

Board of Commissioners Meeting Minutes

Date: December 17, 2025
Time: Following the Finance Committee Meeting
Location: 28911 Krentel Rd. Lacombe, LA 70445

Call to Order

The meeting was called to order at 11:08 am.

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, Lawrence Hudson

1. Consider Approval of November 2025 Regular Meeting Minutes.

Motion: A motion was made by Martha Cazaubon to approve November 2025 Regular Meeting Minutes.

Support: Susanne Core

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 November 2025 Finance Committee Meeting Minutes.

Motion: A motion was made by Merrick Tassin to approve November 2025 Finance Committee Meeting Minutes with the recommended changes discussed in the Finance Committee Meeting.

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

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

3. Consider Approval of November 2025 Financial Statements.

Motion: A motion was made by Jeanne Hutchison to approve November 2025 Financial Statements.

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

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

4. Public Education Report for November 2025

Ben Tsang updates the Board of Athena Walker's education programs for November 2025. She continues working with Public and Private schools, Safe Sitter classes, Driver's Education, holiday camps and start working on Telecommunicators Week.

5. Director's Report

Call Stats

Sean Spansel presented the November, 2025 PSAP Call Statistics: 8,330 total 911 calls. All agencies met the 90% under 15 seconds. All agencies met requirement for 95% of calls answered in 40 seconds or less.

Facility Update

Sean Spansel updates the Board on the Annex progress. The electrical and plumbing is complete and the HVAC and sheetrock are next to be completed. The sewer will be completed after January 1, 2026. This will put the building completion 10 days over the original date.

Sean Spansel held a PSAP meeting with the Supervisors in the call center. They completed a walk through of the new facility.

6. Fire QA Report

Ben Tsang presented the November 2025 Fire District 1 Call Statistics. Calls answered under 10 seconds was 98.99% and calls answered under 20 seconds was 100%. Total 9-1-1 calls answered was 2,307. The calls answered times were acceptable by PIAL/NFPA standards.

St. Tammany Parish Communications District

28911 Krentel Rd.

Lacombe, LA 70445

Telephone: 985-898-4911 Facsimile: 985-898-4974 Website: www.stp911.org

7. Adjournment

Motion: A motion was made by Sammy O'Keefe at 11:18 am to adjourn.

Support: Susanne Core

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.