

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of April 4, 2017**

A properly advertised Washington Parish Communications District Board meeting was held on April 4, 2017 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

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

Members absent were:	Mrs. Cynthia August	Secretary
	Mr. Mike Stogner	Vice-Chairman
	Mr. Stephen Richardson	
	Mr. Cook Byrd	
	Mr. Olander Smith	

Others present were:	Joanna Thomas	Director
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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. Since a quorum was not present, the board members that were present met as a committee.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the March, 2017, 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 March meeting minutes. Mr. Coleman seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the March, 2017, meeting minutes. Mr. Fenner made the motion to approve the March, 2017, meeting minutes. Mr. Fenner 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 PSAPs are currently operational with no outages reported.

For the month of March we issued 28 new addresses they were:

Franklinton	16
Bogalusa	04
Mt. Hermon	02
Angie	01
Pine	03
Varnado	02
Total	28

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 downloaded by GeoComm to the dispatcher positions two weeks ago.

### **Special Projects**

I am still continuing helping the Fire Departments on getting all the information that is needed for their ratings.

The financials have been taken to Minda's office for our audit.

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. 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**

The site was visited by 125 new users with 317 page hits in March.

#### **Special Projects**

##### **Long Term Capital Plan**

The 2016 capital project to install an Albers battery monitoring system on the Liebert uninterruptable power supply in the main building will be completed in April.

The 2017 capital plan is currently as follows:

Hook up of standby generator to main electrical system	34	Done
Install 1200 gal diesel fuel tank	35	\$ 12,000
Pave Roadway		\$ 22,000
To Be Determined		\$ 6,000

## **Recent Meetings**

On Friday, March 17, our state senator and representative plus three representatives of the sheriff's office received a tour and an informational briefing about the Communications Center. Discussions were held concerning the challenges of moving their dispatchers to the Center.

Challenges include:

- Ability to handle administrative tasks currently assigned to dispatcher.
- Ability of the Communications District to pay additional WPSO costs.

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. Coleman seconded the motion. Motion passed by a unanimous vote.

## **TREASURER'S REPORT**

Mr. Fenner reviewed the March, 2017, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2017 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the March, 2017, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2017 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the March, 2017, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2017 budget, and the 911 funds statement with cash disbursements. Mr. Coleman seconded the motion. Motion passed by a unanimous vote.

## **OLD/NEW BUSINESS**

Mr. Fenner made the motion to renew the HigherGround maintenance agreement on the recorder located at the WPSO building. 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