

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of February 6, 2024**

A properly advertised Washington Parish Communications District Board meeting was held on February 6, 2024 at 54100 Dollar Rd., Franklinton, LA at 6:00 PM.

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

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Ms. Sarah Burris	
	Mr. Brent Jones	

Others present were:	Joanna Thomas	Director
----------------------	---------------	----------

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 January, 2024, 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 January, 2024, meeting minutes. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the January, 2024, meeting minutes. Mr. Harris made the motion to approve the January, 2024, 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 January of 2024 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 January we issued 18 new addresses they were:

Franklinton	11
Bogalusa	04
Mt. Hermon	01
Pine	01
Angie	01
Total	18

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 updated our map showing the Mississippi border. A meeting with Marion County was successfully held last week.

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 778 new users with 948 page hits in January. Foreign users were from China, Canada, Ireland, Ukraine, and Portugal.

### **Special Projects**

- Weekly review of ongoing technical issues continue. Requested ATT credits for network issues in process by ATT.
- Mapping software training is ongoing. New web based information to be demonstrated tonight.
- Meeting With Mayor Route on Monday, February 5.
- Yearly Renewals
  - Rave (Smart 911) - \$ 5,617 vs \$ 5,250 in 2024
  - GeoComm Map Maintenance - \$ 20,081 vs \$ 19,125 in 2024
  - BitDefender \$ 3,995 vs \$ 3,750 in 2024

## 2024 Projects

### Capital 2024

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)
Replace 8 year old Audio Visual System		\$ 25,000 (Partial)
Replace 9-1-1 Call Recorder		\$ 20,000
Radio Antenna Combiner		\$ 20,000

### Non Capital 2024

Remove Microwave Dishes From Tower		\$ 5,000
Wireless Location Improvement Project		\$ 15,000
<i>Replace Fans and Capacitors in Main Building UPS</i>		<i>\$ 10,000</i>
<i>Replace Fans and Capacitors in Tower Building UPS</i>		<i>\$ 10,000</i>

### Future Capital 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
Add Additional Dispatch Position		\$ 50,000
Replacement Radio Dispatch System		\$ 300,000

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, and the three yearly renewals of maintenance/software usage agreements. Mrs. August made the motion to accept and approve the Chairman's Report and the three additions to the 2024 Capital Budget. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

## TREASURER'S REPORT

Mr. Harris reviewed the January, 2024, 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 2024 budget, and the 911 funds statement.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the January, 2024, 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 2024 budget, and the 911 funds statement.

Mr. Smith made the motion to accept and approve the Treasurer's report, the January, 2024, 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 2024 budget, and the 911 funds statement. Mrs. August seconded the motion. Motion passed by a unanimous vote.

### **COMMITTEE REPORTS**

There were no committee reports.

### **OLD/NEW BUSINESS**

Mrs. August made the motion to approve the two additions to the 2024 Non Capital Budget for the replacement of Fans and Capacitors in the two UPS units. Mr. Harris seconded the motion. Motion passed by a unanimous vote.

### **PUBLIC PARTICIPATION**

There was no participation by the public.

Mr. Harris 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