

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of April 8, 2014**

A properly advertised Washington Parish Communications District Board meeting was held on February 4, 2014 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:        Mr. James Coleman            Chairman  
   Mr. Gary Fenner                Treasurer

Members absent were:        Mr. Mike Stogner              Vice-Chairman  
   Mrs. Cynthia August         Secretary  
   Mr. Jason Verret  
   Stephen Richardson  
   Mr. Mike Corkern

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**

Mrs. Thomas called the roll. The results of that roll call are recorded above. As a quorum was not present, all actions taken are in the form of a committee recommendation to the board.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the February 2014, 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 February meeting minutes. Mr. Coleman seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the February, 2014, meeting minutes. Mr. Fenner made the motion to approve the February, 2014, meeting minutes. Mr. Coleman seconded the motion. Motion passed by a unanimous vote.

**DIRECTOR'S REPORT**

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

For the month of February we issued 33 new addresses they were:

Franklinton        17  
Bogalusa            07

Mt. Hermon	02
Angie	02
Pine	05
Total	33

For the month of March we issued 25 new addressed they were:

Franklinton	12
Angie	05
Varnado	01
Mt. Hermon	02
Bogalusa	05
Total	25

I received a call from the WPSO saying that AT&T had called them about a trunk being down and their 911 line would ring and then just hang up and made it appear that the call was on hold. I called Gage so they could look into it and it was on AT&T's side so AT&T fixed the issue.

We also had a problem with BPD on position B there was no audio when a 911 call came in. Gage and I worked together on solving this problem. Gage did not have to make a trip . They called in and remotely accessed the system and it was corrected. The issue was some of the settings needed to be changed.

On March the 20 I had the privilege of giving a 911 presentation to the Ruritan club in Mt. Hermon. There were a lot of interesting question and everyone was invited to come and tour our facility.

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. All the financial statements are ready to be taken to our CPA.

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

These have 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. Fenner made the motion to accept and approve the Director's Report as given. Mr. Coleman seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN'S REPORT**

### **Public 911 Education**

Web site updates have been completed. Our new street address and telephone numbers have been added to site. Meeting minutes and financial statements have also been updated. The site was visited by 93 new users with 263 page hits in February. The site was visited by 86 new users with 205 page hits in March.

### **Communications Center**

EOC grant: Audio Visual installation – This project has been completed. There will be approximately \$ 5,500 additional charges for the CCTV system and the building wide announcement system after adjustments for reductions in other scope items.

Generator : A new 300 kw generator, furnished by the parish, was tested at full load last week. Half way through the four hour test the generator portion of the unit failed and will be replaced by the manufacturer. Until then, they have furnished a temporary 150 kw unit.

### **Maintenance Contracts**

The following contract renewals are coming due for approval and such approval is recommended :

	Yearly	Increase
HigherGround Recorder	\$ 5,217	\$ 0
GeoComm Software	\$ 13,102	\$ 1,000
GeoComm Map Maintenance	\$ 5,196	\$ 135

A new contract is also under review. Gage Telephone, our telephone, 9-1-1 system, and IT system vendor currently charges us between \$125 to \$150 per man hour for maintenance. They will, however, reduce their labor rates by \$35 per hour if we sign a 12 hour per month agreement. Since our Operating and Capital budget is based on 20 hours per month, I suggest that we enter into this agreement, especially since:

- Unused labor hours are rolled over into the next year
- Additional hours are to be charged at the lower rate.

### **Capital Budget**

The scope of the Communications Center construction project was limited by available funds. Now that the construction project is completed, we can begin to implement the remaining 35 projects on a four year schedule according to their priority.

Our four year capital project plan, totaling \$139,500 is shown in Appendix 1. The 2014 Plan for \$41,500 is shown below.

Lastly, for illustration purposes, an expenditure of \$ 600,000 is shown in 2018 for the replacement of our 9-1-1 system. We expect that the manufacturer of our present system to declare that this system is beyond its useful life and withdraw OEM support.

This expenditure will require the development of a funding source in addition to our current Revenues.

## Capital Projects

		<b>2014</b>
Complete Audio Visual Install	1	\$ 5,500
Complete Fire Department tone out pads	2	\$ 4,000
IT - Full Raytheon radio "patching" capabilities	3	\$ 5,000
IT- Install weather data collector	4	\$ 8,000
Replace dispatcher map software with updated version	5	\$ 9,000
Install fence protecting secondary towers and air condition units	6	\$ 6,000
IT- Support during the replacement of dispatcher map software	7	\$ 1,000
Fill erosion by evaporation pond with rock	8	\$ 1,500
Install satellite telephone in radio bunker.	9	\$ 500
IT- Add email of phone messages on two phones in Incident Command	10	\$ 500
IT- Add four digit security code to phone system	11	\$ 500
TOTAL		\$41,500

## 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.

# APPENDIX 1

## Capital Projects

	2014	2015	2016	2017	2018
1	\$ 5,500				
2	\$ 4,000				
3	\$ 5,000				
4	\$ 8,000				
5	\$ 9,000				
6	\$ 6,000				
7	\$ 1,000				
8	\$ 1,500				
9	\$ 500				
10	\$ 500				
11	\$ 500				
12		\$ 1,000			
13		\$ 3,000			
14		\$ 4,000			
15		\$ 4,000			
16		\$ 5,000			
17		\$ 1,000			
18		\$ 1,000			
19		\$ 15,000			
20		\$ 3,000			
21		\$ 1,000			
22		\$ 1,000			
23		\$ 3,000			
24		\$ 5,000			
25		\$ 1,000			
26		\$ 1,000			
27		\$ 1,000			
28		\$ 1,000			
29		\$ 3,000			
30		\$ 1,000			
31		\$ 3,000			
32		\$ 10,000			
33		\$ 3,000			
34		\$ 15,000			
35		\$ 12,000			
36		\$ 41,500	\$ 39,000	\$ 32,000	\$ 600,000
				\$ 27,000	\$ 600,000

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

### **TREASURER'S REPORT**

Mr. Fenner reviewed the February and March, 2014 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 2014 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 and March, 2014, financial statements, checklist, and YTD spending as compared to the 2014 budget. Mr. Fenner made the motion to accept and approve the Treasurer's report, the February and March, 2014, financial statements, checklist, and YTD spending as compared to the 2014 budget. Mr. Coleman seconded the motion. Motion passed by a unanimous vote.

### **OLD/NEW BUSINESS**

Mr. Fenner made the motion to approve the payment of the 2014 Maintenance contracts for :  
Mr. Coleman seconded the motion. Motion passed by a unanimous vote.

HigherGround Recorder	\$ 5,217
GeoComm Software	\$ 13,102
GeoComm Map Maintenance	\$ 5,196
Gage Telephone	12 hrs per month at \$115 per hour

Mr. Fenner made the motion to approve the 2014 capital spending plan of \$41,500. Mr. Coleman 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. Mr. Coleman 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

