

Board of Commissioners Meeting Minutes

Date: September 16, 2020
Time: 11:00 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 11:00 a.m.

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

Present: John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco (Arrived @ 11:10am), Marty Dean, Randy Fandal and Jake Airey

Absent:

A quorum was present.

Other Attendees: Rodney Hart, Sean Spansel, Stephanie Boykin, Michelle Cunningham, J.P. Taylor, Kenneth Moore, Chris Kauffman, Terry Stuard, Pat Sicard, STPSO Radio Room, Leanne Schaefer, Randy Hess, Brandon Stein, Gary Whitehead, Matt Parish, Jay Holcombe, Janet Dufrene, Lonnie Johnson, Chad Duffaut and Jason Bilich

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. 2019 Audit Presentation by DHHM

Tiffany Carrasco in at 11:10 a.m.

Michelle Cunningham, from Duplantier, Hrapmann, Hogan & Maher, LLP, presented the calendar year January, 2019 to December, 2019 audit summary report. St. Tammany Parish Communications District No. 1 received an unmodified opinion on the basic financial statements, meaning balance sheet and income statement were materially stated. No material violations of laws and regulations that have a direct and material effect on the financial statements.

Michelle Cunningham presented a significant deficiency, but not considered to be a material weakness in internal control. The finding was due to account reconciliation not being completed. Recommendation of checks not being post-dated, general ledger reconciliation to be completed monthly along with bank reconciliations and both reviewed by someone other than the preparer. At the time of this presentation, corrective actions have been put into place and presented to Duplantier, Hrapmann, Hogan & Maher, LLP.

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No findings were noted as a result of the auditor's testing under ethics, information technology disaster recover/business continuity and contracts. Capital assets inventory tagging was found to be incomplete. Sexual Harassment Policy was not posted on STPCD website. At the time of this presentation, corrective actions have been put into place and presented to Duplantier, Hrapmann, Hogan & Maher, LLP.

Michelle Cunningham finished the presentation and thanked the STPCD staff for their assistance and cooperation during the audit.

Michelle Cunningham leaves meeting at 11:27 a.m.

John Evans asked the board is there are any additions or deletions to the agenda.

ROLL CALL VOTE

Motion: A motion was made by Merrick Tassin to add a brief discussion for continuing funding for fire dispatch.

Support: Seconded by Randy Fandal

Ayes: Merrick Tassin, Tiffany Carrasco, Randy Fandal

Absent: 0

Nays: John Evans, Gene Bellisario, Marty Dean, Jake Airey

Abstain: 0

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

Motion failed.

3. Consider Approval of August 2020 Regular Meeting Minutes.

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

Support: Seconded by Tiffany Carrasco

Ayes: John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco, Randy Fandal, Marty Dean and Jake Airey

Absent: 0

Nays: 0

Abstain: 0

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

4. Consider Approval of August 2020 Financial Reports.

Motion: A motion was made by Gene Bellisario to approve the August 2020 Financial Reports.

Support: Seconded by Tiffany Carrasco.

Ayes: John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco, Randy Fandal, Marty Dean and Jake Airey

Absent: 0

Nays: 0

Abstain: 0

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

5. Resolutions for Banking Transactions

- a. 20-0916-1 – Hancock Whitney remove Angela Crane

ROLL CALL VOTE

Motion: A motion was made by Gene Bellisario to approve the removal of Angela Crane from the Hancock Whitney accounts, resolution number 20-0916-1.

Support: Seconded by Merrick Tassin.

Ayes: John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco, Randy Fandal, Marty Dean and Jake Airey

Absent: 0

Nays: 0

Abstain: 0

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

- b. 20-0916-2 – Hancock Whitney add Stephanie Boykin

ROLL CALL VOTE

Motion: A motion was made by Gene Bellisario to approve add of Stephanie Boykin from the Hancock Whitney accounts, resolution number 20-0916-2.

Support: Seconded by Tiffany Carrasco.

