

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of November 7, 2017

A properly advertised Washington Parish Communications District Board meeting was held November 7, 2017 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

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|-----------------------|------------------------|---------------|
| Members present were: | Mr. James Coleman | Chairman |
| | Mr. Mike Stogner | Vice-Chairman |
| | Mr. Gary Fenner | Treasurer |
| | Mrs. Cynthia August | Secretary |
| | Mr. Olander Smith | |
| | Mr. Stephen Richardson | |

Members absent were: Mr. Cook Byrd

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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. 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.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the October, 2017, 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 October meeting minutes. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the October, 2017, meeting minutes. Mr. Fenner made the motion to approve the October, 2017, meeting minutes. Mr. Stogner 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 with several issues either corrected or ongoing. These issues are:

- The Bogalusa Police Department standby position at the EOC, which moved to Bogalusa to allow them to continue operations, should be completed this month.
- EOC position 1 has been replaced with a newer computer. This position is used by EOC personnel to answer questions from the public about shelters, sandbags, etc.

For the month of October we issued 25 new addresses they were:

| | |
|-------------|----|
| Franklinton | 11 |
| Mt. Hermon | 03 |
| Pine | 06 |
| Angie | 05 |
| Total | 25 |

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 project to align our three data bases (MSAG, Map and Snap Shot) has started with GeoComm. Time to completion is approximately six months.

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. Mr. Richardson seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 93 new users with 158 page hits in October. Foreign users were from Bangladesh, Germany, Fence, New York and China.

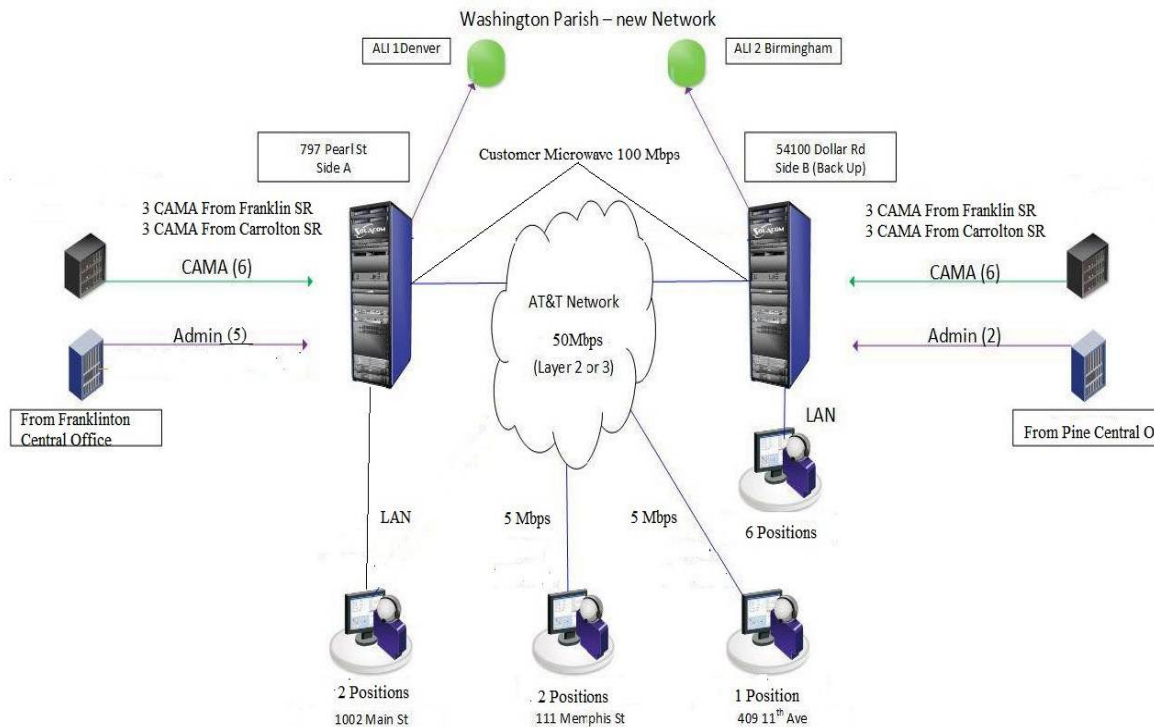
Special Projects

Weyerhaeuser has agreed to sell us the 4.29 acres to the west of our present property for \$ 8,500 per acre. This is a \$ 1,000 per acre reduction from what we paid them for 5.88 acres in 2009. Closing will be at 10 AM on November 15th at Wayne Kuhn's office.

This property would (1) Give us access to Hwy 10, (2) Provide additional approach clearance for helicopter access to the building, (3) Provide additional space for a mid parish POD, (4) Provide additional space for command vehicle parking, and (5) Prevent commercial development of the corner of Hwy 10/Dollar Road with resulting man made radio noise and static.

After five years of use, its time to perform preventive maintenance on the tower to check antennas and repair lights. Plans are being made to accomplish this.

A budget price estimate to fabricate, deliver, and install a concrete shelter to house our Franklinton main 9-1-1 equipment has been requested.



- Size 11.5 x 28 ft
- One double door only
- One cable entry
- One master ground plate
- Inside overhead 4 gang receptacles for 5 Dell equipment racks in single row
- Inside overhead grounding for 5 Dell equipment racks in single row
- Inside overhead cable tray for 5 Dell equipment racks in single row
- Replace Cummins ATS with GE ZTE Series
- Replace Cummins generator with Taylor Power TD55 mounted elevated on structural steel. DGC 2020 controller, Sound Attenuated Enclosure, 500 gal UL 42, sub base tank by Fidelity Manufacturing.

- Replace 50 kva Emerson UPS with 30 KVA Emerson Liebert NPower UPS
- Field mount Shelter on 6 foot high structural steel foundation with catwalk, handrails and stairs supplied by Sabre
- Fencing around shelter and existing tower.
- Outside buried ground ring to shelter, ice bridge and existing tower to Motorola R56 standards.
- Ice bridge as previous job but with one cable entry and additional 6 ft of entry elevation.

Long Term Capital Plan

The 2017 capital plan is currently as follows:

| | | |
|--|----|---|
| Hook up of standby generator to main electrical system | 34 | Done |
| Install 1200 gal diesel fuel tank | 35 | Connected to Both Generators. Tank grounding next step. |
| Pave Roadway | | Agreement Submitted to Parish |
| To Be Determined | | \$ 6,000 |

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. Ms. August 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 2017, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2017 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, 2017, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2017 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer’s report, the October, 2017, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2017 budget, the 911 funds statement with cash disbursements and to transfer \$ 40,000 from the checking account into LAMP. Mr. Stogner 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. Fenner 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