

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of April 9, 2019**

A properly advertised Washington Parish Communications District Board meeting was held on April 9, 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 March, 2019, 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 March meeting minutes. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

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

***Daily Operational Issues***

All PSAPs are currently operational.

We did have an issue at BPD with their B position screen going black. Gage had to change the setting on the monitor. There is a possibility of a battery issue with the UPS for BPD-B that if it loses power again, we need to take a look at.

The dispatcher from Franklinton Police department was having problems hearing the calls from the instant retrieval. I went and changed out a piece of equipment that played a part in controlling the volume on the instant retrieval. The piece of equipment is called the HLIM.

In addition, FPD has a part time dispatcher so Gage added his badge number to the software so he can log in under his own badge number.

For the month of March we issued 21 new addresses they were:

Franklinton	07
Sun	01
Mt. Hermon	02
Pine	07
Varnado	02
Angie	02
Total	21

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. All the financial statements and information should be ready to give to Minda within the next week or so for the 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. Map updates are scheduled to be submitted to GeoComm on Friday.

### ***Special Projects***

The project to align our three data bases (MSAG, Map and Snap Shot) continues. We are close to 60% complete on this project.

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. Harris 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 74 new users with 108 page hits in March. Foreign users were from China, Philippines, Canada and the Ukraine.

### 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 9-1-1 Equipment Replacement Project is in the process of being written and is scheduled for completion during the second quarter of 2019.
- The requests for new or upgraded telephone circuits to support the replacement 9-1-1 system are in the process of being installed. These include:
  - E Metro Network to PSAPs
  - CAMA and ALI circuits to EOC
  - Convert PRI circuits to SIP at EOC
- Outside light bulbs have been replaced multiple times since the building was completed six years ago. These units are now being replaced with LED fixtures as incandescent bulb failures occur.

### 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. Stogner 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 March, 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 March, 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 March, 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. Ms. August seconded the motion. Motion passed by a unanimous vote.

### **OLD/NEW BUSINESS**

Mr. Byrd informed the board that he was resigning as a member of the Board of Directors of the Washington Parish Communication District effective at the end of this meeting, April 9, 2019. Ms. August made the motion for the District to accept the resignation of Mr. Byrd. Mr. Harris seconded the motion. Motion passed by a unanimous vote.

Chairman Coleman informed the Board that he will inform the Parish President of Mr. Byrd's resignation and of the Board's recommendation of the appointment of Ms. Sarah Burris, 1219 Harrison Street, Franklinton, to fill the unexpired term of Mr. Byrd as unanimously approved by the Board at its March 12, 2019, meeting.

### **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