

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of November 6, 2018

A properly advertised Washington Parish Communications District Board meeting was held on November 6, 2018 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. Olander Smith	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Cook Byrd	
	Mr. Danny Harris	

Others present were:	Dan Foil	Attorney
	Joanna Thomas	Director

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, 2018, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Smith made the motion to dispense with the reading of the October meeting minutes. Ms. August seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the October, 2018, meeting minutes. Mr. Fenner made the motion to approve the October, 2018, meeting minutes. Mr. Smith 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.

During the month BPD position A kept kicking them out and freezing up and it would not ring at that position. Gage remoted in to look at it and got them back up. A few days later BPD position B monitor went out. I installed a monitor for Position B and hooked it up and tested it to make sure it was all up and running.

For the month of September we issued 16 new addresses they were:

Franklinton	11
Bogalusa	02
Pine	01
Angie	02
Total	16

Ms. Moore continues to do the addressing and both Ms Moore and MS Jones continuing to work on map updates on a daily basis. Another set of map revisions were submitted and approved for installation at the dispatch positions.

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

Special Projects

The project to align our three data bases (MSAG, Map and Snap Shot) continues. We are at 34.29% complete, and 35.6% when counting in progress records.

Sprint cell tower testing was completed during October at all three PSAPs.

A 911 presentation to approximately 30 Washington Parish head start students was also accomplished during October.````+`

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. Mr. Fenner made the motion to accept and approve the Director's Report as given. Ms. August seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 116 new users with 155 page hits in October. Foreign users were from China, Italy, and Canada .

Special Projects

- The Tourism Commission has requested that I visit with them on November 15th to help them better understand their options concerning a building erected within the boundary of the 911 public safety complex. It was previously stated to them that any such building must have a public safety use in addition to its normal function. Our building's architect will also attend this meeting.
- The project to change one light and reposition antennas has been completed.
- The Intergovernmental Agreement to transfer the tower and adjacent property that we would require from the parish to complete the new 911 equipment project has been completed and sent to parish government and Wayne Kuhn.
- It is requested that the 2019 Maintenance 911 Equipment Support Agreement with Motorola – Vesta for \$ 17,490 be approved.
- It is requested that the 2018- 2019 Capital Plan be approved.

2018-2019 Capital Plan

Telephone and Electric Conduit		\$ 10,000 (in progress)
Administrative Server Replacement		\$ 20,000
Radio Amplifier Replacement		\$ 2,500
9-1-1 Equipment Replacement		\$ 450,000

Policies and Procedures

Based on the advice of our auditor, policies and procedures for the following are available for review and approval.

- It is requested that these eleven procedures be approved.
1. Purchasing, Policy Number 6.2

The 911 Communications District, as part of its purchasing activities, will follow all applicable aspects of Public Bid Law (R.S. 38 : 2211 – 2251) and Louisiana Procurement Code (R.S. 39:1551).

2. Disbursements, Policy Number 6.9

The 911 Communications District, as part of its disbursement activities, will follow all applicable guidelines.

3. Receipt of Funds, Policy Number 6.7

The 911 Communications District, as part of its Receipt of Funds activities, will follow all applicable guidelines.

4. Payroll, Policy Number 2.2

The 911 Communications District's full time exempt and non-exempt salaried employees are paid every second Friday. Hourly employees are paid every second Friday based on their hours worked.

If a payday falls on a weekend or holiday, employees are paid on the last workday before the weekend or holiday.

5. Contracts, Policy Number 6.4

The 911 Communications District, as part of its Contract activities, will follow all applicable guidelines.

6. Travel and Expense Reimbursement, Policy Number 2.5

Expenses which an employee or Board member incurs as part of their job or board member responsibilities require the completion and approval of a Commission expense report. This includes expenses charged to a District credit card.

7. Ethics, Policy Number 5.1

Article VII, Section 14(A) and 14(C) of the Louisiana Constitution of 1974 shall be adhered to by employees and board members of the Washington Parish Communications District

8. Debt Service, Policy Number 6.1

The Louisiana Constitution of 1974, Article VII, Section 8, shall be adhered to by employees and board members of the Washington Parish Communications District

9. Cash Collections, Policy Number 6.8

The 911 Communications District, as part of its Cash Collection activities, will follow all applicable guidelines.

10. Requisitions and Purchase Orders, Policy Number 6.3

The 911 Communications District, as part of its purchasing activities, will follow all applicable aspects of Public Bid Law (R.S. 38 : 2211 – 2251) and Louisiana Procurement Code (R.S. 39:1551) .

11. Vendor Approval, Policy Number 6.6

The 911 Communications District, as part of its vendor approval activities, will follow all applicable guidelines.

Ethics Training

Our ethics training has to be completed by the end of the year. Login information has been sent to all current board members.

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

Mr. Fenner reviewed the October, 2018, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2018 budget, and the 911 funds statement with cash disbursements. He also

recommended moving \$50,000 from the checking account to the dedicated LAMP account and that the ending 2018 budget be adopted as the beginning 2019 budget.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the October, 2018, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2018 budget, the 911 funds statement with cash disbursements, the moving of \$50,000 from the checking account to the dedicated LAMP account and that the ending 2018 budget be adopted as the beginning 2019 budget.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the October, 2018, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2018 budget, the 911 funds statement with cash disbursements, the moving of \$50,000 from the checking account to the dedicated LAMP account and that the ending 2018 budget be adopted as the beginning 2019 budget. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Coleman reviewed the need for entering into a maintenance agreement with Motorola Solutions for the 2019 coverage of the CML ECS-1000 9-1-1 system for \$ 17,000. Mr. Smith made the motion to enter into a maintenance agreement with Motorola Solutions for the 2019 coverage of the CML ECS-1000 9-1-1 system for \$ 17,000. 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. Smith made the motion to adjourn. Ms. 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