

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of February 6, 2018

A properly advertised Washington Parish Communications District Board meeting was held on February 6, 2018 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mr. Olander Smith	

Members absent were:	Mrs. Cynthia August	Secretary
	Mr. Gary Fenner	Treasurer
	Mr. Cook Byrd	
	Mr. 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. Ms. Thomas 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. Since a quorum was not present, those in attendance met as a committee with all motions to be made as recommendations to the board.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the January, 2017, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Smith made the motion to dispense with the reading of the December meeting minutes. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the January, 2017, meeting minutes. Mr. Smith made the motion to approve the January, 2017, 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 November, December and January with both the normal daily operational issues of the office plus supporting our special projects

Daily Operational Issues

All PSAPs are currently operational. Several issues have been corrected. These issues are:

- In the month of November we didn't have any issues with the PSAPs or the 911 system.
- There were several failed 911 call attempts made on Christmas Day from a cell site in Bogalusa. I had all calls from this site forwarded to a back up emergency 10 digit number that rings at the correct PSAP. It required 24 hours for Verizon as well as myself to resolve this issue. It was on Verizon's end.
- In January there was a major electrical power event at the Sheriff's office. This power surge affected our main ECS1000 equipment. The following failed:
 - ANI/ALI for all agencies
 - Franklinton PD 911
 I went onsite to WPSO, repowered SEALI PC's and this restored the ANI/ALI for all agencies. FPD was still down. I had to get them log off, then on. We made some test calls. All was working. The SEALI UPS has been replaced.
- Also in January, the Bogalusa Police Department backroom UPS battery failed. It has been replaced.
- Lastly, also in January, St Tammany experienced a 911 outage due to AT&T system failures. This would have affected Washington Parish residents trying to utilize St. Tammany cell towers to call 911.

For the month of November we issued 20 new addresses they were:

Franklinton	08
Bogalusa	09
Angie	01
Pine	01
Varnado	01
Total	20

For the month of December we issued 4 new addresses they were:

Franklinton	03
Mt Hermon	01
Total	04

For the month of January we issued 35 new addresses they were:

Franklinton	19
Bogalusa	07
Angie	02
Pine	04
Varnado	02
Mt Hermon	01

Total 35

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

We have reviewed the capabilities in January of two reverse 9-1-1 emergency notification systems. This review has been prompted by the recent system failures in January, both in Washington and St Tammany parishes.

The project to align our three data bases (MSAG, Map and Snap Shot) continues. Time to completion is approximately six months.

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. Stogner made the motion to accept and approve the Director's Report as given. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 226 new users with 307 page hits in January. Foreign users were from China.

Special Projects

After five years of use, its time to perform preventive maintenance on the tower to check antennas and repair lights. Plans are being made to accomplish this in April. The Agreement For Tower And Equipment Maintenance Services is being reviewed by Dan Foil.

A budget price estimate for the 2020 project to fabricate, deliver, and install a concrete shelter to house our Franklinton main 9-1-1 equipment has been received. This facility would help prevent the power surge issues that we experienced in January.

The Intergovernmental Agreement to transfer the tower and adjacent property that we would require from the parish in 2018 is in the process of being written.

The recent 9-1-1 system outages in Washington and St Tammany parishes highlights the need to improve our Reverse 9-1-1 Emergency Notification System. Our current system is limited to telephone calls to landline phones from one dispatch position, which is currently unmanned.

Upgrades would include:

- E Mail
- Text Messages
- Telephone Calls to Cell Phones
- Integrated Public Alert and Warning System (IPAWS)
 - Emergency Alert System (broadcast, cable, satellite)
 - Wireless Emergency Alerts (wireless providers)
 - National Weather Service's (NWS) alert and warning systems
- Web Site for Citizen Sign Up
- Multi Agency Use By Computer or Cell Phone

We are currently evaluating the products available to perform these functions.

2018 Capital Plan

Pave Roadway		Approximately \$ 36,000
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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. Smith made the motion to accept and approve the Chairman's Report as given. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

Mr. Coleman reviewed the November, 2017, December, 2017, and January, 2018, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the appropriate 2017 or 2018 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the November, 2017, December, 2017, and January, 2018, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the appropriate 2017 or 2018 budget, and the 911 funds statement with cash disbursements, and to move \$ 50,000 from checking into the LAMP account.

Mr. Stogner made the motion to accept and approve the Treasurer's report, the November, 2017, December, 2017, and January, 2018, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the appropriate 2017 or 2018 budget, and the 911 funds statement with cash disbursements, and to

move \$ 50,000 from checking into the LAMP account. Mr. Smith 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. Stogner made the motion to adjourn. Mr. Smith 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