St. Tammany Parish Fire Protection District # 3

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Patrick F. Sicard

Fire Chief

# Regular Public Meeting of the Board of Commissioners

**March 8, 2017**

### Meeting Minutes

**Called To Order:**

Chairman MacGregor called the meeting to order on Wednesday, March 8, 2017 at 6:00 PM.

**Pledge of Allegiance**

**Roll Call:**

Danny MacGregor, Leo Casanave, Raymond Batiste, Jeanne Hutchison are present. Murphy Arsenaux, Absent. Mark Wanieski of PMI, Attorney Troy Ingram, Chad Danenhower, and Councilman Jake Groby are present.

**Secretary Minutes:**

Minutes of February 8, 2017 regular meeting.

Minutes of February 22, 2017 special meeting.

Mr. Casanave made a motion to dispense with the reading of the minutes and accept as is. Mr. Batiste seconded. A vote was taken.

 Mr. MacGregor – Aye

 Mr. Casanave – Aye

 Mr. Batiste – Aye

 Mrs. Hutchison –Aye

 Mr. Arsenaux – Absent

Motion carries unanimously.

**Treasurer Report:**

Mrs. Hutchison stated that January is still being adjustments made due to transitions from last year to this year and what matters is where we are today. She discussed Statement of Cash Flow which shows:

 Net Income: $129, 189.98

 A minor adjustment on payables of: $374.98

 Net cash provided by Operating Activities: $129,564.96

 Fixed Assets: Depreciation : $15,056.64

 Net cash increase for the period: $114,508.32

 Cash at beginning of Month: $977,011.73

 Cash at end of period: $1,091,520.05

Mrs. Hutchison discussed the Balance Sheet. There is a difference in balance on the sheet and the Capital Once bank statement received late afternoon of the 7th. The actual balance for Capital One is $14,000.00

 First NBC – Allocated Funds - $206,626.36

First NBC - Operating Account - $896,857.13

Mr. Batiste made a motion to accept the Treasurers report. Mr. Casanave seconded. Mr. McQuilkin asked to see the budget. This information was handed out to the public. A vote was taken.

 Mr. MacGregor – Aye

 Mr. Casanave – Aye

 Mr. Batiste – Aye

 Mrs. Hutchison – Aye

Motion carries four out of five, Mr. Arsenaux absent.

**Chief’s Report:**

Chief Sicard reported.

1. Total calls for the year – 251.
2. Prior Month responses: January 2016 – 82 calls, February 2016 – 80 calls
3. Chief Sicard asked if there was a preference for the date and place for the Town Hall meeting. A discussion took place and April 10th or 11th was chosen. Chief Sicard stated that he would call the Recreation Center to see what date would be available.

Chief Sicard stated that once the date is decided he would send out emails, post on the Administration Building window and on the website.

 Chief Sicard stated that was all for the Chief’s report.

**Assistant Chief’s Report**

1) Employment/Training: Assistant Chief Lober stated Firefighter/Operator Eddie Rodriguez just completed a two week Officer I and Officer II course in Slidell. He will be testing next week to get his certification.

The last three Mondays, Mass Casualty Training took place in District 1. STFD3 does have a Mass Casualty trailer located at Station 33 available if needed, all stocked by Grant money.

 2) There are new contract workers on staff working out well and giving ample availability

The later part of February and March there are six personnel on duty on almost every shift. He stated that he would continue with this as long as the budget allows.

Nothing further to report.

Chief Sicard stated that STFD3 will be partnering with Slidell Fire and Police the last Sunday of this month and the first two Sundays of April for active shooter training. The MCI trailer will be out there.

**Old Business:**

 1) Ratify the waiver of any conflict of interest concerning the retention of Henry Olinde and the law firm of Olinde and Mercer to represent the Fire District in the federal lawsuit instituted by James Dumas.

Mr. Waniewski stated that this would be handled as a record keeping option under PMI.

**New Business:**

**PMI Report:**

 1. Human Resource

 a) 2017-015: BOC Resolution (Waive Conflict of Interest) – Record Keeping

Mr. Waniewski stated the only Resolution before the Board was a record keeping Resolution that memorializes the verbal vote at the February meeting. No action required.

 2. Mr. Waniewski stated that the only other thing to discuss was the financial reports because PMI is working on those to fix type-o’s and in the receipt column showed LWCC income. He explained that we do not receive income from LWCC, it is a dividend check. He also explained that PMI broke down all payroll expense into multiple categories where it was one line item. These documents are still in process and until the 2016 audit is complete and the audit adjustments, these may have one final adjustment because PMI worked off of the audit adjustments for 2015 but can’t get true hard numbers until they receive the audit adjustments for 2016.

PMI report concluded.

 **Adjournment:**

Mrs. Hutchison made a motion to adjourn. Mr. Batiste seconded. A vote was taken. Motion carries unanimously. Mr. Arsenaux absent.

Meeting adjourned at 6:37 p.m.