

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of June 2, 2020

A properly advertised Washington Parish Communications District Board meeting was held on June 2, 2020 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	
	Mr. Olander Smith	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Ms. Sarah Burris	

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. August 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 May, 2020, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Fenner made the motion to dispense with the reading of the May, 2020, meeting minutes. Ms. August seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the May, 2020, meeting minutes. Mr. Smith made the motion to approve the May, 2020, meeting minutes with a correction. Ms. August seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

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

Daily Operational Issues

All PSAP are up a running with our new 911 system no major issues to report at this time. Gage was scheduled to reinstall Bogalusa's 911 position today.

For the month of May we issued 39 new addresses they were:

Franklinton	21
Angie	02
Mt. Hermon	02
Pine	09
Bogalusa	01
Varnado	04
Total	39

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 continuing to work on map updates on a daily basis.

Special Projects

The Emergency Notification System is now operational.

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 Chairman’s report. Mr. Fenner made the motion to accept and approve the Chairman’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 220 new users with 362 page hits in May. Foreign users were from China.

Special Projects

- The Solacom 9-1-1 system is complete. Final adjustments are in progress:
 - Increase radio audio VOX sensitivity at EOC dispatch
 - Connect administrative telephone audio into headset
- Install replacement computers for office staff is complete.

2020 Projects

Capital

Fire Alarm Control Replacement		\$ 10,000
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Fencing and Security at Office		\$ 180,000
Video Conference System For Conference Room		\$ 5,000 (in progress)

Non Capital

UPS Battery Replacement		\$ 10,000
Tower Inspection and Adjustments		\$ 18,000
Field Computer Upgrades		\$ 5,000 (complete)
Reverse 9-1-1		\$ 12,000 per year (complete)

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. Smith seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

At the request of Mr. Fenner, Mr. Coleman reviewed the May, 2020, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2020 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the May, 2020, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2020 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the May, 2020, 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. Ms. August seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

There was no old or new business.

COMMITTEE REPORTS

There were no committee reports.

PUBLIC PARTICIPATION

There was no participation by the public.

Mr. Harris 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