WEST BATON ROUGE PARISH FIRE PROTECTION DISTRICT NO. 1
BOARD OF COMMISSIONERS – MAY 28, 2015
WEST BATON ROUGE PARISH COUNCIL/GOVERNMENTAL BUILDING
880 NORTH ALEXANDER AVENUE, PORT ALLEN, LOUISIANA

At this time the West Baton Rouge Parish Council met as the WBR Parish Fire Protection District No. 1 Board of Commissioners and the meeting was called to order at 7:30pm.

Roll-Call Pro System recorded the following members as being present:
Messrs. Chris "Fish" Kershaw, Phil Porto Jr., Barry Hugghins, Gary Spillman, Edward G. "Bob" Robertson, Ms. Charlene Gordon, Messrs. Ricky Loupe, Randal Mouch & Ms. Naomi Fair

Also present were Riley Berthelot, Parish President, Jason Manola Executive Director and Michelle Tullier, Clerk of Board.

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Under item #3 Approval of Minutes, a motion was made by Mr. Chris Kershaw, seconded by Mr. Phil Porto to approve the meeting minutes of April 23, 2015. There was no further discussion at this time.

Roll-Call Pro System recorded the votes on the motion as follows:

YEAS: 9 (Messrs. Kershaw, Mouch, Porto, Hugghins, Robertson, Loupe, Spillman, Mses. Gordon, Fair)

NAYS: 0 (None)

ABSENT: 0 (None)
As a result of the votes the motion was adopted

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Chairman Gary Spillman recognized Chief Kenny Hunts at this time under item #4 Consider any Amendments to the Agenda, Chief Hunts asked for item#4a; 2015-006A: BOC Resolution (Exhibit A "COC" – Revised) to be added to the agenda. There was no questions or further discussion at this time.

A motion was made by Mr. Barry Hugghins, seconded by Mr. Phil Porto to add this item to the agenda for this meeting.

Roll-Call Pro System recorded the votes on the motion as follows:

YEAS: 9 (Messrs. Kershaw, Mouch, Porto, Hugghins, Robertson, Loupe, Spillman, Mses. Gordon, Fair)

NAYS: 0 (None)

ABSENT: 0 (None)
As a result of the votes the motion was adopted

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Chairman Spillman moved on to the next item on the agenda, item# 5 Resolutions, 5a) 2014-008: BOC Resolution (RS 11.2254.1 – FRS Conversion of Unused Leave to Credible Service), which had been tabled from the last meeting; Chief Hunts requested this item to be once again tabled to the next meeting for further clarification. There was no questions or further discussion at this time.

A motion was made by Mr. Ricky Loupe, seconded by Ms. Charlene Gordon to table this item to the next meeting.

Roll-Call Pro System recorded the votes on the motion as follows:

YEAS: 9 (Messrs. Kershaw, Mouch, Porto, Hugghins, Robertson, Loupe, Spillman, Mses. Gordon, Fair)

NAYS: 0 (None)

ABSENT: 0 (None)
As a result of the votes the motion was adopted

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Chairman Spillman moved on to item #5b) 2015-012: BOC Resolution (Regular Meeting Date & Time) –Amended/Record Keeping..Discussion/Review -This item, per Chief Hunts was put on the agenda just for informational purposes, for the council to review the amended resolution from actions taken at the last meeting. There were no questions or discussion at this time.

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Chief Hunts was once again recognized under Item #5c) 2015-013: BOC Resolution (Recognition of PTO for Port Allen Personnel), Chief Hunts requested this item to be tabled to the next meeting for further clarification. There was no questions or further discussion at this time.

A motion was made by Mr. Edward Robertson, seconded by Mr. Randal Mouch to table resolution 2015-013 to the next meeting.

Roll-Call Pro System recorded the votes on the motion as follows:

YEAS: 9 (Messrs. Kershaw, Mouch, Porto, Hugghins, Robertson, Loupe, Spillman, Mses. Gordon, Fair)

NAYS: 0 (None)

ABSENT: 0 (None)

As a result of the votes the motion was adopted
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Chief Hunts was once again recognized under Item #5d) 2015-014: BOC Resolution (Open Seniority Tie-breaker) this item had been tabled from the previous meeting for further review. Chief Hunts gave a brief overview of the Tie-breaker and the need for it, a few questions were asked for clarification by the council.

A motion was made by Mr. Randal Mouch, seconded by Mr. Chris Kershaw to approve said resolution.

