

**WEST BATON ROUGE PARISH FIRE PROTECTION DISTRICT NO. 1
BOARD OF COMMISSIONERS – SEPTEMBER 24, 2015
WEST BATON ROUGE PARISH COUNCIL
GOVERNMENTAL BUILDING
880 NORTH ALEXANDER AVENUE, PORT ALLEN, LOUISIANA**

The West Baton Rouge Parish Council met as the WBR Parish Fire Protection District No. 1 Board of Commissioners on September 24, 2015 and the meeting was called to order at 8:35pm by Board Chairman Gary Spillman.

Roll-Call Pro System recorded the following members as being present:

Messrs. Chris “Fish” Kershaw, Phil Porto Jr., Barry Huggins, Gary Spillman, Edward G. “Bob” Robertson, Messrs. Ricky Loupe, Randal Mouch, Ms. Naomi Fair & Ms. Charlene Gordon.

Also present were Riley Berthelot, Parish President, Phillip Bourgoyne, Director of Finance and Michelle Tullier, Clerk of Board.

Under item #3 Approval of Minutes, a motion was made by Mr. Chris Kershaw, seconded by Mr. Barry Huggins to approve the meeting minutes of August 27, 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, Huggins, Robertson, Loupe, Spillman, Mses. Fair, Gordon)

NAYS: 0 (None)

ABSENT: 0 (None)

As a result of the votes the motion was adopted

Chairman Spillman moved on to item #4 Consider any Amendments to the Agenda, there were none at this time.

Chairman Spillman moved on to the next item on the agenda, item# 5 Resolutions, a) 2015-021: BOC Resolution False Alarm Fee Schedule, Mr. Mark Waniewski of PMI Resources was recognized and asked this item be taken up for adoption per the attached Fee Schedule. There were no questions for Mr. Waniewski at this time.

A motion to approve said resolution was made by Mr. Barry Huggins, seconded by Mr. Randal Mouch.

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

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

NAYS: 0 (None)

ABSENT: 0 (None)

As a result of the votes the motion was adopted

Said Resolution 2015-021 appears at the end of these minutes.

Mr. Waniewski was once again recognized under Item #5b) 2015-022: BOC Resolution: Relief Personnel and asked this item be considered for adoption per the explanation from Chief Hunts at the last meeting. Mr. Waniewski explained this is a cost savings to the department.

A motion to approve said resolution was made by Mr. Barry Huggins, seconded by Ms. Charlene Gordon.

Mr. Porto questioned what the percent overtime are we at currently, Chief Hunts promised to have those numbers for the next meeting of the board. There were no further questions at this time.

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

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

NAYS: 0 (None)

ABSENT: 0 (None)

As a result of the votes the motion was adopted

Said Resolution 2015-022 appears at the end of these minutes.

Mr. Waniewski was recognized under item #5c) 2015-023: BOC Resolution – Surplus Equipment, and explained the need to declare the items listed on said resolution as surplus equipment. There were no questions at this time.

A motion to approve said resolution was made by Mr. Randal Mouch, seconded by Mr. Barry Huggins.

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

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

NAYS: 0 (None)

ABSENT: 0 (None)

As a result of the votes the motion was adopted

Said Resolution 2015-023 appears at the end of these minutes.

Mr. Waniewski was recognized under item #5d) 2015-024: BOC Resolution –Vacation Buyback, and asked this item be considered for adoption per the explanation at the last meeting from Chief Hunts. There were no questions at this time.

A motion to approve said resolution was made by Mr. Randal Mouch, seconded by Ms. Charlene Gordon.

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

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

NAYS: 0 (None)

ABSENT: 0 (None)

As a result of the votes the motion was adopted

Said Resolution 2015-024 appears at the end of these minutes.

Mr. Waniewski was recognized under item #5e) 2015-025: BOC Resolution –Employee Handbook Policies, and he asked the council that due to this item being sent out to the stations for review and all questions were answered with no issues or concerns, he asked this item be amended on the agenda as an action item and be considered for adoption. Mr. Spillman asked in the future if an item has been sent out for distribution, the discussion will be done at the same meeting of adoption.

A motion was made at this time by Mr. Randal Mouch, seconded by Mr. Barry Huggins to amend tonight's agenda to include said Resolution as an action item for adoption.
Roll-Call Pro System recorded the votes on the motion as follows:

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

NAYS: 0 (None)

ABSENT: 0 (None)

As a result of the votes the motion was adopted, and the agenda amended.

A motion was made at this time by Mr. Randal Mouch, seconded by Mr. Barry Huggins to approve said Resolution 2015-025 Employee Handbook Policies.

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

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

NAYS: 0 (None)

ABSENT: 0 (None)

As a result of the votes the motion was adopted
Resolution 2015-025 appears at the end of these minutes.

