

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of April 6, 2021

A properly advertised Washington Parish Communications District Board meeting was held on April 6, 2021 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mr. Gary Fenner	Treasurer
	Ms. Sarah Burris	

Members absent were:	Mrs. Cynthia August	Secretary
	Mr. Danny Harris	
	Mr. Olander Smith	

Others present were:	Joanna Thomas	Director
	Dan Foil	Attorney

Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Ms. August opened with prayer.

ROLL CALL OF BOARD MEMBERS

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

Mr. Coleman called for a motion to dispense with the reading of the minutes from the March, 2021, 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 March, 2021, meeting minutes. Ms. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the March, 2021, meeting minutes. Mr. Fenner made the motion to approve the March, 2021, meeting minutes. Ms. Burris seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'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

Daily Operational Issues

All PSAP are up a running with our new 911 system no major issues to report at this time.

For the month of March we issued 30 new addresses they were:

Franklinton	20
Bogalusa	03
Mt. Hermon	02
Pine	02
Angie	03
Total	30

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. All the financials have been taken to Minda for the audit.

Mrs. Moore continues to do the addressing and both Ms Moore and MS Jones continuing to work on map updates on a daily basis.

Special Projects

The project to prepare our equipment to utilize the new map data field collection system is still under way. Mr. Coleman will discuss equipment which will be required to place the system in operation.

The following software upgrades are scheduled for June:

- Solacom Dispatch
- GeoComm Dispatch Map
- Rave School Panic Button

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

Mr. Coleman called for any questions concerning the Director's Report. Hearing none, Mr. Coleman called for a motion to accept and approve the Director's report. Mr. Fenner made the motion to accept and approve the Director's Report as given. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 213 new users with 292 page hits in March. Foreign users were from China, Ukraine, Ireland, and the District of Columbia.

Special Projects

- Recommend the replacement of 2004 GPS equipment along with the acquisition of Android tablets for field address data collection.
- Detailed list attached of ongoing technical issue identification and resolutions

Other Business

- Suggest that a Law Enforcement Advisory Committee be held during April.

2021 Projects

Capital

Fire Alarm Control Replacement		\$ 10,000 (Major work completed)
Preliminary Design of Building Expansion		\$ 19,000 (completed)
Android Tablets (2)		\$ 1,400
Trimble R1 GPS Units (2)		\$ 4,600

Non Capital

Tower Inspection and Adjustments		\$ 18,000 (quote request being done)
SMART911		\$ 5,250
Transition to New Mapping Software		\$ 4,000 (scheduled for May)
Replacement Radio Amplifier		\$ 3,000
Replacement Cellular Amplifier for 4G		\$ 1,000

Future Projects

Building Expansion		\$ 1,500,000
Franklinton Bunker		\$ 500,000
Security Fencing		\$ 170,000

Mr. Coleman called for any questions concerning the Chairman's Report. Hearing none, Mr. Coleman called for a motion to accept and approve the Chairman's report. Mr. Stogner made the motion to accept and approve the Chairman's Report as given. Ms. Fenner seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

Mr. Coleman reviewed the March, 2021, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2021 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the March, 2021, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2021 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the March, 2021, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2021 budget, and the 911

funds statement with cash disbursements. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Ms. Burris made the motion to replace the 2004 GPS equipment and purchase Android tablets for field address data collection at a total capital project budget amount of \$ 6,000. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Stogner made the motion to accomplish the first meeting of the Emergency Services Advisory Committee during the month of April. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

There were no committee reports.

PUBLIC PARTICIPATION

There was no participation by the public.

Ms. August made the motion to adjourn. Mr. Harrs seconded the motion. Motion passed by a unanimous vote. Meeting of the Board adjourned at 7:00 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: _____ Mrs. Cynthia August, Secretary

Solacom - install new firmware on pacii interfaces	installed but not tested
Solacom - one way talk path	in progress - if nothing heard by 4/30/2021, remove from list brian sent script to joanna...joanna distributed to the dispatchers
Joannas solacom call history does not show all calls...	every PSAP should show all calls from all other PSAPS - confirm appears to be working as expected - Solacom ticket is opened and pending if it happens again. Follow up until 04/06/2021 if nothing heard

