

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

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

***May 20, 2020***

**Call to Order:** 5:30pm

**Roll Call:**

Jay Hawkins  
Michael Anderson  
Sandra Slifer  
Darryl Battaglia  
Stephen Saussy

**Absent:** None

**Also, Present:**

Susan Ohlenforst, Board Secretary  
Chief Brandon Stein

**Pledge of Allegiance**

**Modification of Agenda:** None

**Hearing of Public Concerns:** None

**Public Hearing:**

Upon motion by Slifer, seconded by Saussy, it was unanimously approved to open the public hearing on the discussion of setting the millage rate for 2020.

No public was present to comment. Commissioners discussed possible millage options.

Upon motion by Saussy, seconded by Slifer, it was unanimously approved to close the public hearing on the discussion of setting the millage rates for 2020.

**Executive Session:** Upon motion by Saussy, seconded by Anderson, it was unanimously approved to open executive session to discuss performance and evaluation of Ohlenforst. Upon motion by Saussy, seconded by Slifer, it was unanimously approve to close the executive session.

Hawkins recommended a 2% raise to Ohlenforst for her annual raise. Upon motion by Battaglia, seconded by Saussy, it was unanimously approved to raise Ohlenforsts' salary by 2%.

**Secretary's Report:**

A correction to the April 15, 2020 was noted and change was made.

Upon motion by Slifer, seconded by Battaglia, the meeting minutes for the April 15, 2020 meeting were unanimously approved.

Financial Report including a P&L Budget Performance for the month of April 2020 and a Check Register Report for the General Fund Account up to April 33, 2020 were presented.

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Balance of General Fund as of April 30, 2020 was \$1,059,797.08 with \$875,396.48 being current year funds and \$184,400.60 being Capital Funds from previous years money. The balance in the LAMP Emergency Fund was \$263,069.42. It was noted that interest from the month of April was missing from the P&L this will be corrected. Upon motion by Slifer, seconded by Battaglia, the financial statements for April 2020 were unanimously approved.

**Communications:** None

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

##### Vehicles and equipment

- ENGINE-82 The transmission control module was replaced, in addition two recalls were addressed while it was in the shop.

##### Personnel

- New hires are scheduled for physicals and fit test.
- Current Staffing is as follows:  
Full-Time - 13 including Chief  
Part-Time - 11  
Volunteer - 4

##### Annual testing and inspections

- All up to date. PIAL has suspended all requirements in reference to these items until further notice.
- I met with Thomas Burns last week. He is in contact with the State Fire mArshalls office regarding the restart date of inspections.

##### Training

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

##### Station improvements

- Station-82 renovations are complete. The generator enclosure was pushed back due to shed construction at Station 81. We will start the generator enclosure project in two weeks.
- Station-81 shed construction is complete and in use.

##### Information

- Covid-19 response and operations- Chief Stein continues to monitor the situation closely through all available sources and is in constant contact with

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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. We are not letting down our guard at this present time.

- No employees have been quarantined or affected.

#### **Old Business:**

**2019 Audit Report:** The report was emailed to the commissioners to review. After discussion Hawkins presented for approval. Upon motion by Slifer, seconded by Anderson, the 2019 Audit was unanimously approved.

**Yearly Capital Outlay Discussion:** Hawkins requested the discussion be tabled until the July meeting. Motion was made by Slifer to table the discussion, seconded by Anderson. It was unanimously approved.

**Extrication Equipment Discussion:** Chief Stein presented the quote for the equipment from Delta Fire & Safety in the amount of \$29,925.00. After a lengthy discussion between the commissioners and Hawkins stating that this equipment had been on the books for the last couple of years. Upon motion by Anderson, seconded by Slifer. It was unanimously approved to purchase the extrication equipment in the amount of \$29,925.00

**Policy and Procedures:** The revision of the Bank Reconciliation Policy was presented for approval. Upon motion by Saussy, seconded by Battaglia. It was unanimously approved to accept the changes to the Bank Reconciliation Policy.

#### **New Business:**

**PAF's New Employees:** Chief Stein and Chairman Hawkins signed off on PAF's for the following new employees: Gouzien, Salleau, Segura and Waguespack. All of these new hires went from part-time to probational.

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**Adopt the Levied millage rate:** Discussion occurred about the possible millage options to FD8. The only option available for this year is to accept the levied amount of 32.25 total millage rate since millage rates just went out for election in 2018. See Resolution

RESOLUTION

BE IT RESOLVED that the following millage(s) are hereby levied on the 2020 tax roll on all property subject to taxation by **St. Tammany Parish Fire Protection District #8:**

	<u>MILLAGE</u>	
<i>Acq. &amp; Maint</i>	<i>1069039</i>	<i>13.800 Mills</i>
<i>Acq. &amp; Maint</i>	<i>1069084</i>	<i>9.200 Mills</i>
<i>Acq. &amp; Maint</i>	<i>1069109</i>	<i>9.250 Mills</i>

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of St. Tammany, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2020, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS: Hawkins, Slifer, Anderson, Saussy, Battaglia  
NAYS: 0  
ABSTAINED: 0  
ABSENT: 0

CERTIFICATE

I hereby certify that the foregoing is a true and exact copy of the resolution adopted at the board meeting held on May 20, 2020, at which meeting a quorum was present and voting.

Abita Springs, Louisiana, this 20th day of May 2020.

**Adjournment:**

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