

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of August 7, 2012**

A properly advertised Washington Parish Communications District Board meeting was held on August 7, 2012 at 805 Pearl Street, 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. Mike Miller	

Members absent were:	Mrs. Mary Ratcliff
	Mr. Jason Verret

Others present were:	Dan Foil	Attonery
	Joanna Thoma	Manager
	Ms. Vivian Machenze	Moore & Jenkins Insurance
	Ms. Minda Raybourn	

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.

Chairman Coleman asked if the board would mind if Ms. Minda Raybourn could give her report, to be followed by the regular agenda. The board informally agreed.

Ms. Minda gave a report on the accounting review for 2011. She reviewed all the financial statements, all the revenues and expenditures. She stated that next year due to a projected increase of assets, we will have to have a full financial audit. Mr. Coleman asked if her company could do the audit as well as a review and she stated that they could do both. Ms. Minda complemented the board on how well we presented our books.

Mr Miller made the motion to accept and approve Ms. Minda's report on all the financials as well to retain her company to do the 2012 audit and/or review. Mr Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the July 2012, 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 meeting minutes. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the July 2012, meeting minutes. Mr. Stogner made the motion to approve the July 2012, meeting minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

## **MANAGER'S REPORT**

This office has been active during the month of July with both the normal daily operational issues of the office plus supporting our special projects.

We gave out a total of 31 new addresses in the Parish during August as follows:

Franklinton	22
Mt Hermon	02
Bogalusa	03
Angie	04
<i>Total</i>	<i>31</i>

I am still working with Ron Bloom our wireless consultant on our wireless issues. I will be conducting AT&T VOIP testing at all the PSAP's on August 10.

I attended the quarterly NENA/APCO meeting in Baton Rouge on July 12. It was a very informative meeting.

The water pump on one of the jeeps went out so it is being replaced at Taylor's and we are putting news tires on the other jeep.

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 are working on all the map updates.

This has been an interesting and productive month for our office. I would like to thank the board for their support and inputs.

Chairman Coleman called for any questions concerning the Manager's Report. Hearing none, Chairman Coleman called for a motion to accept and approve the Manager's report. Mr. Stogner made the motion to accept and approve the Manager's Report as given. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN'S REPORT**

### **Public 911 Education**

Our 911 web site was visited by 109 new users during the month of July with 181 page hits.

## **Communications Center**

Work continues on the site. The main building, fire system building and fire tank underground plumbing and electrical conduits are currently being installed.

The building concrete slab pour is scheduled for Friday of next week.

## **Communications Tower**

Work is wrapping up on the site. An inspection by the architect is scheduled for Thursday to determine if a substantial completion determination can be issued for this job.

## **Additional Topics**

The tower is being covered for 2012-2013 by our current insurance policy through Volunteer Fireman's Insurance Services (VFIS). The major competitor Emergency Services Insurance Program (ESIP) has declined to cover our agency. In addition, contacts with Bill Mc Gehee Insurance Co; Dan Johnson & Assoc Insurance Agency Inc; Bogalusa Indemnity Corporation and George H Bateman did not yield a viable alternative. Thus, there is no alternative to our VFIS coverage

TOTAL PREM 2012-2013 WITH \$ 5000 DED	\$32,092.00
TOTAL PREM LAST YR WITH \$ 250 DED	\$20,238.00
INCREASE FROM LAST YEAR	\$11,854.00

## **Conclusions**

The challenges of fine tuning and improving our system continues. I would like to thank both the board, Mrs Thomas and her staff for their hard work on the many complex challenges currently facing us.

Chairman Coleman called for any questions concerning the Chairman's Report. Hearing none, Chairman 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 July 2012, financial statements beginning with the balance sheet, both assets and liabilities. He then reviewed the income and budget statements. Next, he reviewed the check register, cash receipts, the account reconciliation statement, the YTD spending compared to the budget and the 911 funds statement with cash disbursements. Mr. Fenner informed the board that we have some CD's that will be maturing and he called asked the boards approval to cash in the CD's and move them into the LAMP account as they mature.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the financial statements, checklist, and YTD spending as compared to the 2012 budget for 2012 and also for the board's approval to cash in the CD's and move them into the LAMP account as they mature.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the financial statements, checklist, and YTD spending as compared to the 2012 budget for July and to cash in the CD's and move them into the LAMP account as they mature. Mr. Stogner seconded the motion. Motion passed by a unanimous vote

### **COMMITTEE REPORTS**

Mrs. August gave the Personnel Committee's report of their review of the employee evaluations. She stated that it had been two years since the last pay increase for our employee's as well that the cost of living has gone up. Ms. August recommended an annual pay increase of \$1,000.00 for Mrs. Moore and Ms. Jones and a \$1,200.00 increase for Mrs. Thomas. She stated that this would bring Mrs. Thomas up to where her pay grade should be at this time.

Mrs. August made the motion for an annual pay increase of \$1,000.00 for Mrs. Moore and Ms. Jones and a \$1,200.00 increase for Mrs. Thomas. Mr. Fenner seconded the motion. Motion passed by a vote of 4 YEAS and 1 NEA (Mr. Miller).

### **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