

DATE Webster Parish Communications District

The Board of Commissioners of the Webster Parish Communications District met in regular session on Thursday, January 11, 2024 at 6:00 PM at the office of Webster Parish Communications District at 410 Main Street, Minden, Louisiana, 71055.

MEMBERS PRESENT: Brian Williams-Chairperson, Grady Smith, Ursula Hullaby, Shannon Spigener

MEMBERS ABSENT: Laura Perryman, Hank Haynes

The meeting was called to order at 6:17 PM by Chairman Brian Williams.

The invocation was given by B. Williams.

Guests: Angie Chapman-Webster 911, Blake Taylor-Pafford EMS, Stewart Beatty-WPFD 12, Paul Migues-WPFD 12, Gary Jones-Advanced EMS, Tyler Strickland-WPFD 3, Shane Ta-WPFD3

Call for new items to be added to the agenda: On a motion made by G. Smith, seconded by S. Spigener, the following resolution was unanimously approved: Resolved, Add item J: Approve meeting dates and times for 2024.

Public Comments on Agenda-None

On a motion made by S. Spigener, seconded by U. Hullaby, the following resolution was unanimously approved: Resolved, approve the minutes of the last meeting as presented.

Director Chapman gave the update on the capital outlay fund to include that all expenditures from the escrow have been made and that the remainder would be applied to the 2024 payment.

On a motion made by G. Smith, seconded by S Spigener, the following resolution was unanimously approved: Resolved, Brian Williams will serve as Chairperson for 2024. B. Williams abstained from the vote.

On a motion made by U. Hullaby, seconded by G. Smith, the following resolution was unanimously approved: Resolved, Laura Perryman will serve as Vice-Chairperson for 2024. L. Perryman was absent.

On a motion made by U. Hullaby, seconded by G. Smith, the following resolution was unanimously approved: Table election of Treasurer until the March 2024 meeting.

On a motion made by U. Hullaby, seconded by S. Spigener, the following resolution was unanimously approved: Resolved, approve the 2023 Budget amendments as presented.

On a motion made by G. Smith, seconded by U. Hullaby, the following resolution was unanimously approved: Resolved, approve invoices for payment as presented.

On a motion by made by G. Smith, seconded by U. Hullaby the following resolution was unanimously approved: resolved, approve financial statements as presented: November-December 2023 financial Statements to include Budget vs Actual report, November-December 2023 Income/Expense reports, Account Balance reports, November 1, 2023-December 31, 2023 check register.

After discussion regarding account balance reports, on a motion made by S. Spigener, seconded by G. Smith, the following resolution was unanimously approved: Resolved, after review of upcoming invoices for payment quarterly, amounts in excess of \$150,000.00 will be moved from the general fund to the money market account and amounts in excess of \$500,000.00 in the money market account shall be used to purchase CDs after comparison of the interest rates at the time.

Director Chapman reviewed the information needed for B-1 Bank signatory authority with the members present, and urged those who had not submitted the necessary information to do so as soon as possible.

On a motion made by G. Smith, seconded by U. Hullaby, the following resolution was unanimously approved: Resolved, invoice all Webster Parish Fire Districts \$2500.00 for the 2024 Dispatch Service Fee and to include on these invoices the 2023 fees for the Who's Responding App for those agencies who utilize the service.

After discussion of the 2024 Who's Responding fees, the item was tabled until the March 2024 meeting.

B. Williams reviewed all proposed changes to the WPPJ Ordinance 984 with the board and guests present. After discussion, on a motion made by G. Smith, seconded by U. Hullaby the following resolution was unanimously approved: Resolved approve the proposed changes pending legal review and adoption by the Webster Parish Police Jury.

Director Chapman distributed the annual related party questionnaire to the members present for completion.

Annual Required training was discussed and Director Chapman urged the members present to complete the training as soon as possible and submit proof of completion for auditing purposes.

Director Chapman gave the communications report to include the status of the radio system maintenance project status and training status of employees.

On a motion made by G. Smith, seconded by S. Spigener, the following resolution was unanimously approved: Resolved, approve meeting dates and times for 2024 as presented as the first Thursday of every other month at 6:00 PM except for the July meeting which will be rescheduled for July 11, 2024.

Meetings for 2023: May 2, 2024, July 11, 2024, September 5, 2024, October 3, 2024, November 7, 2024

There being no further business, on a motion made by G. Smith, seconded by S. Spigener to adjourn, the meeting adjourned at approximately 7:17 PM.

Chairperson B. Williams, Secretary A. Chapman