

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of June 7, 2016

A properly advertised Washington Parish Communications District Board meeting was held on June 7, 2016 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
	Mr. Olander Smith	
	Mr. Cook Byrd	

Members absent were:	Mrs. Cynthia August	Secretary
	Mr. Stephen Richardson	

Others present were:	Joanna Thomas	Director
	Dan Foil	Attorney

ROLL CALL OF BOARD MEMBERS

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.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the May, 2016, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Stogner made the motion to dispense with the reading of the May meeting minutes. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the May, 2016, meeting minutes. Mr. Fenner made the motion to approve the May, 2016, meeting minutes. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

Chairman Coleman called for a motion to accept and ratify the recommendations of the subcommittee that met on May 3, 2016. Mr. Stogner made the motion to accept and ratify the recommendations of the subcommittee as documented in the minutes as approved. Mr. Smith 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 PSAPs are currently operational. The Washington Parish Sheriff's Office dispatch position UPS is indicating a weak battery. Repairs are scheduled for Thursday.

The fire alarm system was showing a trouble indication. Repairs have been completed.

For the month of May we issue 34 new addresses they were:

Franklinton	13
Bogalusa	04
Pine	01
Mt Hermon	02
Angie	05
Varanado	03
Total	34

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. Minda is currently working on our 2015 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 attended multiple committee hearings at the capital in support of the statewide 9-1-1 legislation.. House Bills, HB 678 and HB 805 have both passed and are waiting for the governor's signature.

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

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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. 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 82 new users with 171 page hits in May. Visitors included those in Brazil and Indonesia.

Special Projects

Surplus Property

The 1996 Buick has been sold via public auction after a 30 day notice.

Transfer of Assets

The paperwork enabling the transfer of certain real property and improvements thereon from the Parish to the District has been signed by the District and awaits the Parish’s signature.

Louisiana Legislature

Louisiana House Bill 678 and 805 have both passed. They are now being sent to the Governor for his approval. In addition, the Civil Service Commission has increased the land telephone flat rate tariff of which our 9-1-1 fee is 5%. Our expected yearly revenue increases due to these items are:

House Bill 678	\$ 60,000
House Bill 805	\$130,000
Tariff Increase	\$ 60,000
Total	\$250,000

9-1-1 Equipment Replacement

A \$ 500,000 budget level estimate for the replacement of our eleven year old 9-1-1 equipment has been received. It is therefore reasonable to schedule this in the 2018 capital budget.

Contract Renewal

Our HigherGround recorder maintenance contract is due for renewal. The cost of \$5,217 for 12 months is the same as last year.

Capital Budget

		2015	2016
Jeep replacement - Oldest	13	\$ 3,000	
IT- Install security ESET on all computers	15	\$ 4,000	In Progress
IT- Change out temporary, non-POE switch at comm. center	17	\$ 1,000	On work list

IT- Install Cisco switch at FPD	18	\$ 1,000	On work list
Jeep replacement - Newest	23		\$ 3,000
Hook up new 300KW generator to Radio Bunker electrical system	24		Done
IT - Connection to D Star Dongle System	25		In Progress
IT- Connection to Echo Link System	26		In Progress
IT- Connection to present 300 KW IP card.	28	\$ 1,000	
IT- Connect tower mounted TV antenna to Audio Visual System	29		Done
Add CCTV to rear door	30	\$ 1,000	
Add oven and stove top to kitchen.	31		In Progress
Install satellite broad band connection	32		Done
Install Alber BDS-40 battery monitor on Communications Center UP	19		Quotes
Install Recorder	37	\$ 15,000	
Connect Water Tank to Separate Pump System	38		Done

Suggested Change to Capital Budget

Line 3 PPV Sedan, AWD, 6 Cyl Make: Ford Model: Interceptor
 Sedan Code: P2M Package: 500A Engine: 3.7L V6 Ti-VCT
 Delivery (#Days): 90-120 Minimum of eight (8) gallons of fuel or
 a fuel gauge digital readout indicating 100 miles to empty. 2 year
 safety inspection sticker, DEQ waste tire fee, and 0.35% contract
 administrative fee has been included in the unit price. Requested
 Colors Exterior: Interior: Charcoal Black Agency Contact
 Information Name: Phone: Fax: Email:

Each \$23,508.90

-or-

Line 22 SSV Pickup Truck, 1500 Series, Crew Cab, 4WD Make:
 Ford Model: F-150 Code: W1E Package: 100A Engine: 5.0L V8
 FFV Transmission: 6-Speed Auto Delivery (#Days): 90-120
 Includes SSV package and Power Equipment Group. Minimum of
 eight (8) gallons of fuel or a fuel gauge digital readout indicating
 100 miles to empty. 2 year safety inspection sticker, DEQ waste
 tire fee, and 0.35% contract administrative fee have been included
 in the unit price. Requested Colors Exterior:

Each \$27,682.45

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

TREASURER'S REPORT

Mr. Fenner reviewed the May, 2016, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2016 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the May, 2016, financial statements, income and budget statements, the check register, the cash receipts, the

account reconciliation statement, the YTD spending compared to the 2016 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the May, 2016, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2016 budget, and the 911 funds statement with cash disbursements. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Fenner made the motion to renew the HigherGround 2016-2017 maintenance contract. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to purchase a 2016, 1500 Series, Crew Cab, 4WD, Chevrolet pickup utilizing the state contract. 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. Byrd 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