

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of October 4, 2016

A properly advertised Washington Parish Communications District Board meeting was held on October 4, 2016 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Olander Smith	
	Mr. Cook Byrd	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mrs. Cynthia August	Secretary
	Mr. Stephen Richardson	

Others present were:	Joanna Thomas	Director
	Dan Foil	Attorney

ROLL CALL OF BOARD MEMBERS

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.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the September, 2016, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Byrd made the motion to dispense with the reading of the September, 2016, meeting minutes. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the September, 2016, meeting minutes. Mr. Smith made the motion to approve the September, 2016, meeting minutes. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

This office has been active during the month of September with both the normal daily operational issues of the office plus supporting our special projects

Daily Operational Issues

All PSAPs are currently operational with no outages reported.

For the month of September we issue 25 new addresses they were:

Franklinton	11
Pine	01

Mt Hermon	01
Bogalusa	07
Angie	05
Total	25

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. The latest group of map updates were received from GeoComm yesterday.

Special Projects

Permanent modifications to the fire alarm system have been completed. These modifications should reduce future damage from voltage spikes.

Our long term wireless expert, Ron Bloom, has left Public Consulting Solutions and will instead, handle our needs independently.

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

CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 72 new users with 158 page hits in September with foreign visitors from France, Israel, Indonesia, Germany, and the Czech Republic.

Special Projects

Long Term Capital Plan

It is suggested that the following items be included in the normal 2017 capital plans:

Hook up of standby generator to main electrical system	34	Done
Install 1200 gal diesel fuel tank	35	\$ 12,000
Pave Roadway		\$ 22,000
To Be Determined		\$ 6,000

Other items to be considered:

2017	Security Fencing For Building	\$ 100,000
2018	9-1-1 Equipment Replacement	\$ 600,000
2023	Communications Center Renovation	\$1,500,000

There may be federal funding available for the construction of the “safe room” portion of a Communications Center Renovation. Discussions will be held with Washington Parish Homeland Security on this possibility.

2016 Capital Budget

		2015	2016
Jeep replacement - Oldest	13	Item 39	
IT- Install security ESET on all computers	15	\$ 4,000	Ordered
IT- Change out temporary, non-POE switch at comm. center	17	\$ 1,000	Done
IT- Install Cisco switch at FPD	18	\$ 1,000	Done
Hook up new 300KW generator to Radio Bunker electrical system	24		Done
IT - Connection to D Star Dongle System	25		Done
IT- Connection to Echo Link System	26		Done
IT- Connection to present 300 KW IP card.	28		Done
IT- Connect tower mounted TV antenna to Audio Visual System	29		Done
Add CCTV to rear door	30		Ordered
Add oven and stove top to kitchen.	31		Done
Install satellite broad band connection	32		Done
Install Alber BDS-40 battery monitor on Communications Center UP	19		Ordered
Install Recorder	37		Being Quoted
Connect Water Tank to Separate Pump System	38		Done

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. Byrd 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. Fenner reviewed the September, 2016, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2016 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer’s report, the September, 2016, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2016 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the September, 2016, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2016 budget, the 911 funds statement with cash disbursements, and that the 2016 budget not be revised at this time. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Fenner made the motion to add the paving of the Communication Center's drive for \$ 22,000 to the 2017 Capital Budget which presently includes items 34 and 35. Mr. Smith 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. Byrd 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