

# St. Tammany Fire Protection District No. 1

## Board of Commissioners

### Special Meeting Minutes January 23, 2024

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

The prayer and pledge of allegiance were done.

**Roll Call:** Chairman Crowley and Commissioners Rich, McDowell and Davis were present.  
Commissioner Powell was absent.

**OLD BUSINESS:** (None)

**NEW BUSINESS:**

**Awards/ Recognition:**

**Swear Ins:** Firefighters Chase Elsworth, Kip Morris, Jr.

**Promotions:** Dave Berns, Sammy Burke, Richard Carter, Clint Coulon, Kamron Murphy, Jack Ohlenforst, Derek Palmer, Tony Scharenbroch, Lester Schellinger, Jeremy Stewart, Jerney Suber

#### APPROVAL OF MINUTES

*Commissioner McDowell made a motion to approve the minutes of the November 14, 2023 special meeting. Commissioner Davis seconded the motion. The motion carried unanimously.*

#### 1. Chief's Report

##### a) Significant Monthly Events

- Ethics/ Sexual Harassment Training/ Financial Disclosure
- Financial Ladder Strategy- The following Treasury Bills were purchased:
  - \$5M for 3 months at 5.10% (interest of \$62,696.21)
  - \$3M for 6 months at 5.05% (interest of \$74,899.67)
  - \$6M for 9 months at 4.70% (interest of \$200,140.22)
- St. 11- UPDATE (to be discussed under "Attorney" report)
- St. 19- UPDATE- Chief Kaufmann stated that J.V. Burkes sent the final elevation change to the Parish for approval.
- St. 10- UPDATE- Chief Kaufmann stated that there is no update with the property; however, the CDD has sent a 60 day demand letter to DR Horton for the property.
- Training Classroom- UPDATE- Chief Kaufmann stated that bids were received and M.Natal was the lowest bidder (under contract). He further stated that the metal building plans are being finalized and it will take 12 weeks for the building to come in. The City permit has been applied for.

**b) Operations Reports** - Chief of Operations Gross discussed the "Operations" report (December) 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.

**c) Maintenance Report-** Chief of Operations Gross discussed the "Maintenance" report (December) which covered preventative maintenances and major repairs performed.

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- d) **Fire Prevention Report**- Chief of Fire Prevention Marquette discussed the monthly “Fire Prevention” report (December) which included Inspections, Public Fire Safety & Education Events, Investigations, and Economic Impact.
- e) **Training Report** – Chief of Training Harrison discussed the monthly “Training” report (December) which included Classes, Certifications and Revenues.
- f) **Communications Report** –Chief of Communications Parish discussed the monthly “Communications” report (October) which included call volume and statistics.
- g) **General Comments**
  - Staffing Vacancies
    - Suppression- 2
    - Communications- 0
  - Third Party Evals will be submitted for Feb. vote
  - The end of the year report will be finished tomorrow
  - Crew meetings being held the next three days
  - Meeting with the newly elected Parish Council members on Jan. 29

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

- 2) **SFFA (Slidell Firefighters Association)** – Union President Berns stated that they are making final plans for the upcoming State convention.

3) **PMI Report** –

- 5) **Employee Benefits** – (none)
- 6) **Human Resources**

- 1) 2024-001 BOC Resolution (Approval of EAP Agreement Renewal)

*Commissioner McDowell made a motion to adopt Resolution 2024-001, Relating to the Approval of the Employee Assistance Program for District No. 1. Commissioner Rich seconded the motion.*

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

*The motion carried unanimously.*

- 2) 2024-002 BOC Resolution (Approval of Medical Director’s Agreement Renewal)

*Commissioner Rich made a motion to adopt Resolution 2024-002, Relating to the Approval to Renew the Medical Director’s Agreement for District No. 1. Commissioner McDowell seconded the motion.*

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

*The motion carried unanimously.*

- 3) 2024-003 BOC Resolution (2023 General Fund Surplus Determination)

