

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of June 6, 2006**

A regularly scheduled and properly and advertised Washington Parish Communications District Board meeting was held on June 6, 2006 at the E-911 Planning Office located at 805 Pearl Street, Franklinton, Louisiana.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Joshua Bridges	
	Mr. Mike Miller	
Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mrs. Cynthia August	Secretary
	Mr. Jason Verret	
Others present were:	Mr. Kenney Gatewood	Attorney
	Mrs. Joanna Thomas	Manager
	Richard McCloskey	Richard Lambert Consultants
	Mr. James Ryan	Government Consultants, Inc.

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**

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

Chairman Coleman called for a motion to dispense with the reading of the reports from the months of April and May. There was no business conducted in May since a quorum was not present. The minutes of April and May were mailed out to each member prior to this meeting. Mr. Fenner made the motion to dispense with the reading of the minutes of both April and May. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Chairman Coleman called for a motion to accept and approve the minutes of April and May, 2006. Mr. Miller made the motion to accept and approve the minutes of April and May, 2006. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

**MANAGER'S REPORT**

PSAP equipment is working well, with no issues to report. There have been no equipment failures during the past month.

We gave out a total of 124 new addresses in the Parish during May. The location of these addresses are as follows :

Franklinton	58
Mt. Hermon	15
Pine	18
Bogalusa	30
Varnado	00
Angie	02
Isabel	01
Total	124

Of this total, three of the addresses six were FEMA trailers.

The addressing volume continues to grow, and this level of field work does not permit normal progress in our ongoing map revision project. I will continue to monitor this, and will report in more detail at our next meeting.

The accounting system is working well Mr. Fenner and I continue to input the monthly financial data. Mr. Durden should have our 2005 Compilation Report completed by the June 30<sup>th</sup> deadline.

The GeoComm maps and mapping software upgrades continue to be utilized without any problems. Changes and updates to the maps are being submitted to GeoComm as part of our ongoing map maintenance agreement as they become available. The first revisions since the major upgrades of March 23<sup>rd</sup> have been successfully received and geocoded at GeoComm, and downloaded into the system.

Three architectural programming meetings were held with Mr. McCloskey of Richard C Lambert Consultants during the past month. This project is going well, and Mr. McCloskey will update us tonight on his progress.

I also attended the second quarter Bell South Updates meeting at their office in Metairie on May 15<sup>th</sup> to review their progress in restoring normal 9-1-1 service.

Their upgrades will hopefully result in more reliable service if another hurricane hits us.

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 and approve the manager's report. Mr. Miller made the motion to accept and approve the Manager's Report as given. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN'S REPORT**

As Mrs. Thomas has reported, there are no PSAP operational issues.

### **Mapping and Addresses**

As Mrs. Thomas reported the revised mapping software continues to operate appropriately and the first revisions have been successfully received and geocoded at GeoComm, and downloaded into the system.

Wireless Phase 2 retesting for Cingular and Verizon is currently waiting for scheduling by the carriers.

Our 911 web site continues to be updated and has been visited by 245 new users with 667 page hits.

### **Other Issues**

We continue to aggressively pursuing our goal of obtaining funding for the Phase 2/3 Communications Center by staying in close contact with Senator Nevers. Once the Community Block Grant Development funds are made available to Louisiana, Washington Parish government must do such things as:

- Adopt the LCDBG Citizen's Participation Plan;
- Adopt the LCDBG Procurement Policy;
- Publish the LCDBG Citizen's Participation Hearing Notice
- Hold Citizen's Participation hearings
- Chose a CBDG Financial Consultant
- Chose an Architectural and Engineering firm
- Chose a contractor via competitive bids
- Build the facility

Based on previous experience, this is a lengthy process and the results are still uncertain. The District has been, therefore, positioning itself to secure financing and build a Phase 1 facility capable of housing our administrative staff and providing basic communications capability for two personnel.

Accordingly, the District has engaged Richard C. Lambert Consultants to design our Phase 1 facility in such a way as to permit eventual expansion to Phase 2 or even Phase 3 as necessary. Richard McCloskey of Lambert will bring us up to date tonight on his progress on the Phase 1 project.

Another "piece of the puzzle" is for us to be in a position to apply for debt financing for Phase 1 through a bond issuance by the Louisiana Bond Commission. This is to ensure that Phase 1 will be built, even if grant funding does not become available for Phase 2/3.

It is suggested that the board consider the engagement of Jim Ryan of Government Consultants of Louisiana to assist us in the following duties :

- Assist the Issuer in structuring the Obligations;
- Assist the Issuer in obtaining interim financing;
- Coordinate all activities with Bruce Bordelon of Rural Development;
- Attend board meetings of the Issuer and give periodic updates;
- Assist in the approval process with the State Bond Commission;
- Act as a liaison between the Issuer and the engineering firm;
- Perform cash flow analysis of the revenues to service the debt;
- Coordinate the closing of the interim and permanent financing;
- Assemble, oversee, coordinate and monitor activities of financing team, including the negotiation of all professional fees on behalf of the issuer.

