

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of September 10, 2013

A properly advertised Washington Parish Communications District Board meeting was held on September 10, 2013 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

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

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

Others present were:	Dan Foil	Attorney
	Joanna Thomas	Director

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 the board met as a committee. All motions should be deemed as recommendations to the board as a whole.

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

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

For the month of July we issued 30 new addresses they were:

Franklinton	11
Bogalusa	08

Pine	07
Angie	02
Mt. Hermon	01
Sun	01
Total	30

All 9-1-1 systems have been operating without incident, all is going well.

We had a training session last week on the fire protection and alarm system for the building. To follow up on this training we will be putting together a building emergency evacuation plan in case of a fire.

We have a petition request for a public safety road name change. It is requested that the board approve this change.

Petition # 2013-3
Current name: Blackwell Rd
Proposed: Jake Blackwell Rd

This road name is an administrative error based on resident and parish government inputs. In addition Blackwell Rd is a duplicated road name.

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. Updates were sent to GeoComm two weeks ago for them to process and update the dispatcher's computer map.

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

CHAIRMAN'S REPORT

Public 911 Education

Our 911 web site was visited by 70 new users during the month of August with 172 page hits. Total page hits since placed in service – 52,024

Communications Center

The building has been completed.

Items remaining include:

Building contract: 1. Punch list – Substantially complete

EOC grant: 1. Audio Visual installation – Substantially complete
2. Door access and entry control – Done

Comm District 1. Final radio tie-ins, Phase 1 - Done

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.

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 August 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 August financial statements, checklist, and YTD spending as compared to the 2013 budget.

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

OLD/NEW BUSINESS

Chairman Coleman called for any questions concerning the public safety road name change request as reported by Director Thomas.

Petition # 2013-3

Current name: Blackwell Rd

Proposed: Jake Blackwell Rd

This road name is an administrative error based on resident and parish government inputs. In addition Blackwell Rd is a duplicated road name.

Hearing none, Chairman Coleman called for a motion to accept and approve the public safety road name change request. Mr. Stogner made the motion to approve the road name change request. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Chairman Coleman asked the committee's opinion on the advisability of writing an official invitation to Sheriff Seal to locate his dispatcher at our new building. Mr. Fenner and Mr. Stogner said that they would sign such a letter.

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