

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of May 12, 2020**

A properly advertised Washington Parish Communications District Board meeting was held on May 12, 2020 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
	Mr. Danny Harris	
	Ms. Sarah Burris	
	Mr. Olander Smith	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
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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. Ms. August opened with prayer.

**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 March, 2020, 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 March, 2020, meeting minutes. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the March, 2020, meeting minutes. Mr. Fenner made the motion to approve the March, 2020, meeting minutes with a correction. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

**DIRECTOR'S REPORT**

This office has been active during the months of March and April with both the normal daily operational issues of the office plus supporting our special projects. With the Coronavirus 19 our office has been closed to the public and all employees obeyed the Governor's stay at home orders but we were able to still perform our duties by working from our homes.

***Daily Operational Issues***

All PSAP are up a running with our new 911 system no major issues to report at this time. We have a few little kinks to work out but they are not affecting the handling of the 911 calls.

The Bogalusa Police Department will be modernizing their dispatcher area in June. Doing this time 911 calls will be routed to their normal business line.

For the month of March we issued 22 new addresses and they were:

Franklinton	17
Angie	01
Varnado	01
Pine	03
Total	22

For the month of April we issued 58 new addresses and they were:

Franklinton	40
Angie	03
Varnado	02
Pine	09
Mt. Heron	02
Bogalusa	02
Total	58

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***

The project to align our three data bases (MSAG, Map and Snap Shot) is complete. We are 100 % agreement between these data bases.

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

## **CHAIRMAN’S REPORT**

### **Public 911 Education**

The site was visited by 134 new users with 158 page hits in April. Foreign users were from Ukraine, China, Thailand, South Africa, Canada,

### **Special Projects**

- The Solacom 9-1-1 system is complete. Final adjustments are in progress:
  - Increase radio audio VOX sensitivity at EOC dispatch
  - Connect administrative telephone audio into headset
- Install replacement computers for office staff

### **2020 Projects**

#### **Capital**

Fire Alarm Control Replacement		\$ 10,000
Fencing and Security at Office		\$ 180,000
Video Conference System For Conference Room		\$ 5,000

#### **Non Capital**

UPS Battery Replacement		\$ 10,000
Tower Inspection and Adjustments		\$ 18,000
Field Computer Upgrades		\$ 5,000
Reverse 9-1-1		\$ 12,000 per year

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

## **TREASURER’S REPORT**

Mr. Coleman reviewed the March and April, 2020, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2020 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer’s report, the March and April, 2020, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2020 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the March and April, 2020, 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. Burris seconded the motion. Motion passed by a unanimous vote.

### **OLD/NEW BUSINESS**

Mr. Fenner made the motion to sign a one-year contract with Hyper-Reach for \$10,320 to furnish an Emergency Notification System for Washington Parish. Ms. Burris 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. Harris made the motion to adjourn. Mr. Smith 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