



**BOARD OF COMMISSIONERS
REGULAR PUBLIC MEETING MINUTES
NOVEMBER 9, 2023**

CALL TO ORDER:

5:02 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 Training Dominick Bourgeois, Chief of Prevention Ollie Brumfield, and District Chief Brad Boogaerts.

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

MINUTES:

Regular Meeting Minutes from October 19, 2023 were presented. Chairman Munsey asked if any revisions needed to be made. There were none. 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.

STAFF REPORT (ATTACHED):

A motion was made by Commissioner Perrilloux to dispense with the reading of the Staff Report. Vice-Chairman Thompson seconded the motion. Comments: 2024 Open Enrollment is complete for all employees. The District's newest employee will participate in FD1's Recruit School beginning in January 2024. The new uniforms went into effect on November 1, 2023. The command console was ordered for the new DC truck. Personnel responded to a residential structure that resulted in a fatality; the suspected cause was due to the stove being left on in the kitchen. The motion passed unanimously.

FINANCIALS

The financials were presented. A motion was made by Vice-Chairman Thompson to accept the financials. Commissioner Perrilloux seconded the motion. Comments: The District is currently 5.71% under budget for the year. Approximately \$900,000 surplus is expected by the end of the year; \$300,000 will be put toward offsetting employee benefits and \$600,000 will be moved to the Capital Budget account. The motion passed unanimously.

OLD BUSINESS

There was none.

NEW BUSINESS

Resolution 2023-008: A motion was made by Secretary/Treasurer Garrity to approve Resolution 2023-008 relating to the Approval to Advertise the 2024 Proposed Budget for Fire District 12. Commissioner Holden seconded the motion. 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 Vice-Chairman Thompson to adjourn the meeting. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously. The meeting adjourned at 5:26 PM.

Approved:



Ryan Munsey, Chairman

12-14-2023
Date



Staff Report November 2023

Fire Chief

- Three employees remain on extended sick leave; their return to active duty is unknown at this time.
- The District's Rules and Regulations revisions are included in your packet today.
- Chief Stuard met with all personnel to give updates on the District's seniority roster changes and pay updates.
- The new uniforms went into effect on November 1, 2023.
- District personnel have completed open enrollment for their 2024 insurance benefits.

Operations

- **FD12 October 2023 Total Calls – 269**
 - See Attached Report
- **FD12 October 2023 Fuel Consumption**
 - Diesel – 1,289 Gallons
 - Gasoline – 285 Gallons
- Reserve Engine 122 needed an alignment; it was sent to Southern Prime Equipment Services where it was discovered that it needed some suspension work. Southern Prime will be completing the suspension work also.
- 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 almost finished entering all of the hydrant information into First Due. The District's new operating system 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 had a faulty sensor resulting in four verified false alarms; they have since repaired the issue.
- Station 121's Captains have been assigned their Preplans for the year. A-Shift Captain has completed 100 of 124, B-Shift Captain has completed 67 of 122, and C-Shift Captain has completed 96 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 13 of 25, and C-Shift Ladder Captain has completed 20 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 120 inspections and 50 Preplans are in the new system.
- October's Fire Safety Month was a success; Chief Brumfield and the Suppression personnel attended approximately 18 events.

- Suppression personnel had a Fatal Fire on Cameo Drive on October 22, 2023; the victim was found in the master bedroom closet – it is suspected he was looking for his cat. The fire is believed to have been caused by the stove being left on in the kitchen.
- Suppression personnel also had a fire on Kuhn Road on October 24, 2023. There are two possible causes for the fire – careless discharge of smoking materials and an electrical fire in the corner of the master bedroom.

Training

- Chief Bourgeois is assisting with Fire District 4's Recruit School; two Fire District 12 employees are participating.
- Captains Travis Katen, Katlin Gassen, and Kayman Gassen participated in an advanced extrication class at FD1's training tower.
- All companies participated in one multi-company drill concentrating on the F-500 Encapsulator.

