

***ST. TAMMANY FIRE PROTECTION DISTRICT #8***  
***Minutes of Board of Commissioners Meeting***  
***September 18, 2019***

**Call to Order:** 5:40 pm

**Pledge of Allegiance**

**Roll Call:**

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

**Absent:** None

**Also, Present:**

Brandon Stein, Interim Chief  
Captain Eric Givens  
Steven Harden

**Modification of Agenda:** NONE

**Hearing of Public Concerns:** NONE

**Secretary's Report:**

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

Financial Reports, including a P&L Budget Performance for the month of August 2019 and a Check Register Report for the General Fund Account up to August 31, 2019 were presented. Discussion was made in reference to the telephone and utilities amount from the previous month and was noted that it was not entered to reflect the current expenditures. In addition, the emergency fund balance had not been updated to reflect the current months amount. Due to these errors on the August 31, 2019 P&L it was deferred to the October meeting for approval pending the corrections being made. Balance of General Fund as of August 31, 2019 was \$96,771.52. Balance of LAMP General Savings was \$623,303.51 with \$420,912.71 being current year funds and \$105,347.31 being Capital Funds from previous years money. The balance in Petty Cash \$22.03. The balance in the LAMP Emergency Fund was \$260,188.11.

Upon motion by Slifer, seconded by Anderson, the financial statements for August 2019 were deferred to the October meeting for approval.

A presentation was made by Ohlenforst on the cost differences and availability of additional insurance benefits to the employees. This was presented due to Liberty Insurance presenting additional savings to our employees. This would be a cost to the employee if they were to choose the additional insurance. Upon motion by Slifer, seconded by Anderson, it was unanimously approved to add Liberty Insurance to the employee benefit package.

**Chief Report:**

**INJURY AND ILLNESS**

- None to report

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### **VEHICLES AND EQUIPMENT**

- Engine-82 returned from Siddons-Martin fire apparatus. The pump required a total rebuild. Prior work performed by Bonaventure Fire Apparatus for the same issue, was not done correctly. Repairs by Siddons-Martins included a return to service pump test.
- Engine-81 will be sent to Siddons-martin Fire Apparatus for repairs to pump panel gauges and dash gauges.
- Engine-84 hydraulic ladder rack broken. New Hydraulic motor is ordered.
- Bunker gear-5 sets ordered.

### **ANNUAL TESTING AND INSPECTION**

- PRE-PLANNING-complete.
- HOSE TESTING-complete.
- APPARATUS PUMP TESTING- will be performed when weather is cooler.

### **STATION IMPROVEMENTS**

- STATION-81-floor plan has been completed. Next step is to obtain bids. Drawing provided
- STATION -82-Ralph Armijo is the only bid submitted at this point. Bid provided.

### **PERSONNEL**

- Joe Ball will be hired full time. Last time he had never gone full time. His start date was never set before he decided to stay at Bogalusa. Mrs. Susan contacted wellness works, firefighter retirement and civil service. All testing previously completed by Joe Ball is good for 1 year from the date completed so no additional testing is necessary.

### **SYSTEMS**

- Emergency reporting is up to date.
- Target solutions "scheduling" is complete and partly being used. Minor bugs being worked out.
- Target solutions "check it" is complete and being used

### **INFORMATION**

- Inspection list is complete in reference to inspections that are not current. These inspections will be updated before any other inspections are completed.
- Fire district 4 has provided a proposal to increase our rate of contribution for the training tower in order to replace the existing burn tower in which is well past its life span. I voiced concern over the absence of any clause in the existing contract that would allow fire district 4 to void the contract in the future. Fire District 4 will be updating the contract to provide assurance on our part that the contract will not be voided at any time without notice. We currently pay 0.25% of our receivables which is \$3,018.14 per year. The proposed raise in rate would go to 0.40%, which would cost us \$4,829.03 per year. I am in full support of continuing the contract with Fd4. The addition of a new tower has been a priority. The tower proposed is state of the art and would broaden our training opportunities as well as improve safety during training. I have met with Chief Latino regarding our contract. Fd8 will be included in training with fd4 as was before. The schedules are currently being set.

### **Old Business:**

- Bank Discussion: The board continued its discussion on changing bank accounts from Citizens Bank and LAMP to Gulf Coast Bank or possibly Whitney Bank. Hawkins will present the questions to Whitney and Gulf Coast; regarding their commitment to the interest rate on the operating checking account. Whitney is offering a 1 ½% fixed rate and Gulf Coast is offering a floating rate depending upon the market. Hawkins stated that it is our duty to make the most of the public's funds and that pending further research, a decision will be deferred until the October meeting. Upon motion by Murphy, seconded by Slifer it was unanimously approved.

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- Fire Bureau Inspector Job Description: The Fire Bureau Inspector Job Description was under review for 30 days and was determined to accept the new revision to the job description. Upon motion by Slifer and seconded by Anderson, it was unanimously approved.
  
- Ethics Violation Policy: After discussion of our current policy it determined to further research pending Ohlenforst reaching out to the Louisiana Ethics Board. Upon motion by Murphy and seconded by Battaglia, it was unanimously approved to defer for 30 days pending more information received on this subject.
  
- 2020 Budget: The proposed budget was review by Hawkins; minimal changes were made. Hawkins requested Ohlenforst make the necessary changes and send out to the board members. The budget will need to be submitted by October 16<sup>th</sup> meeting and posted for 30 days for public review. Therefore, holding the Public hearing and vote on November 20, 2019 meeting.

**New Business:**

- 2019 Audit Engagement Discussion- It was discussed that we had not received the audit engagement letter from Griffin& Furman, and this would be deferred until the next meeting in October.

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