

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of April 4, 2023**

A properly advertised Washington Parish Communications District Board meeting was held on April 4, 2023 at 54100 Dollar Rd., Franklinton, LA at 6:00 PM.

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

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. Rev. 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 March, 2023, meeting. The minutes were emailed out to each member prior to this meeting. Mrs. Burris made the motion to dispense with the reading of the March, 2023, meeting minutes. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the March, 2023, meeting minutes. Mrs. Burris made the motion to approve the March, 2023, 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 March 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 March we issued 28 new addresses they were:

Franklinton	13
Bogalusa	04
Pine	04
Mt. Hermon	02
Varnado	04
Cov	01
Total	28

Mrs. Moore and Ms. Jones continue to work on the mapping.

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***

Ms. Jones continues to actively work on the St. Tammany border. After completion she will expand the review to 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. Mr. Smith made the motion to accept and approve the Director's Report as given. Mrs. Burris seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN'S REPORT**

### **Public 911 Education**

The site was visited by 229 new users with 308 page hits in March. Foreign users were from China, Singapore, India, Canada, and Ireland.

### **Special Projects**

- Weekly review of ongoing technical issues continue.
- Mapping software training is ongoing.
- Generator Transfer Switch installation ongoing tomorrow
- Damaged Fire Suppression Sprinkler System
  - Initial payment from the insurance company has been received.
  - Pump and diesel engine are being rebuilt

## 2023 Projects

### Capital

Install Generator Transfer Switch		\$ 15,000 (Construction has begun)
Replace 8 year old Telephone System		\$ 10,000
Replace EOC Tower Lighting System		\$ 35,000
Replace Tower Mounted TV Camera		\$ 10,000 (Cameras delivered)
Replace Damaged Antenna On Tower		\$ 10,000 (Partial delivery)
Raplace Two Dispatch TV Screens		\$ 3,000 (TVs delivered)

### 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 (Grant)
Replace Franklinton tower		\$ 350,000 (Grant)
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 (does not include radios used for audio recordings)
Add Additional Dispatch Position		\$ 50,000

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.

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

### TREASURER'S REPORT

Mr. Coleman reviewed the March, 2023, 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 2023 budget respectively, and the 911 funds statement.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the March, 2023, financial statements, income and budget statements, the check register, the cash receipts, cash disbursements, the account reconciliation statement, the YTD spending compared to the 2023 budget respectively, and the 911 funds statement.

Mrs. August made the motion to accept and approve the Treasurer's report, the March, 2023, financial statements, income and budget statements, the check register, the cash receipts, cash disbursements, the account reconciliation statement, the YTD spending compared to the 2023 budget respectively, and the 911 funds statement. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

### **OLD/NEW BUSINESS**

Mr. Coleman called for a motion to renew the HyperReach emergency notification services agreement for the next year at a cost of \$ 9,700. Mr. Smith made the motion to renew the HyperReach emergency notification services agreement for the next year at a cost of \$ 9,700. Mrs. August 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. 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