

***ST. TAMMANY FIRE PROTECTION DISTRICT #8
Minutes of Board of Commissioners Meeting
September 19, 2018***

Call to Order: 5:30pm

Roll Call:

Jay Hawkins
Ryan Murphy
Sandra Slifer
Ellis Simpson
Michael Anderson

Also Present:

Janet Dufrene, Board Secretary
Steven Glynn; Fire Chief

Pledge of Allegiance

Modification of Agenda:

Upon motion by Slifer, seconded by Simpson, it was unanimously approved to move the items under New Business up to accommodate Commissioner Murphy who has to leave early.

Hearing of Public Concerns: None

New Business:

Public Records Request Policy:

A draft policy for handling all requests to the district for public records was presented and discussed. It was mentioned that there should be more research on the CB Forgotston Act to see if we have followed all current laws in our creation of the policy. Upon motion by Anderson, seconded by Simpson, it was unanimously approved to table the Public Records Request Policy until next month.

Employee Evaluation Policy:

Jay Hawkins presented a written policy for the annual handling of employee evaluations. The policy is as follows:

204.02

Employee Performance Reviews/Evaluations

Policy: Performance Reviews/Evaluations for all employees shall be conducted in accordance with established timeframes, by applicable supervising (defined below) official and may include an employee's self-evaluation which will be submitted to his/her supervisor prior to the formal review. Other-than-satisfactory reviews will follow Civil Service policies as applicable. All reviews discussed by the Board of Commissioners during Board meetings shall be done in Executive Session. The SF-15 State Employee Performance Planning and Review Form shall be used but may contain additional performance factors.

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Purpose: To prescribe actions to ensure that Fire District #8 is a professional, responsible, accountable and responsive organization that is able to meet its mission and safeguard public trust and assets.

Responsibility: The Board of Directors, Board Secretary, Fire Chief, Fire Captains, Fire Fighter personnel shall actively participate as required (new hires, probation, annually) as defined by their positions. Performance Review Standards shall be given to and acknowledged by employees as of their hiring, promotion or change of work positions by their supervisor within three days after hire, promotion or change of work position.

Implementation:

FIRE CHIEF: The Board Chairman or designee shall complete the Fire Chief's performance review after considering input from the Chief's self-evaluation (if submitted), the Board Secretary, the Board of Commissioners, and the Fire Captains.

- Review periods are quarterly for the probationary first year
- Thereafter, after confirmation, annual reviews performed during the last quarter of each year.

FIRE CAPTAINS: The Fire Chief shall complete the Fire Captain's performance review after considering input from the Captain's self-evaluation (if submitted), the Board of Commissioners and the Board Secretary. If review is other than satisfactory, the Fire Chief shall discuss the evaluation with the Board of Commissioners prior to presenting to the Fire Captain.

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FIRE FIGHTERS (EMERGENCY RESPONDERS): Each Fire Captain shall complete the evaluation of those Fire Fighters (supervised by him/her) performance after considering input from the Fire Fighter's self-evaluation (if submitted), and the Board Secretary. The Captain shall discuss the review with the Fire Chief prior to presenting to the Fire Fighter personnel. Suggest using the SF-15 State Employee Performance Planning and Review Form, but may contain additional performance factors.

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FIRE PREVENTION OFFICER: The Fire Chief shall complete the Fire Prevention Officer's performance review after considering input from the Fire Prevention Officer's self-evaluation (if submitted), the Board of Commissioners and the Board Secretary.

- Review periods are quarterly for the first probationary year
- Thereafter annual reviews shall be performed during the last quarter of each year.

BOARD SECRETARY: The Board of Commissioners led by the Chairman shall complete a 360 degree performance review after input from the Secretary's self-evaluation (if submitted), the Fire Chief, Fire Captains and one Fire Fighter personnel (to be selected by all Fire Fighters). Discussion of evaluation shall be done at a Board meeting.

- For new hires, review periods are quarterly for the first year
- Thereafter annual reviews shall be performed during the third quarter of each year.

