

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of July 6, 2010**

A properly advertised Washington Parish Communications District Board meeting was held on July 6, 2010 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Joshua Bridges	

Members absent were:	Mrs. Cynthia August	Secretary
	Mr. Mike Miller	
	Mr. Jason Verret	

Others present were:	Mr. Dan Foil	Attorney
	Mr. Mike Roux	CPA

Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Mr. Fenner opened with prayer and the pledge of allegiance to the flag of the United States.

**ROLL CALL OF BOARD MEMBERS**

Mr. Coleman called the roll. The results of that roll call are recorded above.

**APPROVAL OF MINUTES**

Mr. Coleman called for a motion to dispense with the reading of the minutes from the June, 2010, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Stogner made the motion to dispense with the reading of the minutes. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Bridges made the motion to approve the minutes of the June, 2010, meeting. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

**MANAGER'S REPORT**

This office has been active during the month of June with both the normal daily operational issues of the office plus supporting our special projects.

First, let me report on the daily operational issues.

## Daily Operational Issues

All PSAP equipment is currently operating properly. Recent system maintenance was needed on (1) the T-1 data circuit between our office and the hub located at WPSO, and (2) phone static on all 911 calls at the Bogalusa Police Department.

We gave out a total of 28 new addresses in the Parish during June. The location of these addresses was as follows:

Franklinton	18
Mt. Hermon	01
Pine	04
Bogalusa	01
Varnado	03
Angie	01
Total	28

Mrs. Moore continues to do the addressing and Ms Jones are working on all the map updates to be sent to GeoComm. Updates will be completed this week for submission to GeoComm.

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. We have made all the General Journal entries that were given to us by the auditor for our final year end adjustments.

We have the forms for each board member to fill out for our auditor, stating as an example, that no board member or relative has done any business with the Communications District.

Our insurance policy renewal is now due. Cost changes are as follows:

Auto	\$ 468 Increase
Umbrella	\$ 0 Increase
Contents	\$ 5197 Increase ( \$ 310,000 additional contents)
Liability	\$ 323 Decrease
Mngt Liability	\$ 76 Increase
Total	\$ 5418 Increase

I recommend that our policy with VFIS be renewed but that insurance for the new facility be compared between VFIS and ESIP prior to the next renewal.

Also, our yearly contract for Wireless and VoIP system support is ready to be renewed. It is recommended that our long term relationship with Ron Bloom be continued. Ron is now working for PSAP Concepts and Solutions.

### ***Special Projects***

I attended the NENA educational conference during the first week of June and concentrated on presentations on 9-1-1 Public Education. I also participated in a webinar on June 25<sup>th</sup> by our recorder supplier, Higher Ground, to become better informed as to recorder capabilities.

This has been an interesting and productive month for our office. I would like to thank the board for their support and inputs.

Chairman Coleman called for any questions concerning the Manager's Report. Hearing none, Chairman Coleman called for a motion to accept and approve the Manager's Report.

Mr. Fenner made the motion to accept and approve the Manager's Report as given. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

### **CHAIRMAN'S REPORT**

#### ***Public 911 Education***

Our 911 web site was visited by 114 new users during the month of June. There were 217 page hits during this time period. This is a slight decrease compared to last month's activity level.

#### **Communications Center**

Lambert continues to work on the building design. Final communications center design is expected four weeks after tower design completion.

#### ***Communications Tower***

Lambert continues to work on tower design. Tower related design is expected to be completed this week.

#### ***US Congressional Funding of Communications Center Equipment***

Official notifications is expected to be released on Louisiana projects. This notification will include our \$ 350,000 project.

#### ***District Legal Projects***

Wayne Kuhn continues to develop the language for the Cooperative Endeavor Agreement between Washington Parish Government and the Communications District related to the construction of the Communications Center. A suggested document has been prepared by the District for his guidance and is attached for reference.

## ***Conclusions***

The challenges of fine tuning and improving our system continues. I would like to thank both the board, Mrs Thomas and her staff for their hard work on the many complex challenges currently facing us.

Chairman Coleman called for any questions concerning the Chairman's Report.

Hearing none, Chairman Coleman called for a motion to accept and approve the Chairman's Report. Mr. Miller made the motion to accept and approve the Chairman's Report as given. Mr. Bridges seconded the motion. Motion passed by a unanimous vote

## **TREASURER'S REPORT**

Mr. Fenner reviewed the financial statements beginning with the balance sheet, both assets and liabilities. He then reviewed the income and budget statements. Next, he reviewed the check register, cash receipts, the account reconciliation statement, and the 911 funds statement with cash disbursements. Mr. Fenner reviewed the June 30, YTD spending as compared to the 2010 budget.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the financial statements (before pre paid adjustments), the checklist, and the June 30, YTD spending as compared to the 2010 budget.

Mr. Stogner made the motion to accept and approve the Treasurer's report, the financial statements (before pre paid adjustments, the checklist, and the June 30, YTD spending as compared to the 2010 budget. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

## **COMMITTEE REPORTS**

There were no committee reports.

## **OLD AND NEW BUSINESS**

Mr. Stogner made the motion to approve the recommendations of the board which met as a committee in May and June, 2010, and adopt such recommendations as approved board motions. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Stogner made the motion to accept and approve the 2009 Compilation Report as presented by Mr. Mike Roux of Durden and Associates. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Bridges made the motion to renew our VFIS insurance policy for the 2010-2011 policy year. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to move our Wireless and VoIP support services contract to PSAP Concepts & Solutions, LLC in order to continue the professional services of Mr. Ron Bloom, ENP. There will be no change in services or cost as compared to last year. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to authorize Chairman Coleman to execute the cooperative endeavor agreement entitled, "INTERGOVERNMENTAL AGREEMENT BETWEEN THE WASHINGTON PARISH GOVERNMENT AND THE WASHINGTON PARISH COMMUNICATIONS DISTRICT ". Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

### **PUBLIC COMMENTS**

There were no public comments.

Mr. Fenner made the motion to adjourn the Board meeting. Mr. Bridges seconded the motion. Motion passed by a unanimous vote. Meeting of the Board adjourned at 7:00 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: \_\_\_\_\_  
Mrs. Cynthia August, Secretary