



St. Tammany Fire District 12

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BOARD OF COMMISSIONERS REGULAR PUBLIC MEETING MINUTES JUNE 20, 2019

CALL TO ORDER:

5:04 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, Secretary/Treasurer Ron Garrity, Commissioner Nino Covington, and Commissioner Jimmy Holden.

Commissioner absent: Vice-Chairman Ryan Munsey.

A quorum was present.

Invited Guest via telephone: Attorney Troy Ingram.

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 Terrell Peyton, and members of B-Shift.

ADOPTION OF AGENDA:

Chairman Swanson 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 15, 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. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously.

PUBLIC COMMENTS:

There were none.

STAFF REPORT:

Fire Chief

- Senior Staff is continuing its work with PMI to adjust starting pay for the District's new employees.
- The two surplus trucks have been advertised through the State Fire Marshal's office.
- Surplus declared "no value" items (i.e., computers, printers, etc.) are in the process of being discarded.
- Surplus declared "with value" items will be offered for sale at the next Henderson Auction date.

Operations

- **FD12 May 2019 Total Calls – 267**
 - See Attached Report
- **FD12 May 2019 Fuel Consumption**
 - Diesel – 1,103 Gallons
 - Gasoline – 322 Gallons
- Chief Adams attended a “Defining Next Generation Leaders” leadership class last week.
- The remaining sprinkler system in Station 121 was tested by Jefferson Sprinkler with no reported issues. All sprinkler testing is now complete for 2019.
- Chief Bourgeois’ new truck will be delivered in approximately thirty days.
- Personnel is working with the Magnolia Gardens HOA to install a new Dry Hydrant at 23 Claudia Drive.
- The District’s remaining ambulance is in the process of being transformed into a rehab unit; it will be in service in approximately two weeks.

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 two District residents’ homes at their request.
- Personnel participated in an event at Garcia’s Mexican Restaurant.

Training

- EMT class is complete. Students are beginning to take their national testing.
- Company officers completed company training as assigned with no reported issues.
- The Recruit Class began on June 6, 2019, with 14 recruits. One recruit was released from the program, and one of FD12’s recruits has been injured – MRI results are pending.

UniFire

- **Current Employees** – All employees are doing well.
 - **New Hires** – The two new hires completed radio training and are not in the phone phase. A third hire began training on May 28, 2019. All three trainees attended a 40-hour basic communications class last week taught by the Communications District. They will attend their EMD class in July which will be taught in-house.
- **Training** – All dispatchers completed 1 hour of monthly training.
- **Total UniFire Call Volume:**
- *Incidents Dispatched* – 1,225
- *911 Calls Received* – 613
- *Coroner’s Office* – 972
- **Quality Assurance Report: (All stats are in line with the UniFire QA policy. Telephone answer times are acceptable by PIAL/NFPA standards.)**
 - Graded Interactions - 155
 - Phone – 97.9%
 - Radio – 99.1%
 - Average Call Processing Time – 51 seconds
 - *911 Call Answer Times*
 - 607 (99.02%) were answered within 15 seconds
 - 6 (0.98%) 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 Covington 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

There was none.

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 5:30 PM.

Approved:


Steven Swanson, Chairman


Date