

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of March 8, 2022**

A properly advertised Washington Parish Communications District Board meeting was held on March 8, 2022 at 54100 Dollar Rd, Franklinton, LA at 6:30 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Danny Harris	Treasurer
	Mr. Mike Stogner	Vice-Chairman
	Mr. Olander Smith	
	Ms. Sarah Burris	

Members absent were:	Mrs. Cynthia August	Secretary
	Mr. Brent Jones	

Others present were:	Joanna Thomas	Director
	Dan Foil	Attorney

Chairman Coleman called the meeting to order at the appointed time of 6:30 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 February, 2022, meeting. The minutes were emailed out to each member prior to this meeting. Mr. Stogner made the motion to dispense with the reading of the February, 2022, meeting minutes. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the February, 2022, meeting minutes. Mr. Harris made the motion to approve the February, 2022, meeting minutes. Mr. Smith 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 dispatch positions are up and running.

For the month of February we issued 24 new addresses they were:

Franklinton	11
Bogalusa	06
Pine	03
Mt. Hermon	03
Angie	01
Total	24

Mrs Moore and Ms Jones continue to work on the mapping.

All dispatch positions are up and running.

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 Ms Jones continuing to work on map updates on a daily basis.

The next group of updates is scheduled to be submitted to GeoComm for processing by the end of March.

### ***Special Projects***

1. A visit to Tangipahoa 9-1-1 is currently being scheduled for the Strategy Committee.

The agenda for this visit includes:

- Capability to answer Washington Parish 9-1-1 calls during an emergency
- Capability to answer Washington Parish 9-1-1 calls during normal operations

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 118 new users with 184 page hits in February. Foreign users were from China, Russia, Ukraine, and France.

## Special Projects

- Weekly review of ongoing technical issues continue.
- Preparation for the 2022 hurricane season:
  - Repairs to bunker roof – Done
  - Two year change out of diesel fuel – Done
  - Adjustments to the Verizon Broadband interface - Done
  - Adjustments to the telephone and broadband failover software – Done
  - Remote control of satellite system – Done
  - Remote control of radio systems – In Progress
  - Protect building air intake hoods – In Progress
  - Install generator transfer switch
  - Adjust guy wire tension
  - Install replacement antennas and lightning rod -- In Progress
  - Perform generator yearly maintenance

## Other Business

- Improve Cyber Security System – – In Progress

## 2022 Projects

### Capital

Install Building Air Intake Hoods		\$ 2,000 (in progress)
Install Remote Radio Control		\$ 8,500 (in progress)
Install Generator Transfer Switch		\$ 15,000
Install replacement antennas and lightning rod		\$ 4,000

### Non Capital

Adjust Guy Wire Tension		\$ 5,000
Perform Generator Maintenance		\$ 3,000
Improved Cyber Security System Software		\$ 3,000 per year (in progress)

## 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

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. Harris reviewed the February, 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 February, 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 February, 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. Smith seconded the motion. Motion passed by a unanimous vote.

### **OLD/NEW BUSINESS**

There were no old or new business.

### **COMMITTEE REPORTS**

There were no committee reports.

### **PUBLIC PARTICIPATION**

There was no participation by the public.

Mr. Harris 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