



**BOARD OF COMMISSIONERS
REGULAR PUBLIC MEETING MINUTES
DECEMBER 14, 2023**

BUDGET HEARING

OPENING:

5:03 PM.

INVOCATION:

The hearing 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, and Commissioner Kevin Perrilloux.

Commissioners absent: Commissioner Jimmy Holden.

A quorum was present.

Administrative Staff also in attendance: Fire Chief Terry Stuard, Chief of Administration Jason Bilich, Chief of Operations Kevin Adams, District Chief Terry Peyton, Captains Katlin Gassen, Kaymen Gassen, Alex Soletske, and Operator Joe Palmer.

No other members of the public were present.

PRESENTATION AND REVIEW:

The 2024 Proposed Budget was presented. The notice for the Budget Hearing was published in the *St. Tammany Farmer* newspaper as required by law.

PUBLIC COMMENTS:

There were none.

CLOSING:

Secretary/Treasurer Garrity made a motion to close the Budget Hearing. Vice-Chairman Thompson seconded the motion. There was no public comment. The motion passed unanimously. The Budget Hearing closed at 5:10 PM.

REGULAR PUBLIC MEETING MINUTES

CALL TO ORDER:

5:10 PM.

ROLL CALL:

Commissioners in attendance: Chairman Ryan Munsey, Vice-Chairman Lenny Thompson, Secretary/Treasurer Ron Garrity, and Commissioner Kevin Perrilloux.

Commissioners absent: Commissioner Jimmy Holden.

A quorum was present.

Administrative Staff also in attendance: Fire Chief Terry Stuard, Chief of Administration Jason Bilich, Chief of Operations Kevin Adams, District Chief Terry Peyton, Captains Katlin Gassen, Kaymen Gassen, Alex Soletske, and Operator Joe Palmer.

Guests in attendance: Family of Captain Kaymen Gassen. No other members of the public were present.

ADOPTION OF AGENDA:

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

EMPLOYEE RECOGNITION PIN PRESENTATION:

Captain Kayman Gassen was recognized for fifteen years of service with Fire District 12 and received a certificate and a commemorative pin. Congratulations!

MINUTES:

Regular Meeting Minutes from November 9, 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. 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. Commissioner Perrilloux seconded the motion. Comments: Commissioners were reminded to complete their Ethics and Sexual Harassment Awareness online training by December 31, 2023. The motion passed unanimously.

FINANCIALS

The financials were presented. A motion was made by Commissioner Perrilloux to accept the financials. Secretary/Treasurer Garrity seconded the motion. Comments: The District is currently 6.07% under budget for the year. Approximately \$540,000 more in *ad valorem* revenue was received than was budgeted for 2023. The motion passed unanimously.

OLD BUSINESS

There was none.

NEW BUSINESS

Resolution 2023-009: A motion was made by Secretary/Treasurer Garrity to approve Resolution 2023-009 relating to the Approval of the 2024 Compensation Adjustments for Fire District 12. Commissioner Perrilloux seconded the motion. Comments: Employees are pleased with the compensation adjustments. The motion passed unanimously.

Resolution 2023-010: A motion was made by Vice-Chairman Thompson to approve Resolution 2023-010 relating to the Adoption of the 2024 Budget for Fire District 12. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously.

Resolution 2023-011: A motion was made by Secretary/Treasurer Garrity to approve Resolution 2023-011 relating to the Approval of the Employee Handbook Policy Revisions for Fire District 12. Commissioner Perrilloux seconded the motion. There was no public comment. The motion passed unanimously.

Resolution 2023-012: A motion was made by Secretary/Treasurer Garrity to approve Resolution 2023-012 relating to the Approval of an Intergovernmental Agreement for Emergency Dispatch Services between St. Tammany Fire Protection District No. 12 and St. Tammany Fire Protection District No. 1. Commissioner Perrilloux seconded the motion. There was no public comment. The motion passed unanimously.

Resolution 2023-013: A motion was made by Vice-Chairman Thompson to approve Resolution 2023-013 relating to the Approval of the FSA Usage Fee at St. Tammany Fire Protection District No. 4's Training Academy for District No. 12. Secretary/Treasurer Garrity seconded the motion. There was no public comment. The motion passed unanimously.

Secretary/Treasurer Garrity left the meeting at 5:39 PM.

Resolution 2023-014: A motion was made by Vice-Chairman Thompson to approve Resolution 2023-014 relating to the Approval of the 2024 Board of Commissioners Regular Meeting Schedule for District No. 12. Commissioner Perrilloux seconded the motion. There was no public comment. The motion passed unanimously.

Resolution 2023-015: A motion was made by Commissioner Perrilloux to approve Resolution 2023-015 relating to the Approval of the 2023 Audit Engagement for District No. 12. Vice-Chairman Thompson seconded the motion. There was no public comment. The motion passed unanimously.

