

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of September 1, 2015**

A properly advertised Washington Parish Communications District Board meeting was held on September 1, 2015 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. Cook Byrd	
	Mr. Stephen Richardson	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Mike Corkern	

Others present were:	Joanna Thomas	Director
	Dan Foil	Attorney
	Olander Smith	

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 August, 2015, 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 August meeting minutes. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the August, 2015, meeting minutes. Mr. Fenner made the motion to approve the August, 2015, meeting minutes. Mr. Richardson seconded the motion. Motion passed by a unanimous vote.

**DIRECTOR'S REPORT**

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

For the month of August we issued 38 new addresses they were:

Franklinton	05
Bogalusa	10
Pine	16

Angie	03
Mt. Hermon	01
Varnado	03
Total	38

## **Operational Issues**

We have been having issues with the UPS alarming at the Sherriff's office. The Sherriff's office had a power outage last Sunday and the UPS did not support the power load, but we got it rebooted and working.

In mean time we had already ordered a new UPS from Gage. As soon as it came in Gage installed it and tested it and everything is working correctly as of today.

We will need to vote on accepting Mr. Mike Corkern's resignation from the board.

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. Minda has completed our year end Audit and will report on it tonight.

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 tested texting to 9-1-1 with Sprint everything went well. I am now coordinating Phase II test with T-Mobile within our Parish.

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

## **CHAIRMAN'S REPORT**

### **Public 911 Education**

The site was visited by 88 new users with 123 page hits in August. Visitors from China, and Germany were among those who visited our site.

## Special Projects

### *Republican Executive Committee`*

The Republican Executive Committee tour and meeting in our conference room is now scheduled for after the election. The following question has been submitted for debate use:

*The WPSO dispatcher currently serves as a receptionist for jail visitors as well as the general public in addition to their public safety communications duties. Many rural parishes without modern communications centers have been doing business this way for the past forty years.*

*If elected will you locate your dispatcher at the new, state-of-the-art Washington Parish Communications Center in order to utilize its cutting edge technology ?*

### *Louisiana Department of Public Safety*

A tour of the facility is scheduled for September 2, 2015.

### **Operations Manuals for EOC**

The 75 page, Communications Unit Leader Manual”, is still in progress. Its current length is 175 pages.

### **Capital Budget**

		<b>Cost 2015</b>	<b>Status</b>
Jeep replacement - Oldest	13	\$ 3,000	
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 Dec
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. Richardson seconded the motion. Motion passed by a unanimous vote.

## **TREASURER'S REPORT**

Mr. Fenner reviewed the August, 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, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the August, 2015, financial statements, checklist, and YTD spending as compared to the 2015 budget. Mr. Fenner made the motion to accept and approve the Treasurer's report, the August, 2015, financial statements, the YTD spending as compared to the 2015 budget, and the 911 funds statement with cash disbursements. Mr. Richardson seconded the motion. Motion passed by a unanimous vote.

## **OLD/NEW BUSINESS**

Mr. Coleman called for a motion to appoint Mr. Cook Byrd to the Personnel Committee. Ms. August made the motion to appoint Mr. Cook Byrd to the Personnel Committee. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to accept the resignation of Mr. Mike Corkern from the Board and to recommend its approval by Parish Government. Ms. August made the motion accept the resignation of Mr. Mike Corkern from the Board and to recommend its approval by Parish Government. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Minda Raybourn of Minda B. Raybourn CPA gave a report on the Financial Audit for the year of 2014. She reviewed the financial statements, and all the revenues and expenditures. There were no findings.

Mr. Byrd made the motion to accept the Financial Report and Review presented by Ms. Raybourn. Ms. August seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to engage Minda B. Raybourn CPA to perform the 2015 Financial Audit. Mr. 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.

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