



**BOARD OF COMMISSIONERS
REGULAR PUBLIC MEETING MINUTES
OCTOBER 19, 2023**

CALL TO ORDER:

5:06 PM.

INVOCATION:

The meeting opened with an invocation by Chief Bilich, followed by the *Pledge of Allegiance*.

ROLL CALL:

Commissioners in attendance: Chairman Ryan Munsey, Vice-Chairman Lenny Thompson, Secretary/Treasurer Ron Garrity, Commissioner Jimmy Holden, and Commissioner Kevin Perrilloux. A quorum was present.

Administrative Staff also in attendance: Fire Chief Terrell Stuard, Chief of Administration Jason Bilich, Chief of Operations Kevin Adams, Chief of Prevention Ollie Brumfield, District Chief Brad Boogaerts, and Captain Kayman Gassen.

ADOPTION OF AGENDA:

Chairman Munsey presented the Agenda and asked if there were any revisions. A motion was made by Secretary/Treasurer Garrity to adopt the Agenda as presented. Vice-Chairman Thompson seconded the motion. There was no public comment. The motion passed unanimously.

MINUTES:

Regular Meeting Minutes from September 21, 2023 were presented. Chairman Munsey asked if any revisions needed to be made. There were none. A motion was made by Commissioner Perrilloux to approve the Minutes as written. Commissioner Holden seconded the motion. There was no public comment. The motion passed unanimously.

STAFF REPORT (ATTACHED):

A motion was made by Vice-Chairman Thompson to dispense with the reading of the Staff Report. Commissioner Perrilloux seconded the motion. Comments: Four employees remain on extended sick leave. The newest potential employee is going through the hiring process; he will participate in FD1's Recruit School in January 2024 if he passes. The new uniforms will go into effect on November 1, 2023. The District is moving its health benefits package to Blue Cross/Blue Shield of Louisiana in 2024, as Humana is no longer writing group coverage. Chief Stuard is working with PMI to implement a new Seniority Roster tie-breaker process for promotions. The motion passed unanimously.

FINANCIALS

The financials were presented. A motion was made by Commissioner Holden to accept the financials. Secretary/Treasurer Gerrity seconded the motion. Comments: The District is currently 5.9% under budget for the year. Approximately \$500,000 more in revenue has been received than was budgeted; an approximate \$900,000 surplus is expected by the end of the year. The motion passed unanimously.

OLD BUSINESS

There was none.

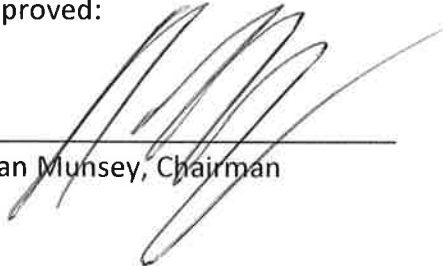
NEW BUSINESS

2024 Proposed Budget: The proposed budget is not finalized as several 2024 insurance line item numbers have not been received. Senior Staff is proposing to approve the Budget for publication at the November Board of Commissioners Meeting and to move it up a week to November 9, 2023. A motion was made by Commissioner Holden to table approving the 2024 Budget for publication until November 9, 2023. The motion was seconded by Vice-Chairman Thompson. There was no public comment. The motion passed unanimously. The 2024 Proposed Budget Hearing will be held on December 14, 2023.

ADJOURN:

A motion was made by Commissioner Perrilloux to adjourn the meeting. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously. The meeting adjourned at 5:24 PM.

Approved:



Ryan Munsey, Chairman

11-9-2023
Date



Staff Report October 2023

Fire Chief

- Three employees remain on extended sick leave; their return to active duty is unknown at this time.
- The District's two new pumpers at Stations 123 and 125 were put into service the last week of September.
- The District's Rules and Regulations are under review for updates.
- The District's Seniority Roster tie-breaker process is included in your packet today.
- Senior Staff has begun the process of hiring at least one firefighter to fill a vacancy.
- A letter of recognition is in your packet today for Operator Michael Lachin; he went above and beyond during a recent community outreach event at Lowe's.
- Chief Stuard will schedule introductory meetings with new Council members once the election is finalized.
- The new uniforms will go into effect on November 1, 2023.

