

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of March 12, 2019**

A properly advertised Washington Parish Communications District Board meeting was held on March 12 , 2019 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
	Mrs. Cynthia August	Secretary
	Mr. Danny Harris	
	Mr. Olander Smith	
	Mr. Cook Byrd	

Members absent were: None

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. Ms. August 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 February, 2019, 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 February meeting minutes. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the February, 2019, meeting minutes. Mr. Byrd made the motion to approve the February, 2018, 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 February with both the normal daily operational issues of the office plus supporting our special projects

***Daily Operational Issues***

All PSAPs are currently operational.

We haven't had any issues on our end with any of the PSAPs. We have had issues with AT&T. Franklinton Police Department has been getting what is called phantom calls which are not actual people. These calls are generated by AT&T equipment in error. This has been resolved.

For the month of February we issued 18 new addresses they were:

Franklinton	08
Bogalusa	06
Mt. Hermon	02
Pine	01
Angie	01
Total	18

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

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

### ***Special Projects***

The project to align our three data bases (MSAG, Map and Snap Shot) continues. We are over 50% complete on this project.

The Communications Section of the District 1,2,3,4,8 and 9 Fire Department 2018 PIAL Report has been completed.

These have 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. Smith 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**

The site was visited by 80 new users with 125 page hits in February. Foreign users were from China, Morocco, Pakistan, Canada and Germany.

## Special Projects

- The Intergovernmental Agreement to transfer the tower and adjacent property that we would require from the parish to complete the new 911 equipment project is in the hands of Wayne Kuhn.
- The Request for Proposal for the \$ 450,000 9-1-1 Equipment Replacement Project is scheduled for completion during the second quarter of 2019. Budget estimates already received indicate that our local estimate is appropriate.
- The Communications Center is now six years old. This seems to be the age at which electronic equipment begins to fail. The following have failed and are being replaced:
  - Cisco network switches (have 7 in operation at \$ 1,800 each)
  - iPad audio/visual controllers (have 4 in operation at \$500 each)

## 2019 Capital Plan

Telephone and Electric Conduit		\$ 10,000 (completed)
Administrative Server Replacement		\$ 20,000 (in progress)
Administrative Switch Replacement		\$ 12,600 (in progress)
AV iPad Replacement		\$ 2,000 (in progress)
Radio Amplifier Replacement		\$ 2,500
Fire Protection System Sensor Waterproofing		\$ 3,500 (completed)
DOTD Required Sign On Dollar Road		Estimate in Progress
Sign on Corner of Hwy 10 and Dollar Rd		\$ 1,300 (completed)
9-1-1 Equipment Replacement		\$ 450,000

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. Mr. Fenner made the motion to accept and approve the Chairman's Report as given Mr. Smith seconded the motion. Motion passed by a unanimous vote.

## TREASURER'S REPORT

Mr. Fenner reviewed the February, 2019, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the February, 2019, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the February, 2019, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 budget, and the 911

funds statement with cash disbursements. Mr. Harris seconded the motion. Motion passed by a unanimous vote.

**OLD/NEW BUSINESS**

Ms. August made the motion for the District to recommend the appointment of Ms. Sarah Burris, 1219 Harrison Street, Franklinton, to the next open board seat. Mr. Stogner 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. Fenner made the motion to adjourn. Ms. August 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