

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of September 6, 2022

A properly advertised Washington Parish Communications District Board meeting was held on September 6, 2022 at 54100 Dollar Rd, Franklinton, LA at 6:00 PM.

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| Members present were: | Mr. James Coleman | Chairman |
| | Mr. Mike Stogner | Vice-Chairman |
| | Mrs. Cynthia August | Secretary |
| | Ms. Sarah Burris | |
| | Mr. Brent Jones | |
| | Mr. Olander Smith | |

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| Members absent were: | Mr. Danny Harris | Treasurer |
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| 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. 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 August, 2022, meeting. The minutes were emailed out to each member prior to this meeting. Mrs. August made the motion to dispense with the reading of the August, 2022, meeting minutes. Mrs. Burris seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the August, 2022, meeting minutes. Mrs. Burris made the motion to approve the August, 2022, meeting minutes. Mrs. August seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

This office has been active during the month of August 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.

We had a fire pump incident here at the office and Jim will have a report on that.

For the month of August, we issued 26 new addresses they were:

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| Franklinton | 17 |
| Bogalusa | 01 |
| Pine | 05 |
| Mt. Hermon | 02 |
| Varnado | 01 |
| Total | 26 |

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 MS Moore and MS Jones continuing to work on map updates on a daily basis.

Special Projects

I am currently working with Tangipahoa 9-1-1 to develop a mutual aid plan during emergencies.

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. Mrs. Burris 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 122 new users with 184 page hits in August. Foreign users were from China, Korea, Finland, Canada, India, France and South Africa.

Special Projects

- Weekly review of ongoing technical issues continue. Most recent meeting was today.
- Preparation for the 2022 hurricane season:
 - Install generator transfer switch – Equipment Delivery pending. Has been received by local distributor.

Other Business

- Damaged Fire Suppression Sprinkler System

- The fire suppression sprinkler system has been damaged and is no longer operational.
- The fire marshal has concluded “that a serious life hazard exists due to the lack of a required operative sprinkler system”.
- Louisiana Revised Statute 39:1598 allows for Emergency Procurements “when there exists an imminent threat to the public health, welfare, safety, or public property under emergency conditions as defined in accordance with regulations.”
- It is thus requested that the board “authorize the District to make emergency procurements related to the repair or replacement of damaged fire suppression system components due to an imminent threat to the public health, welfare, safety, or public property under emergency conditions as defined in accordance with regulations”.



- Additions to capital budget in future years.
- Web site modifications

2022 Projects

Capital

| | | |
|--|--|---|
| Install Building Air Intake Hoods | | \$ 2,000 Completed |
| Install Remote Radio Control | | \$ 8,500 Completed |
| Install Generator Transfer Switch | | \$ 15,000 (Parts scheduled for delivery) |
| Acquisition of Dispatch Room Computers | | \$ 5,400 Complete |
| Install replacement antennas and lightning rod | | \$ 13,000 Complete |
| Remote Antenna Switching | | \$ 950 (In Progress) |

Non Capital

| | | |
|---|--|---------------------------------|
| Adjust Guy Wire Tension | | \$ 5,000 Complete |
| Perform Generator Maintenance | | \$ 3,000 Complete |
| Improved Cyber Security System Software | | \$ 3,000 per year (in progress) |
| Replace Pressure Regulator Fire Pump Cooling System | | \$ 1,000 Complete |
| Web Site Revisions | | \$ 2,000 |

Future Projects

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|---|--|----------------------|
| 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 |
| Replace 9-1-1 Call Recorder | | \$ 20,000 |
| Replace Law Enforcement LWIN Radios | | \$ 35,000 |

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

TREASURER'S REPORT

Mr. Coleman reviewed the August, 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. He made a recommendation to transfer \$ 10,000 to the LAMP dedicated capital account and to adjust the 2022 budget as follows:

| <u>Prepaid Wireless</u> | <u>Aug</u> <u>YTD</u> | <u>Per</u> <u>Month</u> | <u>Year</u> |
|-------------------------|--------------------------|----------------------------|-------------|
| Budget Now | \$84,000 | \$10,500 | \$126,000 |
| Budget Adjusted | \$74,494 | \$9,312 | \$111,741 |

Utilities

| | | | |
|-----------------|----------|---------|----------|
| Budget Now | \$24,664 | \$3,083 | \$36,996 |
| Budget Adjusted | \$30,002 | \$3,750 | \$45,003 |

Mr. Coleman called for a motion to accept and approve the Treasurer’s report, the August, 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, the 911 funds statement, to adjust the budget as recommended and to transfer \$ 10,000 to the LAMP dedicated capital account.

Mrs. Burris made the motion to accept and approve the Treasurer’s report, the August, 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, the 911 funds statement, to adjust the budget as recommended and to transfer \$ 10,000 to the LAMP dedicated capital account. Mrs. August seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mrs. August made the motion to authorize the District to make emergency procurements related to the repair or replacement of damaged fire suppression system components due to an imminent threat to the public health, welfare, safety, or public property under emergency conditions as defined in accordance with regulations. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Smith made the motion to add the following items to the 2022 non-capital budget,

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| <i>Web Site Revisions</i> | | \$ 2,000 |
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and to add the following item to the future capital budget.

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| <i>Replace Law Enforcement LWIN Radios</i> | | \$ 35,000 |
|--|--|-----------|

Mrs. Burris seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman presented a Public Safety Agency Petition to Change A Road Name, 2022-1, which requests the deletion of Mamacyta Way from the road and map databases due to a field observation that the road no longer exists. Mr. Smith made the motion to delete Mamacyta Way from the road and map databases. Mrs. Burris 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.

Mrs. August made the motion to adjourn. Mrs. Burris 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