



# St. Tammany Fire District 12

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

## BOARD OF COMMISSIONERS MEETING MINUTES MARCH 17, 2016

### CALL TO ORDER:

4:12PM.

### 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 and Commissioner Susan Strain.

A quorum was present.

Administrative Staff 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 Guests in attendance: Mark Waniewski and Shannon Dardar, PMI Resources.

### ADOPTION OF AGENDA:

Chairman Mitternacht asked if there were any additions that needed to be made to the Agenda. There were none. A motion was made by Secretary/Treasurer Schwing to adopt the Agenda as written. Commissioner Strain seconded the motion. There was no public comment. The motion passed unanimously.

### MINUTES:

The Minutes from the February 18, 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.

## STAFF REPORT:

### Administration

- Two employees are still on extended sick leave – their approximate return dates are unknown at this time.
- The District received a check for approximately \$19,000 from FEMA – this is the final reimbursement from expenses incurred during Hurricane Katrina.
- Gulf Coast Employee Assistance Program conducted orientation for District personnel.
- The Auditor completed his on-site work for the District's Annual Audit. The report will be ready sometime in April 2016.
- Several rescues were made during last week's historic flood in St. Tammany. There was also one drowning victim. All of the District's stations and equipment survived the flood. Many thanks for the firefighters and dispatchers for their outstanding teamwork.

### Community Relations

- Crestwood Homeowners' Association and Lake Ramsey Homeowners' Association held their monthly meetings at District stations.
- Personnel attended a birthday party for a child in the District and distributed Prevention materials.

### Fire Prevention and Inspections

- 70 pre-plan updates and 54 inspections were completed in February 2016. Last year's totals for the same month were 70 updates and 93 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 attended a 2-week session at the National Fire Academy in Maryland. Only 2% of firefighters in the United States attend these sessions. There is no cost to the District for personnel to participate.

### Training

- Company officers conducted company training as assigned throughout the month with no issues.
- The EMT class is ongoing until June 1, 2016.
- EMT continuing education is complete for the 2016 renewal cycle.
- Air pack testing is underway in order to purchase new air packs with the grant received by the District. The SCBA Committee met with four potential vendors to view their products, and will narrow the list to two finalists for field testing.

### UniFire

- **Total UniFire Call Volume (February 2016):**
  - *Incidents Dispatched* – 1,045
  - *911 Calls Received* – 731
  - *Coroner's Office* – 547