

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of July 11, 2017

A properly advertised Washington Parish Communications District Board meeting was held July 11, 2017 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
	Mrs. Cynthia August	Secretary
	Mr. Cook Byrd	

Members absent were:	Mr. Stephen Richardson
	Mr. Olander Smith

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.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the June, 2017, 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 June meeting minutes. Mrs. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the June, 2017, meeting minutes. Mr. Stogner made the motion to approve the June, 2017, meeting minutes. Mr. Byrd 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.

Daily Operational Issues

All PSAPs are currently operational with several issues either corrected or ongoing. These issues are:

- Lightning destroyed all 9-1-1 equipment at the Bogalusa Police Department on May 20th. Both Bogalusa Positions are operational now.
- The Franklinton Police Department standby position B which moved to Bogalusa to allow them to continue operations will be replaced on July 18th.
- One of the two 4-1-1 / 9-1-1 positions in the EOC has been replaced. The other position is now working again.
- WPSO Position B will be moved on July 12 to allow them to refurbish their dispatch area.

For the month of June we issued 21 new addresses they were:

Franklinton	11
Bogalusa	03
Mt. Hermon	01
Pine	02
Angie	04
Total	21

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

Approximately 2,000 corrections to our three data bases have been identified and are being scheduled for revision during the three month period of July-September. We are waiting for GeoComm to develop the final scope and cost to do this. Cami Jones and Shannon Moore will be working with GeoComm on this project.

Worked with Verizon over a two day period at all three PSAPs to test their cell phone towers. The results of this testing were good.

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. Stogner 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 84 new users with 138 page hits in June. Foreign users were from China.

Special Projects

Long Term Capital Plan

The 2017 capital plan is currently as follows:

Hook up of standby generator to main electrical system	34	Done
Install 1200 gal diesel fuel tank	35	Slab Poured This Week
Pave Roadway		Agreement In Process
To Be Determined		\$ 6,000

The attached agreement has been developed for the roadway paving project. Asphalt presently costs \$ 60 per ton and with a three inch thickness will require 545 tons for our project. Total cost is estimated to be \$ 32,700.

Pictures of Ongoing Projects



Fuel Tank Slab



**Well Head Protective Cover
(Insulated Twin Wall Aluminum)**

Short Term Projects

We have been requested by the Bogalusa Police Department to provide a fully functional back up position at the EOC available immediately upon the decision to abandon their headquarters facility. This is scheduled for an August implementation.

We have been requested by the Washington Parish Sheriff's Office to reinstall their second position at their office. This is scheduled for an August implementation.

Insurance Coverage For 2017-2018

	2015 to <u>2016</u>	2016 to <u>2017</u>	2017 to <u>2018</u>	% <u>Increase</u>
Property	\$ 25,447.00	\$ 27,088.00	\$ 28,947.00	6.9
Liability	\$ 2,218.00	\$ 2,040.00	\$ 2,129.00	4.4
Manage Liability	\$ 1,438.00	\$ 1,442.00	\$ 1,512.00	4.9
Umbrella	\$ 1,070.00	\$ 940.00	\$ 989.00	5.2
FAIR Plan	\$ 870.26	\$ 793.68	\$ 729.46	-8.1
Auto		\$ 4,474.00	\$ 4,603.00	2.9
Total Premium		\$ 36,777.68	\$ 38,909.46	5.8
Increase			\$ 2,131.78	
Blanket Coverage		\$ 1,794,032.00	\$ 1,865,794.00	4.0
Building		\$ 2,038,064.00	\$ 2,119,586.00	4.0
Total Coverage		\$ 3,832,096.00	\$ 3,985,380.00	4.0

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. Byrd 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, 2017, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2017 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the June, 2017, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2017 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the June, 2017, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2017 budget, and the 911 funds statement with cash disbursements. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Minda Raybourn of Minda B. Raybourn CPA gave a report on the Financial Audit for the year of 2016. She reviewed the financial statements, and all the revenues and expenditures. There were no findings.

Mr. Fenner made the motion to accept the Financial Report and Review presented by Ms. Raybourn. Ms. August seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to engage Minda B. Raybourn CPA to perform the 2017 Financial Audit. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to renew the insurance coverage with Moore and Jenkins for 2017-2018 for \$ 40,927. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Ms. August made the motion to request parish government to apply a four inch asphalt overlay to the roads and parking areas within the Communications Center property. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Stogner made the motion to approve Public Safety Agency Petition To Change A Road Name, 2017-1, changing the spelling of Pettitt Road to the correct name of Pettit Road. 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. Stogner made the motion to adjourn. Mrs. 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