

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of November 18, 2014

A properly advertised Washington Parish Communications District Board meeting was held on November 18, 2014 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. Mike Corkern	
	Mr. Stephen Richardson	
	Mr. Jason Verret	

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 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. Given that a quorum is not present, the board members present met as a committee.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the October, 2014, 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 October meeting minutes. Ms. August seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the October, 2014, meeting minutes. Ms. August made the motion to approve the October, 2014, 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 October with both the normal daily operational issues of the office plus supporting our special projects

Operational Issues

All 9-1-1 equipment is working well with no current issues. The UPS for the dispatch position at WPSO has been replaced.

For the month of September we issued 17 new addresses and they were:

Franklinton	04
Bogalusa	03
Mt. Hermon	02
Angie	01
Pine	03
Varnado	04
Total	17

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 will be starting to work with the cell phone companies to allow callers to text message 9-1-1. We are in the process of coordinating this, so I will keep our board up to date on how this project progresses.

These have been an interesting and productive month for our office. I would like to thank the board for their support and inputs.

Chairman Coleman called for any questions concerning the Director's Report. Hearing none, Chairman Coleman called for a motion to accept and approve the Director's report. Ms. August 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 84 new users with 146 page hits in October.

Communications Center

Repairs were completed today on the damaged fire protection and alarm system. Our insurance company has been notified and the first reimbursement above the \$5,000 deductible has been received.

Special Projects

A meeting was held on November 11th with the Republican Executive Committee to discuss the need to raise our cell phone 911 fee from \$ 0.85 per phone to \$ 1.85 per phone, in order to replace our 9-1-1 equipment which was originally purchased in 2004.

After approval by the Parish Council, the request would then require approval by the Louisiana State Legislature.

In summary the request would:

1. Increase our cell phone 911 fee from \$ 0.85 per phone to \$ 1.85 per phone
2. Increase the fee for 2.5 years to fund equipment replacement.

The Executive Committee consisting of Ginger Corken, Kay Lewis, Suzannah Fussell, Beth Mizell, Don Crist, Merlin Duke, Mark James II, and Cynthia has requested a tour of our facility during the week of December 8.

This request will be reviewed by the Infrastructure Committee of the Washington Parish Council at 5:30 PM on Thursday, November 20th.

Capital Budget

Progress on the 2014 Capital Budget items are as follows:

Capital Projects

		Cost 2014	Status
Complete Audio Visual Install			
Security Camera System	1	\$ 6,693	Completed
Conference Room and Director's Office	1	\$ 3,371	Completed
Complete Fire Department tone out pads	2	\$ 4,000	Completed
IT - Full Raytheon radio "patching" capabilities	3	\$ 5,000	Completed
IT- Install weather data collector	4	\$ 8,000	Completed
Replace dispatcher map software with updated version	5	\$ 9,000	Scheduled 1/12/15
Install fence protecting secondary towers and air condition units	6	\$ 6,000	Completed
IT- Support during the replacement of dispatcher map software	7	\$ 1,000	Scheduled 1/12/15
Fill erosion by evaporation pond with rock	8	\$ 1,500	Completed
Install satellite telephone in radio bunker.	9	\$ 500	In Process
IT- Add email of phone messages on two phones in Incident Command	10	\$ 500	Completed
IT- Add four digit security code to phone system	11	\$ 500	Completed

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.

Chairman Coleman called for any questions concerning the Chairman's Report. Hearing none, Chairman 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. Ms. August seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

Mr. Fenner reviewed the October, 2014 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 2014 budget, the 911 funds statement with cash disbursements, and the proposed final changes to the 2014 budget. The proposed changes will result in a 2014 net income of \$79,799.24.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the October, 2014, financial statements, checklist, and YTD spending as compared to the 2014 budget and the proposed final changes to the 2014 budget. Mr. Fenner made the motion to accept and approve the Treasurer's report, the September, 2014, financial statements, the YTD spending as compared to the 2014 budget, the 911 funds statement with cash disbursements, and the proposed final changes to the 2014 budget resulting in a 2014 net income of \$ 79,799.24.. Ms. August seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

There were no items discussed.

