



St. Tammany Fire District 12

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BOARD OF COMMISSIONERS REGULAR PUBLIC MEETING MINUTES AUGUST 15, 2019

CALL TO ORDER:

5:08 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, Commissioner Nino Covington, and Commissioner Jimmy Holden. Secretary/Treasurer Ron Garrity arrived at 5:10 PM.

Commissioner absent: Vice-Chairman Ryan Munsey.

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, and District Chief Rene Marks.

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

EMPLOYEE RECOGNITION PIN PRESENTATION:

The recognition for Fire Communications Officer Holly Buckley is being deferred until next month's meeting, as she is on shift today. Congratulations on ten years of service!

MINUTES:

Regular Meeting Minutes from July 18, 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 employees within the next month. Senior Staff will begin meeting with the Committee next week to discuss classification plan revisions.

- One employee resigned; Operator Bryan Haley has been re-hired to fill the vacancy.
- The Civil Service Appeal Hearing took place on August 5, 2019. The appeal was settled and is now closed.
- Chief Stuard and Chief Adams attended the Fire-Rescue International (FRI) conference in Atlanta; Chief Stuard participated in the Executive Chief track, and Chief Adams in the Chief Officer track. Both are two parts and will complete in 2020.

Operations

- **FD12 July 2019 Total Calls – 275**
 - See Attached Report
- **FD12 July 2019 Fuel Consumption**
 - Diesel – 1,334 Gallons
 - Gasoline – 530 Gallons
- Chief Bourgeois' new truck should be delivered next month.
- There were no major mechanical issues with any of the District's apparatus.
- Squirrels found a way into the electrical panel outside of Station 125 and chewed some wires. The electrician got rid of the squirrels and repaired the damage.

Fire Prevention/Community Relations

- Personnel completed the July 2019 required pre-plan updates and inspections.
- Lake Ramsey Homeowners' Association held their monthly meeting at Station 122.
- Personnel installed smoke detectors in a District resident's home at their request.
- Personnel participated in two public education events in the District
- The District participated in the United Way's Annual Red Beans and Rice Cook-off on July 29, 2019, at the Greater Covington Center, and prepared the beans for take-out orders.

Training

- Company officers completed company training as assigned with no reported issues.
- The Recruit Class is ongoing; they are currently learning fire attack protocol.
- A structure was donated to the District for training purposes – it will be burned down sometime next month.

UniFire

- **Current Employees** – All employees are doing well.
- **New Hires** – Amanda Jenkins completed the training program and went on shift on July 24, 2019. Dustin Kendall is in the sign-off phase of training and should go on shift on August 21, 2019. Amy Phillips has moved to phone training and is progressing well. The vacant position has been offered to an applicant; she should begin the training program soon.
- **Training** – All dispatchers completed 1 hour of monthly training.
- **Total UniFire Call Volume:**
 - *Incidents Dispatched* – 1,269
 - *911 Calls Received* – 895
 - *Coroner's Office* – 656
- **Quality Assurance Report: (All stats are in line with the UniFire QA policy. Telephone answer times are acceptable by PIAL/NFPA standards.)**
 - Graded Interactions – 163 (The NICE recording program issue has been resolved and ratio QA has resumed.)
 - Phone – 98.3%
 - Radio – 98.6%
 - Average Call Processing Time – 49 seconds

➤ **911 Call Answer Times**

- 890 (99.4%) were answered within 15 seconds
- 5 (0.6%) 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 Holden seconded the motion. There was no public comment. The motion passed unanimously.

FINANCIALS

The financials were presented. Secretary/Treasurer Garrity asked for the monthly balances to be sent ahead of the Board Meeting. A motion was made by Secretary/Treasurer Garrity to accept the financials. Commissioner Holden 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 Covington seconded the motion. There was no public comment. The motion passed unanimously. Meeting adjourned at 5:35 PM.

Approved:



Steven Swanson, Chairman



Date