

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of August 4, 2015

A properly advertised Washington Parish Communications District Board meeting was held on August 4, 2015 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Mrs. Cynthia August	Secretary
	Mr. Cook Byrd	
	Mr. Stephen Richardson	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Mike Corkern	

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 July, 2015, 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 July meeting minutes. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the July, 2015, meeting minutes. Mr. Richardson made the motion to approve the July, 2015, meeting minutes. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the committee recommendations made at the July, 2015, meeting. Mr. Byrd made the motion to approve the recommendations made at the July, 2015, meeting. Mr. Richardson seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

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

Daily Operational Issues

All 9-1-1 equipment is operational. Three map software issues have been identified by the dispatchers. Two of these issues have been solved, (a) Display of aerial photograph, and (b) Cursor GIS location information. One issue remains, ie., (c) the non inclusion of law enforcement and fire department agency identification information in map information window.

For the month of July we issued 29 new addresses they were:

Franklinton	15
Bogalusa	08
Pine	04
Angie	01
Mt. Hermon	01
Total	29

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. Minda has completed our 2014. year end audit report and it has been sent to the Legislative Auditor's Office with no findings.

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

I have called the Mayor of Bogalusa to schedule a day for her to come and tour our facility but she has been so busy we just have not had the opportunity to schedule anything yet, but I am diligently working on it as well as setting up a day to review TTY and Mapping training for all the dispatchers. The lady from the Deaf Action Center has been out of the country. She is scheduled to be back the end of next week.

This has 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. Mr. Richardson seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

The web site was visited by 101 new users with 129 page hits in July. Visitors from China, Germany and Israel were among those who visited our site.

Special Projects

Republican Executive Committee`

The Republican Executive Committee tour and meeting in our conference room is now scheduled for August 11, 2015.

Operations Manuals for EOC

The 75 page, Communications Unit Leader Manual", is still in progress.

Capital Budget

Progress on the 2015 Capital Budget items are as follows:

Capital Projects

		Cost 2015	Status
Jeep replacement - Oldest	13	\$ 3,000	
IT- Check Florida ECS-1000 for compatibility with present unit	14	\$ 4,000	Scheduled for October
IT- Install security ESET on all computers	15	\$ 4,000	Scheduled for Sept
Replace field addressing map software with updated version	16	\$ 5,000	Completed
IT- Change out temporary, non-POE switch at comm. center	17	\$ 1,000	Scheduled for Sept
IT- Install Cisco switch at FPD	18	\$ 1,000	Scheduled for Sept
IT- Connect tower mounted cell phone antenna to telephone system	20	\$ 3,000	Completed
IT - Remote control of Kenwood radio features	21	\$ 1,000	Completed
IT- Enable tower light email notification of problems	22	\$ 1,000	Completed
Hook up new 300KW generator to Radio Bunker electrical system	24	\$ 5,000	Completed
IT- Connect tower mounted TV antenna to Audio Visual System	29	\$ 3,000	Completed
Install satellite broad band connection	32	\$ 10,000	Completed

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 Ms. August seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

Mr. Fenner reviewed the June and July, 2015, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2015 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the June and July, 2015, financial statements, checklist, and YTD spending as compared to the 2015 budget. Mr. Fenner made the motion to accept and approve the Treasurer's report, the June and July, 2015, financial statements, the YTD spending as compared to the 2015 budget, and the 911 funds statement with cash disbursements. Mr. Richardson seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Coleman called for a motion to recommend to the Parish President that Mr. Olander Smith of Hackley be appointed to fill the next board vacancy, when such occurs. Mr. Byrd made the motion to recommend to the Parish President that Mr. Olander Smith of Hackley be appointed to fill the next board vacancy, when such occurs. Ms. August seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to ask Mr. Olander Smith of Hackley to serve as an unpaid consultant to the board on matters pertaining to law enforcement dispatch. Mr. Richardson made the motion to ask Mr. Olander Smith of Hackley to serve as an unpaid consultant to the board on matters pertaining to law enforcement dispatch. 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. Byrd 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