

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of February 5, 2019

A properly advertised Washington Parish Communications District Board meeting was held on February 5, 2019 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. Danny Harris	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Olander Smith	
	Mr. Cook Byrd	

Others present were:	Dan Foil	Attorney
	Joanna Thomas	Director
	Sarah Burris	Visitor

Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Ms. August 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, 2019, 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. Ms. August seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the January, 2019, meeting minutes. Mr. Harris made the motion to approve the January, 2018, 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 January with both the normal daily operational issues of the office plus supporting our special projects.

Daily Operational Issues

All PSAPs are currently operational.

I had to run the yearly 9-1-1 reports for the fire departments and I could not get my statistics computer to come up. I had to call Gage for their assistance. They logged into the server and attempted to remote into the appropriate PC after confirming a bad connection from my workstation. While on the server they confirmed lack of connectivity to and from multiple sources. They are going to put it on the punch list for their next visit. In the meantime Mike transferred the needed reports that I could run until it is fixed.

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

Franklinton	11
Bogalusa	02
Mt. Hermon	01
Pine	01
Total	15

Ms. Moore continues to do the addressing and both Ms Moore and Ms Jones continuing to work on map updates on a daily basis. Another set of map revisions were submitted and approved for installation at the dispatch positions.

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data.

Special Projects

The project to align our three data bases (MSAG, Map and Snap Shot) continues. We are approximately half way to the end on this project.

I went through training this month on preparing the yearly fire call dispatcher report from the CAD data gathered from each law enforcement agency. I will be doing this on a yearly basis after Tommy Thiebaud retires in July.

I also turned in the District's 2018 unaudited financial data to the state legislature's 9-1-1 committee. All Communication Districts in the state are required to do this after the first of the year. This is a separate report from the audit report that Minda Rayburn makes later in the year.

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. Harris made the motion to accept and approve the Director's Report as given. Ms. August seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN’S REPORT

Public 911 Education

The site was visited by 94 new users with 155 page hits in January. Foreign users were from France, Ireland, Romania, Mexico, Poland and China.

Special Projects

- The Intergovernmental Agreement to transfer the tower and adjacent property that we would require from the parish to complete the new 911 equipment project is in the hands of Wayne Kuhn.
- The Request for Proposal for the \$ 450,000 9-1-1 Equipment Replacement Project is scheduled for completion during the second quarter of 2019.
- The Communications Center is now six years old. This seems to be the age at which electronic equipment begins to fail. The following have failed and are being replaced:
 - Cisco network switches (have 7 in operation at \$ 1,800 each)
 - iPad audio/visual controllers (have 4 in operation at \$500 each)

2018-2019 Capital Plan

Telephone and Electric Conduit		\$ 10,000 (completed)
Administrative Server Replacement		\$ 20,000 (in progress)
Radio Amplifier Replacement		\$ 2,500
Fire Protection System Sensor Waterproofing		\$ 3,500 (completed)
DOTD Required Sign On Dollar Road		Estimate in Progress
9-1-1 Equipment Replacement		\$ 450,000

An estimate to erect a concrete masonry unit (CMU) sign which replicates the lettering on our building is in the process of being obtained for the board’s review. The sign’s concrete base will be designed to support a future flag pole.

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

TREASURER’S REPORT

Mr. Fenner reviewed the January, 2019, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer’s report, the January, 2019, financial statements, income and budget statements, the check register, the cash receipts, the

account reconciliation statement, the YTD spending compared to the 2019 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the January, 2019, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 budget, the 911 funds statement with cash disbursements and moving \$ 50,000 to the restricted LAMP account. Mr. Harris seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Ms. August made the motion for the District's Director to assist the Washington Parish Office of Homeland Security in the preparation of the emergency communications section of the yearly PIAL fire department reports. Mr. Fenner 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. Fenner 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