



# St. Tammany Fire District 12

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[www.FD12.org](http://www.FD12.org)

## BOARD OF COMMISSIONERS MEETING MINUTES APRIL 21, 2016

### CALL TO ORDER:

4:20PM.

### INVOCATION:

The meeting opened with an invocation by Commissioner Susan Strain, followed by the *Pledge of Allegiance*.

### ROLL CALL:

Commissioners in attendance: Chairman Joe Mitternacht, Secretary/Treasurer Sonny Schwing, Commissioner Ron Garrity, Commissioner Susan Strain, and Commissioner Steve Swanson.

A quorum was present.

Administrative Staff in attendance: Fire Chief Darrell Guillott, Chief of Administration Stephen Krentel, Chief of Operations Mike Haley, Chief of Prevention Kris Hines, Chief of Training Dominick Bourgeois, Communications Supervisor Jason Bilich, Accounting Supervisor Sarah Modisett and District Chief Terry Stuard.

Invited Guests in attendance: Friends and Family of Chief Guillott.

Chairman Mitternacht welcomed the Board's newest Commissioner Steve Swanson, and stated that he had received his Oath of Office paperwork.

### ADOPTION OF AGENDA:

Chairman Mitternacht stated that he wanted to amend the Agenda to add an election of Board of Commissioner officers as a New Business item. A motion was made by Secretary/Treasurer Schwing to adopt the Agenda as amended. Commissioner Strain seconded the motion. There was no public comment. The motion passed unanimously.

### MINUTES:

The Minutes from the March 17, 2016 Regular Meeting were presented. Chairman Mitternacht asked if there were any revisions that needed to be made. There were none. A motion was made by Secretary/Treasurer Schwing to adopt the Minutes as written. Commissioner Garrity seconded the motion. There was no public comment. The motion passed unanimously.

- **Quality Assurance Report: (All stats are in line with the UniFire QA policy. Telephone answer times are acceptable by PIAL/NFPA standards.)**
  - *Total calls reviewed* – 103
    - Phone Score – 99.1%
    - Radio Score – 99.5%
    - 7 out of 12 Communications Officers had an average QA score of 99% or higher for the month; 1 had 100%!
  - *Total Call Processing Time* – 43 seconds
  - *911 Call Answer Times*
    - 754 (100%) were answered within 14.9 seconds
    - 0 (0%) were answered in 15-39.9 seconds
    - 0 (0%) were answered in 40+ seconds.

A motion was made by Secretary/Treasurer Schwing to accept the Staff Report as written. Commissioner Strain seconded the motion. There was no public comment. The motion passed unanimously.

### **Financials**

The monthly financial report was presented. A motion was made by Commissioner Strain to approve the Financial Report as written. Commissioner Garrity seconded the motion. There was no public comment. The motion passed unanimously.

### **OLD BUSINESS:**

There was none.

### **NEW BUSINESS:**

Chairman Mitternacht stated that Fire Chief Darrell Guilott turned in a notice of his impending retirement effective May 1, 2016. He also stated that a Resolution was needed to accept this notice. A motion was made by Secretary/Treasurer Schwing for Resolution 2016-005 to accept the Fire Chief's Retirement Notification. Commissioner Strain seconded the motion. There was no public comment. The motion passed unanimously.

Chairman Mitternacht stated that a Resolution was need to select an Interim Fire Chief. A motion was made by Secretary/Treasurer Schwing for Resolution 2016-006 to select Chief of Administration Stephen Krentel as Fire District 12's Interim Fire Chief. Commissioner Strain seconded the motion. There was no public comment. The motion passed unanimously. Chairman Mitternacht stated that he was appointing a Search Committee to find a permanent Fire Chief for the District composed of Secretary/Treasurer Sonny Schwing, Commissioner Susan Strain, Chief of Operations Mike Haley and Chief of Training Dominick Bourgeois. He asked Chief of Training Bourgeois to chair the committee, and he accepted. Chairman Mitternacht stated there was no specific timeline to select a permanent Fire Chief.

Chairman Mitternacht stated that a Resolution was needed to delegate the day-to-day operational authority to the Interim Fire Chief. A motion was made by Secretary/Treasurer Schwing for Resolution 2016-007 to Delegate the Day-to-Day Operational Authority to Interim Fire Chief Stephen Krentel. Commissioner Strain seconded the motion. There was no public comment. The motion passed unanimously.

Chief Krentel stated that the District planned to move its deferred compensation provider from Acensus to AXA. District employees currently have approximately \$1.7 million in deferred compensation, and feel that a larger company like AXA can provide more cost-effective service. A motion was made by Secretary/Treasurer Schwing for Resolution 2016-008 to Engage AXA as the Deferred Compensation Provider for Fire District 12. Commissioner Garrity seconded the motion. There was no public comment. The motion passed unanimously.

Chairman Mitternacht stated that per the Commissioners' By-Laws Article 4 Section C, in the event the Parish Government shall replace or re-appoint more than two members within a sixty day period, then the Board shall call for and elect new officers, including the Chairman. Therefore, an election of officers is needed. He also stated that he was removing himself from the Chairman position, and was recommending the following officer positions: Chairman: Susan Strain; Vice-Chairman: Steve Swanson; and to split the position of Secretary/Treasurer into two – Secretary: Sonny Schwing and Treasurer: Ron Garrity. Chairman Mitternacht would remain as a Commissioner until he could be replaced by Parish President Pat Brister, as he planned to retire from the Board of Commissioners. A motion was made by Secretary/Treasurer Schwing to accept the officer nominations. Commissioner Garrity seconded the motion. There was no public comment. The motion passed unanimously.

**PUBLIC COMMENTS:**

Chairman Mitternacht congratulated Chief Guilott on his retirement and read his lengthy biography of his many accomplishments at Fire District 12 (see attached). He thanked Chief Guilott for his twenty-five years of service at Fire District 12, and presented him with a commemorative plaque and a watch paid for by District employees.

Captain Brad Boogaerts read a prepared statement on behalf of the District's Local 4800 Union (see attached). He stated that in the aftermath of the recent flood in St. Tammany Parish, personnel conducted a "Boot Shake" fundraiser and raised \$10,300 in four hours! The monies raised were distributed to local charities for flood victims. Captain Boogaerts also stated that the Union was standing united with Fire District 12 and looked forward to a committed transparent relationship with District personnel. He thanked Chief Guilott for his many years of service at the District and wished him well in his retirement.

Chief Guilott thanked everyone at Fire District 12 for their continued service and for "always making him look good."


Chairman Mitternacht invited everyone to the reception in Chief Guilott's honor after the meeting.

**ADJOURN:**

A motion was made by Commissioner Garrity to adjourn the meeting. Secretary/Treasurer Schwing seconded the motion. The motion passed unanimously. Meeting adjourned at 4:54PM.

*Minutes transcribed by Rebecca Dougherty*

Approved:

  
Joe Mitternacht, Chairman

19 May 2016  
Date