Resolution 2023-016: A motion was made by Commissioner Perrilloux to approve Resolution 2023-016 relating to the Approval of the Department Seniority and the Civil Service Board Seniority Roster for District No. 12. Vice-Chairman Thompson seconded the motion. There was no public comment. The motion passed unanimously.

Resolution 2023-017: A motion was made by Vice-Chairman Thompson to approve Resolution 2023-017 relating to the Approval to Increase the Reserve Restricted Fund Regarding the Reduced 2023 Millage Early Levy for District No. 12. Commissioner Perrilloux seconded the motion. There was no public comment. The motion passed unanimously.

ADJOURN:

A motion was made by Vice-Chairman Thompson to adjourn the meeting. Commissioner Perrilloux seconded the motion. There was no public comment. The motion passed unanimously. The meeting adjourned at 5:50 PM.

Approved:



Ryan Munsey, Chairman



Date



Staff Report December 2023

Fire Chief

- Two employees remain on extended sick leave; their return to active duty is currently unknown.
- The District is purchasing six new Lucas devices (Thumpers) for all stations. District 9 has requested to purchase two of the surplus units.
- The District is also replacing all the small generators on the frontline trucks; the current generators are at least 10-15 years old.

Operations

- **FD12 November 2023 Total Calls – 252**
 - See Attached Report
- **FD12 November 2023 Fuel Consumption**
 - Diesel – 990 Gallons
 - Gasoline – 296 Gallons
- Reserve Engine 122 is back from repairing the suspension at Southern Prime Equipment Services. It is currently in the Fire Shop awaiting some minor repairs once the parts arrive. It will be back in service soon.
- The command console for the new District Chief truck has been ordered. Once it arrives, the truck can go to the radio installers for radios and emergency lighting.
- Hydrant information input into First Due is complete.
- Reserve L122 needs to go to Siddens Martin to replace the cables and the waterway seals on the ladder. They will also repair several leaking hydraulic cylinders on the outriggers. It will be kept in service until the parts arrive.

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.
- All of Station 121's Captains have completed their Preplans for the year.
- Station 125's Captains have been assigned their Preplans due by December 31, 2023. A-Shift Captain has completed 29 of 31, B-Shift Captain has completed 32 of 34, and C-Shift Captain has completed 31 of 34.
- Chief Brumfield is ready to begin training the Captains in the District's new operating system, First Due. There are some issues, but Chief Bilich is getting them resolved.
- The District is once again partnering with Toys for Tots; the toy drive will end on December 16, 2023.
- Suppression personnel are participating in two Christmas parades in Crestwood and Lake Ramsey subdivisions. Personnel also participated in the 24th Annual Holiday of Lights kick-off celebration at Koop Drive in Mandeville.

Training

- Chief Bourgeois is assisting with Fire District 4's Recruit School; two Fire District 12 employees are graduating on Friday, December 15, 2023.
- All companies participated in one multi-company drill concentrating on firefighter agility testing.
- Board members need to complete their 2023 Ethics Training and Sexual Harassment Awareness Training ASAP.

