

Special Board of Commissioners Meeting Minutes

Date: May 29th, 2019
Time: 10:00 am
Location: 28911 Krentel Rd. Lacombe, LA 70445

Call to Order

The meeting was called to order at 10:00am.

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

Present: John Evans, Merrick Tassin, Gene Bellisario, Richard Tanner, and Randy Fandal

Absent: Tiffany Carrasco and T.J. Smith

A quorum was present.

Other Attendees: Rodney Hart, Sean Spansel, Angela Crane, Michelle Cunningham, and Terri Kitto

1. 2018 Audit Summary Review

Michelle and Terri presented the 2018 audit summary. Final report will show no findings.

Richard out at 10:14am

Richard in at 10:16

Michelle and Terri out at 10:17am

Motion: A motion was made by Merrick Tassin to approve 2018 audit summary.

ROLL CALL

Support: Seconded by Gene Bellisario.

Ayes: John Evans, Merrick Tassin, Gene Bellisario, Richard Tanner, and Randy Fandal

Absent: Tiffany Carrasco and T.J. Smith

Nays: 0

Abstain: 0

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

2. Consider Approval of April 2019 Regular Meeting Minutes.

Motion: A motion was made by Merrick Tassin to approve April 2019 regular Meeting Minutes.

Support: Seconded by Gene Bellisario.

Ayes: John Evans, Merrick Tassin, Gene Bellisario, Richard Tanner, and Randy Fandal

Absent: Tiffany Carrasco and T.J. Smith

Nays: 0

Abstain: 0

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

3. Consider Approval of April 2019 Financial Reports.

Motion: A motion was made by Gene Bellisario to approve April 2019 Financial Reports.

Support: Seconded by Merrick Tassin.

Ayes: John Evans, Merrick Tassin, Gene Bellisario, Richard Tanner, and Randy Fandal

Absent: Tiffany Carrasco and T.J. Smith

Nays: 0

Abstain: 0

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

4. Consider Approval of April 2019 Finance Meeting Minutes

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

Support: Seconded by Merrick Tassin.

Ayes: John Evans, Merrick Tassin, Gene Bellisario, Richard Tanner, and Randy Fandal

Absent: Tiffany Carrasco and T.J. Smith

Nays: 0

Abstain: 0

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

5. Consider Changing June Meeting Date

Discussed changing date of Finance Committee Meeting and Board of Commissioners meeting since Rodney and Sean will be out of the office.

Motion: A motion was made by Richard Tanner to hold the Finance Committee Meeting at 9:00am On Tuesday June 25th and the Board of Commissioners meeting at 9:30am on Tuesday June 25th.

Support: Seconded by Randy Fandal.

Ayes: John Evans, Merrick Tassin, Gene Bellisario, Richard Tanner, and Randy Fandal

Absent: Tiffany Carrasco and T.J. Smith

Nays: 0

Abstain: 0

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

6. Review, Discuss, and Consider Approval of the Districts Emergency Operations Plans

Rodney discussed the Emergency Operations Plan. In the event of a Hurricane or other hazards, that would require increased staff, new facility would be used as needed for employees to shelter for 24 hours. Food would be brought in as needed. If the new facility needs to be evacuated then the backup facility would be used.

Merrick Tassin would like to arrange a plan to house employees for 72 hours.

Rodney explained the district's responsibility is to keep the facility and 911 running. Agencies may

Choose to have (2) shifts, on-site until after the threat has passed. Employees should report to the Parish's First responder shelter located at Fontainebleau High School and Junior High, but some Agencies have their own plan to house employees. The First responder shelter is a last resort shelter.

Rodney will find out the details of the arrangement the Sherriff's Office has made with Hospital on 434.

Gene out at 10:38am

John and Rodney explained that this plan only outlines the procedure as it pertains to this building and that each agency is ultimately responsible for their employees.

Gene in at 10:40am

Gene and Randy inquired if 911 had a seat at the EOC. Rodney explained that we did not and the reasons why admin calls and 911 calls are separated, during an emergency.

Motion: A motion was made by Randy Fandal to approve the Districts Emergency Operations Plans.

ROLL CALL

Support: Seconded by Gene Bellisario.

Ayes: John Evans, Gene Bellisario, Richard Tanner, and Randy Fandal

Absent: Tiffany Carrasco and T.J. Smith

Nays: Merrick Tassin

Abstain: 0

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

7. Directors Report

Rodney Hart presented April 2019 PSAP Call Statistics: 8,396 total 911 calls. All met 95% under 15 seconds. All agencies met requirement for 99% of calls answered in 40 seconds or less.

Rodney discussed getting bids for backup facility remodeling.

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

8. Mediation Date / Process

Mediation will be held Monday June 24th, 2019 at 9:00am. 1100 Poydras St.

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

9. Unifire QA Report

Sean Spansel presented the April 2019 UniFire Call Statistics. The total calls dispatched for April was 1,178, average phone score 98.3%, and average radio score was 98.5. The average call process time was 54 seconds. Total 9-1-1 calls, answered was 829. The call answer times were acceptable by PIAL/NFPA standards.

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

St. Tammany Parish Communications District

28911 Krentel Rd.

Lacombe, LA 70445

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

10. Adjournment

Motion: A motion was made by Gene Bellisario at 11:10am to adjourn.

Support: Seconded by Richard Tanner.

Ayes: John Evans, Merrick Tassin, Gene Bellisario, Richard Tanner, and Randy Fandal

Absent: Tiffany Carrasco and T.J. Smith

Nays: 0

Abstain: 0