

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of May 6, 2014

A properly advertised Washington Parish Communications District Board meeting was held on June 10, 2014 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Stephen Richardson	
	Mr. Mike Corkern	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mrs. Cynthia August	Secretary
	Mr. Jason Verret	

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.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the May, 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 May meeting minutes. Mr. Corkern seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the May, 2014, meeting minutes. Ms. Corkern made the motion to approve the May, 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 May with both the normal daily operational issues of the office plus supporting our special projects

Daily Operational Issues

All PSAP equipment is in operation without any outstanding issues.

For the month of May we issued 27 new addresses they were:

Franklinton 19

Bogalusa	02
Mt. Hermon	02
Angie	01
Pine	02
Sun	01
Total	27

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 continue to work on map updates on a daily basis.

Special Projects

Minda Rayburn called and informed me the since our revenues were over \$ 500,000 we are required by the state to have a full audit. Agencies with revenues under \$ 500,000 are required to have an annual review of its financial statements to be accompanied by an attestation report

Minda came for an on site visit Monday to further review our policies and procedures. She has already reviewed our 2013 financial records. She said everything looks good so far.

An inventory of our equipment has been completed. We currently have 251 items of equipment in use and 80 items have been retired since 1989.

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

CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 79 new users with 223 page hits in May. It was noticed that The Department Of Homeland Security, Washington, DC, was a visitor in May.

Communications Center

Generator : The \$ 15,000 of communications center equipment damaged due to improper connections to the building electrical system is scheduled to be repaired in June 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. Immediately upon this referral an AT&T representative contacted us and identified their error in the entry of the original order for service in June of 2013.

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	Quote Received
Replace dispatcher map software with updated version	5	\$ 9,000	Quote Received
Install fence protecting secondary towers and air condition units	6	\$ 6,000	In Progress
IT- Support during the replacement of dispatcher map software	7	\$ 1,000	
Fill erosion by evaporation pond with rock	8	\$ 1,500	
Install satellite telephone in radio bunker.	9	\$ 500	
IT- Add email of phone messages on two phones in Incident Command	10	\$ 500	
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. Corken 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 reviewed the May, 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 May, 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 May, 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

Ms. Fenner made the motion to ask the Parish to complete the terms of the Cooperative endeavor agreement concerning the tower and building project. Mr. Stogner 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. Fenner made the motion to adjourn. Mr. Crkern 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