

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of May 3, 2016

A properly advertised Washington Parish Communications District Board meeting was held on May 3, 2016 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

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

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Stephen Richardson	
	Mr. Olander Smith	
	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. Since a quorum was not present, the board met as a committee.

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

Mr. Coleman called for a motion to approve the April, 2016, meeting minutes. Mr. Fenner made the motion to approve the April, 2016, meeting minutes. 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

Daily Operational Issues

All PSAPs are currently operational. The Washington Parish Sheriff's Office had their older model work station go down this past Friday. Repairs were done by Gage Telephone on the same day.

The fire alarm system is showing a trouble indication. Repairs are scheduled later this week

For the month of April we issued 33 new addresses they were:

Franklinton	25
Bogalusa	03
Mt. Hermon	02
Angie	01
Pine	02
Total	33

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 done cell phone testing with T-Mobile and Verizon this past month. The T-Mobile testing didn't go as well as I had hoped for. They did not plot on the map within the FCC requirements. We will be rescheduling testing to make sure this issue has been resolved.

I attended the NENA/APCO symposium in Lake Charles last month. The main topic was on the House Bills, HB 678 and HB 805.

HB 678 is authored by Representative Carmody, and was passed out of the House Commerce Committee – 17 to 0, with no opposition by any of the House Commerce Committee members. This bill increases the charge on pre-paid minutes from 2% to 4% on the amount of the per retail transaction. A prepaid mobile phone (also commonly referred to as pay-as-you-go, pay-as-you-talk, pay and go, or prepaid wireless) is a mobile phone for which credit is purchased in advance of service use.

HB805 was authored by Representative Broadwater, was passed out of the House Commerce Committee – 16 to 0, without any opposition. HB 805 gives the ability of individual Communication Districts in Louisiana to raise the current wireless (cell phone) 911 fee from .85 cents up to \$1.25.

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 62 new users with 122 page hits in April. Visitors included those in Brazil and Pakistan.

Special Projects

Louisiana Legislature

Louisiana House Bill 678 and 805, if passes, will allow us to replace the equipment in 4 years.

After four years we can then (1) evaluate how much the revenues have declined from landline cutoffs and (2) how much monthly costs have increased from our network, GIS and data base suppliers and adjust the 911 fees to a lower level if such is possible based on the situation in 2020.

We have a tremendous downside risk if landlines are severely reduced. If all landlines are eliminated, our revenue will decline by 140 thousand dollars per year, leaving little "cushion" for the future, even with both 804 and 678.

The two bills, when taken together, will allow us to replace our equipment and provide a safety net for the expected landline decreases and monthly operating cost increases.

Contract Renewal

It is expected that our HigherGround and VFIS insurance contract will be presented for renewal within the next 30 days. The previous costs were:

	2015 Yearly
HigherGround Recorder	\$ 5,217
VFIS Insurance	\$ 34,000

Capital Budget

		2015	2016
IT- Tie in fire alarm system to telephone system	12	Done	
Jeep replacement - Oldest	13	\$ 3,000	
IT- Check Florida ECS-1000 for compatibility with present unit	14	Done	
IT- Install security ESET on all computers	15	\$ 4,000	
Replace field addressing map software with updated version	16	Done	
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
IT- Connect tower mounted cell phone antenna to telephone system	20	Done	

IT - Remote control of Kenwood radio features	21	Done	
IT- Enable tower light email notification of problems	22	Done	
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		On work list
IT- Connection to Echo Link System	26		On work list
IT- Connection to present Alber BDS-40 battery monitor in Bunker	27		Delete
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		\$ 3,000
Install satellite broad band connection	32		Done
Install Alber BDS-40 battery monitor on Communications Center UP	19		\$ 15,000
Install Recorder	37		\$ 15,000
Connect Water Tank to Separate Pump System	38		Done

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. August 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 April, 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 April, 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 April, 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. 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. Ms. 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