Operations

- **FD12 September 2023 Total Calls – 281**
 - See Attached Report
- **FD12 September 2023 Fuel Consumption**
 - Diesel – 1,537 Gallons
 - Gasoline – 405 Gallons
- Engine 124 had a front seal engine leak that was repaired under warranty by Cummins.
- The command console and emergency lighting need to be installed on the new District Chief truck before it can be put into service.
- Chief Adams is currently entering all of the hydrant information into the District's new operating system, First Due. This will make it easier to assign hydrant inspections and testing in the future.

Fire Prevention/Community Relations

- Abbey Youth Center has two verified false alarms, and PAM Hospital has three. \$250.00 fines are forthcoming with the next false alarms. Paretti Mazda has a faulty sensor resulting in four verified false alarms; they are working to repair the issue.
- Station 121's Captains have been assigned their Preplans for the year. A-Shift Captain has completed 10 of 124, B-Shift Captain has completed 40 of 122, and C-Shift Captain has completed 44 of 113. They have until December 1, 2023 to complete them.
- Ladder 124's Captains have been assigned Preplans in Station 124's area to take some of the load off its Captains: A-Shift Ladder Captain has completed 0 of 26, B-Shift Ladder Captain has completed 10 of 25, and C-Shift Ladder Captain has completed 8 of 25.
- Chief Brumfield completed the set-up of the 2024 Preplan and Inspection schedule in the District's new operating system, First Due. There are some issues, but Chief Bilich is getting them resolved. Approximately 70 inspections and 25 Preplans are in the new system.
- Chief Brumfield and the Suppression personnel are averaging three outreach events a week for October's Fire Safety Month.

Training

- The District's EMR licensing renewal is complete.
- Suppression personnel completed one multi-company drill with Fire District 2.
- All members completed their annual defensive driving refresher course.
- Chief Bourgeois is assisting with Fire District 4's Recruit School; two Fire District 12 employees are participating.
- The District hosted an EVT test on October 14, 2023, with three people participating.

St. Tammany Fire Protection District No. 12
Standard Operating Procedures
Section 400: Employment

Date Issued: 10/05/2023
Effective Date: 11/01/2023
Number: 400.21

Issued By: Fire Chief Terrell Stuard
Pages: 1 of 1

400.21: Promotional Tie Breaker - Common Class Members

- 1) To establish a method for the purpose of granting promotions in an objective method for determining promotions where two or more employees have identical seniority and are eligible for the same promotional position ("Common Class").
- 2) The policy only applies to members who are confirmed in a group where the members in such common class have identical seniority and are eligible for promotion.
- 3) If employees are confirmed on the same day in a common class group, and have identical Civil Service Seniority ("Confirmation Date"), the following criteria will be used to interview members, at time of promotion, to determine which employee will be promotion and placed in one's working test period:
 - Employees must first take and pass the promotional exam.
 - Once employees confirmed in a group with equal seniority pass the promotional exam, the following procedure will be followed:
 - Interview Committee with a minimum of five (5) committee members present. See below for committee makeup per promotional position.
 - The following criteria will be considered by the committee to score candidates with overall score of 100 points possible:
 - Standards & Qualifications as applicable to the current promotional position (0 to 20 points)
 - Experience (0 to 20 points)
 - Education (0 to 20 points)
 - Interview (0 to 30)
 - Passing Promotional Exam: Highest valid test score (10% of test score)

Interview Committees will be configured as follows (At least five (5) of the designated members must be present for the interview):

Promotion to Captain interview committee will include:

- Fire Chief
- Chief of Administration
- Chief of Operations
- Senior District Chief
- Training Officer
- Senior Captain
- PMI Representative

Promotion to District Chief interview committee will include:

- Fire Chief
- Chief of Administration
- Chief of Operations
- Senior District Chief
- Training Officer
- Senior Captain
- PMI Representative

