



## St. Tammany Parish Fire Protection District # 3

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Patrick F. Sicard  
Fire Chief

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### Regular Public Meeting of the Board of Commissioners June 12, 2024 *Meeting Minutes*

#### **Called To Order:**

Chairman Danny Hall called the meeting to order on Wednesday, June 12, 2024, at 6:00PM.

#### **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.

Mr. Hall stated that there needs to be some housekeeping regarding the agenda. There are PMI general comments toward the end of the agenda, this will be addressed under new business item 1.

#### **Secretary Minutes:**

Approve minutes of May 8, 2024, regular meeting.

Approve minutes of May 22, 2024, special meeting.

Mr. Casanave made a motion to approve the minutes from May 8, 2024, regular meeting and May 22, 2024, special meeting. Mrs. Hutchison seconded. A vote was taken.

Motion carried.

#### **Treasurer Report:**

Mrs. Hutchison stated the following for bank accounts.

-Operating account opened with \$1,277,740.73, interest - \$3651.87, with a closing balance of \$913,985.08.

- Allocated Account opened with \$1,037,645.96, interest paid - \$3480.37, ending balance \$1,041,126.33.

- Capital Asset Account opened with \$2913.25, Interest paid .74 with an ending balance of \$2913.99.

- Sinking Fund account opened with \$1507.68, Interest paid .38 with an ending balance of \$1508.06.

Mrs. Hutchison stated that the treasury bills were rolled over for another 6 months.

Mr. Batiste made a motion to approve the treasurer's report. Mr. Casanave 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 there are no full-time anniversaries.

Garrison Toups is a part time employee hired 6/4/2019, has been here 4 years.

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

- Nicholas DeGeorge from St. George Fire Department, he is a FF/OP and Paramedic
- Elijah Jacks is Part time EMT.

**Chief's Report:**

Chief Sicard stated that May had an average response time of 5 minutes. There were 2 EMS mutual aids. Chief Geissler stated that no mutual aid was requested when the Med unit was out for repair. There were 3 requests for mutual aid according to dispatch because both med units were on a call. Mutual aid was called for an MVA. Chief Sicard stated there were 105 EMS calls for May. YTD calls are at 774.

**Assistant Chief's Report:**

1) Hurricane Preparedness. Chief Geissler stated that the department is prepping for hurricane season. 20 horsepower boat motor was purchased for the boat at St. 33 to be prepared if needed for flooding.

There have been preps around the Admin building regarding documents that may be needed in case there are no access to internet and computer.

He is also working on communications, alternative options to radios, service providers and transitioning some to Verizon so they will have Verizon and ATT in case one goes down.

Contingency plans are also being worked on with Hattiesburg in case we must evacuate and can house our equipment.

He has also received quotes for shudders to properly secure the buildings. His lowest quote of the three is \$15,273.00, these are the clear hurricane rated panels for all stations and the training building.

Mrs. Hutchison made a motion to amend the agenda to cover the shudders. Mr. Casanave seconded. A vote was taken.

Motion carried.

Mrs. Hutchison made a motion to authorize \$16,000.00 to purchase shudders for five buildings. Mr. Casanave seconded. No further discussion. A vote was taken.

Motion carried.

- 2) Rescue Tools. Chief Geissler stated that the DeWalt tools came in and are on the trucks.
- 3) Training. Six employees are currently completing Driver/Operator training in Pearl River. Four of those are full-time employees, two are part-time. He was in touch with the instructor, and they are all doing well in the class.
- 4) Station updates. They are wrapping up on the captain's office at St. 31. This should be the final project at St. 31. St. 33's septic is being properly fixed. There will be a lift station added. There will also be more trees cleared to avoid this problem again. The roof will be fixed in the next day or two to prevent leaks. It is not affecting the building.
- 5) Hiring progress. Chief Geissler stated that since the meeting on May 22<sup>nd</sup> when it was decided to keep the Med units, more employees have been hired. He received seven applications, six were interviewed. He plans on hiring at least two full-time and three part-time.

Mr. Hall made a comment regarding the weekly updates that Chief Geissler emails out. He stated that it shows what is going on in the Department. This goes out to all employees, and he commended Chief Geissler for the updates.

**New Business:**

- 1) Discussion concerning the Assessors reassessment procedures required. Discussion took place to the process needed to be done for a meeting on July 31, 2024.
- 2) Resolution to accept the Assessors adjusted millage specific to STFD3. A resolution will be ready for the July 31<sup>st</sup> meeting.
- 3) Discussion specific to rolling forward millage from the Assessors adjusted millage to maximum. Discussion of manpower, older fleet, needed building repairs, and services to the community took place. No public comment. No action was taken.
- 4) Accumulated leave "buy back". BOC Resolution 2024-015: (Approve Annual Leave Buy-back policy). Mr. Hall discussed that there are several employees that have large amounts of annual leave stored up. There is a policy in place, and it states that the limit is 300 hours banked. The amount of leave as of pay period 13, there is 1812 total hours over the 300 allowed each person. He would like to buy back the paid time from employees that are over the 300 hours allowed. Resolution 2024-015, relating to the approval to purchase paid time off for District No. 3, Whereas, the Board finds that it is in the best interest of the District, its employees, citizens and taxpayers to implement a policy and procedure, whereby the District has determined that it is in the best interest of the District to approve the purchase "buy-back and /or buy out" of paid time off ("PTO") defined as annual leave/vacation from personnel that exceed the maximum accrued established limits when financially feasible. Mr. Arsenaux made a motion to accept Resolution 2024-015. Mr. Batiste seconded. No further discussion. A vote was taken.

Motion carried.

- 5) Resolution 2024-016: BOC Resolution (Adopt the Official Journal). Mrs. Hutchison made a motion to accept Resolution 2024-016, the St. Tammany Farmer. Mr. Casanave seconded. A vote was taken.

Motion carried.

Mr. Arsenaux made a motion to go into Executive Session to discuss pending legal action. Mrs Hutchison seconded. A vote was taken. Motion carries

The Board entered Executive Session at 7:36.

The Board came out of Executive Session at 8:07.

Discussion took place regarding options on how to pursue debt owed to the Department. Mrs. Hutchison made a motion to pursue debt collection. Mr. Batiste seconded. A vote was taken.

Motion carried.

Mr. Casanave made a motion to adjourn. Mr. Batiste seconded. A vote was taken.

Motion carried.

**Adjournment:**

Meeting adjourned at 8:11.