St. Tammany Fire District 12

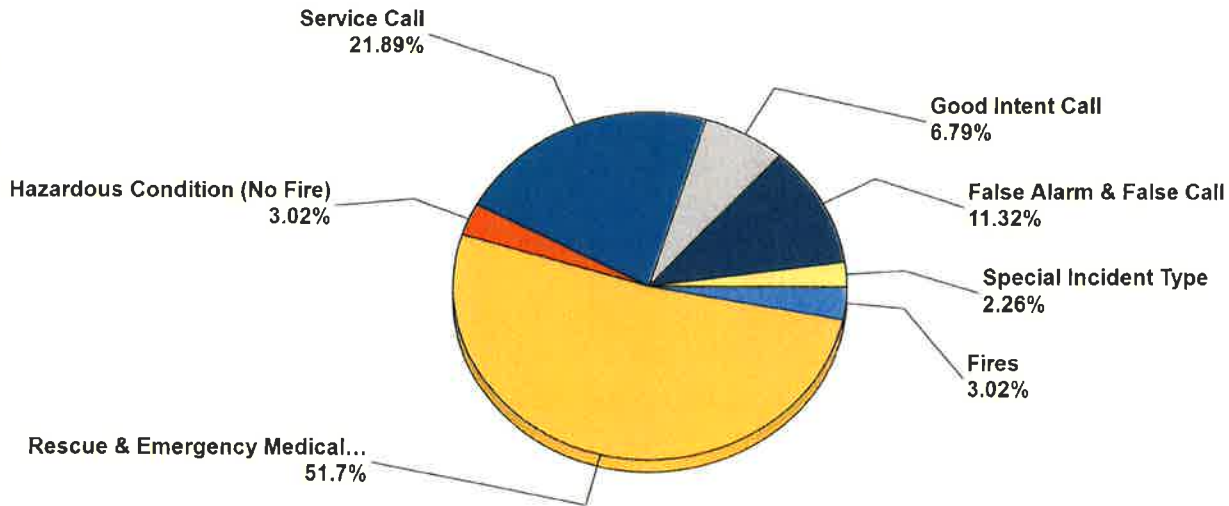
Covington, LA

This report was generated on 11/7/2023 1:18:31 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 10/01/2023 | End Date: 10/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	8	3.02%
Rescue & Emergency Medical Service	137	51.7%
Hazardous Condition (No Fire)	8	3.02%
Service Call	58	21.89%
Good Intent Call	18	6.79%
False Alarm & False Call	30	11.32%
Special Incident Type	6	2.26%
TOTAL	265	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	3	1.13%
131 - Passenger vehicle fire	1	0.38%
151 - Outside rubbish, trash or waste fire	1	0.38%
154 - Dumpster or other outside trash receptacle fire	1	0.38%
173 - Cultivated trees or nursery stock fire	2	0.75%
311 - Medical assist, assist EMS crew	38	14.34%
320 - Emergency medical service, other	1	0.38%
321 - EMS call, excluding vehicle accident with injury	77	29.06%
322 - Motor vehicle accident with injuries	9	3.4%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.38%
324 - Motor vehicle accident with no injuries.	11	4.15%
411 - Gasoline or other flammable liquid spill	2	0.75%
412 - Gas leak (natural gas or LPG)	3	1.13%
424 - Carbon monoxide incident	1	0.38%
442 - Overheated motor	1	0.38%
444 - Power line down	1	0.38%
531 - Smoke or odor removal	1	0.38%
551 - Assist police or other governmental agency	1	0.38%
552 - Police matter	3	1.13%
553 - Public service	14	5.28%
554 - Assist invalid	27	10.19%
561 - Unauthorized burning	12	4.53%
611 - Dispatched & cancelled en route	7	2.64%
621 - Wrong location	1	0.38%
622 - No incident found on arrival at dispatch address	7	2.64%
651 - Smoke scare, odor of smoke	3	1.13%
700 - False alarm or false call, other	1	0.38%
733 - Smoke detector activation due to malfunction	1	0.38%
735 - Alarm system sounded due to malfunction	1	0.38%
741 - Sprinkler activation, no fire - unintentional	1	0.38%
743 - Smoke detector activation, no fire - unintentional	5	1.89%
744 - Detector activation, no fire - unintentional	1	0.38%
745 - Alarm system activation, no fire - unintentional	20	7.55%
911 - Citizen complaint	6	2.26%
TOTAL INCIDENTS:	265	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	15,745
 Post engagement	6,246
 New Page Followers	53

Interactions

 Reactions	747
 Comments	202
 Shares	67
 Photo views	1,979
 Link clicks	0

Other

 Hide all posts	1
 Unfollows	0



We hope everyone had a wonderful Halloween and got plenty of treats! We always love to be in our community and interact with everyone!

Tue, Oct 31

Post reach Engagement
2,888 625



Our trucks will be out in subdivisions throughout the district. If you see them get some candy and take a picture. Feel free to tag us in your picture. Palm Plaza Neighbors Arrow Wood Estates Neighbors Neighbors of Crestwood Estates Estates of Northpark Versailles Property Owners Association Ingram Estates Homeowners Association LLC Penn Mill...

Tue, Oct 31

Post reach Engagement
679 127



We have an active structure fire in the area of Kuhn Rd and Hwy 25. Please use caution on Hwy 25 as we have multiple trucks on the highway.

