

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of April 7, 2015

A properly advertised Washington Parish Communications District Board meeting was held on April 7, 2015 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Mrs. Cynthia August	Secretary
	Mr. Cook Byrd	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Mike Corkern	
	Mr. Stephen Richardson	

Others present were:	Joanna Thomas	Director
	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

Mrs. Thomas 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, 2015, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Byrd made the motion to dispense with the reading of the March meeting minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the March, 2015, meeting minutes. Mr. Fenner made the motion to approve the March, 2015, meeting minutes. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'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

Daily Operational Issues

All 911 equipment in all four locations is operating without issue.

I had to go to BPD to replace their 9-1-1 phone handset. I will order some extra handsets to have in stock when needed. I called the company and asked if they could repair the old handsets but they said that they don't do repairs due to the numerous models they carry.

For the month of March we issued 29 new addresses they were:

Franklinton	14
Bogalusa	05
Pine	05
Angie	03
Mt. Hermon	01
Varnado	01
Total	29

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. Minda has completed our year end compilation report.

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

Special Projects

I have been working with Gage Telephone and GeoComm to get the 9-1-1 map in my office to plot all incoming calls in the parish. This map is able to be shown in the Incident Command Room, the Conference Room, and the Dispatch Room. This capability gives us the ability to spot trends in 9-1-1 call activity such as from a tornado as it moves across the parish. This capability is now in place.

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

Mr. Coleman called for any questions concerning the Director's Report. Hearing none, Mr. Coleman called for a motion to accept and approve the Director's report. Mr. Byrd 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

The site was visited by 109 new users with 210 page hits in March. Visitors from eight foreign countries were among those who visited our site.

Special Projects

Republican Executive Committee

A tour was held at the Communications Center on March 13th , for the Republican Executive Committee. All enjoyed the visit and were impressed with the facility.

Microwave System

The microwave system utilized by the Communications Center has been submitted to the FCC for re-licensing in the name of Washington Parish. The technical study that was performed yielded no objection by adjacent license holders. Thus, final approval by the Federal Communications Commission is expected.

Maintenance Contracts

Renewal costs of our three maintenance contracts are as follows:

	2014 Yearly	2015 Yearly
HigherGround Recorder	\$ 5,217	\$ 5,217
GeoComm Software	\$ 13,102	\$ 14,300
GeoComm Map Maintenance	\$ 5,196	\$ 5,352

Capital Budget

Progress on the 2014 Capital Budget items are as follows:

Capital Projects

		Cost 2014	Status
Install satellite telephone in radio bunker.	9	\$ 900	Ordered

Progress on the 2015 Capital Budget items are as follows:

Capital Projects

		Cost 2015	Status
Jeep replacement - Oldest	13	\$ 3,000	
IT- Check Florida ECS-1000 for compatibility with present unit	14	\$ 4,000	
IT- Install security ESET on all computers	15	\$ 4,000	Scheduled for April
Replace field addressing map software with updated version	16	\$ 5,000	
IT- Change out temporary, non-POE switch at comm. center	17	\$ 1,000	
IT- Install Cisco switch at FPD	18	\$ 1,000	
Install Alber BDS-40 battery monitor on Communications Center UP	19	\$ 15,000	Delay Under Review
IT- Connect tower mounted cell phone antenna to telephone system	20	\$ 3,000	Completed

IT - Remote control of Kenwood radio features	21	\$ 1,000	Completed
IT- Enable tower light email notification of problems	22	\$ 1,000	Completed

It is recommended that the following 2016 capital budget items be moved into 2015 and that 2015 budget item 19 be moved into 2016.

Hook up new 300KW generator to Radio Bunker electrical system	24	\$ 5,000
IT- Connect tower mounted TV antenna to Audio Visual System	29	\$ 3,000
Install satellite broad band connection	32	\$10,000

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.

Mr. Coleman called for any questions concerning the Chairman’s Report. Hearing none, Mr. Coleman called for a motion to accept and approve the Chairman’s report. Ms. August made the motion to accept and approve the Chairman’s Report as given Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

TREASURER’S REPORT

Mr. Fenner reviewed the March, 2015 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 2015 budget, the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer’s report, the March, 2015, financial statements, checklist, and YTD spending as compared to the 2015 budget. Mr. Fenner made the motion to accept and approve the Treasurer’s report, the March, 2015, financial statements, the YTD spending as compared to the 2015 budget, and the 911 funds statement with cash disbursements. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Fenner made the motion to renew the HigherGround Recorder, GeoComm Software, GeoComm Map Maintenance contracts for 2014-2016. Ms. August seconded the motion. Motion passed by a unanimous vote.

Mr. Byrd made the motion to add projects 24, 29, and 32 to the 2015 capital budget and move project 19 into 2016. Mr. Fenner 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.

Ms. August 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