

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of September 6, 2016**

A properly advertised Washington Parish Communications District Board meeting was held on September 6, 2016 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. Olander Smith	
	Mr. Stephen Richardson	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Cook Byrd	

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 August, 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 August, 2016, meeting minutes. Ms. August seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the August, 2016, meeting minutes. Mr. Fenner made the motion to approve the August, 2016, 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 August with both the normal daily operational issues of the office plus supporting our special projects.

***Daily Operational Issues***

The 9-1-1 system is operating normally at all three law enforcement agencies. On Sunday of this week AT&T reported that 9-1-1 in the 986 prefix, which is in the Angie area, was not working. After 3 hours on a bridge call from midnight to 3 AM it was determined that 2 cards on their system had gone bad. They did get it resolved.

For the month of August we issue 45 new addresses they were:

Franklinton	31
Pine	06
Bogalusa	03
Varnado	04
Angie	01
Total	45

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*

Last month a Mr. Lavon Seal called 9-1-1 to report his house on fire. The dispatcher responded and paged out the appropriate fire department but apparently they did not respond on the radio. A neighboring fire department along with Bogalusa responded.

Unfortunately, Mr. Seal lost his home. It was thought that the long response time was due to our system not working properly. It appears that everything on our end and on the dispatch side worked just as it was suppose to.

Mr. Seal did not know his address so he could not tell the dispatcher exactly was he was calling from. He was on his cell phone, so dispatch paged out the fire departments for that call that was plotting on our map.

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

## **CHAIRMAN'S REPORT**

### **Public 911 Education**

The site was visited by 124 new users with 241 page hits in August with foreign visitors from Iceland, Belgium, Portugal, and Brazil.

## Special Projects

### Long Term Capital Plan

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

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	On work list
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		\$ 1,000
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		\$ 15,000
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. Smith 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 August, 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 August, 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 August, 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. Richardson seconded the motion. Motion passed by a unanimous vote.

**OLD/NEW BUSINESS**

There was no old or new business.

**COMMITTEE REPORTS**

There were no committee reports.

**PUBLIC PARTICIPATION**

There was no participation by the public.

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