Tue, Oct 24

Post reach Engagement
8,672 3,304



Whew does it look like this outside your house too? Yep the marsh fire smokiness and smell are back in full force this morning along with fog. Always if you see the source of smoke or see flames please call 911 to report it. If you just see a haze and smell it is likely the good ole marsh fire gracing us with its smelly presence!

Mon, Oct 23

Post reach Engagement
987 60

Our firefighters worked a fatal house fire last night. Here is a press release from the fire marshals office. We ask that you keep the victims family in your prayers for peace and comfort during this difficult time.

Sun, Oct 22

Post reach Engagement
1,709 657



If you've walked outside today there is a good chance you have smelled something burning, well you would be correct. There is a marsh fire in the New Orleans East/Fort Pike area and the wind is blowing the smoke our way. The image is the satellite view of the smoke. Forestry has flown over St. Tammany and confirmed there are no active fires....

Thu, Oct 19

Post reach Engagement
615 12



We placed our 2 new Pierce Enforcer Pumpers in service during the last week in September. These trucks will service the area of our district off Lee Rd (Engine 123) and off Harrison Ave (Engine 125). These trucks were purchased through our local dealer Siddons-Martin Emergency Group. With these 2 units going into service, all of our front-lin...

Mon, Oct 9

Post reach Engagement
2,535 258

Just a reminder that the burn ban is still active in FD12's area.

Tue, Oct 3

Post reach Engagement
2,674 338



St. Tammany Fire District #12 updated their profile picture.

Oct 10, 2021

Post reach Engagement
1,178 99



Friday afternoon crews battled a large debris pile. In order to fully extinguish the fire so it wouldn't spread and cause a threat to the surrounding area we requested assistance from St. Tammany Parish Public Works. They arrived with some heavy equipment to spread out the debris which allowed us to make sure the fire was out.

Sun, Oct 11

Post reach Engagement
1,372 405

St. Tammany Fire Protection District 12
Standard Operating Procedures
Section 700: THE WORKPLACE

Date Issued: 5/1/17	Effective Date: 11/01/2021	Review Date:	Number: 700.11
Issued By: Fire Chief Terrell Stuard	References:	Revision Date: 11/01/2023	Pages(s): Page 1 of 5
700.11: UNIFORMS			

- 1) The purpose of this policy is to ensure a uniform, professional appearance in the work place while enhancing safety on the job. The following directive is not a comprehensive list of specifications of apparel and the District standards, and is to provide general information about clothing, safety apparel and grooming. St. Tammany Fire Protection District 12 will strive to support and enforce these standards as a rule, along with the full uniform specifications as outlined within the District manual. The basic concept of the District dress code is a professional image and uniformity. The general requirements of the uniform policy are:
 - a) All on duty personnel will groom themselves in a manner that reflects a neat, professional appearance. All Employees shall report to work in a clean-shaven and well-groomed manner.
 - b) All members shall be issued uniforms and shall wear the appropriate uniform while on their regular work cycle (e.g. 24 hours shifts, 8 hour days, meetings, class, etc.)
 - c) Only uniforms issued and approved by the District shall be worn while on duty or at other times identified herein as appropriate. Uniforms are for official duty use only.
 - d) No part of the uniform shall be worn while on duty with *non- uniform garments, nor shall non-uniform items be worn with the uniform.
 - e) Uniforms shall be kept clean, neat and in a proper state of repair. Any part of the uniform that has St. Tammany Fire Protection District 12 insignia or other identifying logos that are faded, frayed, and/or worn-out shall be turned into St. Tammany Fire Protection District 12 Fire Chief or designee office for proper disposal.
 - f) Jacket and shirt pocket flaps shall be buttoned at all times. Pockets shall be free of objects that create bulges or that otherwise detract from a professional appearance.
 - g) Members in uniform shall at all time wear a belt approved by the District, with the shirttail tucked into the trousers.
 - h) Footwear (shoes or boots) shall be kept clean and polished at all times.
 - i) Members while on duty shall wear only District-approved footwear.
 - j) Garments are not to be altered with Non-Fire St. Tammany Fire Protection District 12 issued patched, insignias, marking, etc. Any alterations proposal should be forwarded to the administration office for approval prior to any alterations.

