

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes for July 05, 2005

A regularly scheduled and properly and advertised Washington Parish Communications District Board meeting was held on at July 05, 2005 the E-911 Planning Office located at 1007 Cleveland Street.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mr. Gary Fenner	Treasurer
	Mrs. Cynthia August	Secretary
	Mr. Joshua Bridges	
	Mr. Mike Miller	

Members absent were: Mr. Jason Verret

Others present were:	Mr. Kenney Gatewood	Attorney
	Mrs. Joanna Thomas	Manager
	Mrs. Rachel Marco	Mapping

Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Mrs. August opened with prayer and the pledge of allegiance to the flag of the United States.

ROLL CALL OF BOARD MEMBERS

Mrs. Thomas called the roll. The results of that roll call are recorded above.

READING OF THE MINUTES

Chairman Coleman called for a motion to dispense with the reading of the minutes of June 05, 2005, since they were mailed out to each member prior to this meeting. Mr. Stogner made the motion to dispense with the reading of the minutes. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Chairman Coleman asked if there were any deletions, corrections or additions to be made to the minutes for June 05, 2005 Mr. Miller made the motion to accept and approve the minutes for June 05, 2005. Mr. Stogner seconded the motion.. Motion passed by a unanimous vote.

MANAGER'S REPORT

I have been active during the month of May with both the normal daily operational issues of the office plus supporting our special projects. First, let me report on the daily operational issues:

Daily Operational Issues

PSAP equipment is working well with no issues. Bell South line problems caused the Bogalusa Police Department to have outages over a three day period during the month. These were finally resolved and the PSAP returned to normal afterwards

Ms. Marco continues to make progress in the areas of addressing and mapping procedures, addressing, and streaming the roads in the Parish outside of Bogalusa and Franklinton.

The accounting system is working well Mr. Fenner and I continue to input the monthly Financial data.

We gave out a total of 49 new addresses in the Parish during June and they are:

Franklinton	20
Mt. Hermon	04
Pine	07
Bogalusa	10
Angie	08
Total	49

Special Projects

During the past month, Mr. Coleman and I have taken two board members to visit Louisiana PSAPs which have recently completed the construction of new communication centers and plan another trip this Friday. The centers that we visited are in Point Coupee and West Feliciana parishes. Point Coupee has a population of 23,000 and West Feliciana has a population of 15,000.

In addition, Mr. Coleman and I attended a meeting in Mississippi to further review the potential of the InterAct CAD system proposal.

Cingular Wireless have tested their Mt Hermon and Angie towers, and based on these tests, we have authorized their operation utilizing Phase 1. Additional Phase 2 testing will be done on Thursday.

We have received an inquiry from a citizen of Mt Hermon as to when the tower would be turned on and whether or not the delay was due to waiting for an address. We addressed this tower back in March, and the length of time for tower start up is due to Cingular problems, not ours.

The TDD refresher course for the police department dispatchers was successfully taught on July 23rd and July 30th. Mrs. Valerie Patterson will get back to me to confirm a make up date and also for the upcoming sign language class.

The move to our new location has been completed. We have a few boxes to unpack but the computer and phone systems are up and running. Kenny has been asked to contact the owner of our previous building concerning the removal of our air conditioner.

The total cost of the move is not yet available, but the following are my best estimates :

Computer and Phone System Moving and Networkng :	\$ 2,250
Storage Cabinets Purchased (2)	\$ 1,000
Boxes and Packing	\$ 200
Moving	\$ 100
Door Decal	\$ 150
Door Repairs (To Do)	\$ 200
Painting Supplies (To Do)	<u>\$ 500</u>
Total	\$ 4,400

This has been an interesting and productive month for our office. I would like to thank the board for their support and inputs.

Chairman Coleman called for any questions concerning the Manager's Report. Hearing none, Chairman Coleman called for a motion to accept the Manager's Report. Mrs. August made the motion to accept and approve the Manager's Report. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

PSAP Equipment

Since all CML equipment is installed, present efforts have been directed toward tuning and optimizing it for maximum performance. As related by Mrs. Thomas, it is sometimes a lengthy challenge to resolve Bell system central office line issues.

Mapping and Addresses

Map development continues forward as Mrs. Thomas mentioned. Projected completion date of road streaming is projected for September with final data clean up finished by November.

Phase 2 Wireless Implementation

The wireless Phase 2 implementation team continues to work with the carriers to manage their implementation efforts. As Mrs. Thomas mentioned, Cingular is experiencing system problems in turning up their new Mt Hermon and Angie towers. Permission was given last week to Cingular for them to turn these towers up Phase 1. Phase II testing will be done this Thursday afternoon.

We have received some inquires from the public as to why the Mt. Hermon tower has not been placed in operation, and we are researching this issue and will be informing the public as to why it has taken Cingular approximately three months to reach this point.

