

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of May 6, 2014

A properly advertised Washington Parish Communications District Board meeting was held on May 6, 2014 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
	Stephen Richardson	
	Mr. Mike Corkern	

Members absent were: Mr. Jason Verret

Others present were: Joanna Thomas Director

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. As a quorum was not present, all actions taken are in the form of a committee recommendation to the board.

New board member Stephen Richardson was sworn in by Chairman Coleman and welcomed by all members present.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the April, 2014, 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 April meeting minutes. Mr. Corkern seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the April, 2014, meeting minutes. Ms. August made the motion to approve the April, 2014, meeting minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the motions passed and recommended during the committee meetings of February 4, 2014, and April 8, 2014. Mr. Stogner made the motion to approve the motions passed and recommended during the committee meetings of February 4, 2014, and April 8, 2014. Ms. August seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

This office has been active during the month of April with both the normal daily operational issues of the office plus supporting our special projects.

For the month of April we issued 26 new addresses they were:

Franklinton	13
Bogalusa	05
Angie	01
Pine	07
Total	26

Daily Operational Issues

All 9-1-1 equipment is currently operating without issues. The new fiber optic line from Franklinton to the Bogalusa Police Department has not had any issues since it was placed in service last month. This line should be more trouble free and resistant to lightning damage than the previous copper circuit.

Yesterday grass seed was spread around the building to reduce erosion during heavy rains.

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. All the 2013 financial statements have been taken to our CPA.

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 latest set of updates has been sent to GeoComm for conversion and downloading to the dispatch positions.

Special Projects

Two 9-1-1 presentations were given in April. One presentation was at Mt. Hermon School for the Farm Safety Day and the other was at the grand opening of the new fire station for District 3.

I also completed cell phone testing for AT&T. The 9-1-1 accuracy results were good.

Tomorrow, May 7, representatives from the Mill and both parish hospitals will visit the Communications Center to discuss emergency radio communications and we will also begin planning an emergency exercise. In addition, we will discuss mapping roads within the mill for future emergency response.

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

Web site updates have been completed. Our new street address and telephone numbers have been added to site. Meeting minutes and financial statements have also been updated. The site was visited by 69 new users with 114 page hits in May.

Communications Center

Generator : A new 300 kw generator, furnished by the parish, has been tested and was found to be within normal ranges. There are a few “punch list” items to be completed.

These items include approximately \$ 15,000 of communications center equipment damaged by their temporary 150 kw unit. The damage occurred due to improper connections to the building electrical system.

Maintenance Contracts

The following contract renewals have been sent in.

	Yearly	Increase
HigherGround Recorder	\$ 5,217	\$ 0 (estimated)
GeoComm Software	\$ 13,102	\$ 1,000
GeoComm Map Maintenance	\$ 5,196	\$ 135

The Gage Telephone maintenance agreement is still under review.

Capital Budget

Progress on the 2014 Capital Budget items are as follows:

Capital Projects

		2014	Status
Complete Audio Visual Install	1	\$ 5,500	In Progress
Complete Fire Department tone out pads	2	\$ 4,000	Completed
IT - Full Raytheon radio “patching” capabilities	3	\$ 5,000	In Progress
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	Quotes Received
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	
TOTAL		\$41,500	

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.

APPENDIX 1

Capital Projects

	2014	2015	2016	2017	2018
1	\$ 5,500				
2	\$ 4,000				
3	\$ 5,000				
4	\$ 8,000				
5	\$ 9,000				
6	\$ 6,000				
7	\$ 1,000				
8	\$ 1,500				
9	\$ 500				
10	\$ 500				
11	\$ 500				
12		\$ 1,000			
13		\$ 3,000			
14		\$ 4,000			
15		\$ 4,000			
16		\$ 5,000			
17		\$ 1,000			
18		\$ 1,000			
19		\$ 15,000			
20		\$ 3,000			
21		\$ 1,000			
22		\$ 1,000			
23			\$ 3,000		
24			\$ 5,000		
25			\$ 1,000		
26			\$ 1,000		
27			\$ 1,000		
28			\$ 1,000		
29			\$ 3,000		
30			\$ 1,000		
31			\$ 3,000		
32			\$ 10,000		
33			\$ 3,000		
34				\$ 15,000	
35				\$ 12,000	
36					\$ 600,000
					\$ 600,000
					\$ 27,000
					\$ 32,000
					\$ 39,000
					\$ 41,500
					\$ 32,000
					\$ 27,000
					\$ 32,000
					\$ 3,000
					\$ 15,000
					\$ 12,000
					\$ 600,000
					\$ 600,000

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. Stogner seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

Mr. Fenner reviewed the April, 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 April, 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 April, 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. August made the motion to dispose of the agency's surplus Buick automobile. 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. 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