

ST. TAMMANY FIRE PROTECTION DISTRICT #8

Minutes of Board of Commissioners Meeting

November 15, 2023

Call to Order: 5:35 pm

Roll Call:

Mike Anderson, Chair
Sandra Slifer, Vice-Chair
Stephen Saussy
Brandon Brener

Also, Present:

Chief Brandon Stein
Sue Ellen Stewart, Board Secretary
FF/Operator Michael Taylor
FF/Operator Barry Smith
Ken Schroeder, Pastor Sweetwater Church
Chief Whitehead, STFD#7

Absent:

Jeff King

Pledge of Allegiance: Recited

Modification of Agenda: Proposal from American Tower was added to the agenda. The letter was distributed via email and included in the board meeting package.

Public Concerns: None

Secretary's Report:

Upon motion by S Slifer, seconded by S Saussy, the meeting minutes for October 18, 2023, were unanimously approved.

Financial Report includes a P&L Budget Performance for the month of October 2023. The balance of Operating Account as of October 31, 2023, was \$855,939.31, Emergency Funds of \$123,528.20 and CD's totaling \$183,297.03. For a total of \$1,162,764.54. The overview distributed in the meeting reflects corrections to the Acquisition Fund section as the carry over amount from 2022 was verified and is now a truer picture of past funds. Discussion continued regarding establishment of a new bank account to better track capital funds, be it facility or equipment. SE Stewart will be working with CPA to resolve any discrepancies with the Quickbooks file to close out 2023 and begin 2024 with a clearer picture.

CD Account	Balance	Maturity
561278	\$20,055.63	1/25/24
561619	\$20,055.12	3/27/24
561673	\$20,496.41	4/24/24
561746	\$20,292.48	12/20/23
561942	\$20,438.97	9/16/24
562056	\$20,512.44	11/7/23
562219	\$20,461.91	12/5/23
562429	\$20,554.64	1/3/24
562955	\$20,456.43	2/17/24
TOTAL	\$183,297.03	

Home Bank's 5-month CD rates are no longer being offered so we'll continue with 11-month CD renewals.

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The motion was made to approve the October 2023 treasurer report by S Slifer, seconded by B Brener and was unanimously approved.

Communication: No update

Chief's Report:

**RUN REPORT
NOVEMBER 2023**

Call data is from month of OCTOBER

CALL NATURE	2022	2023	differential
MEDICAL	38	30	-8
PUBLIC ASSIST	5	21	+16
MOTOR VEHICLE ACCIDENT	5	5	0
STRUCTURE FIRE	0	0	0
VEHICLE FIRE	0	2	+2
NATURAL VEGETATION FIRE	5	6	+1
RESIDENTIAL FIRE ALARM	1	7	+6
COMMERCIAL FIRE ALARM	0	0	0
GAS LEAK/SPILL	1	2	+1
POWERLINE/POLE INCIDENT	3	0	-3
BURN COMPLAINT	2	14	+12
OTHER HAZARD	0	1	+1
SERVICE CALL	5	2	-3
MUTUAL AID FIRE	2	1	-1
MUTUAL AID MVA	0	0	0
MUTUAL AID NAT. VEG	0	0	0
MUTUAL AIDE OTHER	0	0	0
MONTHLY TOTAL	79	91	+12
YEAR TO DATE TOTAL	523	718	+195

**RESPONSE ANALYSIS
NOVEMBER 2023**

Call data is from month of OCTOBER

STATION	CALL VOLUME	AVG RESPONSE TIME
81	51	4:37

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82	28	6:37
83	12	4:20

Vehicles and equipment-

- Brush-81 and Unit-800 had tires replaced
- The spare generator has been removed from the trailer it was on and stored indoors.

Facilities-

- Downstairs bunkroom at St-81 will be re-configured to facilitate additional office space.

Personnel-

- 12 Paid Personnel
- 13 Part-Time Personnel

Training

- Several personnel to attend Wildfire training over the next several weeks. Classes are free, will only cost some lodging.

Annual testing and inspections-

- Inspections are up to date and continuing.
- P.I.A.L. was here on 10-25-23. We will not hear anything until after January 2024 at the earliest.

Communications/Information

- Required paperwork has been submitted to O.S.E. for the Chief of Operations position. The Job Descriptions for Fire Captain and Fire Chief were studied and may change slightly as the new position is in between those ranks and some responsibilities from each position were transferred.
- Public Records request was received from a resident of St. Tammany Fire District 7, for a report on a Mutual Aid Structure Fire we responded to. The request was made by E-mail to me and I quickly supplied the requestor with a copy via E-mail.

Old Business:

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

Proposed Public Records Request Fee Schedule: Policy and fee schedule were emailed to the board members 11/15/23 and included in the board meeting packet. Request will be accepted via the

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website. Motion made by S Saussy and second by S Slifer to accept the public records request procedure and fee schedule, was unanimously approved.

Facility Update: The November 14th special meeting was briefly discussed. Presentations were made by Blich and Greenleaf, Joseph Schnider was unable to attend and will be invited to present before the next board meeting. M Anderson requested approval to seek funding for the new fire station. Upon motion by S Saussy, seconded by S Slifer and unanimously approved, M Anderson will pursue capital funds for the project.

2023 Audit Engagement & Discussion: SE Stewart distributed a list of potential CPA's currently handling other St Tammany fire districts and public entities. SE Stewart will send a request for proposal to the 7 firms that were listed.

Commissions Expiring:

- Mike Anderson 12/23: Motion made by S Slifer to re-appoint M Anderson as 2024 Chair, seconded by S Saussy and was unanimously approved
- Jeff King will continue in 2024, paperwork in process with Parish President office.
- Stephen Saussy 12/23 resigning after term

New Business:

2024 Budget Public Hearing & Vote: The 2024 Budget was published Nov 1, 2023. Motion was made to accept the budget by S Saussy, seconded by S Slifer and was unanimously approved.

American Tower Proposal: The proposal is for 600 additional square feet to the current leased area with either \$10,000 one-time payment or an \$250 per mth installment fee escalating at 2% per year whenever a non-affiliated tenant co-locates in that space. The current contract has a different escalating fee that includes a portion of the profits from a non-affiliated tenant that locates the space. B Stein will let AT know we have the proposal under advisement. S Saussy requested a copy of the lease to review and obtain input.

Property Insurance Renewal: The property insurance renewal is in February 2024. A request for proposal was submitted to HUB.

SE Stewart Performance Evaluation: Evaluation forms will be sent to board members for input.

PAF's: No forms were presented

Adjournment @ 6:52: Motion to adjourn submitted by S Slifer, seconded by B Brener, the motion was unanimously approved.

Next Meeting: December 20, 2023, at 5:30pm