Roll-Call Pro System recorded the votes on the motion as follows:

YEAS: 9 (Messrs. Kershaw, Mouch, Porto, Hugghins, Robertson, Loupe, Spillman, Mses. Gordon, Fair)

NAYS: 0 (None)

ABSENT: 0 (None)

As a result of the votes the motion was adopted

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Chief Hunts was once again recognized under Item #5e) 2015-015: BOC Resolution (Ratify Resignation of CSB Member Joe Arabie) Chairman Spillman commented this resolution was needed due to the resignation letter received from Mr. Joe Arabie, stating he could no longer fulfill his duties as the CSB Educational Nominee Member and was stepping down. There were no further questions at this time.

A motion was made by Mr. Phil Porto, seconded by Mr. Barry Hugghins to ratify the resignation of CSB Member Joe Arabie.

Roll-Call Pro System recorded the votes on the motion as follows:

YEAS: 9 (Messrs. Kershaw, Mouch, Porto, Hugghins, Robertson, Loupe, Spillman, Mses. Gordon, Fair)

NAYS: 0 (None)

The following resolution was offered by Mr. Randal Mouch, seconded by Mr. Chris Kershaw

Resolution No.: 2015-014:

Resolution of Board of Commissioners of West Baton Rouge Parish Fire Protection District No. 1 Relating to the Selection Criteria for Identical Seniority "Seniority Tiebreaker"

WHEREAS, a quorum of the Board of Commissioners ("Board") of West Baton Rouge Parish Fire Protection District No. 1 ("District") was present on this date for a properly advertised, regular meeting;

WHEREAS, the Board finds that it is in the best interest of the District, its employees, citizens to implement a selection criteria to determine seniority for personnel that have an identical "class" seniority confirmation date for active personnel of District No. 1;

NOW, THEREFORE, BE IT RESOLVED that:

1. The BOC recognizes the following protocols will establish the selection criteria for personnel with an identical seniority confirmation date to determine the order in which employees will be placed on the promotional list maintained by the Civil Service Board.
2. If Departmental Seniority is not established, personnel with identical seniority will be placed in alpha order (Last name, First name).
3. Seniority in Rank 1st then Departmental Seniority 2nd will be established for all other matters by the Appointing Authority at time

of confirmation for "open" class identical seniority personnel to include but not limited to vacation scheduling and station assignments.

4. The following "Selection Criteria" shall be recognized under the following protocols to establish seniority for the Civil Service promotional list as follows:

   (1) Promotional test scores based on the most current test cycle as pass / fail only to qualify for selection, and

   (2) Seniority as recognized by the Sub-district(s) original date of hire for applicable personnel with a WBR Parish Fire Protection District No. 1 common hire date of July 1, 2014.

   (3) Once personnel are confirmed with a passing applicable exam score, selection will be based on a maximum combined score of 100 points as evaluated on the following criteria:

      1. Passing Promotional Exam (10 points)
      2. Standards & Qualifications (0 – 40 points) applicable to current promotional position / classification that include, but are not limited to, IFSAC and Pro Board Certifications, and
      3. Experience (0 – 20 points), and
      4. Education (0 – 20 points), and

5. Interview (0 – 10 points): Consisting of Applicant's statement; questions and/or comments generated from review of employee's personnel file, disciplinary actions, if applicable, and the above criteria (See 2 – 4).
6. Interview committee will be configured with a minimum of 3 of committee members present to include but not limited to:
    a. Fire Chief
    b. Deputy Chief
    c. Immediate Supervisor
    d. WBR Parish Administrator
    e. Supervisor for promotional position. (Must be a minimum of one (1) rank higher than promotion position sought.)

5. To the extent that prior resolutions or acts of this Board conflict with this Resolution those prior resolutions and actions are superseded by this Resolution.

Roll-Call Pro System recorded the votes on the motion as follows:

YEAS: 9 (Messrs. Kershaw, Mouch, Porto, Hugghins, Robertson, Loupe, Spillman, Mses. Gordon, Fair)

NAYS: 0 (None)

ABSENT: 0 (None)

As a result of the votes the motion was adopted

CERTIFICATE

I HEREBY CERTIFY that I am the Secretary of the Board of Commissioners of West Baton Rouge Parish Fire Protection District No. 1, and the above and foregoing Resolution was properly adopted by the Board of Commissioners, which is the District's governing authority, at a regular meeting called and held in accordance with law at the District's offices at Port Allen, Louisiana, on the 28th day of May, 2015.

