

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of June 6, 2017**

A properly advertised Washington Parish Communications District Board meeting was held June 6, 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. Olander Smith	
	Mr. Stephen Richardson	
Members absent were:	Mr. Cook Byrd	
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, 2017, 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. Mrs. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the May, 2017, meeting minutes. Ms. August made the motion to approve the May, 2017, meeting minutes. 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 with several issues being addressed. These issues are:

- Lightning destroyed all 9-1-1 equipment at the Bogalusa Police Department on May 20<sup>th</sup>. Bogalusa Position A is operational. The standby Bogalusa Position B is scheduled for replacement on June 9<sup>th</sup>.

- The Franklinton Police Department standby position B was moved to Bogalusa to allow them to continue operations. This Franklinton PD position will be replaced on June 13<sup>th</sup>.
- The two 4-1-1 / 9-1-1 positions in the EOC have failed. They are scheduled to be replaced on June 20<sup>th</sup>.

In addition to the lightning damage we did have audio problems at both the Bogalusa Police Department and the Franklinton Police Department on separate days. Hum and static prevented the caller and dispatcher from hearing one another. I tried to resolve the issue myself but had to get Mike Davis from Gage to remote in and reset the audio circuits.

For the month of May we issued 25 new addresses they were:

Franklinton	16
Bogalusa	05
Mt. Hermon	01
Pine	02
Varnado	01

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. Minda is currently working on our 2016 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**

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. Cami Jones and Shannon Moore will be working with GeoComm on this project. This represents five per cent of the 40,000 individual items in the data bases.

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

## **CHAIRMAN’S REPORT**

### **Public 911 Education**

The site was visited by 117 new users with 185 page hits in May. Foreign users were from France, India, and the Philippines.

### **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

#### **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 a July implementation.

#### **Recent Meetings**

On Friday, May 30<sup>th</sup>, a meeting was held at the EOC with [Chad Adams](#), Cyber Security Advisor, Region VI, U.S. Department of Homeland Security, to discuss the services available from the federal government, to improve cyber security. Representatives from the Parish and Bogalusa school system, Riverside Medical Center, and the Washington Parish Sheriff’s office were also in attendance.

We will follow up with Chad Adams to develop a path forward to improve 9-1-1 cyber security.

Meanwhile, all 49 computers in the system are being updated to help prevent damage from the malicious software stolen from the National Security Agency which has hit dozens of countries worldwide, forcing Britain’s public health system to send patients away, freezing computers at Russia’s Interior Ministry and wreaking havoc on tens of thousands of computers elsewhere.

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

## **TREASURER'S REPORT**

Mr. Fenner reviewed the May, 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 May, 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 May, 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, the 911 funds statement with cash disbursements, and the movement of \$ 10,000 from the checking account into the "Restricted Capital Funds" account. Mr. Richardson seconded the motion. Motion passed by a unanimous vote.

## **OLD/NEW BUSINESS**

There was no new or old business.

## **COMMITTEE REPORTS**

Ms. August reported that the Personnel Committee met last week to review employee performance and compensation and that the committee recommends that all employees receive a 5 per cent raise effective July 1, 2017. Ms. August made the motion that all employees receive a 5 per cent raise effective July 1, 2017. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

## **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