

## Board of Commissioners Meeting Minutes

**Date:** March 18th, 2020  
**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 11:00am.

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

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

**Absent:** Tiffany Carrasco, Richard Tanner, and T.J. Smith

**A quorum was present.**

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

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### 1. Consider Approval of February 2020 Regular Meeting Minutes.

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

**Support:** Seconded by Gene Bellisario.

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

**Absent:** Tiffany Carrasco, Richard Tanner, and T.J. Smith

**Nays:** 0

**Abstain:** 0

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

### 2. Consider Approval of February 2020 Financial Reports.

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

**Support:** Seconded by Merrick Tassin.

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

**Absent:** Tiffany Carrasco, 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 February 2020 Financial Meeting Minutes.

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

**Support:** Seconded by Randy Fandal.

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

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**Absent:** Tiffany Carrasco, Richard Tanner, and T.J. Smith  
**Nays: 0**  
**Abstain: 0**

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

#### **4. Discuss and Consider Approval to Pay Vendors via Credit Card or ACH.**

Rodney contacted Legislative Auditors and spoke with Judy and described our current process with her.

Judy said the Legislative Auditors do not have recommended guidelines on ACH payments.

She does not see any issues with our current process.

The Finance Committee recommends this new process.

**Motion: A motion was made** by Gene Bellisario to approve Paying Vendors via Credit Card or ACH.

**Support:** Seconded by Merrick Tassin.

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

**Absent:** Tiffany Carrasco, Richard Tanner, and T.J. Smith

**Nays: 0**

**Abstain: 0**

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

#### **5. Discuss and Consider Revised Visitor Policy.**

Rodney discussed the revision with the Board and all PSAP Managers.

**Motion: A motion was made** by Randy Fandal to approve the revised visitor policy.

#### **ROLL CALL**

**Support:** Seconded by Gene Bellisario.

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

**Absent:** Tiffany Carrasco, Richard Tanner, and T.J. Smith

**Nays: 0**

**Abstain: 0**

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

#### **6. Discuss Coronavirus (COVID-19) Protocols.**

Trustee cleaning of the Lacombe Facility has been suspended. Supervisors are cleaning Monday, Wednesday, and Friday. Administrative Staff is assisting in disinfecting and removing garbage.

Sean out at 11:13am

All 911 calls will roll over until answered by an available agency.

Sean in at 11:15am

TC Banquet has been put on hold.

Rodney is working on the “continuity of Operation”. He will split the Administrative staff in 2 groups and work every other day.

Rodney will consult with John Evans on how to hold future Board Meetings.

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

## **7. Director’s Report**

Rodney discussed the current status of the Backup Facility. Roofing work, outside electric panels replaced, back up radios installed and programmed. AT&T is conducting the final clean up.

Rodney Hart presented the February 2020 PSAP Call Statistics: 9,142 total 911 calls. All met 95% under 15 seconds. All agencies met requirement for 99% of calls answered in 40 seconds or less.

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

## **8. Unifire QA Report**

Sean Spansel presented the February 2020 UniFire Call Statistics. The total calls dispatched for February was 1,153, average phone score 98.63%. Average radio score was 99.11%. The average call process time was 47 seconds. Total 9-1-1 calls, answered was 805. The call answer times were acceptable by PIAL/NFPA standards.

## **9. Adjournment**

**Motion:** A motion was made by Gene Bellisario at 11:34am to adjourn.

**Support:** Seconded by Randy Fandal.

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

**Absent:** Tiffany Carrasco, Richard Tanner, and T.J. Smith

**Nays:** 0

**Abstain:** 0