

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of July 11, 2006**

A regularly scheduled and properly and advertised Washington Parish Communications District Board meeting was held on July 11, 2006 at the E-911 Planning Office located at 805 Pearl Street, Franklinton, Louisiana.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Joshua Bridges	
	Mr. Jason Verret	
Members absent were:	Mrs. Cynthia August	Secretary
	Mr. Mike Miller	
Others present were:	Mrs. Joanna Thomas	Manager
	Richard McCloskey	Richard Lambert Consultants
	Bill Durden	CPA

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 minutes from the month of June. The minutes of June were mailed out to each member prior to this meeting. Mr. Fenner made the motion to dispense with the reading of the minutes of June. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Chairman Coleman called for a motion to accept and approve the minutes of June 2006. Mr. Miller made the motion to accept and approve the minutes of June 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.

Ms. Marco continues to issue new addresses and streams all new roads in the Parish outside of Bogalusa and Franklinton. Also, all new structures are given GPS coordinates. The second set of map updates have been sent to GeoComm.

We gave out a total of 60 new addresses in the Parish during June. Location of these addresses was:

Franklinton	31	
Mt. Hermon	06	
Pine	05	
Bogalusa	11	
Varnado	01	
Angie	02	
Isabel	00	
Sun	04	(In Washington Parish)
Total	60	

Of this total, one of the addresses was a FEMA trailer..

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

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 second revision since the major upgrades of March 23<sup>rd</sup> have been successfully geocoded at GeoComm, and will be shortly downloaded into the system for dispatcher use.

One architectural programming meeting was held with Mr. McCloskey of Richard C Lambert Consultants during the past month. This project is going well. The purchase of our additional 5.88 acres was finalized on June 15<sup>th</sup> at the Weyerhaeuser office in Columbia, MS.

Two meetings have been held between the District, Toye Taylor, and two of our wireless companies – Cingular and Centennial Wireless. These two meetings were arranged to give us an opportunity to get to know the managers of these two companies and to discuss the cell phone problems following Katrina. Both companies have learned from problems, and both believe that their systems are presently more reliable.

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

## **CHAIRMAN'S REPORT**

### **Mapping and Addresses**

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

As Mrs. Thomas reported the revised mapping software continues to operate appropriately and the second revisions have been successfully received and geocoded at GeoComm, and are scheduled to be soon downloaded into the dispatch system.

#### ***Phase 2 Wireless Implementation***

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

### **Public 911 Education**

Our 911 web site continues to be updated and has been visited by 197 new users with 468 page hits.

### **Other Issues**

WPCD's Basic Communications Center for Washington Parish

We continue to aggressively pursuing our goal of obtaining funding for the Communications Center by staying in close contact with Senator Nevers. Senator Nevers reports that the structure is in place to secure this funding, but that it has not been finalized as of yet. I have attached a copy of the project summary developed by "Louisiana Speaks" for your records.

Since the results of this effort are still uncertain, the District has been positioning itself to secure financing to build a Phase 1 facility capable of housing our administrative staff and providing basic communications capability for two personnel.

As you may remember, Jim Ryan of Government Consultants of Louisiana was engaged at our June meeting to assist us in the obtainment of either Louisiana bond financing or CDBG grant financing, or a combination of both.

It would appear to be appropriate from a project timing perspective, to actively begin the bond financing process following our next meeting.

### **Communication District Offices**

Parish government has publicly stated that they are obtaining our present office and that Homeland Security will be moving into the building. The necessity of housing both agencies in a building not designed for simultaneous occupancy will reduce our operational efficiency.

The character, personality, and mission of the two agencies are different and these differences will result in lost productivity and a reduction in work accuracy due to increased distractions.

The Communications Districts work requires a high degree of concentration and accuracy in a quiet, controlled atmosphere. This may not be possible in our present building.

Indeed, the design of the facility on Dollar Road takes the different character of the two agencies into account. I have asked Mr. McCloskey to discuss his viewpoints and observations of the needs of the two agencies based on his observations in Washington Parish and elsewhere.

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

The real estate closing paperwork for our acquisition of the additional 5.88 acres of property has been completed. Our total holdings are now 8.88 acres.

In addition, an "Invitation To Bid" for the timber has been issued to approximately 20 prospective buyers and has been posted in the ERA Leader. As recommended, Stafford Forest Management Services assisted in the preparation of the bid document.

The bids are due in our office on July 27<sup>th</sup>, and will be available for board review at our August 1<sup>st</sup> meeting.

Kenny Gatewood is requested to review the attached "Timber Deed" and to make any necessary revisions prior to the August 1<sup>st</sup> meeting.

### **Automatic Vehicle Location System**

The development of a proposal by GeoComm to each of the two ambulance companies in Washington Parish has been completed, and a signed agreement between them and GeoComm may be possible in the next thirty days. The ambulance services will be responsible for the purchase and installation of the appropriate equipment in their units.

Once the ambulance services agree, we will commit to our portion of the project and will there after proceed with the trial. GeoComm has agreed to rebate our software cost if the trial is unsuccessful. In addition, Cingular is supplying wireless data cards at no cost for a 90 day trial.

### **Personnel Committee**

It is suggested that the Personnel Committee meet during the next three weeks to review the performance of our employees and to present their recommendations at our August 1 meeting.

### **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 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. Fenner made the motion to accept and approve the Chairman's Report as given. Mr. Verret 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 2006 budget review. Mr. Bridges made the motion to accept and approve the financial statements, the checklist and the 2006 budget review. Mr. Verett seconded the motion. Motion passed by a unanimous vote.

## **2006 Year End Audit**

Mr. Durden gave a report on our 2005 year end audit; he explained the Louisiana Questionnaire form and the Ethics Rule. He complimented the board on our in house accounting system, stating that the records were well organized and were a pleasure to work with. Mr. Durden then reviewed the 2005 Compilation Report.

The total operating revenue was \$337,531.00 total operation expenses \$296,822.00, which leaves a total of operating income of \$40,709.00 for the year. Mr. Durden commented the commission has a very well kept set of books.

Chairman Coleman asked if there were any questions or comments on the audit for Mr. Durden. Hearing none, he called for a motion to accept and sign the Louisiana Questionnaire and to accept the 2005 Compilation Report.

Mr. Fenner made the motion to accept the 2005 Compilation Report from Mr. Durden. Mr. Stogner 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.

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

Chairman Coleman reported that an “Invitation To Bid” for the timber has been issued to approximately 20 prospective buyers and has been posted in the ERA Leader. Stafford Forest Management Services assisted in the preparation of the bid document.

The bids are due in our office on July 27<sup>th</sup>, and will be available for board review at our August 1<sup>st</sup> meeting.

## **COMMITTEE REPORTS**

There were no committee reports. Chairman Coleman requested that the Personnel Committee meet during the next three weeks to review the performance of our employees and to present their recommendations at our August 1 meeting.

## **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. 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