

## Board of Commissioners Meeting Minutes

**Date:** November 19, 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, Susanne Core, Jeanne Hutchison, Sammy O'Keefe

**Absent:** Richard Bowman

**A quorum was present.**

Other Attendees: Sean Spansel, Ben Tsang, Stephanie Torres, Athena Walker, Jacob Boudreaux, Lawrence Hudson

---

### 1. Consider Approval of October 2025 Regular Meeting Minutes

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

**Support:** Merrick Tassin

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

**Absent:** Richard Bowman

**Nays:** 0

**Abstain:** 0

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

### 2. Consider Approval of October 2025 Financial Statements

**Motion:** A motion was made by Merrick Tassin to approve October 2025 Financial Statements.

**Support:** Martha Cazaubon

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

**Absent:** Richard Bowman

**Nays:** 0

**Abstain:** 0

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

### 3. Public Education Report

Athena Walker provides the Board with Public Education updates.

- Participated in an event with Fire Distict 3
- Latch Key Kids
- Girl/Guy Talk with St. Tammany Parish Hospital
- Red Ribbon Week
- Presentations with public and private schools

### 4. Review and Discuss 10 Year Revenue and Expense Projections

Sean Spansel presents the 10 Year Revenue and Expense Projections.

General Discussion

**Motion:** A motion was made by Merrick Tassin to approve the 10 Year Revenue and Expense Projections

**Support:** Jeanne Hutchison

**\*ROLL CALL\***

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

**Absent:** Richard Bowman

**Nays:** 0

**Abstain:** 0

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

### 5. Review, Discuss and Consider Approval of 2025 Amended Budget

**Motion:** A motion was made by Martha Cazaubon to approve 2025 Amended Budget.

**Support:** Sammy O'Keefe

**\*ROLL CALL\***

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

**Absent:** Richard Bowman

**Nays:** 0

**Abstain:** 0

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

### 6. Review, Discuss and Consider Approval of 2026 Proposed Budget

**Motion:** A motion was made by Martha Cazaubon to approve 2026 Proposed Budget

**Support:** Merrick Tassin

**\*ROLL CALL\***

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

**Absent:** Richard Bowman

**Nays:** 0

**Abstain:** 0

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

## **7. Director's Report**

Sean Spansel presented the October 2025 PSAP Call Statistics: 10,367 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 an updates on the new facility.

- 4 walls are up
- Roof and decking is complete
- Sheetrock has been delivered
- Drainage is complete on the back, side and North side of the building

Sean Spansel gives an update on the fee changes from State Legislation. No details on price changes as of now. The Board will be updated when the information is received.

## **8. Fire QA Report**

Jacob Boudreaux presents the October 2025 Fire District 1 Call Statistics. Calls answered under 10 seconds was 99.37% and calls answered under 20 seconds was 99.95%. Total 9-1-1 calls answered was 2,463. The call answer times were acceptable by PIAL/NFPA standards.

## **9. Executive Session for Director's Annual Review**

**Motion:** A motion was made by Susanne Core to move to Executive Session at 11:24am.

**Support:** Jeanne Hutchison

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

**Absent:** Richard Bowman

**Nays:** 0

**Abstain:** 0

**Motion:** A motion was made by Merrick Tassin to exit to Executive Session at 11:57am.

**Support:** Sammy O'Keefe

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

**Absent:** Richard Bowman

**Nays:** 0

**Abstain:** 0

**St. Tammany Parish Communications District**

28911 Krentel Rd.

Lacombe, LA 70445

Telephone: 985-898-4911 Facsimile: 985-898-4974 Website: [www.stp911.org](http://www.stp911.org)

---

John Evans says that during Executive Session, the decision to defer the review of Sean Spansel's position as Executive Director. During the same session, a decisions was made for Sean Spansel's yearly cost of living increase.

**Motion:** A motion was made by Merrick Tassin to accept the decisions made in Executive Session.

**Support:** Martha Cazaubon

**\*ROLL CALL\***

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

**Absent:** Richard Bowman

**Nays:** 0

**Abstain:** 0

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

## **10. Adjournment**

**Motion:** A motion was made by Jeanne Hutchison at 11:58 am to adjourn.

**Support:** Martha Cazaubon

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

**Absent:** Richard Bowman

**Nays:** 0

**Abstain:** 0

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