

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of October 03, 2006

A regularly scheduled and properly and advertised Washington Parish Communications District Board meeting was held on October 03, 2006 at the E-911 Planning Office located at 805 Pearl Street, Franklinton, Louisiana.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Jason Verret	
	Mr. Joshua Bridges	

Members absent were:	Mrs. Cynthia August	Secretary
	Mr. Mike Stogner	Vice-Chairman
	Mr. Mike Miller	

Others present were:	Mrs. Joanna Thomas	Manager
	Mr. Kenny Gatewood	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.

Chairman Coleman called for a motion to dispense with the reading of the minutes from the month of September. The minutes of September were mailed out to each member prior to this meeting. Mr. Verret made the motion to dispense with the reading of the minutes of September. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Chairman Coleman called for a motion to accept and approve the minutes of September, 2006. Mr. Bridges made the motion to accept and approve the minutes of September, 2006. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

PSAP equipment is working well, with one minor issue on Friday night, September 29th at approximately midnight when we experienced Bell system trunk failures on four of our twelve incoming 9-1-1 lines. Bell was notified of the failure and it has been corrected with no problems since that time.

In addition, on Friday afternoon, September 29th at approximately 4:30 PM, Centennial Wireless turned on a new cell site at 1601 Desmare St without proper coordination and testing

by us. I reviewed with them the need to conform to our well established process for adding new cell sites in Washington Parish, and we will follow up with appropriate testing when their cell site information is received.

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 57 new addresses in the Parish during September. None of these addresses were for FEMA trailers. Location of these addresses was:

Franklinton	22
Mt. Hermon	04
Pine	04
Bogalusa	05
Varnado	02
Angie	19
Isabel	00
Covington	01
Total	57

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

Special Projects

Cell system testing was accomplished during September for Cingular and Nextel. Phase 2 wireless location system is now improved for these two wireless carriers.

Discussions are continuing between Richard Lambert Consultants and the District. The layout for the 9-1-1 portion of the communications center building has been completed. Final revisions are in progress for the Homeland Security portion of the building.

Third quarter TDD testing with all shifts of all three law enforcement agencies have been completed. All dispatchers performed appropriately.

The 2006 Deaf Outreach meeting was successfully held on September 26th. This meeting was attended by six members of the public, the interpreter, and representatives of WPSO and the Bogalusa Police Department.

I also attended a meeting in Baton Rouge on September 27th to review the present and future capabilities of our Higher Ground equipment to record radio transmissions. This capability will be required at our new facility.

The dialing system for the dispatchers to reach a foreign language interpreter has been completed. Agency identification numbers have been received along with instructions for the dispatchers. This information will be distributed during the remainder of this week.

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

PSAP Equipment

At our last meeting, the board directed the purchase of a one year service agreement on our large map printer plotter. Hewlett Packard's one year service contract has a cost of \$ 1,700 compared to a three year cost of \$ 2,400. The board may wish to re-consider the purchase of the three year contract rather than the one year coverage.

Mapping and Addresses

Map Development

A large map update package will soon be sent to GeoComm which they will utilize to update our maps as part of their normal support agreement.

Phase 2 Wireless Implementation

Centennial has added a cell site in Franklinton which will require future testing. In addition, Sprint will soon be retesting their cell sites post-Katrina as Cingular and Nextel did a month ago.

Public 911 Education

Our 911 web site had 636 page loads and 184 new visitors during the month of August.

Other Issues

WPCD's Basic Communications Center for Washington Parish

During the period of September 14 – September 18, I drove to St Clair County, Illinois to meet with Norm Forshee at his 9-1-1 center to have an in depth review of the technical issues of implementing a 700 mhz radio system similar to the one being installed in all Washington Parish agencies. The meetings were very informative.

As you might know, Norm is a past President of NENA and is an acknowledged expert in the 9-1-1 field. We also reviewed the issues concerning VoIP installation in Illinois, and how their experiences can help us here in Washington Parish.

I also had a chance during this trip to visit with NENA's North Central Region Vice President Ron Bonneau who will take over NENA's national leadership in 2008.

While in the "big city" I also purchased the software necessary to maintain our 9-1-1 web site. This software had previously been utilized from Temple Inland and is no longer available for use.

Communication District Offices

Tommy Thiebaud has moved into the front part of the building, and renovations are scheduled to begin shortly. These renovations will include the demolition of the old dispatch area and the construction of a new foyer and Director's office.

The parish council's legal representative Mr Stephen Mogabgab has submitted an Intergovernmental Cooperative Endeavor Agreement for our consideration and approval.

This agreement specifies that we will occupy the rear portion of the building and have access to the front conference room. Homeland Security and the District will maintain their own telephone systems. The District will pay the electricity for only their portion of the building. Maintenance on the rear air conditioning system will be our responsibility but the Parish will maintain the rest of the building. Rent will be \$ 200 per month.

Timber Sale

The timber on our property has been harvested by Weyerhaeuser. The architect has visited the property and is quite enthusiastic as to its suitability for our purpose.

The next step, now that the land has been cleared, is to get Turner Surveys back to the property to complete the surveying work needed by Lambert to locate the building, roads, and antenna structures on the site.

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.

Unified CAD System for Washington Parish

At the March meeting the following six step program was review by the board. The purpose of the program is to insure that Computer Aided Dispatch is installed in Washington Parish in an appropriate manner which will support the goals of the Communications District.

We are taking the lead on this project to insure that Parish agencies will be equipped with common systems that will allow data pooling at the future Communications Center. The steps are as follows :

<i>Project Step</i>	<i>Status</i>	<i>Cost To WPCD</i>
1. BPD Installs CAD and Record Management	Operational	No Cost
2. WPSO installs PTS Record Management System :	Operational	No Cost
3. CAD Installed at WPSO	Operational	\$ 17,000
4. Data Transfer and LAN/WAN Security	Now Requested	\$ 15,000 (hard) \$ 15,000 (soft)
5. 9-1-1, CAD, Map Integration BPD-WPSO	Winter, 2006	\$ 30,000
6. Communications Center and FPD CAD Installed	Waiting For Funding	

Personnel

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

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

OLD / NEW BUSINESS

Mr. Fenner made the motion to enter into a 3 year maintenance agreement in the amount of \$2,400.00 for the big plotter printer. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to enter into the proposed inter-agency agreement with Parish Government for the rent of office space located at 805 Pearl Street. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Bridges made the motion to enter into an agreement with Turner Land Survey to do the topographic contour survey of the land as required by the architect. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to spend up to but not to exceed \$30,000 on the Phase 4 of the CAD system for Data Transfer and LAN/WAN Security. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

Mr. Bridges made the motion to go in executive session to discuss personnel issues. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

The board came out of executive session. Chairman Coleman stated that no action was taken during the executive session. Mr. Fenner made the motion to hire temporary help on a contract basis. 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. 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.

COMMITTEE REPORTS

There were no committee reports.

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. Bridges 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