

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of May 1, 2007**

A properly advertised Washington Parish Communications District Board meeting was held on May 1, 2007 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. Mike Miller	

Members absent were:	Mr. Joshua Bridges	
	Mrs. Cynthia August	Secretary
	Mr. Jason Verret	

Others present were:	Mrs. Joanna Thomas	Manager
	Mr. Kenny Gatewood	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**

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

Chairman Coleman stated since a quorum was not present at last month's meeting, the three attendees met as a committee.

Coleman called for a motion to approve and adopt the committee's recommendation to dispense with the reading of the minutes from the March 6, 2007 meeting. The minutes of March were mailed out to each member prior to this meeting. Mr. Fenner made the motion to approve and adopt the committee's recommendation to dispense with the reading of the minutes of March 6, 2007. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner then made the motion to approve and adopt the committee's recommendation to accept as written the minutes of March 6, 2007. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Stogner then made the motion to dispense with the reading of the minutes of April 3, 2007. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Stogner then made the motion to accept and approve the minutes of April 3, 2007. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

## **MANAGER'S REPORT**

### ***Daily Operational Issues***

Mr. Fenner made the motion to approve and adopt the committee's recommendation to accept the manager's report of April 3, 2007. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

The Manager's Report for May is as follows :

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

Changes to the BellSouth dialing plan for long distance calls in our area required re-programming of our CML equipment by Gage telephone.

We gave out a total of 57 new addresses in the Parish during April. Some of these addresses were in a new Subdivision in Franklinton. Location of these addresses was:

Franklinton	29
Mt. Hermon	03
Pine	11
Bogalusa	07
Varnado	02
Angie	05
Total	57

We also added 10 new roads added to our map during the month of April.

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

Mrs. Moore and Ms. Jones continue to do the addressing and all the map updates. They have stayed on the road continuously without stop, adding new roads, finding missing roads, correcting addresses previously issued incorrectly and as well calculating and issuing new address.

### ***Special Projects***

The GeoComm map upgrades continue to be utilized without any problems. The volume of new roads in the parish will require updates to be submitted to GeoComm every six to eight weeks. This additional work by GeoComm is covered by our yearly map maintenance contract. The additional work load is being handled adequately by our office staff. We generally issue new addresses within two working days unless there are special circumstances.

A Nextel cell tower in Bogalusa was successfully tested on April 16, 2007. The accuracy of this tower was good.

Both automobiles have been repaired and equipped with mapping and safety equipment. Each vehicle is equipped with mapping equipment to allow both to be used at the same time.

Mr. Coleman and I attended a NENA/APCO meeting in Baton Rouge on April 25. The two issues discussed at this meeting were (a) 9-1-1 fees from pre-paid cell phones and (b) Efforts to standardize address data across the state of Louisiana.

We also attended the 20<sup>th</sup> year anniversary of Pat Taylor's Law Enforcement Day in Foxworth, MS, which gave us the opportunity to talk with Mrs. Taylor about our Communications Center project and to request her support.

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

Mr. Fenner made the motion to approve and the manager's report of May, 2007. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

### **CHAIRMAN'S REPORT**

Mr. Fenner made the motion to approve and adopt the committee's recommendation to accept the chairman's report of April 3, 2007. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

The Chairman's Report for May is as follows :

#### ***PSAP Equipment***

PSAP equipment is operating as Mrs. Thomas reported.

#### ***Map Development***

Our maps are having to be continuously updated due to the large number of new roads being created. Our previous investment in computers, and mapping software plus support personnel both in Washington Parish and at GeoComm has been instrumental in properly positioning our agency to handle the growth we are currently experiencing.

It would be impossible to meet our current responsibilities without this investment made during previous years.

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

Our 911 web site has recently been brought up to date with revised hyperlinks, reports, and call volume data. The November, 2006, digital maps are being replaced with May, 2007 maps.

## ***Louisiana Issues***

Pre-paid cell phone companies are a possible source of 9-1-1 revenue which is not being received due to a possible mis-interpretation of our Louisiana legislative intent. We may have to wait until next year for the legislature to resolve this issue before we can collect 9-1-1 fees from pre-paid cell phone cards.

Another issue is an attempt by the state to standardize address data base design. As we move toward standardization in Louisiana, our data base will require additional work to revise its format. Our format is directed toward fulfilling the needs of Intrado, our MSAG data base manager.

It is possible that all involved agencies and parties will standardize on a new format in approximately a year or so.

### ***WPCD's Basic Communications Center for Washington Parish***

Design work continues on our Phase 1 building project with current emphasis on the overall site layout. The current Revision II site layout is here on the table for review.

Once the site layout is finalized, the location of the building will be fixed and soil borings can be accomplished to determine foundation design criteria.

Our state appropriations request will be presented in both House and Senate Committees for review and prioritization against statewide spending needs. While the results are not guaranteed, at least we are making progress on this potential source of funding.

Senator Vitter's office has communicated that our federal appropriations request has been submitted to the Senate Agricultural Committee for consideration. We can expect to have feedback on this funding route in July.

Our preliminary request for USDA grant funding has been sent back for additional information to be collected and included in a re-submission. Professional Engineering Consultants in Baton Rouge is handling this project. This funding route will require a longer time period to develop due to the multiple number of agency sign-offs required.

Lastly, our request for approximately \$500,000 in hazard mitigation grants is in process awaiting additional information from our agency and parish government.

### ***VoIP Telephone Service***

Implementation of 9-1-1 service from VoIP providers is continuing. After a long, three month process, we have secured a commitment from BellSouth to allow VoIP 9-1-1 calls to contain the same dispatch information as normal landline 9-1-1 calls. This system design is referred to as the I2, P2 (Multi ESN) solution.

## ***Addressing Vehicle***

The Jeep and Buick have both been equipped and repaired.

## ***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 Chairman's Report. Hearing none, Chairman Coleman called for a motion to accept and approve the Chairman's Report. Mr. Miller made the motion to accept and approve the May, 2007, Chairman's Report as given. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

## **TREASURER'S REPORT**

Mr. Fenner made the motion to approve and adopt the committee's recommendation to accept the Treasurer's report of April 3, 2007. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

The Treasurer's Report for May is as follows :

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.

We are approximately \$ 28,000 over our expense budget YTD. This was largely due to \$ 26,100 of non-recurring costs as follows : \$ 5,000 to repair our T1 circuit to Bogalusa, \$ 9,000 to equip our new addressing car, \$ 1,100 for dispatcher training costs, \$ 2,600 for vehicle repairs, \$ 1,400 for new employee testing, and \$ 7,000 of pre-paid BellSouth telephone charges. Mr. Fenner suggested that we review and revise the budget at the July meeting to get a better view on the budget numbers.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, all the financial statements, the checklist and the 2007 budget review at this time. Mr. Miller made the motion to accept and approve the May, 2007, Treasurer's report, the financial statements, the checklist and the 2007 budget review. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

## **OLD AND NEW BUSINESS**

There was no old business to discuss.

## **COMMITTEE REPORTS**

There were no committee reports.

**PUBLIC COMMENTS**

There were no comments from the public.

Mr. Mike Stogner offered to host the meeting for June at his camp on Wardline Rd in Bogalusa. Everyone agreed that the meeting for June 5, 2007 will be held at Mr. Stogner’s house in Bogalusa at 12112 Ward Line Rd.

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. Stogner 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