

June 8, 2023 Minutes      Webster Parish Communications District

The Board of Commissioners of the Webster Parish Communications District met in regular session on Thursday, June 8, 2023 at 6:00 PM at the office of Webster Parish Communications District at 410 Main Street, Minden, Louisiana, 71055.

MEMBERS PRESENT: Brian Williams, Laura Perryman, Ursula Hullaby, Drew White, Grady Smith

MEMBERS ABSENT: Ray Brown, Hank Haynes

The meeting was called to order at 6:00 PM by Chairman Brian Williams.

The invocation was given by B. Williams.

Guests: Angie Chapman-911, Alisha Bilbrey-911, Blake Taylor-Pafford EMS, Gary Jones-Advanced EMS, Matthew Hortman-FD3, Alan Myers-FD2, Michael Morse-FD11, Stewart Beatty FD12

Call for new items to be added to the agenda: On a motion by D. White, seconded by G. Smith the following resolution was unanimously approved: Resolved, add item F to the agenda: the approval for the official journal/publication journal for 2023 for the Webster Parish Communications District.

Public Comments on Agenda-None

Director Chapman reported no changes to the capital outlay since last meeting.

Director Chapman reported on the progress of updating the account signature authority at B-1 Bank and encouraged those members who had not submitted the required information to do so at their earliest convenience.

Director Chapman reminded the board of the annual training requirements for Sexual Harassment, Ethics and Cybersecurity and encouraged those who had not submitted proof of completion to do so as soon as possible.

Director Chapman reported that all items listed as surplus and placed for auction on Govdeals.com were properly disposed of after the auction ended due to no sale.

Director Chapman presented the service complaint dated 3/21/23. General discussion was held regarding this with Mr. Jones. No action was taken by the board.

B. Williams provided information regarding moving the tornado sirens to the 911 IC channel from the 911 main channel, and an updated tornado siren policy, to include possible costs for the towns with the sirens and 911. On a motion made by G. Smith, seconded by L. Perryman, the following resolution was unanimously approved: Resolved, implement the outdoor warning policy and have all sirens move to the 911 IC channel.

Director Chapman presented the board with information regarding the Who's Responding Application, and upcoming invoice due. A general discussion was held between the board and guests from parish fire districts who were present at the meeting. On a motion made by D. White,

seconded by G. Smith, the following resolution was unanimously approved: Resolved, 911 will continue to pay the invoices received for the Who's Responding equipment and add the cost to the annual dispatch service fee invoice for those departments who utilize the service with the cost being divided equally between those fire districts.

On a motion made by L. Perryman, seconded by D White, the following resolution was unanimously approved: Resolved, approve the invoices for payment as presented.

On a motion by G. Smith, seconded by L. Perryman the following resolution was unanimously approved: resolved, approve financial statements as presented: March and April 2023 Financial Statements to include Budget vs Actual report, March and April 2023 Income/Expense reports, Account Balance reports, January 1 – April 30, 2023 check register.

A general discussion was held by members of the board regarding interest rates for the money market account vs current CD rates as presented by Chairperson Williams. On a motion made by D. White, seconded by L. Perryman, the following resolution was unanimously approved: Resolved, move \$100,000.00 (one hundred thousand dollars) from the money market account to a 6 month CD at B-1 Bank, and move \$100,000.00 (one hundred thousand dollars) from the money market account to an 8 month CD at B-1 Bank.

On a motion made by G. Smith, seconded by U. Hullaby, the following resolution was unanimously approved: Resolved, accept resignation of board member Ray Brown effective 5/4/2023 per his request.

On a motion made by G. Smith, seconded by U. Hullaby, the following resolution was unanimously approved: Resolved, approve The Springhill Press as the official journal/publication journal for 2023.

Director Chapman gave the communications report to include the status of call center upgrades, CAD development progress, and the radio system maintenance project status.

On a motion made by D. White, seconded by G. Smith, the following resolution was unanimously approved: Resolved, enter into executive session for employee concerns at 6:37 PM.

On a motion made by G. Smith, seconded by L. Perryman, the following resolution was unanimously approved: Resolved, exit executive session at 6:51 PM

On a motion made by G. Smith, seconded by U. Hullaby, the following resolution was unanimously approved: Resolved, accept Cohen Stockman's resignation as supervisor and placement on a permanent full time rotating shift per his request and approve appointment of Alisha Bilbrey as Supervisor effective 5/22/23.

On a motion made by U. Hullaby, seconded by G. Smith, the following resolution was unanimously approved: Resolved, create 1 full time fixed telecommunicator position covering 2:00PM – 10:00 PM 5 days per week and hire for that position.

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

There being no further business, on a motion made by G. Smith, seconded by L. Perryman to adjourn, the meeting adjourned at approximately 7:00 PM.

Chairperson B. Williams, Secretary A. Chapman