

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of August 2, 2022

A properly advertised Washington Parish Communications District Board meeting was held on August 2, 2022 at 54100 Dollar Rd, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Danny Harris	Treasurer
	Mrs. Cynthia August	Secretary
	Ms. Sarah Burris	
	Mr. Brent Jones	
	Mr. Olander Smith	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Dan Foil	Attorney

Others present were:	Joanna Thomas	Director
	John Edwards	Prepared911

Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Ms. Thomas opened with prayer.

ROLL CALL OF BOARD MEMBERS

Mrs. Thomas 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 July, 2022, meeting. The minutes were emailed out to each member prior to this meeting. Mrs. Burris made the motion to dispense with the reading of the July, 2022, meeting minutes. Mr. Jones seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the July, 2022, meeting minutes. Mr. Jones made the motion to approve the July, 2022, meeting minutes. Mrs. August seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

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

Daily Operational Issues

All dispatch positions are up and running.

For the month of July we issued 28 new addresses they were:

Franklinton	13
Bogalusa	04
Pine	04
Mt. Hermon	03
Angie	03
Varnado	01
Total	28

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

The 2021 financial data has been delivered to Minda. Minda's work has been delayed. Minda therefor submitted an extension request on June 29 to the Louisiana Legislative Auditor. The extension request was denied on July 19 and thus, a late report finding will be required.

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

I am currently working with Tangipahoa 9-1-1 to develop a mutual aid plan during emergencies.

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. Mrs. Burris made the motion to accept and approve the Director's Report as given. Mrs. August seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 165 new users with 200 page hits in July. Foreign users were from France, China, and South Africa

Special Projects

- Weekly review of ongoing technical issues continue. Most recent meeting was today.
- Preparation for the 2022 hurricane season:
 - Install generator transfer switch – Equipment Delivery next week

Other Business

- Additional Prepared 911 information to be presented at tonight's meeting
- Cooperative Endeavor Agreement between Washington Parish Communications District and twenty-two other Districts to develop a Request for Proposal development of procurement documents for the purchase and implementation of an Emergency Services Internet Protocol based Network (ESInet) being reviewed by Dan Foil.

2022 Projects

Capital

Install Building Air Intake Hoods		\$ 2,000 Completed
Install Remote Radio Control		\$ 8,500 Completed
Install Generator Transfer Switch		\$ 15,000 (Parts scheduled for delivery)
Acquisition of Dispatch Room Computers		\$ 5,400 Complete
Install replacement antennas and lightning rod		\$ 13,000 Complete
Remote Antenna Switching		\$ 950 (Parts ordered)

Non Capital

Adjust Guy Wire Tension		\$ 5,000 Complete
Perform Generator Maintenance		\$ 3,000 Complete
Improved Cyber Security System Software		\$ 3,000 per year (in progress)
Replace Pressure Regulator Fire Pump Cooling System		\$ 1,000 Complete

Future Projects

Building Expansion, Bunking and Feeding Safe Room		\$ 1,500,000 (Grant)
Franklinton Bunker		\$ 500,000
Replace Franklinton tower		\$ 135,000
Security Fencing		\$ 170,000
Replace 25 Year Old Vehicle		\$ 32,000
Replace 8 year old Audio Visual System		\$ 130,000
Replace 8 year old Telephone System		\$ 50,000
Replace EOC Tower Lighting System		\$ 30,000
Replace 9-1-1 Call Recorder		\$ 20,000

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

TREASURER'S REPORT

Mr. Harris reviewed the July, 2022, financial statements, the income and budget statements, the check register, the cash receipts, cash disbursements, the account reconciliation statement, the YTD spending compared to the 2022 budget, and the 911 funds statement.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the July, 2022, financial statements, income and budget statements, the check register, the cash receipts, cash disbursements, the account reconciliation statement, the YTD spending compared to the 2022 budget, and the 911 funds statement.

Mr. Harris made the motion to accept and approve the Treasurer's report, the July, 2022, financial statements, income and budget statements, the check register, the cash receipts, cash disbursements, the account reconciliation statement, the YTD spending compared to the 2022 budget, and the 911 funds statement. Mrs. August seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

John Edwards with Prepared911 demonstrated the use of the Prepared911 software. Following the demonstration Chairman Coleman stated that he would facilitate the installation of the software at the EOC dispatch positions based on the motion passed at the last meeting. There was no objection.

COMMITTEE REPORTS

There were no committee reports.

PUBLIC PARTICIPATION

There was no participation by the public.

Mr. Harris made the motion to adjourn. Mrs. Burris seconded the motion. Motion passed by a unanimous vote. Meeting of the Board adjourned at 6:30 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: _____ Mrs. Cynthia August, Secretary