

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of March 6, 2018**

A properly advertised Washington Parish Communications District Board meeting was held on March 6, 2018 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Cook Byrd	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Olander Smith	
	Mrs. Cynthia August	Secretary
	Mr. Stephen Richardson	

Others present were:	Dan Foil	Attorney
	Joanna Thomas	Director

Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Ms. Thomas opened with prayer and the pledge of allegiance to the flag of the United States.

**ROLL CALL OF BOARD MEMBERS**

Mrs. Thomas called the roll. The results of that roll call are recorded above. Since a quorum was not present, those in attendance met as a committee with all motions to be made as recommendations to the board.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the February, 2018, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Byrd made the motion to dispense with the reading of the February meeting minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the February, 2018, meeting minutes. Mr. Fenner made the motion to approve the February, 2018, meeting minutes. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

**DIRECTOR'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

***Daily Operational Issues***

All PSAPs are currently operational. Two issues have been corrected.

- In the month of February we had an issue with BPD not being able to hear the caller so I had them to reboot the system and re-set the toggle switch that controls audio. This re-set corrected the problem.
- Then they could not get logged into the system. The person that was dispatching was not someone that is a regular dispatcher, and he did not have a user name and user password. He just sat down and stayed logged in under the last dispatcher that was on duty. So I had to call Mike and get him to log them in with one of their main dispatcher's user name/password.

For the month of February we issued 32 new addresses they were:

Franklinton	15
Bogalusa	06
Pine	08
Mt Hermon	03
Total	32

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data.

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

### **Special Projects**

We have reviewed the capabilities in February of one additional reverse 9-1-1 emergency notification systems. This review has been prompted by the recent system failures in January, both in Washington and St Tammany parishes.

The project to align our three data bases (MSAG, Map and Snap Shot) continues. Time to completion is approximately six months.

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

Mr. Coleman called for any questions concerning the Director's Report. Hearing none, Mr. Coleman called for a motion to accept and approve the Director's report. Mr. Fenner made the motion to accept and approve the Director's Report as given. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN’S REPORT**

### **Public 911 Education**

The site was visited by 192 new users with 235 page hits in February. Foreign users were from Germany, China and Mississippi.

### **Special Projects**

The walls inside the building which have been damaged and scarred are currently being repainted.

After five years of use, its time to perform preventive maintenance on the tower to check antennas and repair lights. Plans are being made to accomplish this in April. This job is now out for quotes.

The Intergovernmental Agreement to transfer the tower and adjacent property that we would require from the parish in 2018 is in the process of being written.

- The recent 9-1-1 system outages in Washington and St Tammany parishes highlights the need to improve our Reverse 9-1-1 Emergency Notification System. Our current system is limited to telephone calls to landline phones from one dispatch position, which is currently unmanned.

We are currently evaluating the products available to perform these functions.

### **2018 Capital Plan**

Pave Roadway		Approximately \$ 36,000
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Mr. Coleman called for any questions concerning the Chairman’s Report. Hearing none, Mr. Coleman called for a motion to accept and approve the Chairman’s report. Mr. Byrd 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. Coleman reviewed the February, 2018, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2018 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer’s report, the February, 2018, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2018 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the February, 2018, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2018 budget, and the 911 funds statement with cash disbursements. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

### **OLD/NEW BUSINESS**

Mr. Fenner made the motion to approve Public Safety Agency Petition To Remove A Road Name, 2018-1, deleting Savery Dr. from the data base. This road has been abandoned. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to approve Public Safety Agency Petition To Remove A Road Name, 2018-2, deleting Lil Darlin Ln. from the data base. This road has been abandoned. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to approve Public Safety Agency Petition To Remove A Road Name, 2018-3, deleting Dummyline Rd. from the data base. This road has been abandoned. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

### **COMMITTEE REPORTS**

There were no committee reports.

### **PUBLIC PARTICIPATION**

There was no participation by the public.

Mr. Fenner made the motion to adjourn. Mr. Byrd 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