

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of February 3, 2015**

A properly advertised Washington Parish Communications District Board meeting was held on February 3, 2015 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. Cook Byrd	

Members absent were:	Mr. Mike Corkern
	Mr. Stephen Richardson

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

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

Mr. Coleman called for a motion to approve the recommendations of the January, 2015, committee meeting. Mr. Fenner made the motion to approve the recommendations of the January, 2015, committee meeting. Ms. August 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

### ***Operational Issues***

Our 9-1-1 equipment is currently operating without problems.

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

Franklinton	05
Pine	09
Mt Hermon	01
Total	15

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. New map updates were made available to the dispatchers last month.

### ***Special Projects***

I am completing my preparation to test our ability to text 9-1-1 through our TTY system with both AT&T and Sprint. I have been working with Ron Bloom on this for a while now.

GeoComm came and installed new dispatcher mapping software on our 9-1-1 system as well as provided training for all the dispatchers on how to use the program. This project was a 2014 Capital Budget item.

We had the training here at the Communications Center so the dispatchers that had not had the chance to see our facility were able to come and take a tour.

We had six Drug Task Force detectives come and tour the building. They have requested to use our conference room and the dispatch break room for their morning briefing sessions. They would only have access to the conference room and the dispatch break room.

I have their building ID cards ready. I am waiting on the locksmith to make a key that will access only the front door. I have letter for each person to sign stating that they are being assigned this card and key for the use of performing their law enforcement duties and if the card/key is lost or stolen or if for any reason they no longer a member of the Drug Task Force, we are to notified within 7 working days.

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

## **CHAIRMAN'S REPORT**

### **Public 911 Education**

The site was visited by 114 new users with 191 page hits in January.

### **Special Projects**

#### ***Republican Executive Committee***

A tour will be held at the Communications Center on March 13<sup>th</sup> for the Republican Executive Committee to help them understand the 9-1-1 system in Washington Parish.

The Executive Committee consists of Ginger Corken, Kay Lewis, Suzannah Fussell, Beth Mizell, Don Crist, Merlin Duke, Mark James II, and Cynthia Condon.

#### ***CML Equipment Maintenance Contract***

Our current CML Equipment Maintenance Contract which ends on July 31, 2015, has been extended to January 25, 2016. Further coverage after January, 2016, is not available.

#### ***9-1-1 Funding***

Since Louisiana APCO/NENA has agreed to sponsor state wide legislation in 2015, our local efforts have been put on hold pending this state wide effort. The Parish President and Parish Council has been informed of this path forward.

#### ***MOU For GIS Data***

A Memo Of Understanding Between The Washington Parish Communications District And The Division Of Administration, State Of Louisiana has been written and signed by both agencies.

The state will field check our GPS data points utilizing personnel from Stephenson Disaster Management Institute (SDMI) at LSU.

There will be no cost to the District for this project.

## Capital Budget

Progress on the 2014 Capital Budget items are as follows:

### Capital Projects

		<b>Cost 2014</b>	<b>Status</b>
Replace dispatcher map software with updated version	5	\$ 9,000	Completed 1/12/15
IT- Support during the replacement of dispatcher map software	7	\$ 1,000	Completed 1/12/15
Install satellite telephone in radio bunker.	9	\$ 500	In Process

Progress on the 2015 Capital Budget items are as follows:

### Capital Projects

		<b>Cost 2015</b>	<b>Status</b>
Jeep replacement - Oldest	13	\$ 3,000	
IT- Check Florida ECS-1000 for compatibility with present unit	14	\$ 4,000	
IT- Install security ESET on all computers	15	\$ 4,000	
Replace field addressing map software with updated version	16	\$ 5,000	
IT- Change out temporary, non-POE switch at comm. center	17	\$ 1,000	
IT- Install Cisco switch at FPD	18	\$ 1,000	
Install Alber BDS-40 battery monitor on Communications Center UP	19	\$ 15,000	
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

## 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.

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

## TREASURER'S REPORT

Mr. Fenner reviewed the January, 2015 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 2015 budget, the 911 funds statement with cash disbursements.

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

### **OLD/NEW BUSINESS**

There was a discussion concerning a "Meet and Greet", open to the public, to be held in June.

### **COMMITTEE REPORTS**

There were no committee reports.

### **PUBLIC PARTICIPATION**

There was no participation by the public.

Ms. August made the motion to adjourn. Mr. Stogner 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