St. Tammany Fire Protection District 12
Standard Operating Procedures
Section 700: THE WORKPLACE

Date Issued: 5/1/17	Effective Date: 11/01/2021	Review Date:	Number: 700.11
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700.11: UNIFORMS			

- k) Proper personal undergarments shall be worn under uniform apparel as needed (e.g. underpants, panties, brassiere, etc.) to promote a professional appearance and not offend other personnel.
- l) Appropriate footwear for physical training shall be the only exception to this directive.
- m) Style: Shall be free from any defects such as holes, tears, stains, and bleach spots, etc. Length shall be no shorter than a 9" inseam.
- n) Insignias, logos, or brand names must not overtly stand out and may only be white, black or grey/charcoal in color, at the discretion of the Fire Chief.
- o) Shoes: Shoes shall be black leather or synthetic material. No stitch designs or colored stitching. Insignias, logos, or brand names must be black and match the shoe. Permissible shoe styles and designs are at the discretion of the Fire Chief.
- p) When necessary, Employees may elect to wear a tee shirt or undergarment under the Class B or C shirt. Care should be given that the tee shirt or undergarment does not show through the uniform shirt, nor allow the sleeves to show past the outer shirt. Only white tee shirts shall be worn under any white dress shirt.
- q) The District offers a District approved Job Shirt (sweatshirt) for weather changes that may not require a coat.
- r) A belt is to be worn at all times.
- s) A Fire District tie has been selected for special occasions. The ties are designed to be worn with the "Class A or B" long sleeve uniforms. Ties will be ordered to be worn as needed for events. Personnel with class A uniforms are required to have their own tie.
- t) Caps are not to be worn with Class A or B uniforms and is a privilege, not a right. The baseball style blue cap shall display the Fire District's approved embroidered logo on the front section of the cap as per specifications attached. Knit caps with District's approved embroidered logo may be worn as weather permits. Caps are to be worn with bill facing forward and not flipped up.
- u) Tee Shirts: "T-shirts" may be worn at a scene after 9PM CST (2100) to 7AM (0700).

St. Tammany Fire Protection District 12 Standard Operating Procedures Section 700: THE WORKPLACE			
Date Issued: 5/1/17	Effective Date: 11/01/2021	Review Date:	Number: 700.11
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700.11: UNIFORMS			

- 2) The District recognizes several classes of uniforms. Uniform classes have been developed in categories of level of dress. Each category has been developed to promote a professional appearance while doing specific job task.
 - a) **Class "A" Uniform:** (Full Dress) Class "A" uniforms shall be worn at funerals, award ceremonies, parades, and other events as ordered by the Fire Chief.
 - b) **Class "B" Uniforms:** (Dress Uniforms) The Class "B" attire is for meeting the public, official meetings, etc. The Class "B" uniform shall be worn as directed by St. Tammany Fire Protection District 12 Fire Chief. Note: "Class B" uniform shirts shall consist of two optional shirts.
 - i) Short sleeve buttoned and collared shirt. (White for officers, Blue for personnel under the rank of Captain).
 - ii) Long sleeve buttoned and collared shirt. (White for officers, Blue for personnel under the rank of Captain).
 - c) **Class "C" Uniforms:** (Work Uniforms) Class "C" uniforms may be worn for casual meetings, picking up supplies; EMS related task, pre-fire plan inspections, etc. and after performing maintenance, suppression, house duties and training activities. The Class "C" uniform consists of a District issued shirt. "T- Shirt" may be worn at a scene between 9PM CST (2100) and 7AM (0700).
- 3) St. Tammany Fire Protection District 12 cautions the personnel involved in suppression activities and hazardous materials team members: Some fabrics, textured man made fabrics; polyester material, etc. provide no safety resistance and could melt on the user's skin. Beware of your under garments, socks, etc.
- 4) If an Employee has special needs for medical reason, etc. the Employee should appeal to the Fire Chief or designee for consideration. All special considerations should be forwarded in writing to St. Tammany Fire Protection District 12 Fire Chief or designee office for daily wear and to the District Chief office for suppression articles. The request will be reviewed on a personal and case-by-case basis for consideration.
- 5) St. Tammany Fire Protection District 12 strives to support these standards in order that only "authorized personnel" wear uniforms, insignia, and protective equipment for

St. Tammany Fire Protection District 12 Standard Operating Procedures Section 700: THE WORKPLACE			
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700.11: UNIFORMS			

official duty only. The uniforms are the property of Fire St. Tammany Fire Protection District 12 for official use. "Official Use" of uniforms should not be used as a trading device with Employees, families, friends, etc.

