

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of January 5, 2016

A properly advertised Washington Parish Communications District Board meeting was held on January 5, 2016 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Olander Smith	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mrs. Cynthia August	Secretary
	Mr. Cook Byrd	
	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. Since a quorum was not present, the board met as a committee.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the December, 2015, 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. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the December, 2015, meeting minutes. Mr. Fenner made the motion to approve the December, 2015, meeting minutes. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

ELECTION OF OFFICERS

Mr. Smith made the motion to re-appoint the 2015 officers for the year of 2016. 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

Daily Operations

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

Franklinton	07
Bogalusa	01
Mt. Hermon	01
Angie	04
Pine	01
Total	14

For the month of December we issued 15 new addressed they were:

Franklinton	04
Pine	04
Mt. Hermon	02
Bogalusa	05
Total	15

I received a call from Bogalusa Police Department and they needed another handset for their dispatch position. We didn't have any extras so I had to order a replacement plus two spares.

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. All the financial statements are ready to be taken to our CPA.

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

In November I did some testing with Sprint and the results were good on those tests.

The back door plate that locks the door came off but Jim is going to fix it until someone can get out here to replace it. Danny Brown who is with our contractor has been called and he is working on getting someone here.

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. Smith 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 49 new users with 83 page hits in December.

Special Projects

Bogalusa

A meeting was held on November 30th with the Bogalusa council members concerning the future move of dispatchers to the Communications Center.

Washington Parish Council

A Communications Center tour and information briefing concerning the operation of 9-1-1 in Washington Parish with the Washington Parish Council will be held on Thursday, January 7, 2016, 5:00 PM.

Agenda

- Capabilities of the Communications Center
- 9-1-1 System In Washington Parish
- Role and Responsibilities of the Washington Parish Communications District
- Parish Legislative Background Related To The Communications District
 - Ordinance 09-500 - Identification of All Streets, Roads, Highways and Dwelling Places
 - Ordinance 11-540 - Ambulance Operations
 - Resolution 15-713 - Request to State Legislative Delegation
 - Cooperative Endeavor Agreements In Place With Parish Government
- Tour
- Relocation of Law Enforcement Dispatchers to the Communications Center

Capital Budget

		2015	2016
IT- Tie in fire alarm system to telephone system	12	Done	
Jeep replacement - Oldest	13	\$ 3,000	
IT- Check Florida ECS-1000 for compatibility with present unit	14	Done	
IT- Install security ESET on all computers	15	\$ 4,000	
Replace field addressing map software with updated version	16	Done	

IT- Change out temporary, non-POE switch at comm. center	17	\$	1,000
IT- Install Cisco switch at FPD	18	\$	1,000
IT- Connect tower mounted cell phone antenna to telephone system	20		Done
IT - Remote control of Kenwood radio features	21		Done
IT- Enable tower light email notification of problems	22		Done
Jeep replacement - Newest	23	\$	3,000
Hook up new 300KW generator to Radio Bunker electrical system	24		Done
IT - Connection to D Star Dongle System	25	\$	1,000
IT- Connection to Echo Link System	26	\$	1,000
IT- Connection to present Alber BDS-40 battery monitor in Bunker	27		Delete
IT- Connection to present 300 KW IP card.	28	\$	1,000
IT- Connect tower mounted TV antenna to Audio Visual System	29		Done
Add CCTV to rear door	30	\$	1,000
Add oven and stove top to kitchen.	31	\$	3,000
Install satellite broad band connection	32		Done
Install crank up tower	33	\$	3,000
Install Alber BDS-40 battery monitor on Communications Center UP	19	\$	15,000
Install Recorder	37	\$	15,000

NOTICE TO INTRODUCE LOCAL BILL

The Washington Parish Communications District

PUBLIC NOTICE is hereby given in compliance with Section 13, Article III of the Louisiana Constitution of 1974 that there will be introduced, in the forthcoming session of the Legislature of Louisiana to be convened on March 14, 2016, an act to amend

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. Fenner 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. Fenner reviewed the December, 2015, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2015 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the December, 2015, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2015 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the December, 2015, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2015 budget, and the 911

funds statement with cash disbursements. 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. Fenner 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