

# St. Tammany Fire Protection District No. 1

## Board of Commissioners

### Regular Meeting Minutes July 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 and Powell were present.  
Commissioners McDowell and Davis were absent.

#### OLD BUSINESS:

- 1) Advisory Committee (Accreditation/ Strategic Plan)- Resolution under “PMI”

#### NEW BUSINESS:

##### Awards & Recognitions

**Retirement:** Charles Davis

**Promotions:** Captains: Brian Bilich, Kevin Varnado  
Fire Operators: Tyler Sanders, Caleb Weaver

#### APPROVAL OF MINUTES

*Commissioner Powell made a motion to approve the minutes of the June 17, 2025 meeting. Commissioner Rich seconded the motion. The motion carried unanimously.*

#### 1. Chief's Report

##### a) Significant Monthly Events

- Parcel Fee Campaign- Oct. 11 Election – Chief Kaufmann stated that we have signed the contract with Sam Caruso, Jr. He further stated that we have met 3 times and we are creating a Facebook page for the campaign and we will be getting out in the community to educate the public.
- St. 11- UPDATE- Chief Kaufmann stated that we are waiting on a date from the sub-contractor to have the epoxy repaired.
- St. 10- UPDATE- Chief Kaufmann stated that the survey is being done and we will then subdivide the property to complete the act of donation.
- Training Classroom #2- Chief Kaufmann stated that we signed the notice to proceed, and the project has begun.

**b) Operations Reports** – Chief of Operations Gross discussed the “Operations” report (June) 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 (June) 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 (June) which included Inspections, Public Fire Safety & Education Events, Investigations, and Economic Impact.
- e) **Training Report** – Chief of Training Harrison discussed the monthly “Training” report (June) which included Classes, Certifications and Revenues.
- f) **Communications Report** – Chief of Administration Duffaut discussed the monthly “Communications” report (June) which included call volume and statistics.
- g) **General Comments-**
  - United Way Red Bean Cook-Off- Aug. 4, 11:00- 2:00
  - Tropical weather preparations are made
  - College reimbursement program- new proposal for next month (reimbursement up to \$1,000 for course completion outside of department eligibility)
  - Staffing Vacancies
    - Suppression- 4

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

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

- Red Bean Cook-off- Cooking Team
- IAFF Peer Support Class- Aug. 20-21
- Taylor Bass Memorial Golf Tournament- Sept. 19

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

Chief Kaufmann spoke briefly on the audit and stated that there was no management letter issued and there were no findings.

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

**4) PMI Report –**

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

- 1) 2025-029: BOC Resolution (Adopt 2024 LLA Audit)

*Commissioner Powell made a motion to adopt Resolution 2025-029, Relating to the Adoption of the 2024 LLA Audit 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) 2025-030: BOC Resolution (Approve Establishment of Advisory Committee “Accreditation/ Strategic Plan”)

*Commissioner Powell made a motion to adopt Resolution 2025-030, Relating to the Approval to Establish an Advisory Committee 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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*The motion carried unanimously.*

- 3) General Comments
- 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-**

- Transparency and Resource Accountability Committee (TRAC)- Attorney Danenhower reported that we are monitoring St. Tammany Parish Council proposed ordinance C-7138 which expands the already existing TRAC committee, which was is created by the Parish Council (this was previously tabled). This ordinance allows the committee, as they deem necessary, to provide assistance with the budgeting process to any entity that most go before the Parish Council for funding/ ballot issues. This will include fire districts.

Chief Kaufmann stated that due to the financial challenge with the D.A. and the Parish, he doesn't feel that the D.A. should be involved. He further stated that he doesn't feel a TRAC committee is necessary, as they can ask to meet with any taxing body to discuss operations, budget, etc. Chief Kaufmann stated that they can speak to their board appointments as well.

- Assessor- Attorney Danenhower stated that the Assessor sent out a mailer and he has had several inquiries about the Assessor's attack on Fire Dist. #1 in the mailer.

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

**6) Board of Commissioner Comments**

- o BOC Action Items Review-

Chairman Brackett nominated Dan Crowley as Chairman of the Advisory Committee

*Commissioner Rich made a motion to appoint Dan Crowley as Chairman of the Advisory Committee. Commissioner Powell seconded the motion. The motion carried unanimously.*

There was a brief discussion on the department's 5-7% (approx. \$72K) of "discretionary" spending.

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

*The meeting was adjourned at 7:09 p.m.*