

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of April 5, 2016

A properly advertised Washington Parish Communications District Board meeting was held on April 5, 2016 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. Olander Smith	
	Mr. Cook Byrd	

Members absent were: 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 February, 2016, 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 February meeting minutes. Ms. August seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the February, 2016, meeting minutes. Mr. Stogner made the motion to approve the February, 2016, meeting minutes. Ms. August seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman stated that the November, 2014, minutes read, "Mr. Fenner made the motion to accept and approve the Treasurer's report, the September, 2014, financial statements, the YTD spending as compared to the 2014 budget, the 911 funds statement with cash disbursements, and the proposed final changes to the 2014 budget resulting in a 2014 net income of \$ 79,799.24". They should read, "Mr. Fenner made the motion to accept and approve the Treasurer's report, the September, 2014, financial statements, the YTD spending as compared to the 2014 budget, the 911 funds statement with cash disbursements, and the proposed final changes to the 2014 budget resulting in a 2014 net income of \$ 79,799.24, which will become the beginning 2015 budget". Mr. Fenner confirmed the actual wording of his November, 2014, motion and made the motion to revise the November, 2014, minutes as stated by Mr. Coleman. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

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

Daily Operational Issues

All PSAPs are currently operational. The Bogalusa and Franklinton Police Departments have had some issues. The cause of the problems was determined to be (a) a malfunctioning UPS at Bogalusa and (b) wires which had become disconnected at Franklinton. After repairs, all was back to normal.

The outgoing fire alarm telephone circuit became unusable during March. ATT located the problem in Pine and repaired the damage. After reconnection, all was back to normal.

The main phone circuit into the Communications Center became unusable during the EOC activation for the flood emergency. ATT located the problem in Pine and repaired the damage. After reconnection, all was back to normal. During the outage the Communications Center's secondary phone system was utilized.

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

Franklinton	20
Bogalusa	05
Pine	05
Mt Hermon	01
Angie	01
Varnado	01
Total	33

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

Franklinton	18
Bogalusa	04
Pine	04
Mt Hermon	01
Angie	02
Varnado	01
Total	30

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. Next week I should be taking our financial data to Minda for our year end audit.

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

The Emergency Operations Center was activated during the recent flood event. I assisted in the operations of the center as requested by the incident commander. Favorable comments were made by a Franklinton Alderman following the Governor's visit.

Following those favorable comments, Mayor Fleming of Franklinton visited the Communications Center last week in order to better understand the building's capabilities.

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. Byrd made the motion to accept and approve the Director's Report as given. Ms. August seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 83 new users with 178 page hits in March. Visitors included those in India.

Special Projects

Louisiana Legislature

Louisiana House Bill 2 contained no new projects for Washington Parish. Thus, the request for funds to install a new 9-1-1 system was not included in this bill.

The following two Bills have been introduced.

HB678 CARMODY	Pending House Commerce	...
TELECOMMUNICATIONS: Provides for the assessment of a surcharge fee on prepaid 911 services and products		

HB805 BROADWATER	Pending House Commerce	..
DISTRICTS/COMMUNICATIONS: Provides relative to communication districts		

Passage of these two Bills would increase our revenue by \$ 190,000 per year. This would be sufficient to fund the installation of a new 9-1-1 system in four years.

Bogalusa Government

Senator Beth Mizell has introduced Senate Bill 365 which removes the Bogalusa chief of police from the Louisiana civil service system.

GeoComm Contract Renewal

	2015 Yearly	2016 Yearly
GeoComm Software	\$ 14,300	\$ 13,976
GeoComm Map Maintenance	\$ 5,352	\$ 5,352

Capital Budget

		2015	2016
IT- Tie in fire alarm system to telephone system	12	Done	
Jeep replacement - Oldest	13	\$ 3,000	
IT- Check Florida ECS-1000 for compatibility with present unit	14	Done	
IT- Install security ESET on all computers	15	\$ 4,000	
Replace field addressing map software with updated version	16	Done	
IT- Change out temporary, non-POE switch at comm. center	17	\$ 1,000	
IT- Install Cisco switch at FPD	18	\$ 1,000	
IT- Connect tower mounted cell phone antenna to telephone system	20	Done	
IT - Remote control of Kenwood radio features	21	Done	
IT- Enable tower light email notification of problems	22	Done	
Jeep replacement - Newest	23		\$ 3,000
Hook up new 300KW generator to Radio Bunker electrical system	24		Done
IT - Connection to D Star Dongle System	25		\$ 1,000
IT- Connection to Echo Link System	26		\$ 1,000
IT- Connection to present Alber BDS-40 battery monitor in Bunker	27		Delete
IT- Connection to present 300 KW IP card.	28		\$ 1,000
IT- Connect tower mounted TV antenna to Audio Visual System	29		Done
Add CCTV to rear door	30		\$ 1,000
Add oven and stove top to kitchen.	31		\$ 3,000
Install satellite broad band connection	32		Done
Install Alber BDS-40 battery monitor on Communications Center UP	19		\$ 15,000
Install Recorder	37		\$ 15,000
Connect Water Tank to Separate Pump System	38		Done

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, 2016, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2016 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 and March, 2016, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2016 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the February and March, 2016, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2016 budget, and the 911 funds statement with cash disbursements. Ms. August seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to sign the audit engagement form requesting that Minda B. Raybourn CPA be approved by the Louisiana Legislative Auditor. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Ms. August made the motion to renew the GeoComm Software Support and Map Maintenance contract for the 2016-2017 period. Mr. Byrd 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. Stogner 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