

## Board of Commissioners Meeting Minutes

**Date:** December 18th, 2019  
**Time:** 11:00 am  
**Location:** 28911 Krentel Rd. Lacombe, LA 70445

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### Call to Order

The meeting was called to order at 11:02am.

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

**Present:** John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco, T.J. Smith

**Absent:** Randy Fandal and Richard Tanner

**A quorum was present.**

Other Attendees: Rodney Hart, Angela Crane, and Katherine Dickens

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### 1. Consider Approval of November 2019 Board Meeting Minutes.

**Motion:** A motion was made by Gene Bellisario to approve November 2019 Board Meeting Minutes.

**Support:** Seconded by Tiffany Carrasco.

**Ayes:** John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco, and T.J. Smith

**Absent:** Randy Fandal and Richard Tanner

**Nays:** 0

**Abstain:** 0

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

### 2. Consider Approval of November 2019 Finance Committee Meeting Minutes.

**Motion:** A motion was made by Gene Bellisario to approve November 2019 Finance Committee Meeting Minutes.

**Support:** Seconded by Tiffany Carrasco.

**Ayes:** John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco, and T.J. Smith

**Absent:** Randy Fandal and Richard Tanner

**Nays:** 0

**Abstain:** 0

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

### 3. Consider Approval of November 2019 Financial Statements.

**Motion:** A motion was made by Gene Bellisario to approve November 2019 Financial Statements.

**Support:** Seconded by Tiffany Carrasco.

**Ayes:** John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco, and T.J. Smith

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**Absent:** Randy Fandal and Richard Tanner  
**Nays: 0**  
**Abstain: 0**

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

#### **4. Discuss and Consider Approval of Auditor's 2020 Engagement Letter**

Approval was recommended by the Finance Committee.

T.J. Smith inquired if there would be any price increase from the auditors. The letter references no changes in the flat fee.

**Motion: A motion was made** by Gene Bellisario to approve Auditor's 2020 Engagement Letter.

**Support:**

**Ayes:** John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco, and T.J. Smith

**Absent:** Randy Fandal and Richard Tanner

**Nays: 0**

**Abstain: 0**

#### **5. Approve Resolution adopting the Amended 2019 Budget**

**Motion: A motion was made** by Gene Bellisario to approve Resolution adopting the Amended 2019 Budget.

**ROLL CALL**

**Support:** Seconded by Tiffany Carrasco

**Ayes:** John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco, and T.J. Smith

**Absent:** Randy Fandal and Richard Tanner

**Nays: 0**

**Abstain: 0**

#### **6. Approve Resolution adopting the Proposed 2020 Budget**

**Motion: A motion was made** by Gene Bellisario to approve Resolution adopting the Proposed 2020 Budget.

**ROLL CALL**

**Support:** Seconded by Tiffany Carrasco

**Ayes:** John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco, and T.J. Smith

**Absent:** Randy Fandal and Richard Tanner

**Nays: 0**

**Abstain: 0**

#### **7. Discuss and Consider Approval of Resolution for Road Naming or Road Name Changes**

Resolution would transfer approval of Road Naming or Road Name changes from the Board of Directors to the Director.

**St. Tammany Parish Communications District**

28911 Krentel Rd.

Lacombe, LA 70445

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

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**Motion:** A motion was made by Tiffany Carrasco to approve Resolution adopting the Road Naming or Road Name Changes.

**ROLL CALL**

**Support:** Seconded by Merrick Tassin

**Ayes:** John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco, and T.J. Smith

**Absent:** Randy Fandal and Richard Tanner

**Nays:** 0

**Abstain:** 0

## **8. Discuss and Consider Approval of a Resolution for Requiring Address Changes**

The purpose of this resolution would be to remedy errors that have occurred in the past with address changes. A few options would be to mandate the individuals to change address and pay costs associated with it. Another option would be to have the individuals sign a letter saying they understand that dispatch delays could occur and individual will not hold the District accountable for the delay.

After discussion the Board determined this needs to be researched by an attorney. Rodney Hart will talk to Karlin to determine if we have legal authority to enforce.

This topic will be deferred to the January Board Meeting.

## **9. Director's Report**

Rodney discussed the status of the Backup Facility Remodel. UPS installation and electrical work is in progress. Bearcom installed the Motorola console.

T.J. Smith out at 12:01pm

T.J. Smith in at 12:02pm

Chief Brewer from FD9 is not on the 700 System. Working to get them equipment and get them on.

Rodney Hart presented the November 2019 PSAP Call Statistics: 9,858 total 911 calls. All met 95% under 15 seconds. All agencies met requirement for 99% of calls answered in 40 seconds or less.

## **10. Unifire QA Report**

Katherine Dickens presented the November 2019 UniFire Call Statistics. The total calls dispatched for November was 1,246, average phone score 98.65%. Average radio score was 98.93%. The average call process time was 51 seconds. Total 9-1-1 calls, answered was 884. The call answer times were acceptable by PIAL/NFPA standards.

## **11. Adjournment**

**Motion:** A motion was made by Gene Bellisario at 12:07pm to adjourn.

**Support:** Seconded by Tiffany Carrasco.

**Ayes:** John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco, and T.J. Smith

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**Absent:** Randy Fandal and Richard Tanner

**Nays: 0**

**Abstain: 0**