

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of August 2, 2016**

A properly advertised Washington Parish Communications District Board meeting was held on August 2, 2016 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	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Stephen Richardson	
	Mr. Olander Smith	

Others present were:	Joanna Thomas	Director
	Dan Foil	Attorney

**ROLL CALL OF BOARD MEMBERS**

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.

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

Mr. Coleman called for a motion to approve the July, 2016, meeting minutes. Mr. Fenner made the motion to approve the July, 2016, meeting minutes. Ms. August 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 PSAPs are currently operational. WPSO had some equipment issues, they could not hear a recording playback so instead of calling out Gage and costing us a charge, I went and took care of the problem myself.

The fire alarm system was showing a trouble indication after a recent thunderstorm. Repairs have been completed. Permanent modifications will be installed this month. The system's six month inspection has been completed.

For the month of July we issued 39 new addresses they were:

Franklinton	21
Pine	05
Mt Hermon	03
Varnado	06
Angie	03
Total	39

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. Minda has completed her audit and gave us a clean report last month.

Mrs. Moore continues to do the addressing and both Ms Moore and Ms Jones continuing to work on map updates on a daily basis. These updates are being processed by GeoComm.

### ***Special Projects***

House Bills, HB 678 and HB 805 have both been signed by the governor. The board passed two Resolutions last month to place the fee changes into effect effective August 1.

The certified letters to all the phone carriers will be sent out this week with a return receipt letter.

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

## **CHAIRMAN'S REPORT**

### **Public 911 Education**

The site was visited by 75 new users with 198 page hits in July.

## Special Projects

### *Louisiana Legislature*

As Joanna mentioned, Louisiana House Bill 678 and 805 have both passed. The necessary Resolutions have been prepared and passed.

### *9-1-1 Equipment Replacement*

A \$ 500,000 budget level estimate for the replacement of our eleven year old 9-1-1 equipment has been received. It is therefore reasonable to schedule this in the 2018 capital budget.

## Long Term Capital Plan

It is suggested that the following items be included in future capital plans:

2017	Security Fencing For Building	\$ 100,000
2018	9-1-1 Equipment Replacement	\$ 600,000
2023	Communications Center Renovation	\$1,500,000

## 2016 Capital Budget

		2015	2016
Jeep replacement - Oldest	13	Item 39	
IT- Install security ESET on all computers	15	\$ 4,000	In Progress
IT- Change out temporary, non-POE switch at comm. center	17	\$ 1,000	On work list
IT- Install Cisco switch at FPD	18	\$ 1,000	On work list
Jeep replacement - Newest	23		Item 39
Hook up new 300KW generator to Radio Bunker electrical system	24		Done
IT - Connection to D Star Dongle System	25		Done
IT- Connection to Echo Link System	26		Done
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		In Progress
Add oven and stove top to kitchen.	31		Done
Install satellite broad band connection	32		Done
Install Alber BDS-40 battery monitor on Communications Center UP	19		Quotes
Install Recorder	37		\$ 15,000
Connect Water Tank to Separate Pump System	38		Done
Jeep Replacement – Pick Up	39		In Progress

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 July, 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 July, 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 July, 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. Byrd seconded the motion. Motion passed by a unanimous vote.

## **OLD/NEW BUSINESS**

There was no old or new business.

## **COMMITTEE REPORTS**

There were no committee reports.

## **PUBLIC PARTICIPATION**

There was no participation by the public.

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