

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of November 5, 2019**

A properly advertised Washington Parish Communications District Board meeting was held on November 5, 2019 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. Danny Harris	
	Ms. Sarah Burris	
	Mr. Olander Smith	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
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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 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 October, 2019, meeting. The minutes were mailed out to each member prior to this meeting. Ms. Burris made the motion to dispense with the reading of the October meeting minutes. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the October, 2019, meeting minutes. Ms. August made the motion to approve the October, 2019, meeting minutes with a date/year correction. Ms. Burris seconded the motion. Motion passed by a unanimous vote.

**DIRECTOR'S REPORT**

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

***Daily Operational Issues***

All PSAPs are currently operational. All PSAP are up a running with no issues to report at this time.

For the month of October we issued 24 new addresses they were:

Franklinton	08
Angie	10
Mt. Hermon	03
Pine	03
Total	24

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

We receive a call from Capital One Bank and were informed that they will no longer service our account. As approved by the board last year for this eventuality, we have opened up a new checking account with Hancock/Whitney Bank. We are currently getting all automated accounts changed over. \$125,000.00 has been transferred from Capital One to open the new account.

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***

The project to align our three data bases (MSAG, Map and Snap Shot) continues. We are over 87% complete on this project.

I completed a class for my current Basic Dispatcher certification. As I was not able to attend the previously approved NENA June conference in Orlando, I instead attended the NENA gulf coast conference and it was a very great learning experience.

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

## **CHAIRMAN'S REPORT**

### **Public 911 Education**

The site was visited by 141 new users with 182 page hits in October. Foreign users were from Pakistan, Italy, Ukraine, France, and Canada.

## Special Projects

- The Intergovernmental Agreement to transfer the tower and adjacent property in Franklinton has been approved by parish government and signed.
- A contract with Comtech Solacom Technologies , Inc for \$ 326,909.06 to supply NG-911 And Phase II Compatible Telecommunications and Data Processing Equipment and Software as per Request For Proposal of August 15, 2019, including Addendum Numbers 1, 2, and 3 has been signed.
- Now that the Solacom contract is in place purchase orders will be issued for the necessary components for the new 9-1-1 system not supplied by Solacom. These components include:
  - Workstation Computers \$ 30,000
  - Workstation Monitors \$ 7,000
  - Monitor/Keyboard/Mouse Control \$ 6,000
  - GeoComm Map Installation \$ 6,000

## 2019 Capital Plan

Telephone and Electric Conduit		\$ 10,000 (completed)
Administrative Server Replacement		\$ 20,000 (in progress)
Administrative Switch Replacement		\$ 12,600 (equipment delivered)
AV IPad Replacement		\$ 2,000 (completed)
Radio Amplifier Replacement		\$ 2,500 (completed)
Fire Protection System Sensor Waterproofing		\$ 3,500 (completed)
DOTD Required Sign On Dollar Road		\$ included in 2020 fencing project
Sign on Corner of Hwy 10 and Dollar Rd		\$ 1,300 (completed)
9-1-1 Equipment Replacement		\$ 450,000 (Vendor Recommended)

## 2020 Capital Plan

The 2020 capital plan will include the DOTD Required Sign On Dollar Road (see above) and the site's security fencing and gate. The fencing is estimated at \$ 110,000. The gate and electrical controls is estimated at \$ 50,000. Architectural fees of 10.46 % are based on the State of Louisiana formula.

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

## TREASURER'S REPORT

Mr. Fenner reviewed the October, 2019, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the October, 2019, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 budget, and the 911 funds statement with cash disbursements.

Mr. Harris made the motion to accept and approve the Treasurer's report, the October, 2019, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 budget, and the 911 funds statement with cash disbursements. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

### **OLD/NEW BUSINESS**

Mr. Harris made the motion to recommend to Parish Government the re-appointment of Mr. Orlander Smith of Hackley and Mr. Gary Fenner of Mt. Hermon to new four year terms beginning January 1, 2020. Ms. August 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. Harris made the motion to adjourn. Ms. Burris 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