

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of November 07, 2006**

A regularly scheduled and properly and advertised Washington Parish Communications District Board meeting was held on November 07, 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
	Mrs. Cynthia August	Secretary
	Mr. Gary Fenner	Treasurer
	Mr. Joshua Bridges	
	Mr. Mike Miller	
Members absent were:	Mr. Jason Verret	
Others present were:	Mrs. Joanna Thomas	Manager
	Mr. Kenny Gatewood	Attorney
	Mr. Tony Arikol	Professional Engr. Consultants

Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Mrs. August 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 October, 2006 meeting. The minutes of October were mailed out to each member prior to this meeting. Mr. Bridges made the motion to dispense with the reading of the minutes of October, 2006. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Chairman Coleman called for a motion to accept and approve the minutes of October, 2006. Mrs. August made the motion to accept and approve the minutes of October, 2006. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

**MANAGER'S REPORT**

I would like to bring to the board's attention that the terms of Mr. Jason Verret and Cynthia August expire at the end of the year. Both of these board members have indicated a desire to be re-appointed. Tonight, the board may wish to recommend them to Parish government for re-appointment.

It's time to make our plans for our annual party. Mr. Mike Stogner has again volunteered to be the host for this get together. Tonight, we may want to set a date for this.

***Daily Operational Issues***

PSAP equipment is working well, with issues to report during the month of October. We did have a report two days ago that the instant recall recorder at the Franklinton Police Department was not operating. During the visit today by Gage Telephone to re-install the front office electronic door lock, the recorder issue was resolved.

The 1996 Buick that we use as an addressing vehicle now has 100,000 miles and is becoming unreliable as a front line vehicle. This car has been in the shop three times since August at cost of \$ 1,700. The most recent breakdown was last week. Rachel was stranded and the car had to be towed to the shop. In addition, Rachel has required towing on two other occasions due to getting stuck on muddy roads.

It is suggested that we investigate the purchase of a 2000 – 2001 Louisiana state surplus, 4 wheel drive SUV to be utilized as our front line addressing vehicle and that the Buick be utilized on a secondary basis. The Franklinton Police Department has recently acquired this type of vehicle for approximately \$ 8,000.

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.

We gave out a total of 38 new addresses in the Parish during October. None of these addresses were for FEMA trailers. Location of these addresses was:

Franklinton	20
Mt. Hermon	01
Pine	05
Bogalusa	08
Varnado	03
Angie	01
Total	38

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

As approved by the board at its last meeting, I have located a Washington Parish resident to work on a part time basis as a Form 1099 independent contractor.

This person will be primarily assigned to the task of determining GPS points for all parish addresses not now on the map. I estimate that this job will require approximately one year to complete.

Additional duties will include assisting with the following:

1. Addressing back-up and overflow.
2. Update field sheets with current ESN numbers.
3. Developing field sheets and 5 digit addresses for 3-4 digit addresses close to Bogalusa city limits and Franklinton town limits.
4. Update field sheets so that all pages record road name, grid line, range, ESN and map number information.
5. Update all field sheets to a digital media.
6. Comparison of map index to hardcopy map to make sure reference number is correct.
7. Comparison of map index road name spelling to MSAG, hardcopy map and digital map.
8. Comparison of map index road name to field sheet spelling.
9. Creation of field sheets for roads which are on the list to be readdressed due to three or more addresses on the same driveway.
10. Get postal boundaries form various post offices and determine which ESN's cross over.
11. Updating the maps as needed.
12. Printing maps as needed.

### ***Special Projects***

The 9-1-1 portion of the communications center layout has been completed. The final revisions for the Homeland Security portion of the building were finalized today, and Richard McCloskey will present the drawings to the Board next month.

I attended a meeting with Bell South in New Orleans on October 4th to review their progress with 9-1-1 telephone system repairs. They are working to improve the reliability of their circuits and call handling tandem.

I participated as the 9-1-1 representative at the Homeland Security Region 9 Disaster Drill on October 11<sup>th</sup>. All emergency response agencies in Washington Parish plus Red Cross and the Hospitals were represented.

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. Bridges seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN'S REPORT**

### **PSAP Equipment**

As Mrs. Thomas has reported, the one recent PSAP operational issue has been addressed.

As approved at our last meeting, the three year Hewlett Packard large map plotter service contract has been put into place.

### **Mapping and Addresses**

#### *Map Development*

A large map update package was sent to GeoComm last month with approximately 140 revisions. We should be getting these revisions back in a few days from GeoComm.

