

Board of Commissioners Meeting Minutes

Date: October 15, 2025
Time: 11:00 am
Location: 28911 Krentel Rd. Lacombe, LA 70445

Call to Order

The meeting was called to order at 11:00am.

A roll call was ordered by the Chairman, report as follows:

Present: John Evans, Merrick Tassin, Martha Cazaubon, Jeanne Hutchison, Sammy O'Keefe

Absent: Susanne Core, Richard Bowman

A quorum was present.

Other Attendees: Sean Spansel, Ben Tsang, Stephanie Torres, Athena Walker, JP Taylor, Matt Parish

Due to the lack of quorum, the Finance Committee Meeting was cancelled. The items from the Finance Committee Meeting will be handled in the Board of Commissioners Meeting.

Motion: A motion was made by Martha Cazaubon to move agenda items from the Finance Committee to the Board of Commissioners Meeting.

Support: Jeanne Hutchison

Ayes: John Evans, Merrick Tassin, Martha Cazaubon, Jeanne Hutchison, Sammy O'Keefe

Absent: Susanne Core, Richard Bowman

Nays: 0

Abstain: 0

Chairman asked for any further discussion or public comment, no response.

1. Consider Approval of September 2025 Regular Meeting Minutes

Motion: A motion was made by Sammy O'Keefe to approve September 2025 Regular Meeting Minutes

Support: Jeanne Hutchison

Ayes: John Evans, Merrick Tassin, Martha Cazaubon, Jeanne Hutchison, Sammy O'Keefe

Absent: Susanne Core, Richard Bowman

Nays: 0

Abstain: 0

Chairman asked for any further discussion or public comment, no response.

2. Consider Approval of September 2025 Finance Committee Meeting Minutes

Motion: A motion was made by Merrick Tassin to approve September 2025 Finance Committee Meeting Minutes

Support: Jeanne Hutchison

Ayes: John Evans, Merrick Tassin, Martha Cazaubon, Jeanne Hutchison, Sammy O'Keefe

Absent: Susanne Core, Richard Bowman

Nays: 0

Abstain: 0

Chairman asked for any further discussion or public comment, no response.

3. Consider Approval of September 2025 Financial Statements

Motion: A motion was made by Martha Cazaubon to approve September 2025 Financial Statements.

Support: Sammy O'Keefe

Ayes: John Evans, Merrick Tassin, Martha Cazaubon, Jeanne Hutchison, Sammy O'Keefe

Absent: Susanne Core, Richard Bowman

Nays: 0

Abstain: 0

Chairman asked for any further discussion or public comment, no response.

4. Public Education Report

Athena Walker provides the Board with Public Education updates.

- Monster Mash
- Scheduling for Public and Private Schools for presentations
- Upcoming Fall Festivities
- Upcoming APCO call in November 2025

5. Review and Discuss 10 Year Revenue and Expense Projections

Sean Spansel updates the Board on the changes to the projections. A major find discovered, \$7,912,00.00 found under 2025, the \$6,900,00.00 found above 2025 is a number that was based off of when the spreadsheet was started in 2015. The number, \$6,900,000.00 was entered manually after expenses and audits. Sean Spansel traced through the spreadsheet and is not sure about the \$1,500,000.00. On page two of the projections under Radio Expense, there is now a zero in the space. In prior years, that was the \$650,000.00 that was spent this year on the radio tower. The dollar amount was never shown as an expense due to directions of the auditors. The money was put into a reserve fund and when spent, it would be moved to a Capital Expense.

General Conversation

John Evans asks about the cash flow on the last page of the projections. The Net Cash Flow, the latest marker was carried over. If we are going to be adjusting the number of 6,400 000.00 to 7,900,000.00, we need to go back and find out where the 1,500,000.00 is.

Sean Spansel has checked all formulas.

Merrick Tassin asks Sean Spansel if he updated the numbers from 2019-2024 the exact amounts.

Sean Spansel replies that he updated the amounts from 2022-2024.

General Discussion

Merrick Tassin says that he would like to see the actual numbers from 2019-2024 and do projections from those numbers.

General Discussion

Merrick Tassin asks about the radio payment to the STPSO for the replacement of radio consoles.

Sean Spansel replies that the payment made to STPSO is per the IGA between the STPCD to STPSO.

