

**St. Mary Parish 911 Communications District**

**1200 David Dr. Building B**

**Morgan City, LA 70380**

**April 27, 2016**

**1:00 P.M.**

Chairman Ed Smith opened the February, 2016 meeting with a roll call. Mr. Smith, Mr. Mayon, Mr. McAllister, Mr. Richard and Mr. Arthur were at the meeting. Mr. Jackson was not in attendance.

Chairman Smith called for a motion to accept the February 2016 meeting minutes. Mr. Arthur made a motion to accept the minutes. Mr. Richard seconded the motion. All members were in favor and the motion carried.

The income statement for February, 2016 totaled \$65,602.25. Mr. Mayon made a motion to accept the deposit summaries. The motion was seconded by Mr. Richard. All members were in favor and the motion carried. Income for March, 2016 totaled \$54,659.72. Mr. Mayon made a motion to accept the March, 2016 income statement. Mr. Richard Seconded the motion. All members were in favor and the motion carried.

Expenses for the month of February, 2016 totaled \$52,447.40. Mr. Mayon made a motion to accept the expense statements. His motion was seconded by Mr. Richard. All members were in favor and the motion carried. March, 2016 expenses were \$54,074.84. Mr. Mayon made a motion to accept the March, 2016 expense statement. Mr. Richard seconded the motion. All members were in favor and the motion carried.

New Business: Mrs. Angeron told the members that a few changes have been made to the policy book. The employees have requested to wear blue jeans that are work appropriate at the discretion of the director. Mr. Arthur said he was in favor of employees wearing jeans to work. [Mr. McAllister arrived at the meeting] Mr. Smith agreed. Mr. Verret motioned to allow jeans to be worn. Mr. Richard seconded the motion. All members were in favor and the motion carried.

Mrs. Angeron requested to raise the age for supervisor/CTO to 21, up from 18, with 3 years of experience. After a discussion, Mr. Richard made a motion to allow the change. Mr. Verret seconded the motion. All members were in favor and the motion carried.

Mrs. Angeron asked the members to allow a position for data systems. The administrative personnel are reaching retirement age. By adding this position, an employee will be prepared to take over the addressing, and basic office responsibilities, when needed. Mr. Arthur agreed to the cross training with 50 cents an hour increase in pay. After a discussion, Mr. Richard seconded the motion. All members were in favor and the motion carried.

The definition for social media has been expanded to include breaking confidentiality in any site. An extra confidentiality policy agreement will be required when the new policy book is adopted.

911 reserves the right to request policies not to be sent out over the internet. Mr. Verret asked for a 911 Facebook page. Mr. Arthur agreed.

Mrs. Angeron told the members about Mr. Jackson speaking with her about salaried employees receiving extra holidays to reflect when other agencies are off. After a lengthy discussion, Mr. Verret made a motion to table the discussion until Mr. Jackson was in attendance. Mr. Richard seconded the motion. All members were in favor and the motion carried.

A Net Clock is needed in the center to synchronize all clocks in the center. Mr. Smith suggested that Mr. McAllister ask the fire departments about the problem. Mr. McAllister agreed that it is necessary for ratings. Mr. Verret said if the fire chiefs want the net clock the payment should come from the fire fund. Mr. Richard motioned to buy the clock pending approval from the Fire Association. Mr. Verret seconded the motion. All members were in agreement and the motion carried.

The 2016 fire department intergovernmental agreements are ready to be signed.

The grant share payment for Centerville fire department has been paid from the fire fund, as well as the Motorola Maintenance contract.

Old Business: none

Director Updates: Mrs. Angeron requested unused sick time be converted to Parochial at retirement. Mr. Verret suggested pay out the sick time to the retiring employees providing they are vested. Mr. McAllister included the possibility of donating sick time to an employee in need. Mr. Verret motioned to allow payout of sick time upon retirement.

911 is representing St. Mary Parish at the capitol requesting an increase in telephone surcharges.

Two 911 employees went to Lake Charles to attend the APCO Seminar.

General Discussion: none

Public Comment: Mr. McAllister requested the headsets be monitored closely to prevent a loss of transmissions. Mrs. Angeron agreed to watch the batteries more closely.

Adjournment: Mr. Arthur made a motion to adjourn. Mr. Verret seconded the motion. All members were in favor and the motion carried.

Approved: \_\_\_\_\_

Ed Smith, Chairman

Attest: \_\_\_\_\_

Charlette Angeron, Director