

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of May 7, 2013

A properly advertised Washington Parish Communications District Board meeting was held on May 7, 2013 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Mike Miller	

Members absent were:	Mrs. Cynthia August	Secretary
	Mrs. Mary Ratcliff	
	Mr. Jason Verret	

Others present were:	Dan Foil	Attorney
	Joanna Thomas	Manager

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.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the April 2013, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Stogner made the motion to dispense with the reading of the April meeting minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the April, 2013, meeting minutes. Mr. Stogner made the motion to approve the April, 2013, meeting minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

This office has been active during the month of April with both the normal daily operational issues of the office plus supporting our special projects

For the month of April we issued 26 new addresses they were:

Franklinton	14
Bogalusa	09
Pine	03
Total	26

Special Projects

I attended the yearly NENA/APCO meeting on April 20-22, in Marksville, LA. One of the topics discussed was the statewide problem of consumer maps and GPS units not using the most accurate data that is available from 9-1-1 offices.

This issue was experienced on Silver Maple Lane this past week when an EMS unit utilized inaccurate commercial maps and had difficulty in finding the correct road.

Today I was at Thomas elementary school to teach about calling 9-1-1 for Farm Safety Day. There were approximately 300 kids. I have learned that we definitely need more education on 9-1-1 in our schools.

I am also going to be scheduling cell phone testing within the next 2 weeks at the Sheriff's office.

I have Simmons Moving scheduled to move us on June 11th. That is the earliest they could move us after the Grand Opening on June 1 at 10 AM.

Gage will come on Monday the 10th to move the computers and Simmons on the 11th to move office and then on the 12th we will be unpacking while answering the phones for the office.

Daily Operations

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. Minda will be sending someone over here on Monday to pick up our accounting records for the audit.

Mrs. Moore continues to do the addressing and both Ms Moore and MS Jones continuing to work on map updates on a daily basis.

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. Stogner seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

Our 911 web site was visited by 73 new users during the month of April with 106 page hits. Total page hits since placed in service – 51,319

Communications Center

The building has been substantially completed. Grand opening on June 1, 10 AM.

Items remaining include:

- Building contract:
1. Punch list – in progress
 2. Generator hook up and check out – in July
 3. Fire pump check out - done
 4. Door lock installation - done
 5. Sod/Grass installation – in progress
 6. Pond fence gate - done
- EOC grant:
1. Audio Visual installation – in progress
 2. Final UPS check out - done
 3. EOC furniture install- done
 4. Basic door entry control – in progress
 5. EOC Computer installation – in progress
 6. Telephone installation – in progress
- Comm District
1. Office Move – scheduled 11 June
 2. Remaining office furniture – in progress
 3. 911 system installation – in June
 4. Final radio tie-ins – in June
- WPSO
1. Computer Aided Dispatch tie-ins – in July
 2. NCIC tie-ins – in July

Communications Tower

Tower completion and acceptance has occurred.

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

TREASURER'S REPORT

Mr. Fenner reviewed the April, 2013 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, the YTD spending compared to the budget and the 911 funds statement with cash disbursements.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the April financial statements, checklist, and YTD spending as compared to the 2013 budget.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the April 2013 financial statements, checklist, and YTD spending as compared to the 2013 budget. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

There was no old/new business.

COMMITTEE REPORTS

There were no committee reports.

PUBLIC PARTICIPATION

There was no participation by the public.

Mr. Stogner made the motion to adjourn. 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