

## Board of Commissioners Meeting Minutes

**Date:** January 21, 2026  
**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 11:02am.

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

**Present:** John Evans, Merrick Tassin (in at 11:03), Martha Cazaubon, Susanne Core, Jeanne Hutchison, Sammy O'Keefe, Richard Bowman

**Absent:** 0

**A quorum was present.**

Other Attendees: Sean Spansel, Ben Tsang, Stephanie Boykin, Athena Walker, Michael Geissler

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### 1. Consider Approval of December 2025 Regular Meeting Minutes

**Motion:** A motion was made by Martha Cazaubon to approve December 2025 Regular Meeting Minutes.

**Support:** Sammy O'Keefe

**Ayes:** John Evans, Martha Cazaubon, Susanne Core, Jeanne Hutchison, Sammy O'Keefe, Richard Bowman

**Absent:** Merrick Tassin

**Nays:** 0

**Abstain:** 0

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

### 2. Consider Approval of December 2025 Finance Committee Meeting Minutes

**Motion:** A motion was made by Sammy O'Keefe to approve December 2025 Finance Committee Meeting Minutes

**Support:** Susanne Core

**Ayes:** John Evans, Martha Cazaubon, Susanne Core, Jeanne Hutchison, Sammy O'Keefe, Richard Bowman

**Absent:** Merrick Tassin

**Nays:** 0

**Abstain:** 0

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

### 3. Consider Approval of December 2025 Public Hearing Minutes

**St. Tammany Parish Communications District**

28911 Krentel Rd.

Lacombe, LA 70445

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

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**Motion:** A motion was made by Richard Bowman to approve December 2025 Public Hearing Minutes.

**Support:** Susanne Core

**Ayes:** John Evans, Martha Cazaubon, Susanne Core, Jeanne Hutchison, Sammy O'Keefe, Richard Bowman

**Absent:** Merrick Tassin

**Nays:** 0

**Abstain:** 0

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

Merrick Tassin in at 11:03am

#### **4. Consider Approval of December 2025 Financial Statements.**

**Motion:** A motion was made by Merrick Tassin to approve December 2025 Financial Statements.

**Support:** Martha Cazaubon

**Ayes:** John Evans, Merrick Tassin, Martha Cazaubon, Susanne Core, Jeanne Hutchison, Sammy O'Keefe, Richard Bowman

**Absent:** 0

**Nays:** 0

**Abstain:** 0

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

#### **5. Consider Approval of Resolution 26-0121-01 Adopting the Amended 2025 Budget.**

**Motion:** A motion was made by Merrick Tassin to adopt the Resolution 26-0121-01.

**Support:** Susanne Core

**Ayes:** John Evans, Merrick Tassin, Martha Cazaubon, Susanne Core, Jeanne Hutchison, Sammy O'Keefe, Richard Bowman

**Absent:** 0

**Nays:** 0

**Abstain:** 0

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

#### **6. Consider Approval of Resolution 26-0121-02 Adopting the 2026 Budget.**

**Motion:** A motion was made by Jeanne Hutchison to adopt the Resolution 26-0121-02.

**Support:** Richard Bowman

**Ayes:** John Evans, Merrick Tassin, Martha Cazaubon, Susanne Core, Jeanne Hutchison, Sammy O'Keefe, Richard Bowman

**Absent:** 0

**Nays:** 0

**Abstain:** 0

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

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## 7. Consider Approval to Sign the 2026 Engagement Letter for Kushner LaGraize CPA Firm

**Motion:** A motion was made by Jeanne Hutchison to sign the 2026 Engagement Letter for Kushner LaGraize CPA Firm

**Support:** Richard Bowman

**Ayes:** John Evans, Merrick Tassin, Martha Cazaubon, Susanne Core, Jeanne Hutchison, Sammy O'Keefe, Richard Bowman

**Absent:** 0

**Nays:** 0

**Abstain:** 0

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

## 8. Election of Officers for 2026

**Motion:** A motion was made by Merrick Tassin to re-appoint John Evans Chairman of the STPCD Board of Commissioners

**Support:** Sammy O'Keefe

**Ayes:** John Evans, Merrick Tassin, Martha Cazaubon, Susanne Core, Jeanne Hutchison, Sammy O'Keefe, Richard Bowman

**Absent:** 0

**Nays:** 0

**Abstain:** 0

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

**Motion:** A motion was made by John Evans to re-appoint Merrick Tassin Vice Chairman of the STPCD Board of Commissioners

