

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of June 4, 2013

A properly advertised Washington Parish Communications District Board meeting was held on June 4, 2013 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

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

Members absent were:	Mrs. Cynthia August	Secretary
	Mr. Mike Miller	
	Mrs. Mary Ratcliff	
	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

Mr. Coleman called the roll. The results of that roll call are recorded above. Since a quorum was not present all motions are to be considered as made by the committee to be later ratified by the board.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the May 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 May meeting minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the May 2013, meeting minutes. Mr. Stogner made the motion to approve the May 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 May with both the normal daily operational issues of the office plus supporting our special projects

For the month of May we issued 19 new addresses they were:

Franklinton	03
Bogalusa	05
Pine	06
Angie	02
Mt. Hermon	03
Total	19

We had our Open House on Saturday June the first and it was a great success.

We are schedule to move into this building on Tuesday June 11th with Simmons doing the packing and moving. Gage will move the computers on Monday the 10th .

Daily Operations

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. Minda has all of our financial data for the audit.

Mrs. Moore continues to do the addressing and both Ms Moore and Ms Jones 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 89 new users during the month of May with 179 page hits. Total page hits since placed in service – 51,507

Communications Center

The building has been substantially completed. Grand opening was held on June 1, 10 AM.

Items remaining include:

- Building contract:
 1. Punch list – in progress
 2. Generator hook up and check out – in July

- EOC grant:
 1. Audio Visual installation – in progress

2. Basic door entry control – in progress

Comm District 1. Office Move – scheduled 11 June
4. Final radio tie-ins – in July 15

WPSO 1. Computer Aided Dispatch tie-ins – in July
2. NCIC tie-ins – in July

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 May 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. He also mentioned that upcoming bills would require moving \$ 150,000 from LAMP to our checking account.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the May financial statements, checklist, and YTD spending as compared to the 2013 budget and to move \$ 150,000 from LAMP to our checking account.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the April 2013 financial statements, checklist, and YTD spending as compared to the 2013 budget and to move \$ 150,000 from LAMP to our checking account. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Fenner made the motion to recommend Mr. Mike Corkern, 1201 Avenue E, Bogalusa, Louisiana, 985-732-9889, former Assistant Controller, Gaylord Container Corporation, Bogalusa

Mill, and former school teacher for Washington Parish Schools, to fill the next board opening if such occurs. Mr. Corkern would serve as Mr. Fenner's backup in the Treasurer's function. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to designate the office adjacent to the Workroom as the Technology and Systems Office and to make it available for use as needed by the Office of Homeland Security during times that the Emergency Operations Center is activated. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman informed the committee that the new building and its contents have been added to the existing VFIS insurance contract. He also mentioned that the information requested by Bill McGehee Insurance, Inc had been sent but that no quote has been forthcoming from them.

Mr. Coleman Informed The Committee That A Revised Cooperative Endeavor Agreement Between The Washington Parish Communications District And Northshore EMS is in the process of being written and will be available for review at the next board meeting.

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