Ayes: John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco, Randy Fandal, Marty Dean and Jake Airey

Absent: 0

Nays: 0

Abstain: 0

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

- c. 20-0916-3 – Hancock Whitney remove TJ Smith

ROLL CALL VOTE

Motion: A motion was made by Gene Bellisario to approve to remove TJ Smith from the Hancock Whitney accounts, resolution number 20-0916-3.

Support: Seconded by Tiffany Carrasco.

Ayes: John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco, Randy Fandal, Marty Dean and Jake Airey

Absent: 0

Nays: 0

Abstain: 0

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

d. 20-0916-4 – Hancock Whitney add Jake Airey

ROLL CALL VOTE

Motion: A motion was made by Gene Bellisario to approve add of Jake Airey to the Hancock Whitney accounts, resolution number 20-0916-4.

Support: Seconded by Tiffany Carrasco.

Ayes: John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco, Randy Fandal, Marty Dean and Jake Airey

Absent: 0

Nays: 0

Abstain: 0

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

e. 20-0916-5 – Hancock Whitney add Marty Dean

ROLL CALL VOTE

Motion: A motion was made by Gene Bellisario to approve add of Marty Dean to the Hancock Whitney accounts, resolution number 20-0916-5.

Support: Seconded by Jake Airey.

Ayes: John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco, Randy Fandal, Marty Dean and Jake Airey

Absent: 0

Nays: 0

Abstain: 0

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

6. Director's Report

- a) Rodney Hart presented the August 2020 PSAP Call Statistics: 10,731 total 911 calls. All agencies met the 95% under 15 seconds. All agencies but Mandeville PD met requirement for 99% of calls answered in 40 seconds or less. Rodney Hart explains to the board that the cause for Mandeville PD's numbers were due to multiple calls at the same time and issues with AT&T lines.
- b) Fire Dispatch - Rodney Hart informs the board of discussions on the possible consolidation of fire dispatch between Unifire and Fire District 1. Rodney Hart states that if this were to happen, it would void STPCD's contract with Unifire.

Merrick Tassin opens general discussion on fire dispatch and the reasoning behind consolidation.

Chief Kauffman presents his future plans if consolidation were to take place. General discussion follows.

Gene Bellisario discusses the justification of the funding amount combined with revenue projections for 2021 surrounding a 10% increase coming from assessments. General discussion follows.

ROLL CALL VOTE

Motion: A motion was made by Merrick Tassin to call special meeting to further discuss funding of fire dispatch with time, location and date to be determined.

Tiffany Carrasco requests that the information requested be given to the board members prior to the special meeting.

Merrick Tassin recommends Rodney Hart to circulate an email through the board and compile the questions and requests to send to the fire chiefs.

Support: Seconded by Jake Airey.

Ayes: John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco, Randy Fandal, Marty Dean and Jake Airey

Absent: 0

Nays: 0

Abstain: 0

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

Motion: A motion was made by Merrick Tassin to set up a consolidation committee.

After discussion and due to the full board willing to participate, motion was rescinded by Merrick Tassin.

Marty Dean requests Rodney Hart to provide the current Unifire contract and original meeting minutes to the board.

Discussion on fire dispatch ends.

Rodney Hart informs the board on NG911 in New Orleans and general discussion on statewide ESInet follows.

7. Unifire QA Report

Jason Bilich presented the August 2020 UniFire Call Statistics. The total calls dispatched for August was 1,222, average phone score 97.19%. Average radio score was 98.19%. The average call process time was 55 seconds. Total 9-1-1 calls, answered was 1036. The call answer times were acceptable by PIAL/NFPA standards.

8. Adjournment

Motion: A motion was made by Tiffany Carrasco at 12:48 p.m. to adjourn.

Support: Seconded by Jake Airey.

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Ayes: John Evans, Merrick Tassin, Gene Bellisario, Tiffany Carrasco, Randy Fandal, Marty Dean and Jake Airey

Absent: 0

Nays: 0

Abstain: 0

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