

January 2021 Minutes

Webster Parish Communications District

The Board of Commissioners of the Webster Parish Communications District met in regular session on Thursday, January 7 at 6:00 PM, at the office of Webster Parish Communications District at 303 Green St., Minden, Louisiana, 71055.

The meeting was called to order at 6:02 PM by Chairman Billy Dorsey.

- Roll Call
 - Present
 - Billy Dorsey
 - Chris McGarity
 - Kip Mourad via Zoom
 - Hank Haynes via Zoom
 - Ray Brown via Zoom
 - Truvesta Johnson via Zoom
 - Absent:
 - Ursula Hullaby
- Invocation
 - Chris McGarity
- Guests
 - Angie Chapman Executive Director
- Call for new items to be added to the Agenda-
 - H) Election of Officers
 - I) WPPJ #1004 Compliance Audit
 - On a motion made by C. McGarity, seconded by K. Mourad the following resolution was unanimously approved: Resolved, addition of items H & I to the agenda
- Public Comments-None
- Approval of the Minutes – December 3, 2020
 - On a motion made by C. McGarity, seconded by R. Brown, the following resolution was unanimously approved: Resolved, the Minutes of the December 3, 2020 meeting are approved as presented
- Old Business-
 - CAD Update: Approval of contract/fees. This item was tabled until a modified contract is received as requested in August 2020.
 - AT&T Mi Fi: both have been cancelled and account is closed.
 - FirstNet: awaiting trial device and information
 - Personnel Manual Update has not been completed
 - Unused vacation time:
 - On a motion made by Chris McGarity, seconded by T. Johnson, the following resolution was unanimously approved: Resolved, until such time that the policy can be reviewed and updated, Executive Director has discretion to roll all unused vacation time for employees unable to schedule time off due to staffing issues.
- New Business-
 - Financial Statements-December 2020- Copies of each month's reports including the 911 Budget vs Actual were presented by B. Dorsey and discussed by board.
 - On a motion made by C. McGarity, seconded by T. Johnson, the following resolution was unanimously approved: Resolved, the Financial Statements for December

2020 including 911 Budget vs Actual, are approved as presented with notation of \$30,000 transfer from money market account to general fund completed this date.

- Discuss Bills for Payments-
 - On a motion made by K. Mourad, seconded by H. Haynes, the following resolution was unanimously approved: Resolved, bills paid as presented
- EMS Fees/Letters: Proof of Insurance and fees have not been received. Will send updated ordinance, SOPs with request if not received by end of month.
- Construction coverage deadline: Forms from FCC have been received and will be completed by end of month
- Communications Report:
 - 1 new telecommunicator released from training on 12/25/2020. 2 still in training with expected release dates of 2/4/2021 and 2/16/2021 respectively.
 - 2020 STATS for call center: A total of 44,116 inbound and outbound calls handled. Of these calls 16,644 were received on 3 dedicated 9-1-1 lines, 10,806 received on administrative lines, and 16,666 outbound calls completed to handle reported emergencies. 98.3% of calls were answered in less than 10 seconds.
- Employee Concerns:
 - Discussed the plan for utilizing misprinted uniform shirts by placing a new patch over the misprinted section.
- Election of Officers:
 - On a motion made by T. Johnson, seconded by R. Brown the following resolutions was unanimously approved: Current officers will continue serve in their current roles for the 2021 year by acclamation. Resolved, Chairperson: B. Dorsey, Vice Chairperson: K. Mourad, Secretary/Treasure C. McGarity will serve as officers for the 2021 year.
- Webster Parish Police Jury Annual Update and Webster Parish Police Jury Ordinance 1004 compliance was discussed and signed.

Announcements: Meetings for 2021: February 4, 2021, March 4, 2021, April 1, 2021, May 6, 2021, June 3, 2021, July 1, 2021, August 5, 2021, September 2, 2021, October 1, 2021, November 5, 2021, December 2, 2021

- On a motion by T. Johnson, seconded by C. McGarity, to adjourn.
 - Meeting Adjourned at approximately 6:38 PM