

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of February 2, 2021**

A properly advertised Washington Parish Communications District Board meeting was held on February 2, 2021 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mrs. Cynthia August	Secretary
	Mr. Olander Smith	
	Mr. Danny Harris	
	Ms. Sarah Burris	

Members absent were:	Mr. Gary Fenner	Treasurer
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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. Ms. August opened with prayer.

**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, 2021, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Stogner made the motion to dispense with the reading of the January, 2021, meeting minutes. Ms. Burris seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the January, 2021, meeting minutes. Mr. Harris made the motion to approve the January, 2021, 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 PSAP are up a running with our new 911 system no major issues to report at this time.

For the month of January we issued 33 new addresses they were:

Franklinton	23
Bogalusa	01
Mt. Hermon	02
Pine	04
Angie	02
Varnado	01
Total	33

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***

The project to prepare our equipment to utilize the new map data field collection system is still under way and should be complete this month.

The preliminary design of the building addition has been completed.

The building expansion grant request for \$ 1.5 million has been submitted to FEMA.

Jim and I met with Gage Telephone to begin a discussion on an administrative telephone system replacement for 2021 due to a lack of replacement parts on our current seven year old system.

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. Ms. Burris 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 203 new users with 240 page hits in January. Foreign users were from Spain, Ukraine, Canada, and Poland.

## Special Projects

- Provide tower space to Geaux Techie, Llc, 113 Richard St, Franklinton, LA 70438 – Proposed Cooperative Endeavor Agreement sent to Geaux Techie but no response.
- Transition to New Mapping Software with assistance of E S Squared of Denham Springs – Reviewed last week, with installation due the week of February 15.

## Other Business

- Parish council requests Law Enforcement Advisory Committee. It is suggested that the scope be enlarged to include Fire, EMS and Homeland Security
  - BPD
  - BFD
  - FPD
  - WPSO
  - WP FIRE
  - EMS
  - WP OHSEP

## 2021 Projects

### Capital

Fire Alarm Control Replacement		\$ 10,000 (scheduled for Feb)
Preliminary Design of Building Expansion		\$ 19,000 (completed)

### Non Capital

Tower Inspection and Adjustments		\$ 18,000 (quote request being done)
Transition to New Mapping Software		\$ 4,000 (scheduled for Feb)
Replacement Radio Amplifier		\$ 3,000
Replacement Cellular Amplifier for 4G		\$ 1,000

### Future Projects

Building Expansion		\$ 1,500,000
Franklinton Bunker		\$ 500,000
Security Fencing		\$ 170,000

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

## **TREASURER'S REPORT**

Mr. Coleman reviewed the January, 2021, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2021 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, 2021, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2021 budget, the 911 funds statement with cash disbursements, and moving \$42,000 to the LAMP account.

Mr. Harris made the motion to accept and approve the Treasurer's report, the January, 2021, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2021 budget, the 911 funds statement with cash disbursements and moving \$42,000 to 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.

Ms. Smith 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