

***ST. TAMMANY FIRE PROTECTION DISTRICT #8***

***Minutes of Board of Commissioners Meeting***

***June 17, 2020***

**Call to Order:** 5:32pm

**Roll Call:**

Jay Hawkins  
Michael Anderson  
Sandra Slifer  
Darryl Battaglia  
Stephen Saussy

**Absent:** None

**Also, Present:**

Susan Ohlenforst, Board Secretary  
Chief Brandon Stein  
Jonathan Lagarde, Lagarde Insurance Company  
Captain Clayton Stein

**Pledge of Allegiance**

**Modification of Agenda:** Request for modification of agenda was made by Ohlenforst to add surplus items to new business. Anderson then requested to add mattress discussion to new business as well. Motion was made by Slifer to add Surplus Items and Mattress Discussion to New Business, Seconded by Saussy. It was unanimously approved to add the items to new business.

**Hearing of Public Concerns:** None

**Presentation of Health Insurance Renewal and Quotes:** Jonathan Lagarde presented quotes from Blue Cross Blue Shied and the many different options available through them. He then presented the renewal rates from Humana in which there is a 9% increase to the health portion of the policy. There were not any increases to Dental, Vision and Life. Both Hawkins and Slifer commented about the current Humana policy was a premium policy and getting anything else would create a loss in current coverage. Lagarde agreed that our current policy was a premium policy with Humana. Lagarde indicated that the department was leaving money on the table by the employees not fully participating in the GO365 program. Lagarde recommended we have GO365 expert and motivator meet with the employees to explain how the program works. Ohlenforst had set up a webinar with Jarvin Chapman to handle the revitalizing the GO365 program within the department. Chief Stein requested purchasing a step tracker for each participant in the GO365 program. After discussion it was decided that the department would precede with the Humana renewal. Chief Stein asked Lagarde if he might be able to do something to reduce the increase. Lagarde stated he would check with Humana about reducing the rate increase.

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#### **Secretary's Report:**

Financial Report including a P&L Budget Performance for the month of May 2020 and a Check Register Report for the General Fund Account up to May 31, 2020 were presented. Balance of General Fund as of May 31, 2020 was \$982,832.08 with \$800,787.48 being current year funds and \$182,041.60 being Capital Funds from previous years money. The balance in the LAMP Emergency Fund was \$263,227.83. Upon motion by Slifer, seconded by Saussy, the financial statements for May 2020 were unanimously approved.

**Communications:** Ohlenforst presented the new rate for the Firefighters Retirement System. The new rate of 32.25% will be effective July 1, 2020.

#### **Chief's Report:**

##### Vehicles and equipment

- The fire prevention truck was placed in the shop due to derating. Injector #9, exhaust filter, break light switch and rear shocks were replaced.

##### Personnel

- No issues to report

##### Annual testing and inspections

- Inspections have resumed

##### Training

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

##### Station improvements

- Station-81 New conference room is being repainted and lighting in the secretary's office and conference room have been replaced. Table and chairs will be placed in the conference room. The conference room will serve as a training area for the tabletop exercise as well.

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### Information

- Covid-19 response and operations- Chief Stein continues to monitor 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 to keep the parish wide response uniform and ensure the highest safety and protection to responders. We are not letting down our guard at this present time.

### **Old Business:**

**Yearly Capital Outlay Discussion:** Chief Stein presented his yearly capital outlay budget through year 2023 for discussion and review. Chief Stein explained in detail each item listed on the schedule. After discussion amongst the board and questions presented to Chief Stein, Hawkins stated this was a well thought out plan of action for future purchases. In addition, Chief Stein had presented an estimated operating budget through the year 2023 as well. Slifer had noted that his effort on this would benefit the 2021 budget committee. Saussy recommended the fire district to investigate grants that may be available to the district. Chief Stein stated that he is currently looking into a grant writing class. Slifer indicated that she knew of someone that gives that class also Saussy informed Chief Stein of a grant writing class in Jefferson Parish. Both Slifer and Saussy will be forward class information to Chief Stein.

**Policy and Procedures:** Ohlenforst presented the Health Insurance Co-pay Incentive Policy. The current policy was read and explained that there was a need to revise. The floor was opened for discussion. Saussy had concern for the policy and Anderson noted that maybe this policy needed to be eliminated. Chief Stein stated a need to review all SOP's and after much discussion of the Health Insurance Co-Pay Incentive Policy it was recommended by Slifer to form SOP revision committee. Slifer suggested to Battaglia that he should be part of the committee with Chief Stein and Ohlenforst. Hawkins requested that we start with the recommendations from the audit performed by Griffin & Furman on policy. Motion was made to table the revision of the Health Insurance Co-Pay Incentive Policy until the next meeting by Slifer, seconded by Anderson. It was unanimously approved to table until the July meeting.

### **New Business:**

**Health Insurance Discussion:** Considering Lagarde's presentation and after a discussion, Hawkins stated we would move forward with the Human renewal. A vote was not needed.

**Mid-Year Financial Status:** After presentation of the May P&L and the Chief's yearly capital outlay budget, Hawkins review of the budget indicated that the department was in a good

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place. However, we need to stay focused on keeping our Salary and Benefits expenses at 70%.

**Surplus Items:** The following items were presented for surplus:

Samsung TV Model # LN46C530F1F SN#Z1MJ3CAZ301195F

APC Battery Backup SN#JB0649025254

HP DeskJet 895 CSE Printer SN#MX8C52T156

Netopia Router SN#12318526

HP Printer SN# CNFB911335

Smith Corona Typewriter 5F Deville 700 (no serial number on equipment)

Vtech Phone and Charger SN#WG902830781

Dell Computer Optiplex SN#CN-ONH493-71615-814-1281

Ohlenforst read the list allowed. A motion was made by Slifer, seconded by Anderson. It was unanimously approved to surplus the item listed.

**Mattress Purchase Discussion:** Anderson started the discussion by following up on the mattress discussion that this was something he started prior to Covid19. Anderson continued by saying we have several options available for purchase, however our current frames will not accommodate the new mattress dimensions. Therefore, requesting the purchase of new bed frames as well. There was discussion on pricing and different types of mattress continued. Slifer indicated a need for mattress protection in which would provide longevity and she would want mattress covers included in the cost. In conclusion more information was needed to move forward. Anderson stated he would have the information to present at the July meeting. All agreed it was time for new mattresses.

**Adjournment:**

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