

ST. TAMMANY FIRE PROTECTION DISTRICT #8
Minutes of Board of Commissioners Meeting
August 18, 2021

Call to Order: 5:31pm

Roll Call:

Michael Anderson
Sandra Slifer
Stephen Saussy
Jeff King
Brandon Brener

Absent: None

Also, Present:

Susan Ohlenforst, Board Secretary
Chief Brandon Stein
Rob Furman w/Griffin & Furman CPA

Pledge of Allegiance: Recited

Modification of Agenda: None

Hearing of Public Concerns: None

Secretary's Report:

Communications: Rob Furman with Griffin and Furman presented a review of the 2020 Financial Audit.

Upon motion by Slifer, seconded by Saussy, the meeting minutes for July 21, 2021, were unanimously approved.

Financial Report including a P&L Budget Performance for the month of July 2021 and a Check Register Report for the General Fund Account up to July 31, 2021, were presented. Balance of General Fund as of June 31, 2021, was \$896,187.45 with \$670,632.10 being current year funds and \$225,555.35 being Capital Funds from previous years money. The balance in the LAMP Emergency Fund was \$263,627.52. Upon motion by Saussy, seconded by Slifer, the financial statements for July 2021 were unanimously approved.

ST. TAMMANY FIRE PROTECTION DISTRICT #8
Minutes of Board of Commissioners Meeting
August 18, 2021

Chief's Report:

Vehicles and equipment

Normal general repairs and upkeep on units

Personnel

Had 3 quarantine due to Covid exposure and/or contraction

Current personnel numbers are as follows:

Paid- 12

Part-time- 13

Volunteer-10

Annual testing and inspections

Continuing as scheduled

Training

Daily training

Tower drills

On-line

Certifications

Communications

All pest control products and equipment have been received and a pest control schedule has been instituted.

Shift Meetings were held 8/2/21 thru 8/4/21. The purpose of this meeting was to engage each member while in a group and provide clarification and explanations on multiple subjects, as well as give personnel the opportunity to express concerns and/or offer suggestions. Accountability was stressed regarding all areas, including task performance, discipline, and job performance.

ST. TAMMANY FIRE PROTECTION DISTRICT #8

Minutes of Board of Commissioners Meeting

August 18, 2021

Old Business:

Station 81 Renovation Update: Chief Stein gave update on new contractors that had submitted a quote. The contractor gave a remodel quote and a quote for the engineers. This cost will give the department a rough estimate of the remodel.

New Business:

Budgeting Submitted for Discussion: Anderson opened the floor for the presentation of the preliminary proposed budget. Ohlenforst noted that the proposed Ad Val Fund was off due to waiting on a new preliminary grand re cap from the assessor's office. Ohlenforst stated that we should be receiving it by the end of September. At that time the budget committee could meet again to finalize the proposed budget to present to the board for approval.

Policy and Procedures: Chief Stein presented to the board 5 policies for updating. Upon motion by Slifer, seconded by King, it was unanimously approved to open the floor for discussion on these policies: Apparatus Inventory and Maintenance, Incident Reporting, Daily Logs, Leave Policy and Discipline Policy. Each of the policies were discussed and presented for approval. Upon motion by Slifer, Seconded by King it was unanimously approved to accept the updated Apparatus Inventory and Maintenance Policy. Upon motion by Slifer, Seconded by King, it was unanimously approved to accept the updated Incident Reporting Policy. Upon motion by Slifer, Seconded by Saussy, it was unanimously approved to accept the updated Daily Logs Policy. Upon motion by Slifer, Seconded by Saussy, it was unanimously approved to accept the updated Leave Policy. Upon motion by Slifer, Seconded by King, it was unanimously approved to accept the updated Discipline Policy.

Agreement for Financial Services: Jay Hawkins will be volunteering his time as a financial advisor/auditor to the department. He drew up an agreement between him and St. Tammany Fire District 8. After review of the agreement, upon motion by Slifer, seconded by Saussy, it was unanimously approved enter into the agreement for financial service with Jay Hawkins.

Adjournment:

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