

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of June 4, 2019**

A properly advertised Washington Parish Communications District Board meeting was held on June 4, 2019 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mrs. Cynthia August	Secretary
	Mr. Gary Fenner	Treasurer
	Ms. Sarah Burris	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Danny Harris	
	Mr. Olander Smith	

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. Ms. August 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, 2019, 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. Ms. August seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the May, 2019, meeting minutes. Ms. August made the motion to approve the May, 2018, meeting minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the motions passed during the committee meeting of May 7, 2019. Mr. Fenner made the motion to approve the motions passed during the committee meeting of May 7, 2019. Ms. August 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.

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

Franklinton	09
Bogalusa	06
Mt. Hermon	05
Pine	06
Angie	01
Total	27

Mrs. Moore continues to do the addressing and both Ms Moore and MS Jones continuing to work on map updates on a daily basis.

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data.

### ***Special Projects***

We turned in all the financial statements for the 2018 year end audit.

The project to align our three data bases (MSAG, Map and Snap Shot) continues. We are over 67% complete on this project.

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. 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 127 new users with 162 page hits in May. Foreign users were from China, Nigeria, Germany, Virgin Islands, and Canada.

#### **Special Projects**

- The Intergovernmental Agreement to transfer the tower and adjacent property that we would require from the parish to complete the new 911 equipment project is in the hands of Wayne Kuhn.
- The Request for Proposal for the 9-1-1 Equipment Replacement Project is in the process of being written (66 pages currently) and is scheduled for completion on June 14<sup>th</sup>.

- The requests for new or upgraded telephone circuits to support the replacement 9-1-1 system are in the process of being installed. These include:
  - Metro E Network to PSAPs has been completed.
  - CAMA and ALI circuits to EOC (CAMA complete, ALI in progress).
  - Convert PRI circuits to SIP at EOC is scheduled for June 17<sup>th</sup>.

**2019 Capital Plan**

Telephone and Electric Conduit		\$ 10,000 (completed)
Administrative Server Replacement		\$ 20,000 (in progress)
Administrative Switch Replacement		\$ 12,600 (in progress)
AV IPad Replacement		\$ 2,000 (completed)
Radio Amplifier Replacement		\$ 2,500 (in progress)
Fire Protection System Sensor Waterproofing		\$ 3,500 (completed)
DOTD Required Sign On Dollar Road		Rescheduled to 2020
Sign on Corner of Hwy 10 and Dollar Rd		\$ 1,300 (completed)
9-1-1 Equipment Replacement		\$ 450,000 (RFP in Progress)

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. Burris 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 May, 2019, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 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, 2019, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer’s report, the May, 2019, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 budget, and the 911 funds statement with cash disbursements. Ms. August seconded the motion. Motion passed by a unanimous vote.

**OLD/NEW BUSINESS**

There was no old or new business.

## **COMMITTEE REPORTS**

There were no committee reports.

## **PUBLIC PARTICIPATION**

There was no participation by the public.

Mr. Fenner made the motion to adjourn. Mr. Stogner 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