

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of November 1, 2022

A properly advertised Washington Parish Communications District Board meeting was held on November 1, 2022 at 54100 Dollar Rd, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mrs. Cynthia August	Secretary
	Mr. Olander Smith	
	Ms. Sarah Burris	
	Mr. Brent Jones	

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

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.

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, 2022, meeting. The minutes were emailed out to each member prior to this meeting. Mr. Smith made the motion to dispense with the reading of the October, 2022, meeting minutes. Mrs. Burris seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the October, 2022, meeting minutes. Mrs. August made the motion to approve the October, 2022, 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 dispatch positions are up and running.

For the month of October we issued 11 new addresses they were:

Franklinton	06
Bogalusa	02
Pine	02
Mt. Hermon	01
Total	11

All dispatch positions are up and running.

The accounting system is working well. Jim 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.

I have our annual Christmas supper for December 8th @ 6:00 at Bo's Steak House.

Special Projects

Ms. Jones is continues to actively reviewing the map furnished by DOTD which shows the border between Washington Parish and Tangipahoa Parish to determine its relationship to the border we currently use. After completion she will expand the review to St Tammany and the four Mississippi counties that we border.

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. Mrs. Burris made the motion to accept and approve the Director'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 191 new users with 310 page hits in October. Foreign users were from Philippines, Finland, China, Germany, Ireland, Russia, Canada, Hong Kong, France, England, Singapore and Kenya.

Special Projects

- New web site has been designed and will be brought online during the next few days.
- The following Bogalusa City Schools have been added to the "Panic Button" system:
 - Bogalusa High School
 - Central Elementary School
 - Byrd Avenue Primary School
- Weekly review of ongoing technical issues continue. Most recent meeting was today.

This Week's Tasks

Office 365 Tennant order and email migration.
New Website host and migration
DNS Migration
Export Jims: ALL email (in/out) contact, download PST Files
Ability to Send out Mass Email to update contacts of new email address.
Update SMTP server settings on ICR computers from post pair migration
Work with Aman to follow up on *25 button at 11AM CST

Next Tuesday Task List

Pac II Ground (How to properly ground) Reach out to get proper documentation
Pac II RMA - ticket created, waiting to be assigned to technician - RMA is in
Update Spare Inventory List
Perform Failover test (Hunt Brothers, ATT IPFlex, Verizon) Document Procedure.
Mirror COMML Radio software to other Radio PC's - in progress

- Hurricane Related Items:
 - Install generator transfer switch – Equipment has been received and local contractor has reviewed site to enable supplies to be acquired. Parts have been ordered for fuel system improvements.

Other Business

- Damaged Fire Suppression Sprinkler System
 - Quotation requests have been issued to approximately 15 vendors. No replies received.
 - New quotation requests will be issued to an additional 20 vendors.

2023 Projects

Capital

Install Generator Transfer Switch		\$ 15,000 (Parts delivered)
Replace 8 year old Telephone System		\$ 10,000
Replace EOC Tower Lighting System		\$ 35,000
Replace Tower Mounted TV Camera		\$ 5,000
Replace Damaged Antenna On Tower		\$ 6,000

Non Capital

Improved Cyber Security System Software		\$ 3,000 per year (in progress)
Remove Microwave Dishes From Tower		\$ 5,000

Future Projects

Building Expansion, Bunking and Feeding Safe Room		\$ 1,500,000 (Grant)
Franklinton Bunker		\$ 500,000
Replace Franklinton tower		\$ 135,000
Security Fencing		\$ 170,000
Replace 25 Year Old Vehicle		\$ 32,000
Replace 8 year old Audio Visual System		\$ 130,000
Replace 9-1-1 Call Recorder		\$ 20,000
Replace Law Enforcement LWIN Radios		\$ 40,000

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

Mrs. Burris made the motion to approve the Capital and Non Capital Projects budget as contained within the Chairman's Report. Mrs. August seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

Mr. Coleman reviewed the October, 2022, financial statements, the income and budget statements, the check register, the cash receipts, cash disbursements, the account reconciliation statement, the YTD spending compared to the 2022 budget, and the 911 funds statement.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the October, 2022, financial statements, income and budget statements, the check register, the cash receipts, cash disbursements, the account reconciliation statement, the YTD spending compared to the 2022 budget, the 911 funds statement, to move \$50,000 from the checking account into the LAMP Restricted Funds account, and to adjust the 2022 budget as follows:

<u>Map Display</u> <u>Maint</u>	<u>Oct</u> <u>YTD</u>	<u>Per</u> <u>Month</u>	<u>Year</u>
Budget Now	\$18,333	\$1,833	\$ 21,996
Budget Adjusted	\$25,130	\$ 2,513	\$ 30,161

Mrs. August made the motion to accept and approve the Treasurer's report, the October, 2022, financial statements, income and budget statements, the check register, the cash receipts, cash disbursements, the account reconciliation statement, the YTD spending compared to the 2022

budget, the 911 funds statement, to move \$50,000 from the checking account into the LAMP Restricted Funds account, and to adjust the 2022 budget as follows:

<u>Map Display</u> <u>Maint</u>	<u>Oct</u> <u>YTD</u>	<u>Per</u> <u>Month</u>	<u>Year</u>
Budget Now	\$18,333	\$1,833	\$ 21,996
Budget Adjusted	\$25,130	\$ 2,513	\$ 30,161

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

OLD/NEW BUSINESS

There was no Old/New Business.

COMMITTEE REPORTS

There were no committee reports.

PUBLIC PARTICIPATION

There was no participation by the public.

Mr. Smith made the motion to adjourn. Mrs. August seconded the motion. Motion passed by a unanimous vote. Meeting of the Board adjourned at 6:30 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: _____ Mrs. Cynthia August, Secretary