

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of July 8, 2014

A properly advertised Washington Parish Communications District Board meeting was held on July 8, 2014 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mrs. Cynthia August	Secretary
	Mr. Gary Fenner	Treasurer

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Jason Verret	
	Stephen Richardson	
	Mr. Mike Corkern	

Others present were:	Joanna Thomas	Director
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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, business will be conducted as a committee.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the June, 2014, 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 June meeting minutes. Ms. August seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the June, 2014, meeting minutes. Ms. August made the motion to approve the June, 2014, meeting minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

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

Operational Issues

On Wednesday, June 11, at 10:30 PM I Ggot a message from Don Castello from EBS (Higherground) saying that the 911 recorder was not sending out "I'm Alive" alert.

Called Gage on this matter and found out that a car had hit a pole and knocked out 1) our Internet Fiber link which carries the "I'm Alive" messages for the recording system and more importantly, 2) the fiber link to the Bogalusa 911 equipment.

Hunt Brothers was notified and they started working on it. The system was restored at 8:30 AM on Thursday, June 12th. During the downtime Bogalusa's 911 calls were sent to WPSO. Thus, no 911 calls were lost.

Lastly, we had an unrelated issue on June 12th which affected our local phone system. We could not receive incoming calls from the 726-8700 number or the 839-5625 number. Called Gage telephone and they resolved the issue by rebooting the system.

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

Franklinton	11
Bogalusa	04
Mt. Hermon	02
Angie	01
Pine	04
Varnado	03
Total	25

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

I completed another round of cell phone testing for Verizon Wireless and the accuracy was very good.

The financial audit has been completed by Minda Rayburn, PA. A set of forms are here to be signed. There were no findings.

These have been an interesting and productive month for our office. I would like to thank the board for their support and inputs.

Chairman Coleman called for any questions concerning the Director's Report. Hearing none, Chairman Coleman called for a motion to accept and approve the Director's report. Mr. Fenner 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 64 new users with 143 page hits in June.

Communications Center

Generator : The \$ 15,000 of communications center equipment damaged due to improper connections to the building electrical system has been repaired at no expense to us.

Special Projects

A six month effort to correct an ongoing billing dispute with AT&T concerning our long distance plan has been referred to the Public Services Commission for resolution and should be completed this month. A \$ 5,000 credit is expected.

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	On order
Replace dispatcher map software with updated version	5	\$ 9,000	Quote Received
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	Quote Received
Fill erosion by evaporation pond with rock	8	\$ 1,500	Quote Requested
Install satellite telephone in radio bunker.	9	\$ 500	
IT- Add email of phone messages on two phones in Incident Command	10	\$ 500	On order
IT- Add four digit security code to phone system	11	\$ 500	

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.

Chairman Coleman called for any questions concerning the Chairman's Report. Hearing none, Chairman 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. Ms. August seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

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

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the June, 2014, financial statements, checklist, and YTD spending as compared to the 2014 budget. Mr. Fenner made the motion to accept and approve the Treasurer's report, the June, 2014, financial statements, checklist, and YTD spending as compared to the 2014 budget. Ms. August seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Coleman informed the board that the fire alarm and control system had suffered damage from a voltage surge and that repair costs will, most likely, exceed our insurance deductible.

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