THUS DONE AND SIGNED at Port Allen, Louisiana, this 28th day of May, 2015.

Chairman, Board of Commissioners
West Baton Rouge Parish Fire Protection District No. 1

Clerk, Board of Commissioners
West Baton Rouge Parish Fire Protection District No. 1

The following resolution was offered by Mr. Phil Porto, seconded by Mr. Barry Hugghins

Resolution No.: 2015-015:

Resolution of Board of Commissioners of West Baton Rouge Parish Fire Protection No. 1 Relating to the Resignation of the Educational Appointee to the Civil Service Board District No. 1

WHEREAS, a quorum of the Board of Commissioners ("BOC") of West Baton Rouge Parish Fire Protection District No. 1 ("District") was present on this date for a properly advertised, regular meeting;

WHEREAS, the Board finds that it is in the best interest of the District, its employees, citizens and taxpayers to implement a policy and procedure, to recognize the resignation of the educational Civil Service Board appointee for District No. 1;

NOW, THEREFORE, BE IT RESOLVED that:

1. The BOC wishes to recognize the resignation of Joe Arabie as the Louisiana State University educational appointee to the Civil Service Board for District No. 1.
2. To the extent that prior resolutions or acts of this Board conflict with this Resolution those prior resolutions and actions are superseded by this Resolution.

Roll-Call Pro System recorded the votes on the motion as follows:

YEAS: 9 (Messrs. Kershaw, Mouch, Porto, Hugghins, Robertson, Loupe, Spillman, Mses. Gordon, Fair)

NAYS: 0 (None)

ABSENT: 0 (None)

As a result of the votes the motion was adopted

CERTIFICATE

I HEREBY CERTIFY that I am the Secretary of the Board of Commissioners of West Baton Rouge Parish Fire Protection District No. 1, and the above and foregoing Resolution was properly adopted by the Board of Commissioners, which is the District's governing authority, at a regular meeting called and held in accordance with law at the District's offices at Port Allen, Louisiana, on the 28th day of May, 2015.

THUS DONE AND SIGNED at Port Allen, Louisiana, this 28th day of May, 2015.

Chairman, Board of Commissioners
West Baton Rouge Parish Fire Protection District No. 1

Clerk, Board of Commissioners
West Baton Rouge Parish Fire Protection District No. 1

ABSENT: 0 (None)

As a result of the votes the motion was adopted

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Chief Hunts was once again recognized under Item #5f) 2015-016: BOC Resolution (Ratify Appointment of CSB Member Ann Wilkinson) Chairman Spillman commented this resolution was needed to ratify the appointment of Ann Wilkinson as the Louisiana State University Educational Nominee to the Civil Service Board. There were no questions from the council at this time.

A motion was made by Mr. Phil Porto, seconded by Mr. Barry Hugghins to ratify the appointment of Ann Wilkinson as the Educational Nominee to the CSB.

Roll-Call Pro System recorded the votes on the motion as follows:

YEAS: 9 (Messrs. Kershaw, Mouch, Porto, Hugghins, Robertson, Loupe, Spillman, Mses. Gordon, Fair)

NAYS: 0 (None)

ABSENT: 0 (None)

As a result of the votes the motion was adopted

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Chief Hunts was once again recognized under Item #5g) 2015-017: BOC Resolution (Surplus Equipment) and explained this resolution was to declare the 2007 International 4400 Apparatus, VIN# 1HTMKAZR67H446249 as Surplus Equipment, in exchange for goods and services rendered by Ferrara Fire Apparatus. There were a few questions for clarity from the council.

A motion was made by Mr. Barry Hugghins, seconded by Mr. Ricky Loupe to declare the aforementioned equipment as surplus.

Roll-Call Pro System recorded the votes on the motion as follows:

YEAS: 9 (Messrs. Kershaw, Mouch, Porto, Hugghins, Robertson, Loupe, Spillman, Mses. Gordon, Fair)

NAYS: 0 (None)

ABSENT: 0 (None)

As a result of the votes the motion was adopted

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Chief Hunts was once again recognized under Item #5h) 2015-006A: BOC Resolution (Exhibit A "COC" Revised) and explained this resolution was to make a revision to the classification of District Chief to Deputy Chief, which falls in line with our current payroll policies and gives said chiefs more flexibility throughout the Parish. There were no questions for Chief Hunts at this time.

