

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of May 1, 2018

A properly advertised Washington Parish Communications District Board meeting was held on May 1, 2018 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	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Olander Smith	
	Mr. Stephen Richardson	

Others present were:	Dan Foil	Attorney
	Joanna Thomas	Director

Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Ms. Thomas 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, 2018, 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. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the April, 2018, meeting minutes. Mr. Byrd made the motion to approve the April, 2018, meeting minutes. Mr. Fenner 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. There was one problem during the month.

In the month of April we had an issue at WPSO with the phone continuing to ring and no one on the line with the dispatcher would answer. It was an ATT issues and the got it fixed.

For the month of April we issued 28 new addresses they were:

Franklinton	10
Bogalusa	07
Varnado	02
Pine	03
Mt Hermon	01
Angie	05
Total	28

Ms. Moore continues to do the addressing and both Ms Moore and MS Jones continuing to work on map updates on a daily basis.

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

Special Projects

The project to align our three data bases (MSAG, Map and Snap Shot) continues. Time to completion is approximately one year.

The building was visited today by a government delegation from the country of Haiti. They are in Louisiana visiting EOCs.

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. Ms. August 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 107 new users with 169 page hits in April. Foreign users were from Ireland and China.

Special Projects

After five years of use, preventive maintenance on the tower to check antennas and repair lights is currently under way and should be finished in June.

The Intergovernmental Agreement to transfer the tower and adjacent property that we would require from the parish in 2018 is in the process of being written. We will direct the surveyor to develop a plat and legal description. Reviewed President Thomas today on this project.

The recent electrical substation fire in Amite knocked out power on the north side of Hwy 16, from Amite to the Washington Parish line, thereby affecting cell phone towers used by Washington Parish residents. This highlights the need to improve our Reverse 9-1-1 Emergency Notification System.

We are currently evaluating the products available to perform these functions.

2018 Capital Plan

Pave Roadway	Approximately \$ 36,000
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2019 Capital Plan

Based on the advice of our computer consultant, Gage Telephone, it is recommended that a new 9-1-1 system be installed in 2019. This recommendation is based on:

- Increasing difficulty in acquisition of dispatch computers
- Airbus will end factory support after 2019
- GeoComm will end factory support after 2019

Since we will not be financially able to install the equipment bunker in Franklinton until 2021, both parts of the new 9-1-1 system would be installed in the Communications Center building.

Once the equipment bunker in Franklinton is built, a portion of the equipment in the Communications Center would be moved.

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. Fenner 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 April, 2018, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2018 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner called for a motion to accept and approve the Treasurer's report, the April, 2018, financial statements, income and budget statements, the check register, the cash receipts, the

account reconciliation statement, the YTD spending compared to the 2018 budget, the 911 funds statement with cash disbursements, and moving \$ 50,000 to the restricted LAMP account.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the April, 2018, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2018 budget, and the 911 funds statement with cash disbursements and moving \$ 50,000 to the restricted LAMP account. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Ms. August made the motion to approve the renewal of the yearly GeoComm Map Maintenance and Software Maintenance contracts. Mr. Byrd 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