

ST. TAMMANY FIRE PROTECTION DISTRICT #8

Minutes of Board of Commissioners Meeting

January 17, 2024

Call to Order: 5:30 pm

Roll Call:

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

Also, Present:

Chief Brandon Stein
Sue Ellen Stewart, Board Secretary
Chief Eric Givens
Captain Daniel Fuselier
FF/OP Barry Smith
FF/OP Michael Taylor

Absent:

Pledge of Allegiance: Recited

Modification of Agenda: N/A

Public Concerns: None

Secretary's Report:

Upon motion by S Slifer, seconded by B Brenner, the meeting minutes for December 20, 2023, were unanimously approved.

Financial Report includes a P&L Budget Performance for the month of December 2023. The balance of Operating Account as of December 30, 2023, was \$786,860.15, Emergency Funds of \$124,444.04 and CD's totaling \$184,600.25. For a total of \$1,095,904.44

The end of year budget outlook is positive with a favorable operating budget variance of \$282,338.34 excluding capital acquisition funds of \$137,505.82. The favorable variance inclusive of capital acquisitions is \$144,832.52.

CD Account	Balance	Maturity
561278	\$20,055.63	1/25/24
561619	\$20,055.12	3/27/24
561673	\$20,676.04	4/24/24
561746	\$20,518.43	6/19/24
561942	\$20,669.22	9/16/24
562056	\$20,742.69	10/7/24
562219	\$20,656.52	9/5/24
562429	\$20,554.64	8/24/24
562955	\$20,671.96	2/17/24
TOTAL	\$184,600.25	

CD 561746 renewed for 6 mths @ 5.10%

CD 562219 renewed for 9 mths @ 5.46%

CD 562429 renewed for 7 mths @ 5.1%

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The motion was made to approve the December 2023 treasurer report by S Slifer, seconded by J King and was unanimously approved.

○ **Communication:**

- An updated vendor listing was provided to all board members.
- Staffing Update:
 - Chief Stein Jan 8th 20 yr Anniversary and annual salary increase
 - E Givens Jan 13th 21 yr Anniversary and promotion to COO 1/1/24
 - Martin Krey promotion to Captain 1/1/24
 - January annual pay raises: B. Smith 1/21 – 6 years

Chief's Report:

RUN REPORT

January 2024

Call data is from month of December 2023

CALL NATURE	2022	2023
MEDICAL	47	36
PUBLIC ASSIST	6	4
MOTOR VEHICLE ACCIDENT	4	8
STRUCTURE FIRE	0	1
VEHICLE FIRE	2	0
NATURAL VEGETATION FIRE	0	4
RESIDENTIAL FIRE ALARM	5	0
COMMERCIAL FIRE ALARM	5	0
GAS LEAK/SPILL	0	1
POWERLINE/POLE INCIDENT	1	0
BURN COMPLAINT	1	2
OTHER HAZARD	0	0
SERVICE CALL	3	4
MUTUAL AID FIRE	1	1
MUTUAL AID MVA	0	0
MUTUAL AID NAT. VEG	0	0
MUTUAL AIDE OTHER	0	0
MONTHLY TOTAL	72	61
YEAR TO DATE TOTAL	754	832

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RESPONSE ANALYSIS

JANUARY 2024

Call data is from month of December 2023

STATION	CALL VOLUME	AVG RESPONSE TIME
81	28	5:15
82	27	6:17
83	6	5:45

FIRE CHIEF REPORT

JANUARY 2023

data is from month of December

Vehicles and equipment

- Unit-81 was re-assigned as Unit-801. Chief Givens is assigned to that vehicle.
- Unit-80 (new truck) is now the daily response vehicle for the Captains.
- On the lookout for an additional vehicle to be used to attend classes and other general use.
- Inventory and inspection is underway on all Bunker gear.
- Tender-81 is at Siddons Martin for several repairs.

Facilities

- New Chiefs office was completed.
- Internet upgrades to Station-81 administration offices being completed by Yestech.

