

MINUTES OF T.P. RURAL FIRE PROTECTION DISTRICT NO. 2
MAY 13, 2024

The Commissioners of T.P. Rural Fire Protection District No. 2 met in REGULAR SESSION on Monday, May 13, 2024, at the Tangipahoa Parish Gordon A Burgess Governmental Building, 206 East Mulberry Steet, Amite, LA following the regular meeting of the Tangipahoa Parish Council and was called to order by Brigitte Hyde, President.

The following members were PRESENT: Darrell Sinagra, John Ingraffia, Louis Joseph, Joseph Havis, Buddy Ridgel, Joey Mayeaux, Lionell Wells, David Vial, Brigitte Hyde, Strader Cieutat

PUBLIC INPUT – No one from the public asked to speak.

ADOPTION OF MINUTES Motion by Mr. Vial, seconded by Mr. Sinagra to adopt the minutes for the regular meeting dated April 22, 2024. Roll call vote as follows: YEA: Mr. Sinagra, Mr. Ingraffia, Mr. Joseph, Mr. Havis, Mr. Ridgel, Mr. Mayeaux, Mr. Wells, Mr. Vial, Mrs. Hyde, Mrs. Cieutat

PONCHATOULA FIRE MATTERS

1. Ratification of Position – Motion by Mrs. Cieutat, seconded by Mr. Vial to ratify approval to amend a position held by G. Jenkins from Full-time to Part-time. Roll call vote as follows: YEA: Mr. Sinagra, Mr. Ingraffia, Mr. Joseph, Mr. Havis, Mr. Ridgel, Mr. Mayeaux, Mr. Wells, Mr. Vial, Mrs. Hyde, Mrs. Cieutat

INDEPENDENCE FIRE MATTERS

2. Motion by Mr. Havis, seconded by Mr. Joseph to approve to Surplus and Sell on Online Auction 1983 Spartan Pumper VIN# S29RT6F08DC423553 no longer needed by the department. Roll call vote as follows: YEA: Mr. Sinagra, Mr. Ingraffia, Mr. Joseph, Mr. Havis, Mr. Ridgel, Mr. Mayeaux, Mr. Wells, Mr. Vial, Mrs. Hyde, Mrs. Cieutat
3. Adoption of TPRFP #2 Resolution 24-04 - A Resolution to surplus and donate a 2007 Dodge 2500 (VIN - 7127) to the Town of Independence
WHEREAS, TPRFP #2 has an asset that is no longer needed by the Independence Fire Department and TPRFP #2; and
WHEREAS, the Town of Independence is in need of a vehicle; and
THEREFORE, BE IT RESOLVED, by TPRFP #2 that the following asset be donated to the Town of Independence
2007 Dodge 2500 Truck
VIN# D7KR28DX7G797127
BE IT RESOLVED the Board of Commissioners of the Tangipahoa Parish Fire District No. 2 approve of the donation of said asset and approve the TPRFP #2 Fire Administrator to sign all documents to finalize donation.
On motion by Mr. Havis and seconded by Mr. Joseph, the foregoing resolution was hereby declared adopted on this the 13th day of May 2024, by the following roll-call vote: YEAS: Sinagra, Ingraffia, Joseph, Havis, Ridgel, Mayeaux, Wells, Vial, Hyde, Cieutat

HUSSER FIRE MATTERS

4. Motion by Mr. Vial, seconded by Mr. Ingraffia to approve the surplus and disposal of Asset #F4500 Lifepak AED 1000 that is non repairable. Roll call vote as follows: YEA: Mr. Sinagra, Mr. Ingraffia, Mr. Joseph, Mr. Havis, Mr. Ridgel, Mr. Mayeaux, Mr. Wells, Mr. Vial, Mrs. Hyde, Mrs. Cieutat

