



St. Tammany Fire District 12

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BOARD OF COMMISSIONERS REGULAR PUBLIC MEETING MINUTES MAY 15, 2019

CALL TO ORDER:

5:05 PM.

INVOCATION:

The meeting opened with an invocation by Pastor 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 Jimmy Holden.

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, Chief of Training Dominick Bourgeois, District Chief Terrell Peyton, and members of B-Shift.

Invited Guests: Mark Waniewski, PMI Resource, and Pastor Nino Covington.

ADOPTION OF AGENDA:

Chairman Swanson presented the Agenda and asked if there were any revisions. Commissioner Holden asked to amend the agenda to add a discussion of Payroll Administration. A motion was made by Vice-Chairman Munsey to amend the Agenda. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously. A motion was made by Vice-Chairman Munsey to adopt the Agenda as amended. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously.

MINUTES:

Regular Meeting Minutes from April 17, 2019 were presented. Chairman Swanson asked if there were any revisions that needed to be made. A motion was made by Commissioner Holden to approve the Minutes as written. Vice-Chairman Munsey seconded the motion. There was no public comment. The motion passed unanimously.

PUBLIC COMMENTS:

It was noted that pending disciplinary issues will not be discussed during today's meeting. Public comments were attempted to be discussed regarding this matter, and the Board of Commissioners did not accept them.

There is an alleged conflict of interest between the Board of Commissioners' attorney and outside clients. The BOC will look into any conflicts.

STAFF REPORT:

Fire Chief

- Six candidates have been offered employment to participate in the District's next Recruit Class; it will begin on June 6, 2019.
- Senior Staff is continuing its work with PMI to adjust starting pay for the District's new employees.
- The committee to review all job classifications has been formed; the members are Commissioner Munsey, Chief Stuard, Chief Adams, and Captains Boogaerts and Boushie. The Committee will begin meeting after the new pay scale is approved.
- Chief Stuard is tentatively meeting with Chief Blocker from Covington Fire Department this week to discuss the CEA between the two districts.
- A list of items to be declared "surplus" will be discussed in a Resolution today, including the values of the two fire trucks.

Operations

- **FD12 April 2019 Total Calls – 250**
 - See Attached Report
- **FD12 April 2019 Fuel Consumption**
 - Diesel – 1,149 Gallons
 - Gasoline – 447 Gallons
- The backflow preventers on the water systems were tested by Goodbee Plumbing with no reported issues.
- The sprinkler systems in the stations were tested by Jefferson Sprinkler with no reported issues.
- Chief Bourgeois' new truck will be delivered in approximately sixty days.
- Covington Fire Department has participated in more of the District's training with no reported issues.

Fire Prevention/Community Relations

- Personnel completed the April 2019 required pre-plan updates and inspections.
- Lake Ramsey Homeowners' Association held their monthly meeting at Station 122.
- Personnel installed smoke detectors in four District residents' homes at their request.
- Personnel taught a fire safety course to a local Civil Air Patrol and participated in events at LOPA and the Abita Brewery.

Training

- EMT class is ongoing, it is expected to complete on May 29, 2019.
- Company officers completed company training as assigned with no reported issues.
- Companies participated in one multi-company drill focusing on second-floor fire operations. Districts 2, 4, 13, and Covington Fire Department also participated.
- All line officers and upgrades participated in a class on the use of the incident command system and on-scene communications.
- Chief Bourgeois assisted LSU FETI certification personnel with vetting the new HAZ-MAT Awareness test bank.
- Chief Bourgeois is preparing for the District's next Recruit Class which will begin on June 6, 2019. He anticipates having 12-15 recruits, including six from FD12. The remaining will be from FD2, FD3, and Covington Fire Department.
- **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 TODAY - May 15, 2019. Please turn in copies of the completed paperwork to the Office Manager.**

UniFire

- **Current Employees** – All employees are doing well.
 - **New Hires** – The two new hires are doing well with training; they are expected to be on shift by mid-July 2019. The remaining potential hire took her physical this week; results are pending.
 - **New 911 Center** – The new center is running smoothly; a few meetings have been held with agency managers to ensure good working relationships between all agencies.
- **Training** – All dispatchers completed 1 hour of monthly training.
- **Total UniFire Call Volume:**
- *Incidents Dispatched* – 1,178
- *911 Calls Received* – 829
- *Coroner's Office* – 860
- **Quality Assurance Report: (All stats are in line with the UniFire QA policy. Telephone answer times are acceptable by PIAL/NFPA standards.)**
 - Graded Interactions - 117
 - Phone – 98.3%
 - Radio – 98.5%
 - Average Call Processing Time – 54 seconds
 - 911 Call Answer Times
 - 826 (99.6%) were answered within 15 seconds
 - 3 (0.4%) answered in 15.1-40 seconds
 - 0 (0%) were answered in 40+ seconds

A motion was made by Commissioner Holden to accept the Staff Report as written. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously.

FINANCIALS

The financials were presented. The six new hires will affect the personnel budget. A meeting is scheduled with the Bond Attorney to possibly restructure the District's station debt. 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

Resolution 2019-004 (record-keeping): A motion was made by Vice-Chairman Munsey to un-table Resolution 2019-004. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously. A motion was made by Commissioner Holden to approve Resolution 2019-004 – Relating to the District's participation in the Fire Recovery USA Program. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously.

Resolution 2019-010 (record-keeping): Approved last month – to be signed today.

Resolution 2019-011 (record-keeping): A motion was made by Vice-Chairman Munsey to approve Surplus Equipment. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously.

Payroll Administration: The Social Security tax issue with several employees has been resolved. It is recommended that any payroll issues be resolved within 48-hours going forward.

NEW BUSINESS

Resolution 2019-012: Jonathan Lagarde, a local insurance agent residing in the District was introduced. A motion was made by Vice-Chairman Munsey Secretary/Treasurer Garrity to appoint Mr. Lagarde as the Governing Authority's representative for the District's Civil Service Board. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously.

Resolution 2019-013: A motion was made by Vice-Chairman Munsey to adopt the Fire Recovery USA Mitigation Fee Schedule and Ordinance. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously.

Chairman Swanson asked to amend the Agenda. A motion was made by Secretary/Treasurer Garrity to amend the agenda. Commissioner Holden seconded the motion. There was no public comment. The motion passed unanimously.

Pastor Nino Covington: Nino Covington is a local resident in the District and has been nominated to fill the vacant seat on the Board of Commissioners. He will be appointed at the June 2019 Parish Council Meeting and will be a sitting member of the Fire District 12 Board at its June meeting.

Fire Chief Selection Committee: Chairman Swanson stated that the Fire Chief Selection Committee has recommended that Acting Fire Chief Terry Stuard be placed as the permanent Fire Chief for Fire District 12. A motion was made by Secretary/Treasurer Garrity to name Terry Stuard as the Fire Chief and for his working test period to begin immediately. Vice-Chairman Munsey seconded the motion. Public comments were accepted. 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 6:37 PM.

Approved:


Steven Swanson, Chairman


Date