

ST. TAMMANY FIRE PROTECTION DISTRICT #8
Minutes of Board of Commissioners Meeting
April 15, 2020

Call to Order: 5:34pm

Roll Call:

Jay Hawkins
Michael Anderson
Sandra Slifer
Darryl Battaglia

Absent:

Stephen Saussy

Also, Present:

Susan Ohlenforst, Board Secretary
Chief Brandon Stein
Ben and Keri from Yes Tech

Pledge of Allegiance

Modification of Agenda: None

Hearing of Public Concerns: None

Secretary's Report:

Upon motion by Slifer, seconded by Anderson, the meeting minutes for the February 19th meeting were unanimously approved. The meeting on March 18th was cancelled due to the state mandated order related to Covid-19.

Financial Report including a P&L Budget Performance Correction for the month of February 2020 and a Check Register Report for the General Fund Account up to February 28, 2020 were presented. Balance of General Fund as of February 28, 2020 was \$1,225,429.11, with \$985,837.11 being current year funds and \$239,592.00 being Capital Funds from previous years money. The balance in the LAMP Emergency Fund was \$262,553.05. Upon motion by Anderson, seconded by Slifer, the financial statements for February 2020 were unanimously approved.

Financial Report including a P&L Budget Performance for the month of March 2020 and a Check Register Report for the General Fund Account up to March 31, 2020 were presented. Balance of General Fund as of March 31, 2020 was \$1,150,057.19 with \$918,913.31 being current year funds and \$231,143.88 being Capital Funds from previous years money. The

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balance in the LAMP Emergency Fund was \$262,853.81. Upon motion by Slifer, seconded by Battaglia, the financial statements for March 2020 were unanimously approved.

Communications: 2019 Audit Report was reviewed by Hawkins; no issues were found and will be submitted by Griffin& Furman to state auditors. Ohlenforst reminded board members to submit their Tier 2.1 and ethics. Hawkins noted that he had received the wrong application but had since found the correct one and filled it out.

Chief's Report:

Vehicles and equipment

- ENGINE-81- Invoices submitted. Work performed was new pump installation due to unable to obtain a casing. New pump and dash gauges. Repair of multiple electrical issues with lighting and dashboard. Cost \$
- ENGINE-82 was sent to the dealership due to a failure of the transmission control unit. Awaiting diagnosis and cost to repair.
- Unit-800- emergency equipment (lights and sirens) are failing. Not operational or partly operational. New equipment has been ordered to replace the items and ensure proper operation.

Personnel

- All background checks are complete on 3 new hires (Sallean, Waguespack and Gouzien). All other testing is being deferred due to the current pandemic we are faced with. This was done with the approval of the FFRS and State Examiners approval.
- Operator Knapps has resigned effective 4/17/20 for personal reasons. Part-time employee John Segura was hired full-time to fill that position beginning 4/20/20. Segura comes from Fire District 2 and brings a very energetic and enthusiastic attitude. After a long time as a part-time employee of Fire District 8, Segura determined he enjoyed the atmosphere at Fire District 8. We are glad to take him on as a full-time employee.

Annual testing and inspections

- All up to date. PIAL has suspended all requirements in reference to these items until further notice.

Training

- On-line training is still currently being performed. Outside training is suspended until further notice.

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Station improvements

- Station-82 contractor has completed the work required. The only items left is the changing of lighting, repainting areas the contractor did not work in and fixing other small minor issues. Those items will be performed by on-duty employees at their own free will and Chief will also participate.
- As of 4/13/20. The tank at station-82 has been removed. Construction of the new generator enclosure and generator installation will begin the week of 4/27.
- Station-81 shed- the total to construct the proposed shed at station-81 is not expected to exceed \$6000. This includes the needed electrical and Air Conditioning. The price to purchase a pre-built or have a contractor construct one on site would exceed that cost significantly.

Information

- Covid-19 response and operations- Chief Stein is monitoring the situation closely through all available sources and is in constant contact with local and state government. Procedures are being updated daily as the situation develops. Fd 8 is following in line with all other fire districts in order to keep the parish wide response uniform and ensure the highest safety and protection to responders.
- PPE is currently limited. We still have a good supply of such items and orders are still pending to continue and replenish our supply as needed.
- One employee was ordered to remain home due to a family member experiencing possible COVID-19 symptoms. The family member was tested and ultimately tested NEGATIVE. The employee could return the following shift.

Old Business:

Michael Anderson appointment: It was noted by Ohlenforst that Anderson's appointment had been re-confirmed by the parish and his paperwork was up to date.

Shed proposal for station 81: Chief Stein presented a proposal to build an additional shed at station 81. Chief Stein indicated the project would cost \$6000.00 Motion was made by Slifer to accept the bid of \$6000.00 for the shed project at station 81. Motion included the amount not to exceed the \$6000.00 budget. Anderson seconded the motion; it was unanimously approved.

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Yearly Capital Outlay Discussion: Hawkins requested the discussion be tabled until the May meeting when it can be presented to the board. Motion was made by Slifer to table the discussion, seconded by Battaglia. It was unanimously approved.

New Business:

IT Budget Yes Tech: Ben and Keri from Yes Tech presented the 2020 projected budget. This included a new phone system that was cost effective and the phones could move with the person if needed to conduct business at a different location. In addition, it was requested to move forward with the 365 Office migration from our current google free email. This request is due mainly because the free google email offers no back up of emails. After presentation and cost of the migration the 2020 budget had not included an IT specific budget. After discussion of the board, it was noted by Hawkins, funds budgeted to the Fire Prevention Bureau in the amount of \$4000.00 could be moved into the IT budget. This would require modification of the budget. Motion was made by Slifer to modify the budget to move \$4000.00 from the Fire prevention bureau to an IT budget to cover the cost of the new phone system and Office 365 migration, not to exceed \$3000.00. The motion was seconded by Anderson, it was unanimously approved.

Extrication Equipment Discussion: Hawkins requested the discussion be tabled until the May meeting when it can be presented to the board. Motion was made by Slifer to table the discussion, seconded by Battaglia. It was unanimously approved.

Policy and Procedures: Hawkins requested the discussion be tabled until the May meeting when Ohlenforst and Battaglia can review the ethics policy. Motion was made by Battaglia to table the discussion, seconded by Anderson. It was unanimously approved.

Milliage Discussion: Hawkins stated he had a discussion with Sheri Campbell at the assessor's office and it was uncertain if the assessor's office would be able to conduct the re-assessment of homes this year due to the covid-19 pandemic. Hawkins indicated the current millage was 34.18 mills and he did not see any reason to request an increase for next year. Chief Stein also stated that with our current budget he didn't foresee any reason to roll up and increase mileage for the 2020 year. Slifer, Anderson and Battaglia were in agreement to accept the current levied amount for the 2020 mileage.

Adjournment:

Upon motion by Slifer to adjourn, seconded by Battaglia. It was unanimously approved to adjourn the meeting.