

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of April 2, 2013

A properly advertised Washington Parish Communications District Board meeting was held on April 2, 2013 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. Cynthia August	Secretary

Members absent were:	Mr. Mike Miller
	Mrs. Mary Ratcliff
	Mr. Jason Verret

Others present were:	Dan Foil	Attorney
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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.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the March 2013, 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 March, 2013, meeting minutes. Mr. Stogner made the motion to approve the March, 2013, meeting minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

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

For the month of March we issued 24 new addresses they were:

Franklinton	09
Bogalusa	03
Pine	05
Mt. Hermon	03
Angie	01
Varnado	03

Total 24

As discussed at the February, 2013, board meeting I have signed up for road side service through AAA to cover 911 vehicle break downs, flat tires, dead batteries, etc. The cost was \$183.00 per year total.

We are having problems with our jeeps and local garages were unable to locate the problem. Rainbow Jeep in Covington is fixing one of the two Jeeps at a cost of \$698. I will update the board on the results at our next meeting.

The Franklinton Police Department has had recent 9-1-1 computer problems. These problems have been addressed.

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. We are in the final process of gathering all the financial information to take to Mrs. Minda for our yearly audit.

Mrs. Moore continues to do the addressing and both Ms Moore and Ms Jones continuing to work on map updates on a daily basis.

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 74 new users during the month of March with 140 page hits.

Communications Center

The building has been substantially completed.

Items remaining include:

- Building contract:
1. Punch list
 2. Generator hook up and check out
 3. Fire pump check out.
 4. Door lock installation
 5. Sod/Grass installation

6. Pond fence gate

EOC grant:

1. Audio Visual installation
2. Final UPS check out
3. EOC furniture install
4. Basic door entry control
5. EOC Computer installation
6. Telephone installation

Comm District

1. Office Move
2. Remaining office furniture
3. 911 system installation
4. Final radio tie-ins

WPSO

1. Computer Aided Dispatch tie-ins
2. NCIC tie-ins

Opening is expected on Saturday, June 1, 10 AM. Office will be moved the following week. Joanna will present the office move plan at our next meeting.

Communications Tower

Tower completion and acceptance has occurred.

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

TREASURER'S REPORT

Mr. Fenner reviewed the March, 2013 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, the YTD spending compared to the budget and the 911 funds statement with cash disbursements.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the March financial statements, checklist, and YTD spending as compared to the 2013 budget.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the March 2013 financial statements, checklist, and YTD spending as compared to the 2013 budget. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

There was no old/new business.

COMMITTEE REPORTS

There were no committee reports.

PUBLIC PARTICIPATION

There was no participation by the public.

Mr. Stogner made the motion to adjourn. Mr. Fenner 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