*Commissioner McDowell made a motion to adopt Resolution 2024-003, Relating to the Approval of the 2023 General Fund Surplus for District No. 1. Commissioner Davis seconded the motion.*

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01/23/2024

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

***The motion carried unanimously.***

4) 2024-004 BOC Resolution (Adopt 2024 Section 125 Cafeteria Plan)

***Commissioner Rich made a motion to adopt Resolution 2024-004, Relating to the Adoption of the 2024 Section 125 Cafeteria Plan for District No. 1. Commissioner Davis seconded the motion.***

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

***The motion carried unanimously.***

5) 2024-005 BOC Resolution (Approve BOC Public Meeting Schedule)

***Commissioner Rich made a motion to adopt Resolution 2024-005, Relating to the Approval of the 2024 BOC Regular Meeting Schedule for District No. 1. Commissioner Davis seconded the motion.***

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

***The motion carried unanimously.***

6) 2024-006 BOC Resolution (Approve Intergovernmental Agreements for Emergency Communications & Dispatch Services)

***Commissioner Davis made a motion to adopt Resolution 2024-006, Relating to the Approval of Intergovernmental Agreements by and between St. Tammany Fire Protection Districts, City of Covington Fire Department for Emergency Communications for District No. 1. Commissioner Rich seconded the motion.***

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

***The motion carried unanimously.***

7) 2024-007 BOC Resolution (Approve Intergovernmental Agreement for Emergency Communications & Dispatch Services- STP Coroner)

***Commissioner Rich made a motion to adopt Resolution 2024-007, Relating to the Approval of an Intergovernmental Agreement by and between St. Tammany Parish Coroner for District No. 1. Commissioner McDowell seconded the motion.***

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

***The motion carried unanimously.***

8) 2024-008 BOC Resolution (Approve Communications District Intergovernmental Agreement)

***Commissioner Davis made a motion to adopt Resolution 2024-008, Relating to the Approval of the Communications District Intergovernmental Agreement for District No. 1. Commissioner Rich seconded the motion.***

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

***The motion carried unanimously.***

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- 9) Release for Review: Employee Handbook SOP & SOG Revisions
- 10) Fire Chief Evaluation- Chairman Crowley stated that there have been discussions related to Chief's performance the past couple months and the Board doesn't feel a formal evaluation needs to be done.
- c) **Payroll** – 2024 Pay Scales (effective 1/1/24)
- d) **FRS (Firefighters Retirement System)** – General Comments
- e) **VFIS Special Risk Insurance & LWCC-** (none)

***Commissioner Rich made a motion to approve the PMI report. Commissioner Davis seconded the motion. The motion carried unanimously.***

- 4) **Duplantier Hrapman Hogan & Maher, LLP-** Mrs. Gaudin discussed the December financial report, as well as the general fund surplus determination.

Chief Kaufmann stated that with the 2025 budget, we will increase the “Rolling Stock & Facility” funding due to the rising costs of apparatus.

Chief Kaufmann stated that we are still trying to get the value of “new properties” on the tax roll.

Chairman Crowley stated that the only obligation the administration has is to keep doing what has been done with budget projections.

***Commissioner McDowell made a motion to approve the December financial report. Commissioner Davis seconded the motion. The motion carried unanimously.***

- 5) **Attorney's Report-** Attorney Danenhower stated that in the November meeting with the contractor and bond company, they went to Central station to review the outstanding items. Subsequent to the meeting, they requested a final list of the outstanding items, and we submitted it to the bond company.

Faulk & Meek responded, through their attorney, acknowledging some of the issues as warranty items, which we will dispute some of them. They have agreed to perform some of the work; however, they have objected to the major work.

Attorney Danenhower stated that he has drafted a petition to be filed.

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

- 6) **Board of Commissioner Comments**
  - o BOC Action Items Review- (none)

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

***The meeting was adjourned at 7:07 p.m.***