

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of February 4, 2025**

A properly advertised Washington Parish Communications District Board meeting was held on February 4, 2025 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	
	Mr. Brent Jones	
	Mrs. Sarah Burris	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Chase Anderson	Attorney

Others present were:	Joanna Thomas	Director
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Chairman Coleman called the meeting to order at the appointed time of 6:00 PM.

**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, 2025, meeting. The minutes were emailed out to each member prior to this meeting. Mr. Smith made the motion to dispense with the reading of the January, 2025, meeting minutes. Mr. Jones seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the January, 2025, meeting minutes. Mr. Harris made the motion to approve the January, 2025, 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 January 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 with no current issues to report. During the second week of January there were two disruptions of the 9-1-1 system, both caused by ATT equipment failures. These issues were resolved by ATT and have not re-occurred since then.

For the month of January, we issued 40 new addresses they were:

Franklinton	16
Bogalusa	03
Mt. Hermon	03
Angie	04
Pine	10
Varnado	04
Total	40

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 and Mrs. Moore are now working to improve the accuracy of our structure gps location data on our maps.

Ron Bloom will report tonight on the status of his wireless related project.

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. Mrs. August 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 636 new users with 1,031 page hits in January. Foreign users were from Canada, Finland, China, Mexico, Singapore, Greece, Germany, England and Serbia.

### **Special Projects**

- Weekly review of ongoing technical issues continue.
- Washington Parish Government expects to sign an architectural and engineering contract by March 1 for the tower replacement project.
- WPSO is hoping to relocate dispatching to the Communications Center by March 1.

- Work involving the installation of Motorola equipment by WPSO is in progress.
- Cooperative Endeavor Agreement with WPSO has been signed.

**Maintenance Contracts To Be Renewed**

- **Rave Panic/Smart 911      \$5,730 in 2025, \$5,250 in 2024**

The District’s projected related budget (capital and non-capital) is shown below:

**Capital 2025**

Replace 25 Year Old Vehicle		\$ 35,000 (Will be needed in 2025)
Replace 8 year old Audio Visual System		\$ 25,000 (Will be needed in 2025)
Install Updated Text to 911 Equipment		\$ 24,000 (Will be needed in 2025)
Replace 9-1-1 Call Recorder		\$ 20,000 (Will be needed in 2025)
Upgrade Monitors		\$ 6,000 (In Progress from 2024)
Replace Copier		\$ 6,000
Replacement Communications/911 Equipment		\$ 300,000 (Grant)

**Non Capital 2025**

Remove Microwave Dishes From Tower		\$ 5,000 (From 2024)
Repair Tower Mounted Cameras		\$ 5,000
Wireless Location Improvement Project		To Be Reviewed February Meeting

**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 8 year old Audio Visual System		\$ 130,000 (Part. in 2025, see above)
Replacement Communications/911 Equipment		\$ 300,000 (Grant)

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. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

**TREASURER’S REPORT**

Mr. Harris reviewed the January, 2025, 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 2025 budget and the 911 funds statement.

Mr. Coleman called for a motion to accept and approve the Treasurer’s report, the January, 2025, 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 2025 budget and the 911 funds statement.

Mr. Harris made the motion to accept and approve the Treasurer’s report, the January, 2025, 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 2025 budget, and the 911 funds statement. Mr. Smith 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 renew the following maintenance agreements:

- Rave (for 3 years)                      **\$5,730 / year**

Mr. Smith seconded the motion. Motion passed by a unanimous vote.

### **PUBLIC PARTICIPATION**

Mr. Ron Bloom of PSAP Concepts presented, “Review of Washington Parish 9-1-1 Related Systems”. The following are highlights of the presentation.

<b>9-1-1 Service Fee Review</b>	
<ul style="list-style-type: none"><li>• Reviewed October 2024 checks</li><li>• Avg. 55 checks/mo. received<ul style="list-style-type: none"><li>• 911 Service Providers</li><li>• Wireless Service Providers</li><li>• VoIP Providers</li><li>• Resellers</li><li>• Prepaid</li></ul></li><li>• Compliance Solutions, KPMG, Inteserra, Avalara, RBM, LLC.</li><li>• Correlating Service Provider(s)   Third Party Agents   dba<ul style="list-style-type: none"><li>• Cellco Partnership (VZW)</li><li>• New Cingular Wireless (AT&amp;T Mobility)</li><li>• T-Mobile (Central – West )</li></ul></li><li>• Acquisitions   Mergers</li></ul>	<b>Top 10 Receipts</b> <ul style="list-style-type: none"><li>• RSA No.7 (AT&amp;T)</li><li>• T-Mobile</li><li>• AT&amp;T Enterprises</li><li>• Cellco Partnership (VZW)</li><li>• BellSouth</li><li>• Spectrum Mobile</li><li>• New Cingular Wireless</li><li>• Spectrum Advanced Services</li><li>• Windstream Services<ul style="list-style-type: none"><li>• Broadview Comm   DeltaCom</li></ul></li><li>• Vexus Fiber</li></ul>

## Wireless Tower Related Findings

- AT&T Mobility
- Verizon Wireless
- T-Mobile
- DISH dba Boost Mobile

Towers	Sectors	Technology
34	830	LTE
23	227	LTE
10	32	LTE
1	12	LTE

### 3<sup>rd</sup> Party Provisioning Companies

- Intrado (AT&T and DISH)
- Comtech (Verizon Wireless)

### Destination PSAP

Sheriff's Office	878
Bogalusa PD	158
Franklinton PD	65

Reviews with WSP(s) | Third Party Agents

Address Validation | ALI Format Update

Location Based Routing Notification

## *Summary of Accomplishments*

### Wireless Update

- ✓ FCC PSAP Registry Validation
- ✓ NENA Enhanced PSAP Registry Census (EPRC)
- ✓ Contacts with all major wireless service providers | Regulatory
- ✓ Contact with Third-Party Agents
- ✓ Receipt and Review of current listing of cell sites | Sectors | Routing
- ✓ RF Coverage maps
- ✓ Calls with WSPs | Agents to review data questions
- ✓ Update of WTP | TVW
- ✓ Comprehensive Wireless 9-1-1 Testing Requirements (Washington Parish )

### 9-1-1 Service Fee Checks Review

- ✓ Review of October checks (56) and related internal processing requirements (validation | posting )
- ✓ Identification of third-party agents or dba entities
- ✓ Validation of contact information
- ✓ 9-1-1 Service Fee Workbook Update
- ✓ Support for 9-1-1 Service fee increase notifications

### Location Based Routing:

- ✓ WSP coordination and testing (except AT&T | DISH )

Mr. Jones made the motion to adjourn. Mr. Harris 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 January, Secretary