

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of March 7, 2017

A properly advertised Washington Parish Communications District Board meeting was held on March 7, 2017 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Stephen Richardson	
	Mr. Cook Byrd	

Members absent were:	Mrs. Cynthia August	Secretary
	Mr. Olander Smith	

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, 2017, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Stogner 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, 2017, meeting minutes. Mr. Byrd made the motion to approve the February, 2017, meeting minutes. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the motions passed at the February, 2017, meeting. Mr. Stogner made the motion to approve the motions passed at the February, 2017, meeting. 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.

Daily Operational Issues

All PSAPs are currently operational with no outages reported.

For the month of February we issued 25 new addresses they were:

Franklinton	12
Bogalusa	06
Mt. Hermon	02
Angie	01
Pine	02
Varnado	02
Total	25

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. Our recent map updates are scheduled for uploading on the dispatch computers on March 17th.

Special Projects

I have been working with the fire departments on their rating survey for this year. Information has been given to three volunteer departments and is in the process of being developed for the Bogalusa Fire Department.

Radio reception checks were successfully accomplished for all of the volunteer departments this past Saturday.

Preparations continue on the 2016 financial records for our yearly audit.

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 174 new users with 283 page hits in February with foreign visitors from China, and the Czech Republic.

Special Projects

Repairs Needed

Our monitoring system on the Liebert uninterruptable power supply in the tower building shows a critical alarm on the 40 batteries contained within the system. These batteries were changed out on February 14th and 15th.

Long Term Capital Plan

The 2016 capital project to install an Albers batter monitoring system on the Liebert uninterruptable power supply in the main building has been delayed at the vendor’s request until March.

The 2017 capital plan is currently as follows:

Hook up of standby generator to main electrical system	34	Done
Install 1200 gal diesel fuel tank	35	\$ 12,000
Pave Roadway		\$ 22,000
To Be Determined		\$ 6,000

Recent Meetings

On Friday, March 3rd, the Bogalusa Police Chief received a tour and an informational briefing about the Communications Center. Discussions were held concerning the challenges of moving their dispatchers to the Center.

Challenges include:

- Union Contract
- Civil Service Agreement
- Ability to handle administrative tasks currently assigned to dispatcher.

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. Stogner seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

Mr. Fenner reviewed the February, 2017, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2017 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, 2017, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2017 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the February, 2017, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2017 budget, and the 911 funds statement with cash disbursements. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to change the LAMP account name to "Restricted Capital Funds" and to transfer \$ 40,000 from the checking account into it. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Richardson made the motion to declare the 1997 Jeep Cherokee as surplus property and to dispose of it at auction. Mr. Stogner 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. Smith 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