



St. Tammany Parish Fire Protection District # 3

P.O. Box 849

Lacombe, Louisiana 70445-0847

(985) 882-5977 Office (985) 882-6664 Fax

admin@stfd3.com

Patrick F. Sicard
Fire Chief

Regular Public Meeting of the Board of Commissioners July 10, 2024 *Meeting Minutes*

Called To Order:

Chairman Danny Hall called the meeting to order on Wednesday, July 10, 2024, at 6:05PM.

Pledge of Allegiance

Prayer

Roll Call:

Danny Hall, Leo Casanave, Jeanne Hutchison, Raymond Batiste, and Murphy Arsenaux were present.

Chief Sicard, Assistant Chief Geissler were present representing the Fire Department.

Chad Danenhower was present representing PMI.

Secretary Minutes:

Approve minutes of June 12, 2024, regular meeting.

Mr. Batiste made a motion to approve the minutes from June 12, 2024, Mr. Arsenaux seconded. A vote was taken.

Motion carried.

Treasurer Report:

Mrs. Hutchison stated the following for bank accounts.

- Operating account opened with \$913,985.08, interest - \$2638.35, with a closing balance of \$811,840.86.
- Allocated Account opened with \$1,041,126.33, interest paid - \$3372.99, ending balance \$1,044,49.32.
- Capital Asset Account opened with \$2913.99, Interest paid .72 with an ending balance of \$2914.71.
- Sinking Fund account opened with \$1508.06, Interest paid .37 with an ending balance of \$1508.43.
- The corporate Visa credit statement was also submitted to the Board. No discussion.

Mr. Arsenaux made a motion to approve the treasurer's report. Mr. Batiste seconded. A vote was taken.

Motion carried.

Employee Recognition:

1) Anniversary recognition. Mr. Hall stated that he would like to recognize anniversary dates for employees. Mr. Hall stated that he would like to recognize Mike Guillot, hired 7/20/2009, he has 15 years with the Department.

2) New employees. Mr. Hall recognized the following new hires.

- Drew Rousseau – 6/1/2024 – PT – FF/OP/Paramedic
- MaKayla Lindgren – 6/17/2024 – PT - EMT
- Carlrionne Marshall – 6/17/2024 – PT - Paramedic
- Isaac Jones – 6/17/2024 – PT – FF/OP/Paramedic
- Chelsea Johnson – 7/1/2024 – PT – Paramedic
- Steven Gayle – 7/1/2024 – PT – Paramedic
- Christopher Albrektsen – 7/1/2024 – FT – FF/EMT

Chief Sicard stated that he wanted to add to recognition by giving all commissioners badges.

Chief's Report:

Chief Sicard stated that YTD Non-EMS/Fire calls are 184. EMS calls – 728 for a total of 912 calls this year. He stated the department is trending lower than last year, he believes the majority of that is the Ochsner extended care closed.

June Non-EMS/Fire – 35, EMS calls 105. Of the 105 calls there was 3 mutual aids received. 2.86% given away. Two mutual aids were for EMS because the department was on structure fire calls. One call was the ambulance was on a previous call and there was only one paramedic up that day. Chief stated that for June 80% there were two paramedic units up, the other 20% was one paramedic. He stated that Chief Geissler strives to have two paramedic units up a day which is getting better with the new hires. The total calls for June were 140. EMS YTD is 728. District 3 has given mutual aid three times, EMS related. YTD 28 mutual aids were received. 96.15% was handled by the department.

Mr. Hall wanted to recognize the work that has been done to get the word out and bring more applications in.

Chief Sicard stated that the June average response time was 6 minutes. He stated that the goals are 95% of EMS calls will be handled within a 20-minute period. Mr. Arsenaux asked the Chief if that was a combined response time for fire and EMS combined or is it separate? Chief Sicard stated that is the average for the total responses not a separation. Mr. Hall asked how the Chief was going to share that information, at just a Board meeting or to the employees to get them engaged? Chief Sicard stated that he thinks it's both. He stated that there is an officer's meeting monthly and that would be discussed. Mr. Hall stated that the streetwise system could also be used as a visual. Mr. Arsenaux stated that the Chief should also explain to the employees the goal and why the Department is striving to reach that goal. Mr. Arsenaux also stated to let the employees know that we are trying to improve the service to the citizens of the community and to be in the brotherhood with the neighboring departments that are also depended on. Mr. Hall stated to share the successes on social media.

Chief Sicard stated that for June there were 3 mutual aids. Two for structure fires and one EMS. He stated that Mandeville was canceled. Chief Geissler stated that there was a structure fire on Jackson

St and one unit from District 4 assisted on that call. There was a request for mutual aid from Slidell for a potential commercial structure fire they were canceled prior to their arrival. Mr. Hall asked why mutual aid was called for. Chief Geissler stated that the call on Jackson was a manpower concern. There were 8 on that day but that was not enough for a structure fire. Mr. Hall asked since there are 8 on, is there places to bed them? Chief Sicard stated that there are beds for everybody. Mr. Hall asked if the bedding capacity was increased during the renovation of Station 31. Chief Sicard stated there is bedding for four, so it was not increased. Mr. Hall suggested that before future renovations are done, look at future growth.

Assistant Chief's Report:

1) Hiring and scheduling update.

Chief Geissler stated that most was already discussed. He stated that of the 20% only one paramedic, there were three shifts split half and half. In the evening of two of those shifts, there were two med units running and the morning of one shift there were two med units running so the 20% is a little off.

He also stated that since the ambulance meeting on May 22nd, there have been thirteen applications received, of those 8 were interviewed and the hired has been discussed above.

