

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of March 3, 2015**

A properly advertised Washington Parish Communications District Board meeting was held on March 3, 2015 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Mrs. Cynthia August	Secretary
	Mr. Cook Byrd	
	Mr. Stephen Richardson	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Mike Corkern	

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. Mr. Fenner 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 February, 2015, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Richardson made the motion to dispense with the reading of the February meeting minutes. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the February, 2015, meeting minutes. Ms. August made the motion to approve the February, 2015, meeting minutes. Mr. Richardson 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.

**Operational Issues**

All 9-1-1 equipment is operating without failure during the past month. There was an issue with the network between the Communications Center and Franklinton which has been fixed.

Slidell Refrigeration came and changed all the air conditioning filters last week.

I had to go to Bogalusa City court yesterday to testify that we had no record of a 911 recording or call pertaining to a particular person and address.

For the month of February we issued 31 new addresses they were:

Franklinton	12
Bogalusa	06
Pine	09
Angie	01
Mt. Hermon	02
Varnado	01
Total	31

MS Moore and MS Jones continue to work on the mapping and addressing.

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. Minda has completed our year end compilation report.

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**

While I was in Bogalusa for court I had the opportunity to meet with Ms. Wendy O'Quin Perrette, the mayor of Bogalsua. She is very excited about our facility and looks forward to come visit. She is still very busy getting adjusted to her new position so I told her I would give her a call in a few months and we can set up a time for her to come and visit.

This has 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 80 new users with 122 page hits in January.

## Special Projects

### *Republican Executive Committee*

A tour will be held at the Communications Center on March 13<sup>th</sup> at 3PM for the Republican Executive Committee to help them understand the 9-1-1 system in Washington Parish.

The Executive Committee consists of Ginger Corken, Kay Lewis, Suzannah Fussell, Beth Mizell, Merlin Duke, Mark James II, and Cynthia Condon.

### *MOU For GIS Data*

Stephenson Disaster Management Institute (SDMI) at LSU has completed 50 % of their project to collect GPS data in Washington Parish.

### **Microwave System**

The microwave system utilized by the Communications Center was licensed in the name of GOHSEP in Baton Rouge. Since they fired their personnel and no longer maintain radio systems, the licenses of the microwave system were canceled. I am re-licensing this system in the name of Washington Parish.

### **Capital Budget**

Progress on the 2014 Capital Budget items are as follows:

#### Capital Projects

		<b>Cost 2014</b>	<b>Status</b>
Install satellite telephone in radio bunker.	9	\$ 900	Ordered

Progress on the 2015 Capital Budget items are as follows:

#### Capital Projects

		<b>Cost 2015</b>	<b>Status</b>
Jeep replacement - Oldest	13	\$ 3,000	
IT- Check Florida ECS-1000 for compatibility with present unit	14	\$ 4,000	
IT- Install security ESET on all computers	15	\$ 4,000	Scheduled for April
Replace field addressing map software with updated version	16	\$ 5,000	
IT- Change out temporary, non-POE switch at comm. center	17	\$ 1,000	
IT- Install Cisco switch at FPD	18	\$ 1,000	
Install Alber BDS-40 battery monitor on Communications Center UP	19	\$ 15,000	Delay Under Review
IT- Connect tower mounted cell phone antenna to telephone system	20	\$ 3,000	Completed
IT - Remote control of Kenwood radio features	21	\$ 1,000	Completed
IT- Enable tower light email notification of problems	22	\$ 1,000	Completed

## **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.

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

## **TREASURER'S REPORT**

Mr. Fenner reviewed the February, 2015 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 2015 budget, the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the February, 2015, financial statements, checklist, and YTD spending as compared to the 2015 budget. Mr. Fenner made the motion to accept and approve the Treasurer's report, the February, 2015, financial statements, the YTD spending as compared to the 2015 budget, and the 911 funds statement with cash disbursements. Mr. Richardson seconded the motion. Motion passed by a unanimous vote.

## **OLD/NEW BUSINESS**

There was a discussion concerning a "Meet and Greet", open to the public, to be held in June.

## **COMMITTEE REPORTS**

There were no committee reports.

## **PUBLIC PARTICIPATION**

There was no participation by the public.

Ms. August 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