



BOARD OF COMMISSIONERS REGULAR PUBLIC MEETING MINUTES MARCH 12, 2020

CALL TO ORDER:

5:07 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, District Chief Wayne Couch, and members of FD12.

Invited Guests: Mark Waniewski, PMI, 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 Vice-Chairman Munsey to adopt the Agenda as written. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously.

MINUTES:

Regular Meeting Minutes from February 13, 2020, were presented. Chairman Swanson asked if any revisions 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:

EMPLOYEE RECOGNITION:

Fire Communications Officer Ashley Billman was recognized for her participation in keeping several victims safe until emergency personnel could get to them during a structure fire at Cypress Lakes Apartments on March 1, 2020, and given a certificate. Congratulations on a job well done!

Commissioner Covington arrived at 5:16PM.

There were no other public comments.

STAFF REPORT:

Fire Chief

- The Civil Service Board approved the new classification plans at a Hearing on March 4, 2020, and tests are being called.
- An Election for a new Civil Service Department representative is scheduled on March 16-18, 2020.
- The District's annual audit began on March 10, 2020.
- 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.

Operations

- **FD12 February 2020 Total Calls – 230**
 - See Attached Report
- **FD12 February 2020 Fuel Consumption**
 - Diesel – 924 Gallons
 - Gasoline – 397 Gallons
- There were no major mechanical issues with any of the District's apparatus.
- All Chief officers attended an 8-hour PIAL class in Houma last week.

Fire Prevention/Community Relations

- Personnel completed the February 2020 required pre-plan updates and inspections.
- Lake Ramsey Homeowners' Association held their monthly meeting at Station 122.
- Personnel installed smoke detectors in two resident's homes and changed batteries in another. One resident responded with a thank you card.
- Personnel participated in the annual Walmart Mardi Gras Parade for special needs persons and distributed materials to over 850 people.
- Prevention personnel investigated two structure fires in February. One caused by faulty equipment, the other a child with matches.
- This year personnel has handed out seven door hangers for false alarms with no-repeat offenders according to reports.
- Chief Hines is in the process of transferring all Inspection and Preplan records over to Emergency Reporting.

Training

- Company officers completed company training as assigned with no reported issues.
- A new EMT class is ongoing.
- All members completed their EMS continuing education recertification for 2020.
- Members completed one multi-company drill focusing on RIT Operations.
- Chief Bourgeois, Captain Katlin Gassen, Captain Kayman Gassen, Operator Haley, and Operator Thurman are attending a LIFT Conference hosted by the St. George Firefighters' Association on March 12-14, 2020 in Baton Rouge.

UniFire

- **Current Employees** – All employees are doing well.
- **New Hires** – Albert Evans is progressing through radio training and is on par to finish early. Maggie Barnett began on March 9, 2020, and is on the radio portion of training as well. Cameron Smith, a former firefighter, and dispatcher from Bossier Parish started on March 6, 2020, to begin phone training and training for part-time dispatching with the potential to go full-time. A fourth applicant is currently going through the hiring process.

- **Training** – All dispatchers completed 1 hour of monthly training.
- **Total UniFire Call Volume:**
- *Incidents Dispatched* – 1,153
- *911 Calls Received* – 805
- *Coroner's Office* – 897
- **Quality Assurance Report: (All stats are in line with the UniFire QA policy. Telephone answer times are acceptable by PIAL/NFPA standards.)**
 - Graded Interactions – 157
 - Phone – 98.63%
 - Radio – 99.11%
 - Average Call Processing Time – 47 seconds
 - 911 Call Answer Times
 - 804 (99.88%) were answered within 15 seconds
 - 1 (0.12%) 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. A motion was made by Secretary/Treasurer Garrity to accept the financials. Commissioner Covington seconded the motion. There was no public comment. The motion passed unanimously.

OLD BUSINESS

Executive Session

Commissioner Holden made a motion to move into Executive Session to discuss pending litigation in the following matters:

- Ray M. Newton vs. St. Tammany Fire Protection District No. 12 et al., 22nd JDC, Docket No. 18-14887, Div. I
- Robert A. Barnett vs. St. Tammany Fire Protection District No. 12 et al., 22nd JDC, Docket No. 2018-15839, Div. B
- Barbara Overton, Wife of/and Clayton J. Overton, III, vs. St. Tammany Parish Fire Protection District No. 12, 22nd JDC, No. 2018-15621, Div. H.

The motion was seconded by Vice-Chairman Munsey. There was no public comment. The motion passed unanimously. Everyone was excused from the meeting except the Commissioners, Fire Chief Stuard, Chief of Administration Bilich, Mr. Ingram, and Mr. Waniewski. The Board entered into Executive Session at 5:30PM.

Everyone was called back to the open meeting at 5:45PM. No action was taken during the Executive Session, and no votes were taken.

Resolution 2020-001 – Relating to the Approval of Surplus Equipment (Recordkeeping from February 13, 2020 Meeting) – No Action Required.

NEW BUSINESS

Resolution 2020-002 – Relating to the Approval to De-Fund Incentive Pay for District No 12. Discussion ensued and public comments were accepted. Chairman Swanson asked Chief Stuard to meet with District personnel to address their concerns but reiterated that the District does not engage in collective bargaining with the Association (IAFF Local 4800). A motion was made by Vice-Chairman Munsey to table Resolution 2020-002 until the April Board of Commissioners meeting. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously.

Resolution 2020-003 – Relating to the Approval to Increase the Base Hourly Rate of Pay for the Firefighter/Operator Classification for District No 12. Discussion ensued and public comments were accepted. A motion was made by Secretary/Treasurer Garrity to table Resolution 2020-003 until the April Board of Commissioners meeting. Vice-Chairman Munsey seconded the motion. There was no public comment. The motion passed unanimously.

Resolution 2020-004 – Relating to the Approval of Compensation Protocols for District No 12. A motion was made by Secretary/Treasurer Garrity to table Resolution 2020-004 until the April Board of Commissioners meeting. Vice-Chairman Munsey seconded the motion. There was no public comment. The motion passed unanimously.

Resolution 2020-005 – Relating to the Approval of the Re-Structure Tier 3 Incentive Pay for District No 12. A motion was made by Secretary/Treasurer Garrity to table Resolution 2020-005 until the April Board of Commissioners meeting. Vice-Chairman Munsey seconded the motion. There was no public comment. The motion passed unanimously.

Resolution 2020-006 – Relating to the Approval to Engage Legal Counsel for District No 12. A motion was made by Secretary/Treasurer Garrity to table Resolution 2020-006 until the April Board of Commissioners meeting. Vice-Chairman Munsey seconded the motion. There was no public comment. The motion passed unanimously.

Resolution 2020-007 – Relating to the Approval to Amend the General Ledger Chart of Accounts for District No 12. A motion was made by Secretary/Treasurer Garrity to adopt Resolution 2020-007. Vice-Chairman Munsey seconded the motion. There was no public comment. The motion passed unanimously.

Firefighters Retirement System Update – The system is in discussions to possibly increase the percentage from 28% to 32%.

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 7:42PM.

Approved:



Steven Swanson, Chairman

5-21-2020
Date