

**MINUTES OF A CIVIL SERVICE BOARD SPECIAL MEETING HELD
AUGUST 12, 2025**

The St. Tammany Fire District No.3 Civil Service Board met in special session at 4:00 p.m. August 12, 2025, at the Administrative Building located at 27690 Main St. Lacombe, LA.

Roll call: Samantha Osbon and Justin Stiehl were present. Matthew Bindewald was absent.

Ms. Osbon stated that the board is meeting to consider adopting the amended classification plans of Fire Captain and Assistant Fire Chief. As well as adopting the new classification of District Fire Chief. A special meeting was held July 8, 2025, where the board passed a motion to post the classification plans for a minimum of 30 days and set a date for a public hearing which is what is occurring today.

Consider adopting classification plan Fire Captain.

Ms. Osbon stated that the number positions allocated to this class is six. The board is allowing for public comment, however there is no public present. There have been no changes since the board approved the posting for 30 days. Captain Stiehl made a motion to adopt the amended Fire Captain classification plan as approved at the July 8, 2025, special meeting. Ms. Osbon seconded. A vote was taken. Motion carried.

Consider adopting amendments to the classification plan Assistant Fire Chief.

Ms. Osbon stated that the number of positions allocated for this position is one. The board is allowing for public comment, however there is no public present. Ms. Osbon made a motion to adopt the amended Assistant Fire Chief classification plan, which was reviewed at the July 8, 2025, special meeting. Captain Stiehl seconded. A vote was taken. Motion carried.

Consider adopting new classification District Fire Chief.

Ms. Osbon stated that the number of positions allocated to this position is one. The board is allowing for public comment, however there is no public present. Captain Stiehl made a motion to accept the new classification plan for District Fire Chief, which was reviewed at the July 8, 2025, special meeting. Ms. Osbon seconded. A vote was taken. Motion carried.

Ms. Osbon called for an exam for the new District Fire Chief classification. Captain Stiehl seconded. A vote was taken. Motion carried.

ADJOURNMENT

Ms. Osbon made a motion to adjourn. Captain Stiehl seconded. A vote was taken. Motion carried.

Meeting was adjourned at 4:05p.m.

Minutes submitted by
Theresa McCarthy, Secretary

Approved by the board
August 28, 2025