

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of April 3, 2018

A properly advertised Washington Parish Communications District Board meeting was held on April 3, 2018 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Olander Smith	
	Mr. Stephen Richardson	

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

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. Thomas 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, 2018, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Smith 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, 2018, meeting minutes. Mr. Fenner made the motion to approve the March, 2018, meeting minutes. Mr. Richardson seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the board's recommendations when it met as a committee in February and March, 2018. Mr. Smith made the motion to approve the board's recommendations when it met as a committee in February and March, 2018. 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. There were two problems during the month.

- We had a issue with our 839-5625 administrative number just ringing and not picking up. I had to call Gage about the issue. The problem was that the UPS was going bad. We had to replace the UPS for the Toshiba telephone switch in our old office.
- Then we had an error message pop up at WPSO. Mike from Gage had to remote in and make some changes on the settings.

For the month of March we issued 36 new addresses they were:

Franklinton	19
Bogalusa	04
Varnado	06
Pine	06
Mt Hermon	01
Total	36

Ms. 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. Time to completion is approximately one year.

Cell phone testing with Verizon was accomplished last week.

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

CHAIRMAN’S REPORT

Public 911 Education

The site was visited by 115 new users with 184 page hits in March. Foreign users were from China.

Special Projects

After five years of use, its time to perform preventive maintenance on the tower to check antennas and repair lights. Plans are being made to accomplish this in June. Four quotes have been received.

The Intergovernmental Agreement to transfer the tower and adjacent property that we would require from the parish in 2018 is in the process of being written.

- The recent 9-1-1 system outages in Washington and St Tammany parishes highlights the need to improve our Reverse 9-1-1 Emergency Notification System. Our current system is limited to telephone calls to landline phones from one dispatch position, which is currently unmanned.

We are currently evaluating the products available to perform these functions.

2018 Capital Plan

Pave Roadway		Approximately \$ 36,000
--------------	--	-------------------------

2019 Capital Plan

Based on the advice of our computer consultant, Gage Telephone, it is recommended that a new 9-1-1 system be installed in 2019. This recommendation is based on:

- Increasing difficulty in acquisition of dispatch computers
- Unavailability of factory support after 2019
-

Since we will not be financially able to install the equipment bunker in Franklinton until 2021, both parts of the new 9-1-1 system would be installed in the Communications Center building.

Once the equipment bunker in Franklinton is built, a portion of the equipment in the Communications Center would be moved.

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. Richardson made

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

TREASURER'S REPORT

Mr. Fenner reviewed the March, 2018, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2018 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner called for a motion to accept and approve the Treasurer's report, the March, 2018, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2018 budget, the 911 funds statement with cash disbursements, and moving \$ 30,000 to the restricted LAMP account.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the March, 2018, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2018 budget, and the 911 funds statement with cash disbursements and moving \$ 30,000 to the restricted LAMP account. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Richardson made the motion to approve the recommendations of the board, which met as a committee, in February and March. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Richardson made the motion to approve the RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING UNDER AUTHORITY OF A BOARD, COUNCIL OR OTHER TYPE GOVERNING BODY related to opening a checking account at Whitney Bank. 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.

Mr. Fenner made the motion to adjourn. Mr. Smith 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