

**WASHINGTON PARISH COMMUNICATIONS DISTRICT  
Minutes of March 1, 2011**

A properly advertised Washington Parish Communications District Board meeting was held on March 1, 2011 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Mike Miller	
	Mr. Joshua Bridges	

Members absent were:	Mrs. Cynthia August	Secretary
	Mr. Mike Stogner	Vice-Chairman
	Mr. Jason Verret	

Others present were:	Mr. Dan Foil	Attorney
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Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Mr. Fenner opened with prayer and the pledge of allegiance to the flag of the United States.

**ROLL CALL OF BOARD MEMBERS**

Mr. Coleman called the roll. The results of that roll call are recorded above.

**APPROVAL OF MINUTES**

Mr. Coleman called for a motion to dispense with the reading of the minutes from the February, 2011, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Miller made the motion to dispense with the reading of the minutes. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

Mr. Millet made a motion to approve the minutes from the February, 2011, meetings. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

**MANAGER'S REPORT**

This office has been active during the month of February with both the normal daily operational issues of the office plus supporting our special projects. First, let me report on the daily operational issues.

***Daily Operational Issues***

All PSAP equipment is currently operating properly at every PSAP other than the Franklinton Police Department. The ATT circuit to Franklinton PD continues to have problems and calls to Franklinton are being routed to the Washington Parish Sheriff's Office until the problem is fixed. Both a short term and a long term fix are being worked on.

We gave out a total of 25 new addresses in the Parish during October. The location of these addresses was as follows:

Franklinton	09
Mt. Hermon	01
Pine	04
Bogalusa	03
Angie	02
Varnado	03
Sun	03
Total	25

Mrs. Moore continues to do the addressing and both her and Ms Jones are working on map updates. Map updates have been sent to GeoComm. These updates include information concerning the coverage areas for the two ambulance companies.

The following road name change is requested by our agency and should be acted on by the board tonight:

<u>Petition No.</u>	<u>Old Name</u>	<u>New Name</u>	<u>Reason for Change</u>
2011-1	Cora Williams Rd	Pine Cone Ln	Duplicate
2011-2	J Morris Rd	Joe Morris Rd	Administrative Correction

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. Our final February bank statement was not available as of 1 PM today, and thus, financial statements are based on preliminary statements.

### ***Special Projects***

The initial testing of all the ATT 3G cell towers in our Parish has been completed. An additional Bogalusa tower is being worked on and will require testing in the future.

The replacement of the original computer based equipment obtained in 2004 continues, as directed by the board

This has been an interesting and productive month for our office. I would like to thank the board for their support and inputs.

Chairman Coleman called for any questions concerning the Manager's Report. Hearing none, Chairman Coleman called for a motion to accept and approve the manager's report.

Mr. Fenner made the motion to accept and approve the Manager's Report as given. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN'S REPORT**

### ***Public 911 Education***

Our 911 web site was visited by 124 new users during the month of February. There were 291 page hits during this time period. This is a slight increase compared to last month's activity level by new users

### **Communications Center**

Lambert's building design with upgrades and tower related changes will be completed by March 18<sup>th</sup>.

The resolution which will allow the District to secure Louisiana Bond Commission approval to borrow building construction funds if such are needed, not to exceed \$ 500,000 was approved by parish government and necessary paperwork has been sent to the bond commission for their approval.

### ***Communications Tower***

The tower redesign by Lambert has been completed and is in the process of being sent to the state for their final review and approval.

### ***Conclusions***

The challenges of fine tuning and improving our system continues. I would like to thank both the board, Mrs Thomas and her staff for their hard work on the many complex challenges currently facing us.

Chairman Coleman called for any questions concerning the Chairman's Report.

Hearing none, Chairman Coleman called for a motion to accept and approve the Chairman's Report. Mr. Bridges made the motion to accept and approve the Chairman's Report as given. Mr. Fenner seconded the motion. Motion passed by a unanimous vote

## **TREASURER'S REPORT**

Mr. Fenner reviewed the January and February 2011, financial statements beginning with the balance sheet, both assets and liabilities. He then reviewed the income and budget statements. Next, he reviewed the check register, cash receipts, the account reconciliation statement, and the 911 funds statement with cash disbursements. Mr. Fenner reviewed all the financial statements, the checklist, and the YTD spending as compared to the 2011 budget.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the financial statements, the checklist, and the YTD spending as compared to the 2011 budget.

Mr. Miller made the motion to accept and approve the Treasurer's report, the financial statements, the checklist, the YTD spending as compared to the 2011 budget. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

### **COMMITTEE REPORTS**

There were no committee reports.

### **OLD AND NEW BUSINESS**

The following road name change petitions were then reviewed.

<u>Petition No.</u>	<u>Old Name</u>	<u>New Name</u>	<u>Reason for Change</u>
2011-1	Cora Williams Rd	Pine Cone Ln	Duplicate
2011-2	J Morris Rd	Joe Morris Rd	Administrative Correction

Following the review, Mr. Coleman called for a motion to approve the petitions. Mr. Miller made the motion to approve the petitions. Mr. Bridges seconded the motion. Motion passed by a unanimous vote

### **PUBLIC PARTICIPATION**

There was no participation by the public.

Mr. Stogner made the motion to adjourn the Board meeting. Mr. Fenner seconded the motion. Motion passed by a unanimous vote. Meeting of the Board adjourned at 7:00 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: \_\_\_\_\_  
Mrs. Cynthia August, Secretary