

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of January 14, 2020

A properly advertised Washington Parish Communications District Board meeting was held on January 14, 2020 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Danny Harris	
	Ms. Sarah Burris	
	Mr. Olander Smith	

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

Others present were:	Joanna Thomas	Director
	Dan Foil	Attorney

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.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the December, 2019, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Harris made the motion to dispense with the reading of the December, 2019, meeting minutes. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the December, 2019, meeting minutes. Mr. Smith made the motion to approve the December, 2019, meeting minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

ELECTION OF OFFICERS

Mr. Fenner made the motion to re-appoint the 2019 officers for the year of 2020. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

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

Daily Operational Issues

All PSAPs are currently operational. All PSAP are up a running with no issues to report at this time.

For the month of November we issued 18 new addresses they were:

Franklinton	09
Angie	02
Bogalusa	02
Mt. Hermon	01
Pine	03
Varnado	01
Total	18

For the month of December we issued 10 new addresses they were:

Franklinton	04
Angie	01
Bogalusa	01
Mt. Hermon	02
Pine	02
Total	10

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.

Map data updates were sent to GeoComm in December for use by our dispatch mapping system.

Special Projects

The project to align our three data bases (MSAG, Map and Snap Shot) continues. We are over 90% complete on this project.

Dispatchers from the Bogalusa Police Department attended training in Hammond during the month of November.

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. Harris made the

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

CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 66 new users with 112 page hits in November and 88 new users with 135 page hits in December. Foreign users were from Canada, China, Ireland, India, Belgium, Russia, France, and the Ukraine.

Special Projects

- Components for the new 9-1-1 system not included by Solacom in their \$326,000 contract have been ordered.. These components include:
 - Workstation Computers \$ 30,000
 - Workstation Monitors \$ 7,000
 - Server \$ 10,000
 - Recorder Upgrades \$ 12,000
 - Monitor/Keyboard/Mouse Control \$ 6,000
 - GeoComm Map Installation \$ 6,000
 - Total \$ 71,000

- It is estimated that network programming costs of \$70,000 will be required to prepare for the new 9-1-1 system.

2020 Capital Plan

Fire Alarm Control Replacement		\$ 10,000
Fencing and Security at Office		\$ 180,000
9-1-1 Equipment Replacement		\$ 466,000 (in progress)

The fencing is estimated at \$ 110,000. The gate and electrical controls is estimated at \$ 50,000. Architectural fees of 10.46 % are based on the State of Louisiana formula.

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

TREASURER'S REPORT

Mr. Fenner reviewed the December, 2019, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the December, 2019, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the December, 2019, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 budget, and the 911 funds statement with cash disbursements. Mr. Harris seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Harris made the motion to renew the yearly maintenance contract with Electronic Business Systems on the EOC telephone system logging recorder for \$ 3,353.65. Mr. Harris seconded the motion. Motion passed by a unanimous vote.

Mr. Harris made the motion to renew the yearly maintenance contract with Geo-Comm, Inc on the presently used dispatcher map for \$ 13,675.00. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Harris made the motion to approve a contract with Geo-Comm, Inc to develop the necessary map and MSAG changes related to a switch to the DOTD approved parish boundaries for \$ 4,134.98. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman reported that the EOC fire alarm control system will require replacement due to the current system having reached its end-of-life. Expected cost is approximately \$ 7,000.

COMMITTEE REPORTS

There were no committee reports.

PUBLIC PARTICIPATION

There was no participation by the public.

Mr. Harris 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