



## **St. Tammany Parish Fire Protection District # 3**

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Patrick F. Sicard  
Fire Chief

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### **Regular Public Meeting of the Board of Commissioners December 12, 2018 *Meeting Minutes***

#### **Called To Order:**

Chairman MacGregor called the meeting to order on Wednesday, December 12, 2018 at 6:00 PM.

#### **Pledge of Allegiance**

#### **Roll Call:**

Danny MacGregor, Leo Casanave, Jeanne Hutchison, Raymond Batiste, and Murphy Arsenaux are present.

Others present were Troy Ingram, and Mark Waniewski.

Mr. MacGregor called to order the public hearing on the 2019 proposed budget. Chief Sicard stated that the proposed budget was advertised as required by law in the official journal, and was also posted on the window at the administrative building and the STFD3 website.

There were no public comments. The only member of the public was Captain Jim McQuilkin who is an employee of the fire district.

Mr. Arsenaux made a motion to close the public hearing. Mr. Casanave seconded. A vote was taken.

Motion carries.

Mr. MacGregor called to order the regular scheduled meeting for December 12, 2018.

#### **Secretary Minutes:**

Minutes of November 14, 2018 regular meeting.

Mr. Casanave made a motion to approve the minutes from November 14, 2018 regular meeting. Mrs. Hutchison seconded. A vote was taken.

Motion carries.

#### **Treasurer Report:**

Mrs. Hutchison stated the allocated funds opened with \$197,225.10, interest paid was \$243.15 for a closing balance of \$197,468.25.

The operating account began with \$137,254.66 with 18 credits of \$18,022.06, 56 debits of \$130,414.74, interest paid \$129.46, and a closing balance of \$24,991.44. She also stated that Chief Sicard advised her that there is \$90,000.00 in deposits that were not shown yet. Chief Sicard stated that the deposits were not made before the closing date of November 30<sup>th</sup>. There were recent deposits of \$30,384.94 of hold back money and the \$60,000.00 Folgers check. There will be two more items to come which are the rest of the year EMS deposits and the State Revenue funds which should be soon. Mr. Waniewski also stated that he was notified that the department will receive \$134,747.00 of 2019 money early but is 2018 levied taxes.

Mrs. Hutchison also stated that on the budget, the EMS income was only 57%. Chief Sicard stated that more is expected this month and is a quick turnaround from Insight billing. Mr. Waniewski also stated that the department lost six months to the former billing company that was not collected. Mr. Waniewski stated that Mr. Ingram was to write a letter to that company to see if money could be collected.

There was no further discussion on the treasury report.

Mr. Casanave made a motion to accept the treasury report. Mr. Arsenaux seconded. A vote was taken.

Motion carries.

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

Chief Sicard stated the following:

- 1) Year to date calls - 1360 calls. 1107 EMS calls, 194 Fire related calls by the end of November with totaled 1301. There were 3 mutual aid given and 27 mutual aid received. The average response is around 5 minutes.
- 2) November closed out at -120 calls. 101 were EMS, 19 were Fire calls. The average call volume was 5 minutes and 24 seconds. EMS is still 85% of the call volume and false alarms are 2.92% of the call volume.
- 3) Comments on Parish Council meeting. Chief Sicard stated that there were two meetings since the last BOC meeting. There was the agenda review meeting and the actual Parish Council meeting. The parcel fee was approved to go to election by a 12-2 vote. Chief Sicard would like to hold a couple of town hall meetings preferably in March and any HOA meetings that they can go to. More discussion of the Council meeting took place. Mr. Arsenaux stated that it needs to be clear that the Department is not trying to make the department bigger but is just trying to get back to where we were before the losses. The department is not trying to go from a 4 to a 3 rating, it is trying to not go to a 5.

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

Chief Lober had to leave on a call. Mrs. McCarthy stated that he advised that the Department currently has 11 full time employees which show 7 short. There are 17 part time employees.

Chief Sicard stated that Eddie Rodriguez has completed the EMS Instructor training and will be handling the in house training.

### **New Business:**

2019 Regular Monthly meeting scheduled.

Mr. Waniewski stated that the schedule should be adopted by a Resolution so it is the official scheduled record meeting date and time and that could be done in January. The Board agreed.

**PMI Report:**

**1. Human Resource:**

A. 2018-020: BOC Resolution (Approve 2019 Audit). Mr. Waniewski stated that there was a properly held public hearing so it just needs a vote of the Board. Mr. Arsenaux made a motion to accept Resolution 2018-020 to approve the 2019 audit. Mrs. Hutchison seconded. No public comment. A vote was taken.

Motion carries.

B. 2018-021: BOC Resolution (Approve 2018 Audit Engagement). Mr. Waniewski stated that technically the Department is under a three year plan with Ericksen, Krentel & LaPorte which is the new audit firm. The LLA does want to show that the audit firm is adopted every year. This is just a house keeping resolution since there is already a three year agreement. Mr. Casanave made a motion to accept Resolution 2018-021. Mr. Batiste seconded. A vote was taken.

Motion carries.

C. 2018-022: BOC Resolution (Approve to Amend the 2018 Budget to Comply with LLA Requirements). Mr. Waniewski stated this resolution is for the board to allow PMI and Chief Sicard to work to amend the 2018 budget prior to the end of the year and present the amended budget to the board in January. Mrs. Hutchison made a motion to adopt Resolution 2018-022 as it related to the amended budget. Mr. Batiste seconded. A vote was taken.

Motion carries.

Mr. Batiste made a motion to approve the PMI report. Mr. Arsenaux seconded. A vote was taken.

Motion carries.

2. VFIS & LWCC (Commercial Insurance). No updates.

3. Payroll Administration: No updates.

4. Financial Reports: Discussed previously.

Legal: Nothing to report.

**Adjournment:**

Mr. Batiste made a motion to adjourn. Mrs. Hutchison seconded. A vote was taken.

Motion carries.

Meeting adjourned at 6:56 p.m.