



# St. Tammany Fire District 12

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

## BOARD OF COMMISSIONERS BUDGET HEARING AND REGULAR PUBLIC MEETING MINUTES NOVEMBER 21, 2019

### BUDGET HEARING

#### **OPENING:**

5:03PM.

#### **INVOCATION:**

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

#### **ROLL CALL:**

Commissioners in attendance: Chairman Steve Swanson, Secretary/Treasurer Ron Garrity, Commissioner Nino Covington, and Commissioner Jimmy Holden.

A quorum was present.

Commissioner Absent: Vice-Chairman Ryan Munsey.

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 Terry Peyton.

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

#### **PRESENTATION AND REVIEW:**

The 2020 Budget was presented. The notice for the Budget Hearing was published in the *St. Tammany Farmer* newspaper as required by law.

#### **PUBLIC COMMENTS:**

There were none.

#### **CLOSING:**

Secretary/Treasurer Garrity made a motion to close the Budget Hearing. Commissioner Holden seconded the motion. There was no public comment. The motion passed unanimously. The Budget Hearing closed at 5:05PM.

## REGULAR PUBLIC MEETING

### **CALL TO ORDER:**

5:05PM.

### **ROLL CALL:**

Commissioners in attendance: Chairman Steve Swanson, Secretary/Treasurer Ron Garrity, Commissioner Nino Covington, and Commissioner Jimmy Holden.

A quorum was present.

Commissioner Absent: Vice-Chairman Ryan Munsey.

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 Terry Peyton.

Invited Guests: 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. Commissioner Covington seconded the motion. There was no public comment. The motion passed unanimously.

### **MINUTES:**

Regular Meeting Minutes from October 16, 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. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously.

### **STAFF REPORT:**

#### Fire Chief

- Senior Staff met with almost all personnel regarding the new pay scale. It will be discussed later in today's meeting.
- Several items that were declared "surplus" were sold after the second advertisement in The Farmer, including an apparatus that sold for \$7,592.07.
- The District renewed its health insurance with United Healthcare at an increase of 12%. Dental, life and optional vision insurance is moving to Humana as they offered better benefits at a lower cost to the District. 2020 Open Enrollment for almost all personnel is now complete.
- The Office of State Examiner is requiring a title change for the proposed classification of Fleet Maintenance Coordinator to Master Mechanic, as this title is more in line with the job requirements. No other changes are needed, but a new Resolution will need to be approved.

#### Operations

- **FD12 October 2019 Total Calls – 285**
  - See Attached Report
- **FD12 October 2019 Fuel Consumption**
  - Diesel – 1,230 Gallons
  - Gasoline – 418 Gallons
- Chief Bourgeois' new truck is in service.

- There were no major mechanical issues with any of the District's apparatus.
- The District's six new recruits are now on shift.
- The dry hydrant in Magnolia Gardens was installed on October 18, 2019, and has been tested.

### Fire Prevention/Community Relations

- Personnel completed the October 2019 required pre-plan updates and inspections.
- Lake Ramsey Homeowners' Association held their monthly meeting at Station 122.
- Captain Cawyer one CPR class.
- Personnel attended six public functions including presentations at Lowe's, Appletree Academy and Northlake Christian School.
- Personnel participated in Penn Mill Lakes' *Night Out Against Crime*.
- Personnel began preparing for the District's annual **Christmas at the Firehouse** to be held on December 7, 2019 at Station 121. All are invited to attend.

### Training

- Company officers completed company training as assigned with no reported issues.
- The EMT class is ongoing and will continue through December.
- Driver/Operator-Pumper training completed on October 31, 2019; fifteen students from FD2, FD3, City of Covington, and FD12 passed.
- Driver/Operator-Aerial training began on November 4, 2019 with eighteen students from FD2, FD3, City of Covington, and FD12; all eighteen passed on November 14, 2019.
- All members completed four hours of EMT continuing education.
- LSU FETI instructors taught a forcible entry class to all shifts.

### UniFire

- **Current Employees** – All employees are doing well.
- **New Hires** –Isaak Paul is progressing well in the radio portion of the training program.
- **Training** – All dispatchers completed 1 hour of monthly training.
- **Total UniFire Call Volume:**
- *Incidents Dispatched* – 1,369
- *911 Calls Received* – 921
- *Coroner's Office* – 952
- **Quality Assurance Report: (All stats are in line with the UniFire QA policy. Telephone answer times are acceptable by PIAL/NFPA standards.)**
  - Graded Interactions – 159
  - Phone – 98.09%
  - Radio – 98.81%
  - **Average Call Processing Time – 1:06\***
  - 911 Call Answer Times
    - 916 (99.46%) were answered within 15 seconds
    - 5 (0.54%) answered in 15.1-40 seconds
    - 0 (0%) were answered in 40+ seconds

**\*Call Processing Time is higher than normal due to high call volume with Tropical Storm Olga on October 25, 2019. UniFire dispatch handled 121 calls between the hours of 0400 and 1200. An average of the previous three Saturday mornings at the same time, was 11 calls.**

A motion was made by Commissioner Holden to accept the Staff Report. Commissioner Covington seconded the motion. There was no public comment. The motion passed unanimously.

**FINANCIALS**

The financials were presented. A motion was made by Commissioner Holden to accept the financials. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously.

**OLD BUSINESS**

**Proposed Pay Scale Discussion** – The new pay scale was discussed, and public comments were accepted.

**NEW BUSINESS**

**Resolution 2019-021** – Relating to the Approval of the 2020 Proposed Budget. Discussion ensued. A motion was made by Secretary/Treasurer Garrity to approve Resolution 2019-021. Commissioner Holden seconded the motion. There was no public comment. The motion passed unanimously.

**Resolution 2019-022** – Relating to the Confirmation of the Fire Chief. Discussion ensued. A motion was made by Secretary/Treasurer Garrity to approve Resolution 2019-022. Commissioner Holden seconded the motion. Public comments were accepted. The motion passed unanimously.

**ADJOURN:**

A motion was made by Commissioner Holden to adjourn the meeting. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously. Meeting adjourned at 5:49PM.

Approved:

  
Steven Swanson, Chairman

  
Date