

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of April 7, 2009**

A properly advertised Washington Parish Communications District Board meeting was held on April 7, 2009 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Jason Verret	

Members absent were:	Mr. Joshua Bridges	
	Mr. Mike Miller	
	Mrs. Cynthia August	Secretary

Others present were:	Mr. Dan Foil	Attorney
----------------------	--------------	----------

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

**ROLL CALL OF BOARD MEMBERS**

Mr. Coleman called the roll. The results of that roll call are recorded above.

**APPROVAL OF MINUTES**

Mr. Coleman called for a motion to dispense with the reading of the minutes from the March, 2009, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Stogner made the motion to dispense with the reading of the minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Verret made the motion to approve the minutes of March, 2009. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

**MANAGER'S REPORT**

This office has been active during the month of March 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 experienced the following issues during the month of March :

The CML main switch had a card failure which is covered by our maintenance contract. It is in the process of being corrected.

AT&T had a 9-1-1 trunk failure which has been corrected.

The UPS for the CML main switch failed and is being replaced today.

The Higher Ground recorder had a software failure and new software is being loaded in Baton Rouge. Re-installation is expected to occur next week. We are currently using a temporary replacement to record calls.

We gave out a total of 49 new addresses in the Parish during March. The location of these addresses was as follows:

Sun area	01
Franklinton	23
Mt. Hermon	04
Pine	02
Bogalusa	06
Varnado	04
<u>Angie</u>	<u>09</u>
Total	49

Ms Moore and Ms Jones have also been working very hard on some mapping issues from GeoComm and making the proper changes as well as ESN issues. The ESN issue correction will improve notification of the correct fire department.

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

### ***Special Projects***

Testing of Centennial Wireless cell towers occurred on March 19<sup>th</sup> with good results. 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 March, 2009, Manager's Report. Hearing none, Chairman Coleman called for a motion to accept and approve the manager's report.

Mr. Fenner made the motion to accept and approve the March, 2009, Manager's Report as given. Mrs. Stogner seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN'S REPORT**

### ***Public 911 Education***

Our 911 web site was visited by 218 new users during the month of March. There were 367 page hits during this time period. This is essentially a repeat of last month's activity level.

### **District Income Preservation Initiatives**

A resolution supporting the resolution below was adopted by Washington Parish government on March 16<sup>th</sup>.

**A RESOLUTION REQUESTING THE WASHINGTON PARISH LEGISLATIVE DELEGATION DRAFT AND SUPPORT LOCAL LEGISLATION RELATIVE TO THE WASHINGTON PARISH COMMUNICATIONS DISTRICT, TO PROVIDE FOR THE ASSESSMENT OF PREPAID WIRELESS TELEPHONE SERVICE.**

The Louisiana NENA/APCO organizations have reached agreement with the prepaid wireless providers concerning a statewide bill to be authored by Senator Edwin R. Murray of New Orleans. NENA/APCO have thus requested that local bills not be filed.

### **District Legal Projects**

A meeting with the council attorney, Wayne Kuhn was held on March 11, 2009, to further discuss a (1) A refinement of Parish Ordinance 06-377 and the District's road name change guidelines, and (2) The upcoming Cooperative Endeavor Agreement between the State of Louisiana and Washington Parish Government related to the construction of the Communications Center. It was decided that item (2) will be first on Mr. Kuhn's priority list

### **Communications Center Louisiana Capital Appropriations**

The Cooperative Endeavor Agreement between the State of Louisiana and the Pariah of Washington has been signed by all parties and is attached in short form.

The next step in the process is to develop an Architectural and Engineering contract between Lambert and the Parish of Washington. This language is expected to be completed within the next week.

### ***LRA Funding for Tower Related Costs***

The final application to the U.S. Department of Housing and Urban Development has been completed for a communications tower and related expenses of \$ 779,000 as attached.

### ***Homeland Security Funding***

The Governor's Office of Homeland Security has purchased certain radio interoperability equipment which will be utilized in conjunction with the Communications Center tower previously mentioned. Delivery of the equipment has been accomplished with radio antenna installation to be accomplished tomorrow.

### ***WPCD's Request For FEMA Hazard Mitigation Funding Request***

Loren Dennis, Disaster Recovery Specialist, Mitigation Section has informed us that the revised application will most likely not be approved. She has been asked to prepare another revision for additional review.

### ***Agency Recruitment and Retention***

The District, at its September, 2008, meeting, voted to provide its employees a benefit plan, the cost and configuration to be determined and approved at future meetings.

The Louisiana Parochial Employees Retirement System (LAPERS) has issued preliminary approval for our agency to be accepted into their system. A final application will require passage of a resolution by our board to be followed by an Ordinance authorizing such by parish government. Present employer contribution is 12.5% of employee salary. Present employee contribution is 9.5% of salary. Contribution rates can be changed by the Legislature.

Health insurance for our employees has been quoted by a typical insurance company at \$ 1,214 per month for the group of three employees, given a \$500 deductible and \$3,000 out of pocket family limit.

We will need to vote on this path forward at our next meeting in order to meet the LAPERS cut off date.

### ***Conclusions***

The challenges of fine tuning and improving our system continues. 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 called for any questions concerning the April, 2009, Chairman's Report. Hearing none, Chairman Coleman called for a motion to accept and approve the Chairman's Report. Mr. Stogner made the motion to accept and approve the April, 2009, Chairman's Report as given. Mr. Verret seconded the motion. Motion passed by a unanimous vote

### **TREASURER'S REPORT**

Mr. Fenner 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

register, cash receipts, the account reconciliation statement, and the 911 funds statement with cash disbursements. Mr. Fenner reviewed all the financial statements, the checklist, and the March YTD spending as compared to the 2009 budget.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the financial statements, the checklist, and the March YTD spending as compared to the 2009 budget.

Mr. Stogner made the motion to accept and approve the Treasurer's report, the financial statements, the checklist, and the March YTD spending as compared to the 2009 budget. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

### **COMMITTEE REPORTS**

There were no committee reports.

### **OLD AND NEW BUSINESS**

Discussions were held concerning health insurance and retirement benefits for the District's employees. Mr. Fenner made the motion to provide health insurance for the employees not to exceed a total premium of \$1,500 per month in total. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

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.

Mr. Fenner made the motion to adjourn the Board meeting. Mr. Stogner seconded the motion. Motion passed by a unanimous vote. Meeting of the Board adjourned at 7:30 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: \_\_\_\_\_  
Mrs. Cynthia August, Secretary