A motion was made by Mr. Randal Mouch, seconded by Mr. Chris Kershaw to approve the aforementioned resolution as revised.

Roll-Call Pro System recorded the votes on the motion as follows:

YEAS: 9 (Messrs. Kershaw, Mouch, Porto, Hugghins, Robertson, Loupe, Spillman, Mses. Gordon, Fair)

NAYS: 0 (None)

ABSENT: 0 (None)

As a result of the votes the motion was adopted

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The following resolution was offered by Mr. Phil Porto, seconded by Mr. Barry Hugghins

Resolution No.: 2015-016:

Resolution of Board of Commissioners of West Baton Rouge Parish Fire Protection No. 1 Relating to the Appointment of the Educational Nominee to the Civil Service Board District No. 1

WHEREAS, a quorum of the Board of Commissioners ("BOC") of West Baton Rouge Parish Fire Protection District No. 1 ("District") was present on this date for a properly advertised, regular meeting;

WHEREAS, the Board finds that it is in the best interest of the District, its employees, citizens and taxpayers to implement a policy and procedure, to appoint the educational nominee to the Civil Service Board appointee for District No. 1;

NOW, THEREFORE, BE IT RESOLVED that:

1. The BOC wishes to appoint Ann Wilkinson as the Louisiana State University educational nominee to the Civil Service Board for District No. 1.
2. To the extent that prior resolutions or acts of this Board conflict with this Resolution those prior resolutions and actions are superseded by this Resolution.

Roll-Call Pro System recorded the votes on the motion as follows:

YEAS: 9 (Messrs. Kershaw, Mouch, Porto, Hugghins, Robertson, Loupe, Spillman, Mses. Gordon, Fair)

NAYS: 0 (None)

ABSENT: 0 (None)

As a result of the votes the motion was adopted

CERTIFICATE

I HEREBY CERTIFY that I am the Secretary of the Board of Commissioners of West Baton Rouge Parish Fire Protection District No. 1, and the above and foregoing Resolution was properly adopted by the Board of Commissioners, which is the District's governing authority, at a regular meeting called and held in accordance with law at the District's offices at Port Allen, Louisiana, on the 28th day of May, 2015.

THUS DONE AND SIGNED at Port Allen, Louisiana, this 28th day of May, 2015.

Chairman, Board of Commissioners
West Baton Rouge Parish Fire Protection District No. 1

Clerk, Board of Commissioners
West Baton Rouge Parish Fire Protection District No. 1

The following resolution was offered by Mr. Barry Hugghins, seconded by Mr. Ricky Loupe

Resolution No.: 2015-017:

Resolution of Board of Commissioners of West Baton Rouge Parish Fire Protection No. 1 Relating to the Approval to Surplus Equipment for District No. 1

WHEREAS, a quorum of the Board of Commissioners ("BOC") of West Baton Rouge Parish Fire Protection District No. 1 ("District") was present on this date for a properly advertised, regular meeting;

WHEREAS, the Board finds that it is in the best interest of the District, its employees, citizens and taxpayers to implement a policy and procedure, to approve the surplus of equipment in compliance with Regulatory Statutes for District No. 1;

NOW, THEREFORE, BE IT RESOLVED that:

1. The BOC wishes to surplus equipment for District No. 1 in exchange for goods and services rendered by Ferrara Fire Apparatus.
2. Surplus Equipment: 2007 International 4400 Apparatus, VIN 1HTMKAZR67H446249
3. To the extent that prior resolutions or acts of this Board conflict with this Resolution those prior resolutions and actions are superseded by this Resolution.

Roll-Call Pro System recorded the votes on the motion as follows:

YEAS: 9 (Messrs. Kershaw, Mouch, Porto, Hugghins, Robertson, Loupe, Spillman, Mses. Gordon, Fair)

NAYS: 0 (None)

ABSENT: 0 (None)

As a result of the votes the motion was adopted

CERTIFICATE

I HEREBY CERTIFY that I am the Secretary of the Board of Commissioners of West Baton Rouge Parish Fire Protection District No. 1, and the above and foregoing Resolution was properly adopted by the Board of Commissioners, which is the District's governing authority, at a regular meeting called and held in accordance with law at the District's offices at Port Allen, Louisiana, on the 28th day of May, 2015.

