

ST. TAMMANY FIRE PROTECTION DISTRICT #8
Minutes of Board of Commissioners Meeting
December 14, 2022

Call to Order: 5:30 pm

Roll Call:

Michael Anderson, Chairman
Sandra Slifer, Vice-Chairwoman
Brandon Brener
Stephen Saussy

Also, Present:

Chief Brandon Stein
Susan Ohlenforst, Board Secretary
OP Aaron Sallean
FF Dominick Jochum

Absent:

Jeff King

Pledge of Allegiance: Recited

Modification of Agenda: None.

Hearing of Public Concerns: None

Secretary's Report:

Upon motion by Slifer, seconded by Brener, the meeting minutes for November 16, 2022, were unanimously approved.

Financial Report including a P&L Budget Performance for the month of November 2022 and a Check Register Report for the General Fund Account up to November 30, 2022, was presented. Balance of General Fund as of November 30, 2022, was \$644,171.65 with \$322,674.65 being current year funds and \$321,497.00 being Capital Funds from previous years money. The balance in the Emergency Fund was \$220,120.5. The following certificate of deposit as recorded: CD561278 in the amount of 20,031.42 maturity date of 2/25/2023, CD561619 in the amount of 20,020.88 maturity date of 4/24/2023, CD561673 in the amount of 20,016.27, CD561746 in the amount of \$20,011.78 maturity date of 7/19/2023 and CD561942 in the amount of \$20,000.00. Upon motion by Slifer, seconded by Saussy, the financial statements for November 2022 were unanimously approved.

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Communications: Ohlenforst reported the new vendors – MES Municipal Emergency Service, Insta Tent, Test Equipment, Pelican Assets Consulting, Kristen Tortich, Flawless Tint and Detail and DSTRS Investments

Chief's Report:

Vehicles and equipment

All SCBAS underwent annual testing.

Cascade system was serviced and inspected; minor repairs being completed on wearable items.

New Reserve Engine striping is completed, and Radio installed. The process of stocking with equipment is underway.

We have acquired a 5000-gallon Tender from FD12 at a cost of \$650.00. The truck requires striping and minimal equipment to be placed in service. This is a huge asset to add to our capabilities, and Fire support in outlying areas with no water sources.

Facilities

New Generator at Station-81 is installed, awaiting gas line hookup to be in service.

Town of Abita installed the gas line meter at no cost. Minimal parts needed to repair Automatic transfer switch; parts are ordered.

It was realized just prior to delivery (3 days) that the new generator would not fit in the designated spot. An additional slab was needed to accommodate the generator. Our personnel, from all shifts scrambled to complete this project so that the generator could be delivered as scheduled. BIG THANKS TO THOSE GUYS FOR THE PARTICIPATION. The fence will need to be reconstructed, as well as a cover for the generator to be protected from the weather. Planning for this project is underway and will take place after the generator is operational.

Personnel

Current personnel numbers are as follows:

Paid- 13 Part-time- 13

All Full-time positions filled

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Training

Continuing

Annual testing and inspections

All Inspections are completed and up to date.

Annual Pre-plans are being performed.

Special meeting was held on 12/12/2022 with regional managers for Dollar General, regarding the life safety issues that we have received complaints about, as well as witnessed during inspections. This has been an on-going issue. Dollar General has been cooperative and are taking steps to better address these issues in the future.

Communications

Each year, an audit is performed at the end of the year and includes all personnel. The reasoning for the audit is to gather input from all personnel on needed equipment items, as well as items that we can add to our toolbox to help the personnel more efficiently and safely perform their jobs. This year we received the most participation ever from the personnel, and the items requested were of great importance to ensure efficiency and safety. Some of the items will be strategically placed as to reduce the need for apparatus to respond to other response zones within the Fire District for one certain piece of equipment, as well as speed up the arrival of those needed items when needed. Other items will assist the personnel during response and once on scene with enhanced safety components, better organization, and reduction of damage to equipment stored on our units. We are getting close to our PIAL rating period and several of these items are also needed to ensure we are credited for needed items during the rating. We are trying to get ahead of that process with ordering needed items so that we are not waiting last minute. I emailed the list of needed items so that each of you could review it ahead of time as I need authorization to complete the order. The prices were received by providing lists to three separate vendors for each item to receive quotes.

After discussion and review of the requested equipment for the department the board agreed with the purchases of the equipment. Upon motion by Slifer, seconded by Saussy, the equipment purchases were unanimously approved.

Old Business:

Station 81 New Construction Project Report and Discussion: Chief Stein stated meetings would be resuming after the first of the year.

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Policy and Procedures Discussion: After the boards review of the Fire Chiefs other requirements it was decided the changes needed to be made to clarify the description of requirements. Upon motion by Saussy, seconded by Brener, it was unanimously approved to update the Fire Chiefs job description under other requirements of the board.

New Business:

2022 Audit Engagement: Ohlenforst reported the audit had begun for the year 2022.

2023 Meeting Dates: 2023 meeting dates were discussed it was noted that Chief Stein would be out of town for the March meeting and Commissioner Saussy would not be at the June meeting.

2023-2024 Property Insurance Renewal: After discussion it was determined that getting 3 quotes is best for the department.

2023 Chairman Election: Slifer nominated Anderson for chairman there were no other candidates therefore a motion was made by Slifer, seconded by Saussy it was unanimously approved to elect Anderson for another year.

End of year financial status: The end of the year was discussed during the financials report. After discussion of the year end number, it was determined that the department was in good financial shape.

Hiring committee established for Board Secretary: Tabled until the January meeting.

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