



## BOARD OF COMMISSIONERS REGULAR PUBLIC MEETING MINUTES DECEMBER 10, 2020

### CALL TO ORDER:

5:10 PM.

### INVOCATION:

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

### ROLL CALL:

Commissioners in attendance: Chairman Ryan Munsey, Commissioner Nino Covington, Commissioner Jimmy Holden, and Commissioner Lenny Thompson.

Commissioners absent: Secretary/Treasurer Ron Garrity.

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 Ollie Brumfield, Chief of Training Dominick Bourgeois, District Chief Ricky Payne, Captain Clayton Stein, and Communications Supervisor Katherine Dickens.

### ADOPTION OF AGENDA:

Chairman Munsey 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. Commissioner Covington seconded the motion. There was no public comment. The motion passed unanimously.

Secretary/Treasurer Garrity arrived at the meeting.

### MINUTES:

Budget Hearing and Regular Meeting Minutes from November 19, 2020, were presented. Chairman Munsey asked if any revisions needed to be made. There were none. A motion was made by Commissioner Holden to approve the Minutes as written. Commissioner Thompson seconded the motion. There was no public comment. The motion passed unanimously.

### **STAFF REPORT (ATTACHED):**

A motion was made by Commissioner Holden to dispense with the reading of 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 Commissioner Thompson to accept the financials. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously.

### **OLD BUSINESS**

There was none.

### **NEW BUSINESS**

**Resolution 2020-022:** A motion was made by Commissioner Thompson to approve Resolution 2020-022 relating to the Approval to Purchase Apparatus/Vehicles Under the H-GAC Purchasing Agreement for Fire District 12. Commissioner Covington seconded the motion. There was no public comment. The motion passed unanimously.

**Resolution 2020-023:** A motion was made by Secretary/Treasurer Garrity to approve Resolution 2020-023 relating to the Approval of the Medical Director for Fire District 12. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously.

**Resolution 2020-024:** A motion was made by Commissioner Thompson to approve Resolution 2020-024 relating to the Nomination and Election of Officers for Fire District 12. Commissioner Thompson seconded the motion. The nominations are as follows:

- A motion was made by Secretary/Treasurer Garrity to nominate Ryan Munsey as Chairman. Commissioner Thompson seconded the motion. There was no public comment. The motion passed unanimously.
- A motion was made by Secretary/Treasurer Garrity to nominate Lenny Thompson as Vice-Chairman. Commissioner Covington seconded the motion. There was no public comment. The motion passed unanimously.
- A motion was made by Chairman Munsey to nominate Ron Garrity as Secretary/Treasurer. Commissioner Covington seconded the motion. There was no public comment. The motion passed unanimously.

There was no public comment. The motion passed unanimously.

**Resolution 2020-025:** A motion was made by Commissioner Thompson to approve Resolution 2020-025 relating to the Approval of the 2021 Board of Commissioners Regular Meeting Schedule for Fire District 12. Commissioner Covington seconded the motion. There was no public comment. The motion passed unanimously.

**Resolution 2020-026:** A motion was made by Secretary/Treasurer Garrity to approve Resolution 2020-026 relating to the Approval of the Intergovernmental Agreement for Emergency Dispatch Services by and between St. Tammany Fire Protection District No. 1 and District No. 12. Commissioner Thompson

seconded the motion. Commissioner Holden does not agree with dispatch services moving to Fire District 1. The motion passed as follows:

- Chairman Munsey - YES**
- Secretary/Treasurer Garrity - YES**
- Commissioner Covington - YES**
- Commissioner Holden - NO**
- Commissioner Thompson - YES**

**Resolution 2020-027:** A motion was made by Secretary/Treasurer Garrity to approve Resolution 2020-027 relating to the Approval of the 2020 Audit Engagement for District No. 12. Commissioner Thompson seconded the motion. Commissioner Holden feels that the Audit company should be in St. Tammany Parish. The motion passed as follows:

- Chairman Munsey - YES**
- Secretary/Treasurer Garrity - YES**
- Commissioner Covington - YES**
- Commissioner Holden - NO**
- Commissioner Thompson - YES**

**Resolution 2020-028:** A motion was made by Secretary/Treasurer to approve Resolution 2020-028 relating to the Approval of the District Physician for Fire District 12. Commissioner Thompson seconded the motion. There was no public comment. The motion passed unanimously.

Chief Bilich thanked Communications Supervisor Katherine Dickens for her service with Fire District 12; she was a valued member of UniFire for many years and her service is appreciated.