- 6) All Fire District members shall have the uniform items needed to be properly dressed for all occasions, including a spare set, according to their position rank. Fire District personnel shall follow the Dress Code while performing their duties, except when authorized by the Fire Chief. Fire District members attending any event shall adhere to this dress code when representing the District.
- 7) Uniforms are purchased by the District and any amount over the allotted annual amount will be the responsibility of the Employee. The money value of the uniform allowance shall be reviewed annually during budget preparation and announced by the Fire Chief. It is the responsibility of each Employee to ensure they have the proper uniforms.
- 8) Personnel traveling out of town on behalf of Fire St. Tammany Fire Protection District 12 for classes, meetings, conferences, etc., may dress casual. However, the casual dress should reflect a professional appearance. The non-uniformed member or member with partial uniform (uniform shirt) shall be neat, clean, and appropriate for the occasion.
- 9) The Fire Chief may approve the optional wear of civilian clothing on duty when it is in the best interest of the District. Personnel off duty that respond to a general alarm and quickly become on duty, may be an example of this.
- 10) Inspection of the uniforms and protective clothing shall be the duty of St. Tammany Fire Protection District 12 District Chiefs. St. Tammany Fire Protection District 12 Fire Chief or Designee shall make periodic inspections to ensure that all personnel under their command are following this policy. Inspections should include the following but not be limited to:
 - a) Possess the proper uniforms prescribed by the District.
 - b) Properly fitted with neat and correct uniform.
 - c) Wear proper insignia and clean all metallic devices, including badges and buttons.
 - d) Check buttons and closures on garments.
 - e) Verify that personnel have Class "B" uniform at their assigned duty station.
 - f) (Class "C" style shirts will not substitute for Class "B" style shirts).
 - g) Both long sleeve and short sleeve shirts shall be kept at their assigned duty station with badge, name tag, etc. to complete the uniform shirt.

St. Tammany Fire Protection District 12
Standard Operating Procedures
Section 700: THE WORKPLACE

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700.11: UNIFORMS			

- 11) All District approved uniforms as outlined in this policy shall be worn in the manner described on or off duty.
- 12) Annual uniform allowance shall be \$500.00 subject to Section 2 of this policy.

St. Tammany Fire Protection District 12
Standard Operating Procedures
Section 500: WORK SCHEDULE AND PAYROLL

Date Issued: 11/1/23	Effective Date: 11/01/2023	Review Date:	Number: 500.15
Issued By: Fire Chief Terrell Stuard	References:	Revision Date:	Pages(s): Page 1 of 1
500.15: DECLARED EMERGENCY-OVERTIME			

- 1) Hourly and salaried personnel that are deployed for a declared emergency shall be paid at one's base OT rate during deployment. Said pay shall be considered additional work and shall not be subject to recognition by the Firefighters Retirement System.

St. Tammany Fire Protection District 12
Standard Operating Procedures
Section 500: WORK SCHEDULE AND PAYROLL

Date Issued: 5/1/17	Effective Date: 11/01/2021	Review Date:	Number: 500.3
Issued By: Fire Chief Terrell Stuard	References: BOC RES 2020-004	Revision Date: 11/01/2023	Pages(s): Page 1 of 4
500.3: PAY SCALE			

- 1) All Employees shall be paid in accordance with the pay plan adopted by St. Tammany Fire Protection District 12 Board of Commissioners.
- 2) Original appointment to any position shall be at the minimum rate for that class. In addition to this minimum amount, the Employee may be eligible for additional hourly incentives as outlined in Policy number 500.4 Payroll Incentives.
- 3) When an Employee is promoted, his/her pay shall be adjusted by placing the Employee at the new pay rate beginning the next full pay cycle.
- 4) When an Employee is demoted, his/her pay shall be fixed at a rate equal to his/her last rate in their former position, plus any step increases that would have been applicable.
- 5) When a change is made in the rate of pay of an Employee, an Employee Request for Pay Increase form must be prepared by the Chief of Administration and approved by the Fire Chief or his designee and placed in the Employee's personnel file.
- 6) Pursuant to RS 33:1992, all paid Employees of St. Tammany Fire Protection District 12 shall be subject to the pay scale established by St. Tammany Fire Protection District 12 in accordance with the following schedule exclusive of any supplemental pay benefit.
 - a) St. Tammany Fire Protection District 12 shall establish a monthly minimum salary compliant with the Fair Labor Standards Act. The salary shall be exclusive of supplemental pay received pursuant to R.S. 40:1666.1.
 - b) Captains shall receive a minimum monthly salary of not less than twenty-five percent above that of a fireman.
 - c) District Chiefs of St. Tammany Fire Protection District 12 shall receive a minimum monthly salary of not less than forty percent above that of a fireman.
- 7) Each Employee of St. Tammany Fire Protection District 12 who has had one year of continuous service shall receive an increase in salary of two percent (2%) and shall thereafter receive an increase in salary of two percent (2%) for each year of additional service up to and including thirty (30) years; 20-year longevity plus ten (10) years.
- 8) Base pay and Step-Up pay shall be based on Exhibit A below.

