

ST. TAMMANY FIRE PROTECTION DISTRICT #8
Minutes of Board of Commissioners Meeting
August 21, 2019

Call to Order: 5:33pm

Roll Call:

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

Absent:

Michael Anderson

Also, Present:

Brandon Stein, Captain and Interim Chief
Angie Harrell, Liberty National Insurance
Latashia Richardson, Liberty National Insurance

Pledge of Allegiance

Modification of Agenda:

Upon motion by Slifer, seconded by Murphy it was unanimously approved to move the presentation from Liberty National Insurance after the hearing of public concern.

Hearing of Public Concerns: NONE

Secretary's Report:

Upon motion by Slifer, seconded by Murphy, the meeting minutes for July 2019 were unanimously approved.

Financial Reports, including a P&L Budget Performance for the month of July 2019 and a Check Register Report for the General Fund Account up to July 31, 2019 were presented. Discussion was made in reference to the membership amount from the previous month and was noted that it was not entered to reflect the current expenditures. The amount was updated to reflect the June 2019 amount of \$984.72 and Current year to date is reflected on the July 2019 P&L. Balance of General Fund as of July 31, 2019 was \$43,824.58. Balance of LAMP General Savings was \$725,122.36 with \$612,864.21 being current year funds and \$112,258.15 being Capital Funds from previous years money. The balance in Petty Cash \$22.03. The balance in the LAMP Emergency Fund was \$259,703.20.

Upon motion by Slifer, seconded by Murphy, the financial statements for July 2019 were unanimously approved.

Chief Report:

- Injury and Illness: None to report
- Vehicles and Equipment: Engine 84 has returned from Siddons-Martin Fire Apparatus. The tank and plumping have been repaired. As well as an electrical issue with the ladder rack. One of the air tanks was replaced and multiple air fittings and connections were replaced due to excessive leaks.
- Annual Testing and Inspection: Pre-planning is complete. Hose testing is complete.

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- Station Improvements: **Station 81**-I am continuing to visit different ideas, options and repairs in order to ensure the proper steps are taken to achieve full functionality. **Station 82**-I have met with a remodel contractor and he has viewed the scope of work. He has visited the station multiple times in order to prepare an accurate estimate for the work. I am expecting a quote from him any day now.
- Personnel: Currently on staff are 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. We have minor bugs to work out. Target solutions "check it" is complete and being used.
- Information: Discuss putting cameras at all stations. Inspection update and meeting with inspector.

Old Business:

- Bank Discussion: The board discussed changing bank accounts from Citizens Bank and LAMP to Gulf Coast Bank or possibly Whitney Bank. Hawkins stated that Whitney had a fixed rate of 1.5% with free checking services. We would have to deposit all money into one account as they do not offer this with multiple accounts. Whitney Bank is also used by the Fire Chief's Association as well as Districts 1,3,4,10 and 12. Hawkins also noted that if we wanted we could still keep LAMP for the emergency fund. This was deferred to next month.
- 2018 Audit Report: Policy changes were presented for Purchasing, Bank reconciliations, Contracting and Public Bid. Upon motion by Slifer, seconded by Battaglia, it was unanimously approved to accept the policy revisions for Purchasing, Bank reconciliations, Contracting and Public Bid.
- Update on Civil Service Testing for Fire Chief and Firefighter: Ohlenforst, Civil Service Board Secretary provided an update on the progress for testing of Fire Chief and Firefighter/Operator. The job requirement changes for these two positions have been approved for posting for public review and we are in the 30-day posting period. The public hearing has been scheduled for September 9, 2019 and pending the approval of the job requirement changes the CSB will then call for the testing

New Business:

- Present policy changes: Ethics Violation Policy and Fire Prevention Bureau Inspector Job Description were reviewed for acceptance and it was found we needed to defer the Ethics Violation Policy to the September meeting pending research from the Louisiana Ethics Administration. The Fire Prevention Bureau is under review for 30 days by the board and deferred to the September meeting for approval.
- 2020 Budget Committee: Hawkins appointed Stein, Ohlenforst and Slifer to the 2020 Budget Committee. Hawkins also gave the option for Battaglia or Anderson to commit to the committee.
- Liberty National Insurance Supplemental Presentation: Board listened to presentation from Angie Harrell. Hawkins asked Ohlenforst to present a report on what the employees currently have versus what Liberty National can offer to the employees that would fill in the gaps of their current policies. This was deferred pending information presented by Ohlenforst.

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