



# St. Tammany Fire District 12

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

## BOARD OF COMMISSIONERS MEETING MINUTES JUNE 16, 2016

### CALL TO ORDER:

4:06PM.

### INVOCATION:

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

### ROLL CALL:

Commissioners in attendance: Chairman Susan Strain, Vice-Chairman Steve Swanson, and Treasurer Ron Garrity.

Commissioners absent: Secretary Sonny Schwing, and Commissioner Joe Mitternacht.

A quorum was present.

Administrative Staff in attendance: Fire Chief 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 Kevin Adams.

Invited Guests in attendance: Mark Waniewski - PMI Resources, and Attorney Troy Ingram.

### ADOPTION OF AGENDA:

Chairman Strain presented the Agenda and asked if there were any additions or revisions. There were none. A motion was made by Treasurer Garrity to adopt the Agenda as written. Vice-Chairman Swanson seconded the motion. There was no public comment. The motion passed unanimously.

### MINUTES:

The Minutes from both the May 19, 2016 Regular Meeting and the June 1, 2016 Special Meeting were presented. Chairman Strain asked if there were any revisions that needed to be made. There were none. A motion was made by Treasurer Garrity to adopt the Minutes as written. Vice-Chairman Swanson seconded the motion. There was no public comment. The motion passed unanimously.

### STAFF REPORT:

#### Fire Chief

- The District is making progress with its five year plan. A study of all long-term debt and operational costs has been completed, and personnel are now evaluating the District's fleet as its newest frontline truck is from 2009.
- Command Staff personnel met on June 14, 2016 for the third time. The team goal is to support the wellbeing of District personnel while providing essential services to the public. The next stage is to have staff meetings with all shift personnel.

- The District is appealing the results of its annual LWCC audit – it received an unexpected invoice of \$28,000 due to miscoded job descriptions that the District believes to be incorrect.
- The 457 account transition from Ascensus to AXA is in the final stages.
- The District's 2015 Revised Budget is ready to be presented at the next Board meeting. A Public Hearing announcement will be placed in The Farmer, as per law.
- Chief Krentel and Chief Haley attended two Hurricane Preparedness meetings sponsored by the Parish's Emergency Operations Center.
- Chief Krentel and Chief Haley went to view the handrails for the 911 Memorial – they look great and will be installed sometime in the future.
- Chief Krentel is preparing a package regarding the District's Hurricane Katrina Disaster Relief Loan for Dr. Strain to present to Representative Steve Scalise.
- Senior Staff is working with attorney Troy Ingram regarding the District's millage issue. The Special Meeting at the Parish Council Chambers has been moved to July 28, 2016 at 6:45PM.
- There is an issue with the Thompson property on Hwy 1078. Mrs. Thompson has asked for the one acre that she donated to the District to be returned to her, as the District has no plans to build a fire station on the property any time soon. She has a sale pending on the surrounding larger tract of land contingent to the return of the donated property. The Commissioners asked if any improvements had been made to the property. Chief Haley stated that a fence was constructed along the back of the property to separate it from Mrs. Thompson's remaining property, at the cost of approximately \$4,000. He would like the District to be reimbursed for the fence improvement. Treasurer Garrity made a motion to allow Chief Krentel to negotiate to the return the donated one acre property on Hwy 1078 to Mrs. Thompson with a contingency that the District is reimbursed for the cost of the fence improvement. Vice-Chairman Swanson seconded the motion. There was no public comment. The motion passed unanimously.

### Operations

- **FD12 May 2016 Total Calls – 229**
  - EMS Calls – 155 (68%)
  - Fire Calls – 74 (32%)
- **FD12 May 2016 Fuel Consumption**
  - Diesel – 1,075 Gallons
  - Gasoline – 349 Gallons
- Two employees continue to be on Louisiana Workers' Compensation Commission (LWCC) leave – their expected return dates are unknown at this time. One employee is on extended sick leave – he is expected to have a fit-for-duty test soon.
- Chief Haley and PMI personnel are working on policies that were required by the Louisiana Legislative Auditor's report.
- Sealed Bids for the advertised surplus equipment will be opened on June 17, 2016 at 10:00AM.
- No condensation problems have occurred since remediation work was performed at Station 124. The next litigation meeting with the judge and all parties is scheduled for August 25, 2016.