After discussion is was requested that the Fire Captain policy be changed to read "after presenting to the Fire Captain" instead of "prior to". Upon motion by Murphy, seconded by Slifer, it was unanimously approved to add the Employee Evaluation Policy to the Standard Ops Manual.

State of Emergency Communication Policy:

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An amendment to the current budget policy was presented to change the first paragraph to read as follows:

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This more clearly lays out the timeline for the budgeting process and the make up of the committee. Upon motion by Slifer, seconded by Murphy, it was unanimously approved to amend the current budget policy to read as presented.

Payroll Policy:

A new system for scheduling, clocking in and out and preparing payroll is needed to more adequately handle the current personnel load. Janet is researching programs that will do all three and the costs associated with each. This will help to minimize the amount of time spent scheduling, filling vacant spots, doing payroll sheets and also mistakes in payroll. Upon motion by Murphy, seconded by Anderson it was unanimously approved to table this policy until Janet can get more information about what programs are available so that a policy can be created to fit the program that is chosen.

Secretary's Report:

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

Financial Reports, including a P&L Budget Performance for the month of August 2018 and a Check Register Report for the General Fund Account up to August 31, 2018 were presented. Discussion occurred about the current variances in budget versus actuals. Balance of General Fund as of August 31, 2018 was \$73,932.66. Balance of LAMP General Savings was \$510505.92 with \$357760.46 being current year funds, \$70,000 being held back ad val from December and \$82,745.46 being Capital Funds from previous years money. The balance in the LAMP Emergency Fund was \$254,139.35.

Upon motion by Slifer, seconded by Anderson, the financial statements for August 2018 were unanimously approved.

Chief Report:

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

Vehicles and Equipment: Captain's Vehicle is in, graphics, all emergency lights and siren have been installed, 700 radio will be transferred from the old Captain's Truck. (that truck will be used for Fire Prevention and will not require a mobile radio).

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The new Thermal Imaging Camera is in service, the unit is the FLIR K-2 which is designed specifically for firefighters. The price for the unit was \$1387.00. The old Bullard unit will be kept as a spare.

Annual Testing and Inspection: All tests are up to date for the PIAL inspection next week.

Fire Prevention: Resumption of inspections has been delayed as Inspector Burns has been entering all previous inspections into Emergency Reporting. All future inspections will have the previous inspections as a ready reference and data will be directly entered into emergency reporting.

Training: The Fire/Rescue 1 Academy course "Fire Attack and Foam" was assigned for all personnel and "Rules of Engagement" was assigned for all officers.

Firehouse/Emergency Reporting: The iPads are working well, inspections, pre-fire plans, and hydrant locations and flows are entered and readily available on the Ipads. Apparatus Inventory is still being worked out. Normally, there is an add-on for Emergency Reporting (Halligan) that is used for inventory, but the ER representative said that it would not be cost effective for us. She advised a work around and while it appears that it will be acceptable (and free) the set-up is tedious and time consuming.

Station Improvements: The first phase of the Station 81 stair project is complete. Mr Adams will start the other stairwell next month.

The slab at Station 82 has been poured and the parking lot graded, the limestone is on hold until next Thursday after PIAL survey is complete.

Once the apron and driveway work has been completed, we will move to the generator pad and relocation of the water tank.

Grants: District 8 is a partner in a grant submitted by District 5 through the STFCA and received through AFG for Firefighter Accountability, this grant has been awarded and all St Tammany Fire Districts will now be transferring to the Salamander Accountability System. Match for each department is \$332.16. It appears St Tammany may also be receiving a grant for the driver simulator for use by all Fire Districts. Should we receive this grant our portion will be \$2052.39

The LGAP has been resumed, our submission will be for Amkus ION Extrication Cutter.

We have submitted a grant to Firehouse Subs for an ACC Arm Lifeline (mechanical compression machine). There is no matching portion for this grant.

AFG will again be open for submissions starting next week and extending through October.

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

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Personnel: Discuss the possibility of submitting a SAFER grant this year. Incidents are up significantly with additional growth also in the works.

Chief's Association: Minutes for the August Meeting and September agenda are available.