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

BUDGET INFORMATION

Account ID	Account Description	Account Type	Present 2014	Revised 2014	2015
3050	Income- AT&T- Landlines	Income	132,360.00	132,360.00	132,360.00
3055	Income - Other Land Line	Income	4,200.00	4,200.00	4,200.00
3060	Income - AT&T Wireless	Income	224,400.00	224,400.00	224,400.00
3080	Income - Sprint	Income	11,280.00	11,280.00	11,280.00
3090	Income-Other Wiresless Phones	Income	42,000.00	42,000.00	42,000.00
3095	Income, VoIP	Income	450.00	450.00	450.00
3097	Prepaid wireless	Income	56,000.00	56,000.00	56,000.00
3100	Income-maps	Income	157.92	157.92	157.92
3150	Interest income	Income	3,480.00	3,480.00	3,480.00
3250	Income-sign fund	Income	285.00	285.00	285.00
3300	Grant Funding	Income	0.00	0.00	0.00
3400	Mis., income	Income	0.00	0.00	0.00
4000	Switching equip-.AT&T	Expenses	35,880.00	35,880.00	35,880.00
4010	911 lines	Expenses	43,200.00	43,200.00	43,200.00
4050	Salaries	Expenses	85,200.00	85,200.00	85,200.00
4055	Contract Salary	Expenses	0.00	0.00	0.00
4100	Telephone/beeper	Expenses	6,861.00	6,861.00	6,861.00
4150	Svc. & Maint-other equipment	Expenses	21,000.00	21,000.00	21,000.00
4155	CML Maintenance	Expenses	10,608.00	10,608.00	10,608.00
4160	Recorder Maintenance	Expenses	5,220.00	5,220.00	5,220.00
4165	Map Display Maintenance	Expenses	21,999.96	21,999.96	21,999.96
4200	Travel	Expenses	9,600.00	9,600.00	9,600.00
4250	Depreciation	Expenses	0.00	0.00	0.00
4300	Public Education	Expenses	0.00	0.00	0.00
4350	Accounting	Expenses	6,996.00	6,996.00	6,996.00
4375	Interest Expense	Expenses	16,499.88	16,499.88	16,499.88
4400	Office supplies	Expenses	6,000.00	6,000.00	6,000.00
4450	Insurance	Expenses	36,000.00	38,400.00	38,400.00
	Insurance LA. Workmans				
4455	Comp.	Expenses	1,392.00	1,392.00	1,392.00
4457	Medical Insurance	Expenses	12,000.00	15,600.00	15,600.00
4500	Taxes-payroll	Expenses	7,560.00	7,560.00	7,560.00
4550	Legal Fees	Expenses	2,400.00	2,400.00	2,400.00
4600	Repairs and Maint., Office	Expenses	0.00	12,000.00	12,000.00
4650	Rent	Expenses	0.00	0.00	0.00
4700	Training-meeting	Expenses	9,000.00	9,000.00	9,000.00
4750	Vehicle-gas and repairs	Expenses	6,000.00	6,000.00	6,000.00
4800	Miscellaneous	Expenses	0.00	0.00	0.00
4850	Utilities	Expenses	27,600.00	30,000.00	30,000.00
4900	Dues and Subscriptions	Expenses	613.92	613.92	613.92
4920	Advertisement	Expenses	0.00	0.00	0.00
4930	Map reprints	Expenses	0.00	0.00	0.00
4950	Bank Charges	Expenses	82.92	82.92	82.92
5000	Street signs	Expenses	1,200.00	1,200.00	1,200.00

5050	Taxes-State unemployment	Expenses	0.00	0.00	0.00
5100	Meals & Entertainment	Expenses	0.00	0.00	0.00
5150	Professional fees	Expenses	1,500.00	1,500.00	1,500.00
5151	LA.WCC	Expenses	0.00	0	0.00
	Revenue		474,612.92	474,612.92	474,612.92
	- Expenses		-374,413.68	-394,813.68	-394,813.68
	Net Income		100,199.24	79,799.24	79,799.24