

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of July 10, 2012**

A properly advertised Washington Parish Communications District Board meeting was held on July 10, 2012 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     |
|                       | Mrs. Mary Ratcliff |               |

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

|                      |               |          |
|----------------------|---------------|----------|
| Others present were: | Dan Foil      | Attorney |
|                      | Joanna Thomas | Manager  |

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**

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 June 2012, 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 meeting minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the June, 2012, meeting minutes. Mr. Stogner made the motion to approve the June 2012, meeting minutes. Ms. Ratcliff 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.

We gave out a total of 28 new addresses in the Parish during June as follows:

|             |    |
|-------------|----|
| Franklinton | 14 |
| Pine        | 05 |
| Bogalusa    | 05 |
| Varnado     | 01 |

Angie 03  
Total 28

Mrs. Moore continues to do the addressing and both Ms. Moore and Ms. Jones are working on all the map updates. Ms Jones continues to work on the 3 and 4 digits addresses within the Parish that need to be changed to 5 digits addresses.

Higher Ground has installed our updated recorder and it is working well. This hardware replacement is as per my comments on March, 2011, concerning the replacement of computer based equipment purchased in 2004 in order to minimize failures of critical equipment.

Its time to renew our equipment and related software maintenance contracts. It is requested that the board approve the following contracts:

|                             |           |                         |
|-----------------------------|-----------|-------------------------|
| Higher Ground Recorder      | 12 months | \$ 5,217                |
| GeoComm Dispatcher Software | 12 months | \$ 9,822                |
| CML Cassidian Equipment     | 36 months | \$32,600 (present unit) |
| CML Cassidian Equipment     | 36 months | \$13,200 (Florida unit) |

I have been working with Ron Bloom on our cell phone tower issues. We are in the process of doing our wireless audit, which will take quite some time to complete.

The information on our surcharge increase has been sent out. This information was sent via email and US mail. We have already started getting increase rates from some of the companies. It will take a little while for all the companies to update all their information so that the new rats will apply. I am constantly monitoring the rates for all companies to make sure they comply.

The new air conditioning unit at the WPSO is working great we have not had any heat alarms on the equipment. That was the best thing that we could have done in regards to protecting our 911 equipment located at the sheriff's office.

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data.

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

## **CHAIRMAN'S REPORT**

### **Public 911 Education**

Our 911 web site was visited by 101 new users during the month of June with 251 page hits.

### **Communications Center**

Work continues on the site. The main building, fire system building and fire tank underground plumbing and electrical conduits are currently being installed.

Building completion is scheduled for the middle of February, 2013.

### **Communications Tower**

Work continues on the site. Fencing and concrete sidewalks have been finished. Generator and UPS electrical hook ups remain to be completed. Substantial completion is expected by the end of July.

### **Additional Topics**

The tower is being covered by our current insurance policy through VFIS. Yearly coverage with a \$ 5,000 deductible is expected to be approximately \$ 2,000.

Bill McGehee Insurance has suggested to wait until the entire tower/building complex be completed before asking him to quote a price. Bogalusa Indemnity has quoted \$ 17,000 for the tower.

It is suggested that we continue our coverage with VFIS for another year until all phases of the project are completed. At that point we will be able to get a quote from Bill McGehee Insurance.

### **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. Stogner made the motion to accept and approve the Chairman's Report as given. Ms. Ratcliff seconded the motion. Motion passed by a unanimous vote.

## **TREASURER'S REPORT**

Mr. Fenner reviewed the June 2012, 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 then reviewed all the financial statements, the checklist, and the YTD spending as compared to the 2012 budget for June.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the financial statements, checklist, and YTD spending as compared to the 2012 budget for 2012.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the financial statements, checklist, and YTD spending as compared to the 2012 budget for June Ms. Ratcliff seconded the motion. Motion passed by a unanimous vote.

## **COMMITTEE REPORTS**

There were no committee reports.

## **OLD/NEW BUSINESS**

Chairman Coleman called for any questions concerning the maintenance contracts reported by Mrs. Thomas. Following a discussion Chairman Coleman called for a motion to renew the maintenance contracts for the Higher Ground Recorder, GeoComm Dispatcher Software, and the CML Cassidian Equipment. Mr. Fenner made the motion to renew the maintenance contracts for the Higher Ground Recorder, GeoComm Dispatcher Software, and the CML Cassidian Equipment. Ms. Ratcliff seconded the motion. Motion passed by a unanimous vote.

|                             |           |                         |
|-----------------------------|-----------|-------------------------|
| Higher Ground Recorder      | 12 months | \$ 5,217                |
| GeoComm Dispatcher Software | 12 months | \$ 9,822                |
| CML Cassidian Equipment     | 36 months | \$32,600 (present unit) |
| CML Cassidian Equipment     | 36 months | \$13,200 (Florida unit) |

Chairman Coleman called for any questions concerning the insurance coverage for 2012-2013. Following a discussion Chairman Coleman called for a motion to renew our current coverage plus our tower, with a \$5,000 deductible for 2012-2013. Mr. Fenner made the motion to renew our current coverage plus our tower, with a \$5,000 deductible for 2012-2013. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

**PUBLIC PARTICIPATION**

There was no participation by the public.

Mr. Stogner made the motion to adjourn. Ms. Ratcliff 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