

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of January 6, 2015

A properly advertised Washington Parish Communications District Board meeting was held on January 6, 2015 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Cook Byrd	

Members absent were:	Mr. James Coleman	Chairman
	Mrs. Cynthia August	Secretary
	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. Given that a quorum is not present, the board members present met as a committee.

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

Mr. Stogner called for a motion to approve the December, 2014, meeting minutes. Mr. Byrd made the motion to approve the December, 2014, meeting minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

ELECTION OF OFFICERS

Mr. Stogner made the motion to re-appoint the 2014 officers for the year of 2015. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

This office has been active during the month of November and December with both the normal daily operational issues of the office plus supporting our special projects

Operational Issues

All PSAP equipment is operational. We did have an outage of one of the two Bogalusa Police answering positions last month. Repairs were done in a timely manner.

For the month of November we issued 18 new addresses they were:

Franklinton	14
Bogalusa	0
Pine	4
Angie	0
Varnado	0
Total	18

For the month of December we issued 14 new addresses they were:

Franklinton	9
Bogalusa	2
Pine	0
Angie	2
Varnado	1
Total	14

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. The latest round of updates were sent to GeoComm two weeks ago, and are in the process of being reviewed.

Special Projects

I am preparing to test our ability to text 9-1-1 through our TTY system. I have been working with Ron Bloom on this for a while now. We should be testing this next month.

This has been an interesting and productive 2 months for our office. I would like to thank the board for their support and inputs.

Mr. Stogner called for any questions concerning the Director's Report. Hearing none, Mr. Stogner 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. Fenner seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 83 new users with 128 page hits in December.

Special Projects

CML Equipment Maintenance Contract

Our current CML Equipment Maintenance Contract ends on July 31, 2015. It is requested that the board approved an extension to January 25, 2016, at a cost of \$ 10,736. Further coverage after January, 2016, is not available.

9-1-1 Funding

The District currently is in the process of asking for authority to increase 9-1-1 telephone fees. In summary our funding request would:

1. Increase our cell phone 911 fee from \$ 0.85 per phone to \$ 1.85 per phone
2. Increase the fee for 2.5 years to fund equipment replacement.

This request was reviewed by the Infrastructure Committee of the Washington Parish Council at 5:30 PM on Thursday, November 20th. A vote was not taken due to the lack of a motion.

Since Louisiana APCO/NENA has agreed to sponsor state wide legislation in 2015, it is suggested that we put our local efforts on hold pending this state wide effort.

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 to allow the sharing of GIS data for Washington Parish between the State and the District.

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.

Approval of the MOU is requested.

Capital Budget

Progress on the 2014 Capital Budget items are as follows:

Capital Projects

		Cost 2014	Status
Complete Audio Visual Install			
Security Camera System	1	\$ 6,693	Completed
Conference Room and Director's Office	1	\$ 3,371	Completed
Complete Fire Department tone out pads	2	\$ 4,000	Completed
IT - Full Raytheon radio "patching" capabilities	3	\$ 5,000	Completed
IT- Install weather data collector	4	\$ 8,000	Completed
Replace dispatcher map software with updated version	5	\$ 9,000	Scheduled 1/12/15
Install fence protecting secondary towers and air condition units	6	\$ 6,000	Completed
IT- Support during the replacement of dispatcher map software	7	\$ 1,000	Scheduled 1/12/15
Fill erosion by evaporation pond with rock	8	\$ 1,500	Completed
Install satellite telephone in radio bunker.	9	\$ 500	In Process
IT- Add email of phone messages on two phones in Incident Command	10	\$ 500	Completed
IT- Add four digit security code to phone system	11	\$ 500	Completed

Progress on the 2015 Capital Budget items are as follows:

Capital Projects

		Cost 2015	Status
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. Stogner called for any questions concerning the Chairman's Report. Hearing none, Mr. Stogner called for a motion to accept and approve the Chairman's report. Mr. Fenner made the motion to accept and approve the Chairman's Report as given Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

Mr. Fenner reviewed the November and December, 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, the 911 funds statement with cash disbursements.

Mr. Stogner called for a motion to accept and approve the Treasurer's report, the November and December, 2014, financial statements, checklist, and YTD spending as compared to the 2014 budget and the proposed final changes to the 2014 budget. Mr. Fenner made the motion to accept and approve the Treasurer's report, the November and December, 2014, financial statements, the YTD spending as compared to the 2014 budget, the 911 funds statement with cash disbursements. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Fenner made a motion to renew our current CML Equipment Maintenance Contract which ends on July 31, 2015, at a cost of \$ 10,736. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made a motion to place our local efforts to increase 9-1-1 fees on hold pending an APCO/NENA state wide effort. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made a motion to approve a Memo Of Understanding Between The Washington Parish Communications District And The Division Of Administration, State Of Louisiana to allow the sharing of GIS data for Washington Parish between the State and the District. Mr. Byrd 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. Mr. Byrd 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