It is suggested that the revised maps be commercially printed in the form of a map book for distribution to our emergency responders and for sale to the public. This new map book would replace our old black and white maps. A proposal will be available for discussion at our next meeting.

### **Public 911 Education**

Our 911 web site had 794 page loads and 232 new visitors during the month of October. This is an increase from the previous month.

### **Other Issues**

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

As you remember, during the month of September, I drove to St Clair County, Illinois to meet with Norm Forshee at his 9-1-1 center to review their radio system. While there, I also reviewed the progress in Illinois to implement 9-1-1 VoIP calls with the same information as regular landline 9-1-1 calls.

I'm now happy to report that our negotiations over the past year with Vonage combined with Mr. Forshee's lobbying in our behalf has paid off. Washington Parish will be the first Parish in Louisiana to receive VoIP 9-1-1 calls with the same information as regular landline 9-1-1 calls.

The implementation of this project will require the approval of two MOU's. One MOU is in development and contains the technical language related to implementation. The other MOU, developed by Michael Wainwright for Louisiana NENA, allows Vonage to pay us \$ 1.00 per month per VoIP subscriber. I recommend that this MOU be approved for signature, pending Kenny Gatewood's legal review.

#### *Communication District Offices*

Tommy Thiebaud has moved into the front part of the building, and renovations are in progress as you have seen.

We moved the front door with our sign to the middle of the building to better delineate the two organizations that now occupy the building.

Kenny has been working with the parish council's legal representative Mr Stephen Mogabgab to finalize an Intergovernmental Cooperative Endeavor Agreement for our consideration and approval.

#### *Communications Center*

In order to prepare our property for building, I have been in contact with the 205<sup>th</sup> Engineering Battalion, Army National Guard. Our request for assistance is in the approval process and should be approved in 4m to 6 weeks according to Major Knight of the Headquarters unit in Bogalusa. The final language for the purchase order to Turner Survey was developed earlier today during our meeting with Richard McCloskey of Lambert Consultants.

#### *Automatic Vehicle Location System*

The AVL system is still being reviewed by the ambulance companies and parish government. No path forward has been agreed to on this issue. I will be making a recommendation to parish government later this week as to the path forward on this issue.

#### *Unified CAD System for Washington Parish*

At our last meeting the board voted to implement step four of the Unified CAD System project. Accordingly, the technical details of a potential sales agreement is in progress.

### *Personnel*

Based on the recommendation of the Personnel Committee I have been developing an employee benefit package with the assistance of Moore and Jenkins and Michael McNeal. They will have a proposal for us at our next meeting.

It is suggested that the board meet later tonight in executive session to discuss person issues.

### *Cost Recovery*

The recovery of addressing and related building and personnel costs is possible through the use of our recently parish government authorized fees for addressing. This potential revenue stream will be discussed at our next 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. Bridges made the motion to accept and approve the Chairman's Report as given. Mrs. August 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.

We were over budgeted expenses by approximately \$3,000 for the month. We have a \$10,000 credit due from CML which has not yet been received. When received it will reduce our expense total, and bring them within budget.

Mr. Fenner asked if the board would approve the movement of \$ 41, 000 from the checking account into a 71 day CD at Zellco at 7.1% interest rate.

Chairman Coleman called for a motion to accept and approve the treasurer's report, the financial statements, the checklist and the 2006 budget review and to move \$ 41,000 from checking into a 71 day Zellco CD. Mr. Bridges made the motion to accept and approve the

financial statements, the checklist, the 2006 budget review, and to move \$ 41,000 from checking into a 71 day Zellco CD. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

## **COMMITTEE REPORTS**

There were no committee reports.

## **NEW / OLD BUSINESS**

Mr. Stogner made the motion to purchase an additional addressing car from the state surplus in Baton Rouge with the assistance of Mr. Miller. Mrs. August seconded the motion. Motion passed by a unanimous vote.

Mr. Stogner made the motion to write a letter of reappointment of Mr. Verret and Mrs. August. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to enter into the Fee Remittance MOU with Vonage. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Tony Arikol, President, Professional Engineering Consultants, discussed the Revenue Bonds and the USDA grants and the necessary environmental engineering and other federal mandated reviews involved in obtaining this types of funding. He will submit a contract for review to the Communications District at our next meeting, for our review.

Mr. Gatewood discussed the proposed MOU with parish government which would set the terms of our use of the building, which is no longer owned by the Town of Franklinton.

It was agreed by all that the yearly Christmas dinner will be on December 14<sup>th</sup> at Mr. Stogners home.

## **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. 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