slifer, seconded by Anderson pending current monthly balance report to note corrections from the capital funds from previous years money totals did not reflect the current balance.

**Communications:** NONE

**Chief Report:**

**INJURY AND ILLNESS**

- None to report

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### **VEHICLES AND EQUIPMENT**

- ENGINE 81- Ferrara is coming out to look at issues and prepare an estimate, multiple dash and pump gauges inoperable
- ENGINE 84- Bonaventure has been uncooperative in attempting to facilitate the repair of the leaking tank and plumbing. meeting with Siddons-Martins on 06/18/19.
- FIRE PREVENTION TRUCK- Scheduled to go to shop within the next week for body mount repairs.
- UNIT-82- Will be brought to the shop upon the return of fire prevention truck fuel injector issues and front-end issues will be repaired. Will need alignment when returned.
- ENGINE-85- Has charging issues, replaced batteries and still has starting issue. Currently addressing that soon.
- BUNKER GEAR-Most bunker gear will expire at the end of 2019. Needs to be addressed and a plan made.

### **ANNUAL TESTING AND INSPECTION**

- PRE-PLANNING- Continuing. Shall be completed by JULY 4<sup>TH</sup>.
- HOSE TESTING- Beginning on JULY 9<sup>th</sup>. Chief will oversee to ensure proper testing occurs and accurate data is obtained.

### **TRAINING**

- Both participants have completed FD-11 rookie school and achieved at least ff1 certification.
- STEIN and GIVENS attended fire arson class at FD-13. Both retained a certificate. Both are in the process of becoming certified and recognized fire investigators.
- STEIN and GIVENS are both moving towards achieving inspector certifications as well.
- GIVENS scheduled to attend the NATIONAL FIRE ACADEMY later in 2019 for further arson training requirements
- TAYLOR, WAGUESPACK, SMITH to attend water rescue. FD8 To host a class within the NEXT two months. Exact dates tba soon.
- EMR class in the process of being scheduled at FD8. Will allow other departments to attend.
- Department wide audit of certifications to be performed soon. All personnel will be required to present a list of desired training. REQUIRED/NEEDED training will be looked at first. A training plan for 2020 will be formed by the end of 2019.  
Training has not been a major priority in some time. A goal for 2020 will be to make training opportunities more common and facilitate the opportunities.

### **STATION IMPROVEMENTS**

- STATION-81 Continuing to visit different ideas/options for remodel/repairs in order to ensure the proper steps are taken to achieve full functionality. Stairs are completed finally!!!!!! Fence needs to be built around the area. Stein to present plan and cost at next board meeting. Roof placed over the deck for outside sitting area. Stein to present plan and cost at next board meeting. Fuel area is set to be online within two weeks

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- STATION -82 Generator switch was changed. In the process it was determined the electrical service was in dire need of repairs. Photos available per request. Remodel, still no bids submitted. Only a few contractors have made a visit. Tank to come down and generator building to be started soon.

### **PERSONNEL**

- New hire Joe Ball resigned. Will not be immediately replaced. Opening will be filled with part-time employees until further notice.
- A personnel meeting was held on 6-12-19. All full-time employees were required to attend. We addressed insufficiencies, improper habits, new sops, new procedures as well as multiple other operational aspects.

### **Old Business:**

- Bank Discussion: The board discussed changing bank accounts from Citizens Bank and LAMP to Gulf Coast Bank. This was tabled. Upon motion by Slifer, seconded by Murphy it was unanimously approved to defer the discussion until the July meeting for further discussion.
- 2018 Audit Report: Was deferred until the July meeting. Upon motion by Slifer, seconded by Murphy, it was unanimously approved to defer the Audit Report discussion and final report was made.
- Intergovernmental Agreements: Was deferred until the July meeting. Upon motion by Slifer, seconded by Murphy, it was unanimously approved to defer to the July meeting further discussion.
- Update on Chief Gonnordona: No update
- Health Insurance Renewal: The Humana renewal was presented and reviewed noting that the renewal was at a reduced renewal amount. Upon motion by Murphy, seconded by Anderson, it was unanimously approved to accept the Humana renewal at the reduced renewal amount.

### **New Business:**

- Civil Service Testing for Fire Chief and Firefighter: Board will forward recommendation early next week to the Civil Service Board to start the process of filing for the examinations.
- Proposed Revisions to Civil Service Board Qualification:
  - Qualification Requirements for Fire Chief were discussed and need further review and will forward recommendation early next week.
  - Qualification Requirements for Firefighter/Operator were discussed and need further review and will forward recommendation early next week.

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