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BOARD OF COMMISSIONERS REGULAR PUBLIC MEETING MINUTES JUNE 18, 2020

CALL TO ORDER:

5:03 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.

Commissioners 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, and Chief of Administration Jason Bilich.

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 Commissioner Holden 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 May 21, 2020, were presented. Vice-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. Secretary/Treasurer Garrity 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 Holden to accept the financials. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously.

OLD BUSINESS

Announcement: St. Tammany Fire Protection District No. 12 will set and levy its millage at a Special Public Meeting to be held immediately following the Special Public Hearing on July 16, 2020, at 6:00 PM, at the Parish Council Chambers, 21490 Koop Drive; Mandeville, Louisiana.

Executive Session

Secretary/Treasurer Garrity 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

The motion was seconded by Commissioner Holden. 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, and Mr. Ingram. The Board entered into Executive Session at 5:20 PM.

Everyone was called back to the open meeting at 5:53 PM. No action was taken during the Executive Session, and no votes were taken.

NEW BUSINESS

There was none.

ADJOURN:

A motion was made by Secretary/Treasurer Garrity to adjourn the meeting. Commissioner Holden seconded the motion. There was no public comment. The motion passed unanimously. Meeting adjourned at 5:54 PM.

Approved:



Ryan Munsey, Vice-Chairman

6-12-2020

Date



Staff Report June 2020

Fire Chief

- District personnel continues to follow the strict guidelines in place for Phase II of the COVID-19 pandemic. No one is currently on sick leave due to the coronavirus.
- Operator Bryan Haley resigned to pursue an opportunity with another fire department
- Chief of Prevention Kris Hines retired after twenty-eight years of service to Fire District 12. Captain Ollie Brumfield has been assigned to fill this position.
- An election was held this week to fill the District's employee representative on the Civil Service Board. Congratulations to Captain Katlin Gassen, the new representative.
- Senior Staff is recommending to move the Minutes and Staff Report to a Consent Agenda format going forward.
- Commissioners are reminded to complete their online Ethics training class and their Tier 2.1 Annual Personal Financial Disclosure statement ASAP – the deadline was **May 15, 2020**. Please turn in copies of the completed paperwork to the Office Manager to keep on file.

Operations

- **FD12 May 2020 Total Calls – 196**
 - See Attached Report
- **FD12 May 2020 Fuel Consumption**
 - Diesel – 902 Gallons
 - Gasoline – 371 Gallons
- There were no major mechanical issues with any of the District's apparatus in May 2020.
- Tender 124's trailer is beginning to rust on the underside. The District is in the process of receiving bids to have it sandblasted and painted.
- The engine companies have been catching up on the District's inspections and pre-plans.

Fire Prevention/Community Relations

- Chief Brumfield completed all building inspections for May 2020.
- All company officers are training on the new preplan procedures, and have begun doing June 2020 preplans.
- District personnel responded to a house fire on Wymer Road; the cause is still undetermined. Photographs and witness statements were submitted to the insurance adjustor.
- Chief Brumfield is getting up to speed on St. Tammany Parish's False Alarm Ordinance.

Training

- Company officers completed company training as assigned with no reported issues.
- The EMT class is complete; students are beginning to do their national testing.
- Members completed two hours of EMS continuing education on various topics.

- Training is ongoing via an online platform as the COVID-19 pandemic continues.
- Eight of the District's employees completed an Emergency Medical Responder (EMR) class; four have completed their class testing, the remaining four are waiting to test.

UniFire

- **Current Employees** – All employees are doing well.
- **New Hires** – Albert Evans is in his final sign-off and will go on shift on June 24, 2020. Maggie Barnett is moving to phone training on June 24, 2020.
- **Training** – All dispatchers completed one hour of monthly training.
- **Total UniFire Call Volume:**
 - *Incidents Dispatched* – 1,103
 - *911 Calls Received* – 824
 - *Coroner's Office* – 858
- **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 – 97.71%
 - Radio – 98.46%
 - Average Call Processing Time – 54 seconds
 - 911 Call Answer Times
 - 817 (99.15%) were answered within 15 seconds
 - 6 (0.73%) answered in 15.1-40 seconds
 - 1* (0.12%) were answered in 40+ seconds (***Phone never rang at UniFire.**)

