

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of June 2, 2015**

A properly advertised Washington Parish Communications District Board meeting was held on June 2, 2015 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. Stephen Richardson	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	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.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the May, 2015, 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 May meeting minutes. Mr. Richardson seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the May, 2015, meeting minutes. Mr. Fenner made the motion to approve the May, 2015, 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 May with both the normal daily operational issues of the office plus supporting our special projects.

**Operational Issues**

There was a 9-1-1 outage during the month of May at one of the two BPD positions. BPD Position B didn't have caller sound audio which has been corrected. The 9-1-1 system is currently operating properly.

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

Franklinton	08
Bogalusa	03
Pine	06
Angie	01
Total	18

### **Special Projects**

I have been doing cell phone testing of ATT towers with the Franklinton Police Department and the Washington Parish Sheriff's Office. I didn't get to do testing at the BPD due to the issue mentioned previously. So I will reschedule testing for BPD.

We have received prank texting to 9-1-1 but we are working on identifying the caller. I have contacted the cell phone company to make them aware of the situation. I am going to give the cell phone company's information to each agency and they will take it from there. I felt it would be more effective if the law enforcement took over.

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.

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.

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. Byrd 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 61 new users with 115 page hits in May. Visitors from three foreign countries were among those who visited our site.

## Special Projects

### *Republican Executive Committee`*

The Republican Executive Committee requests permission to have their July meeting in our conference room and then tour our facility with a larger group.

## Operations Manuals for EOC

The development of EOC Operations Manuals is in progress. The 32 page, "Manual for EOC Systems", has been completed. The 75 page, "Communications Unit Leader Manual", is scheduled for completion this week.

## Diesel Fuel

A change out of the 1,400 gallons of diesel fuel in our three tanks is scheduled for this week. This occurs at two year intervals.

## 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	In Progress
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

## 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.

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. Ms. August 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, 2015 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 2015 budget, the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the May, 2015, financial statements, checklist, and YTD spending as compared to the 2015 budget. Mr. Fenner made the motion to accept and approve the Treasurer's report, the May, 2015, financial statements, the YTD spending as compared to the 2015 budget, and the 911 funds statement with cash disbursements. Ms. August seconded the motion. Motion passed by a unanimous vote.

### **OLD/NEW BUSINESS**

Mr. Byrd made the motion to approve the July visit, meeting and tour of the Executive Committee of the Washington Parish Republican Party. Mr. Fenner 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. 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