Old Business:

1) Employee handbook/policy and procedures manual. Chief Sicard stated that he has made progress on SOP's, SOG's and policies. He sends to Chief Geissler to send out to all employees to read and acknowledge. He stated that Chief Geissler can follow up with employees. Chief Geissler stated that there was a file type issue that has been corrected. There is a deadline for the employees to acknowledge and understand each policy emailed. Mr. Hall and Mr. Arsenaux gave suggestions on revising policies. Mr. Hall stated that he is not concerned with the SOG, SOP's but policies and recommended speaking with legal.

Chief Sicard stated that a lot of documents are being worked on and the goal of August 1st and he would like to extend that date. He stated that there are other duties for him to do. Mr. Arsenaux suggested that there are employees here that could help or there are other departments that already have policies out that would be glad to send to him to help. With other departments' policies it could be narrowed down. Chief Sicard stated that he has used other departments templates. He also doesn't give this out to other employees because the Chief's job description is to do policy. Mr. Hall asked if Chief Sicard had received the standard policy book from PMI that has all the basic policies and has been looked at by legal. Chief Sicard stated that he had the same document and has looked at revising and make sure it applies to District 3. Mr. Waniewski stated that this policy book has been accredited and is also used by District 1. Mr. Hall wanted a commitment as to when this document will be finished. Chief Sicard stated that he could have it completed by the October meeting. More discussion of SOG's, SOP's, and the handbook took place. Chief Sicard stated that he was open to employee suggestions as Mr. Arsenaux recommended.

2) Battalion Chief position. Chief Sicard stated that he wanted this position removed from the agenda until further notice. Mrs. Hutchison made a motion to remove the Battalion Chief position from the agenda. Mr. Casanave seconded. Mr. Arsenaux asked the reason why this is being removed. Chief Sicard stated that he has had discussions with Mr. Waniewski and Mr. Hall regarding finances, and how many could be put on since up to three has been discussed. Also, is a Battalion Chief more important than a training officer? The more discussed, the more questions came up. A vote was taken.

Motion carried.

New Business:

1) Firefighter elected Civil Service Board member oath of office. Mr. Hall stated that Mike Guillot was reelected as the Department representative for the Civil Service Board. He also thanked Mr. Guillot for his time on the Civil Service Board. Mr. Guillot was sworn in by Mrs. Hutchison and the oath of office was notarized.

2) Consideration of obtaining new billing and collections company. Mr. Hall stated that he would like to start considering a new billing and collections company. He would like to explore hiring a company more locally. Mr. Arsenaux made a motion to consider a new billing and collections company. Mr. Batiste seconded. Discussion as to why the board should be looking into another billing and collections company took place. A vote took place.

Motion carried.

3) Discuss procedures for July 31st public hearing. Mr. Hall discussed meetings that he had with Louis Fitzmorris, Troy Dugas, and Joe Impastato. The process of the meeting on July 31st at Koop Dr. took place. There will be a public hearing and then a public meeting at that time. Mr. Danenhower stated that there will be four resolutions at the public meeting. No further discussion took place.

4) Obtaining monies owed and equipment from previous employees – status update. Mr. Hall asked for an update on the employees that owe money and equipment. Chief Sicard stated that the equipment was received back. Mr. Hall asked that as far as any money was concerned if Chief Sicard had taken any action with collections? Chief Sicard stated that the money owed by three previous employees, Mr. Danenhower was handling. Mr. Danenhower stated that at last month's meeting, it was decided not to pursue litigation and it would be placed in collections. Chief Sicard stated that has not been done and he would be working on that.

5) 2024-017: BOC Resolution (Adopt 2023 LLA Audit). Mr. Hall stated that he sent the audits to the Board. He discussed the only issue was the employees did not have Sexual Harassment training. He asked why the employees did not have this training and what steps are being taken to address that. Chief Sicard stated that there was a low percentage of employees that completed the 2023 sexual harassment training. The notice was put out, but the employees did not meet the objective and the follow-up slipped through the cracks. He stated that the 2024 mandate has already been put out and Chief Geissler has put out deadlines. Chief Geissler stated that the deadline was July 5th and he is around 84% completed. Mr. Waniewski stated that there are two different audits. The first was financial and there were no findings. The second audit was more policy and procedures where the sexual harassment training comes in. Mr. Casanave made a motion to approve Resolution 2024-017 relating to the Adoption of the 2023 LLA Audit for District No. 3. Mrs. Hutchison seconded. No further discussion. A vote was taken.

Motion carried.

6) 2024-018: Boc Resolution (Adopt 2023 LLA AUP Audit). Relating to the adoption of the adoption of the 2023 LLA-AUP Audit for District No. 3. Mr. Arsenaux made a motion to adopt. Mr. Batiste seconded. No further discussion. A vote was taken.

Motion carried.

EXECUTIVE SESSION. Discuss personnel issues.

Mrs. Hutchison made a motion to go into Executive session. Mr. Arsenaux seconded. A vote was taken.

The Board entered Executive session at 8:01.

The Board came out of Executive session. No decisions were made in executive session. Mr. Hall would like a motion to add to the agenda a topic surrounding the mitigation of obstacles within this department through a detailed study from the top down conducted by PMI to include Danenhower Law. Mr. Arsenaux made a motion to amend the agenda. Mrs. Hutchison seconded. A vote was taken.

Motion carried.

Mr. Hall made a motion to hire PMI and Danenhower Law to perform an analysis of the department specific to mitigating obstacles preventing the department from strategic growth. He would like PMI to do a top-down analysis of providing back to the department recommendations for change. Mr. Arsenaux seconded. No further discussion. A vote was taken.

Motion carried.

Mr. Arsenaux made a motion to adjourn. Mrs. Hutchison seconded. A vote was taken.

Motion carried.

Adjournment:

Meeting adjourned at 9:03.