St. Tammany Fire Protection District 12
Standard Operating Procedures
Section 500: WORK SCHEDULE AND PAYROLL

Date Issued: 5/1/17	Effective Date: 11/01/2021	Review Date:	Number: 500.3
Issued By: Fire Chief Terrell Stuard	References: BOC RES 2020-004	Revision Date: 11/01/2023	Pages(s): Page 2 of 4

500.3: PAY SCALE

EXHIBIT A
Base Pay only (x-IP)

Years	Firefighter / Operator w/o / SSP	SSP	Firefighter / Operator w / SSP	Step-Up Captain	(125%) Captain	Step-Up D.C.	(140%) District Chief
< 12 Months (Recruit)	10.00				12.50		
24-Hour Shift	240.00				300.00		
OT / Hour	15.00				18.75		
< 12 Months (SSP)	10.00				12.50		
24-Hour Shift	240.00				300.00		
OT / Hour	18.08				21.83		
1 (1)(2)	10.20	0.05	10.25	2.56	12.81	1.54	14.35
24-Hour Shift	244.80	0.00	246.00	61.50	307.50	36.90	344.40
OT / Hour	15.30	2.48	19.10	3.84	22.94	2.31	25.25
2	10.46	0.05	10.51	2.63	13.13	1.58	14.71
24-Hour Shift	250.92	0.00	252.12	63.03	315.15	37.82	352.97
OT / Hour	15.68	2.48	19.48	3.94	23.42	2.36	25.78
3	10.66	0.05	10.71	2.68	13.39	1.61	15.00
24-Hour Shift	255.94	0.00	257.14	64.28	321.42	38.57	359.99
OT / Hour	16.00	2.48	19.79	4.02	23.81	2.41	26.22
4	10.88	0.05	10.93	2.73	13.66	1.64	15.30
24-Hour Shift	261.06	0.00	262.26	65.56	327.82	39.34	367.16
OT / Hour	16.32	2.48	20.11	4.10	24.21	2.46	26.67
5	11.09	0.05	11.14	2.79	13.93	1.67	15.60
24-Hour Shift	266.28	0.00	267.48	66.87	334.35	40.12	374.47
OT / Hour	16.64	2.48	20.44	4.18	24.62	2.51	27.12
6	11.32	0.05	11.37	2.84	14.21	1.71	15.94
24-Hour Shift	271.60	0.00	272.80	68.20	341.00	40.92	381.93
OT / Hour	16.98	2.48	20.77	4.26	25.03	2.56	27.59
7	11.54	0.05	11.59	2.90	14.49	1.74	16.23
24-Hour Shift	277.04	0.00	278.24	69.56	347.79	41.74	389.53
OT / Hour	17.31	2.48	21.11	4.35	25.46	2.61	28.07
8	11.77	0.05	11.82	2.96	14.78	1.77	16.55
24-Hour Shift	282.58	0.00	283.78	70.94	354.72	42.57	397.29
OT / Hour	17.66	2.48	21.46	4.43	25.89	2.66	28.55
9	12.01	0.05	12.06	3.01	15.07	1.81	16.88
24-Hour Shift	288.23	0.00	289.43	72.36	361.79	43.41	405.20
OT / Hour	18.01	2.48	21.81	4.52	26.33	2.71	29.04
10	12.25	0.05	12.30	3.07	15.37	1.84	17.22
24-Hour Shift	293.99	0.00	295.19	73.80	368.99	44.28	413.27
OT / Hour	18.37	2.48	22.17	4.61	26.78	2.77	29.55
11	12.49	0.05	12.54	3.14	15.68	1.88	17.56
24-Hour Shift	299.87	0.00	301.07	75.27	376.34	45.16	421.50
OT / Hour	18.74	2.48	22.54	4.70	27.24	2.82	30.06
12	12.74	0.05	12.79	3.20	15.99	1.92	17.91
24-Hour Shift	305.87	0.00	307.07	76.77	383.84	46.06	429.90
OT / Hour	19.12	2.48	22.91	4.80	27.71	2.88	30.59

St. Tammany Fire Protection District 12
Standard Operating Procedures
Section 500: WORK SCHEDULE AND PAYROLL

Date Issued: 5/1/17	Effective Date: 11/01/2021	Review Date:	Number: 500.3
Issued By: Fire Chief Terrell Stuard	References: BOC RES 2020-004	Revision Date: 11/01/2023	Pages(s): Page 3 of 4