Discussion List

	remote WAIS - NOT for individuals - from call - layer of security needs to be maintained for connection. remote guardian - mobile version dispatcher training (RAVE smart911, Solacom 21, gecomm 1.6) circuit affected by software update on 4/19/2021 from 12am to 6am - Cindy Matranga sent me info...we need to
Administrative telephone integration with the Solacom PACII	intend to start after verizon implementation - discuss on 4/6/2021 call Look at new phone system integration - how different from Toshiba
TDD	BPD said TDD button not available until PC reboot. They said it was after a windows update. develop manual update policy and schedule - no progress - 03/30/2021
Jim documents and blue screen	library version was not the same as version he uses. verify and correct synchronization if not working Address Bluescreen problem when printing (expected 2nd week of April)
Phone outbound failover	failover programmed correctly....need ATT involved Request to ATT - bring PRI down when SIP is down - (status request sent) 04/06/2021 - Will follow up 04/13/2021
Metro-e problems	<i>ATT FOUND ISSUE WITH FIBER, TEMPORARY FIX, WILL IMPLEMENT PERMANENT FIX IN NEAR FUTURE</i> we are using microwave as primary If nothing heard about permanent fix, follow up with Chuck - we will call again 04/06/2021...3/23/2021 We now get alerts like Solacom - i.e. FPD and BPD sites being disconnected - Brian to send email/ticket (ticket closed 60211927)
Solacom alerts not working	FPD outage on 4/2/2021 - No alert recieved when that location lost connectivity Determine who was responsible (IT company) for the equipment disconnect - let them know that operation of equipment is not permitted - ask about who is supposed to receive invoice
Geocomm server - problematic?	New server is installed - Geocomm has access Michael Frie installed map software 1.6 on server - new 1.6 client being installed on EOCGEOPC02 (WPSOC) When first client install is confirmed by Michael Frie, schedule for testing of that position with Brian. performance of system will be monitored...add additional clients at EOC and verify network performance. new Clients installation - to be installed by gage Brian and Mike have tested a non-docker samba share - works with no performance or file lock issue - updated Michael Frie - 03/30/2021
Verizon Cellular data backup connection	Lab is setup. To right of Brians desk. Fixed routing issues with switches and began work on sla's. deadline before 05/15/2021
We will test all 4 WPSO CAMA trunk tandem transfer to Tangi...	Get ATT to test... they will need star code... confirmed solacom is programmed correctly ... we need to verify selective routers Dennis Darouse 985-747-0911 from Jim: star code is... *65

(they must perform physical test and confirm call is routed, not just verify program exists)

We have ticket EA093798 opened - they requested we be on the call when testing - will block 4 hours on 04/06/2021

Disable hotkey functionality from all adders

WPSO-A is done

Review/enhance Solacom failover procedures and logic

Call with Marty took place on 03/30/2013. he has a few deliverables to us.

- info about failure that took place at 4am eastern 3am central on 3/29/2021...appears to be more an app server problem

Info about the current heartbeat settings for our system and what parameters can be changed.

Info about the call/flow and failover regarding audio codes, proxy, and app servers. Diagram is expected.

Info about busy outs and why busy outs are not normally done. Why reject messages instead.

ALSO!! - get information about Guardian Mobile from Marty...Encrypted?...Cloud?

Solacom - prompt for update to software

We have new release info. Jim marked up document that new service to be installed on one of their servers..

June 8th has been scheduled...training needs to take place before that date?... (25067228)

ask Solacom about affect on call takers and procedure to upgrade (half of the servers first, etc..) how will redundancy be affected during upgrade?

Pair 2 projectors with wide-screen TV's - incident command room

Justin and Jim working on finding appropriate hardware

control for projects is via ethernet cable. Jim decided we will use manual remote controls to turn TV's on/off

Dont replace projectors - put new pull down ceiling mounted projector screen

recessed in the ceiling so it could be in front of new TV's. - Justin has possible solution...to send pictures to Jim...12/29/2020

On Hold - Keeping an eye on price...waiting for cost effectiveness

Determine if it would be beneficial to have microwave link wps0-fpd

Look at particulars and get back with Jim

need to discuss long term plans

Jim to have tower climber scope out height needed...

Look at warranty for Servers

verify server responsibilities and risk (started review) numbers not matching up...

We currently have one 720 and two 740's - need to review 04/07/2021

Build spare inventory list (scheduled Thursday 03/25/2021)

dispatch - PC's

pacii

monitors - OOA

routers & HWIC's

switches

audio codes

SFP modules

Surge protection - cama trunks and etc

UPS - (not batteries) get appropriate size

(make list to order spare equipment)

Windows update

does recent update affect additional administrator computers

trouble ID 722 - event error ID - APC index mismatch

printing produces BSOD ...

2nd week of april, microsoft will include the fix (supposedly for all windows versions)

Gage is handling Solacom Tier1 3/1/2021

Training is still available for 1 person

Find out what access is available/needed since end of year 1 support

define responsible party for which parts...

Follow up with Bobbi Jo on Dell order

discussed and helped spec out. (verify audio in and out ports) - sent email 3/23/2021...she indicated funding will be available mid april

we intend to discuss one more time before she orders (3.5mm separate ports)

Contact Bobbi Jo on 04/13/2021

Server migrations for redundant servers Brian

Migrate prtg monitors for network, drop device01

Install veeam on redundant servers and dispatch postions

servers done

Get Solacom Ticket center account for Mike and Brian

Brian to discuss while on a call 04/07/2021