

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of January 3, 2023

A properly advertised Washington Parish Communications District Board meeting was held on January 3, 2023 at 54100 Dollar Rd., Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mr. Danny Harris	Treasurer
	Mrs. Cynthia August	Secretary
	Ms. Sarah Burris	
	Mr. Brent Jones	

Members absent were: Mr. Olander Smith

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

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

ELECTION OF OFFICERS

Ms. Burris made the motion to re-appoint the 2022 officers for the year of 2023. Mr. Jones seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

This office has been active during the month of December 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 December we issued 19 new addresses they were:

Franklinton	11
Bogalusa	01
Pine	03
Varnado	02
Mt. Hermon	02
Total	19

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.

Special Projects

Ms. Jones continues to actively review 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. Mr. Harris 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 website has been redesigned and updated as is now fully operational. A new "PHOTOS" section has been added. Site visit data is not available for December due to the changes, but should resume in January.

Special Projects

- Weekly review of ongoing technical issues continue. Most recent meeting was today.

Other Business

- Damaged Fire Suppression Sprinkler System
 - Pump and diesel engine have been removed and are undergoing analysis for repairability.

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		\$ 10,000
Replace Damaged Antenna On Tower		\$ 10,000

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 (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 including the following budget changes:

Replace Tower Mounted TV Camera		\$ 10,000
Replace Damaged Antenna On Tower		\$ 10,000

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

TREASURER'S REPORT

The financial statements for the month of December, 2022, will be reviewed at the February, 2023, meeting.

OLD/NEW BUSINESS

Minda Raybourn of Minda B. Raybourn CPA gave a report on the Financial Audit for the year of 2021. She reviewed the financial statements, and all the revenues and expenditures. There were no findings.

Mr. Harris made the motion to accept the Financial Report and Review presented by Ms. Raybourn. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Stogner made the motion to engage Minda B. Raybourn CPA to perform the 2022 Financial Audit. Mr. Harris seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman reviewed the Cooperative Endeavor Agreement between Washington Parish Communications District and twenty other Districts to develop a Request for Proposal development of procurement documents for the purchase and implementation of an Emergency Services Internet Protocol based Network (ESInet) that will prepare their Emergency Communications Centers (ECC) to receive Next Generation 9-1-1 technology.

Mr. Harris made the motion to approve the signing of the Cooperative Endeavor Agreement between Washington Parish Communications District and twenty other Districts to develop a Request for Proposal development of procurement documents for the purchase and implementation of an Emergency Services Internet Protocol based Network (ESInet) that will prepare their Emergency Communications Centers (ECC) to receive Next Generation 9-1-1 technology, after the review and approval of Mr. Foil. Mrs. August seconded the motion. Motion passed by a unanimous vote. Mr. Coleman was asked to serve as the District's technical point of contact related to this project.

COMMITTEE REPORTS

There were no committee reports.

PUBLIC PARTICIPATION

There was no participation by the public.

Mr. Stogner 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