Old Business:

Health Insurance Plan Details: After going through the whole process of presenting and doing enrollment for the new plans the insurance agent with Regions/McGriffin called to inform us that there had been a mistake on their end and we would be unable to offer the cafeteria plan without losing our grandfathered medical plan we already had. The only employee who chose a plan different from our old plan was informed and the issues explained to him and he switched back over to the old plan. There have been serious after enrollment issues with this agent and so Janet has requested that we seek another agent for renewal next year and begin the process of seeking and interviewing them now.

Station 82 Outdoor Remodel Update:

See Chief's Report

Station 81 Stairs Update:

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Captains Vehicle Update:

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2019 Budget Discussion:

Proposed 2018 Budget was presented for review and discussion. Upon motion by Slifer, seconded by Simpson, it was unanimously approved to present the proposed budget for inspection by the public and publish in the journal of record.

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Upon motion by Slifer, seconded by Simpson, it was unanimously approved to move the items under New Business up to accommodate Commissioner Murphy who has to leave early.

Hearing of Public Concerns: None

New Business:

Public Records Request Policy:

A draft policy for handling all requests to the district for public records was presented and discussed. It was mentioned that there should be more research on the CB Forgotston Act to see if we have followed all current laws in our creation of the policy. Upon motion by Anderson, seconded by Simpson, it was unanimously approved to table the Public Records Request Policy until next month.

Employee Evaluation Policy:

Jay Hawkins presented a written policy for the annual handling of employee evaluations. The policy is as follows:

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Employee Performance Reviews/Evaluations

Policy: Performance Reviews/Evaluations for all employees shall be conducted in accordance with established timeframes, by applicable supervising (defined below) official and may include an employee's self-evaluation which will be submitted to his/her supervisor prior to the formal review. Other-than-satisfactory reviews will follow Civil Service policies as applicable. All reviews discussed by the Board of Commissioners during Board meetings shall be done in Executive Session. The SF-15 State Employee Performance Planning and Review Form shall be used but may contain additional performance factors.

ST. TAMMANY FIRE PROTECTION DISTRICT #8

Minutes of Board of Commissioners Meeting

September 19, 2018

Purpose: To prescribe actions to ensure that Fire District #8 is a professional, responsible, accountable and responsive organization that is able to meet its mission and safeguard public trust and assets.

Responsibility: The Board of Directors, Board Secretary, Fire Chief, Fire Captains, Fire Fighter personnel shall actively participate as required (new hires, probation, annually) as defined by their positions. Performance Review Standards shall be given to and acknowledged by employees as of their hiring, promotion or change of work positions by their supervisor within three days after hire, promotion or change of work position.

Implementation:

FIRE CHIEF: The Board Chairman or designee shall complete the Fire Chief's performance review after considering input from the Chief's self-evaluation (if submitted), the Board Secretary, the Board of Commissioners, and the Fire Captains.

- Review periods are quarterly for the probationary first year
- Thereafter, after confirmation, annual reviews performed during the last quarter of each year.

FIRE CAPTAINS: The Fire Chief shall complete the Fire Captain's performance review after considering input from the Captain's self-evaluation (if submitted), the Board of Commissioners and the Board Secretary. If review is other than satisfactory, the Fire Chief shall discuss the evaluation with the Board of Commissioners prior to presenting to the Fire Captain.

- Review periods are quarterly for the probationary first year
- Thereafter after confirmation, annual reviews performed during the last quarter of each year.

FIRE FIGHTERS (EMERGENCY RESPONDERS): Each Fire Captain shall complete the evaluation of those Fire Fighters (supervised by him/her) performance after considering input from the Fire Fighter's self-evaluation (if submitted), and the Board Secretary. The Captain shall discuss the review with the Fire Chief prior to presenting to the Fire Fighter personnel. Suggest using the SF-15 State Employee Performance Planning and Review Form, but may contain additional performance factors.

- Review periods are quarterly for the first probationary year
- Thereafter, after confirmation, annual reviews performed during the last quarter of each year.

