

St. Tammany Fire Protection District No. 1

Board of Commissioners

Regular Meeting Minutes July 19, 2022

The meeting was called to order at 6:00 p.m.

The prayer and pledge of allegiance were done.

Roll Call: Acting Chairman Powell and Commissioners Rich, Gay, and McDowell were present.
Chairman Crowley was absent.

Awards/ Recognition: Swear In: Ashley Billman, Holly Buckley, Dustin Kendall, Ross Knight, Elizabeth Revere

APPROVAL OF MINUTES

Commissioner Rich made a motion to approve the minutes of the May 16, 2022 special meeting. Commissioner McDowell seconded the motion. The motion carried unanimously.

Commissioner Rich made a motion to approve the minutes of the June 21, 2022 regular meeting. Commissioner McDowell seconded the motion. The motion carried unanimously.

OLD BUSINESS: (none)

NEW BUSINESS:

1. Chief's Report

a) Significant Monthly Events

- COVID-19 Update – Chief Kaufmann stated that we have had an increase in cases and we are taking measures to minimize the spread
- 2023 Budget- Chief Kaufmann stated that the administration is currently working on the budget proposals and will have a meeting with the committee in the next few weeks. A final proposal will then be submitted to the Board.
- Conducted 2 Disciplinary Hearings
- St. 11 – UPDATE – Chief Kaufmann stated that construction is progressing with an Oct. projected completion timeframe.
- St. 19- UPDATE – Chief Kaufmann stated that project is currently advertised and a pre-bid conference will be held July 27. The bid opening is Aug. 11, at 3:00 p.m.

- ###### b) Operations Reports - Chief of Operations Bruno discussed the “Operations” report (June) which covers YTD call totals, Hydrants Inspected, NFIRS Incidents, Dollar Loss/ Dollar Save (by Station location), Average Response Time (by Station) and EMS Call Type and Number of Incidents.

Pursuant to R.S. 42:23, personal recording devices are welcome in every meeting for Fire District No. 1; however, they must remain and be maintained in the possession of the individual that brings the device to remove any liability from Fire District No. 1 of any unintentional or accidental mishaps with the device during any such meeting

- c) **Maintenance Report-** Chief of Operations Bruno discussed the “Maintenance” report (June) which covered preventative maintenances and major repairs performed.
- d) **Fire Prevention Report-** Chief of Fire Prevention Marquette discussed the monthly “Fire Prevention” report (June) which included Inspections, Public Fire Safety & Education Events, Investigations, and Economic Impact.
- e) **Training Report** – Chief of Training Bauer discussed the monthly “Training” report (June) which included Classes, Certifications and Revenues.
- f) **Communications Report** –Chief of Communications Parish discussed the monthly “Communications” report (June) which included call volume and statistics.
- g) **General Comments**
 - Staffing Vacancies
 - Suppression-4 (rehired 1 effective 8/1)
 - Communications-2

Commissioner McDowell made a motion to accept the Chief’s report. Commissioner Rich seconded the motion. The motion carried unanimously.

2) SFFA (Slidell Firefighters Association)

3) PMI Report –

- a.) **Employee Benefits - (none)**
- b.) **Human Resources**

- 1) 2022-027: BOC Resolution (Adopt the Millage Rate (s))

(The Resolution was read into the minutes).

RESOLUTION 2022-027

BE IT RESOLVED, that the following millage(s) are hereby levied on the 2022 tax roll on all property subject to taxation by St. Tammany Fire Protection District No. 1

MILLAGE

Acquisitions & Maintenance

35 mills (1069037)

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of St. Tammany, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2022, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

Commissioner Rich made a motion to adopt Resolution 2022-027, Relating to the Adoption of the Millage Rate. Commissioner McDowell seconded the motion.

The floor was opened for public comment. There was no public comment.

Acting Chairman Powell called for the vote.

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07/19/2022

Commissioner Gay: Yea
Commissioner McDowell: Yea
Commissioner Rich: Yea

The motion carried.

- 2) 2022-028: BOC Resolution (Approve Levy of Parcel Fee on Tax Roll)

(The Resolution was read into the minutes).

RESOLUTION 2022-028

BE IT RESOLVED, by the St. Tammany Fire Protection District, in a public meeting held on July 19, 2022, which meeting was conducted in accordance with the Open Meetings Law, whereupon the taxing district voted to approve and to levy the parcel fee on all taxable property shown on the official assessment roll for the year 2022, and when collected, the revenues for said taxes shall be used for the purposes for which said taxes have been levied. (See Exhibit "A")

PARCEL FEE	MAXIMUM	2021 LEVY	2022 LEVY
	\$39.00	\$39.00	\$39.00

BE IT FURTHER RESOLVED, that the Assessor of the Parish of St. Tammany, shall extend upon the assessment roll for the year 2022 the parcel fee herein levied, and the tax collector of said Parish shall collect and remit the same to said taxing authority in accordance with law.

Commissioner McDowell made a motion to adopt Resolution 2022-028, Relating to the Approval to Levy the Parcel Fee on the Tax Roll. Commissioner Rich seconded the motion.

The floor was opened for public comment. There was no public comment.

Acting Chairman Powell called for the vote.

Commissioner Gay: Yea
Commissioner McDowell: Yea
Commissioner Rich: Yea

The motion carried unanimously.

- 3) 2022-029: BOC Resolution (Adopt 2021 LLA Audit)

Commissioner Rich made a motion to adopt Resolution 2022-029, Relating to the Adoption of the 2021 LLA Audit for District No. 1. Commissioner McDowell seconded the motion.

The floor was opened for public comment. There was no public comment.

The motion carried unanimously.

- 4) 2022-030: BOC Resolution (Adopt 2021 LLA- AUP Audit)

Commissioner Rich made a motion to adopt Resolution 2022-030, Relating to the Adoption of the 2021 LLA-AUP Audit for District No. 1. Commissioner McDowell seconded the motion.

The floor was opened for public comment. There was no public comment.

The motion carried unanimously.

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- a.) **Payroll** – ACT No. 199 (2022 Regular Session): SSP \$1,200 Lump Sum Payment (Letter submitted to SSP for clarification wage and overtime determination)
- b.) **FRS (Firefighters Retirement System)** – (none)
- c.) **VFIS Special Risk Insurance & LWCC**- (none)

Commissioner Rich made a motion to accept the PMI report. Commissioner McDowell seconded the motion. The motion carried unanimously.

- 4) **Duplantier Hrapman Hogan & Maher, LLP**- Mrs. Gaudin discussed the June financial report.

Commissioner McDowell made a motion to approve the June financial report. Commissioner Rich seconded the motion. The motion carried unanimously.

- 5) **Attorney's Report**- (Chad Danenhowe) – Attorney Danenhowe stated that worked on the extension of the “Vote of Confidence/No Confidence” and worked with Chairman Crowley to get a letter sent to the Parish.

Attorney Danenhowe stated that we have an employee that is a witness in a criminal trial; however upon contacting the District Attorney, the trial has been continued.

Commissioner Rich made a motion to approve the Attorney report. Commissioner McDowell seconded the motion. The motion carried unanimously.

6) Board of Commissioner Comments

- o BOC Action Items Review
 - By-Laws Review Update (Commissioners Gay and Rich) – Commissioner Rich requested feedback on the By-Laws. Chief Kaufmann stated that he would send his feedback. Commissioner Rich stated that upon receipt of comments, he will compile everything into a final document for the Board to review.

Commissioner Rich made a motion to adjourn. Commissioner McDowell seconded the motion. The motion carried unanimously.

The meeting adjourned at 6:43 p.m.

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