

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of July 2, 2013**

A properly advertised Washington Parish Communications District Board meeting was held on July 2, 2013 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

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

Others present were:	Dan Foil	Attorney
	Joanna Thomas	Manager

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**

Mr. Coleman 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 June 2013, 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 June meeting minutes. Cynthia August seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the June 2013, meeting minutes. Mr. Stogner made the motion to approve the June 2013, meeting minutes. Ms. August seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the motions made and passed at the June 2013 committee meeting. Mr. Stogner made the motion to approve the motions made and passed at the June 2013 committee meeting. Ms. August seconded the motion. Motion passed by a unanimous vote.

**MANAGER'S REPORT**

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

## Daily Operational Issues

All equipment is operating properly within the 9-1-1 system. For the month of June we issued 39 new addresses they were:

Franklinton	18
Bogalusa	03
Pine	03
Angie	04
Pine	07
Mt.Hermon	04
Total	39

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

Ms Moore's mom has been very sick so Shannon has been taking sick time but she has not exceeded her 45 days plus she has vacation time to use. She understands that if her days go beyond 45 days plus her 2 weeks' vacation time she will have to be on leave without pay.

The Family and Medical Leave Act entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. Minda has completed our year end compilation report with no findings. Her report will be given at the next meeting.

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 have completed cell phone testing at the Washington Parish Sheriff's office.

Mr. Coleman will report on the renewal of key maintenance contracts and insurance policies. 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. Fenner made the motion to accept and approve the Manager's Report as given. Ms. August seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN'S REPORT**

### **Public 911 Education**

Our 911 web site was visited by 75 new users during the month of June with 116 page hits. Total page hits since placed in service – 51,604

### **Communications Center**

The building has been substantially completed. Grand opening was held on June 1, 10 AM.

Items remaining include:

- Building contract:
1. Punch list – in progress
  2. Generator hook up and check out – in July
- EOC grant:
1. Audio Visual installation – in progress
  2. Basic door entry control – in progress
- Comm District
1. Office Move – Completed
  4. Final radio tie-ins – in July 15
- WPSO
1. Computer Aided Dispatch tie-ins – on hold
  2. NCIC tie-ins – on hold

### **Communications Tower**

Tower completion and acceptance has occurred.

### **Maintenance and Insurance Renewals**

The following renewals are due for approval and such approval is recommended :

	Yearly	Increase
HigherGround Recorder	\$ 5,217	\$ 0
GeoComm Software	\$ 12,102	\$ 2,274
GeoComm Map Maintenance	\$ 5,196	\$ 0
VFIS Insurance	\$ 33,930	\$ 3,930

### **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 June 2013 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. He also mentioned that upcoming bills would require moving \$ 150,000 from LAMP to our checking account.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the June financial statements, checklist, and YTD spending as compared to the 2013 budget.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the June 2013 financial statements, checklist, and YTD spending as compared to the 2013 budget. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

### **OLD/NEW BUSINESS**

Chairman Coleman called for a motion to renew the maintenance contracts and insurance coverage reviewed in the Chairman's report. Mr. Fenner made the motion to renew the maintenance contracts and insurance coverage reviewed in the Chairman's report. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Ms. August made the motion to change Mrs. Thomas' position and title from Manager to Director. Mr. Fenner 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. Stogner made the motion to adjourn. Mr. Fenner 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