FIRE PREVENTION OFFICER: The Fire Chief shall complete the Fire Prevention Officer's performance review after considering input from the Fire Prevention Officer's self-evaluation (if submitted), the Board of Commissioners and the Board Secretary.

- Review periods are quarterly for the first probationary year
- Thereafter annual reviews shall be performed during the last quarter of each year.

BOARD SECRETARY: The Board of Commissioners led by the Chairman shall complete a 360 degree performance review after input from the Secretary's self-evaluation (if submitted), the Fire Chief, Fire Captains and one Fire Fighter personnel (to be selected by all Fire Fighters). Discussion of evaluation shall be done at a Board meeting.

- For new hires, review periods are quarterly for the first year
- Thereafter annual reviews shall be performed during the third quarter of each year.

After discussion is was requested that the Fire Captain policy be changed to read "after presenting to the Fire Captain" instead of "prior to". Upon motion by Murphy, seconded by Slifer, it was unanimously approved to add the Employee Evaluation Policy to the Standard Ops Manual.

State of Emergency Communication Policy:

Upon motion by Murphy, seconded by Simpson, it was unanimously approved to table this policy until more information can be researched and a clear idea of what is needed can be developed.

ST. TAMMANY FIRE PROTECTION DISTRICT #8
Minutes of Board of Commissioners Meeting
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This more clearly lays out the timeline for the budgeting process and the make up of the committee. Upon motion by Slifer, seconded by Murphy, it was unanimously approved to amend the current budget policy to read as presented.

Payroll Policy:

A new system for scheduling, clocking in and out and preparing payroll is needed to more adequately handle the current personnel load. Janet is researching programs that will do all three and the costs associated with each. This will help to minimize the amount of time spent scheduling, filling vacant spots, doing payroll sheets and also mistakes in payroll. Upon motion by Murphy, seconded by Anderson it was unanimously approved to table this policy until Janet can get more information about what programs are available so that a policy can be created to fit the program that is chosen.

Secretary's Report:

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

Financial Reports, including a P&L Budget Performance for the month of August 2018 and a Check Register Report for the General Fund Account up to August 31, 2018 were presented. Discussion occurred about the current variances in budget versus actuals. Balance of General Fund as of August 31, 2018 was \$73,932.66. Balance of LAMP General Savings was \$510505.92 with \$357760.46 being current year funds, \$70,000 being held back ad val from December and \$82,745.46 being Capital Funds from previous years money. The balance in the LAMP Emergency Fund was \$254,139.35.

Upon motion by Slifer, seconded by Anderson, the financial statements for August 2018 were unanimously approved.

Chief Report:

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

Vehicles and Equipment: Captain's Vehicle is in, graphics, all emergency lights and siren have been installed, 700 radio will be transferred from the old Captain's Truck. (that truck will be used for Fire Prevention and will not require a mobile radio).

ST. TAMMANY FIRE PROTECTION DISTRICT #8
Minutes of Board of Commissioners Meeting
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The new Thermal Imaging Camera is in service, the unit is the FLIR K-2 which is designed specifically for firefighters. The price for the unit was \$1387.00. The old Bullard unit will be kept as a spare.

Annual Testing and Inspection: All tests are up to date for the PIAL inspection next week.

Fire Prevention: Resumption of inspections has been delayed as Inspector Burns has been entering all previous inspections into Emergency Reporting. All future inspections will have the previous inspections as a ready reference and data will be directly entered into emergency reporting.

Training: The Fire/Rescue 1 Academy course "Fire Attack and Foam" was assigned for all personnel and "Rules of Engagement" was assigned for all officers.

Firehouse/Emergency Reporting: The iPads are working well, inspections, pre-fire plans, and hydrant locations and flows are entered and readily available on the Ipads. Apparatus Inventory is still being worked out. Normally, there is an add-on for Emergency Reporting (Halligan) that is used for inventory, but the ER representative said that it would not be cost effective for us. She advised a work around and while it appears that it will be acceptable (and free) the set-up is tedious and time consuming.

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Once the apron and driveway work has been completed, we will move to the generator pad and relocation of the water tank.