**Support:** Jeanne Hutchison

**Ayes:** John Evans, Merrick Tassin, Martha Cazaubon, Susanne Core, Jeanne Hutchison, Sammy O'Keefe, Richard Bowman

**Absent:** 0

**Nays:** 0

**Abstain:** 0

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

John Evans asks Martha Cazaubon to continue as the Secretary/Treasurer of STPCD Board of Commissioners

Martha Cazaubon replies, "Yes".

## 9. Consider Approval and Discuss Update to the STPCD Board By-Laws

Sean Spansel explains to the Board that the By-Laws have not been updated since 2014. The address of our location had to be changed from the Boston Street location. There was also a discussion of the stipend for Board Members. John Evans mentioned previously that he had recommendations to consider.

John Evans asked to table the discussion until the next meeting.

**Motion:** A motion was made by Martha Cazaubon to table the By-Law discussion and add it to February 2026 agenda.

**Support:** Merrick Tassin

**\*Roll Call Vote\***

**Ayes:** John Evans, Merrick Tassin, Martha Cazaubon, Susanne Core, Jeanne Hutchison, Sammy O'Keefe, Richard Bowman

**Absent:** 0

**Nays:** 0

**Abstain:** 0

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

## 10. Public Education

Athena Walker presents Public Education to the Board. She has emailed all private and public schools to remind them of her classes offered. Also to let the schools know that the information that she offers is different from the Sheriff's Office and Fire Department. Driver's Ed classes for students and their parents are still being offered and held. Girl/Guy Talk and Safe Sitter classes are being held through the hospitals. Preparation for Telecommunicator's Week has begin and will be held the first week of April.

## 11. Directors Report

Sean Spansel presented the December 2025 PSAP Call Statistics: 8,781 total 911 calls. All agencies met the 90% under 15 seconds. All agencies met requirement for 95% of calls answered in 20 seconds or less.

Sean Spansel presented the 2025 Total PSAP Call Statistics: 106,465 total 911 calls. All agencies met the 90% under 15 seconds. All agencies met requirement for 95% of calls answered in 40 seconds or less.

General discussion.

Sean Spansel gives the Board an update on the Annex. Inspections were done for electrical and mechanical. The inspections were not passed. The issues for the failure to pass were minor. The water waste treatment system was changed from private to public. Gainey's came out but they were not able to complete this project due to the need of 100' from the building to install instead of 50' when we were classified as a private well. Contractor applied for variance in November 2025. The architect has reached out to the state and we are currently waiting to hear from them. The original completion date should have been February 15, 2026 but with the new information, the completion date could be 2 months behind schedule.

General Discussion.

John Evans says that he has asked Sean Spansel to get in touch with legal to consider in the February meeting on issues overage days on the Annex.

Sean Spansel asks the Board to consider moving the February Board meeting due to office closure for Columbus Day and Mardi Gras holidays.

General discussion.

**Motion:** A motion was made by Sammy O'Keefe to move the February Board meeting from February 18, 2026 to February 23, 2026.

**Support:** Merrick Tassin

**\*Roll Call Vote\***

**Ayes:** John Evans, Merrick Tassin, Martha Cazaubon, Susanne Core, Jeanne Hutchison, Sammy O'Keefe, Richard Bowman

**Absent:** 0

**Nays:** 0

**Abstain:** 0

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

## 12. Fire QA Report

Ben Tsang presented the December 2025 Fire District 1 Call Statistics. Calls answered under 10 seconds was 98.18% and calls answered under 20 seconds was 99.95%. Total 9-1-1 calls answered was 2,430. The call answer times were acceptable by PIAL/NFPA standards.

## 13. Adjournment

**Motion:** A motion was made by Merrick Tassin at 11:24pm. to adjourn.

**Support:** Martha Cazaubon

**Ayes:** John Evans, Merrick Tassin, Martha Cazaubon, Susanne Core, Jeanne Hutchison, Richard Bowman, Sammy O'Keefe

**Absent:**

**Nays:** 0

**Abstain:** 0

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