

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of July 5, 2022

A properly advertised Washington Parish Communications District Board meeting was held on July 5, 2022 at 54100 Dollar Rd, Franklinton, LA at 6:00 PM.

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

Members absent were:	Dan Foil	Attorney
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Others present were:	Joanna Thomas	Director
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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 June, 2022, meeting. The minutes were emailed out to each member prior to this meeting. Mr. Harris made the motion to dispense with the reading of the June, 2022, meeting minutes. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the June, 2022, meeting minutes. Ms. August made the motion to approve the June, 2022, meeting minutes. Ms. Burris seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

This office has been active during the month of June 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 May we issued 27 new addresses they were:

Franklinton	11
Bogalusa	04
Pine	05
Mt. Hermon	00
Angie	07
Total	27

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

Mrs. Moore continues to do the addressing and both Mrs Moore and Mrs 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. Mr. Stogner made the motion to accept and approve the Director's Report as given. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 138 new users with 176 page hits in June. Foreign users were from France, China, Ukraine, and the Netherlands.

Special Projects

- Weekly review of ongoing technical issues continue. Most recent meeting was today.
- Preparation for the 2022 hurricane season:
 - Protect building air intake hoods – Completed
 - Install generator transfer switch – Equipment Ordered
 - Adjust guy wire tension – Completed
 - Install replacement antennas and lightning rod -- Completed
 - Perform generator yearly maintenance – Completed
 - Acquisition of Dispatch Room Computers – Completed

Other Business

- Consider approval of 9-1-1 fee increase:

These recalculated emergency telephone service charges shall be as follows, effective October 1, 2022:

- Residence Service Per Line, \$ 1.65 Per Month (increase of \$0.59/month)
 - Business Single Line Service, \$ 7.00 Per Month (increase of \$1.00/month)
- Consider approval of Prepared911 live video to dispatcher
 - Consider approval of 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) that will prepare their Emergency Communications Centers (ECC) to receive Next Generation 9-1-1 technology.

Parish	Population	%	Cost
Acadia	58,000	3.28%	\$4,262.54
Allen	23,000	1.30%	\$1,690.32
Beauregard	36,000	2.04%	\$2,645.71
Bienville	13,000	0.73%	\$955.40
Bossier	129,000	7.29%	\$9,480.47
Caddo	237,000	13.40%	\$17,417.60
Caldwell	10,000	0.57%	\$734.92
Cameron	5,600	0.32%	\$411.56
Calcasieu	216,000	12.21%	\$15,874.27
Desoto	27,000	1.53%	\$1,984.28
Evangeline	32,000	1.81%	\$2,351.74
E. Carroll	7,100	0.40%	\$521.79
Franklin	20,000	1.13%	\$1,469.84
Lafayette	241,000	13.62%	\$17,711.57
LaSalle	15,000	0.85%	\$1,102.38
Ouachita	160,000	9.05%	\$11,758.72
Rapides	130,000	7.35%	\$9,553.96
St. Landry	82,000	4.64%	\$6,026.34
St. Martin	52,000	2.94%	\$3,821.58
Vermillion	57,000	3.22%	\$4,189.04
Washington	46,200	2.61%	\$3,395.33
West Baton Rouge	27,000	1.53%	\$1,984.28
Tangipahoa	145,000	8.20%	\$10,656.34
Total	1,768,900	1	130,000

- Consider addition of project changes to Capital and Non-Capital projects.

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 ordered)
Acquisition of Dispatch Room Computers		\$ 5,400 Complete
Install replacement antennas and lightning rod		\$ 13,000 Complete
<i>Remote Antenna Switching</i>		\$ 950

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)
<i>Replace Pressure Regulator Fire Pump Cooling System</i>		\$ 1,000

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
<i>Replace 9-1-1 Call Recorder</i>		\$ 20,000

- Consider approval of 2021-2022 insurance coverage from VFIS

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

TREASURER'S REPORT

Mr. Harris reviewed the June, 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 June, 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 June, 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. Stogner seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

The board was presented the year 2022 – 2023 VFIS insurance coverages by Richard Jenkins and Michael Mobley of Moore and Jenkins.

	2021 to 2022	2022 to 2023	change \$	change %
Property	\$43,341.00	\$47,995.00	\$4,654.00	11.75
Liability	\$1,970.00	\$2,053.00	\$83.00	4.21
Manage Liability	\$2,406.00	\$1,623.00	(\$783.00)	-32.54
Umbrella	\$1,219.00	\$1,038.00	(\$181.00)	-14.90
Tax/Surcharge	\$1,079.19	\$1,162.25	\$83.06	7.98
Crime	\$442.76	\$432.00	(\$10.76)	-2.49
Auto	\$4,764.00	\$5,370.00	\$606.00	14.43
Total Premium	\$55,221.95	\$59,673.25		8.75
Increase/(Decrease)		\$4,451.30		
Blanket Contents Limit	\$2,182,715.00	\$2,270,022.00		4.16
Building	\$2,587,776.00	\$2,691,287.00		4.16
Total Coverage	\$4,770,491.00	\$4,961,309.00		4.16

Mrs. Smith made the motion to approve the renewal of the VFIS yearly insurance coverage. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman reviewed the proposal from Prepared911 to deliver video, photos, text messages and GPS location data to the dispatch positions. Ms. Burriss made the motion to provide the Prepared911 system to those agencies who wish to utilize it. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman reviewed the 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) that will prepare their Emergency Communications Centers (ECC) to receive Next Generation 9-1-1 technology. Mr. Stogner made the motion to approve the signing of the 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) that will prepare their Emergency Communications Centers (ECC) to receive Next Generation 9-1-1 technology, after the review and approval of Mr. Foil. Mr. Harris seconded the motion. Motion passed by a unanimous vote.

Ms. Burris made the motion to add the following line items to the 2022 Projects List/ Capital Budget. Ms. August seconded the motion. Motion passed by a unanimous vote.

2022 Projects

Capital

<i>Remote Antenna Switching</i>		\$ 950
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Non Capital

<i>Replace Pressure Regulator Fire Pump Cooling System</i>		\$ 1,000
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Future Projects

<i>Replace 9-1-1 Call Recorder</i>		\$ 20,000
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COMMITTEE REPORTS

There were no committee reports.

PUBLIC PARTICIPATION

There was no participation by the public.

Mr. Stogner made the motion to adjourn. Mr. Smith 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