

The Board of Commissioners of the Webster Parish Communications District met in regular session on Thursday, March 7, 2024 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, Hank Haynes, Shannon Spigener,

MEMBERS ABSENT: Ursula Hullaby, Grady Smith

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

The invocation was given by B. Williams.

Guests: Angie Chapman-Webster 911, Lavetra Johson-Evergreen Fire District, Nicholas Dison-Evergreen Fire District, Alan Myers-Sibley Fire District, Robert Smart-Sibley Fire District.

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

Public Comments on Agenda-None

On a motion made by L. Perryman, seconded by S. Spigener, 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 the escrow account was closed and all approved transactions completed. Chairperson Williams reported the status of the WP Ordinance 984 update was awaiting legal review.

On a motion made by H. Haynes, seconded by L. Perryman, the following resolution was unanimously approved: Resolved, upgrade to the new version of QuickBooks Desktop with the payroll features needed.

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

On a motion by made by L. Perryman, seconded by S. Spigener the following resolution was unanimously approved: resolved, approve financial statements as presented: January-February 2024 financial Statements to include Budget vs Actual report, January-February 2024 Income/Expense reports, Account Balance reports, January 1, 2024-February 29, 2024 check register.

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.

After discussion of the 2024 Who's Responding fees the fire departments represented agreed to receive billing for the fees along with the annual dispatch service fee as discussed in the previous meeting.

On a motion made by H. Haynes, seconded by L. Perryman, the following resolution was unanimously approved: Resolved, adjust the administrative office public hours to Monday-Thursday 8:30 a.m. to 4:30 p.m., and by appointment only on Fridays.

Director Chapman gave the communications report to include the status of the radio system maintenance project status, training status of employees, staffing levels, upcoming training, and disciplinary action for 1 employee as the result of a founded complaint.

Meetings for 2024: 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 H Haynes, seconded by S. Spigener to adjourn, the meeting adjourned at approximately 6:41 PM.

Chairperson B. Williams, Secretary A. Chapman