500.3: PAY SCALE

Years	Firefighter / Operator w/ SSP	SSP	Firefighter / Operator w / SSP	Step-Up Captain	(125%) Captain	Step-Up D.C.	(140%) District Chief
13	13.00	0.05	13.05	3.26	16.31	1.96	18.27
24-Hour Shift	311.99	0.00	313.19	78.30	391.48	46.98	438.46
OT / Hour	19.50	2.48	23.29	4.89	28.19	2.94	31.12
14	13.26	0.05	13.31	3.33	16.64	2.00	18.63
24-Hour Shift	318.23	0.00	319.43	79.86	399.28	47.91	447.20
OT / Hour	19.89	2.48	23.68	4.99	28.68	2.99	31.67
15	13.52	0.05	13.57	3.39	16.97	2.04	19.00
24-Hour Shift	324.59	0.00	325.79	81.45	407.24	48.87	456.11
OT / Hour	20.29	2.48	24.08	5.09	29.17	3.05	32.23
16	13.80	0.05	13.85	3.46	17.31	2.08	19.38
24-Hour Shift	331.08	0.00	332.28	83.07	415.35	49.84	465.20
OT / Hour	20.69	2.48	24.49	5.19	29.68	3.12	32.79
17	14.07	0.05	14.12	3.53	17.65	2.12	19.77
24-Hour Shift	337.71	0.00	338.91	84.73	423.63	50.84	474.47
OT / Hour	21.11	2.48	24.90	5.30	30.20	3.18	33.37
18	14.35	0.05	14.40	3.60	18.00	2.16	20.16
24-Hour Shift	344.46	0.00	345.66	86.41	432.07	51.85	483.92
OT / Hour	21.53	2.48	25.32	5.40	30.72	3.24	33.97
19	14.64	0.05	14.69	3.67	18.36	2.20	20.57
24-Hour Shift	351.35	0.00	352.55	88.14	440.69	52.88	493.57
OT / Hour	21.96	2.48	25.75	5.51	31.26	3.31	34.57
20	14.93	0.05	14.98	3.75	18.73	2.25	20.98
24-Hour Shift	358.38	0.00	359.58	89.89	449.47	53.94	503.41
OT / Hour	22.40	2.48	26.19	5.62	31.81	3.37	35.18
21	15.23	0.05	15.28	3.82	19.10	2.29	21.39
24-Hour Shift	365.54	0.00	366.74	91.69	458.43	55.01	513.44
OT / Hour	22.85	2.48	26.64	5.73	32.37	3.44	35.81
22	15.54	0.05	15.59	3.90	19.48	2.34	21.83
24-Hour Shift	372.85	0.00	374.05	93.51	467.57	56.11	523.68
OT / Hour	23.30	2.48	27.10	5.84	32.94	3.51	36.45
23	15.85	0.05	15.90	3.97	19.87	2.38	22.25
24-Hour Shift	380.31	0.00	381.51	95.38	476.89	57.23	534.12
OT / Hour	23.77	2.48	27.56	5.96	33.53	3.58	37.10
24	16.16	0.05	16.21	4.05	20.27	2.43	22.70
24-Hour Shift	387.92	0.00	389.12	97.28	486.40	58.37	544.76
OT / Hour	24.24	2.48	28.04	6.08	34.12	3.65	37.77
25	16.49	0.05	16.54	4.13	20.67	2.48	23.15
24-Hour Shift	395.68	0.00	396.88	99.22	496.09	59.53	555.63
OT / Hour	24.73	2.48	28.52	6.20	34.73	3.72	38.45

St. Tammany Fire Protection District 12
Standard Operating Procedures
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500.3: PAY SCALE

Years	Firefighter / Operator w/o / SSP	SSP	Firefighter / Operator w / SSP	Step-Up Captain	(125%) Captain	Step-Up D.C.	(140%) District Chief
26	16.82	0.05	16.87	4.22	21.08	2.53	23.61
24-Hour Shift	403.59	0.00	404.79	101.20	505.99	60.72	566.70
OT / Hour	25.22	2.48	29.02	6.32	35.34	3.79	39.14
27	17.15	0.05	17.20	4.30	21.50	2.58	24.08
24-Hour Shift	411.66	0.00	412.86	103.22	516.08	61.93	578.01
OT / Hour	25.73	2.48	29.52	6.45	35.97	3.87	39.85
28	17.50	0.05	17.55	4.39	21.93	2.63	24.56
24-Hour Shift	419.89	0.00	421.09	105.27	526.37	63.16	589.53
OT / Hour	26.24	2.48	30.04	6.58	36.62	3.95	40.57
29	17.85	0.05	17.90	4.47	22.37	2.68	25.05
24-Hour Shift	428.29	0.00	429.49	107.37	536.86	64.42	601.29
OT / Hour	26.77	2.48	30.56	6.71	37.27	4.03	41.30
30	18.20	0.05	18.25	4.56	22.82	2.74	25.55
24-Hour Shift	436.86	0.00	438.06	109.51	547.57	65.71	613.28
OT / Hour	27.30	2.48	31.10	6.84	37.94	4.11	42.05

