



St. Tammany Fire District 12

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BOARD OF COMMISSIONERS SPECIAL PUBLIC MEETING MINUTES SEPTEMBER 18, 2019

CALL TO ORDER:

1:07 PM.

INVOCATION:

The meeting opened with an invocation by Chief Bilich, followed by the *Pledge of Allegiance*.

ROLL CALL:

Commissioners in attendance: Chairman Steve Swanson, Vice-Chairman Ryan Munsey, Secretary/Treasurer Ron Garrity, and Commissioner Jimmy Holden.

Commissioner absent: Commissioner Nino Covington.

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 Prevention Kris Hines, Communications Supervisor Katherine Dickens, District Chief Terry Peyton, and Captains Brad Boogaerts and Dennis Boushie.

Invited Guest: Mark Waniewski, PMI Resource.

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 recognition for Fire Communications Officer Holly Buckley is being deferred until next month's meeting, due to the change in meeting time today. Congratulations on ten years of service!

MINUTES:

Regular Meeting Minutes from August 15, 2019, were presented. Chairman Swanson asked if there were any revisions that needed to be made. A motion was made by Commissioner Holden to approve the Minutes as written. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously.

PUBLIC COMMENTS:

There were none.

STAFF REPORT:

Fire Chief

- Senior Staff is nearing completion of its work with PMI to adjust starting pay for the District's employees.
- The Classification Plan Committee met several times to revise the plans; they are now complete. A copy of the proposed plans are in your packet for review.
- All items that were declared "surplus" are currently being advertised as per law. Any unsold items will be re-listed one more time with a price reduction.
- Chief Stuard met with i shredd personnel to get on their schedule in order to clean out Station 121's upstairs closet.

Operations

- **FD12 August 2019 Total Calls – 260**
 - See Attached Report
- **FD12 August 2019 Fuel Consumption**
 - Diesel – 1,275 Gallons
 - Gasoline – 412 Gallons
- Chief Bourgeois' new truck should be delivered this month.
- There were no major mechanical issues with any of the District's apparatus.
- Station 124's A/C units have had ongoing issues since the building was completed. Three HVAC companies have looked at the systems and Senior Staff is awaiting their recommendations and bids to repair the problems.

Fire Prevention/Community Relations

- Personnel completed the August 2019 required pre-plan updates and inspections.
- Lake Ramsey Homeowners' Association held their monthly meeting at Station 122.
- Captain Cawyer taught two CPR classes.
- Personnel installed smoke detectors in two District resident's homes at their request.
- Captain Brumfield has been assisting in the Prevention Division.

Training

- Company officers completed company training as assigned with no reported issues.
- Companies conducted four days of multi-company drills in conjunction with the Recruit Class.
- A new EMT class began on Monday, September 16, 2019, and will continue through December.
- The Recruit Class is ongoing; they are currently in their final testing phase. Graduation is scheduled for Thursday, October 3, 2019, at the Greater Covington Center. Everyone is invited.

UniFire

- **Current Employees** – All employees are doing well.
- **New Hires** – Dustin Kendell completed the training program and went on shift on August 21, 2019. Amy Phillips is nearing the end of the training program, and it tentatively going on shift on October 2, 2019. Another new hire has completed the hiring process and will begin the training program soon.
- **Resignation** – Leslie Schrimsher left UniFire to work for Fire District 1's dispatch center; her last day was August 9, 2019.
- **Training** – All dispatchers completed 1 hour of monthly training.
- **Total UniFire Call Volume:**
 - *Incidents Dispatched* – 1,220
 - *911 Calls Received* – 893
 - *Coroner's Office* – 1,303

• **Quality Assurance Report:** (All stats are in line with the UniFire QA policy. Telephone answer times are acceptable by PIAL/NFPA standards.)

- Graded Interactions – 149
- Phone – 97.66%
- Radio – 98.4%
- Average Call Processing Time – 47 seconds
- 911 Call Answer Times
 - 886 (99.23%) were answered within 15 seconds
 - 6 (0.67%) answered in 15.1-40 seconds
 - 1 (0.11%) were answered in 40+ seconds (Abandoned call; phone never rang at UniFire.)

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 Secretary/Treasurer Garrity to accept the financials. Vice-Chairman Munsey seconded the motion. There was no public comment. The motion passed with Chairman Swanson, Vice-Chairman Munsey, and Secretary/Treasurer Garrity voting YES. Commissioner Holden voted NO.

OLD BUSINESS

There was none.

NEW BUSINESS

Vice-Chairman Munsey gave an update on the proposed Civil Service classification plans. Discussion ensued. Commissioner Holden disagrees with a college degree requirement for suppression personnel. The classification plans will be brought for approval at the October Board of Commissioners Meeting.

ADJOURN:

A motion was made by Commissioner Holden to adjourn the meeting. Vice-Chairman Munsey seconded the motion. There was no public comment. The motion passed unanimously. Meeting adjourned at 2:24 PM.

Approved:


Steven Swanson, Chairman


Date