

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of February 4, 2014

A properly advertised Washington Parish Communications District Board meeting was held on February 4, 2014 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

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

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mrs. Cynthia August	Secretary
	Mr. Jason Verret	
	Stephen Richardson	

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. 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. As a quorum was not present, all actions taken are in the form of a committee recommendation to the board.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the January 2014, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Corkern made the motion to dispense with the reading of the January meeting minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the January, 2014, meeting minutes. Mr. Corkern made the motion to approve the January, 2014, 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 January with both the normal daily operational issues of the office plus supporting our special projects

For the month of January we issued 15 new addresses they were:

Franklinton	08
Bogalusa	02

Mt. Hermon	03
Varnado	02
Total	15

I have almost completed all of my recertification requirements for APCO:

- CTO (Communications Training Officer) & Instructor
- PST (Public Safety Training) & Instructor
- Fire Dispatch & Instructor

- I am in the process to complete my recertification requirements for EMD (Emergency Medical Dispatch) & Instructor.

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.

Special Projects

Final testing and start up will occur tomorrow on our new 300 kilowatt generator. There will be no additional cost for this work.

I received a call from the Bogalusa Police Department today informing me that Sprint was trying to make cell phone test calls with notifying and coordinating with this agency. It is our policy that cell phone companies must contact me or Ron Bloom to schedule testing.

I called the drive tester and he did not answer but a message was left for him to contact me for approval. In the meantime an officer spoke with the man and informed him that he would be arrested if he continues to call 911 without going to us first and that our agency must first give approval.

This policy protects the integrity of our system since there is only one dispatcher at each agency and this person has insufficient time to handle their normal job plus do the testing. I normally travel to each agency and perform the testing functions.

These have been an interesting and productive month for our office. I would like to thank the board for their support and inputs.

Chairman Coleman called for any questions concerning the Director's Report. Hearing none, Chairman Coleman called for a motion to accept and approve the Director's report. Mr. Corkern 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

Updates are in progress. Our new street address and telephone numbers have been added to site. The site was visited by 68 new users with 172 page hits last month.

Communications Center

EOC grant: Audio Visual installation – The building wide announcement system has been completed and is operational. Final circuit tie ins in the conference room remain to be completed. There will be some additional charges for the CCTV system and the building wide announcement system after adjustments for reductions in other scope items.

Generator : A new larger generator, furnished by the parish, has been delivered and final testing and start up will be on Wednesday, February 5.



2014 Projects

A preliminary list of additional items that need to be accomplished are listed below. Costs will be available at our next meeting,

- Fire Department tone generators for existing Kenwood desk top radios
- Jeep(s) replacement
- Data network programming improvements to enable:

- Full Raytheon radio “patching” capabilities
- Remote control of Kenwood radio features
- Connection to D Star Dongle System
- Connection to EchoLink System
- Enable tower light email notification of problems
- Connection to present Alber BDS-40 battery monitor in Radio Bunker
- Connect tower mounted TV antenna to Audio Visual System
- Connect tower mounted cell phone antenna to telephone system
- Install weather data collector
- Replace dispatcher map software with updated version
- Replace field addressing map software with updated version
- Hook up new 300KW generator to Radio Bunker electrical system
- Hook up of standby generator to main electrical system
- Install Alber BDS-40 battery monitor on Communications Center UPS

Conclusions

The challenges of fine tuning and improving our system continues. I would like to thank both the board, Mrs Thomas and her staff for their hard work on the many complex challenges currently facing us.

Chairman Coleman called for any questions concerning the Chairman’s Report. Hearing none, Chairman Coleman called for a motion to accept and approve the Chairman’s report. Mr. Corkern 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 January, 2014 financial statements beginning with the balance sheet, both assets and liabilities. He then reviewed the income and budget statements. Next, he reviewed the check register, cash receipts, the account reconciliation statement, the YTD spending compared to the 2014 budget and the 911 funds statement with cash disbursements.

Chairman Coleman called for a motion to accept and approve the Treasurer’s report, the January, 2014, financial statements, checklist, and YTD spending as compared to the 2014 budget. Mr. Fenner made the motion to accept and approve the Treasurer’s report, the January, 2014, financial statements, checklist, and YTD spending as compared to the 2014 budget. Mr. Corkern seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

There was no additional 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. Corkern 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