St. Tammany Parish Communications District
28911 Krentel Rd.
Lacombe, LA 70445
Telephone: 985-898-4911 Facsimile: 985-898-4974 Website: www.stp911.org

Board of Commissioners Meeting Minutes

Date: April 15th, 2020
Time: 11:00 am
Location: Meeting held online through GoToMeeting due to COVID-19 Restrictions

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 and Randy Fandal
Absent: Richard Tanner and T.J. Smith

A quorum was present.

Other Attendees: Rodney Hart, Sean Spansel, Benjamin Tsang and Amy Bouton

1. Certification of Inability to Operate to Lack of Quorum

Motion: **A motion was made** by Merrick Tassin to approve the certification of inability to operate to lack of quorum.

Support: Seconded by Gene Bellisario.
Ayes: John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco and Randy Fandal
Absent: Richard Tanner and T.J. Smith
Nays: 0
Abstain: 0

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

Gene Bellisario lets the Board know that T.J. Smith and Richard Tanner will resign from the Board, but waiting on new appointments. Gene will continue to serve on the Board in his current capacity.

2. Consider Approval of March 2020 Regular Meeting Minutes.

Motion: **A motion was made** by Merrick Tassin to approve March 2020 Regular Meeting Minutes.

Support: Seconded by Gene Bellisario.
Ayes: John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco and Randy Fandal
Absent: Richard Tanner and T.J. Smith
Nays: 0
Abstain: 0

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

3. Consider Approval of March 2020 Financial Reports.

Gene said he contacted the office and spoke with Angela Crane and Rodney Hart about wireless income. A check was sent in January, but not delivered. Company was contacted and check being reissued.

Motion: **A motion was made** by Merrick Tassin to approve March 2020 Financial Reports.

Support: Seconded by Gene Bellisario.
Ayes: John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco and Randy Fandal
Absent: Richard Tanner and T.J. Smith
Nays: 0
Abstain: 0

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

4. Consider Approval of March 2020 Financial Meeting Minutes.

Motion: **A motion was made** by Gene Bellisario to approve March 2020 Financial Meeting Minutes.

Support: Seconded by Merrick Tassin.
Ayes: John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco and Randy Fandal
Absent: Richard Tanner and T.J. Smith
Nays: 0
Abstain: 0

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

5. Discuss, Review and Appoint Committees.

John Evans recommends to wait to appoint committees while the Board is in transition. Question of T.J. Smith and Richard Tanner serving on By-Laws committee and worry about meeting quorum standards since they are resigning from the Board. Board will operate business as usual until new members are appointed from the Council.

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

6. Discuss and Consider Approval of District Contract Policy Revision.

Rodney Hart presents the District Contract Policy Revision and the history of current District Contract Policy. General Discussion on changing numbers of bids/quotes from three companies to at least two based on difficulty of acquiring 3 every time and authorization of the STPCD Director to approve contracts up to $25,000.

Motion: **A motion was made** by Merrick Tassin to approve District Contract Policy Revision.

ROLL CALL
Support: Seconded by Gene Bellisario.
Ayes: John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco and Randy Fandal
Absent: Richard Tanner and T.J. Smith
Nays: 0
Abstain: 0

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

7. Discuss and Consider Approval of 2020 Contracts.

Rodney presents current 2020 Contracts. District Auditors recommending that contract companies and cost be presented and approved by the Board.

Motion: **A motion was made** by Merrick Tassin to approve the 2020 Contracts as presented.

ROLL CALL
Support: Seconded by Gene Bellisario.
Ayes: John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco and Randy Fandal
Absent: Richard Tanner and T.J. Smith
Nays: 0
Abstain: 0

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

8. Discuss and Consider Approval of a Budget Increase of $30,000 for Facility Cleaning Service.

Rodney Hart presents the current status of cleaning at the facility. The District has reached out to a few companies for quotes. Rodney recommends TCB Cleaning be awarded with the contract to maintain and clean the facility.

Merrick Tassin asks, if during a hurricane, will this company will be available to continue cleaning. Rodney Hart confirms that he will make sure they will be available prior to signing the contract.

Merrick Tassin asks if John Evans feels this cost is reasonable. John says he feels this is a reasonable price based on his experiences. General discussion on trustee services and TCB Cleaning currently cleaning STPSO Facilities.

Motion: **A motion was made** by Tiffany Carrasco to approve a budget increase of $30,000 for facility cleaning services and contract with TCB Cleaning.

ROLL CALL
Support: Seconded by Gene Bellisario.
Ayes: John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco and Randy Fandal

Absent: Richard Tanner and T.J. Smith
Nays: 0
Abstain: 0

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

9. Director's Report

Rodney Hart presented the March 2020 PSAP Call Statistics: 9,612 total 911 calls. All met 95% under 15 seconds. All agencies met requirement for 99% of calls answered in 40 seconds or less.

Rodney Hart presents comparison of March 2019 statistics to March 2020 statistics, in relation to COVID-19. Calls are down in 2020 and during this event.

Rodney Hart discusses COVID-19 at the facility. The District employees are sanitizing daily, the building is currently locked down and certain supplies are still very difficult to find. Sanitizer has been ordered, along with the Sheriff's Office, from Buffalo Trace and Sazarac.

Rodney Hart informs the Board that Fire District 1 and the District office has had incidents related to COVID-19. Precautions for each are being handled by each agency and their affected employees.

Backup Center remodel near completion with only cleanup remaining.

Rodney Hart informs Board of the current status of the District's Audit and it being handled remotely. Audit completion will be done in person, quarantined in a room away from rest of staff and building.

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

10. Unifire QA Report

Sean Spansel presented the March 2020 UniFire Call Statistics. The total calls dispatched for February was 1,222, average phone score 98.67%. Average radio score was 98.69%. The average call process time was 46 seconds. Total 9-1-1 calls, answered was 845. The call answer times were acceptable by PIAL/NFPA standards.

11. Adjournment

Motion: **A motion was made** by Gene Bellisario at 11:37am to adjourn.

Support: Seconded by Tiffany Carrasco.
Ayes: John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco and Randy Fandal
Absent: Richard Tanner and T.J. Smith
Nays: 0
Abstain: 0