



St. Tammany Fire District 12

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BOARD OF COMMISSIONERS REGULAR PUBLIC MEETING MINUTES JANUARY 16, 2020

CALL TO ORDER:

5:02 PM.

INVOCATION:

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

ROLL CALL:

Commissioners in attendance: Chairman Steve Swanson, Vice-Chairman Ryan Munsey, Secretary/Treasurer Ron Garrity, and Commissioner Nino Covington, and Commissioner Jimmy Holden.
A quorum was present.

Administrative Staff also in attendance: Fire Chief Terry Stuard, Chief of Operations Kevin Adams, Chief of Administration Jason Bilich, Chief of Training Dominick Bourgeois, Communications Supervisor Katherine Dickens, and District Chief Terry Peyton.

ADOPTION OF AGENDA:

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

EMPLOYEE RECOGNITION PIN PRESENTATION:

The following employees were recognized for their years of service with Fire District 12 and given a certificate and a commemorative pin:

Captain David Bordes – 15 years

Captain Clayton Caywer – 15 years

Captain Jon King – 10 years

Operator Michael Babin – 5 years

Operator John Michael DeVun – 5 years

Operator Travis Katen – 5 years

Congratulations! Chairman Swanson also thanked the families of these employees for their dedication.

MINUTES:

Regular Meeting Minutes from December 11, 2019, were presented. Chairman Swanson asked if there were any revisions that needed to be made. There were none. A motion was made by Commissioner Holden to approve the Minutes as written. Vice-Chairman Munsey seconded the motion. There was no public comment. The motion passed unanimously.

PUBLIC COMMENTS:

Captain Clayton Cawyer and Operator Patrick Gnau were commended on their professionalism during a recent medical call.

STAFF REPORT:

Fire Chief

- The new payscale is still on hold pending the Civil Service Board's approval of the new classification plans.
- The remaining "surplus" apparatus is still for sale; if it isn't sold by Easter 2020, personnel will begin the process to have it donated.
- Senior Staff is requesting the Board of Commissioners to declare the trailer at Station 123 to be "surplus" so it can be sold.
- Chief Stuard, Chief Adams and Chief Bilich are attending a Drone Operations class hosted by the Louisiana State Police on January 27, 2020.
- Commissioners are reminded to complete their online Ethics training class as soon as possible and to complete their Tier 2.1 Annual Personal Financial Disclosure statement by **May 15, 2020**. Please turn in copies of the completed paperwork to the Office Manager to keep on file.

- **FD12 December 2019 Total Calls – 284**
 - See Attached Report
- **FD12 December 2019 Fuel Consumption**
 - Diesel – 1,684 Gallons
 - Gasoline – 354 Gallons
- There were no major mechanical issues with any of the District's apparatus.
- Keith Fremin was promoted to Master Mechanic on January 1, 2020.
- The District's newest firefighters have been on shift for over a month now, and all is going well.

Fire Prevention/Community Relations

- Personnel completed the December 2019 required pre-plan updates and inspections.
- Lake Ramsey Homeowners' Association held their monthly meeting at Station 122.
- Personnel installed smoke detectors in three resident's homes and changed batteries in another.
- Personnel participated in Christmas parades in Lake Ramsey and Penn Mill Lakes.
- Prevention personnel attended a State Fire Marshal's Office NFPA 101 class hosted by Fire District 13.

Training

- Company officers completed company training as assigned with no reported issues.
- The EMT class is complete and students are awaiting testing dates for the State and National registries.
- All members completed four hours of EMS continuing education.
- All members completed their annual defensive driver refresher course.
- Companies participated in a live fire exercise in an acquired structure in conjunction with FD13; FD2 and City of Covington Fire Department also participated.

UniFire

- **Current Employees** – All employees are doing well.
- **New Hires** – Trainee Isaak Paul was let go mid-December 2019. Two other applicants are currently going through the hiring process.
- **Training** – All dispatchers completed 1 hour of monthly training.

- **Total UniFire Call Volume:**
- *Incidents Dispatched – 1,278*
- *911 Calls Received – 825*
- *Coroner's Office – 924*
- **Quality Assurance Report: (All stats are in line with the UniFire QA policy. Telephone answer times are acceptable by PIAL/NFPA standards.)**
 - Graded Interactions – 163
 - Phone – 98.81%
 - Radio – 98.12%
 - Average Call Processing Time – 45 seconds
 - 911 Call Answer Times
 - 822 (99.76%) were answered within 15 seconds
 - 3 (0.36%) answered in 15.1-40 seconds
 - 0 (0%) were answered in 40+ seconds

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

FINANCIALS

The financials were presented. A motion was made by Vice-Chairman Munsey to accept the financials. Commissioner Holden seconded the motion. There was no public comment. The motion passed unanimously.

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

ADJOURN:

A motion was made by Secretary/Treasurer Garrity to adjourn the meeting. Vice-Chairman Munsey seconded the motion. There was no public comment. The motion passed unanimously. Meeting adjourned at 5:45PM.

Approved:


 Steven Swanson, Chairman


 Date