

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of February 3, 2009**

A properly advertised Washington Parish Communications District Board meeting was held on February 3, 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
	Mrs. Cynthia August	Secretary
	Mr. Joshua Bridges	
	Mr. Mike Miller	

Members absent were: Mr. Jason Verret

Others present were:	Mrs. Joanna Thomas	Manager
	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**

Mrs. Thomas 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 January, 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. Bridges seconded the motion. Motion passed by a unanimous vote.

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

**MANAGER'S REPORT**

This office has been active during the month of January 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 to report during the month of January. There have been no equipment failures, during the past month. Gage Telephone has completed the

process of moving all the 911 equipment into the new radio room for the dispatchers. Some final equipment cleaning will be scheduled this month.

We gave out a total of 32 new addresses in the Parish during January. 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 location of these addresses was as follows:

Sun area	03
Franklinton	14
Mt. Hermon	04
Pine	06
Bogalusa	02
Varnado	01
<u>Angie</u>	<u>02</u>
Total	32

Approximately 104 existing roads which previously have been located in one Fire District but are actually in two or more Districts are in the process of being investigated by our field personnel and will be updated in the MSAG data Base.

Approximately 24 addresses for which permits have been issued by the Parish Permit Office in the last two months have been found to either contain errors or the addresses were not issued by his office. These problems are in the process of being investigated.

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 also been working very hard on some mapping issues from GeoComm and making the proper changes as well as ESN issues. 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***

ATT cell tower testing is tentatively schedule to be accomplished on two towers in Bogalusa next week.

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 February, 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 January, 2009, Manager's Report as given. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN'S REPORT**

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

Our 911 web site was visited by 194 new users during the month of January. There were 371 page hits during this time period. This is essentially a repeat of last month's activity level.

### **District Legal Representation**

A meeting with the council attorney, Wayne Kuhn was held on January 13<sup>th</sup>. The two topics of discussion was (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.

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

A revised cost estimate approved by President Thomas has been sent to Mr. Henry Fry with the Louisiana Office of Facility Planning and Control to develop the final documentation to enable a Cooperative Endeavor Agreement to be presented to Parish government by the State of Louisiana. Mr. Fry assured me today that the agreement should be received by parish government very shortly.

### **Communications Center USDA Loan**

Discussions with Bruce Bordelon were held last week to develop a slightly revised path forward. This revised path is based on securing additional funding for Equipment, Furniture and Fixtures. It appears that sufficient funding is available for building construction.

In a conversation yesterday with Mr. Durden and Mr. Bordelon the appropriateness of this path forward was confirmed. Mr. Durden has committed to a timely completion of the paperwork for the US Department of Agriculture in support of our project.

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

The U.S. Department of Housing and Urban Development has preliminarily approved the expenditure of \$ 731,000 for a communications tower and related expenses. A contract with the parish for engineering services is currently being negotiated with Richard C Lambert Consultants based on the results of the review and scoring of the received Request for Qualifications.

A meeting between the District, Lambert, and the State of Louisiana's administrative and environmental consultants was held on January 23<sup>rd</sup>. The results of that meeting were positive.

A contract between the Parish and Lambert is expected to be completed tomorrow and the final LRA application is expected by the end of the week.

### ***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. Installation is expected next month. This system will provide the foundation of the Communications Center's radio control system.

### ***WPCD's Request For Louisiana National Guard Assistance***

Capt. Allen West of the Louisiana Army National Guard reports that our application for assistance is being actively re-considered for 2009 implementation. It will be reviewed by General Landreneau within two weeks.

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

Da'Lacie Jolivette, Disaster Recovery Specialist, Mitigation Section - Traditional Grant met with Washington Parish representatives and reports that our request for \$ 468,780 of assistance to increase the wind survivability from 110 mph to 150 mph of the proposed building has been denied. We will resubmit this request at a lower cost level.

### ***Additional Funding For Fire Dispatch and Call Taker Personnel***

There has been no further change on this item.

### ***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. I have asked the Louisiana Parochial Employees Retirement System (LAPERS) if the District can join their system directly rather than through the parish government. We should have feedback on this within 30 days.

### ***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 February, 2009, Chairman's Report. Hearing none, Chairman Coleman called for a motion to accept and approve the Chairman's Report. Mr. Bridges made the motion to accept and approve the February, 2009, Chairman's Report as given. Mr. Stogner 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, the January YTD spending as compared to the 2009 budget and suggested that we place \$ 175,000 of funds from a combination of the checking account (\$75,000) and the LAMP Account (\$100,000) and place it in a 6 month CD at a higher interest rate than LAMP s currently paying.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the financial statements, the checklist, the January YTD spending as compared to the 2009 budget, and to place \$ 175,000 of funds from a combination of the checking account (\$75,000) and the LAMP Account (\$100,000) and place it in a 6 month CD at a higher interest rate than LAMP s currently paying

Mr. Stogner made the motion to accept and approve the Treasurer's report, the financial statements, the checklist, the January YTD spending as compared to the 2009 budget, and to place \$ 175,000 of funds from a combination of the checking account (\$75,000) and the LAMP Account (\$100,000) and place it in a 6 month CD at a higher interest rate than LAMP s currently paying. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

## **COMMITTEE REPORTS**

There were no committee reports.

## **OLD AND NEW BUSINESS**

Mr. Coleman reviewed certain road re-naming criteria including the following :

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 7:25 PM.

As recorded by: Mrs. Joanna Thomas.

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