

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of July 7, 2015**

A properly advertised Washington Parish Communications District Board meeting was held on July 7, 2015 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mr. Gary Fenner	Treasurer

Members absent were:	Mrs. Cynthia August	Secretary
	Mr. Cook Byrd	
	Mr. Stephen Richardson	
	Mr. Mike Corkern	

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 June, 2015, 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. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the June, 2015, meeting minutes. Mr. Fenner made the motion to approve the June, 2015, meeting minutes. Mr. Stogner 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**

The 9-1-1 system is currently operating properly. Improvements to the mapping software are in the process of being implemented.

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

Franklinton	08
Mt Hermon	02
Angie	01
Varnado	02
Bogalusa	06
Pine	08
Total	27

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. Minda is working on our 2014 financial audit.

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 have been doing cell phone testing of ATT towers with the Bogalusa Police Department.

I have also working on setting up a day to provide TTY and Mapping training for all the dispatchers before its gets too late into hurricane season.

During the annual inspection of our fire protection system, the vendor's truck drove over our water well causing approximately \$ 3,000 in damages. Normal well operation has been restored. The vendor is in the process of paying the repair bills.

This has 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. Stogner 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 92 new users with 131 page hits in June. Visitors from China, Brazil and England were among those who visited our site.

## Special Projects

### *Republican Executive Committee`*

The Republican Executive Committee July 14th tour and meeting in our conference room has been placed on hold with a reschedule to August likely.

## Operations Manuals for EOC

The 75 page, Communications Unit Leader Manual”, is still in progress.

## Diesel Fuel

A change out of the 1,850 gallons of diesel fuel in our three tanks has been completed

## Capital Budget

Progress on the 2015 Capital Budget items are as follows:

### Capital Projects

		<b>Cost 2015</b>	<b>Status</b>
Jeep replacement - Oldest	13	\$ 3,000	
IT- Check Florida ECS-1000 for compatibility with present unit	14	\$ 4,000	Scheduled for August
IT- Install security ESET on all computers	15	\$ 4,000	Scheduled for July
Replace field addressing map software with updated version	16	\$ 5,000	Completed
IT- Change out temporary, non-POE switch at comm. center	17	\$ 1,000	Scheduled for September
IT- Install Cisco switch at FPD	18	\$ 1,000	Scheduled for September
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
Hook up new 300KW generator to Radio Bunker electrical system	24	\$ 5,000	Completed
IT- Connect tower mounted TV antenna to Audio Visual System	29	\$ 3,000	In Progress
Install satellite broad band connection	32	\$ 10,000	Completed

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

## TREASURER’S REPORT

Mr. Fenner will review the June and July, 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 at our next meeting.

**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. 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