Grants: District 8 is a partner in a grant submitted by District 5 through the STFCA and received through AFG for Firefighter Accountability, this grant has been awarded and all St Tammany Fire Districts will now be transferring to the Salamander Accountability System. Match for each department is \$332.16. It appears St Tammany may also be receiving a grant for the driver simulator for use by all Fire Districts. Should we receive this grant our portion will be \$2052.39

The LGAP has been resumed, our submission will be for Amkus ION Extrication Cutter.

We have submitted a grant to Firehouse Subs for an ACC Arm Lifeline (mechanical compression machine). There is no matching portion for this grant.

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ST. TAMMANY FIRE PROTECTION DISTRICT #8
Minutes of Board of Commissioners Meeting
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Personnel: Discuss the possibility of submitting a SAFER grant this year. Incidents are up significantly with additional growth also in the works.

Chief's Association: Minutes for the August Meeting and September agenda are available.

Old Business:

Health Insurance Plan Details: After going through the whole process of presenting and doing enrollment for the new plans the insurance agent with Regions/McGriffin called to inform us that there had been a mistake on their end and we would be unable to offer the cafeteria plan without losing our grandfathered medical plan we already had. The only employee who chose a plan different from our old plan was informed and the issues explained to him and he switched back over to the old plan. There have been serious after enrollment issues with this agent and so Janet has requested that we seek another agent for renewal next year and begin the process of seeking and interviewing them now.

Station 82 Outdoor Remodel Update:

See Chief's Report

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Captains Vehicle Update:

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2019 Budget Discussion:

Proposed 2018 Budget was presented for review and discussion. Upon motion by Slifer, seconded by Simpson, it was unanimously approved to present the proposed budget for inspection by the public and publish in the journal of record.

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

ST. TAMMANY FIRE PROTECTION DISTRICT #8
Minutes of Board of Commissioners Meeting
September 19, 2018

Call to Order: 5:30pm

Roll Call:

Jay Hawkins
Ryan Murphy
Sandra Slifer
Ellis Simpson
Michael Anderson

Also Present:

Janet Dufrene, Board Secretary
Steven Glynn; Fire Chief

Pledge of Allegiance

Modification of Agenda:

Upon motion by Slifer, seconded by Simpson, it was unanimously approved to move the items under New Business up to accommodate Commissioner Murphy who has to leave early.

Hearing of Public Concerns: None

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Minutes of Board of Commissioners Meeting

September 19, 2018

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Chief's Association: Minutes for the August Meeting and September agenda are available.

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***ST. TAMMANY FIRE PROTECTION DISTRICT #8
Minutes of Board of Commissioners Meeting
September 19, 2018***

Call to Order: 5:30pm

Roll Call:

Jay Hawkins
Ryan Murphy
Sandra Slifer
Ellis Simpson
Michael Anderson

Also Present:

Janet Dufrene, Board Secretary
Steven Glynn; Fire Chief

Pledge of Allegiance

Modification of Agenda:

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Hearing of Public Concerns: None

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New Business:

Public Records Request Policy:

A draft policy for handling all requests to the district for public records was presented and discussed. It was mentioned that there should be more research on the CB Forgotston Act to see if we have followed all current laws in our creation of the policy. Upon motion by Anderson, seconded by Simpson, it was unanimously approved to table the Public Records Request Policy until next month.

Employee Evaluation Policy:

Jay Hawkins presented a written policy for the annual handling of employee evaluations. The policy is as follows:

204.02

Employee Performance Reviews/Evaluations

Policy: Performance Reviews/Evaluations for all employees shall be conducted in accordance with established timeframes, by applicable supervising (defined below) official and may include an employee's self-evaluation which will be submitted to his/her supervisor prior to the formal review. Other-than-satisfactory reviews will follow Civil Service policies as applicable. All reviews discussed by the Board of Commissioners during Board meetings shall be done in Executive Session. The SF-15 State Employee Performance Planning and Review Form shall be used but may contain additional performance factors.

