



St. Tammany Parish Fire Protection District # 3

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Michael Geissler
Fire Chief

Public Meeting of the Board of Commissioners January 8, 2025 *Meeting Minutes*

Called To Order:

Chairman Danny Hall called the meeting to order on Wednesday, January 8, 2025, at 5:00 PM.

Pledge of Allegiance

Prayer

Roll Call:

Danny Hall, Leo Casanave, Jeanne Hutchison, and Murphy Arsenaux were present. Ramond Batiste was absent.

Chief Geissler, Assistant Chief Guillot, and Chief May were present representing the Fire Department.

Chad Danenhower was present representing PMI.

Secretary Minutes:

Approve minutes of December 11, 2024, public meeting.

Mr. Casanave made a motion to approve the minutes from December 11, 2024. Mrs. Hutchison seconded. A vote was taken.

Motion carried.

Employee Recognition:

Mr. Hall stated that he wanted to recognize Larry Hess. He was a former Chief of Slidell for around 10 years, and he passed away December 21, 2024. He had nearly 50 years of Fire Service. Mr. Hall wanted to mention that the services are Saturday, January 11th at the Harbor Center. Visitation starts at 9:00 and ends at noon, there will be a service at noon, and he will be buried at Forest Lawn Cemetery. Chief Geissler has been coordinating with District 1, he offered station coverage and apparatus, but it was already taken care of. There will be District 3 presence at the service along with one of the Department trucks.

Geissler stated that Marc May made 15 years of service and Taylor Tassin made 2 years in January. All badges and pins have been ordered and once those are in there will be a formal pinning.

Mr. Hall wanted to recognize the Department for going through the neighborhoods with Santa, collecting Toys for Tots, and collecting food for the food bank.

Treasurer Report:

Mrs. Hutchison stated that there were some big numbers, especially with payroll taxes. She stated that she understood that some was the annual leave buy back. Chief Geissler stated that with payroll, the department was initially budgeted for five a shift, the Board and Chief's made a decision in June of 2024 to go up to seven employees a shift which increased that line item. Chief Guillot stated that the majority of those would be part time employees where the part time pay was increased, and the hours were also increased. No further discussion.

Mrs. Hutchison stated the previous balance for the operating account was \$650,452.21 and closing balance was \$535,785.36. The money market account opening balance was \$583,923.05 and a closing balance of \$585,610.80.

Mr. Arsenaux made a motion to approve the Treasury report. Mr. Casanave seconded. A vote was taken.

Motion carried.

Chief's Report:

Chief Geissler stated that in December 2024 there were 141 calls. Total calls for 2024 were 1776 calls. He stated that as far as percentages, the department was able to maintain at least two med units up at 97.5%. There were three incidents that required mutual aid because both units were on additional calls. 98.7% of call volume was handled by our district.

Chief Geissler stated that he completed the civil service questionnaire for the Assistant Chief's position. The Civil Service Board will be meeting tomorrow at 4:00 to discuss the Chief and Assistant Chief's positions. They will be calling for the Assistant Chief's exam so the department will have a promotional eligibility list for that position. The District Chief's position is filled by Marc May and he is doing very well in that position. They are still waiting on the formal description of that class plan.

Chief Geissler wanted to touch on Toys for Tots and the food drive. He wanted to add that he didn't have numbers on toys but there were a lot collected, and photos were presented. Toys were collected at Admin and each station as well as on the runs through the neighborhoods. Those items were turned over to the gym in Lacombe, so everything stays local. He feels that the Department did pretty well for the first year and will achieve even bigger goals next year. He stated that the department also provided the Santa for the Christmas parade, and also assisted with handed out toys at the gym.

He stated that the department was able to collect a decent amount of food which was turned over to the food pantry at the Redemption Church on HWY 434. Chief Geissler stated that there are opportunities to do food drives other than holidays and he will take advantage of that as well.

Chief Geissler stated that the Santa through the neighborhoods went very well and he hopes to add on to that next year to make it bigger and better.

Chief Geissler stated that he will be meeting with a representative from St. Tammany hospital concerning ACT 554, Cancer bill. It seems that all should be done at one location.

Chief Geissler stated that PIAL will be sending a questionnaire at some point in the beginning of the year. The department has already taken action in 2024 to prepare for that and will be taking steps this year. There were items purchased that were needed, training has taken place and LIFT convention will be in February.

Chief Geissler stated that a lot of items have been discarded. These items had no value. He stated that there is still a little more work to do with that and then they would move on to the items of value and go through the surplus process.

Chief Geissler stated that at the beginning of the year the department works on PM on all apparatus with Phoenix Motors which will take place the next couple of months to make sure the trucks are in service.

Mandatory training items like Ethics and Sexual Harassment will start in February which will also include the Board.

Old Business:

1) Update on Fire Chief exam. Mr. Hall stated that the time to receive applications closed Monday, January 6th. There were 8 applications received. The Civil Service Board will be meeting tomorrow at 4:00 to approve the applications. Mrs. McCarthy will then send a roll call to OSE and she will receive the test date and advise the approved applicants.