The dispatcher mapping system, working in conjunction with our Phase 2 wireless implementation, continues to work well without any problems.

Public 911 Education

Our 911 web site continues to be updated and has been visited by 100ew users with 357page hits. Information added includes the District's Wireless Test Plan, which is attached to this report.

Other Issues

As you know we have shortened the 911 ring time before roll over to 30 seconds. Data indicates that the number of Call Roll Overs initially increased at the Sheriff's Office and now appear to be trending down. Bogalusa Police roll overs were up last month due to Bell South telephone line problems.

After a final review by Kenny, The Sprint Phase I and II contract has been signed and returned to Sprint.

The Unified CAD system project is on a 90 day hold to allow sufficient time for Colonel Jadwin V. "Jay" Mayeaux, Jr, Deputy Director Homeland Security, State of Louisiana, to review the Mississippi Automated System Project (MASP).

The results of this review will help Washington Parish Agencies to better understand the potential benefits of the Mississippi system as it relates to the future plans of the Louisiana Office of Homeland Security and Emergency Preparedness. This review will also result in a better understanding of the costs of the Mississippi system and the level of financial and technical support which the State of Louisiana may be willing to extend to Washington Parish on either of the two alternatives.

Based on updated data, the cost comparisons of the alternatives are listed below :

	InterAct Cost- Buy	InterAct Cost- MS Option	InterAct Score	PTS Cost	PTS Score
Software	\$ 317,985	\$ 96,300		\$ 151,850	
Hardware	\$ 25,000	\$ 25,000		\$ 25,000	
Non Recurring Total	\$ 342,985	\$ 121,300		\$ 176,850	
Recurring Five Yr Total	\$117,632	\$ 119,400*		\$ 60,900	
Project Total	\$ 460,617	\$ 240,700	94.1 %	\$237,750	92.18 %

As Joanna mentioned in her report, we have successfully moved into our new offices at 805 Pearl Street. I would like to thank our staff for their hard work in making this move. It will probably take a week or two for the office to be entirely ship shape.

As was discussed at the last meeting, it is appropriate, in my view, for the District to now examine alternatives for the future as they relate to our physical facilities. I have therefore prepared a Request for Proposal for Architectural, Engineering, and Construction Management Services for a Basic Communications Center for Washington Parish. Subsequent to receiving proposals from interested firms, we should have a better understanding of the alternatives available to us and should be then in a position to commit to a path forward. A copy of this RFP is attached to this report.

As mentioned at the last meeting, certain addressing issues require the development of certain procedures which both us and Parish government can agree to. In order to facilitate this process, the attached procedures have been developed for use in discussions with Parish government. Kenny Gatewood will review us on his efforts to develop an understanding with the parish road committee.

By-Laws

As you may remember from our previous meeting, a preliminary set of District By Laws have been prepared for your review and consideration at this meeting. I have attached these to this report.

Personnel Committee

It was suggested at our last meeting that the Personnel Committee and Joanna review the six month performance of Rachel Marco and present their recommendations at tonight's meeting. We will need to go into executive session for this discussion of personnel issues.

Conclusions

Our agency is making much progress to improve 911 communication services in Washington Parish.

I would like to thank both the board, Mrs Thomas and her staff for their hard work on the many complex challenges currently facing us.

Chairman Coleman then called for a motion to accept the Chairman's Report. Mr. Stogner made the motion to accept and approve the Chairman's Report. Mrs. August seconded the motion. Motion passed by a unanimous vote

TREASURER'S REPORT

Mr. Fenner then reviewed the financial statements beginning with the balance sheet, both assets and liabilities. He then reviewed the income and budget statements. Next he reviewed the check registration, cash receipts, the account reconciliation statement and the 911 funds statement with cash disbursements. After reviewing the budget, Mr. Fenner also reminded the board that we will need to revise our 2005 budget.

Mr. Fenner also commented Mr. Coleman on all his hard work that he has done for Washington Parish.

Chairman Coleman called for a motion to accept and approve the treasurer's report, the financial statements and the checklist. Mr. Bridges made the motion to accept and approve the financial statements and the checklist. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

Mr. Stogner commented on the 911 buildings that he and Mr. Coleman went to visit and stated that they were very nice and professional and that in his opinion our board needs to go in the direction as to build a 911 building.

COMMITTEE REPORTS

There were no committee reports given.

OLD / NEW BUSINESS

Mr. Fenner made the motion to accept and approve the By-Laws as presented with the approval of our legal council. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

PUBLIC COMMENTS

There were no public comments

Chairman Coleman called for any additional comments or questions from the members of the board. Hearing no other questions or additional comments, Chairman Coleman called for a motion to adjourn the meeting. Mr. Miller made the motion to adjourn. Mr. Fenner seconded the motion. Motion passed by a unanimous vote. Meeting adjourned at 7:30 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: _____
Mrs. Cynthia August, Secretary