ST. TAMMANY FIRE PROTECTION DISTRICT #8

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September 19, 2018

Purpose: To prescribe actions to ensure that Fire District #8 is a professional, responsible, accountable and responsive organization that is able to meet its mission and safeguard public trust and assets.

Responsibility: The Board of Directors, Board Secretary, Fire Chief, Fire Captains, Fire Fighter personnel shall actively participate as required (new hires, probation, annually) as defined by their positions. Performance Review Standards shall be given to and acknowledged by employees as of their hiring, promotion or change of work positions by their supervisor within three days after hire, promotion or change of work position.

Implementation:

FIRE CHIEF: The Board Chairman or designee shall complete the Fire Chief's performance review after considering input from the Chief's self-evaluation (if submitted), the Board Secretary, the Board of Commissioners, and the Fire Captains.

- Review periods are quarterly for the probationary first year
- Thereafter, after confirmation, annual reviews performed during the last quarter of each year.

FIRE CAPTAINS: The Fire Chief shall complete the Fire Captain's performance review after considering input from the Captain's self-evaluation (if submitted), the Board of Commissioners and the Board Secretary. If review is other than satisfactory, the Fire Chief shall discuss the evaluation with the Board of Commissioners prior to presenting to the Fire Captain.

- Review periods are quarterly for the probationary first year
- Thereafter after confirmation, annual reviews performed during the last quarter of each year.

FIRE FIGHTERS (EMERGENCY RESPONDERS): Each Fire Captain shall complete the evaluation of those Fire Fighters (supervised by him/her) performance after considering input from the Fire Fighter's self-evaluation (if submitted), and the Board Secretary. The Captain shall discuss the review with the Fire Chief prior to presenting to the Fire Fighter personnel. Suggest using the SF-15 State Employee Performance Planning and Review Form, but may contain additional performance factors.

- Review periods are quarterly for the first probationary year
- Thereafter, after confirmation, annual reviews performed during the last quarter of each year.

FIRE PREVENTION OFFICER: The Fire Chief shall complete the Fire Prevention Officer's performance review after considering input from the Fire Prevention Officer's self-evaluation (if submitted), the Board of Commissioners and the Board Secretary.

- Review periods are quarterly for the first probationary year
- Thereafter annual reviews shall be performed during the last quarter of each year.

BOARD SECRETARY: The Board of Commissioners led by the Chairman shall complete a 360 degree performance review after input from the Secretary's self-evaluation (if submitted), the Fire Chief, Fire Captains and one Fire Fighter personnel (to be selected by all Fire Fighters). Discussion of evaluation shall be done at a Board meeting.

- For new hires, review periods are quarterly for the first year
- Thereafter annual reviews shall be performed during the third quarter of each year.

After discussion is was requested that the Fire Captain policy be changed to read "after presenting to the Fire Captain" instead of "prior to". Upon motion by Murphy, seconded by Slifer, it was unanimously approved to add the Employee Evaluation Policy to the Standard Ops Manual.

State of Emergency Communication Policy:

Upon motion by Murphy, seconded by Simpson, it was unanimously approved to table this policy until more information can be researched and a clear idea of what is needed can be developed.

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Budget Policy:

An amendment to the current budget policy was presented to change the first paragraph to read as follows:

Each year the Board of Commissioners shall establish a Budget Committee at the August Board Meeting. The committee shall consist of a board member (Committee Chair), the Board Secretary, Fire Chief or designee, and one other individual appointed by the Board Chairman, which may be another board member. A draft budget shall be prepared by the budget committee and submitted to the board no later than the November board meeting.

This more clearly lays out the timeline for the budgeting process and the make up of the committee. Upon motion by Slifer, seconded by Murphy, it was unanimously approved to amend the current budget policy to read as presented.

Payroll Policy:

A new system for scheduling, clocking in and out and preparing payroll is needed to more adequately handle the current personnel load. Janet is researching programs that will do all three and the costs associated with each. This will help to minimize the amount of time spent scheduling, filling vacant spots, doing payroll sheets and also mistakes in payroll. Upon motion by Murphy, seconded by Anderson it was unanimously approved to table this policy until Janet can get more information about what programs are available so that a policy can be created to fit the program that is chosen.

