

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of October 8, 2013**

A properly advertised Washington Parish Communications District Board meeting was held on October 8, 2013 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

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

Members absent were:	Mr. James Stogner	Chairman
	Mrs. Cynthia August	Secretary
	Mr. Jason Verret	
	Mr. Mike Miller	
	Mrs. Mary Ratcliff	

Others present were:	Dan Foil	Attorney
	Joanna Thomas	Director

Vice Chairman Stogner 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. Stogner called the roll. The results of that roll call are recorded above. Since a quorum was not present the board met as a committee. All motions should be deemed as recommendations to the board as a whole.

Mr. Stogner called for a motion to dispense with the reading of the minutes from the September 2013, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Fenner made the motion to dispense with the reading of the September meeting minutes. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Stogner called for a motion to approve the September 2013, meeting minutes. Mr. Fenner made the motion to approve the September 2013, meeting minutes. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

**DIRECTOR'S REPORT**

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

For the month of September we issued 25 new addresses they were:

Franklinton	17
Bogalusa	04

Pine	02
Angie	01
Varando	01
Total	25

There really isn't too much to report on this month, all is going well.

I have done cell phone testing at each of the PSAPs this month and I am scheduled to do more testing tomorrow. Tomorrow's testing is for the Washington Parish Fair, it's to make sure that all 911 cell phone calls go to the correct PSAP and have accurate location data.

We have had some staff members from the Assessor's Office and from International Paper's safety group come and tour our building this past month. The Safety Manager from International Paper is from Buffalo New York where he was once a public safety dispatcher. After the tour he said that Washington Parish had a better facility than they had in Buffalo.

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. Map updates have been downloaded to all PSAPs.

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

Vice Chairman Stogner called for any questions concerning the Director's Report. Hearing none, Vice Chairman Stogner called for a motion to accept and approve the Director's report. Mr. Fenner made the motion to accept and approve the Director's Report as given. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN'S REPORT**

### **Public 911 Education**

Updates are in progress. Our new street address and telephone numbers have been added to site.

### **Communications Center**

Items remaining include:

Building contract:      Punch list – Substantially complete

EOC grant:                Audio Visual installation – Should be completed this week with the installation of a building wide announcement system.

Generator :               A new larger generator, furnished by the parish, should be delivered and installed by year end. This will complete the basic building construction project.

A final payment of approximately \$ 55,000 to McMath Construction will soon be coming due. It is expected that the funds statement will show \$ 70,000 of usable cash at the conclusion of the building project.

### **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.

Vice Chairman Stogner called for any questions concerning the Chairman's Report. Hearing none, Vice Chairman Stogner called for a motion to accept and approve the Chairman's report. Mr. Fenner made the motion to accept and approve the Chairman's Report as given. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

### **TREASURER'S REPORT**

Mr. Fenner reviewed the September 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.

Vice Chairman Stogner called for a motion to accept and approve the Treasurer's report, the September 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 September 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 or new business.

### **COMMITTEE REPORTS**

There were no committee reports.

**PUBLIC PARTICIPATION**

There was no participation by the public.

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