

St. Tammany Fire Protection District No. 1

Board of Commissioners

Regular Meeting Minutes February 20, 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, Powell, McDowell, and Davis were present.

OLD BUSINESS: (None)

NEW BUSINESS:

Awards/ Recognition:

Swear Ins: Firefighters Reginald Howard, Lawrencia Patterson

Promotions: Training/Safety Officer Drew Martin

Communications Officer of the Year: Amy Phillips

Firefighter of the Year: John Fourcade

Retiree: John Bauer

APPROVAL OF MINUTES

Commissioner Powell made a motion to approve the minutes of the January 23, 2024 special meeting. Commissioner Rich seconded the motion. The motion carried unanimously.

1. Chief's Report

a) Significant Monthly Events

- Ethics/ Sexual Harassment Training/ Financial Disclosure
- Meeting with Council Members- Chief Kaufmann stated that the administration, as well as Chairman Crowley, met with the newly elected council members in our district. He stated that our financials, department overview, etc. were discussed and they appreciated our efficiency, organization, and transparency, as well as making data-based decisions.

Chairman Crowley stated that there were no pre-conceived notions, and he feels that some of the millage challenges were foreign to the members, and they didn't realize the level of fidelity we use for projections, as well as the pro-activeness of the Board with the budget process.

- St. 11- UPDATE (to be discussed under "Attorney" report)
- St. 19- UPDATE.- Chief Kaufmann stated that we got the final elevation survey for landscaping, drainage, etc.
- St. 10- UPDATE- Chief Kaufmann stated that the CDD gave the demand letter to the home office of D.R. Horton and an answer should be given by March 5. He further stated that we pulled the data for Lakeshore Villages and we responded to 555 calls last year and we project to exceed that in 2024.
- Training Classroom- UPDATE. – Chief Kaufmann stated that the permit should be ready by Friday. He further stated that we did the demolition of the two old classrooms and bathroom.

Pursuant to R.S. 42:23, personal recording devices are welcome in every meeting for Fire District No. 1; however, 1 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.

- b) **Operations Reports** - Chief of Operations Gross discussed the “Operations” report (January) 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 (January) which covered preventative maintenances and major repairs performed.
- d) **Fire Prevention Report**- Chief of Fire Prevention Marquette discussed the monthly “Fire Prevention” report (January) which included Inspections, Public Fire Safety & Education Events, Investigations, and Economic Impact.
- e) **Training Report** – Chief of Training Harrison discussed the monthly “Training” report (January) which included Classes, Certifications and Revenues.
- f) **Communications Report** –Chief of Communications Parish discussed the monthly “Communications” report (January) which included call volume and statistics.
- g) **General Comments**
 - Staffing Vacancies
 - Suppression- 2
 - Communications- 0

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

2) SFFA (Slidell Firefighters Association) – (none)

3) PMI Report –

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

1) 2024-009 BOC Resolution (BOC Vice Chairman)

Commissioner McDowell made a motion to adopt Resolution 2024-009, Relating to the Election of the Vice Chairman of the Board of Commissioners for District No. 1. Commissioner Davis seconded the motion.

Commissioner Rich nominated Commissioner Powell as Vice Chairman.

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

The motion carried unanimously.

2) 2024-010 BOC Resolution (Professional Services Vote of Confidence- Human Resource & Commercial Insurance)

Commissioner Powell made a motion to adopt Resolution 2024-010, Relating to the Vote of Confidence for Providers of Professional Human Resource & Commercial Insurance Services 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.

3) 2024-011 BOC Resolution (Professional Services Vote of Confidence- General Accounting & Write-up)

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Commissioner Powell made a motion to adopt Resolution 2024-011, Relating to the Vote of Confidence for Professional General Accounting Services 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.

4) 2024-012 BOC Resolution (Professional Services Vote of Confidence- Legal Services)

Commissioner McDowell made a motion to adopt Resolution 2024-012, Relating to the Vote of Confidence for Professional Services (Legal Services) for District No. 1. Commissioner Powell seconded the motion.

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

The motion carried unanimously.

5) 2024-013 BOC Resolution (Adopt Employee Handbook Revisions)

Commissioner Powell made a motion to adopt Resolution 2024-013, Relating to the Adoption of the Employee Handbook Revisions 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) 2024-014 BOC Resolution (Adopt SOP & SOG Revisions)

Commissioner Davis made a motion to adopt Resolution 2024-014, Relating to the Adoption of Revisions to the Standard Operating Guidelines and Standard Operation Procedures 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.

Commissioner Davis made a motion to amend the agenda to add Resolutions 2024-015 and 2024-016. Commissioner Powell seconded the motion. The motion carried unanimously.

7) 2024-015 BOC Resolution (Approve 2023 LLA Audit Engagement)

Commissioner McDowell made a motion to adopt Resolution 2024-015, Relating to the Approval of the 2023 LLA Audit Engagement Agreement 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.

8) 2024-016 BOC Resolution (Approve 2023 LLA State-wide AUP Audit Engagement)

Commissioner Powell made a motion to adopt Resolution 2024-016, Relating to the Approval of the 2023 LLA AUP Audit Engagement 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) General Comments

- a. Board Member Stipend- Chairman Crowley stated that the Board continues to serve without compensation.

Attorney Danenhower stated that this Board's dedication is obvious, and most members on boards are compensated.

- c) Payroll – (none)
- d) FRS (Firefighters Retirement System) – General Comments
- e) VFIS Special Risk Insurance & LWCC- (none)

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

(Commissioner Powell left the meeting at 7:08 p.m.)

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

Chairman Crowley reiterated that the dedicated funds are for specific reasons; not to show a surplus.

Chief Kaufmann stated that he still has not received the “new growth” funds from the Assessor.

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

5) Attorney's Report- Attorney Danenhower stated that we have tried to amicably resolve the issues with St. 11; however, most issues remain outstanding; therefore, a lawsuit was filed in late Dec.

Attorney Danenhower stated that the opioid taskforce presented some recommendations to the Parish Council. He further stated that the fire departments are being rewarded and resuscitation devices were approved. The vast majority of the funds are for opioid treatment and the Parish is open to long-term ongoing settlements.

Attorney Danenhower stated that this is a reassessment year and starting next month, he will be attending training for the upcoming millage process.

There was a brief discussion on the timing and accuracy of the tax rolls.

Commissioner Davis 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- (none)

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

The meeting was adjourned at 7:36 p.m.