

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of November 3, 2015

A properly advertised Washington Parish Communications District Board meeting was held on November 3, 2015 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
	Mr. Cook Byrd	
	Mr. Olander Smith	

Members absent were: Mr. Stephen Richardson-**/

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.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the October, 2015, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Stogner made the motion to dispense with the reading of the October meeting minutes. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the October, 2015, meeting minutes. Mr. Fenner made the motion to approve the October, 2015, 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 October with both the normal daily operational issues of the office plus supporting our special projects

For the month of September we issue 21 new addresses they were:

Franklinton	13
Bogalusa	03
Pine	02

Mt Hermon	03
Total	21

Daily Operational Issues

All 9-1-1 equipment is operational.

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 completed cell phone testing for T-Mobile in Franklinton we will be testing Bogalusa in the next few weeks. I will then send a letter of request to test texting to 9-1-1.

I have completed and successfully passed my Criminal Justice Information System Security & Awareness, Level 3 training for the NCIC for 9-1-1.

A Joint Operations Work Group meeting was held on October 26th with representatives of all agencies. Bogalusa had numerous questions concerning the dispatcher move. All questions were answered.

This has 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. Byrd 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 111 new users with 293 page hits in October.

Special Projects

Operations Group

A meeting of the Operations Group was held on October 26, 2015, to address and coordinate solutions to issues related to the re-location of dispatchers to the Communications Center.

Capital Budget

		Cost 2015	Status
Jeep replacement - Oldest	13	\$ 3,000	Ongoing
IT- Check Florida ECS-1000 for compatibility with present unit	14	\$ 4,000	Scheduled for October
IT- Install security ESET on all computers	15	\$ 4,000	Scheduled for October
Replace field addressing map software with updated version	16	\$ 5,000	Completed
IT- Change out temporary, non-POE switch at comm. center	17	\$ 1,000	Scheduled for Dec
IT- Install Cisco switch at FPD	18	\$ 1,000	Scheduled for Dec
IT- Connect tower mounted cell phone antenna to telephone system	20	\$ 3,000	Completed
IT - Remote control of Kenwood radio features	21	\$ 1,000	Completed
IT- Enable tower light email notification of problems	22	\$ 1,000	Completed
Hook up new 300KW generator to Radio Bunker electrical system	24	\$ 5,000	Completed
IT- Connect tower mounted TV antenna to Audio Visual System	29	\$ 3,000	Completed
Install satellite broad band connection	32	\$ 10,000	Completed

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

TREASURER'S REPORT

Mr. Fenner reviewed the October, 2015, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2015 budget, the 911 funds statement with cash disbursements, and recommended a \$ 34,800 adjustment to the 2015 budgeted expenses as per the attached worksheet. He also recommended that the final revised 2015 budget become the beginning 2016 budget.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the October, 2015, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2015 budget, the 911 funds statement with cash disbursements, and the recommended a \$ 34,800 adjustment to the 2015 budgeted expenses and that the final revised 2015 budget become the beginning 2016 budget.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the October, 2015, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2015 budget, the 911 funds statement with cash disbursements, and the recommended \$ 34,800 adjustment to the 2015 budgeted expenses as per the attached worksheet and that the final revised 2015 budget become the beginning 2016 budget. Ms. August seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Coleman called for a motion to approve the 2016 Capital Budget with the addition of a line item for a telephone recorder with an expected cost of \$ 15,000. Mr. Fenner made the motion to approve the 2016 Capital Budget with the addition of a line item for a telephone recorder with an expected cost of \$ 15,000. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to make a recommendation to Parish Government for the reappointment for new four year terms for Mr. Olander Smith and Mr. Gary Fenner. Mr. Byrd made the motion to make a recommendation to Parish Government for the reappointment for new year terms for Mr. Olander Smith and Mr. Gary Fenner. Ms. August seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

The Personnel Committee unanimously recommended that all employees receive a 5 per cent wage increase beginning January 1, 2016, and that the salary ranges for all positions be increased by 10 per cent. Ms. August made the motion that all employees receive a 5 per cent wage increase beginning January 1, 2016, and that the salary ranges for all positions be increased by 10 per cent. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

PUBLIC PARTICIPATION

There was no participation by the public.

Mr. Byrd 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

