

ST. TAMMANY FIRE PROTECTION DISTRICT #8
Minutes of Board of Commissioners Meeting
February 19, 2025

Call to Order: 5:35 pm

Roll Call:

Mike Anderson, Chair
Sandra Slifer, Vice-Chair
Jeff King

Also, Present:

Chief Brandon Stein
Chief Eric Givens
Sue Ellen Stewart, Board Secretary
Bret Bowen

Absent:

Pledge of Allegiance: Recited

Modification of Agenda: Update on Health Insurance proposal from Healthcare Search presented in Jan.

Public Concerns: None

Secretary's Report:

Upon motion by S Slifer, seconded by J King, the meeting minutes for January 15, 2025, were approved and unanimously accepted.

The Financial Report includes a P&L Budget Performance for the month of January 2025. The balance of the HB Operating Account as of January 31, 2025, was \$906,226.10, HB Emergency Funds of \$48,481.85, HB Capital Acquisition Fund of \$25,140.62 and LAMP account of \$1,422,276.83. For a total funds on hand of \$2,402,165.40. Interest rates for each account were added to the report. Year to Date Operating Income of \$1,260,869.58 (68.05% of budget) with expenses of \$130,793.49 (7.06% of budget) for a YTD Net Operating Income of \$1,130,076.09. Details of the P&L were covered noting the added line item for Educational Incentives.

Motion made to approve the January financial reports by S Slifer, seconded by J King, was unanimously accepted.

Communication: N/A

Chief Stein's Report

Vehicles and equipment

- Tender-81 in shop for electrical issues
- All engines were pump tested on 2/7/2025 by Siddons -Martin

Personnel

- Full shifts and 13 part-time

Annual testing and inspections

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- Hydrant inspections issued for 2025
- Pre-plan schedule issued for 2025
- Hose testing assignments issued for 2025
- Life safety inspections all current

Communications

- T/O Murden continues to conduct live training as well as daily training.

Personnel Recognition

- Birthdays- Cameron Speaks 2/16
Ryan Mader 2/12
- Years Of Service - Barry Smith 8 years
Sue Ellen Stewart 2 years

RUN REPORT
FEBRUARY 2025

Call data is from month of JANUARY

CALL NATURE	2024	2025	differential
MEDICAL	33	39	+6
PUBLIC ASSIST	5	2	-3
MOTOR VEHICLE ACCIDENT	8	8	0
STRUCTURE FIRE	0	0	0
VEHICLE FIRE	0	0	0
NATURAL VEGETATION FIRE	1	2	+1
RESIDENTIAL FIRE ALARM	6	2	-4
COMMERCIAL FIRE ALARM	1	2	+1
GAS LEAK/SPILL	0	1	+1
POWERLINE/POLE INCIDENT	0	1	+1
BURN COMPLAINT	1	2	+1
OTHER HAZARD	1	1	0
SERVICE CALL	1	0	-1
MUTUAL AID EMS	0	0	0
MUTUAL AID FIRE	3	3 (FD 7) 1 (FD9)	+1
MUTUAL AID ALARMS	0	0	0
MUTUAL AID MVA	0	0	0
MUTUAL AID NAT. VEG	0	0	0
MUTUAL AIDE OTHER	1	0	-1
MONTHLY TOTAL	55	64	+9
YEAR TO DATE TOTAL	55	64	+9

RESPONSE ANALYSIS

Call data is from month of JANUARY

STATION	CALL VOLUME	AVG RESPONSE TIME
81	42	6:33
82	18	7:25
83	4	8.55

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Chief Given's Update:

- Training Update:
 - Two firefighters returned from aircraft rescue training and were very impressed by the program.
 - Three firefighters are currently in EMT training.
 - Discussed First Due's Fire Investigation Module as it would enable the captains to complete a report versus a full investigation in some cases making it very beneficial to the district. Motion made by S Slifer, seconded by J King to invest up to \$1,800 for the additional module which would be prorated with the current annual contract. Motion and second were unanimously approved.
 - District 8 is hosting several agency meetings:
 - Fire Chief's Association meeting
 - Tri-Parish Fire Prevention Meeting
 - State Police Crime Lab
 - VFIS Train the Trainer Driving Course
 - Training Officer Murden is developing a certification class for St Tammany Fire Fighters

