



# St. Tammany Fire District 12

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

## BOARD OF COMMISSIONERS MEETING MINUTES JANUARY 20, 2016

### CALL TO ORDER:

4:10PM.

### INVOCATION:

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

Chairman Mitternight took the opportunity to introduce the Board of Commissioners' newest member, Ron Garrity – a local Certified Public Accountant. Mr. Garrity thanked everyone for the opportunity to serve on the Board.

### ROLL CALL:

Commissioners in attendance: Chairman Joe Mitternight, Vice-Chairman Ken Kimberly, Secretary/Treasurer Sonny Schwing, Commissioner Ron Garrity and Commissioner Susan Strain.

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 Prevention Kris Hines, Chief of Training Dominick Bourgeois, Communications Supervisor Jason Bilich, Accounting Supervisor Sarah Modisett and District Chief Terry Stuard.

Invited Guest in attendance: Shannon Dardar, PMI Resources.

Several other members of the community were also in attendance.

### ADOPTION OF AGENDA:

Chairman Mitternight asked to advance the New Business Gold Tier Presentation after the Minutes. A motion was made by Commissioner Strain to amend the Agenda as requested. Vice-Chairman Kimberly seconded the motion. There was no public comment. The motion passed unanimously.

## **MINUTES:**

The Minutes from the following meetings were presented:

- October 19, 2015 (Special Meeting)
- November 11, 2015 (Regular Meeting)
- December 10, 2015 (Regular Meeting)

Commissioner Strain noted that she sent some grammatical and punctuation revisions via email and they were already corrected. A motion was made by Commissioner Strain to adopt the Minutes as amended. Vice-Chairman Kimberly seconded the motion. There was no public comment. The motion passed unanimously.

## **GOLD TIER PRESENTATION:**

Chief Guilott presented Captain Darrin Guzzardo with a symbolic helmet to signify his Gold Tier Status. Gold Tier Status is achieved when all of FD12's training incentives are complete, including receiving a Fire Science degree from LSU. Congratulations Captain Guzzardo!

## **STAFF REPORT:**

### **Administration**

- One firefighter resigned in January. The District is currently operating at full staffing with the two employees from Prevention and Training. New personnel will be hired sometime in the near future, as it can be accommodated in the 2016 Budget.
- There was a minor incident with the Quint truck. It will have to go out of service for several weeks while it is repaired offsite.
- The "surplus" equipment has been advertised in The Farmer. Sealed Bids will be accepted until February 11, 2016 at 10:00AM.

### **Community Relations**

- Personnel participated in Lake Ramsey's Santa Parade and Penn Mill Lakes Food Drive by providing apparatus, prevention supplies and personnel to assist with these Christmas programs.
- Personnel conducted a Station Tour and birthday lunch at Station 124.

### **Fire Prevention and Inspections**

- 110 pre-plan updates and 109 inspections were completed in December 2015. Totals for the same month in 2014 were 109 updates and 107 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.
- Prevention personnel are currently reorganizing the Department due to budget constraints.

### **Training**

- The contract has been renewed for the District to use FD4's Training Facility.
- Company officers conducted company training as assigned throughout the month with no issues.
- The next EMT class will begin on January 25, 2016 and continue until May 2016.
- The new PIAL training requirements are being implemented.
- The District is forming a committee to choose the air packs that will be purchased with the \$400,000 grant it received.

- A 2016 grant application for a pumper truck and hoses has been submitted.
- Operators Babin and Massa passed their EMT test and are now nationally and state licensed EMT's.

### UniFire

- **Total UniFire Call Volume:**
  - *Incidents Dispatched* – 1,078
  - *911 Calls Received* – 686
  - *Coroner's Office* – 491
- **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* – 106
    - Phone Score – 99.2%
    - Radio Score – 99.7%
    - 10 out of 12 Communications Officers had an average QA score of 99% or higher for the month; 3 had 100%!
  - *Total Call Processing Time* – 42 seconds
  - *911 Call Answer Times*
    - 686 (100%) were answered within 14.9 seconds
    - 0 (0%) were answered in 15-39.9 seconds
    - 0 (0%) were answered in 40+ seconds.

### Station 124's Litigation

The HVAC work that was ordered by the judge was completed in December 2015 by the HVAC contractor and Brunt Construction. They are now waiting until April or May 2016 when the humidity returns to see if the problem is corrected.

### Financials

Secretary/Treasurer Schwing reported that the District has a 2015 year-end balance of \$412,072.37. Chairman Mitternight stated that the \$300,000 initial draw of the \$800,000 that the District borrowed was not used, and had already been repaid in full including approximately \$800.26 in interest.

Commissioner Strain asked if the District was receiving reimbursements from Blue Cross/Blue Shield. Chief of Administration Krentel stated that they were beginning to come in, but were not as much as expected. He was speaking with Intermedix representatives daily in order to try and rectify the situation.

The Concerned Citizens of St. Tammany (CCST) asked for a status update on the District reinstating its ambulance service. Chairman Mitternight stated that District personnel are evaluating the option of running ambulance service with reduced staffing (i.e., one ambulance on shift during daytime hours). CCST asked if the Board is committed to resuming ambulance service. Chairman Mitternight stated that they were, but the Parish's current Acadian contract does not allow FD12 to run non-emergency transports, which provide higher reimbursements.

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

**OLD BUSINESS:**

There was none.

**PUBLIC COMMENTS:**

The CCST offered their congratulations to the District on completing its 2015 Budget with a positive balance. Chief Krentel stated that it had been a learning experience.

Chief Krentel introduced Captain Guzzardo again, and stated that he was the local union President. Captain Guzzardo stated that the union now included 80% of the District's personnel, they were "working as one" and heading in the right direction. The Union is working on station t-shirts, mottos, and ideas for fundraisers. Chairman Mitternacht congratulated Captain Guzzardo on his presidency and wished him luck. He stated that the union shows that the "guys are working together."

Chief Guilott thanked Chief of Administration Krentel and Accounting Supervisor Sarah Modisett for organizing the District's finances and getting them back there they need to be in compliance.

Mr. Steve Swanson stated that he lived in Fire District 12 and was in the fire service. He thanked the District for assisting him in providing a proper fire service burial to a co-worker who passed away after eighteen years in fire service.

**ADJOURN:**

A motion was made by Secretary/Treasurer Schwing to adjourn the meeting. Commissioner Strain seconded the motion. The motion passed unanimously. Meeting adjourned at 4:44PM.

*Minutes transcribed by Rebecca Dougherty*

Approved:



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Joe Mitternacht, Chairman

*18 FEB 2016*

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Date