St. Tammany Fire District 12

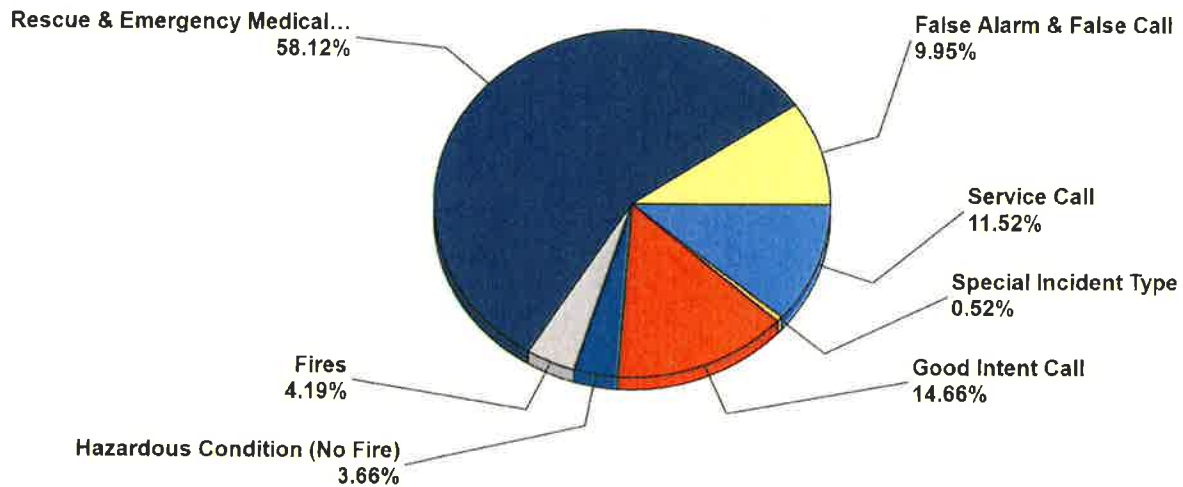
Covington, LA

This report was generated on 6/16/2020 10:23:10 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2020 | End Date: 05/31/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	8	4.19%
Rescue & Emergency Medical Service	111	58.12%
Hazardous Condition (No Fire)	7	3.66%
Service Call	22	11.52%
Good Intent Call	28	14.66%
False Alarm & False Call	19	9.95%
Special Incident Type	1	0.52%
TOTAL	196	102.62%

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	2	1.02%
118 - Trash or rubbish fire, contained	1	0.51%
141 - Forest, woods or wildland fire	1	0.51%
142 - Brush or brush-and-grass mixture fire	2	1.02%
150 - Outside rubbish fire, other	1	0.51%
151 - Outside rubbish, trash or waste fire	1	0.51%
311 - Medical assist, assist EMS crew	52	26.53%
320 - Emergency medical service, other	3	1.53%
321 - EMS call, excluding vehicle accident with injury	42	21.43%
322 - Motor vehicle accident with injuries	7	3.57%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.51%
324 - Motor vehicle accident with no injuries.	1	0.51%
331 - Lock-in (if lock out , use 511)	2	1.02%
352 - Extrication of victim(s) from vehicle	1	0.51%
353 - Removal of victim(s) from stalled elevator	1	0.51%
381 - Rescue or EMS standby	1	0.51%
412 - Gas leak (natural gas or LPG)	2	1.02%
444 - Power line down	2	1.02%
445 - Arcing, shorted electrical equipment	3	1.53%
510 - Person in distress, other	1	0.51%
511 - Lock-out	1	0.51%
531 - Smoke or odor removal	1	0.51%
550 - Public service assistance, other	3	1.53%
551 - Assist police or other governmental agency	1	0.51%
552 - Police matter	1	0.51%
553 - Public service	8	4.08%
554 - Assist invalid	4	2.04%
561 - Unauthorized burning	2	1.02%
600 - Good intent call, other	1	0.51%
611 - Dispatched & cancelled en route	21	10.71%
621 - Wrong location	1	0.51%
622 - No incident found on arrival at dispatch address	4	2.04%
653 - Smoke from barbecue, tar kettle	1	0.51%
700 - False alarm or false call, other	1	0.51%
711 - Municipal alarm system, malicious false alarm	4	2.04%
715 - Local alarm system, malicious false alarm	2	1.02%
733 - Smoke detector activation due to malfunction	1	0.51%
735 - Alarm system sounded due to malfunction	1	0.51%
736 - CO detector activation due to malfunction	1	0.51%
740 - Unintentional transmission of alarm, other	1	0.51%
743 - Smoke detector activation, no fire - unintentional	2	1.02%
744 - Detector activation, no fire - unintentional	1	0.51%
745 - Alarm system activation, no fire - unintentional	5	2.55%
911 - Citizen complaint	1	0.51%
TOTAL INCIDENTS:	196	99.98%

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
06/16/2020 10:24 AM	 St. Tammany Fire District #12			199	0 33	Boost Post
06/03/2020 9:55 AM	 WORKING SMOKE ALARM SAVES A LIFE! Just before 5 o'clock this			6.1K	657 407	Boost Post
05/25/2020 9:31 AM				448	9 17	Boost Post
05/24/2020 6:04 PM	 We were honored to fly the flag and pay our respects to Trooper George			7.4K	725 464	Boost Post
05/24/2020 7:07 PM	 St. Tammany Fire District #12			0	0 1	Boost Post
05/10/2020 1:41 PM	 We want to wish all the mom's out there a very Happy Mother's Day!!			556	9 28	Boost Post
05/07/2020 6:41 PM	 Thank you to The Honey Baked Ham Company for providing lunch to our			441	9 20	Boost Post
05/07/2020 1:40 PM	 We just got finished working a 3 vehicle accident on Hwy 25 at River			13.6K	5.5K 555	Boost Post
05/06/2020 3:02 PM	 In case you missed the Blue Angels fly over, our 9-1-1 dispatchers in			483	43 21	Boost Post
05/04/2020 6:01 PM	 On this International Firefighters Day we want to extend a heartfelt and			995	40 63	Boost Post
05/01/2020 9:19 PM	 FD12 would like to take a moment and recognize the Class of 2020.			1.2K	69 50	Boost Post
04/30/2020 7:34 AM	 We are at Wal-Mart on N Hwy 190 on the grocery side. Stop by and get			1.7K	211 61	Boost Post
04/29/2020 9:32 PM	 ***MASK UPDATE*** We will be at Wal-Mart on Hwy 190 tomorrow from			2.2K	111 50	Boost Post

Page Summary Last 28 days

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Results from May 19, 2020 - Jun 15, 2020

Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

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Actions on Page

May 19 - June 15

2

Total Actions on Page ▼ 33%



Page Views

May 19 - June 15

292

Total Page Views ▼ 60%



Page Previews

May 19 - June 15

8

Page Previews ▼ 47%



Page Likes

May 19 - June 15

43

Page Likes ▼ 45%



Post Reach

May 19 - June 15

12,333

People Reached ▼ 23%



Story Reach

May 19 - June 15

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May 19 - June 15



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

Post Engagement

May 19 - June 15

2,419

Post Engagement ▼ 66%



Videos

May 19 - June 15

35

3-Second Video Views ▼ 86%

