



St. Tammany Fire District 12

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BOARD OF COMMISSIONERS REGULAR PUBLIC MEETING MINUTES OCTOBER 16, 2019

CALL TO ORDER:

5:09 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, and District Chief Wayne Couch.

Invited Guest: Mark Waniewski, PMI Resource, and Attorney Troy Ingram.

ADOPTION OF AGENDA:

Chairman Swanson presented the Agenda and asked if there were any revisions. There were none. A motion was made by Commissioner Holden 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:

Chief of Administration Jason Bilich was recognized for ten years of service with Fire District 12 and given a certificate and commemorative pin. Congratulations!

Commissioner Holden welcomed Mr. Ingram back to the meeting after his recent absences due to illness.

MINUTES:

Special Meeting Minutes from September 18, 2019, were presented. Chairman Swanson asked if there were any revisions that needed to be made. There were none. A motion was made by Secretary/Treasurer Garrity to approve the Minutes as written. Vice-Chairman Munsey seconded the motion. There was no public comment. The motion passed unanimously.

PUBLIC COMMENTS:

There were none.

STAFF REPORT:

Fire Chief

- Senior Staff has completed the new pay scale with PMI. It will be discussed later in today's meeting.
- A new classification plan for Administrative Assistant to the Fire Chief has been added.
- Several items that were declared "surplus" were sold. Unsold items are currently re-listed in The Farmer with a price reduction.
- One employee resigned to work for Fire District 1, which is closer to his home. A replacement has been hired – he recently completed the Recruit Class as an independent recruit.

Operations

- **FD12 September 2019 Total Calls – 241**
 - See Attached Report
- **FD12 September 2019 Fuel Consumption**
 - Diesel – 1,009 Gallons
 - Gasoline – 548 Gallons
- Chief Bourgeois' new truck has arrived. Personnel are in the process of lettering it and installing lights and a siren.
- There were no major mechanical issues with any of the District's apparatus.
- Two of Station 124's A/C units are now working properly. Brister Stevens is still working on the third unit.
- The dry hydrant in Magnolia Gardens is scheduled to be installed on October 18, 2019.

Fire Prevention/Community Relations

- Personnel completed the September 2019 required pre-plan updates and inspections.
- Lake Ramsey Homeowners' Association held their monthly meeting at Station 122.
- Captain Cawyer taught three CPR classes.
- Chief Hines and Captain Brumfield attended the Forensic Fire Death Investigations course held in San Marcos, Texas.

Training

- Company officers completed company training as assigned with no reported issues.
- The EMT class is ongoing and will continue through December.
- Twelve recruits graduated on October 3, 2019. Many thanks to Pastor Covington for speaking at the graduation.
- EMR recertifications are complete for all members holding the certification.
- Driver/Operator-Pumper training began on October 7, 2019, with sixteen students from FD2, FD3, City of Covington, and FD12.

UniFire

- **Current Employees** – All employees are doing well.
- **New Hires** – Amy Phillips completed the training program, and went on shift on October 2, 2019. New hire Isaak Paul is currently in the radio portion of the training program.
- **Training** – All dispatchers completed 1 hour of monthly training.
- **Total UniFire Call Volume:**
 - *Incidents Dispatched* – 1,164
 - *911 Calls Received* – 879
 - *Coroner's Office* – 981

- **Quality Assurance Report: (All stats are in line with the UniFire QA policy. Telephone answer times are acceptable by PIAL/NFPA standards.)**
 - Graded Interactions – 134
 - Phone – 98.57%
 - Radio – 99.42%
 - Average Call Processing Time – 51 seconds
 - 911 Call Answer Times
 - 866 (98.52%) were answered within 15 seconds
 - 13 (1.48%) answered in 15.1-40 seconds
 - 0 (0%) were answered in 40+ seconds

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

Commissioner Covington arrived at the meeting at 5:30PM.

OLD BUSINESS

Resolution 2019-014 – Relating to the Appointment of the Fire Chief (Recordkeeping form May 15, 2019 Meeting) – No Action Required.

NEW BUSINESS

Proposed Pay Scale Discussion – The new pay scale was discussed.

Resolution 2019-015 – Relating to the Approval of Classifications – Standards & Qualifications Revisions. Discussion ensued. Commissioner Holden disagrees with a college degree requirement for suppression personnel. A motion was made by Vice-Chairman Munsey to approve Resolution 2019-015. Commissioner Covington seconded the motion. Public comments were accepted. The motion passed with Vice-Chairman Munsey, Secretary/Treasurer Garrity, and Commissioner Covington voting YES. Commissioner Holden voted NO.

Resolution 2019-016 – Relating to the Approval of Classification of Administrative Assistant to the Fire Chief. Discussion ensued. A motion was made by Vice-Chairman Munsey to approve Resolution 2019-016. Secretary/Treasurer Garrity seconded the motion. Public comments were accepted. The motion passed unanimously.

Resolution 2019-017 – Relating to the Approval of Classification of Fleet Maintenance Coordinator. Discussion ensued. A motion was made by Secretary/Treasurer Garrity to approve Resolution 2019-017. Vice-Chairman Munsey seconded the motion. Public comments were accepted. The motion passed unanimously.

Resolution 2019-018 – Relating to the Approval of Classification of Communications Officer II. Discussion ensued. A motion was made by Secretary/Treasurer Garrity to approve Resolution 2019-018. Vice-Chairman Munsey seconded the motion. Public comments were accepted. The motion passed unanimously.

Resolution 2019-019 – Relating to the Approval to Advertise the 2020 Proposed Budget. Discussion ensued. A motion was made by Secretary/Treasurer Garrity to approve Resolution 2019-019. Vice-Chairman Munsey seconded the motion. There was no public comment. The motion passed unanimously.

Resolution 2019-020 – Relating to the Administration Review of the Proposed Pay Scale with FD12 Personnel. Discussion ensued. A motion was made by Vice-Chairman Munsey to approve Resolution 2019-020. Commissioner Covington seconded the motion. Public comments were accepted. The motion passed unanimously.

ADJOURN:

A motion was made by Vice-Chairman Munsey to adjourn the meeting. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously. Meeting adjourned at 6:21 PM.

Approved:


Steven Swanson, Chairman


Date