Secretary's Report:

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

Financial Reports, including a P&L Budget Performance for the month of August 2018 and a Check Register Report for the General Fund Account up to August 31, 2018 were presented. Discussion occurred about the current variances in budget versus actuals. Balance of General Fund as of August 31, 2018 was \$73,932.66. Balance of LAMP General Savings was \$510505.92 with \$357760.46 being current year funds, \$70,000 being held back ad val from December and \$82,745.46 being Capital Funds from previous years money. The balance in the LAMP Emergency Fund was \$254,139.35.

Upon motion by Slifer, seconded by Anderson, the financial statements for August 2018 were unanimously approved.

Chief Report:

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

Vehicles and Equipment: Captain's Vehicle is in, graphics, all emergency lights and siren have been installed, 700 radio will be transferred from the old Captain's Truck. (that truck will be used for Fire Prevention and will not require a mobile radio).

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The new Thermal Imaging Camera is in service, the unit is the FLIR K-2 which is designed specifically for firefighters. The price for the unit was \$1387.00. The old Bullard unit will be kept as a spare.

Annual Testing and Inspection: All tests are up to date for the PIAL inspection next week.

Fire Prevention: Resumption of inspections has been delayed as Inspector Burns has been entering all previous inspections into Emergency Reporting. All future inspections will have the previous inspections as a ready reference and data will be directly entered into emergency reporting.

Training: The Fire/Rescue 1 Academy course "Fire Attack and Foam" was assigned for all personnel and "Rules of Engagement" was assigned for all officers.

Firehouse/Emergency Reporting: The iPads are working well, inspections, pre-fire plans, and hydrant locations and flows are entered and readily available on the Ipads. Apparatus Inventory is still being worked out. Normally, there is an add-on for Emergency Reporting (Halligan) that is used for inventory, but the ER representative said that it would not be cost effective for us. She advised a work around and while it appears that it will be acceptable (and free) the set-up is tedious and time consuming.

Station Improvements: The first phase of the Station 81 stair project is complete. Mr Adams will start the other stairwell next month.

The slab at Station 82 has been poured and the parking lot graded, the limestone is on hold until next Thursday after PIAL survey is complete.

Once the apron and driveway work has been completed, we will move to the generator pad and relocation of the water tank.

Grants: District 8 is a partner in a grant submitted by District 5 through the STFCA and received through AFG for Firefighter Accountability, this grant has been awarded and all St Tammany Fire Districts will now be transferring to the Salamander Accountability System. Match for each department is \$332.16. It appears St Tammany may also be receiving a grant for the driver simulator for use by all Fire Districts. Should we receive this grant our portion will be \$2052.39

The LGAP has been resumed, our submission will be for Amkus ION Extrication Cutter.

We have submitted a grant to Firehouse Subs for an ACC Arm Lifeline (mechanical compression machine). There is no matching portion for this grant.

AFG will again be open for submissions starting next week and extending through October.

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

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Personnel: Discuss the possibility of submitting a SAFER grant this year. Incidents are up significantly with additional growth also in the works.

Chief's Association: Minutes for the August Meeting and September agenda are available.

Old Business:

Health Insurance Plan Details: After going through the whole process of presenting and doing enrollment for the new plans the insurance agent with Regions/McGriffin called to inform us that there had been a mistake on their end and we would be unable to offer the cafeteria plan without losing our grandfathered medical plan we already had. The only employee who chose a plan different from our old plan was informed and the issues explained to him and he switched back over to the old plan. There have been serious after enrollment issues with this agent and so Janet has requested that we seek another agent for renewal next year and begin the process of seeking and interviewing them now.

Station 82 Outdoor Remodel Update:

See Chief's Report

Station 81 Stairs Update:

See Chief's Report

Captains Vehicle Update:

See Chief's Report

2019 Budget Discussion:

Proposed 2018 Budget was presented for review and discussion. Upon motion by Slifer, seconded by Simpson, it was unanimously approved to present the proposed budget for inspection by the public and publish in the journal of record.

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