(1) SSP added to base pay to determine OT [\$7,200 / 2,904 regular hours (121 shifts) = \$2.48/hour]

(2) SSP added to pay scale [\$7,200 x 2% = \$144 / 2,904 hours = \$.05/hour]

St. Tammany Fire Protection District 12 Standard Operating Procedures Section 500: WORK SCHEDULE AND PAYROLL			
Date Issued: 5/1/17	Effective Date: 11/01/2021	Review Date:	Number: 500.8
Issued By: Fire Chief Terrell Stuard	References:	Revision Date: 11/01/2023	Pages(s): Page 1 of 2
500.8: COMPENSATORY TIME			

- 1) This establishes the general guidelines and procedures for St. Tammany Fire Protection District 12 regarding compensatory time requirements under the Fair Labor Standards Act (FLSA) and applicable state law. If any conflict arises between this policy and the FLSA or state law, the requirements of FLSA and/or state law will govern.
- 2) The following are key terms regarding overtime and compensatory time.
 - a) Fair Labor Standards Act. The FLSA requires all covered employers, including St. Tammany Fire Protection District 12 to comply with its minimum wage and overtime compensation requirements. St. Tammany Fire Protection District 12 must compensate eligible Employees for hours worked in excess of maximum allowable hours by making monetary payment or granting compensatory time.
 - b) Salary Employees. Employees are exempt from the FLSA's overtime. But are allowed to accrue compensatory time.
 - c) Non-Salary Employees. Employees who are subject to the FLSA's overtime and compensatory time requirements are considered non-exempt.
 - d) Public Safety Exemption. The FLSA provides a partial exemption to Employees whose primary duty is law enforcement or fire protection. Employees who qualify for the 207(k) partial exemption work a 28-day work period. St. Tammany Fire Protection District 12 does not meet these conditions at the effective date of this manual.
 - e) Hours worked. Non-Salary Employees who work more than the maximum allowable hours in a workweek must receive overtime pay. Paid or unpaid time off during which the Employee is absent shall not be counted towards "hours worked" to determine maximum allowable hours has been exceeded. Such absences include, but are not limited to, holiday, sick, annual, compensatory time, leave of absence, meal breaks, and weather closures.
 - f) Training and Meeting Time. When non-exempt Employees are required to attend meetings or conferences that occur outside of St. Tammany Fire Protection District 12 facility will be counted as hours worked. Employees shall report all time to his or her command.
- 3) The Fire Chief or designee will manage the accrual of overtime and compensatory time. Administrative and/or salaried employees only may be required to work additional time

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500.8: COMPENSATORY TIME			

or overtime to meet the needs of the St. Tammany Fire Protection District 12. If an Employee works more than the designated work hours in one day, thus creating the potential to exceed hours within the workweek, the Employees command may require the Employee to take leave in the amount of the excess time within the same work week to avoid accrual of overtime or compensatory time off.

- 4) Employees are required to arrange use of compensatory leave time at least two (2) weeks in advance with their command. Leave will be granted at command discretion.
- 5) Officers shall be responsible for scheduling compensatory leave so that it may be taken within a reasonable period after the Employee requests it so long as it does not disrupt St. Tammany Fire Protection District 12 operations and public service.
- 6) Maximum accrued compensatory time may not exceed one's total annual leave per calendar year and can be carried over to the next calendar year.
- 7) At separation of employment all accumulated compensatory time shall be forfeited without pay.

St. Tammany Fire Protection District 12

Standard Operating Procedures

Section 600: EMPLOYEE BENEFITS

Date Issued: 5/1/17	Effective Date: 11/01/2021	Review Date:	Number: 600.8
Issued By: Fire Chief Terrell Stuard	References:	Revision Date: 11/01/2023	Pages(s): Page 1 of 1
600.8: ATTENDANCE INCENTIVE			

- 1) The Fire Chief has established the Attendance Incentive Program as an incentive toward the conservative use of sick leave during the calendar year. The amount of incentive pay shall be determined by the Fire Chief subject to available funds budgeted for such purpose and shall be equitably administered based upon attendance records.
- 2) This program is to be evaluated yearly for the following subject year.
- 3) Monetary amounts (hours of straight regular pay granted) could fluctuate each year depending on the success or failure of the program and budgetary restraints.
- 4) For personnel that have no reported sick leave for the period of December 1st of the current year to May 30th of the successor year shall receive an additional twenty-four (24) hours of compensation. For personnel that have no reported sick leave for the period of June 1st to November 30th of the current year shall receive an additional twenty-four (24) hours of compensation.





