

# St. Tammany Fire District 12

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## BOARD OF COMMISSIONERS MEETING MINUTES FEBRUARY 18, 2016

### CALL TO ORDER:

4:11PM.

### 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, Commissioner Ron Garrity and Commissioner Susan Strain.

Commissioner absent: Secretary/Treasurer Sonny Schwing, and Vice-Chairman Ken Kimberly, who has resigned from the Board.

A quorum was present.

Administrative Staff also in attendance: Fire Chief Darrell Guilott, Chief of Administration Stephen Krentel, Chief of Operations Mike Haley, Chief of Training Dominick Bourgeois, Communications Supervisor Jason Bilich, Accounting Supervisor Sarah Modisett and District Chief Eric Rodick.

Invited Guest in attendance: Mark Waniewski, PMI Resources.

### ADOPTION OF AGENDA:

A motion was made by Commissioner Strain to adopt the Agenda as written. Commissioner Garrity seconded the motion. There was no public comment. The motion passed unanimously.

### MINUTES:

The Minutes from the following meetings were presented:

- January 20, 2016 (Regular Meeting)
- February 2, 2016 (Special Meeting)

A motion was made by Commissioner Strain to adopt the Minutes as written. Commissioner Garrity seconded the motion. There was no public comment. The motion passed unanimously.

## **STAFF REPORT:**

### **Administration**

- The Quint truck has been repaired and is back in service.
- Sealed Bids for the advertised surplus equipment were opened on February 11, 2016. The following equipment was sold to the highest bidder:
  - Expedition
  - F-150
  - Super Duty Service Truck
  - F-350 Van
  - Bus

Staff would like to re-bid the 2007 GMC/5500 Service Truck at the same price it was originally listed in the newspaper. A motion was made by Commissioner Strain to advertise that the District is accepting sealed bids for the 2007 GMC/5500 Service Truck for a minimum bid of \$13,200.00. Commissioner Garrity seconded the motion. There was no public comment. The motion passed unanimously.

- One of the District's ambulances is currently on loan to Fire District 4, as several of their ambulances are out of service for repairs.
- Three employees are currently attending a two-week program at the National Fire Academy – Chief of Prevention Kris Hines, Captain Clayton Cawyer and Investigator Jason Dyer. There is no cost to the District for this program.
- Staff is proposing to engage the services of the Gulf Coast Employee Assistance Program to help employees with diverse issues that may arise in both their personal and professional lives. It will be discussed further under New Business at today's meeting.

### **Community Relations**

- Personnel conducted one CPR class at the Appletree Academy – a total of 12 students were certified.
- Community Outreach assists the District with its PIAL Rating.

### **Fire Prevention and Inspections**

- 28 pre-plan updates and 102 inspections were completed in January 2016. Totals for the same month in 2015 were 27 updates and 100 inspections. 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. No major code violations were noted.

### **Training**

- Company officers conducted company training as assigned throughout the month with no issues.
- The EMT class began on January 25, 2016 with seven students, including two FD12 employees. It will continue until June 1, 2016.
- EMT continuing education is currently being conducted for the shifts. Approximately 50% of personnel who need to renew in 2016 have completed the process.
- Air pack testing is underway in order to purchase new air packs with the grant received by the District.

## **UniFire**

- **Total UniFire Call Volume:**
  - *Incidents Dispatched* – 1,016
  - *911 Calls Received* – 691
  - *Coroner's Office* – 512
- **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* – 102
    - Phone Score – 99.4%
    - Radio Score – 99.5%
    - 9 out of 12 Communications Officers had an average QA score of 99% or higher for the month; 2 had 100%!
  - *Total Call Processing Time* – 42 seconds
  - *911 Call Answer Times*
    - 689 (99.71%) were answered within 14.9 seconds
    - 2 (0.29%) were answered in 15-39.9 seconds
    - 0 (0%) were answered in 40+ seconds.

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

## **Financials**

The monthly financial report was presented. Commissioner Strain asked for confirmation that the proposed Employee Assistance Program would be funded under the Professional Services line item on the 2016 Budget. Chief of Administration Krentel stated that it would be if the program were approved later in the meeting.

Commissioner Garrity asked for confirmation that 85% of the District's annual ad valorem revenue had been received. Chief of Administration Krentel stated that was correct.

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:**

Chairman Mitternacht stated that per direction of the Board of Commissioners at the Special Board Meeting on February 2, 2016, a response letter was sent via certified mail to Mr. Robert Barnett. Mr. Tony LeMòn from the District Attorney's office has recused himself from this matter.

## **NEW BUSINESS:**

Chief of Administration Krentel stated that the District is proposing to engage the services of the Gulf Coast Employee Assistance Program (EAP) to help employees and their family members with diverse issues that may arise in both their personal and professional lives. It will cost the District \$2.50 per employee per month to subscribe to this service. It is not listed in the 2016 Budget; however the fee will be covered under funds listed in Professional Services. Each person is allowed three events per year with up to three free visits per event.

The District Attorney's office approved the proposed contract between Fire District 12 and Gulf Coast EAP. It doesn't need to be put out for bid as this service is considered to be "professional services" and the monthly fee will be paid for under that line item in the 2016 Budget.

Fire District 1 also uses Gulf Coast EAP's services and they are happy with them – employees also trust that the services provided are confidential.

A motion was made by Commissioner Strain for a Resolution to engage the services of Gulf Coast Employee Assistance Program. Commissioner Garrity seconded the motion. There was no public comment. The motion passed unanimously.

**PUBLIC COMMENTS:**

A member of the public asked who performed the District's audit. Chief of Administration Krentel stated that the State Legislative Auditor's office did the audit – it has been completed and is currently being printed.

A member of the public asked how did the District end the 2015 year. Chief of Administration Krentel stated that the District received some unexpected ad valorem revenue that came in at the end of the year. The District finished 2015 with approximately \$300,000 in the black. The bond money that was borrowed to help the District meet its 2015 expenses was unused, and has already been paid back in full.

A member of the public asked about the status of the Blue Cross/Blue Shield reimbursements from its EMS service. Chief of Administration Krentel stated that the funds owed to Fire District 12 for transport services provided by its ambulance service were slowly coming in.

Chairman Mitternacht stated that the District Attorney's office was still conducting their criminal investigation. There is nothing to report at this time.


Chairman Mitternacht stated that response letter to Mr. Robert Barnett's request for additional financial reimbursement that was authorized at the Special Meeting on February 2, 2016 was sent via certified mail.

**ADJOURN:**

A motion was made by Commissioner Strain to adjourn the meeting. Commissioner Garrity seconded the motion. The motion passed unanimously. Meeting adjourned at 4:39PM.

*Minutes transcribed by Rebecca Dougherty*

Approved:

  
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Joe Mitternacht, Chairman

17 MAR 2016  
Date