Mr. Waniewski reported to the Board that he received word today on the renewal of Workers Compensation Policy, it is a 40 percent reduction in overall rates with an estimated savings of about \$80,000.00 in overall savings.

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

EMT Testing

Swift Water Rescue Classes (1.2 million dollar Fire Boat Grant)

Active Shooter Classes November 1st through 4th

Port Allen Ladder Truck Fire

Civil Service/Hiring Process

Grant Progress – 83.4% chance for second round of grants

24 hour Deputy Chiefs – working really well

Smoke Detector Program Still ongoing – contact local station

Access Control for Fire Stations – not feasible at this time

IMS 300 Class is on October 20 & 21st at OEP Office

Calls for the month 184 Non Fire calls, 62 Fires

Mr. Loupe questioned how Addis & Brusly answering calls together was working, per Chief Hunts this is working out really well.

Mr. Spillman questioned when the next rating will take place since these two stations are alarming out together, per Chief Hunts this will be done probably in the next year or so.

Mr. Mouch questioned if anyone is allowed in a residential area to paint Fire Hydrants, per Chief Hunts the Fire Department takes care of this.

Chairman Spillman moved on to item #7 Public Comments, there were no public comments at this time.

There being no further business on the agenda, a motion to adjourn was made by Ms. Charlene Gordon and adopted by acclamation at 8:48pm.



Gary M. Spillman, Board Chairman



Michelle Tullier, Clerk of Board

The following resolution was offered by Barry Hughhins, seconded by Mr. Randal Mouch

Resolution No.: 2015-021:

Resolution of Board of Commissioners of West Baton Rouge Parish Fire Protection No. 1 Relating to the Approval of the False Fire Alarm Fee Schedule 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 false fire alarm fee schedule for District No. 1;

NOW, THEREFORE, BE IT RESOLVED that:

1. The BOC wishes to approve the false fire alarm fee schedule for District No. 1.
2. Exhibit "A" - False Fire Alarm Fee Schedule
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, Huggins, Robertson, Loupe, Spillman, Mses. Fair, Gordon)

NAYS: 0 (None)

ABSENT: 0 (None)

As a result of the votes the motion was adopted

The following resolution was offered by Barry Huggins, seconded by Ms. Charlene Gordon

Resolution No.: 2015-022:

Resolution of Board of Commissioners of West Baton Rouge Parish Fire Protection No. 1 Relating to the Approval of Relief Personnel 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 hiring of one (1) new additional relief employee for District No. 1;

NOW, THEREFORE, BE IT RESOLVED that:

4. The BOC wishes to approve the relief personnel for District No. 1.
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, Huggins, Robertson, Loupe, Spillman, Meses. Fair, Gordon)

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. Randal Mouch, seconded by Mr. Barry Huggins

Resolution No.: 2015-023:

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 for District No. 1;

NOW, THEREFORE, BE IT RESOLVED that:

6. The BOC wishes to approve the surplus of the following vehicles for District No. 1.
 - 1980 American LaFrance Aerial (L-11) VIN: CE146214
 - 1985 GMC 3500 Service Vehicle (S-23) VIN: 1GDHC34H1FS527354
7. 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, Huggins, Robertson, Loupe, Spillman, Mses. Fair, Gordon)

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. Randal Mouch, seconded by Ms. Charlene Gordon

Resolution No.: 2015-024:

Resolution of Board of Commissioners of West Baton Rouge Parish Fire Protection No. 1 Relating to the Approval to Voluntarily Buy-back Annual Leave 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 buy-back of unused annual leave as voluntary requested by qualifying personnel for District No. 1;

NOW, THEREFORE, BE IT RESOLVED that:

8. The BOC wishes to approve buy-back of unused annual leave as voluntary requested by personnel for District No. 1.
9. Personnel may submit request(s) up to a maximum of one-third (1/3) of one's earned annual leave.
10. The Fire Chief will review and approve request(s), as applicable
11. 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, Huggins, Robertson, Loupe, Spillman, Meses. Fair, Gordon)

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. Randal Mouch, seconded by Mr. Barry Huggins

Resolution No.: 2015-025:

Resolution of Board of Commissioners of West Baton Rouge Parish Fire Protection No. 1 Relating to the Approval of Personnel Policies 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 and implement new and/or revised personnel policies ("Policy and Procedure Manual / Employee Handbook") for District No. 1;

NOW, THEREFORE, BE IT RESOLVED that:

12. The BOC wishes to approve the personnel policies for District No. 1.
13. Personnel "Employee Handbook" Policies:
 - Chain of Command
 - Professional Conduct
 - Progressive Discipline
 - Sick Leave
 - Social Media
14. 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, Huggins, Robertson, Loupe, Spillman, Mses. Fair, Gordon)

NAYS: 0 (None)

ABSENT: 0 (None)

As a result of the votes the motion was adopted
