



Michael P. Stein
Fire Chief

ST. TAMMANY FIRE PROTECTION DISTRICT NO. 2



Myron Bourg
Board Chairman

"Excellence In The Face Of Adversity"

**St. Tammany Parish Fire District No. 2
Regular Scheduled District Board Monthly Meeting
133 Mabel Drive, Madisonville, La 704
December 12, 2017 @ 6:00pm**

Board Members Present: Myron Bourg, Mike Murphy, Rosalie Boudreaux, Keith Dennis, Dale Shows

Board Members Absent:

Employees Present: Chief Hess, Deputy Chief Windom, Rachel Alphonso, Captain Bouey, Operator Sharpe, District Chief Leblanc

Guest Present: Mark Waniewski with PMI

Meeting Called to Order @ 6:03 p.m.

- 1. Randy Hess called roll; members present; quorum.**
- 2. Motion to adopt the Agenda for December 12, 2017:** Board Chairman Myron Bourg stated that before the Agenda can be adopted needed to have Ethic 100.5 and 700.1 to agenda. Also need to add the Ladder 23 to agenda under new business. Also under new business need to add Act of Donation to Fire District 5. Keith Dennis made a motion to adopt the agenda for the December 12, 2017 Board Meeting. Mike Murphy seconded the motion. Board Chairman Bourg asked for public comment. There was none; motion carried.
- 3. Recognition of Employee Anniversary:** Chief Hess stated that we have 3 employees that have made Anniversaries Stevin Lacoste and Micah Boudreaux have made 9 years with St. Tammany Fire District No.2. Cody Melancon has made 1 year with St. Tammany Fire District No. 2.
- 4. Approval of November 21, 2017 Minutes:** Board Chairman Bourg asked the Board Members if they had a chance to review the minutes from the November 21, 2017 meeting. Board Chairman Bourg asked if there were any question or concerns; Rosalie Boudreaux stated

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Administration Office

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that under the # 2 Motion to Adopt agenda needs to be corrected to November 21, 2017. Rosalie Boudreaux also stated that Chad Danenhower needed to be corrected as a guest. Rosalie Boudreaux made a motion to accept the minutes from November 21, 2017 meeting with the corrections. Keith Dennis seconded the motion. Board Chairman Bourg asked for public comments. There was none; motion carried.

5. Financial Report: Board Chairman Bourg asked the board if everyone had a chance to review the November financials, and asked if anyone had any questions. Dale made a motion to approve the financials for the month of November. Keith Dennis seconded the motion. Board Chairman Bourg asked for public comment. There was none; motion carried.

6. Old Business-

- A. Chief Hess updated the board on Station 21. Chief Hess stated that he has talked to the crew and they should be completed end of February. Chief Hess stated that at some point we will have to purchase a generator for the station. We will also need to build the platform that the generator and the air condition units. We are going to have to purchase the appliances and also sign a contract for the hood company. Chief Hess stated that all of the appeals have been approved and completed. Also the department is going to have to purchase sod for the lawn.
- B. Board Chairman Bourg stated that we were supposed to be meet on Friday December 8, 2017 but due to the weather he was not able to get out there. Needs to be rescheduled.
- C. Board Chairman Bourg asked about the Whitney Bank with the interest of 1.5% for 5 years. The action has already been approved to move business to Whitney Bank.
- D. No business on health insurance.
- E. Approval of the 2018 Budget will be handled in Resolution 2017-42.

New Business

- A. Surplus Equipment there is no list at this time.
- B. Board Chairman Bourg stated that St. Tammany Fire District No. 2 has a 1992 ford that we would like to declare surplus and then donate to St. Tammany Fire District No. 5. Mike Murphy made a motion that we declare a 1992 Ford 350 pick up truck as surplus

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- equipment for St. Tammany Fire District No. 2 that has no value and would like to donate to St. Tammany Fire District No. 5. Rosalie Boudreaux seconded the motion. Board Chairman Bourg asked for public comment. There was none; motion carried.
- C. Chief Hess updated the board about the Ladder 23. Chief Hess stated that there is other way in what he sees other than building us a new truck. Chief Hess presented the board with a letter to Pierce in regards to Ladder 23. After discussion of the truck and the safety of the truck and determining that it is unsuitable to allow our employees to respond to a call in it, Mike Murphy made a motion to declare Pierce Ladder 23 as unsuitable for the needs of St. Tammany Fire District No. 2 purposes and to submit a letter from St. Tammany Fire District 2 to Pierce stating this. Keith Dennis seconded the motion. Board Chairman Bourg asked for public comment. There was none; motion carried.
- D. Chief Hess discussed with the board about the proposed policy manual that everyone was given to read. If the board does not agree to approve the manual at least wants to approve police 100.5 and 700.1 which pertains to the code of ethics. If the book is approved the only section that would not be approved is section 200. Mike Murphy made a motion to adopt the St. Tammany Fire District No. 2 Proposed Employee Hand book as presented to the board and that is subject to section 200. Dale Shows seconded the motion. Board Chairman Bourg asked for public comment. There was none; motion carried.
- E. Agneda for January 9, 2018 meeting. Update on Station 21, update on health insurance, Update on Ladder 23, Update on Unit 22 title, Chiefs probation period.

7. Human Resources

- A. **Resolution No. 2007- 41 (record keeping only)** Resolution of Board of Commissioners of St. Tammany Fire Protection District No. 2 Relating to the Approval to Purchase a District Chief Vehicle for District NO. 2.
- B. **Resolution No. 2017-42** Resolution of Board of Commissioners of St. Tammany Fire Protection District no. 2 relating to the Approval to the 2018 Budget for Fire District No. 2. Mike Murphy made a motion to adopt Resolution No. 2017-42. Dale Shows seconded the

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motion. Board Chairman Bourg asked for public comment. There was none; motion carried.

- C. Mark discussed with the board about Firefighter Retirement System that the paperwork that we received from Paylocity will not support the numbers that are provided to Firefighters Retirement System. Chief Hess stated that we have other ways to calculate the correct data. St. Tammany Fire District No. 2 is working to correct this matter and get the correct information.
- D. Mark presented the board with an evaluation that each member would need to do to be able to confirm Chief Hess in the Fire Chief position. Mike Murphy made a motion to get PMI to submit a poll or evaluation for Chief Hess working test period. Keith Dennis seconded the motion. Board Chairman Bourg asked for public comment. There was none; motion carried.

8. Chiefs Report

- A. Chief Hess read the Chief's report.

9. Adjournment

- A. Mike Murphy made a motion to adjourn the meeting. Dale Shows seconded the motion. Board Chairman asked for public comment. There was none; motion passed. Meeting adjourned at 7:45 p.m.