

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of February 2, 2016**

A properly advertised Washington Parish Communications District Board meeting was held on February 2, 2016 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Mrs. Cynthia August	Secretary
	Mr. Olander Smith	
	Mr. Cook Byrd	
	Mr. Stephen Richardson	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
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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. 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.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the January, 2016, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Byrd made the motion to dispense with the reading of the January meeting minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the January, 2016, meeting minutes. Mr. Fenner made the motion to approve the January, 2016, meeting minutes. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the committee recommendations made at the January, 2016, meeting. Mr. Richardson made the motion to approve the recommendations made at the January, 2016, meeting. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

**DIRECTOR'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

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

All PSAPs are currently operational. Bogalusa Police Department had some issues yesterday. The cause of the problem was determined to be wires which had either become disconnected. After reconnection, all was back to normal.

There also have been some map plotting issues in January which are outlined in my Special Projects Report.

For the month of January we issued 34 new addresses they were:

Franklinton	19
Bogalusa	02
Mt. Hermon	02
Angie	06
Pine	03
Total	34

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. I am getting the financial statement ready to go to MS. Minda in a few weeks.

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***

I had scheduled cell phone testing with T-Mobile but I couldn't do it due to some mapping and 911 display issues. Gage has been working with GeoComm to get all the problems resolved. I believe they are resolved now but I will do some in-house testing to verify before rescheduling the T-Mobile testing.

I attended the quarterly NENA/APCO meeting in Lafayette last month. The plan of going to the state legislature about increasing the cell phone surcharge was discussed but nothing has been set just yet. NENA and APCO have jointly hired a lobbyist to help with the wording for the potential bill.

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. Byrd made the motion to accept and approve the Director's Report as given. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN'S REPORT**

### **Public 911 Education**

The site was visited by 84 new users with 153 page hits in January. Visitors included those in four foreign countries and three universities.

### **Special Projects**

#### ***Louisiana Legislature***

A meeting was held on January 22<sup>nd</sup> with Representative Malinda White. We jointly agreed not to pursue the below mentioned local bill in the upcoming general session. This decision was based on the input from her Baton Rouge staff and the Governor's Deputy Chief of Staff, Intergovernmental Affairs, Toye Taylor. The Governor plans to renew and increase the monthly landline and cell phone state telecommunication tax: currently at 2 percent interstate and 3 percent intrastate. The proposal would establish a five percent flat rate.

The Washington Parish service fee increase would have enabled the Communications District to accumulate sufficient funds to replace the 9-1-1 system which was installed in 2004 and for which we have received an End of Life notice from the manufacturer.

We will, instead, be aggressively pursuing the inclusion in House Bill 2 the following capital appropriations request which has been submitted to Facility Planning and Control.

50-J59 -Washington Parish Emergency Operations/9-1-1/Multi-Agency Communications Center, Real Estate, Planning, and Construction, Project Number 547383.

#### ***Washington Parish Government***

The Washington Parish Council adopted Ordinance No. 16-606 on January 25<sup>th</sup> after a public hearing on such. There was no public opposition.

Ordinance No. 16-606 concerns transferring ownership of the communications Tower, The Emergency Operations/9-1-1/Multi-Agency Communications Center and all other improvements on an 8.88 acre parcel of land to the Washington Parish Communications District and authorizing the Washington Parish Communications District to buy or otherwise acquire and sell immovable property.

#### ***Bogalusa Government***

Bogalusa has been informed that over the objections of a roomful of city employees and union representatives, the New Orleans Civil Service Commission voted today to approve Mayor Mitch Landrieu's plan to consolidate the city's 911 call center operators and dispatchers — who now

work for the Police Department, the Fire Department or EMS — under one agency, the Orleans Parish Communication District, a state-created agency outside of city government

Bogalusa’s Mayor, Wendy Perrette, is currently working to resolve the union and civil service issues raised by the police department. Based on similar issues being resolved in New Orleans, it is expected that they can also be resolved in Bogalusa.

It is requested that item 33 be delayed until 2017 and that item 38 be substituted in 2016.

**Capital Budget**

		<b>2015</b>	<b>2016</b>
IT- Tie in fire alarm system to telephone system	12	Done	
Jeep replacement - Oldest	13	\$ 3,000	
IT- Check Florida ECS-1000 for compatibility with present unit	14	Done	
IT- Install security ESET on all computers	15	\$ 4,000	
Replace field addressing map software with updated version	16	Done	
IT- Change out temporary, non-POE switch at comm. center	17	\$ 1,000	
IT- Install Cisco switch at FPD	18	\$ 1,000	
IT- Connect tower mounted cell phone antenna to telephone system	20	Done	
IT - Remote control of Kenwood radio features	21	Done	
IT- Enable tower light email notification of problems	22	Done	
Jeep replacement - Newest	23		\$ 3,000
Hook up new 300KW generator to Radio Bunker electrical system	24		Done
IT - Connection to D Star Dongle System	25		\$ 1,000
IT- Connection to Echo Link System	26		\$ 1,000
IT- Connection to present Alber BDS-40 battery monitor in Bunker	27		Delete
IT- Connection to present 300 KW IP card.	28		\$ 1,000
IT- Connect tower mounted TV antenna to Audio Visual System	29		Done
Add CCTV to rear door	30		\$ 1,000
Add oven and stove top to kitchen.	31		\$ 3,000
Install satellite broad band connection	32		Done
Install crank up tower	33		Move to 2017
Install Alber BDS-40 battery monitor on Communications Center UP	19		\$ 15,000
Install Recorder	37		\$ 15,000
Connect Water Tank to Separate Pump System	38		\$ 3,000

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. Ms. August made the motion to accept and approve the Chairman’s Report as given Mr. Richardson seconded the motion. Motion passed by a unanimous vote.

## **TREASURER'S REPORT**

Mr. Fenner reviewed the January, 2016, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2016 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the January, 2016, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2016 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the January, 2016, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2016 budget, and the 911 funds statement with cash disbursements. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

## **OLD/NEW BUSINESS**

Mr. Coleman called for a motion to add the following project to the 2016 Capital Plan:

Connect Water Tank to Separate Pump System	38	\$ 3,000
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And to delay the following project until 2017:

Install crank up tower	33	\$ 3,000
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Mr. Richardson made the motion to add project number 38 to the 2016 Capital Plan and delay project 33 until 2017. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

Ms. August made the motion that the District accept ownership of certain real property from Washington Parish government as previously agreed and set forth by Cooperative Endeavor Agreements and for Mr. Coleman to execute such documents as necessary. Mr. Richardson seconded the motion. Motion passed by a unanimous vote.

Ms. Richardson made the motion that the District charge a data set up fee of \$100 those agencies wishing to utilize the Emergency Notification System and that such fee be included in future Cooperative Endeavor Agreements. Ms. August 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.

Mr. Fenner made the motion to adjourn. Mr. Smith 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