

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of March 5, 2013

A properly advertised Washington Parish Communications District Board meeting was held on February 5, 2013 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Jason Verret	
	Mr. Mike Miller	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mrs. Cynthia August	Secretary
	Mrs. Mary Ratcliff	

Others present were:	Dan Foil	Attorney
----------------------	----------	----------

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 February 2013, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Miller made the motion to dispense with the reading of the meeting minutes. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the February, 2013, meeting minutes. Mr. Miller made the motion to approve the February, 2013, meeting minutes. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

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

For the month of February we issued 39 new addresses they were:

Franklinton	16
Bogalusa	02
Pine	09
Mt. Hermon	06
Angie	02

Varnado	04
Total	39

We were able to get hand held radios at no cost from Homeland Security for the ladies when they are out addressing/mapping and if they have a flat or some type of vehicle problem and they do not have cell phone service. They can use the radio to contact WPSO to get me or Jim.

In preparation for our upcoming building move, I have gotten two picnic tables donated to us.

We sent four WPSO dispatchers to Basic Telecommunication Training in Baton Rouge, per request of Shannon Lyons from the Sherriff's department. We have a board approved agreement between our agency and the PSAP's that once a year we would pay for training of their choice.

I was at the sheriff's office answering some questions that the new dispatcher supervisor has for me and I was very encouraged about their eagerness to learn. This is a very different attitude from the previous administration.

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

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

Ms. Mary has indicated a desire to resign from the board for health reasons.

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. Verret seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

Our 911 web site was visited by 139 new users during the month of February with 228 page hits.

Communications Center

Work continues on the site. The building's water well has been completed. Electricity has been turned on to the building. Ceilings have been hung. Lights are in place and connected. Doors are being hung today. Flooring is being installed this week.

Building completion is expected in at the end of March. Opening is expected on Saturday, June 1.

A building tour was given yesterday to Sheriff Seal, Parish President Richard Ned Thomas and Marcelle Hanemann of the Daily News. Dan Foil arranged this tour and will give his comments.

Bids for work in addition to the basic building are scheduled to be received and opened on the following dates:

Furniture/Chairs	PO Issued	\$ 17,193
Audio Visual System	Bid Due	March 22, 2013

Communications Tower

Tower completion and acceptance has occurred.

Additional Topics

Radio equipment installation in the tower facility is ongoing. The main radio system installation has been completed with a return visit scheduled for May.

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. Verret seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

Mr. Fenner reviewed the February, 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 February 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 February 2013 financial statements, checklist, and YTD spending as compared to the 2013 budget. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Miller made the motion to have Minda B. Raybourn CPA, 820 11th Ave, Franklinton, La 70438, prepare the District's quarterly tax documents. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

There were no committee reports.

PUBLIC PARTICIPATION

There was no participation by the public.

Mr. Miller made the motion to adjourn. Mr. Verret 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