

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

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

**Roll Call:**

Jay Hawkins  
Sandra Slifer  
Michael Anderson  
Darryl Battaglia  
Ryan Murphy  
Susan Ohlenforst, Secretary

**Absent:**

None

**Also, Present:**

Brandon Stein, Captain and Interim Chief  
Eric Givens  
Martin Krey  
Steve Harden

**Pledge of Allegiance**

**Modification of Agenda:**

Upon motion by Murphy, seconded by Slifer it was unanimously approved to add the discussion of Chief Steve Glynn to the agenda under Old Business.

**Hearing of Public Concerns:** None

**Secretary's Report:**

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

Financial Reports, including a P&L Budget Performance for the month of June 2019 and a Check Register Report for the General Fund Account up to June 30, 2019 were presented. Discussion occurred about adding a line for natural disasters in the upcoming budget. Balance of General Fund as of June 30, 2019 was \$133,934.38. Balance of LAMP General Savings was \$723,654.26 with \$610,694.35 being current year funds and \$112,959.91 being Capital Funds from previous years money. The balance in Petty Cash \$22.03. The balance in the LAMP Emergency Fund was \$259,177.38.

Upon motion by Slifer, seconded by Anderson, the financial statements for June 2019 were unanimously approved.

Upon motion by Slifer, seconded by Murphy the corrected financial report from May 2019, was unanimously approved.

**Communications:** Hawkins requested Interim Chief Stein start conducting personnel evaluations and to review Fire Prevention Inspector job description.

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**Chief Report:**

**INJURY AND ILLNESS**

- None to report

**VEHICLES AND EQUIPMENT**

- Engine 84- Siddons-Martin fire apparatus gave a quote of \$2,778.43 to make necessary repairs. That includes the cost of tank removal. UPF will cover the tank removal which is included in the price from Siddons-Martin.
- Engine 85- The charging issue has been addressed; it has been repaired.
- Bunker gear- Sizing to be conducted the week of 6/29/19.
- Rescue 81- Replaced two front tires due to wear.

**ANNUAL TESTING AND INSPECTION**

- PRE-PLANNING- Continuing. About 95% complete. The next round will be more in depth, regarding photos, drawings and computer entry.
- HOSE TESTING- starting soon. Pushed back slightly due to other projects.
- Working with T.O.A.S. on program to test hydrants, flush hydrants and maintenance.

**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.
- STATION 82-Remodel, no bids have been submitted, only a few contractors have made a visit.

**PERSONNEL**

- Currently we have 11 paid personnel, 16 part time personnel and 3 volunteers.

**SYSTEMS**

- Emergency reporting is 95% up to date.
- Target solutions "scheduling" is complete and partly being used
- Target solutions "check it" is complete and being partly used

**INFORMATION**

- Working with T.O.A.S. on program to test hydrants, flush hydrants and maintenance.
- Audit performed on the progress and status of inspections. Report provided to board members as requested.
- Severe weather operating procedures are currently being updated.
- New daily maintenance procedure has been completed and will be enacted soon to better perform necessary checks and maintenance on all equipment and apparatus.

## ***ST. TAMMANY FIRE PROTECTION DISTRICT #8***

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#### **Old Business:**

- Bank Discussion: The board discussed changing bank accounts from Citizens Bank and LAMP to Gulf Coast Bank. This was tabled due to requesting new rate quotes from Citizens and a rate quote from one other local bank. Upon motion by Murphy, seconded by Battaglia it was unanimously approved to defer the discussion until the August meeting for further discussion and review of the additional rate quotes.
- 2018 Audit Report: Was tabled pending the changes to the correction of new policy changes until the August meeting. Upon motion by Battaglia, seconded by Slifer, it was unanimously approved to defer the Audit Report discussion and corrections were made until the August meeting.
- Intergovernmental Agreements: Cooperative Endeavor Agreement was tabled until the August meeting. Upon motion by Murphy, seconded by seconded by Slifer, it was unanimously approved to defer to the August meeting further discussion.
- Update on Chief Gorrondona: Hawkins stated Chief Gorrondona had met with Brandon and was confident in his management of the department and he was available for consult at his request. Chief Gorrondona communicated that he would not be charging for his services.
- Update on Civil Service Testing for Fire Chief and Firefighter: Testing has been postponed pending the revisions to the Job qualification requirements.
- Update on Chief Steve Glynn: Hawkins read a letter from Chief Glynn's doctor stating he was not medically able to return to work. Chief Glynn called Hawkins and communicated that he needed to leave the area due to a family medical emergency. However due to the sick leave policy Chief Glynn would be in violation of this policy. At the request of Chief Glynn, communicated by Hawkins, he is requesting approval from the board to leave the area and to travel out of state. Upon motion by Murphy, seconded by Anderson, it was unanimously approved for Chief Glynn to leave the area due to a family medical emergency.

#### **New Business:**

- Present policy changes: It was found that corrections and further discussion was needed on the following policy changes of Purchasing and disbursements, Bank reconciliations and Contracting. Upon motion by Battaglia, seconded by Slifer, it was unanimously approved to table until the August meeting pending the corrections to the contracting policy.
- Equestrian Therapy Event: This was opened for discussion and it was determined that it would not be beneficial for further discussion.

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