October 14, 2023

I want to give a shout-out and recognition to Firefighter Mike. We were at Lowes today for the kids fire truck building and he was there with one of the firetrucks. Mike had an unlimited amount of patience with my daughter and neice while answering every question the girls had about every single item on the truck. And yes, they asked about Every. Single. Thing! He showed them how the jaws of life work and explained the emergency backpack. He pointed out all of the hoses around the truck, showed them how the hoses connect to fire hydrants, where they turn them off and on, as well as what the different colors on the hydrants mean. He explained where the engine on the truck was located and how the body lifts up to get to the engine. There's so much more knowledge that he shared with them that I could go on about. Firefighter Mike went above and beyond today to make these girls feel special and educated and it was noticed.

Thank you,
Suzanne Rogers



Terry Steward 10/17/23

St. Tammany Fire District 12

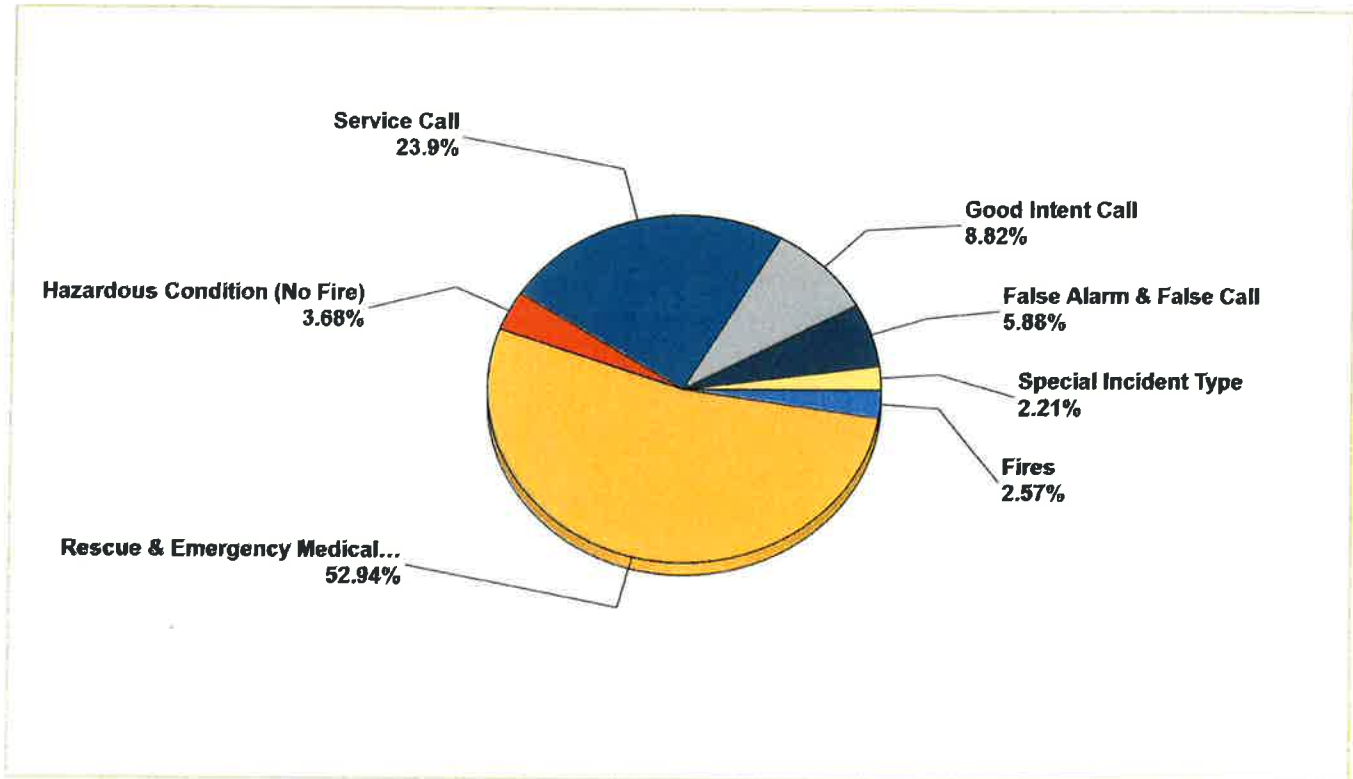
Covington, LA

This report was generated on 10/16/2023 2:51:39 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 09/01/2023 | End Date: 09/30/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	7	2.57%
Rescue & Emergency Medical Service	144	52.94%
Hazardous Condition (No Fire)	10	3.68%
Service Call	65	23.9%
Good Intent Call	24	8.82%
False Alarm & False Call	16	5.88%
Special Incident Type	6	2.21%
TOTAL	272	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



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Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	0.74%
113 - Cooking fire, confined to container	1	0.37%
131 - Passenger vehicle fire	1	0.37%
142 - Brush or brush-and-grass mixture fire	1	0.37%
143 - Grass fire	1	0.37%
152 - Garbage dump or sanitary landfill fire	1	0.37%
311 - Medical assist, assist EMS crew	38	13.97%
321 - EMS call, excluding vehicle accident with injury	84	30.88%
322 - Motor vehicle accident with injuries	5	1.84%
324 - Motor vehicle accident with no injuries.	14	5.15%
331 - Lock-in (if lock out , use 511)	2	0.74%
353 - Removal of victim(s) from stalled elevator	1	0.37%
411 - Gasoline or other flammable liquid spill	1	0.37%
412 - Gas leak (natural gas or LPG)	2	0.74%
424 - Carbon monoxide incident	1	0.37%
