

## Board of Commissioners Meeting Minutes

**Date:** August 19, 2020  
**Time:** 11:02 a.m.  
**Location:** 28911 Krentel Rd. Lacombe, LA 70445  
Also available 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 Marty Dean

**Absent:** Randy Fandal and Jake Airey

**A quorum was present.**

Other Attendees: Rodney Hart, Sean Spansel, Stephanie Boykin, Matt Parish (GoTo Meeting) and Katherine Dickens

---

### 1. Certification of Inability to Operate to Lack of Quorum

John discussed and approved the certification of inability to operate to lack of quorum.

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

### 2. Consider Approval of July 2020 Regular Meeting Minutes.

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

**Support:** Seconded by Merrick Tassin.

**Ayes:** John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco and Marty Dean

**Absent:** Randy Fandal and Jake Airey

**Nays:** 0

**Abstain:** 0

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

### 3. Consider Approval of July 2020 Financial Reports.

General discussion from Gene Bellisario on increased revenue.

General discussion between board on financial reports and needs.

**Motion:** A motion was made by Tiffany Carrasco to remove Variance Compared to Last Year Actual and New Facility Expenses Income Statement Report.

---

St. Tammany Parish Communications District

28911 Krentel Rd.

Lacombe, LA 70445

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

---

**Support:** Seconded by Gene Bellisario.

**Ayes:** John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco and Marty Dean

**Absent:** Randy Fandal and Jake Airey

**Nays:** 0

**Abstain:** 0

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

**Motion:** A motion was made by Gene Bellisario to approve July 2020 Financial Reports.

**Support:** Seconded by Marty Dean.

**Ayes:** John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco and Marty Dean

**Absent:** Randy Fandal and Jake Airey

**Nays:** 0

**Abstain:** 0

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

#### 4. Discuss and Consider Approval to Change Monthly Expense Payment Process

Rodney discussed current payment process of post-dating checks to match service month and the recommended process of dating checks for payment month and adding service month to the description. General discussion follows.

**Motion:** A motion was made by Gene Bellisario to approve changing monthly expense payment process. Checks are dated in the month that they are created.

**Support:** Seconded by Tiffany Carrasco.

**Ayes:** John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco and Marty Dean

**Absent:** Randy Fandal and Jake Airey

**Nays:** 0

**Abstain:** 0

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

#### 5. Discuss and Consider Approval to Change Monthly Line Item Budget Process

Rodney discussed current budget process of money allocation per month. Currently, not all budget line items are given a static monthly budget number. Recommendation to create static budget numbers per month for all line items. General discussion follows.

**\*ROLL CALL VOTE\***

**Motion:** A motion was made by Tiffany Carrasco to remove Income Statement Compared to Year to Date Budget Report and rename final column of Income Statement Compared to Annual Budget from "Variance to Bud YTD" to "Remaining Budget".

**Support:** Seconded by Gene Bellisario.

**Ayes:** John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco and Marty Dean

**Absent:** Randy Fandal and Jake Airey

**Nays:** 0

**Abstain:** 0

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

**\*ROLL CALL VOTE\***

**Motion:** A motion was made by Tiffany Carrasco to change monthly line item budget process to create static budget numbers per month for all line items.

**Support:** Seconded by Gene Bellisario.

**Ayes:** John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco and Marty Dean

**Absent:** Randy Fandal and Jake Airey

**Nays:** 0

**Abstain:** 0

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

## 6. Discuss and Approval Process for Banking Contract

Rodney discussed the end of Hancock Whitney Banking contract ending October 2020. Rodney spoke with Angel Heath from the Legislative Auditor's Office concerning the change from a constant interest rate versus and flexible interest rate. Angel did not see a problem with extending the contract for another year.

**\*ROLL CALL VOTE\***

**Motion:** A motion was made by Tiffany Carrasco to extend contract with Hancock Whitney Bank for one year with flexible interest rates.

**Support:** Seconded by Marty Dean.

**Ayes:** John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco and Marty Dean

**Absent:** Randy Fandal and Jake Airey

**Nays:** 0

**Abstain:** 0

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

## 7. Review and Discuss a Temporary Addendum to the Vacation Roll-Over Policy

Rodney discussed rolling over the vacation policy temporarily for one year due to COVID-19. Current policy allows for roll over for one quarter past the employee's anniversary date.

**St. Tammany Parish Communications District**

28911 Krentel Rd.

Lacombe, LA 70445

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

---

General discussion follows.

**\*ROLL CALL VOTE\***

**Motion:** A motion was made by Tiffany Carrasco to temporarily extend the vacation roll-over policy from 90 days to one year.

**Support:** Seconded by Marty Dean.

**Ayes:** John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco and Marty Dean

**Absent:** Randy Fandal and Jake Airey

**Nays:** 0

**Abstain:** 0

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

## 8. Director's Report

- a) Rodney Hart presented the July 2020 PSAP Call Statistics: 10,784 total 911 calls. All agencies met the 95% under 15 seconds. All agencies met requirement for 99% of calls answered in 40 seconds or less.
- b) Facility Status: Backup facility has minor cleanup left to be done but is fully operational. Lacombe facility still on lockdown from visitors due to COVID-19.

## 9. Unifire QA Report

Katherine Dickens presented the July 2020 UniFire Call Statistics. The total calls dispatched for July was 1,198, average phone score 98.31%. Average radio score was 98.19%. The average call process time was 50 seconds. Total 9-1-1 calls, answered was 894. The call answer times were acceptable by PIAL/NFPA standards.

## 10. Adjournment

**Motion:** A motion was made by Merrick Tassin at 11:56 a.m. to adjourn.

**Support:** Seconded by Marty Dean.

**Ayes:** John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco and Marty Dean

**Absent:** Randy Fandal and Jake Airey

**Nays:** 0

**Abstain:** 0

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