

January 5, 2023 Minutes Webster Parish Communications District

The Board of Commissioners of the Webster Parish Communications District met in regular session on Thursday, January 5, 2023 at 6:00 PM at the office of Webster Parish Communications District at 410 Main Street, Minden, Louisiana, 71055.

MEMBERS PRESENT: Brian Williams, Hank Haynes, Ray Brown, Grady Smith, Ursula Hullaby, Laura Perryman

The meeting was called to order at 6:01 PM by Vice-Chairman Brian Williams.

The invocation was given by B. Williams.

Guests: Angie Chapman-Executive Director 911, Cohen Stockman-Supervisor 911, Blake Taylor-Pafford EMS

Call for new items to be added to the agenda: none

Public Comments on Agenda-None

On a motion made by R. Brown, seconded by G. Smith, the following resolution was unanimously approved: Resolved, the minutes of the November meeting were approved as amended to correct motion to read: On a motion made by C. McGarity, seconded by H. Haynes, the following resolution was unanimously approved: Resolved, approve the financial statements as presented to include the Budget vs Actual report, September and October Income/Expense reports, Account Balance Reports.

Director Chapman reported on the progress of the Capital Outlay projects to include the timeline for the new phone equipment installation, configuration, and cutover and the new CAD system.

On a motion made by H. Haynes, seconded by G. Smith, the following resolution was unanimously approved: Resolved, adopt the bylaws as amended to include: regularly scheduled meetings held every other month at 6:00 PM, separation of the duties for Secretary and Treasurer, appoint the executive director as secretary.

On a motion made by H. Haynes, seconded by R. Brown, Brian Williams the following resolution was unanimously approved: Resolved, appoint Brian Williams as chairperson for the 2023 year. B. Williams abstained from the vote.

On a motion made by H. Haynes, seconded by G. Smith, the following resolution was unanimously approved: Resolved, appoint Laura Perryman as vice-chairperson for the 2023 year. L. Perryman abstained from the vote.

After a brief discussion, it was decided to table appointing the position of Treasurer for the 2023 year until the next meeting.

On a motion made by G. Smith, seconded by H. Haynes, the following resolution was unanimously approved: Resolved, Adopt the amended budget for January -December2022 as presented.

On a motion made by R. Brown, seconded by L. Perryman, the following resolution was unanimously approved: Resolved, approve the invoices and financial statements as presented: November and December 2022 Financial Statements to include Budget vs Actual report, November and December Income/Expense reports, Account Balance reports, November 1, 2022 through January 5, 2023 check register.

On a motion made by G. Smith, seconded by U. Hullaby, the following resolution was unanimously approved: Resolved, authorize all current board members with signatory authority for the banking accounts.

On a motion made by H. Haynes, seconded by R. Brown, the following resolution was unanimously approved: Resolved, approve the 2023 vendor list as presented.

On a motion made by R. Brown, seconded by G. Smith, the following resolution was unanimously approved: Resolved, approve the quote from Concentric for preventative maintenance and replacement of the UPS system at a cost of \$4500.00 or less.

On a motion made by R. Brown, seconded by U. Hullaby, the following resolution was unanimously approved: Resolved, approve the 2023 dispatch service fee of \$2500.00 per fire department to be invoiced with net 45 unless payment arrangements are needed due to mid-year budget constraints. Director Chapman was instructed to send invoices to each fire department to include instructions if payment arrangements are needed.

On a motion made by H. Haynes, seconded by G. Smith, the following resolution was unanimously approved: Resolved, close LAMP account. Director Chapman was instructed to send the letter to the institution to close the account.

On a motion made by G. Smith, seconded by R. Brown, the following resolution was unanimously approved: Resolved, approve the contracts for 2023 for Voiance, Equature, Davidson Media, RPSS, and Great America as presented.

On a motion made by R. Brown, seconded by H. Haynes, the following resolution was unanimously approved: Resolved, approve the WPCD Policies for 2023 in their entirety as presented.

Director Chapman distributed and collected completed Annual Related Party Questionnaires from all members present for auditing purposes.

Director Chapman discussed the mandatory annual training required and encouraged all members present to submit proof of completion as soon as possible.

After a general discussion of terms expiring in 2022, both U. Hullaby and H. Haynes agreed to serve another term. Director Chapman was instructed to send a letter to the Webster Parish Police Jury requesting their re-appointment to the Board of Commissioners of the Webster Parish Communications District for another term.

C. Stockman gave the Communications report to include 2022 statistics for the call center and current staffing levels.

On a motion made by H. Haynes, seconded by G. Smith, the following resolution was unanimously approved: Resolved, adopt the same 2023 approved paid holidays as the Webster Parish Police Jury.

On a motion made by R. Brown, seconded by G. Smith, the following resolution was unanimously approved: Resolved, enter into executive session at 6:51 PM

On a motion made by H. Haynes, seconded by R. Brown, the following resolution was unanimously approved: Resolved, return to regular session at 6:59 PM

Meetings for 2023: March 2, 2023, May 4, 2023, July 6, 2023, September 7, 2023, October 5, 2023, November 2, 2023

There being no further business, on a motion made by H. Haynes, seconded by U. Hullaby to adjourn, the meeting adjourned at approximately 7:05 PM.

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