

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of January 8, 2019**

A properly advertised Washington Parish Communications District Board meeting was held on January 8, 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. Cook Byrd       |           |
|                       | Mr. Danny Harris    |           |

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

|                      |               |          |
|----------------------|---------------|----------|
| 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. 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 December, 2018, 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. Harris seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the December, 2018, meeting minutes. Mr. Harris made the motion to approve the December, 2018, meeting minutes. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

**ELECTION OF OFFICERS**

Mr. Byrd made the motion to re-appoint the 2018 officers for the year of 2019. Mr. Harris 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 Operational Issues*

All PSAPs are currently operational.

I received a call on the night of November 29 from Bogalusa Police Department informing me that both their primary and backup system had crashed. Called Gage and after going through some troubleshooting steps they got everything back up and running.

In December we had an issue at both FPD and WPSO where the 911 caller could not hear the dispatcher. I went and tried to see what the problem was but I had to get Gage to remote in and it seem to be a power outage the caused the issue. After going through some troubleshooting steps they got everything back up and running.

For the month of November we issued 13 new addresses they were:

|             |    |
|-------------|----|
| Franklinton | 08 |
| Bogalusa    | 01 |
| Pine        | 01 |
| Angie       | 01 |
| Mt Hermon   | 02 |
| Total       | 13 |

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

|             |    |
|-------------|----|
| Franklinton | 06 |
| Bogalusa    | 01 |
| Pine        | 02 |
| Varnado     | 01 |
| Angie       | 01 |
| Mt Hermon   | 04 |
| 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 map update is being uploaded to the dispatch positions this week.

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

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. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN'S REPORT**

### **Public 911 Education**

The site was visited by 102 new users with 132 page hits in December. Foreign users were from China.

### **Special Projects**

- A meeting with the Tourism Commission was held on November 15<sup>th</sup> to help them better understand their options concerning a building erected within the boundary of the 911 public safety complex. It was stated to them that any such building must have a public safety use in addition to its normal function. Our building's architect also attended this meeting.
- The Intergovernmental Agreement to transfer the tower and adjacent property that we would require from the parish to complete the new 911 equipment project has been completed and sent to parish government and Wayne Kuhn.

### **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 Modifications |  | \$ 3,500                |
| DOTD Required Sign                   |  | Estimate in Progress    |
| 9-1-1 Equipment Replacement          |  | \$ 450,000              |

In order to have signs erected on Louisiana Highway 10 it is required by the DOTD that a sign be first erected on Dollar Road. An estimate to erect a concrete masonry unit (CMU) sign which replicates the lettering on our building will be obtained for the board's review.

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

## **TREASURER'S REPORT**

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

Mr. Fenner made the motion to accept and approve the Treasurer's report, the November and December, 2018, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2018 budget, and the 911 funds statement with cash disbursements. Mr. Harris seconded the motion. Motion passed by a unanimous vote.

### **OLD/NEW BUSINESS**

There was no old or new business.

### **COMMITTEE REPORTS**

The Chairman of the Personnel Committee, Ms. August, reported that based on a review of the 2018 Performance Reviews, the November, 2018 Preliminary Treasurer's Report, Policy 2.3 – Salary and Wage Administration, and the US Dept of Labor Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), it was the unanimous recommendation of the committee that the employees of the District receive a 3.5% salary increase effective immediately.

Ms. August made the motion that the employees of the District receive a 3.5% salary increase effective immediately. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

### **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