

# St. Tammany Fire Protection District No. 1

## Board of Commissioners

### Regular Meeting Minutes March 18, 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 and McDowell were present.  
Commissioner Davis was absent.

**OLD BUSINESS:** (None)

**NEW BUSINESS:**

#### Awards & Recognitions

**Recognition:** Communications Officer of the Year: Albert Evans

**Promotions:** Communications Supervisor George Dupuis, Operators Ethan Blair and Mason Marques

#### APPROVAL OF MINUTES

*Commissioner Powell made a motion to approve the minutes of the February 18, 2025 meeting. Commissioner Rich seconded the motion. The motion carried unanimously.*

#### 1. Chief's Report

##### a) Significant Monthly Events

- Ethics/ Sexual Harassment Training/ Financial Disclosure- REMINDER
- Accreditation- Chief of Administration Duffaut stated that our department goes before the Accreditation Commission on Tuesday, April 2.
- St. 11- UPDATE- (to be discussed under "Attorney" report)
- St. 10- UPDATE- Chief of Administration Duffaut stated that we are waiting for the CDD to close on the property and prepare legal donation documents.
- Training Classroom #2- Chief of Administration stated that the bid opening is March 20, at 4:00 p.m

**b) Operations Reports** – Chief of Operations Gross discussed the "Operations" report (February) 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 (February which covered preventative maintenances and major repairs performed.

**d) Fire Prevention Report-** Chief of Fire Prevention Marquette discussed the monthly "Fire Prevention" report (February) which included Inspections, Public Fire Safety & Education Events, Investigations, and Economic Impact.

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.

- e) **Training Report** – Chief of Training Harrison discussed the monthly “Training” report (February) which included Classes, Certifications and Revenues.
- f) **Communications Report** – Chief of Communications Parish discussed the monthly “Communications” report (February) which included call volume and statistics.
- g) **General Comments-**
  - Staffing Vacancies  
Suppression- 0  
Communications Officer- 1  
Fire Prevention- 0
  - Red & Blue Gala- April 4- There is a table designated for the board members.
  - Third Party Evaluations- Chief of Administration Duffaut presented the summaries to the Board.
  - Parcel Fee Renewal- Chief of Administration Duffaut stated that we have contacted Foley & Judell, and we are moving forward on the renewal and intend to be on the October 11 ballot,
  - Baby Box- Chief of Administration Duffaut stated that the baby box is installed, and electronic connections are complete. He further stated that we will test it on Thursday, for seven consecutive days, and we will do training in early April. We will do a press conference after the training is complete.
  - Chief of Operations Gross stated that the truck committee will be doing a final inspection visit next week at Rosenbauer (South Dakota) for the 78’ quint.
  - Command Trailer- Chief of Administration Duffaut thanked the Board for the approval to purchase the command trailer.

*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 February financial report.

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

**4) PMI Report –**

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

**1) 2025-014: BOC Resolution (Adopt Employee Handbook Revisions)**

*Commissioner McDowell made a motion to adopt Resolution 2025-014, Relating to the Adoption of the Employee Handbook Revisions 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) 2025-015: BOC Resolution (Adopt SOP & SOG Revisions)**

Pursuant to R.S. 42:23, personal recording devices are welcome in every meeting for Fire District No. 1; however, 2 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.

03/18/2025

***Commissioner Powell made a motion to adopt Resolution 2025-015, Relating to the Adoption of the 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.***

3) 2025-016: BOC Resolution (Adopt Official Journal)

***Commissioner Rich made a motion to adopt Resolution 2025-016, Relating to the Adoption of the Official Journal 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.***

4) General Comments

- Fire Chief Evaluation (tabled to April meeting)

c) Payroll – (none)

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

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

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

**5) Attorney's Report-** (Attorney Danenhower was not present)

- Chief of Administration stated that the Assessor acknowledged the correspondence we sent regarding the parcel fee charges on 4 of our stations.

**6) Board of Commissioner Comments**

- o BOC Action Items Review- (none)

Chairman Brackett commended the department's efforts during Mardi Gras season.

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

***The meeting was adjourned at 6: 41 p.m.***

Pursuant to R.S. 42:23, personal recording devices are welcome in every meeting for Fire District No. 1; however, 3 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.