

ST. MARY PARISH 9-1-1 COMMUNICATIONS DISTRICT

**Regular Board Meeting
1200 David Drive, Building B
Morgan City, LA 70380
December 20th, 2023
1:00 P.M.**

Chairman, Mr. Ed Smith opened the December 20th, 2023, regular meeting with the roll call. Mr. Ed Smith, Mr. Matt Mayon, Mr. Jimmy Broussard, Mr. Gary Driskell, Mr. Justin Martin, and Mr. Scott Verret were in attendance. Mr. Garrett Grogan did not attend.

Mr. Mayon made a motion to dispense with the reading of and to accept the November 2023 minutes. Mr. Broussard seconded the motion. All members were in favor and the motion carried.

Public Comment: none

The income statement for November 2023 was \$63,076.83. Mr. Mayon made a motion to accept the income statement. Mr. Verret seconded the motion. All members were in favor and the motion carried.

The expense statement for November 2023 was \$65,227.10. Mr. Mayon made a motion to accept the expense statement. Mr. Verret seconded the motion. All members were in favor and the motion carried.

A budget to actual comparison was provided to the board for review.

Old Business: None

New Business:

Request to Expand Agenda to include the engagement letter from Kolder, Slaven, and Co. LLC.: Ms. Angeron advised that the engagement letter from the audit firm was received after publication of the agenda. She asked that the agenda be expanded to include consideration of the engagement letter.

Mr. Mayon made a motion to expand the agenda to include the engagement letter from Kolder, Slaven, and Co. LLC.

Mr. Driskell seconded the motion. All members were in favor and the motion carried.

Engagement Letter from Kolder, Slaven, and Co: The Engagement Letter from Kolder, Slaven & Co. LLC for the 2023 Audit was provided for review. Mr. Broussard made a motion to accept the Engagement Letter from Kolder, Slaven & Co. LLC. Mr. Driskell seconded the motion. All members were in favor and the motion carried.

Formation of a 911 relocation committee: Members briefly discussed possible relocation options. Mr. Martin made a motion to form a 911 committee consisting of Mr. Smith, Mr. Broussard, and Mr. Martin to further explore possible 911 relocation options. Mr. Mayon seconded the motion. All members were in favor and the motion carried.

Assistant Director Pay: Mrs. Angeron advised the board that Ms. Randle received a positive performance evaluation this year. She advised that the \$3.00 raise received by employees earlier this year put some of the employees in line with her current salary. Ms. Angeron recommended that Ms. Randle receive the annual 5% raise. Mr. Verret asked how close her salary was to the rest of the employees. Mr. Smith suggested moving forward with the annual 5% raise for now and revisiting her salary at the next meeting. After a brief discussion, Mr. Mayon made a motion to increase the assistant director's pay by 5% beginning in January. Mr. Verret seconded the motion. All members were in favor and the motion carried.

Director Updates:

Ms. Angeron updated members on the progress of the CAD system. Everything is on schedule to 'go live' at the end of January. Training starts on January 9th, 2024.

Ms. Angeron advised that several employees have been out due to illness this month.

General Discussion: Mr. Martin advised that protocols and response plans are being input into CAD.

Mr. Broussard advised that he set up the Starlink satellite for 911 this morning.

Ms. Angeron informed members that one of the new PIAL requirements is for 911 to request the generator test scores from all of the fire department at the end of every year.

Adjournment: Mr. Broussard made a motion to adjourn the meeting. Mr. Driskell seconded the motion. All members were in favor and the motion carried.

Approved: _____
Ed Smith, Chairman

Attest: _____
Charlette Angeron,