



# St. Tammany Fire District 12

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## BOARD OF COMMISSIONERS REGULAR PUBLIC MEETING MINUTES FEBRUARY 13, 2020

### CALL TO ORDER:

5:06 PM.

### INVOCATION:

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

### ROLL CALL:

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

Commissioner absent: Chairman Steve Swanson and 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: Attorney Troy Ingram.

### ADOPTION OF AGENDA:

Vice-Chairman Munsey 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. Commissioner Holden seconded the motion. There was no public comment. The motion passed unanimously.

### MINUTES:

Regular Meeting Minutes from January 16, 2020, were presented. Vice-Chairman Munsey 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 Holden seconded the motion. There was no public comment. The motion passed unanimously.

### PUBLIC COMMENTS:

There were none.

### STAFF REPORT:

#### Fire Chief

- The new payscale is still pending - the Civil Service Board is scheduled to approve the new classification plans at a Hearing on March 4, 2020. The payscale should be ready for approval at the March Board of Commissioners Meeting.

- 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. It will be discussed under Old Business today.
- District Chief Rene Marks retired on February 9, 2020; Captain Ricky Payne was promoted in his place, along with Operator Alex Soletske promoted to Captain.
- Fire Communications Officer Dillon Kent resigned to make a career change.
- Chief Stuard, Chief Adams and Chief Bilich attended a Drone Operations class hosted by the Louisiana State Police on January 27, 2020. All are now working on getting their pilot’s license.
- Commissioners are reminded to complete their online Ethics training class as soon as possible and to complete their Tier 2.1 Annual Personal Financial Disclosure statement by **May 15, 2020**. Please turn in copies of the completed paperwork to the Office Manager to keep on file.
- **FD12 January 2020 Total Calls – 287**
  - See Attached Report
- **FD12 January 2020 Fuel Consumption**
  - Diesel – 1,086 Gallons
  - Gasoline – 323 Gallons
- There were no major mechanical issues with any of the District’s apparatus.

#### **Fire Prevention/Community Relations**

- Personnel completed the January 2020 required pre-plan updates and inspections.
- Lake Ramsey Homeowners’ Association held their monthly meeting at Station 122.

#### **Training**

- Company officers completed company training as assigned with no reported issues.
- A new EMT class began on January 21, 2020 with twelve students.
- All members completed eight hours of EMS continuing education.
- Members completed one multi-company drill focusing on standard operating procedures of Quint 121.
- Companies participated in a familiarization class of the aerial apparatus housed in western St. Tammany Parish. FD2, FD13, and City of Covington Fire Department also participated.
- Chief Bourgeois, Captain Boogaerts, Captain Kayman Gassen, Captain Stein, Operator Haley, Operator Katen, and Operator Parker attended a Rope Rescue Technician class at LSU-FETI on February 3-7, 2020.

**Chairman Swanson arrived at 5:18PM, and assumed the Chairman position at the meeting.**

#### **UniFire**

- **Current Employees** – All employees are doing well.
- **New Hires** – Albert Evans began the radio portion of training of February 7, 2020. One applicant is currently going through the hiring process.
- **Training** – All dispatchers completed 1 hour of monthly training.
- **Total UniFire Call Volume:**
  - *Incidents Dispatched* – 1,196
  - *911 Calls Received* – 830
  - *Coroner’s Office* – 958

- **Quality Assurance Report:** (All stats are in line with the UniFire QA policy. Telephone answer times are acceptable by PIAL/NFPA standards.)
  - Graded Interactions – 156
  - Phone – 97.64%
  - Radio – 99.23%
  - Average Call Processing Time – 41 seconds
  - 911 Call Answer Times
    - 826 (99.52%) were answered within 15 seconds
    - 4 (0.48%) 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. Commissioner Holden seconded the motion. There was no public comment. The motion passed unanimously.

**FINANCIALS**

The financials were presented. Secretary/Treasurer Garrity is planning to discuss the District’s FEMA loan with the St. Tammany Parish Council Chairman. A motion was made by Vice-Chairman Munsey to accept the financials. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously.

**OLD BUSINESS**

**Station 123 Trailer:** A motion was made by Chairman Swanson to declare the trailer at Station 123 “surplus” as it is no longer needed. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously.

**NEW BUSINESS**

**Budget Codes:** Senior Staff is requesting to add additional codes within sub-categories of the 2020 annual budget. No monies are moving to different categories. Discussion ensued. A motion was made by Vice Chairman Munsey to table the request until after Senior Staff has made the changes. Commissioner Holden seconded the motion. There was no public comment. 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 5:35PM.

Approved:



Steven Swanson, Chairman



Date