

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of September 5, 2023

A properly advertised Washington Parish Communications District Board meeting was held on September 5, 2023 at 54100 Dollar Rd., Franklinton, LA at 6:00 PM.

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

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Ms. Sarah Burris	
	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 August, 2023, 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 August, 2023, meeting minutes. Mrs. August seconded the motion. Motion passed by a unanimous vote.

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

Franklinton	10
Bogalusa	07
Pine	04
Angie	03
Mt. Hermon	01
Varnado	02
Covington	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 attended a meeting with Pearl River County to discuss the response area border. An agreement was reached concerning the county/parish boundary and the results have been sent to GeoComm.

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. August seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 673 new users with 803 page hits in August. Foreign users were from Portugal, Ireland, China, India, Japan, Canada, Philippines, Poland, Mexico, and Singapore.

Special Projects

A lightning strike and resulting power surge damaged the equipment room air conditioning system and the building's automatic electrical transfer switch. at the 54100 Dollar Road Emergency Operations Center. The damage has been repaired at a cost of \$ 36,000. Insurance will cover all but \$ 5,000.

The rebuilt Fire Suppression Sprinkler System pump and diesel engine will be installed tomorrow.

- Weekly review of ongoing technical issues continue.
- Mapping software training is ongoing.
- AT&T upgraded network now in operation.
- Yealink telephone desk sets have been installed and are available for use with temporary telephone numbers. The Toshiba system will continue to be utilized until our present telephone numbers are ported to the new system.

2023 Projects

Capital

Install Generator Transfer Switch		\$ 15,000 (completed)
Replace 8 year old Telephone System		\$ 10,000 (In progress)
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 Battery 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. August seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

Mr. Harris reviewed the August, 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 August, 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 August, 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

Minda Raybourn of Minda B. Raybourn CPA gave a report on the Financial Audit for the year of 2022. 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. Mrs. August seconded the motion. Motion passed by a unanimous vote.

Mrs. August made the motion to engage Minda B. Raybourn CPA to perform the 2023 Financial Audit. Mr. Harris 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. 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