

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of May 4, 2021**

A properly advertised Washington Parish Communications District Board meeting was held on May 4, 2021 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
	Ms. Sarah Burris	
	Mr. Danny Harris	
	Mr. Olander Smith	

Members absent were: None

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 April, 2021, 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, 2021, meeting minutes. Ms. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the April, 2021, meeting minutes. Mr. Stogner made the motion to approve the April, 2021, meeting minutes. Ms. 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.

***Daily Operational Issues***

All PSAP are up a running with our new 911 system no major issues to report at this time.

For the month of April we issued 36 new addresses they were:

Franklinton	25
Mt. Hermon	02
Pine	05
Angie	04
Total	36

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***

1. The project to prepare our equipment to utilize the new map data field collection system is still under way.

The following software upgrades are scheduled for June:

- Solacom Dispatch
  - GeoComm Dispatch Map
  - Rave School Panic Button
2. In order to be prepared for the June 1 start of hurricane season we are working with Hyper-Reach to encourage additional citizens to sign up to receive emergency notification messages such as the one a few days ago for an escaped fugitive

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

## **CHAIRMAN'S REPORT**

### **Public 911 Education**

The site was visited by 225 new users with 273 page hits in April. Foreign users were from Pakistan, China, Ukraine, Italy and Russia.

## Special Projects

- The replacement GPS equipment has been delivered. Android tablets for field address data collection have been ordered.
- Detailed list attached of ongoing technical issue identification and resolutions continue.

## Other Business

- Law Enforcement Advisory Committee was held during April.

## 2021 Projects

### Capital

Fire Alarm Control Replacement		\$ 10,000 (Major work completed)
Preliminary Design of Building Expansion		\$ 19,000 (completed)
Android Tablets (2)		\$ 1,400
Trimble R1 GPS Units (2)		\$ 4,600
In Building WiFi		\$ 3,000

### Non Capital

Tower Inspection and Adjustments		\$ 18,000 (quote request being done)
SMART911		\$ 5,250
Transition to New Mapping Software		\$ 4,000 (scheduled for June)
Replacement Radio Amplifier		\$ 3,000
Replacement Cellular Amplifier for 4G		\$ 1,000

### Future Projects

Building Expansion		\$ 1,500,000 (via grant)
Franklinton Bunker		\$ 500,000
Security Fencing		\$ 170,000
Replace 25 Year Old Vehicle		\$ 32,000

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. Harris made the motion to accept and approve the Chairman's Report as given. Ms. Fenner seconded the motion. Motion passed by a unanimous vote.

## TREASURER'S REPORT

Mr. Fenner reviewed the April, 2021, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2021 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, 2021, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2021 budget, the 911 funds statement with cash disbursements, adjust the Prepaid Wireless quarterly revenue from \$ 14,000 to \$ 28,000 and move \$ 30,000 from the checking account to the LAMP dedicated capital account.

Mr. Fenner made the motion to accept and approve the Treasurer’s report, the April, 2021, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2021 budget, the 911 funds statement with cash disbursements, adjust the Prepaid Wireless quarterly revenue from \$ 14,000 to \$ 28,000 and move \$ 30,000 from the checking account to the LAMP dedicated capital account. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

**OLD/NEW BUSINESS**

Ms. Burris made the motion to enter into the 2021 – 2022 map maintenance contract for \$ 17,000 with Geo-Comm, 601 W St Germain St, St Cloud, MN 56301. Ms. August seconded the motion. Motion passed by a unanimous vote.

Mr. Stogner made the motion to add an “In Building WiFi System” for \$ 3,000 to the 2021 Capital Budget. Mr. Harris seconded the motion. Motion passed by a unanimous vote.

Ms. Burris made the motion to add an “Replacement Addressing Vehicle For Jeep” for \$ 32,000 to the 2022 Capital Budget or to the 2021 Capital Budget if the Jeep breaks down. Ms. August 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.

Ms. August made the motion to adjourn. Mr. Harris 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