**ADJOURN:**

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

Approved:

  
\_\_\_\_\_  
Ryan Munsey, Chairman

Jan 21, 2021  
Date



## Staff Report December 2020

### Fire Chief

- District personnel continues to follow the strict guidelines in place for the COVID-19 pandemic. One employee is currently on sick leave due to the coronavirus.
- The District's Apparatus Committee finalized the specs for the new ladder truck and is awaiting BOC approval from Resolution 2020-022 to order it.
- Senior Staff met with Fire District 1 to begin the transfer of UniFire to Fire District 1; it should be complete by January 1, 2021.
- 2021 Open Enrollment for all personnel is complete.

### Operations

- **FD12 November 2020 Total Calls – 203**
  - See Attached Report
- **FD12 November 2020 Fuel Consumption**
  - Diesel – 897 Gallons
  - Gasoline – 316 Gallons
- Q121's radiator was replaced after the fan broke apart and put several holes in it.
- The radiators on two of the station generators were replaced due to rust.

### Fire Prevention/Community Relations

- Six businesses currently have three verified false alarms; the next false alarm will be fined \$250.00 (Ibis Trail Apartments, Reagan Crossing Apartments, Holiday Inn, The Green @ Northpark Apartments, The Trace, and Corporate Center 1).
- All inspections for January 2021 are scheduled. Inspections in Stations 122 and 123's areas will be completed in January.
- Chief Brumfield will participate in a Christmas tree safety demonstration hosted by FD1 on Saturday; Chief Kaufman will be interviewed by Fox 8 News.
- Chief Brumfield is currently working with the Knox Box Company to put our order forms online.

### Training

- Company training is resuming in a limited capacity due to COVID-19.
- Members completed one hazardous materials release drill at Diversified Foods in Madisonville in conjunction with FD1, FD2, FD4, FD13, and the City of Covington Fire Department.
- The District's Recruit School began on November 23, 2020 with eleven recruits; one recruit from another department has been dismissed, as he could not fulfill the running requirement.

## **UniFire**

- **Current Employees** – All employees are doing well and are preparing for the transition to Fire District 1 on January 1, 2021.
- **Training** – All dispatchers completed one hour of monthly training.
- **Total UniFire Call Volume:**
  - *Incidents Dispatched* – 1,139
  - *911 Calls Received* – 920
  - *Coroner's Office* – 892
- **Quality Assurance Report:** *(All stats are in line with the UniFire QA policy. Telephone answer times are acceptable by PIAL/NFPA standards.) \**
  - Average Call Processing Time – 57 seconds
  - 911 Call Answer Times
    - 912 (99.13%) were answered within 15 seconds
    - 7 (0.76%) answered in 15.1-40 seconds
    - 1 (0.12%) were answered in 40+ seconds