Personnel

- 12 full-time
- 14 Part-Time
- 5 active volunteers

Training

- 6 personnel scheduled to attend Man vs Machine training in Slidell on February 29.
- 2024 payment to FD4 for facility use was paid from remaining 2023 budget funds.

Annual testing and inspections

- Annual schedules for all testing is being developed.

Communications

- 2024 Dispatching fees were paid from the remaining 2023 budget funds.
- There are talks of a "merger" between FD9 and FD7, with FD9 being the absorbing agency. It is my opinion that this would have an immediate negative effect, and possibly a

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long-lasting effect on Fire District 8. The St. Tammany Fire Chiefs Association is meeting tomorrow at 830 to be briefed on the exact plan, or reasoning. This is a situation that “factually” we have proven, was conspired over a year ago and has recently been made public, just not by the players involved. I will be in attendance tomorrow to express my concerns on the situation.

- Chief Givens has assumed the role of Chief of Operations. Chief Givens has been busy with cleaning up the Emergency Reporting System, Overseeing the Gear inventory and several other projects that will result in additional accountability, operability and efficiency.

Old Business:

Updated Procedures: No additional procedures were presented. Updates will be an ongoing process.

Facility Update: M Anderson opened discussion regarding the next step in making a decision on the architect of choice for the new firehouse realizing the 1st installment of the project will be about 10% of the total cost based on state guidelines. Staff members present provided input about each architect. M Anderson will reach out to Leslie Long, St Tammany Parish Finance and Chief Kaufmann and will follow up with the architects.

2023 Audit Engagement & Discussion: SE Stewart provided copies of the Planning Communication Letter and completed LA Audit Compliance Questionnaire provided by Griffin & Furman LLC. Resolution 2024-001 to accept both documents was adopted by the board by motion from S Slifer, seconded by J King and unanimously approved

American Tower Proposal: Chief Stein reported the project was placed on hold by American Tower.

Property Insurance Renewal: SE Stewart distributed Notice of Policy Conditional Renewal document provided by VFIS. The renewal is scheduled for 2/22/2024, SE Stewart will notify board members of premium amounts. HUB declined to offer a quote stating we should stay with our current provider (VFIS).

SE Stewart Performance Evaluation: Positive feedback was received from board members and Chief Stein. S Slifer made a motion to grant a \$2.00 increase to SE Stewart’s hourly rate effective the next pay period (1/22/24), motion was seconded by J King and unanimously approved.

New Business:

Capital Outlay Plan: Historically the 50% of the prior year carry over amount would be placed in emergency funds with the remaining used for capital acquisitions. With the current carry over amount of \$144,832.52, approximately \$72,416 could be determined as capital. There is a need to acquire/replace safety equipment at \$5,000 per set. Motion made by S Slifer to allocate \$50,000 for the purchase of safety equipment was seconded by J King and unanimously approved. S Slifer made a motion to move \$24,832.52 from the Operating Account to the Emergency Account, motion was seconded by J King and unanimously approved. This discussion led to setting up an additional bank account.

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Additional Bank Account: Based on the Capital Outlay discussion, a motion was made by S Slifer to establish a new bank account designated as Capital Fund with an opening balance of \$70,000. The motion was seconded by J King and unanimously approved.

Tier 2.1 Filing: Reminder a to all board members. SE Stewart will send out the link to complete the report

Ethics & Sexual Harassment Training: Chief Givens has instructed all staff to have the Ethics training completed by March 1st. The Sexual Harassment training will not be available by the state before February. M Anderson reminded all board members to complete the training. SE Stewart will send the link out to the board members.

Chief Stein Performance Evaluation: SE Stewart will send out the evaluation form to all board members.

PAF's: Eric Givens to Chief of Operations and Martin Krey to Captain

Adjournment @ 7:06 Motion to adjourn submitted by S Saussy, seconded by J King, the motion was unanimously approved.

Next Meeting: February 21, 2024, at 5:30pm