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: October 19, 2022
Time: 11:00 am
Location: 28911 Krentel Road Lacombe, LA 70445

Call to Order

The meeting was called to order at 11:18 am.

A roll call was ordered by the Chairman, report as follows:
Present: John Evans, Merrick Tassin, Gene Bellisario, Randy Fandal, and James Davis
Absent: Jake Airey, Bret Ibert

A quorum was present.

Other Attendees: Rodney Hart, Sean Spansel, Stephanie Torres, Matt Parish, Chad Duffaut

John Evans asks if there are any changes, additions or deletions to the agenda.

1. Consider Approval of September 2022 Regular Meeting Minutes

Motion: **A motion was made** by Merrick Tassin to approve September 2022 Regular Meeting Minutes

Support: Seconded by Randy Fandal.
Ayes: John Evans, Merrick Tassin, Gene Bellisario, Randy Fandal, James Davis
Absent: Jake Airey, Bret Ibert
Nays: 0
Abstain: 0

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

2. Consider Approval of September 2022 Finance Committee Meeting Minutes

Motion: **A motion was made** by Merrick Tassin to approve September 2022 Finance Committee Meeting Minutes with the changes added in the October 19, 2022 Finance Committee Meeting.

Support: Seconded by Gene Bellisario.
Ayes: John Evans, Merrick Tassin, Gene Bellisario, Randy Fandal, James Davis
Absent: Jake Airey, Bret Ibert
Nays: 0
Abstain: 0

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

3. Consider Approval of the September 2022 Financial Reports

Motion: **A motion was made** by Gene Bellisario to approve September 2022 Regular Meeting Minutes.

Support: Seconded by James Davis.
Ayes: John Evans, Merrick Tassin, Gene Bellisario, Randy Fandal, James Davis
Absent: Jake Airey, Bret Ibert
Nays: 0
Abstain: 0

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

4. Consider Approval of a Resolution to Remove Danielle Spadoni from Bank Account Access

Motion: **A motion was made** by Merrick Tassin to remove Danielle Spadoni from Bank Account Access.

ROLL CALL VOTE
Support: Seconded by Gene Bellisario.
Ayes: John Evans, Merrick Tassin, Gene Bellisario, Randy Fandal, James Davis
Absent: Jake Airey, Bret Ibert
Nays: 0
Abstain: 0

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

5. Consider Approval of a Resolution to Add Stephanie Torres to Bank Account Access.

Motion: **A motion was made** by James Davis to add Stephanie Torres Bank Account Access.

ROLL CALL VOTE
Support: Seconded by Merrick Tassin.
Ayes: John Evans, Merrick Tassin, Gene Bellisario, Randy Fandal, James Davis
Absent: Jake Airey, Bret Ibert
Nays: 0
Abstain: 0

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

6. Public Education Report

Sean Spansel presented Public Education Report.

Athena Walker is attending Red Ribbon Week for the school this week and next week. Athena Walker also has a Mental Health Expo, Monster Mash, SMH Trunk or Treat and EMS refresher course.

7. Review and Discuss 10 Year Revenue and Expense Projections

John Evans informs the Board that the Finance Committee Meeting was pretty good.

Rodney Hart presented 3 versions of the 10 Year Projections to the Finance Committee.

Version one is the 2022 budget to 2023 budget. Version two was the same as version 1 except for adding some recommendations from our audit firm for our reserve fund balance. Increase our reserve amount from 25% operating revenue to 42% and emergency funds to change from $1.5M to $2.0 M. Their suggestion is to operate on 50% of our operating reserve and $2.5 on emergency funds.

In 2025 is where the placeholder is to put us at moving from 42% to 50% of our operating revenue and increasing the emergency fund from 2.0M to 2.5M as recommended by the audit firm. With those changes, we were still in a favorable position. There is also a placeholder of $150,000.00 for the FD 1 contract.

John Evans comments that we agree to sit down with Fire between now and early first quarter of next year to make sure that we come up with an agreement that we are going to contribute over the next 5 years.

Rodney Hart also informs the Board that there is an increase from 1M to 1.5M to the radio contract.

8. Review, Discuss and Consider Approval to Adjust Amounts of Reserve Funds

Motion: **A motion was made** by Merrick Tassin to approve to increase the amounts of the Reserve Funds

ROLL CALL VOTE
Support: Seconded by Gene Bellisario.
Ayes: John Evans, Merrick Tassin, Gene Bellisario, Randy Fandal, James Davis
Absent: Jake Airey, Bret Ibert
Nays: 0
Abstain: 0

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

9. Review, Discuss and Consider Approval of 2022 Amended Budget

Motion: **A motion was made** by Gene Bellisaro to approve the 2022 Amended Budget.

ROLL CALL VOTE
Support: Seconded by Merrick Tassin.
Ayes: John Evans, Merrick Tassin, Gene Bellisario, Randy Fandal, James Davis
Absent: Jake Airey, Bret Ibert
Nays: 0
Abstain: 0

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

10. Review, Discuss and Consider Approval of 2023 Proposed Budget

Motion: **A motion was made** by Gene Bellisaro to approve the 2023 Proposed Budget.

Merrick Tassin comments that the 2023 Proposed Budget includes the increase for the radio contract, funds for the new building and increase in the Reserve Funds.

ROLL CALL VOTE
Support: Seconded by Merrick Tassin.
Ayes: John Evans, Merrick Tassin, Gene Bellisario, Randy Fandal, James Davis
Absent: Jake Airey, Bret Ibert
Nays: 0
Abstain: 0

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

11. Director's Report

Rodney Hart informs the Board that all items were completed. We are currently waiting on the 300 gallon gravity fed fuel tank for emergency purposes.

Rodney Hart presented the September 2022 PSAP Call Statistics: 9,301 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.

Gene Bellisario asks Rodney Hart if the auditor ask that we have a 10 year vs a 5 year forecast? Rodney Hart replies that the auditors want us to have sustainability plan.

General discussion follows.

Rodney Hart introduces Briana Roberts to the Board. Briana is filling the vacancy in the GIS department.

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

12. Fire QA Report

Matt Parish presented the September 2022 Fire District 1 Call Statistics. Calls answered under 10 seconds was 99.02% and calls answered under 20 seconds was 100%. Total 9-1-1 calls answered was 2,152. The call answer times were acceptable by PIAL/NFPA standards.

General Discussion Follows

Merrick Tassin comments that now that the Board has approved the funds for the new building, meetings need to be set up for the Building Committee to meet with the architect.

John Evans is curious about who else would be interested in attending the meeting to decide on the Fire payments. John Evans asks that Chad Duffaut get with Chief Kauffmann. Try to set a meeting up for November.

General discussion follows.

13. Adjournment

Motion: **A motion was made** by Randy Fandal at 11:46am to adjourn.

Support: Seconded by James Davis.
Ayes: John Evans, Merrick Tassin, Gene Bellisario, Randy Fandal, James Davis
Absent: Jake Airey, Bret Ibert
Nays: 0
Abstain: 0

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