

# St. Tammany Fire Protection District No. 1

## Board of Commissioners

### Regular Meeting Minutes April 15, 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, McDowell and Davis were present.  
Commissioner Powell was absent.

**OLD BUSINESS:** (None)

**NEW BUSINESS:**

**Awards & Recognitions**

#### APPROVAL OF MINUTES

*Commissioner McDowell made a motion to approve the minutes of the March 19, 2025 meeting. Commissioner Rich seconded the motion. The motion carried unanimously.*

#### 1. Chief's Report

##### a) Significant Monthly Events

- REMINDER: Financial Disclosure (Tier 2.1 Annual Disclosure, due May 15)
- Accreditation- Unanimous Re-Accreditation Awarding
- Baby Box- Training/Blessing on April 30 (12:00 Blessing, 2:00 Training)
- T-Bill Maturity- April 17 maturity (\$6M)
- Parcel Fee Campaign- Oct. 11 Election (Resolution under "PMI"). Chief Kaufmann stated that we do plan to engage Sam Caruso as campaign consultant.
- Recruit Graduation- May 8, 5:30 p.m. at Northshore Church
- Additional Small Capital Projects- Resolution 2025-020- Chief Kaufmann stated that the bids for the Training Classroom #2 came in approx. \$150K under budget and he is requesting a portion of these funds to paint the engine room and replace the flooring at St.16, enclosure for lawn equipment at St. 19 and Captain's office at St. 15. These projects were going to be proposed in 2026; however, he'd like to complete them in 2025.
- St. 11- UPDATE- (to be discussed under "Attorney" report)
- St. 10- UPDATE- Chief Kaufmann stated that the CDD is closing on the property April 21.
- Training Classroom #2- Chief Kaufmann stated that M. Natal was selected.
  - FETA has certified our Training Facility, and we now mirror what happens at the State academy. We are the first training academy, in Louisiana, to receive this certification letter.

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- b) Operations Reports** – Chief of Administration Duffaut discussed the “Operations” report (March) 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.

Chief Kaufmann stated that we continue to track overdose data. He further stated that we are in the second round of opioid lawsuit funding; we got a LUCAS device last year and this year we will get paramedic training funding which will help address how we respond to these overdoses.

- c) Maintenance Report**- Chief of Administration Duffaut discussed the “Maintenance” report (March) which covered preventative maintenances and major repairs performed.

Chief Kaufmann stated that the new ladder truck, purchased 2 years ago, was at the FDIC conference and we should have possession of it in the next few weeks.

- d) Fire Prevention Report**- Fire Prev. Officer DelBuono discussed the monthly “Fire Prevention” report (March) which included Inspections, Public Fire Safety & Education Events, Investigations, and Economic Impact.

- e) Training Report** – Chief of Training Harrison discussed the monthly “Training” report (March) which included Classes, Certifications and Revenues.

Chief of Training Harrison stated that Chief requested that research into CISM peer support team be done. He further stated that while at FDIC, he met a lady with golden retrievers who are peer support dogs. She inquired as to whether we wanted one and said that there was a police department that got a new Chief that said that he no longer wanted, and we could have it. He further stated that he is continuing to research this.

- f) Communications Report** – Chief of Administration Duffaut discussed the monthly “Communications” report (March) which included call volume and statistics.

**g) General Comments-**

Chief Kaufmann stated that while at the accreditation conference, 2 agencies inquired about the Pro Q&A software, which we have had for 3 years and are currently working on accreditation with this software. Additionally, 3 questions were asked regarding fire prevention which we are currently doing, and exceeding, in those areas.

- Staffing Vacancies
  - Suppression- 4
  - Communications Officer- 0
  - Fire Prevention- 0

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

**2) SFFA (Slidell Firefighters Association) –**

- Taylor Bass Golf Tournament- Sept. 19
- Hospice Crawfish Cook-Off (April 26)
- Pat Massarini Scholarships (2)

**3) PMI Accounting-** Mr. Waniewski discussed the March financial report.

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

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**4) PMI Report –**

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

- 1) 2025-017: BOC Resolution (Approve Commercial Property, Casualty & Automotive Ins. “VFIS”)

***Commissioner Davis made a motion to adopt Resolution 2025-017, Relating to the Approval of the Commercial Property, Casualty & Automotive Insurance 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.***

- 2) 2025-018: BOC Resolution (Approve Responsive & Lowest Bidder for Training Classroom No. 2)

***Commissioner Rich made a motion to adopt Resolution 2025-018, Relating to the Selection of the Responsive and Lowest Responsible Bidder for the Training Academy Classroom No. 2 Project 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) 2025-019: BOC Resolution (Approve Parcel Fee Renewal Election Campaign)

To consider and take action with respect to adopting a resolution ordering and calling a special election to be held in Fire Protection District No. 1 of the Parish of St. Tammany, State of Louisiana, to authorize the renewal of a parcel fee therein, making application to the State Bond Commission, and providing for other matters in connection therewith.

***Commissioner Davis made a motion to adopt Resolution 2025-019, Relating to ordering and calling a special election to be held in Fire Protection District No. 1 of St. Tammany Parish, State of Louisiana, to authorize the renewal of a parcel fee therein, making application to the State Bond Commission, and providing for other matters in connection therewith. Commissioner McDowell seconded the motion.***

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

***Chairman Brackett called for the vote:***

***Davis: Yea***

***McDowell: Yea***

***Powell: Absent***

***Rich: Yea***

***Brackett: Yea***

***The motion carried unanimously.***

- 4) 2025-020: BOC Resolution (Approve Re-Allocation of Restricted Facilities Funds- Training Academy Classroom No. 2)

***Commissioner Davis made a motion to adopt Resolution 2025-020, Relating to the Approval to Re-allocate Restricted Funds for the Training Academy Classroom No. 2 Project for Special Projects for District No. 1. Commissioner Rich seconded the motion.***

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

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04/15/2025

*The motion carried unanimously.*

- 5) General Comments
  - Fire Chief Evaluation- Composite score of 5 out of 5
- c) **Payroll** – (none)
- d) **FRS (Firefighters Retirement System)** – (none)
- e) **VFIS Special Risk Insurance & LWCC**- VFIS Renewal Approximately \$77,000 under 2025 Operating Budget: Effective 05/06/2025

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

- 5) **Attorney's Report**- Attorney Danenhower stated that he did a legal review on a couple record requests, as well as the legal background check for Training Classroom #2.

St. 11- Attorney Danenhower stated that on Jan. 13, 2025, we discovered an issue with the settlement work that was done on the second-floor balcony (hollow spots in the epoxy coating). Due to Faulk & Meek not responding to our correspondence relating to the warranty issue, a formal demand letter will be sent to their attorney. He further stated that he would continue to provide updates as necessary.

Attorney Danenhower stated that with the re-assessment, constituents have complained that their taxes have increased; particularly the fire district taxes, despite rolling back to the adjusted millage rate. He stated that we have spoken to several governmental agencies, including the District Attorney. He further stated that there is an audit process, and we can request an audit from the state level. He further requested the Board's approval to make the request, to the Louisiana Tax Commission, to get a better picture of what to expect, and what has happened.

*Commissioner Davis 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-

Chairman Brackett stated that through the Accreditation process, we discussed what the next 5 years would look like and former Chairman Crowley, as well as Chairman Brackett, will be part of that process. He stated that there will be bi-annual meetings to see where we stand with regards to recommendations/improvements. Additionally, a resolution will be proposed to form a committee.

Mr. Crowley stated that we should educate the public as much as we can on the accreditation process, and the significance of it.

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

*The meeting was adjourned at 7:00 p.m.*

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