

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of October 4, 2022

A properly advertised Washington Parish Communications District Board meeting was held on October 4, 2022 at 54100 Dollar Rd, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mrs. Cynthia August	Secretary
	Mr. Danny Harris	Treasurer
	Mr. Olander Smith	

Members absent were: Ms. Sarah Burris
Mr. Brent Jones

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 September, 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 September, 2022, meeting minutes. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the September, 2022, meeting minutes. Mr. Smith made the motion to approve the September, 2022, meeting minutes. Mrs. August seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

This office has been active during the month of September 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 September we issued 28 new addresses they were:

Franklinton	14
Bogalusa	05
Pine	06
Mt. Hermon	03
Total	28

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 Mrs Moore and Ms. Jones continuing to work on map updates on a daily basis.

Special Projects

Updated accounting software has been received and installed.

Ms. Jones is 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.

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

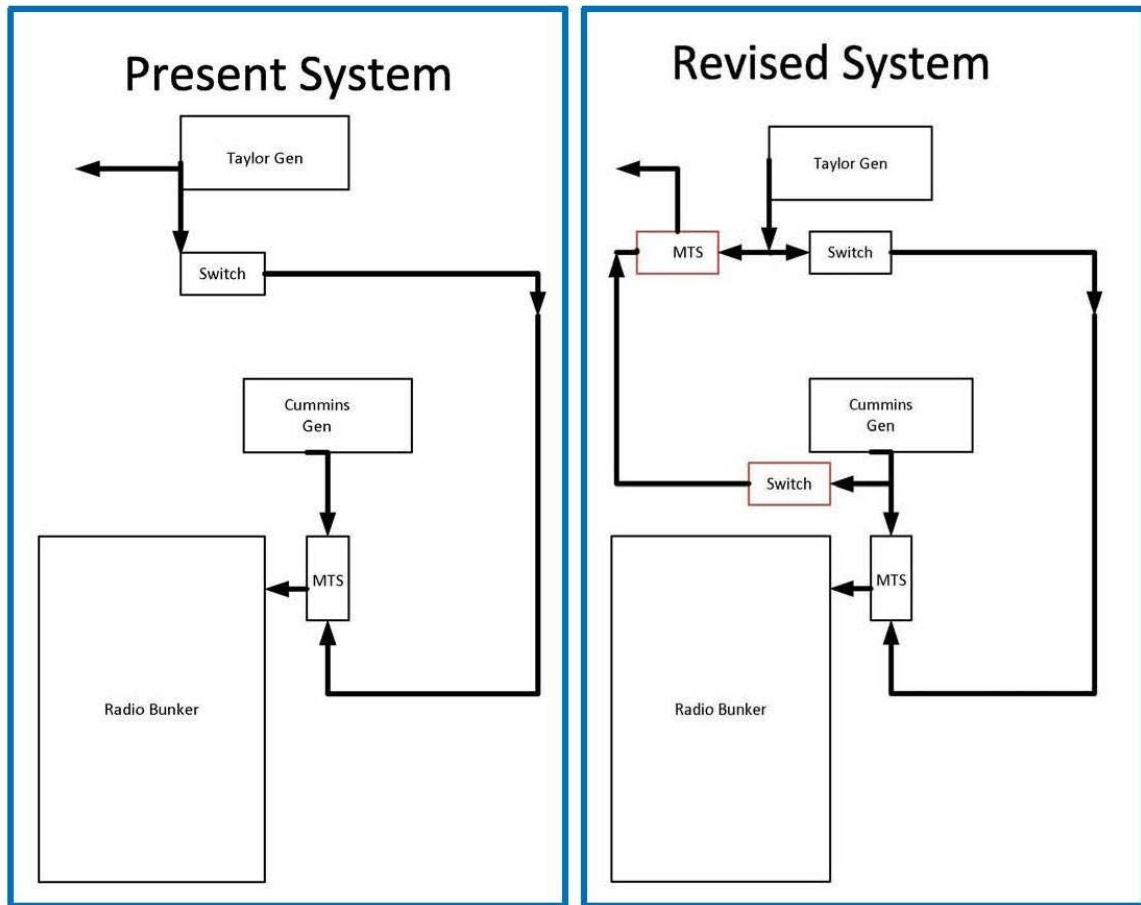
CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 173 new users with 212 page hits in September. Foreign users were from France, England, China, Finland, Kenya, Germany, Ireland, Singapore, Korea, India, Hong Kong South Africa, Canada and the FBI.

