

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of May 5, 2015

A properly advertised Washington Parish Communications District Board meeting was held on May 5, 2015 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. Cook Byrd	
	Mr. Stephen Richardson	

Members absent were:	Mrs. Cynthia August	Secretary
	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 April, 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 April meeting minutes. Mr. Richardson seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the April, 2015, meeting minutes. Mr. Stogner made the motion to approve the April, 2015, meeting minutes. Mr. Fenner 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

Operational Issues

There were no 9-1-1 outages during the month of April.

For the month of April we issued 23 new addresses they were:

Franklinton	07
Bogalusa	09
Pine	03
Angie	02
Mt. Hermon	01
Varnado	01
Total	23

GOHSEP conducted a statewide exercise on Wednesday, April 15. Each parish was asked to participate from their own EOC.

The exercise involved submitting a parish declaration, having conference calls, WebEOC entries, etc. as if we were having an actual hurricane.

All agencies were asked to participate, but unfortunately not all agencies attended. We did our part to help get familiarized with the way an emergency would be worked. Two 9-1-1 / 4-1-1 stations are normally manned when the EOC s fully activated.

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

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 scheduled texting to 9-1-1 with Verizon this month for each agency. They have agreed to send a drive tester out in the field since we do not have access to Verizon cell phones.

I have also contacted the Deaf Action Center to send a person to go through refreshers on the TDD as well as texting to 9-1-1. This refresher is tentatively being scheduled for the month of June.

We also have a Facebook page. If you go to Facebook and type in Washington Parish Communications District it will pull our page up. We currently have 7 people that has “Liked” our page. It is still being updated but it is a beginning.

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. Richardson made the motion to accept and approve the Director’s Report as given. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 98 new users with 148 page hits in April. Visitors from eight foreign countries were among those who visited our site.

Special Projects

Republican Executive Committee`

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

Microwave System

The licenses for microwave system utilized by the Communications Center have been approved the FCC.

Maintenance Contracts

The maintenance contracts for our HigherGround Recorder, our GeoComm Software and our GeoComm Mapping have been renewed.

Capital Budget

Progress on the 2014 Capital Budget items are as follows:

Capital Projects

		Cost 2014	Status
Install satellite telephone in radio bunker.	9	\$ 900	Completed

Progress on the 2015 Capital Budget items are as follows:

Capital Projects

		Cost 2015	Status
Jeep replacement - Oldest	13	\$ 3,000	
IT- Check Florida ECS-1000 for compatibility with present unit	14	\$ 4,000	
IT- Install security ESET on all computers	15	\$ 4,000	Scheduled for May
Replace field addressing map software with updated version	16	\$ 5,000	Quotes Requested
IT- Change out temporary, non-POE switch at comm. center	17	\$ 1,000	
IT- Install Cisco switch at FPD	18	\$ 1,000	
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	Scheduled for May
IT- Connect tower mounted TV antenna to Audio Visual System	29	\$	3,000	Scheduled for June
Install satellite broad band connection	32	\$	10,000	Scheduled for May

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

TREASURER’S REPORT

Mr. Fenner reviewed the April, 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 April, 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 April, 2015, financial statements, the YTD spending as compared to the 2015 budget, and the 911 funds statement with cash disbursements. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Fenner made the motion to add Mr. Richardson to the list of approved vehicle purchasers for the Washington Parish Communications District at the Louisiana Property Assistance Agency. 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. Byrd 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