General Discussion

6. Review, Discuss and Consider Approval of the 2025 Amended Budget

Sean Spansel addresses the 2025 Amended Budget. The revenue dropped \$115,758.00. Prepaid cellular was the driver on that loss. The argument for this has been with the prepaid cell phones sold, the companies are claiming to be selling data and not phone service.

The directors have been in touch with the State trying to figure out how we fight these vendors. The state has told the districts to budget what they have been receiving.

General Discussion

Sean Spansel explains the increase for expense 6020.90. This expense code was initially budgeted for \$200,000.00 but did not take into account, the last payment for 2024 was paid in January 2025. The increase is to cover the extra \$25,000.00 to cover that payment.

The budget is over for 6170.00 for the building maintenance for the Champagne Street Backup Center. An A/C unit has gone bad and needed to be replaced. The amount will be Capitalized as per the auditors.

CIP Construction is being reduced because the funds will not be spent in 2025. These funds will be rolled over to 2026.

Facility Maintenance for the Krentel Road is overbudget also due to A/C replacements. This will also be Capitalized as per the auditors.

General Discussion.

The facility insurance increased due to the Radio Tower being covered by the policy. The Annex is not the driving factor of the increase.

6360.30 was also over budget by \$1,000.00. The fire suppression tanks needed to be inspected every 5 years. This included a dive team for the inspection.

Motion: A motion was made by Merrick Tassin to table the 2025 Amended Budget until the November 2025 Meeting.

ROLL CALL

Support: Jeanne Hutchison

Ayes: John Evans, Merrick Tassin, Martha Cazaubon, Jeanne Hutchison, Sammy O'Keefe

Absent: Susanne Core, Richard Bowman

Nays: 0

Abstain: 0

7. Review, Discuss and Consider Approval of the 2026 Proposed Budget.

Sean Spansel presents the 2026 Proposed Budget.

Interest income will probably decrease due to using funds for the completion of the Annex.

The 911 phone network is budgeted on what we spent last year. The current contract will expire mid-year 2026. This is when the decision will be made concerning the NextGen phone system.

Payroll has decreased due to Rodney Hart being removed but there is intention to hire a GIS person in 2026.

Facility Maintenance is being increased due to the Annex and any equipment failures for the facility.

Facility Insurance has increased due to covering all facilities and the radio tower.

Merrick Tassin asks Sean Spansel to check on flood insurance.

Computer Hardware has increased due to the current server reaching 7 years and is needing to be replaced. No longer allowed to extend warranty

General Discussion

Motion: A motion was made by Merrick Tassin to table the 2026 Amended Budget until the November 2025 Meeting.

ROLL CALL

Support: Jeanne Hutchison

Ayes: John Evans, Merrick Tassin, Martha Cazaubon, Jeanne Hutchison, Sammy O'Keefe

Absent: Susanne Core, Richard Bowman
Nays: 0
Abstain: 0

Chairman asked for any further discussion or public comment, no response.

8. Directors Report

Sean Spansel presented the September 2025 PSAP Call Statistics: 8,540 total 911 calls. All agencies met the 90% under 15 seconds. All agencies met requirements for 95% of calls answered in 20 seconds or less.

Sean Spansel gives the Board an update on the Annex. All of interior rooms have been formed. One quarter of the roof is completed, 3 sides are completed.

Merrick Tassin asked about sewer and drainage.

Sean Spansel replies that the sewer and drainage has not begun.

General Discussion

Sean Spansel discusses the September 25, 2025 911 outage. This was a multi-state outage. Ben Tsang started the process of transferring our lines. Tangipahoa and Washington Parishes were also out. Fire District No. 1 allowed us to use their administrative lines. We also used Rapid SOS. No 911 calls that entered our server were lost. The outage ended at 3:12pm.

Sean Spansel thanks everyone for working together during this outage.

General Discussion

9. Fire QA Report

Matt Parish presents the September 2025 Fire District 1 Call Statistics. Calls answered under 10 seconds was 99.27% and calls answered under 20 seconds was 100%. Total 9-1-1 calls answered was 2,274. The call answer times were acceptable by PIAL/NFPA standards.

10. Adjournment

Motion: A motion was made by Sammy O'Keefe at 12:04 am to adjourn.

Support: Jeanne Hutchison

Ayes: John Evans, Merrick Tassin, Martha Cazaubon, Jeanne Hutchison, Sammy O'Keefe

Absent: Susanne Core, Richard Bowman

Nays: 0

Abstain: 0

Chairman asked for any further discussion or public comment, no response.