St. Tammany Fire District 12

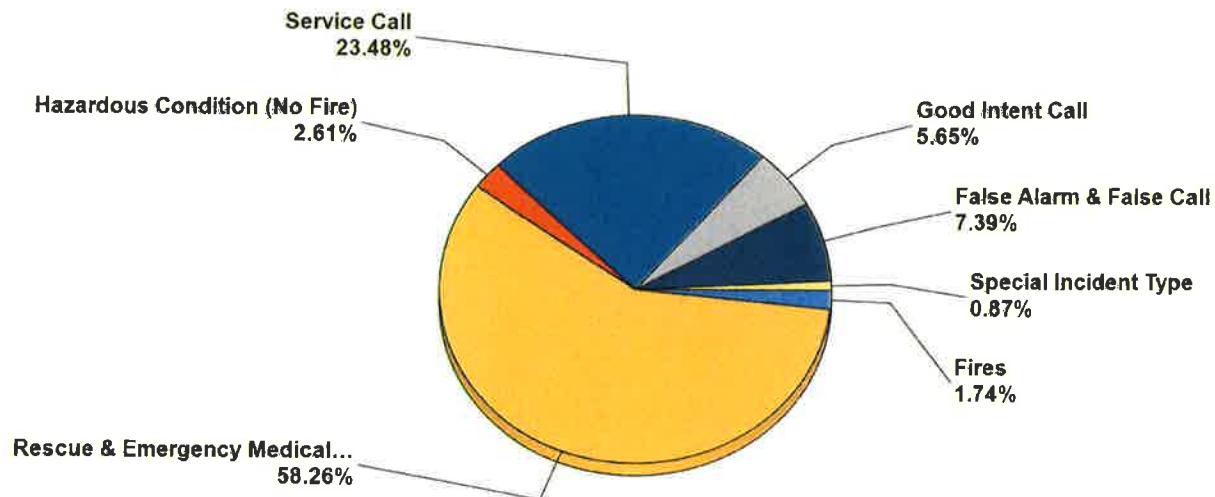
Covington, LA

This report was generated on 12/12/2023 9:25:31 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 11/01/2023 | End Date: 11/30/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	1.74%
Rescue & Emergency Medical Service	134	58.26%
Hazardous Condition (No Fire)	6	2.61%
Service Call	54	23.48%
Good Intent Call	13	5.65%
False Alarm & False Call	17	7.39%
Special Incident Type	2	0.87%
TOTAL	230	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
114 - Chimney or flue fire, confined to chimney or flue	1	0.43%
118 - Trash or rubbish fire, contained	1	0.43%
142 - Brush or brush-and-grass mixture fire	1	0.43%
143 - Grass fire	1	0.43%
311 - Medical assist, assist EMS crew	40	17.39%
320 - Emergency medical service, other	1	0.43%
321 - EMS call, excluding vehicle accident with injury	63	27.39%
322 - Motor vehicle accident with injuries	11	4.78%
324 - Motor vehicle accident with no injuries.	19	8.26%
412 - Gas leak (natural gas or LPG)	4	1.74%
424 - Carbon monoxide incident	2	0.87%
510 - Person in distress, other	1	0.43%
522 - Water or steam leak	1	0.43%
551 - Assist police or other governmental agency	1	0.43%
553 - Public service	13	5.65%
554 - Assist invalid	20	8.7%
561 - Unauthorized burning	18	7.83%
600 - Good intent call, other	1	0.43%
611 - Dispatched & cancelled en route	8	3.48%
622 - No incident found on arrival at dispatch address	2	0.87%
651 - Smoke scare, odor of smoke	1	0.43%
671 - HazMat release investigation w/no HazMat	1	0.43%
733 - Smoke detector activation due to malfunction	1	0.43%
735 - Alarm system sounded due to malfunction	1	0.43%
736 - CO detector activation due to malfunction	1	0.43%
741 - Sprinkler activation, no fire - unintentional	1	0.43%
743 - Smoke detector activation, no fire - unintentional	1	0.43%
744 - Detector activation, no fire - unintentional	1	0.43%
745 - Alarm system activation, no fire - unintentional	11	4.78%
911 - Citizen complaint	2	0.87%
TOTAL INCIDENTS:	230	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	32,103
	Post engagement	3,388
	New Page Followers	42

Interactions

	Reactions	558
	Comments	35
	Shares	112
	Photo views	1,461
	Link clicks	58

Other

	Hide all posts	1
	Unfollows	0



St. Tammany Fire District #12 updated their profile picture.
Tue, Nov 28

Post reach 723
Engagement 42



St. Tammany Fire District #12 updated their cover photo.
Tue, Nov 28

Post reach 5
Engagement 10



Burn ban lifted as of tomorrow at 8 am. Please see the post from the parish which is shared. Even though the ban is lifted THERE ARE STILL GUIDELINES FOR BURNING. We know from driving around there are a bunch of big piles out there. Please always use caution when burning and NEVER leave the fire unattended and ALWAYS have a water hose...
Thu, Nov 16

Post reach 1,253
Engagement 96



I know we have had a few days of rain but we are still under a burn ban. We will post when the ban is lifted.
Wed, Nov 15

Post reach 2,667
Engagement 356



This little guy flew out of a car on Hwy 25 and landed in front of the fire station. The guys at the station carefully rescued him and are keeping him safe. He seems to be well loved so help spread the word and see if we can reunite him with his owner. The guys at the station are already putting him to work washing the truck and making him drive...
Thu, Nov 9

Post reach 184,940
Engagement 35,956



We are currently on scene of a fire on Karrie Ln off Lake Ramsey Rd. Please use caution in the area.
Thu, Nov 9

Post reach 9,215
Engagement 2,756



Since we get extra sleep tonight, take a little extra time to check your smoke detectors tonight!!
Sat, Nov 4

Post reach 4,578
Engagement 369



Engine 124 found some new firefighters at the Abita Brewing Company Food Truck Friday. See the comments for a video of someone who really enjoyed the bell!
Fri, Nov 3

Post reach 1,175
Engagement 11



Engine 124 found some new firefighters at the Abita Brewing Company Food Truck Friday. See the comments for a video of someone who really enjoyed the bell!
Fri, Nov 3

Post reach 2,138
Engagement 288



The past few days the 3 captains of Ladder 124 attended an Advanced Extrication class at the training academy in Slidell. Our ladder truck houses our main extrication gear (commonly known as the Jaws of Life). As you will see in the photos, departments from around the area attended this specialized training and there were more than a few in dep...
Thu, Nov 2

Post reach 3,745
Engagement 677