

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of May 2, 2017

A properly advertised Washington Parish Communications District Board meeting was held on May 2, 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
	Mrs. Cynthia August	Secretary
	Mr. Cook Byrd	
	Mr. Olander Smith	

Members absent were: Mr. Stephen Richardson

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 April, 2017, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Byrd made the motion to dispense with the reading of the April meeting minutes. Mrs. August seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the April, 2017, meeting minutes. Mr. Stogner made the motion to approve the April, 2017, meeting minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the motions passed at the April, 2017, committee meeting. Mr. Byrd made the motion to approve the motions passed at the April, 2017, committee meeting. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

This office has been active during the month of April 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. The map monitor on the Bogalusa Police Department's spare position was replaced in April.

For the month of April we issued 32 new addresses they were:

Franklinton	16
Bogalusa	06
Mt. Hermon	01
Pine	08
Varnado	01
Total	32

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.

We have had two map updates uploaded to the dispatch positions this month. One contained updates to the Emergency Notification System.

Special Projects

I am still continuing helping the Fire Departments on getting all the information that is needed for their ratings. A meeting with the Bogalusa fire chief was held to discuss 911 related issues.

Minda is currently working on our 2016 audit. A meeting with her was held in April to discuss our federal withholding tax calculations.

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. Smith made the motion to accept and approve the Director's Report as given. Mrs. August seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 87 new users with 158 page hits in April. Foreign users were from China, Nigeria and Germany.

Yearly Renewals

Maintenance agreements from GeoComm are now due for renewal:

	2017	2016
Data Maintenance	\$ 5,856	\$ 5,352
Software Maintenance	\$ 11,925	\$11,425

Long Term Capital Plan

The 2016 capital project to install an Albers battery monitoring system on the Liebert uninterruptable power supply in the main building was completed in April.

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- Quotes Requested
Pave Roadway		\$ 22,000
To Be Determined		\$ 6,000

Recent Meetings

On Friday, March 17, our state senator and representative plus three representatives of the sheriff's office 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:

- Ability to handle administrative tasks currently assigned to dispatcher.
- Ability of the Communications District to pay additional WPSO costs.

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

TREASURER'S REPORT

Mr. Fenner reviewed the April, 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 April, 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 April, 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, the 911 funds statement with cash disbursements, and the movement of \$ 40,000 from the checking account into the "Restricted Capital Funds" account. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Coleman requested that the Personnel Committee meet prior to the next meeting to review employee performance and compensation.

COMMITTEE REPORTS

There were no committee reports.

PUBLIC PARTICIPATION

There was no participation by the public.

Mr. Stogner made the motion to adjourn. Mrs. August 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