NATALBANY FIRE MATTERS

5. Ratification of Part-time positions – Motion by Mr. Ridgel, seconded by Mr. Wells to ratify approval of 2 part-time positions at \$9.75/hour held by D. Grimes and B. Tebrinke. Roll call vote as follows: YEA: Mr. Sinagra, Mr. Ingraffia, Mr. Joseph, Mr. Havis, Mr. Ridgel, Mr. Mayeaux, Mr. Wells, Mr. Vial, Mrs. Hyde, Mrs. Cieutat
6. Ratification of Full-time Position – Motion by Mr. Mayeaux, seconded by Mr. Ridgel to ratify approval of a full-time position at \$9.75/hour held by B. Bennett. Roll call vote as follows: YEA: Mr. Sinagra, Mr. Ingraffia, Mr. Joseph, Mr. Havis, Mr. Ridgel, Mr. Mayeaux, Mr. Wells, Mr. Vial, Mrs. Hyde, Mrs. Cieutat
7. Motion by Mr. Ridgel, seconded by Mr. Mayeaux to approve to Purchase Land at Station 2 location on Hwy 1064 Section 7, T6S, R7E (1 acre) for appraised fair market value of \$36,400.00 by Joseph Mier & Associates dated 4/18/2024. Roll call vote as follows: YEA: Mr. Sinagra, Mr. Ingraffia, Mr. Joseph, Mr. Havis, Mr. Ridgel, Mr. Mayeaux, Mr. Wells, Mr. Vial, Mrs. Hyde, Mrs. Cieutat
8. Adoption of TPRFP No. 2 Resolution No. 24-05 - A Resolution supporting the certification of Natalbany Fire Department in the Fire Prevention Bureau
WHEREAS, the Tangipahoa Parish Council-President Government pursuant of R.S. 40:1563 created a Fire Prevention Bureau; and
WHEREAS, the Tangipahoa Parish Fire Protection District No. 2 boundaries are established in the Tangipahoa Parish Code of Ordinances and identify Natalbany Fire Department within the boundaries.
WHEREAS, the Natalbany Fire Department wishes to assume responsibility and liability for inspections within the boundaries established in the Tangipahoa Parish Code of Ordinances, Chapter 40 Special Districts, Article II Fire Protection District, Division 3 Fire Protection District No. 2, (10) Natalbany Fire Department Response Area.
NOW BE IT RESOLVED the Board of Commissioners of the Tangipahoa Parish Rural Fire Protection District No. 2 does hereby support the certification of Natalbany Fire Department in the Fire Prevention Bureau.
On motion by Mr. Joseph and seconded by Mr. Havis, the foregoing resolution was hereby declared adopted on this the 13th day of May 2024, by the following roll-call vote:
YEAS: Sinagra, Ingraffia, Joseph, Havis, Ridgel, Mayeaux, Wells, Vial, Hyde, Cieutat

EIGHTH WARD FIRE MATTERS

9. Ratification of Part-time Position – Motion by Mr. Ingraffia, seconded by Mr. Vial to ratify approval of a part-time position at \$12.00/hour held by A Blake. Roll call vote as follows: YEA: Mr. Sinagra, Mr. Ingraffia, Mr. Joseph, Mr. Havis, Mr. Ridgel, Mr. Mayeaux, Mr. Wells, Mr. Vial, Mrs. Hyde, Mrs. Cieutat

