

**AGENDA**  
**ST. MARY PARISH 911 COMMUNICATIONS DISTRICT**  
**1200 David Dr. Building B**  
**Morgan City, LA 70380**  
**February 26, 2026**  
**1:00 P.M.**

1. Meeting Called to Order
2. Roll Call
3. Approval of Minutes: January 22, 2026
4. Guest(s): None
5. Public Comment
6. Income Statement: January 2026
7. Expense Statement: January 2026
8. Old Business: None
9. New Business: None
10. Director Updates
11. General Discussion
12. Adjournment

**ST. MARY PARISH 9-1-1 COMMUNICATIONS DISTRICT**

**Regular Board Meeting  
1200 David Dr., Building B  
Morgan City, LA 70380  
February 26, 2026  
1:00 P.M.**

Chairman, Mr. Justin Martin opened the February 26, 2026, regular meeting with the roll call. Mr. Duval Arthur, III, Mr. Jimmy Broussard, Mr. Garrett Grogan, Ms. Brandi Leonard, Mr. Justin Martin, Mr. Travis M. Mayon, and Mr. Scott Verret were in attendance.

Mr. Mayon made a motion to dispense with the reading of and to accept the January 22, 2026, minutes. Mr. Grogan seconded the motion. All members were in favor and the motion carried.

**Guest:** Ms. Janet Marcotte, administrative manager for OHESP, was in attendance.

**Public Comment: NONE**

**The income statement** for January 2026 was \$119,824.31. Mr. Mayon made a motion to accept the income statement. Mr. Grogan seconded the motion. All members were in favor and the motion carried.

**The expense statement** for January 2026 was \$133,587.62. Mr. Grogan made a motion to accept the expense statement. Mr. Mayon seconded the motion. All members were in favor and the motion carried.

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

**Old Business: NONE**

**New Business: NONE**

**Director Updates:**

Ms. Randle advised that the plaque has been updated to include Ms. Brandi Leonard's name and start date and Mr. Smith's service dates.

An Eaton technician came last month to fix the issue with the UPS battery backup. He came back this morning and replaced the batteries.

Last month, funds were moved from the LAMP - 911 equipment fund to pay the annual CAD lease; and from the LAMP -Fire Association fund for annual CAD maintenance.

We received a \$443.26 refund for overpayment of the T1 line service.

Implementation of the new Intrado call handling system is in progress. An Intrado representative completed the site survey last week. Our initial bi-weekly review was conducted this morning. The project timeline remains on schedule: equipment is slated for shipment next week, with installation beginning in late April.

Our night CTO/Supervisor made a request to step down from her position by requesting a voluntary demotion to become a call taker/dispatcher on a day shift. We have experienced several unexpected absences this week, with four staff members out due to unforeseen personal emergencies. We have relied heavily on Ms. Calloway to cover shifts. It was also necessary to authorize some employees to work overtime.

There was a major structure fire on Delmar Ave. in Bayou Vista. The home was destroyed, but no one was hurt.

Ms. Randle advised that she, Ms. Theriot, and Ms. Calloway plan to attend the Legislative Auditor's workshop in Baton Rouge next month.

**General Discussion:**

Mr. Broussard informed members that the wind retrofit and roofing project is underway. It should be completed in June. The Centerville/Bayou Teche bridge will be closed from March 2<sup>nd</sup> through April 27<sup>th</sup>, 2026.

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

Approved: \_\_\_\_\_  
Mr. Justin Martin, Chairman

Attest: \_\_\_\_\_  
Martha Randle, Director