



## BOARD OF COMMISSIONERS REGULAR PUBLIC MEETING MINUTES JULY 18, 2019

### CALL TO ORDER:

5:10 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, Commissioner Nino Covington, and Commissioner Jimmy Holden.

A quorum was present.

Invited Guest: Attorney Troy Ingram.

Administrative Staff also in attendance: Fire Chief Terry Stuard, Chief of Operations Kevin Adams, Chief of Administration Jason Bilich, Communications Supervisor Katherine Dickens, and District Chief Wayne Couch.

### 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. Commissioner Holden seconded the motion. There was no public comment. The motion passed unanimously.

### EMPLOYEE RECOGNITION PIN PRESENTATION:

Captain Pierre Guillet was recognized for twenty-five years of service with Fire District 12 and given a certificate and commemorative pin. Congratulations!

### MINUTES:

Regular Meeting Minutes from June 20, 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 completing its work with PMI to adjust starting pay for the District's new employees. Once complete, Staff will meet with the Committee to discuss classification plan revisions.
- Chief Stuard met with Chief Blocker from Covington Fire Department. Another meeting is tentatively scheduled for next month.

- One of the District's recruits has been dismissed due to a knee injury.
- The final audit report is available for review.
- The District purchased a used 11-passenger van and a flatboat with a trailer from State Surplus.
- Special Thanks to Commissioner Holden for providing a delicious chicken lunch to the District.

### Operations

- **FD12 June 2019 Total Calls – 263**
  - See Attached Report
- **FD12 June 2019 Fuel Consumption**
  - Diesel – 948 Gallons
  - Gasoline – 413 Gallons
- Chief Bourgeois' new truck delivery is delayed due to the company not ordering the truck bed from the manufacturer.
- There were no major mechanical issues with any of the District's apparatus.
- The District increased manpower in preparation of Hurricane Barry.

### Fire Prevention/Community Relations

- Personnel completed the May 2019 required pre-plan updates and inspections.
- Lake Ramsey Homeowners' Association held their monthly meeting at Station 122.
- Personnel brought an apparatus to a birthday party for a resident in the District.
- Chief Hines changed smoke detector batteries in a District resident's home at their request.
- The District is preparing for the United Way's Annual Red Beans and Rice Cook-off on July 29, 2019 from 11:00 AM – 2:00 PM. It will be held at the Greater Covington Center - all are invited to attend.

### Training

- Company officers completed company training as assigned with no reported issues.
- The Recruit Class is ongoing; two recruits have been dismissed.
- The Recruits have completed their Haz-Mat Awareness and Operations tests.

### UniFire

- **Current Employees** – All employees are doing well.
  - **New Hires** – One trainee is in her final sign-off and will go full-time on July 24, 2019. The second trainee is currently in phone training, and the newest trainee is almost finished with radio training.
  - **Resignation** – Jillian Garretti resigned to work for the State Fire Marshal's Office. Her last day was July 9, 2019. Interviews and testing for this open position have already commenced, and it should be filled in the next week.
- **Training** – All dispatchers completed 1 hour of monthly training.
- **Total UniFire Call Volume:**
- *Incidents Dispatched* – 1,295
- *911 Calls Received* – 769
- *Coroner's Office* – 924
- **Quality Assurance Report: (All stats are in line with the UniFire QA policy. Telephone answer times are acceptable by PIAL/NFPA standards.)**
  - Graded Interactions – 119 (Radio interactions were not graded in June. There is an issue with NICE, the recording program, which is not allowing them to be graded at this time. NICE is aware, and they have been diligently working to resolve the problem.)
  - Phone – 98.4%
  - Radio – N/A (see above)
  - Average Call Processing Time – 51 seconds

- 911 Call Answer Times
  - 768 (99.87%) were answered within 15 seconds
  - 1 (0.13%) 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 Commissioner Holden to accept the financials. Vice-Chairman Munsey 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. Vice-Chairman Munsey seconded the motion. There was no public comment. The motion passed unanimously. Meeting adjourned at 5:36 PM.

Approved:

  
Steven Swanson, Chairman

  
Date