**\*Due to a NICE recorder update, QA was not done for most of the month.**

# St. Tammany Fire District 12

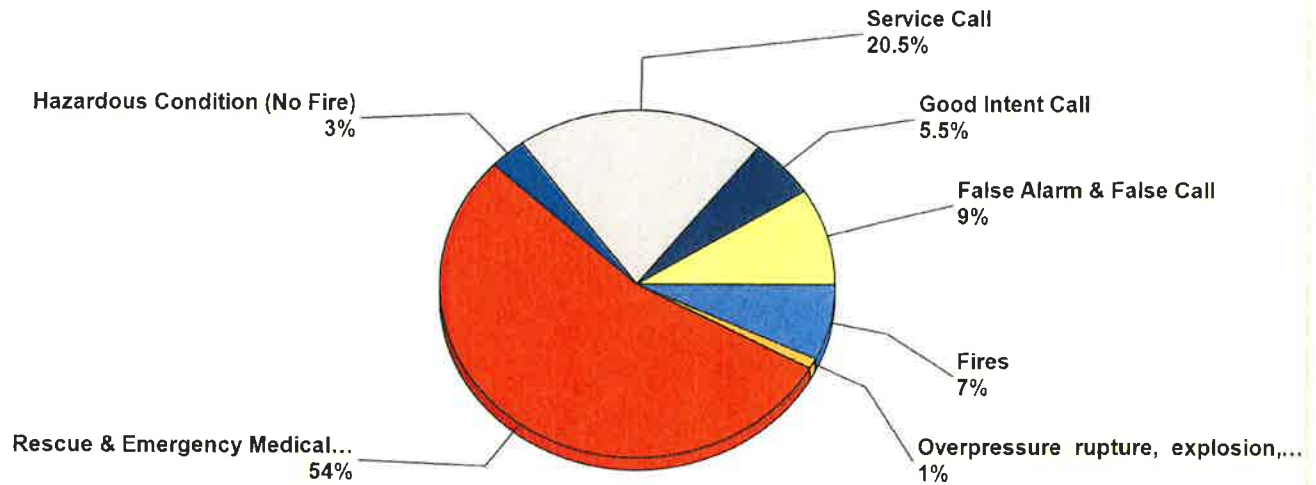
Covington, LA

This report was generated on 12/9/2020 3:22:05 PM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 11/01/2020 | End Date: 11/30/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	14	7%
Overpressure rupture, explosion, overhear - no fire	2	1%
Rescue & Emergency Medical Service	108	54%
Hazardous Condition (No Fire)	6	3%
Service Call	41	20.5%
Good Intent Call	11	5.5%
False Alarm & False Call	18	9%
<b>TOTAL</b>	<b>200</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	3	1.5%
118 - Trash or rubbish fire, contained	4	2%
143 - Grass fire	3	1.5%
151 - Outside rubbish, trash or waste fire	1	0.5%
153 - Construction or demolition landfill fire	1	0.5%
154 - Dumpster or other outside trash receptacle fire	2	1%
221 - Overpressure rupture of air or gas pipe/pipeline	1	0.5%
240 - Explosion (no fire), other	1	0.5%
311 - Medical assist, assist EMS crew	32	16%
320 - Emergency medical service, other	2	1%
321 - EMS call, excluding vehicle accident with injury	50	25%
322 - Motor vehicle accident with injuries	15	7.5%
324 - Motor vehicle accident with no injuries.	9	4.5%
411 - Gasoline or other flammable liquid spill	1	0.5%
412 - Gas leak (natural gas or LPG)	5	2.5%
511 - Lock-out	1	0.5%
522 - Water or steam leak	1	0.5%
531 - Smoke or odor removal	1	0.5%
550 - Public service assistance, other	1	0.5%
552 - Police matter	1	0.5%
553 - Public service	11	5.5%
554 - Assist invalid	20	10%
561 - Unauthorized burning	4	2%
571 - Cover assignment, standby, moveup	1	0.5%
611 - Dispatched & cancelled en route	8	4%
622 - No incident found on arrival at dispatch address	1	0.5%
661 - EMS call, party transported by non-fire agency	1	0.5%
671 - HazMat release investigation w/no HazMat	1	0.5%
700 - False alarm or false call, other	2	1%
710 - Malicious, mischievous false call, other	2	1%
730 - System malfunction, other	1	0.5%
733 - Smoke detector activation due to malfunction	1	0.5%
735 - Alarm system sounded due to malfunction	1	0.5%
743 - Smoke detector activation, no fire - unintentional	6	3%
744 - Detector activation, no fire - unintentional	1	0.5%
745 - Alarm system activation, no fire - unintentional	4	2%
<b>TOTAL INCIDENTS:</b>	<b>200</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



**Published**

**Post**

**Type**

**Targeting**

**Reach**

**Engagement**

**Promote**

11/30/2020  
11:29 AM



St. Tammany Fire District #12



1

0  
113



11/26/2020  
10:25 AM



455

9  
29

Boost Post

11/20/2020  
8:07 PM



Thank you to Lowe's Home Improvement in Covington for your



672

13  
33

Boost Post

11/03/2020  
2:09 PM



St. Tammany Fire District #12



63

1  
14



11/02/2020  
8:00 AM



Please avoid the Claiborne Hill area we are currently on scene of Butter



20.1K



6.1K  
824



Boost Post



### Actions on Page

November 11 - December 8



We have insufficient data to show for the selected time period.

### Page Views

November 11 - December 8

224

Total Page Views ▼70%



### Page Previews

November 11 - December 8



We have insufficient data to show for the selected time period.

### Page Likes

November 11 - December 8

24

Page Likes ▼74%



### Post Reach

November 11 - December 8

2,405

People Reached ▼90%



### Story Reach

November 11 - December 8

#### Get Story Insights

See stats on how your Page's recent stories have performed

[Learn More](#)

### Recommendations

November 11 - December 8

1

Recommendations ▲100%



### Post Engagement

November 11 - December 8

263

Post Engagement ▼97%



### Videos

November 11 - December 8

178

3-Second Video Views ▲212%

