

# St. Tammany Fire Protection District No. 1

## Board of Commissioners

### Special Meeting Minutes January 28, 2025

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

The prayer and pledge of allegiance were done.

**Roll Call:** Chairman Brackett and Commissioners Rich, Powell, McDowell and Davis were present

**OLD BUSINESS:** (None)

**NEW BUSINESS:**

**Awards & Recognitions**

**Promotions:** Fire Prevention Officer Cody Knecht

**Recognition:** Mr. Whitacre was present to recognize E-11 personnel on their response to his medical emergency during the snow event.

#### APPROVAL OF MINUTES

*Commissioner Davis made a motion to approve the minutes of the November 19, 2024 meeting. Commissioner Powell seconded the motion. The motion carried unanimously.*

#### 1. Chief's Report

##### a) Significant Monthly Events

- Ethics/ Sexual Harassment Training/ Financial Disclosure
- Accreditation- The Accreditation team was on-site and is going to recommend Re-Accreditation We will go before the Commission in Orlando, in April. There was a brief discussion on a few of the recommendations that the team offered us.
- St. 11- UPDATE- Chief Kaufmann stated that the tiling is complete, and the railings are re-installed and painted. We did recently find a crack upstairs, after all of the work was completed and signed off on.

Chief Kaufmann stated that the Baby Box will have to be moved, and Glen will assess the new site for any installation needs.

- St. 10- UPDATE- Chief Kaufmann stated that we are waiting for the CDD to close on the property and prepare legal donation documents.
- Training Classroom- Chief Kaufmann stated that we are finalizing the plans, with Dammon Engineering, and the Fire Marshal submittal has been done. We are waiting on the survey to be completed.
- T-Bills
  - 3 month- \$6M (4.10%)
  - 9 month- \$9M (4.05%)

- 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.

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Chief of Operations Gross spoke briefly on the snow event, as well as we are working with Slidell PD with fortifying some areas for Mardi Gras. We will also use our deployment trailer as a unified command post for the involved entities. We will also utilize our highwater vehicles to assist with blocking the main arteries.

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

Chief of Training Harrison stated that the Fire Marshal, as well as the new FETA director, came to visit the Academy. FETA is taking over the training for the State, and they would like us to conduct as many classes as we can for them; they were very impressed with the facility.

- f) **Communications Report –** Chief of Administration Duffaut discussed the monthly “Communications” report (December) which included call volume and statistics.
- g) **General Comments-**
  - Staffing Vacancies
    - Suppression- 0
    - Communications Officer- 1
    - Fire Prevention- 0

Chief Kaufmann stated that Assessor did an article in the newspaper and the end of the article was a full-blown attack on fire districts and the Assessor stated that he feels that we should have a consolidation of all departments.

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

2) **SFFA (Slidell Firefighters Association) - none**

3) **PMI Accounting-** Mrs. Gaudin discussed the December financial report, as well as the surplus projections.

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

- 4) **PMI Report –**
  - a) **Employee Benefits – (none)**
  - b) **Human Resources**

1) 2025-001: BOC Resolution (Approve EAP Agreement Renewal)

*Commissioner Powell made a motion to adopt Resolution 2025-001, 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) 2025-002: BOC Resolution (Approve Medical Director's Agreement Renewal)

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**Commissioner McDowell made a motion to adopt Resolution 2025-002, Relating to the Approval to Renew the Medical Director's Agreement 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.**

3) 2025-003: BOC Resolution (2024 General Fund Surplus Determination)

**Commissioner Rich Davis made a motion to adopt Resolution 2025-003, Relating to the Approval of the 2024 General Fund Surplus 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) 2025-004: BOC Resolution (Adopt 2025 Section 125 Cafeteria Plan)

**Commissioner McDowell made a motion to adopt Resolution 2025-004, Relating to the Adoption of the 2025 Section 125 Cafeteria Plan 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) 2025-005 BOC Resolution (Approve BOC Meeting Schedule)

**Commissioner Davis made a motion to adopt Resolution 2025-005, Relating to the Approval of the 2025 BOC Meeting Schedule 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.**

6) 2025-006 BOC Resolution (Approve Amendment to BOC Resolution 2024-046)

**Commissioner Rich made a motion to adopt Resolution 2025-006, Relating to the Approval to Amend BOC Resolution 2024-046 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.**

7) 2025-007 BOC Resolution (Approve IGA Emergency Dispatch Services CAD Agreement with STP Participating Fire Districts & Agencies)

**Commissioner Powell made a motion to adopt Resolution 2025-007, Relating to the Approval of the Inter-Governmental Agreement for Emergency Dispatch to Include CAD Services 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) 2025-008 BOC Resolution (Approve 2024 Audit Engagement)

**Commissioner Powell made a motion to adopt Resolution 2025-008, Relating to the Approval of the 2024 LLA Audit Engagement for District No. 1. Commissioner Davis seconded the motion.**

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*The motion carried unanimously.*

9) 2025-009 BOC Resolution (Approve Amendment to BOC Resolution 2024-022 “Surplus Generators”)

*Commissioner Davis made a motion to adopt Resolution 2025-009, Relating to the Approval to Amend BOC Resolution 2024-022 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.*

10) Release for Review: Employee Handbook SOP & SOG Revisions

11) Fire Chief Evaluation (Due Date 02/10/2025)

12) General Comments

- 3<sup>rd</sup> Party Evaluations

c) **Payroll** – (none)

d) **FRS (Firefighters Retirement System)** – (none)

e) **VFIS Special Risk Insurance & LWCC-** (none)

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

**5) Attorney’s Report-**

- o Station 11- (covered under “Chief” report)
- o Civil Service Appeal (ongoing)

*Commissioner Powell made a motion to accept the Attorney report. Commissioner Rich 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 7:30 p.m.*

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