

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of October 1, 2019

A properly advertised Washington Parish Communications District Board meeting was held on October 1, 2019 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
	Mrs. Cynthia August	Secretary
	Mr. Danny Harris	

Members absent were: Ms. Sarah Burris
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. Thomas 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 September, 2019, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Fenner made the motion to dispense with the reading of the September meeting minutes. Ms. August seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the September, 2019, meeting minutes. Mr. Stogner made the motion to approve the September 2019, meeting minutes with a date/year correction. Ms. August seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

This office has been active during the month of September with both the normal daily operational issues of the office plus supporting our special projects.

Daily Operational Issues

All PSAPs are currently operational. All PSAP are up a running with no issues to report at this time. We have had recent issues with our 839-5625 Franklinton phone line so we had to get Gage to look into and the end result was that it was a network issue. It has been resolved.

For the month of September we issued 20 new addresses they were:

Franklinton	07
Varnado	03
Bogalusa	02
Mt. Hermon	01
Pine	07
Total	20

Gage and GeoComm downloaded the most recent maps onto the dispatch positions.

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

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 align our three data bases (MSAG, Map and Snap Shot) continues. We are over 83% complete on this project.

It is expected that after the work to align these three data bases is complete another project will begin to bring our map based parish boundary into alignment with the official map of the Louisiana Department of Transportation and Development (DOTD).

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

CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 95 new users with 154 page hits in September. Foreign users were from China, Germany, France, Lebanon, and Thailand.

Special Projects

- The Intergovernmental Agreement to transfer the tower and adjacent property that we would require from the parish to complete the new 911 equipment project is in the hands of

Wayne Kuhn. He has informed Dan Foil that it will be presented to parish government in October.

- Responses to our Request for Proposal for the 9-1-1 Equipment Replacement Project (175 pages) have been received from potential vendors. The schedule for this RFP is as follows:

Final Ranking of Vendors	October 1, 2019
Negotiate Contract	October 2 - 9, 2019
Award Contract	October 11, 2019

The final ranking of vendors is shown below. The ranking criteria is attached for review. The RFP Evaluation Committee consisting of Joanna, representatives of the three law enforcement agencies, Gage Telephone, and Jim Coleman reviewed the ranking data and the webinar presentations. It is their recommendation that a contract be negotiated with Solacom. Solacom is a Canadian based company owned by Comtech Telecommunications Corp. of Melville, New York. Solacom has the highest ranking and the lowest cost.

<u>Preliminary Rank</u>	<u>Vendor</u>	<u>System</u>	<u>Number In Louisiana</u>	<u>Equipment Cost</u>	<u>3 Years of Maintenance</u>	<u>Total Cost</u>	<u>RFP Score</u>
1	SolaComm	Guardian	10	\$294,000	\$50,000	\$344,000	97.3
2	MicroAutomation	Omni911	0	\$363,000	\$68,000	\$431,000	91.0
3	Central Square	911Pro	1	\$316,000	\$89,000	\$405,000	88.8
4	Motorola	Vesta	12	\$519,000	\$193,000	\$712,000	73.7
n/a	West/Intrado	Viper	15	Declined To Respond			

2019 Capital Plan

Telephone and Electric Conduit	\$ 10,000 (completed)
Administrative Server Replacement	\$ 20,000 (in progress)
Administrative Switch Replacement	\$ 12,600 (equipment delivered)
AV iPad Replacement	\$ 2,000 (completed)
Radio Amplifier Replacement	\$ 2,500 (completed)
Fire Protection System Sensor Waterproofing	\$ 3,500 (completed)
DOTD Required Sign On Dollar Road	\$ included in 2020 fencing project
Sign on Corner of Hwy 10 and Dollar Rd	\$ 1,300 (completed)
9-1-1 Equipment Replacement	\$ 450,000 (Vendor Recommended)

2020 Capital Plan

The 2020 capital plan will include the DOTD Required Sign On Dollar Road (see above) and the site's security fencing and gate. The fencing is estimated at \$ 110,000. The gate and electrical

controls is estimated at \$ 50,000. Architectural fees of 10.46 % are based on the State of Louisiana formula.



RANKING CRITERIA
Request for Proposal for the 9-1-1 Equipment Replacement Project

22.1 General Criteria – 15 Points

- 22.1.1 Overall Vendor qualifications including specific qualifications of personnel to be assigned to this project as per Paragraph 9.1.3.
- 22.1.2 Record of successful installation of Phase II compatible NG9-1-1 systems as per Section 17.
- 22.1.3 Completeness of responsiveness to project requirements of Sections 3 to and including Section 17.
- 22.1.4 The adequacy of the Training Plan as per Paragraph 13.6, the Work Plan as per Section 14.0 and the Acceptance Test Plan as per Paragraph 16.3.
- 22.1.5 The information gathered by the Evaluation Committee from references and other information available to the Committee.

22.2 Response To District’s Requirements – 50 Points

22.3 Proposal Price (Excluding Maintenance and Software Support) – 25 Points

22.4 Maintenance and Software Support Price – 10 Points

TOTAL POINTS IN EVALUATION 100 Points

Based on the information presented during the Webinar by the highest ranked Vendors, presently scheduled for September 25, 2019, the evaluation committee may add up to 10 extra points to the total calculated as per Paragraphs 22.1 to and including Paragraph 22.4.

If two proposals receive the same score during the evaluation process, the proposal with the least cost will be selected.

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

TREASURER'S REPORT

Mr. Fenner reviewed the September, 2019, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 budget, the 911 funds statement with cash disbursements, and recommended revisions to the 2019 budget year end totals (AT&T Landlines decreased to \$ 166,033 on the revenue side and Salaries increased to \$ 100,450 on the expense side).

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the September, 2019, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 budget, the 911 funds statement with cash disbursements and the recommended revisions to the 2019 budget year end totals (AT&T Landlines decreased to \$ 166,033 on the revenue side and Salaries increased to \$ 100,450 on the expense side).

Mr. Fenner made the motion to accept and approve the Treasurer's report, the September, 2019, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 budget, the 911 funds statement with cash disbursements and the and recommended revisions to the 2019 budget year end totals (AT&T Landlines decreased to \$ 166,033 on the revenue side and Salaries increased to \$ 100,450 on the expense side). Mr. Harris seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Harris made the motion to enter into a contract with Comtech Solacom Technologies , Inc for \$ 326,909.06 to supply NG-911 And Phase II Compatible Telecommunications and Data Processing Equipment and Software as per Request For Proposal of August 15, 2019, including Addendum Numbers 1, 2, and 3. Reference Documents: CONTRACT of 31 October 2019 and TERMS AND CONDITIONS of 31 October 2019. 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. Harris 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