

***ST. TAMMANY FIRE PROTECTION DISTRICT #8
Minutes of Board of Commissioners Meeting
June 20, 2018***

Call to Order: 5:30pm

Roll Call:

Jay Hawkins
Ryan Murphy
Sandra Slifer
Ellis Simpson

Also Present:

Janet Dufrene, Board Secretary
Steven Glynn; Fire Chief
Mike Anderson; Resident
Robert Furman, Griffin & Furman LLC
Vicky Lovisa; Regions Insurance
Captain Stein

Pledge of Allegiance

Modification of Agenda: Upon motion by Murphy, seconded by Simpson, it was unanimously approved to move the Financial Audit Discussion and the Health Insurance Renewal Discussion ahead of the Secretary's Report to accommodate guests.

Hearing of Public Concerns: None

Discussion of 2017 Financial Audit Report:

Robert Furman presented the finalized 2017 Financial Audit Report to the Board of Commissioners and answered questions concerning the Audit. Upon motion by Slifer, seconded by Murphy, it was unanimously approved to accept the 2017 Audit Report as presented by the independent auditor.

Discussion of 2017 Agreed Upon Procedures Audit Report:

Robert Furman presented the finalized 2017 Agreed Upon Procedures Audit Report to the Board of Commissioners and answered questions concerning the Audit. Upon motion by Slifer, seconded by Murphy, it was unanimously approved to accept the 2017 Agreed Upon Procedures Report as presented by the independent auditor.

Discussion 2018 Health Insurance Renewal Rates:

Vicky Lovisa, Regions Insurance, presented renewal rates and additional policy options to the Board of Commissioners. Discussion occurred about the options for policies and pricing. The Board of Commissioners agreed to review all of the options and submit votes over email in early July in order to get the policy renewal prepared for an August 1st renewal date.

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Secretary's Report:

Upon motion by Slifer, seconded by Simpson, the meeting minutes for May were unanimously approved.

Financial Reports, including a P&L Budget Performance for the month of May 2018 and a Check Register Report for the General Fund Account up to May 31, 2018 were presented. Discussion occurred about the current variances in budget versus actuals. Balance of General Fund as of May 31, 2018 was \$27, 693.05. Balance of LAMP General Savings was \$807, 139.71 with \$594, 556.62 being current year funds, \$70,000 being held back ad val from December and \$142, 583.09 being Capital Funds from previous years money. The balance in the LAMP Emergency Fund was \$252,863.03.

Upon motion by Slifer, seconded by Simpson, the financial statements for May 2018 were unanimously approved.

Chief Report:

PIAL: Field visit by PIAL representative Ken Weber scheduled for September 25 and 26, 2018.

Vehicles and Equipment: Mr. Wayne Dykes of Bill Hood Ford reported that our Interceptor SUV (Captain's Vehicle) is scheduled to be built the second week of July.

Annual Testing and Inspection: Hose tests will resume in the fall; pump tests will resume next month. Pump tests are not yet due, but we want to have a current test available for E-85 when PIAL does inspection; hydrant tests are complete for 2018.

Fire Prevention: Inspector Burns will be resuming inspections in August.

Training: The Fire/Rescue 1 Academy course "Portable Fire Extinguishers" was assigned for all personnel. On June 7, STPSO and STFD4 conducted an Active Shooter Exercise at Lakeshore High School and neighboring Fire Districts were invited to observe. The drill was realistic and professional and in addition to preparing for this type of tragedy, it also provided a realistic opportunity to practice Unified Command. We look forward to participating in these type of multi-agency drills.

Firehouse/Emergency Reporting: AT&T is now the administrator for FirstNet, I will be in contact with a representative to discuss details, but this should allow us to connect the tablets at no additional costs and eventually bring down our telephone costs.

Station Improvements: Unfortunately the stair saga continues. Mr. Wayne Young of Hatway Custom Ironworks, LLC had said for some time that he would be sending an estimate. Instead he gave our information to another contractor (Charlie Rick Construction) who came by for measurements on 6/6, said he would have a bid by 6/8, then called on 6/8 and said the bid would be in on 6/11, and then was not heard from until today, he said the bid would be in by 6/22. Meanwhile, Captain Stein spoke with Darrel Bridges of Patrick Fabrication and asked why they had not submitted a bid. Mr. Bridges stated that he knew nothing about the project (apparently some communication issues as Captain Stein had

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contacted the company several times), Mr. Bridges came by for measurements earlier today and also said he should have bid by 6/22.

1. As soon as stair contract is awarded, I will attempt to have the bids for E-82 resubmitted along with some new bids.
2. The replacement generator for Station 82 was purchased from Federal Surplus for \$3000, it is a 60KW OTAN Generator with a John Deere motor with 50 hours run time. It is being stored on the apparatus floor and needs to be installed.

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

Personnel: We have hired an additional part time Firefighter, and we have had another part timer hired full time by District 12. For now, we have suspended the second power shift and instead are using on expanded (15 hour) power shift per day.

Chief's Association: Minutes for the May Meeting and June agenda are available.

Old Business:

Discuss Changes to Fuel Use Policy:

102.05 Fuel Use Policy was presented to be amended to include a new procedure for recording fuel dispensing and to include provisions for comparing actual Fuel On Hand to the running totals on the new Fuel Requisition Spreadsheet. This also addresses securing the fuel tanks. Upon motion by Slifer, seconded by Simpson, it was unanimously approved to amend the Fuel Use Policy and add it to the Standard Ops Manual.

Remodel/Repair Station 82:

Discussion occurred regarding changes that can be made to Station 82 to make the living area more usable for the employees. The remodel on the station years ago left the building with the sleeping area immediately inside the front door. This creates an issue when the public visits the building and also makes the whole space inefficient. The Board asked Chief to find possible solutions to correct the issues at the best price.

New Business:

Mr. Michael Anderson attended to express desire to be appointed to the Board of Commissioners in the position that was vacated by Dalton Lambert and is for appointment by Parish President Pat Brister. After observing the meeting, he was referred to Pat Brister's office to express his desire for appointment.

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