ADMINISTRATORS REPORT

10. Audit Discussion - Laura White, CPA presented to the board an engagement letter explaining the responsibility of her as the auditor, planned scope, timing of the audit, significant risks and approximate audit date of June 4, 2024. No action was taken.
11. Mr. Atkins discussed the LWIN project funding being short approximately \$200,000.00. The parish is reaching out to the departments that use the tower asking for assistance with funding to get the project started. If the requested funds from the state are approved then TPRFP No. 2 will get their contributed money back.
 Mr. Joseph delivered the paperwork to the representatives in Baton Rouge to receive more funding for the project.
 Mrs. Hyde noted a building valued at approximately \$250,000.00 has been donated to this project and getting this building moved is a priority.
 Motion by Mr. Vial, seconded by Mr. Joseph to approve to enter into an Intergovernmental Agreement with the Parish for the LWIN Project to contribute \$50,000 to get the project started. Roll call vote as follows: YEA: Mr. Sinagra, Mr. Ingraffia, Mr. Joseph, Mr. Havis, Mr. Ridgel, Mr. Mayeaux, Mr. Wells, Mr. Vial, Mrs. Hyde, Mrs. Cieutat
12. Discussion and Possible Action for Renewal of Insurance – Brandon Stogner, VFIS, discussed the renewal of the policy for the district fire trucks and buildings noting due to losses VFIS was not going to renew the current policy however VFIS has agreed to the renewal in the amount of \$683,396.00 with contingencies:
- VFIS will be the agent moving forward with the policy having a new policy number and deductibles.
 - VFIS will be doing annual driving trainings with the departments and risk control manager will be sent out to review all buildings, vehicles, policies and procedures
 - Changes to the policy:
 1. \$5000 property deductible with added 10% flood and wind and 10% hail deductible
 2. Portable Equipment – blanket policy only with \$1000 deductible
 3. Auto Policy – comp & collision deductibles will be \$10,000
- Mr. Stogner stated the reason for the increase of premium was based on the past 5 years of loss ration being 122.1%.
 Mr. Cascio, legal counsel, noted that with TPRFP No. 2 being a governmental agency and the policy premium being over a half a million, Title 22 allows for the negotiations on the premium and commissions and with that after a year this needs to be looked at again.
 Mr. Stogner stated going forward with a few years of good history, VFIS can start to back off the excess rate they are applying.
 Motion by Mr. Vial, seconded by Mr. Sinagra to approve the insurance renewal presented by VFIS for an annual premium of \$683,396 plus the LA Citizen surcharge of \$1934.65. Roll call vote as follows: YEA: Mr. Sinagra, Mr. Ingraffia, Mr. Joseph, Mr. Havis, Mr. Ridgel, Mr. Mayeaux, Mr. Wells, Mr. Vial, Mrs. Hyde, Mrs. Cieutat
13. Discussion and possible action to hire a Human Resource company – Mr. Atkins discussed hiring a human resource company that allows for employees to log in to do the required trainings as well as handling all the payroll by one company instead of multiple. The company would handle all state and federal regulations on HR, employee records and trainings with the cost approximately \$33/person and estimated cost on 100 employees being approximately \$39,000 which would be a decrease in what is currently being paid out of approximately \$75,000.
 Laura Gray noted some of the accounting fees being paid to other firms are not 100% payroll, it’s reconciling the volunteers accounts, compiling information and reports and as of right now TPRFP No. 2 does not have any employees. TPRFP No. 2 pays TPG for an employee that runs through their handbook and policies. The hiring of an HR company needs to be looked at and designed correctly so civil service is not a factor.
 Chief Collura asked for clarification on a secretary he has had for 30 years and the agreement there would not be any changes to any departments with losing people and the hiring of an HR company would eliminate his secretary’s job.
 Mr. Vial made known existing employees would be grandfathered in and this is just a discussion.
 Mrs. Hyde made is known there are several employees working full time at multiple departments and a recent firing of an individual applied at another department, a HR company would be beneficial for these situations.
 Mrs. Hyde created a personnel committee: Cieutat, Sinagra, Mayeaux, Ingraffia, Joseph
 A meeting with the HR company and Dennis James will be set up. No other action was taken.

OTHER FIRE MATTERS - None

ADJOURN

With no further discussion, Motion by Mr. Sinagra to adjourn the meeting. No opposition.

S/Jill DeSouge, Secretary
T.P. Rural Fire Protection District No. 2

S/Brigitte Hyde, President
T.P. Rural Fire Protection District No. 2