### Fire Prevention/Community Relations

- 54 pre-plan updates and 114 inspections were completed in May 2016. Chief Hines visited a number of occupancies from both the inspections and pre-plan lists to check for quality control issues. Occupancy representatives had nothing negative to report about FD12 personnel.
- Lake Ramsey Homeowners' Association held their meeting at Station 122.
- Personnel conducted three CPR classes – the monthly class, and classes at Appletree Academy and the local Kiwanis club.
- Suppression personnel provided fire prevention materials at Garcia's Famous Mexican Restaurant during their Cinco de Mayo event, and during the grand opening of Park Place Academy, a new daycare/preschool facility in the District.

- Station 124 Personnel conducted a tour for special needs students from Fifth Ward Junior High.
- Reminder: The United Way's annual Red Beans & Rice Cook-Off is scheduled on Monday, July 25, 2016 from 11AM – 2PM.

### **Training**

- Company officers conducted company training as assigned throughout the month with no issues.
- One multi-company drill was conducted at the training tower focusing on Ground Ladder Operations.
- The EMT class is complete. Some students have begun their written testing and are awaiting a practical test date from the State.
- The District has ordered new air packs from MSA using the grant received by the District. They will arrive in approximately eight to ten weeks.
- A multi-agency EMS class was conducted at the training tower that focused on air ambulance operations. FD12 suppression personnel along with FD2, FD4, FD8, FD13, City of Covington Fire Departments and Ochsner Life Flight personnel participated.
- Suppression personnel are currently training at an acquired house on Crawford Road. It will be burned down on Friday, June 17, 2016 weather-permitting. The owner is responsible for any cleanup after the house is burned.

### **UniFire**

- **Total UniFire Call Volume:**
  - Incidents Dispatched – 1,124
  - 911 Calls Received – 781
  - Coroner's Office – 545
- **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 – 112
    - Phone Score – 99%
    - Radio Score – No radio score due to change in recording software.
    - 6 out of 12 Communications Officers had an average QA score of 99% or higher for the month; 1 had 100%!
  - Total Call Processing Time – 42 seconds
  - 911 Call Answer Times
    - 778 (99.62%) were answered within 14.9 seconds
    - 3 (0.38%) was answered in 15-39.9 seconds
    - 0 (0%) were answered in 40+ seconds
- **Training** – All dispatchers completed 2 hours of monthly training. Additionally, Chief Bilich taught classes for other agencies:
  - Coroner's Office – a radio operations and procedures was taught to employees as they are now utilizing the new Parish radio system; and
  - Tangipahoa 911 – APCO PST1 was taught to employees.

Chief Krentel stated that a newspaper ad placed by the Assessor's Office grossly exaggerated the District's millage roll forward information as to how much more ad valorem monies will be received if the Commissioners approve a roll forward. He sent an email to the Assessor pointing out the discrepancy and asked for a correction in any newspaper ads placed going forward.

A motion was made by Vice-Chairman Swanson to accept the Staff Report as written. Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously.

**Financials**

The monthly financial report was presented by Treasurer Garrity and Chief Krentel. A motion was made by Treasurer Garrity to approve the Financial Report as written. Vice-Chairman Swanson seconded the motion. There was no public comment. The motion passed unanimously.

**OLD BUSINESS:**

There was none.

**NEW BUSINESS:**

Chief Krentel introduced attorney Troy Ingram who is working as Special Counsel to help the District with its upcoming millage issue.

Mr. Ingram made the following announcement: **St. Tammany Fire Protection District No. 12 will set and levy its millage at a Special Public Meeting to be held immediately following the Special Public Hearing on July 28, 2016 at 6:45 PM, at the Parish Council Chambers, 21490 Koop Drive; Mandeville, Louisiana.**

Mr. Ingram stated that in general the public supports fire district services. 2016 is a Reassessment Year and per law, all millages must be rolled back, and then rolled forward if applicable. In order for the District to set the millages for 2017, the Board of Commissioners will need to hold the Special Meeting on July 28, 2016 at the Parish Council chambers. There will be a Public Hearing prior to the Special Meeting where members of the public can speak to the Commissioners regarding their intent to roll its millages forward. The Special Meeting will commence immediately following the Public Hearing. At the Special Meeting, the Commissioners will vote to roll back its millages. Then they will vote to roll forward the millages to the maximum amount allowed by law. Finally, they will vote to set the millage that was renewed at the end of 2015. Mr. Ingram invited the Commissioners to attend Fire District 1's Special Meeting on June 20, 2016 if they'd like to see how the process works.

**PUBLIC COMMENTS:**

There were none.

**ADJOURN:**

A motion was made by Vice-Chairman Swanson to adjourn the meeting. Treasurer Garrity seconded the motion. The motion passed unanimously. Meeting adjourned at 4:53PM.

*Minutes transcribed by Rebecca Dougherty*

Approved:

  
Susan Strain, Chairman

Date 7/21/16