

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of August 1, 2023

A properly advertised Washington Parish Communications District Board meeting was held on August 1, 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
	Ms. Sarah Burris	

Members absent were:	Mrs. Cynthia August	Secretary
	Mr. Olander Smith	
	Mr. Brent Jones	

Others present were:	Joanna Thomas	Director
	Chase Anderson	Lawyer

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

Mr. Coleman called for a motion to approve the July, 2023, meeting minutes. Mr. Harris made the motion to approve the July, 2023, meeting minutes. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

This office has been active during the month of July 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 July we issued 25 new addresses they were:

Franklinton	13
Bogalusa	07
Pine	02
Angie	01
Mt. Hermon	02
Total	25

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.

The 2022 audit has been received by the Louisiana Legislative Auditor and has been posted on both their website and our website.

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 has scheduled a meeting with Pearl River County to discuss the response area border. Of special interest is the Peter's Bend and Ox Lot areas.

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. Stogner 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 234 new users with 320 page hits in July. Foreign users were from Ireland, China, Singapore, France, Canada, Moldova, New Zealand, Portugal, Philippines, India, Singapore, Thailand and Peru.

Special Projects

A lightning strike and resulting power surge has damaged equipment at the 54100 Dollar Road Emergency Operations Center. The damage includes the equipment room air conditioning system and the building's automatic electrical transfer switch. The HVAC repairs have been completed at a cost of \$ 11,000. Automatic Transfer Switch repairs are expected to be completed this month at a cost of approximately \$ 25,000.

This damage poses an imminent threat to the public health, welfare, safety, or public property under emergency conditions as defined in accordance with regulations.

- Weekly review of ongoing technical issues continue.
- Mapping software training is ongoing.
- AT&T upgraded network now in operation.
- Yealink telephone desksets have been ordered and should be installed with temporary telephone numbers in July.
- Damaged Fire Suppression Sprinkler System
 - Pump and diesel engine are being rebuilt. The main engine has been received by the shops and accessory parts have been ordered.
- The VFIS insurance coverage is up for renewal at the following costs:

	2022 to 2023	2023 to 2024	change \$	change %
Property	\$47,995.00	\$49,921.00	\$1,926.00	4.86
Liability	\$2,053.00	\$2,053.00	\$0.00	0.00
Manage Liability	\$1,623.00	\$1,623.00	\$0.00	0.00
Umbrella	\$1,038.00	\$1,038.00	\$0.00	0.00
Tax/Surcharge	\$1,162.25	\$1,057.41	(\$104.84)	-10.07
Crime	\$432.00	\$432.00	\$0.00	0.00
Auto	\$5,370.00	\$5,326.00	(\$44.00)	-1.05
Total Premium	\$59,673.25	\$61,450.41	\$1,777.16	3.49
Increase/(Decrease)	\$4,451.30	\$1,777.16		0.00
Blanket Contents Limit	\$2,270,022.00	\$2,360,823.00	90,801.0000	4.00
Building	\$2,691,287.00	\$2,798,937.00	107,650.0000	4.00
Total Coverage	\$4,961,309.00	\$5,159,760.00	\$198,451.00	4.00

2023 Projects

Capital

Install Generator Transfer Switch	\$ 15,000 (completed)
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 (completed)
Replace 4 Analog CCTV Cameras	\$ 3,500

Non Capital

Improved Cyber Security System Software		\$ 3,000 per year (in progress)
Remove Microwave Dishes From Tower		\$ 5,000
Bunker UPS Batter Replacement		\$ 10,000

Future Projects

Building Expansion, Bunking and Feeding Safe Room		\$ 1,500,000 (Grant)
Franklinton Tower and Bunker		\$ 1,239,000 (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.

Mr. Harris made the motion to accept and approve the Chairman's Report which includes the statement, "This damage poses an imminent threat to the public health, welfare, safety, or public property under emergency conditions as defined in accordance with regulations". Mrs. Burris seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

Mr. Harris reviewed the July, 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 July, 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. Harris made the motion to accept and approve the Treasurer's report, the July, 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 and to transfer \$ 40,000 from the checking account into the LAMP dedicated capital account. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Harris made the motion to renew the VFIS insurance coverage for the 2023-2024 policy year. Mr. Stogner 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. Stogner made the motion to adjourn. Mrs. Burris 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