THUS DONE AND SIGNED at Port Allen, Louisiana, this 28th day of May, 2015.

Chairman, Board of Commissioners
West Baton Rouge Parish Fire Protection District No. 1

Clerk, Board of Commissioners
West Baton Rouge Parish Fire Protection District No. 1

The following resolution was offered by Mr. Randal Mouch, seconded by Mr. Chris Kershaw

Resolution No.: 2015-006A:

Resolution of Board of Commissioners of West Baton Rouge Parish Fire Protection District No. 1 Relating to the Approval of the Chain of Command for District No. 1

WHEREAS, a quorum of the Board of Commissioners ("BOC") of West Baton Rouge Parish Fire Protection District No. 1 ("District") was present on this date for a properly advertised, regular meeting;

WHEREAS, the Board finds that it is in the best interest of the District, its employees, citizens and taxpayers to implement a policy and procedure, to approve the Chain of Command ("COC") structure for the benefit of all personnel for District No. 1;

NOW, THEREFORE, BE IT RESOLVED that:

1. The BOC wishes to approve the Chain of Command for District No. 1.
2. Exhibit "A" Chain of Command
3. To the extent that prior resolutions or acts of this Board conflict with this Resolution those prior resolutions and actions are superseded by this Resolution.

Roll-Call Pro System recorded the votes on the motion as follows:

YEAS: 9 (Messrs. Kershaw, Mouch, Porto, Hugghins, Robertson, Loupe, Spillman, Mses. Gordon, Fair)

NAYS: 0 (None)

ABSENT: 0 (None)

As a result of the votes the motion was adopted

CERTIFICATE

I HEREBY CERTIFY that I am the Secretary of the Board of Commissioners of West Baton Rouge Parish Fire Protection District No. 1, and the above and foregoing Resolution was properly adopted by the Board of Commissioners, which is the District's governing authority, at a regular meeting called and held in accordance with law at the District's offices at Port Allen, Louisiana, on the 28th day of May, 2015.

THUS DONE AND SIGNED at Port Allen, Louisiana, this 28th day of May, 2015.

Chairman, Board of Commissioners
West Baton Rouge Parish Fire Protection District No. 1

Clerk, Board of Commissioners
West Baton Rouge Parish Fire Protection District No. 1

WBR Parish FPD No.1 Chain of Command

Exhibit "A"

Parish President: Appointing Authority

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Board of Commissioners: Governing Authority

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Fire Chief

|

Deputy Chief *

|

Captain

|

Firefighter / Operator

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Recruit / Firefighter

* Deputy Chiefs move from days to shifts (24 hour) with adoption of Classification by WBR Parish FPO Civil Service Board with confirmation by Board of Commissioners.

Fire Chief Kenny Hunts was recognized under item #6 (Fire Chief Report) and covered the following items:

Hose Testing Complete with around 12 Minor Failures (average)
4 Structure Fires since last report
Train Derailment in Addis
Hazmat Spill in Port Allen
Vehicle marking has begun
Picked up two more contract workers
Moved the Firefighters to 24 hours in Addis
August 1st is the tentative date for Addis and Brusly to be dispatched together – currently responding together
Lobdell Fire station progress
Addis Fire Station
Repairs to various Fire Stations in the parish
Addis-New sleeping room
Brusly-Station painting complete
Port Allen- New lights-Bunk Room-Day Room
Lobdell- Fire Station Addition
Rosehill- Bunk Room
Erwinville- Roof Leaks-Ice Machine-Pressure Wash and Paint-Electrical Problems
Calls for the Month of April – Total 221, 28 Fires, 193 Medical or Other

After a few questions from the Council Chief Hunts completed his Fire Chief Report.
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Chairman Spillman moved on to item #7 on the agenda, Awards & Commendations, Chief Hunts handed out Life Saving Awards to the following individuals for the month of May 2015.
May 17, 2015 Life Saving Event Awarded to Firefighter/Operator Brian Roussel, accepted by Captain Jerry Mann & Captain Mark Travasos
May 22, 2015 Life Saving Event Award to Firefighter/Operator Alex Paul, Firefighters Frankie Favrott & Christopher Kirst.

All were Thanked and applauded for their services.

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There were no public comments at this time
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There being no further business on the agenda, a motion to adjourn was made by Ms. Charlene Gordon and adopted by acclamation at 8:05pm.

Gary M. Spillman, Board Chairman

Michelle Tullier, Clerk of Board