

**MINUTES OF A CIVIL SERVICE BOARD SPECIAL MEETING HELD
JULY 8, 2025**

The St. Tammany Fire District No.3 Civil Service Board met in special session at 4:00 p.m. July 8, 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.

Review letter and proposed classification plans for Captain, Assistant Fire Chief and District Chief.

Ms. Osbon stated that a letter was received from OSE regarding the revised classification plans for Fire Captain and Assistant Fire Chief and a new classification plan for District Fire Chief.

The Board discussed the revisions to the Fire Captain classification plan. The only change to this plan is who the employee reports to and reviews employees' work which will change from Assistant Fire Chief to the District Fire Chief.

The Board discussed the Assistant Fire Chief classification plan. There are several proposed changes to this plan under examples of work.

The Board discussed the proposed new classification of District Fire Chief. Ms. Osbon read aloud for the record the Distinguishing features of the class as follows:

This class encompasses a highly responsible position in fire department operations, the primary duties of which include managing the fire suppression activities and training of the department on all shifts. The District Fire Chief performs and supervises emergency scene activities. The employee of this class has the primary responsibility for supervising subordinate personnel on all shifts, providing for the care and maintenance of department equipment, vehicles and property, and providing for the training of department personnel. The District Fire Chief has the authority to work independently and has their work reviewed by either the Assistant Fire Chief or the Fire Chief. This class ranks directly below that of Assistant Fire Chief.

The qualifications for this classification was also discussed.

Captain Stiehl made a motion to approve posting the public hearing notices for the proposed revisions to the Fire Captain and Assistant Fire Chief classifications and the proposed new classification of District Fire Chief for 30 days and set the public hearing date of August 12, 2025. Ms. Osbon 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 4:38p.m.

Minutes submitted by

Theresa McCarthy, Secretary

Approved by the board

August 28, 2025