441 - Heat from short circuit (wiring), defective/worn	1	0.37%
444 - Power line down	1	0.37%
445 - Arcing, shorted electrical equipment	4	1.47%
522 - Water or steam leak	1	0.37%
551 - Assist police or other governmental agency	1	0.37%
553 - Public service	17	6.25%
554 - Assist invalid	27	9.93%
561 - Unauthorized burning	19	6.99%
611 - Dispatched & cancelled en route	9	3.31%
622 - No incident found on arrival at dispatch address	12	4.41%
651 - Smoke scare, odor of smoke	1	0.37%
653 - Smoke from barbecue, tar kettle	1	0.37%
671 - HazMat release investigation w/no HazMat	1	0.37%
733 - Smoke detector activation due to malfunction	3	1.1%
736 - CO detector activation due to malfunction	1	0.37%
743 - Smoke detector activation, no fire - unintentional	2	0.74%
745 - Alarm system activation, no fire - unintentional	10	3.68%
911 - Citizen complaint	6	2.21%
TOTAL INCIDENTS:	272	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Page overview

Create a post Last 28 days

Discovery

 Post reach	8,742
 Post engagement	2,127
 New Page Followers	62

Interactions

 Reactions	504
 Comments	110
 Shares	31
 Photo views	665
 Link clicks	0

Other

 Hide all posts	1
 Unfollows	0



At last night's board meeting, Chief of Training Dominick Bourgeois was recognized for 20 years of dedicated service to the employees and citizens of FD12. Join us in congratulating him.

Fri, Sep 22

Post reach
6,450

Engagement
1,147



FD12 has 2 recruits in this academy. Join us in wishing them good luck in their training. Before we know it, they will be done and on shift coming to help those in need!

Fri, Sep 15

Post reach
1,051

Engagement
298



FD12 is home to one of the largest pieces of steel from the World Trade Center to leave the New York/New Jersey area. This piece of steel is displayed at our HQ. We have recently added (through gracious donations, no public funds were used) some concrete monuments and statues to honor all fallen firefighters; however, on this day we specifically want to...

Mon, Sep 11

Post reach
1,322

Engagement
202



Today 5 members participated in the Never Forget 5K Run/Walk. This was the 2nd year for this event to honor those who sacrificed their all in the events on 9/11/01 and to this day. This event benefited the Tunnel to Towers Foundation.

Sat, Sep 9

Post reach
3,834

Engagement
1,362