

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of May 7, 2019

A properly advertised Washington Parish Communications District Board meeting was held on May 7, 2019 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

Members absent were:	Mrs. Cynthia August	Secretary
	Mr. Danny Harris	
	Mr. Olander Smith	

Others present were:	Dan Foil	Attorney
	Joanna Thomas	Director

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. Since a quorum was not present, those in attendance met as a committee with all motions to be made as recommendations to the board.

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

Mr. Coleman called for a motion to approve the April, 2019, meeting minutes. Mr. Fenner made the motion to approve the April, 2018, meeting minutes. Mr. Stogner 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.

Franklinton Police Department had been getting an echo in their computer speakers. This has been resolved.

For the month of April we issued 25 new addresses as follows:

Franklinton	14
Bogalusa	04
Mt. Hermon	01
Pine	01
Angie	04
Varn	01
Total	25

Mrs. Moore continues to do the addressing and both Ms Moore and MS Jones continuing to work on map updates on a daily basis. A map update has been submitted to GeoComm and their download to our equipment has been approved.

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. The audit data is ready to be delivered to Minda.

Special Projects

The project to align our three data bases (MSAG, Map and Snap Shot) continues. We are over 63% complete on this project.

Test calls were performed by Verizon in April. There were some issues that will require retesting.

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

CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 126 new users with 216 page hits in April. Foreign users were from China, Ukraine, Czech Republic, India, Japan, Ireland and Iran.

Maintenance Contracts

The two maintenance contracts that we have with GeoComm, St. Cloud, MN are now due for renewal. Software support will be for \$9,367 for the remainder of 2019 (\$1,170 per month) as compared to \$11,925 for 2018 to 2019 (\$994 per month). Map Maintenance will be \$6,444 for 2019 to 2020 as compared to \$6,144 for 2018 to 2019.

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 and is scheduled for completion during the second quarter of 2019.
- 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
 - CAMA and ALI circuits to EOC
 - Convert PRI circuits to SIP at EOC

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		Estimate in Progress
Sign on Corner of Hwy 10 and Dollar Rd		\$ 1,300 (completed)
9-1-1 Equipment Replacement		\$ 450,000

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

TREASURER'S REPORT

Mr. Fenner reviewed the April, 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 April, 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 April, 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, the moving of \$30,000 from the checking account to the dedicated LAMP account and the 911 funds statement with cash disbursements. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Stogner made the motion to renew the software support and map maintenance contracts that we have with GeoComm, St. Cloud, MN. Mr. Fenner 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