



# St. Tammany Fire District 12

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

## BOARD OF COMMISSIONERS REGULAR PUBLIC MEETING MINUTES DECEMBER 11, 2019

### CALL TO ORDER:

5:00PM.

### 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.

A quorum was present.

Commissioner Absent: Commissioner Jimmy Holden.

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.

### ADOPTION OF AGENDA:

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

### MINUTES:

Regular Meeting Minutes from November 21, 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. Commissioner Covington seconded the motion. There was no public comment. The motion passed unanimously.

### PUBLIC COMMENTS:

It was noted that the District is not eligible for 501(c)(3) status, but is a non-profit agency.

**Commissioner Holden arrived at the meeting at 5:04PM.**

## STAFF REPORT:

### Fire Chief

- The new payscale will not go in affect on January 8, 2020. The Civil Service Board rejected several classification plans and asked for them to be reworded.
- Firefighter Williamson has returned from extended sick leave and is back on shift. There is one remaining employee on extended sick leave at this time.
- 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.

### Operations

- **FD12 November 2019 Total Calls – 270**
  - See Attached Report
- **FD12 November 2019 Fuel Consumption**
  - Diesel – 1,502 Gallons
  - Gasoline – 447 Gallons
- Engine 125 had an oil leak and was sent to Holmes Diesel as it was covered under warranty.
- The District’s recruits are still completing driver training on all apparatus.

### Fire Prevention/Community Relations

- Personnel completed the November 2019 required pre-plan updates and inspections.
- Lake Ramsey Homeowners’ Association held their monthly meeting at Station 122.
- Personnel installed smoke detectors in one resident’s home and changed batteries in another.
- Personnel participated in Chick fil A’s Fall Fest.
- The District’s annual **Christmas at the Firehouse** was held on December 7, 2019 at Station 121. Approximately 450-500 people attended! Thank you to everyone who participated.

### Training

- Company officers completed company training as assigned with no reported issues.
- The EMT class is ongoing and will continue through December.
- All members completed four hours of firefighter survival training, with LSU FETI’s new maze trailer.
- Chief Bourgeois is in the process of closing out the year, and preparing for 2020’s training schedule.
- Chief Bourgeois attended a “Train the Trainer” class on the Parish’s new driving simulator.

### UniFire

- **Current Employees** – All employees are doing well.
- **New Hires** –Isaak Paul is entering in remedial training for radios.
- **Training** – All dispatchers completed 1 hour of monthly training.
- **Total UniFire Call Volume:**
  - *Incidents Dispatched* – 1,246
  - *911 Calls Received* – 884
  - *Coroner’s Office* – 921
- **Quality Assurance Report: (All stats are in line with the UniFire QA policy. Telephone answer times are acceptable by PIAL/NFPA standards.)**
  - Graded Interactions – 158
  - Phone – 98.65%
  - Radio – 98.93%
  - Average Call Processing Time – 51 seconds

- **911 Call Answer Times**
  - 880 (99.55%) were answered within 15 seconds
  - 4 (0.45%) 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. Fire Service USA reimbursements is currently in process. The District plans to refinance its Certificates of Indebtedness next year. 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**

**Resolution 2019-017 AMENDED** – Relating to the Approval to Establish the Classification of Master Mechanic for District No. 12 (Recordkeeping from November 21, 2019 Meeting) – No Action Required.

#### **NEW BUSINESS**

**Resolution 2019-023** – Relating to the Approval to Establish a Restricted Early Ad Valorem Fund for District No. 12. Discussion ensued. A motion was made by Vice-Chairman Munsey to approve Resolution 2019-023. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously.

**Resolution 2019-024** – Relating to the Approval to Transfer the 2019 Ad Valorem Receipt for District No. 12. Discussion ensued. A motion was made by Secretary/Treasurer Garrity to approve Resolution 2019-024. Commissioner Holden seconded the motion. There was no public comment. The motion passed unanimously.

**Resolution 2019-025** – Relating to the Approval of the 2020 Board of Commissioners Regular Meeting Schedule for District No. 12. Discussion ensued. A motion was made by Secretary/Treasurer Garrity to amend the meeting schedule to have the meetings begin at 5:00PM. Vice-Chairman Munsey seconded the motion. There was no public comment. The motion passed unanimously. A motion was made by Commissioner Holden to approve Resolution 2019-025 as amended. Vice-Chairman Munsey seconded the motion. There was no public comment. The motion passed unanimously.

#### **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 5:33PM.

Approved:

  
Steven Swanson, Chairman

  
Date