Special Projects

- Weekly review of ongoing technical issues continue. Most recent meeting was today.
- Preparation for the 2022 hurricane season:
 - Install generator transfer switch – Equipment has been received and local contractor notified.



Other Business

- Damaged Fire Suppression Sprinkler System
 - The insurance company has authorized the following quotation request:

Description of Failure

Pump and engine overheated and damaged due to accidental ignition of the engine which ran for a prolonged period of time.

Components of Scope of Services

1. Disconnect all necessary components from fire pump building located at 54100 Dollar Rd, Franklinton, Louisiana. These components include but are not limited to:
 - Engine Clarke JU4H- UF14, Serial Number PE4045D891660
 - Cooling water input and output piping
 - Electrical power and control circuits
 - Exhaust headers
 - Fuel Line(s)

- Fairbanks Morse 1823DF 4 inch Pump
 - Main suction and discharge piping
 - Bearing water lubrication piping
 - Metron FD4-HJ Controller, serial number 22869089, if such removal to shop is needed to facilitate inspection and tests for reparability. This includes the disconnection of electrical and control circuits.
 - Fairbanks Morse PVM2-700 Jockey Pump if such removal to shop is needed to facilitate inspection and tests for reparability. This includes the disconnection of electrical and control circuits.
 - Metron M15 Jockey Pump Controller if such removal to shop is needed to facilitate inspection and tests for reparability. This includes the disconnection of electrical and control circuits.
2. Remove components from fire pump building as summarized in item 1 above.
 3. Transport components to appropriate shop location(s).
 4. Disassemble and inspect all engine, pump and associated components using accepted mechanical, electrical and electronic practices to avoid unnecessary damage to parts and components.
 5. Check clearances and condition of all mechanical parts and components.
 6. Check condition and function of all electronic and electrical components.
 7. Prepare a technical report of all findings as to the feasibility of repairs and/or rebuild of all components.
 8. Where repairs and rebuild of components is possible, prepare a quotation to include:
 - Preparation of all documentation necessary for Office of the Louisiana State Fire Marshall review and approval.
 - Repairs and rebuild of components.
 - Transportation of all components back to Washington Parish Communication District’s fire pump building.
 - Re-assembling and re-connection of all components at fire pump building.
 - Re-connection of electrical and control circuits.
 - Repairs, installation and testing of systems and components to comply with appropriate NFPA standards including but not limited to NFPA 13, Standard for the Installation of Sprinkler Systems, NFPA 20, Standard for the Installation of Stationary Pumps for Fire Protection, NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems, and the requirements of the Office of the Louisiana State Fire Marshall.
- Web site modifications software has been ordered.

2022 Projects

Capital

Install Building Air Intake Hoods		\$ 2,000 Completed
Install Remote Radio Control		\$ 8,500 Completed
Install Generator Transfer Switch		\$ 15,000 (Parts delivered)
Acquisition of Dispatch Room Computers		\$ 5,400 Complete
Install replacement antennas and lightning rod		\$ 13,000 Complete
Remote Antenna Switching		\$ 950 Complete

Non Capital

Adjust Guy Wire Tension		\$ 5,000 Complete
Perform Generator Maintenance		\$ 3,000 Complete
Improved Cyber Security System Software		\$ 3,000 per year (in progress)
Replace Pressure Regulator Fire Pump Cooling System		\$ 1,000 Complete

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 8 year old Telephone System		\$ 50,000
Replace EOC Tower Lighting System		\$ 30,000
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. Harris made the motion to accept and approve the Chairman's Report as given. Mrs. August seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

Mr. Harris reviewed the September, 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 September, 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, and the 911 funds statement,

Mrs. August made the motion to accept and approve the Treasurer's report, the September, 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, and the 911 funds statement. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Stogner made the motion to recommend to the Washington Parish Council that Mrs. Cynthia August and Mrs. Sarah Burris be re-appointed to four year terms on the Washington Parish Communications District board with their terms beginning on January 1, 2023. Mr. Smith 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. Mr. Stogner 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