These same duties were satisfactorily performed by Mr. Ryan for the Varnado Water Works District as per Mary Sue Thigpen.

I have asked Jack Ryan of to again visit with us tonight to be available to answer questions concerning his potential assistance to the District.

#### **Additional Land Acquisition for Communications Center**

The real estate closing paperwork for our acquisition of the additional six acres of property will be ready for signing on June 14<sup>th</sup> at the Weyerhaeuser offices in Columbia, Mississippi and I will follow through with this as per the board's decision at our last meeting.

Weyerhaeuser has informed us that the timber on Dollar Road scheduled to be cut during the month of June is being delayed to accommodate the real estate closing date and a period of time following the closing to enable the District to properly advertise for the sale of all merchandisable timber on our property.

This sale should generate approximately \$ 13,500 for the District, and will subsequently reduce the cost per acre of the entire 9 acre tract to approximately \$ 6,300 per acre.

I will work with Kenny Gatewood to prepare the "Invitation to Bid" document and if the Board accepts the results of the bid, the "Timber Sale Agreement".

#### **Unified CAD System for Washington Parish**

The new CAD system software has been installed at the Washington Parish Sheriff's Office and is working well. Those in attendance at our last meeting visited the Sheriff's Office Dispatch room to observe the operation of this new CAD system.

## **Other Issues**

The issue of emergency response times has become a front burner issue at recent Parish Council and Bogalusa City Council meetings. This issue has been addressed by the ambulance services by the voluntary signing of an agreement

Washington Parish's two providers of emergency medical services, North Shore Ambulance Service and Emergystat, have signed a voluntary mutual aid agreement in an effort to improve emergency response time in the parish.

Under the pact, which was brokered by Washington Parish Sheriff's Office Chief Charles Brumfield, the two firms agreed that whichever is closest on a 911 call - rather than whose turn it is - will respond.

It is suggested that the District consider the installation of software in our existing system to allow the tracking of the position of emergency vehicles equipped with a GPS transmitter. This will assist the law enforcement dispatcher in determining the nearest ambulance and its progress in reaching its destination.

The installation of this system on a trial basis at the Sheriff's Office will require no more than \$ 10,000 to accomplish. If successful, it can be expanded to the other agencies at a cost of \$ 4,000 per dispatch position. The ambulance services will be responsible for the purchase and installation of the appropriate equipment in their units.

## **Conclusions**

The recent events surrounding the Katrina emergency are still affecting our citizens and our 9-1-1 system. 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 asked for any questions or comments, and hearing none, Chairman Coleman then called for a motion to accept the Chairman's Report. Mr. Bridges made the motion to accept and approve the Chairman's Report. Mr. Fenner 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. The differences between budget and actual for the year to date are within the five percent goal. Our expenses are less than our budgeted amount and revenues are greater than we budgeted for the year.

Next, he reviewed the check register, cash receipts, the account reconciliation statement, and the 911 funds statement with cash disbursements.

Chairman Coleman called for a motion to accept and approve the treasurer's report, the financial statements, the checklist and the June, 2006 budget review. Mr. Bridges made the motion to accept and approve the financial statements, the checklist and the June, 2006 budget review. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

## **OLD AND NEW BUSINESS**

### **Communications Center Design**

Richard McCloskey gave his report on the progress on the building design. He is hoping to have a preliminary floor plan available at the next meeting.

### **Communications Center Financing Alternatives**

Jim Ryan gave a report on ways that we may be able to obtain funding for the building such as through the bond commission, or block grants.

Mr. Miller made the motion to hire Mr. Jim Ryan as our financial consultant on funding, and that a contract be negotiated subject to Mr. Gatewood's review. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

### **Automatic Vehicle Location System**

Mr. Miller made the motion that the District purchase and install the necessary equipment to allow ambulance location plotting at the Sheriff's office (not to exceed \$ 10,000) after the ambulance companies have installed their test vehicles with the necessary GPS hardware and software. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

### **Sale of Timber On Dollar Road Property**

Mr. Fenner made the motion to sign a letter of engagement with a consultant to prepare and issue a bid request for the clear cutting of timber on our Dollar Road property. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

## **COMMITTEE REPORTS**

There were no committee reports

## **PUBLIC PARTICIPATION**

There was no public participation.

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. Miller made the motion to adjourn the Board meeting. Mr. Fenner seconded the motion. Motion passed by a unanimous vote. Meeting of the Board adjourned at 7:25 PM.

As recorded by: Mrs. Joanna Thomas.

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