Old Business:

- **Facility Update:** Building plans are posted in the station and receiving complements from staff and residents. May adjust the dimensions of the gym. Discussed the need for bore samples and sonar testing. Motion made by S Slifer seconded by J King to approve the recommended auger borings and ground penetrating radar up to funds of \$8,000, and unanimously accepted.
- **New Appointees:** Two individuals to submit paperwork to finalize appointments. Bret Bowen will be an alternate.
- **Capital Outlay Plan Discussion:** Hand out was provided to all showing the final balance of \$698,889.27 in the General account after all 2024 items cleared. Motion made by S Slifer to transfer \$48,000.00 from the HB General Account to LAMP Emergency fund with the remaining \$650,889.27 to the LAMP Capital Fund, seconded by J King, was unanimously accepted.
- **Property Insurance Renewal:** Hand out on the Property Insurance renewal quote was provided. Will need to schedule a discussion with Moore & Jenkins on coverage during building construction. Motion by S Slifer to approve the Insurance Renewal Quote of \$55,347 plus taxes, seconded by J King was unanimously accepted.
- **Chief Stein's Annual Evaluation:** M Anderson suggested an additional 5% salary increase retro back to anniversary date in addition to the state mandate of 2%. Motion made by S Slifer to approve the 5% increase seconded by J King and was unanimously accepted.

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- **Tier 2.1 Filing:** Link was sent to all board members, completion required by 4/15/2025.

New Business:

- **Ethics/Sexual Harassment Prevention/ Cyber Security Training:** All courses are now available SE Stewart will send out links for training to all board members.
- **Health Insurance Presentation:** M Anderson contacted all three of the references and spoke to two of them. Based on the comments of references and our current agent the decision was to remain with HUB.
- **Adopt Resolution for 2024 Audit:** Resolution 2025-002 LA Compliance Questionnaire was read and approved by all board members. Motion made by S Slifer, seconded by J King to accept, and approve the LA Compliance Questionnaire. (see attached)
- **LLA Presentation at Abita Springs Town Hall:** Meeting is scheduled for March 18th at 9:00am covering various topics of Auditing Essentials, Open Meetings Laws etc. Chief Stein encouraged all to attend.

Adjournment @ 7:00 Motion to adjourn submitted by S Slifer, seconded by J King, the motion was unanimously approved.

Next Meeting: March 19, at 5:30pm

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RESOLUTION #2025 - 002
LA Compliance Questionnaire

February 19, 2025

Whereas a quorum of the Board of Commissioner of St. Tammany Fire Protection District No 8("the district") was present on this date for a properly advertised, regular meeting:

A motion was made by Sandra Slifer and seconded by Jeff King that the Board approve and adopt the LA Compliance Questionnaire provided by Griffin & Furman LLC, Certified Public Accountants. Documents were distributed at the meeting.

This Resolution was adopted on this 19th day of February 2025 and becomes effective immediately.

The foregoing resolution was read in full; the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS: 3
NAYS: 0
ABSTAINED: 0
ABSENT: 0

CERTIFICATE

I hereby certify that I am the Secretary of the Board of Commissioners of St. Tammany Fire Protection District No. 8, and the above resolution was properly adopted by the Board of Commissioners, which is the districts' governing authority, at the Regular board meeting called and held in accordance with the law at the district's regular meeting held on this 19th day of February 2025. Thus, signed and executed this 19th day of February 2025.

A handwritten signature in blue ink, appearing to read "Sue Ellen Stewart", is written over a horizontal line.

Sue Ellen Stewart
Secretary to the Board of Commissioners
St. Tammany Parish Fire Protection District No. 8