2) Insight Billing. Mr. Hall stated that the contract ended the middle of December. There are a few things that need to happen now, including some HIPPA data. Chief Geissler stated that Koronis can receive this information in a secure way and should not be an issue. Mr. Hall stated that the department will have to have a relationship with Insight Billing for another year in case a payment is received that they may have billed.

3) Fire Prevention Bureau. Mr. Hall stated that this is on the Parish Council agenda for tomorrow night.

New Business:

Mr. Hall would like to add an item to the agenda to discuss the election of officers. Mrs. Hutchison made a motion to amend the agenda. Mr. Casanave seconded. Mr. Hall stated that he is trying to get an answer from Parish Council regarding the term ending on two Board members. He stated that he would like to have a motion to table the election of officers until the Council has made appointments. Mrs. Hutchison made a motion to table until February. Mr. Casanave seconded. A vote was taken.

Motion carried.

1) LLA 2024 Amended Budget Requirement as to Total Receipts & Total Expenditures (In excess of 105%). Mr. Hall stated that if you exceed the budget by 5% you must make an amendment to the budget. This should be no surprise because the Board and Department did a lot of action last year to improve things, there were people added, needed equipment purchased. Mr. Arsenaux made a motion to start the process to amend the 2024 budget. Mrs. Hutchison seconded. A vote was taken.

Motion carried.

2) Board mandated minimum requirements for Chief's position.

Mr. Hall stated that OSE puts out their requirements and the Board can modify that job description is they elect to do so. The Board will need to establish a hiring committee to endorse board mandated minimums to the description if there are any. Mrs. Hutchison made a motion to establish a hiring committee. Mr. Casanave seconded. Mr. Hall stated there is a St. Tammany Parish Judge that will be participating on the committee, and he would like two Board members. Mr. Arsenaux stated that someone from the department that is not taking the test may also be an ad hoc position to give insight to the department but would not decide of the appointment. So there will be three people on the committee plus the ad hoc. Mr. Hall stated that he would like to be on it as well as Mr. Casanave and Mr. Murphy. The Board determined that Mr. Hall, and Mr. Arsenaux will be the two Board members on the committee. The committee will consist of Mr. Hall, Mr. Arsenaux, and Judge Vinny Lobello. The ad hoc position will be determined at a later date. A vote was taken.

Motion carried.

3) 2025-001: BOC Resolution (Professional Services Vote of Confidence). Relating to the Vote of Confidence for Providers of Professional Services for District No. 3.

Mr. Hall stated that this is for PMI Resource, LLC, Risk Solutions, LLC (Affiliated Company of PMI Resource, LLC), Archie Tatford, III, Medical Director, Ericksen, Krentel & LaPorte, LLP Certified Public Accountants & Consultants. Mrs. Hutchison made a motion to accept Resolution 2025-001. Mr. Arsenaux seconded. A vote was taken.

Motion carried.

4) 2025-002: BOC Resolution (Professional Services Vote of Confidence – Legal Services). Relating to the Vote of Confidence for Professional Services (Legal Services) for District No. 3. Mr. Arsenaux made a motion to accept Resolution 2025-002. Mr. Casanave seconded. Mr. Hall stated that last year the Board agreed that the Board would be the ones doing contracts and this resolution has made Chief Geissler as the authorized person to execute these contracts. So, to be consistent, he would like to make an amendment to change from “Fire Chief Michael Geissler shall be authorized to execute a contract for professional services with Chad Danenhower, J.D.,” to read the District will execute a contract for professional services with Chad Danenhower, J.D. Mr. Arsenaux made a motion to amend Resolution 2025-002 to the above wording. Mrs. Hutchison seconded. A vote was taken. Mr. Arsenaux made a motion to accept the amended Resolution. Mr. Casanave seconded. A vote was taken.

Motion carried.

5) 2025-003: BOC Resolution (Approve 2025 Funding of Bond “Debt” Payment). Relating to the approval to fund the 2025 certificate of Indebtedness payment for District No. 3. Mrs. Hutchison made a motion to accept Resolution 2025-003. Mr. Casanave seconded. A vote was taken.

Motion carried.

6) 2025-004: BOC Resolution (Approve IGA Emergency Dispatch Services CAD Agreement). Relating to the approval of an Intergovernmental Agreement for Emergency Dispatch Services for District No. 3. Discussion took place regarding the new CAD software. Mr. Arsenaux made a motion to approve Resolution 2025-004. Mr. Casanave seconded. Mr. Arsenaux made a motion to amend

the Resolution to read the District instead of Chief Geissler to go into agreement with the CAD system. Mr. Casanave seconded. A vote was taken.

Motion carried.

7) 2025-005: BOC Resolution (Approve BOR for District Sponsored Employee Benefits). Relating to Broker of Record to Olinde Group, LLC for all District Sponsored Employee Benefits for District No. 3. Mr. Hall stated that this is essentially the Blue Cross agent, change insurance agents not company. Chief Geissler stated that he spoke with another individual which also included added benefits, but he was not ready to move on this yet. He has some meetings scheduled and would like to table until he decides what to do moving forward. Mrs. Hutchison made a motion to table Resolution 2025-005 until the Chief is ready to move forward. Mr. Casanave seconded. A vote was taken.

Motion carried.

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

Adjournment:

Meeting adjourned at 6:07pm.