

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of January 7, 2025

A properly advertised Washington Parish Communications District Board meeting was held on January 7, 2025 at 54100 Dollar Rd., Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Danny Harris	Treasurer
	Mrs. Cynthia August	Secretary
	Mr. Olander Smith	
	Mr. Brent Jones	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mrs. Sarah Burris	

Others present were:	Joanna Thomas	Director
	Chase Anderson	Attorney

Chairman Coleman called the meeting to order at the appointed time of 6:00 PM.

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 December, 2024, meeting. The minutes were emailed out to each member prior to this meeting. Mrs. August made the motion to dispense with the reading of the December, 2024, meeting minutes. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the December, 2024, meeting minutes. Mr. Harris made the motion to approve the December, 2024, meeting minutes. Mrs. August seconded the motion. Motion passed by a unanimous vote.

ELECTION OF OFFICERS

Mr.. Jones made the motion to re-appoint the 2024 officers for the year of 2025. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

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

Daily Operational Issues

All dispatch positions are up and running with no current issues to report.

For the month of November we issued 33 new addresses they were:

Franklinton	15
Bogalusa	07
Mt. Hermon	02
Angie	02
Pine	06
Varnado	01
Total	33

For the month of December we issued 31 new addresses they were:

Franklinton	13
Bogalusa	08
Pine	04
Angie	05
Varnado	01
Total	31

Mrs. Moore and Ms Jones continue to work on the mapping.

The accounting system is working well. Jim and I continue to input the monthly financial data... Mrs. Moore continues to do the addressing and both Mrs. Moore and Ms Jones continuing to work on map updates on a daily basis.

Special Projects

Ms. Jones continues to updated our map showing the Mississippi border. Changes to the Walthall County border have been added to the dispatch map. St Tammany is now the only remaining border to be updated.

The project with Ron Bloom on cell towers and cell phone calls accuracy improvements is ongoing. Mr. Bloom will present project updates to the board at the February meeting..

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

CHAIRMAN’S REPORT

Public 911 Education

The site was visited by 538 new users with 678 page hits in November. The site was visited by 509 new users with 602 page hits in December. Foreign users were from England, Ireland, Singapore, Mexico, Switzerland, Portugal, Hungary, Ukraine, Russia, and India.

Special Projects

- Weekly review of ongoing technical issues continue.
- The environmental report for the tower replacement project by Professional Engineering Consultants in Baton Rouge has been completed.
- Request for Qualifications issued by Parish Government for Architectural Services for the Franklinton Tower project. Lambert Consultants was sole respondent.
- Work involving our current dispatch furniture and monitors is in progress.
- Work involving the installation of Motorola equipment by WPSO is in progress.
- Today’s meeting with WPSO revealed no unsolvable technical issues.
- Cooperative Endeavor Agreement with WPSO ready for review.
- Request Personnel Committee meeting.

Maintenance Contracts To Be Renewed

- Higher Ground \$3,673 in 2025, \$3,363 in 2024
- Taylor Power \$3,133 plus \$ 1,56 in 2025, \$ 3,133 in 2024
- Solacom \$25,631 in 2025, \$23,470 in 2024

The District’s projected related budget (capital and non-capital) is shown below:

Capital 2025

Replace 25 Year Old Vehicle		\$ 35,000 (Will be needed in 2025)
Replace 8 year old Audio Visual System		\$ 25,000 (Will be needed in 2025)
Install Updated Text to 911 Equipment		\$ 24,000 (Will be needed in 2025)
Replace 9-1-1 Call Recorder		\$ 20,000 (Will be needed in 2025)
Upgrade Monitors		\$ 6,000 (In Progress from 2024)
Replace Copier		\$ 6,000
Replacement Communications/911 Equipment		\$ 300,000 (Grant)

Non Capital 2025

Remove Microwave Dishes From Tower		\$ 5,000 (From 2024)
Repair Tower Mounted Cameras		\$ 5,000
Wireless Location Improvement Project		To Be Reviewed February Meeting

Future Capital Projects

Building Expansion, Bunking and Feeding Safe Room		\$ 1,500,000 (Grant)
Franklinton Tower and Bunker		\$ 1,239,000 (Grant)
Security Fencing		\$ 170,000
Replace 8 year old Audio Visual System		\$ 130,000 (Part. in 2025, see above)
Replacement Communications/911 Equipment		\$ 300,000 (Grant)

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. Harris made the motion to accept and approve the Chairman’s Report. Mrs. August seconded the motion. Motion passed by a unanimous vote.

TREASURER’S REPORT

Mr. Harris reviewed the November and December, 2024, financial statements, the income and budget statements, the check register, the cash receipts, cash disbursements, the account reconciliation statement, the YTD spending compared to the 2024 budget and the 911 funds statement.

Mr. Coleman called for a motion to accept and approve the Treasurer’s report, the November and December, 2024, financial statements, the income and budget statements, the check register, the cash receipts, cash disbursements, the account reconciliation statement, the YTD spending compared to the 2024 budget and the 911 funds statement.

Mr. Harris made the motion to accept and approve the Treasurer’s report, the November and December, 2024, financial statements, the income and budget statements, the check register, the cash receipts, cash disbursements, the account reconciliation statement, the YTD spending compared to the 2024 budget, and the 911 funds statement. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

There were no committee reports.

OLD/NEW BUSINESS

Mr. Harris made the motion to renew the following maintenance agreements:

- Higher Ground \$3,673
- Taylor Power \$3,133 plus \$ 1,560
- Solacom \$25,631

Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Jones made the motion to approve the Cooperative Endeavor Agreement Between The Washington Parish Communications District And The Washington Parish Sheriff’s Office and authorize the District’s Chairman to execute the agreement (attached). Mr. Smith seconded the motion. Motion passed by a unanimous vote.

PUBLIC PARTICIPATION

There was no public participation.

Mr. Jones made the motion to adjourn. Mr. Harris seconded the motion. Motion passed by a unanimous vote. Meeting of the Board adjourned at 6:30 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: _____ Mrs. Cynthia December, Secretary

**COOPERATIVE ENDEAVOR AGREEMENT BETWEEN THE WASHINGTON PARISH
COMMUNICATIONS DISTRICT AND THE WASHINGTON PARISH SHERIFF'S
OFFICE**

WHEREAS, the Washington Parish Communications District, Parish of Washington, State of Louisiana, created as per Ordinance 22 on May 10, 1988 by the Police Jury of said Parish, is a political subdivision of the State of Louisiana validly organized and created in accordance with Chapter 31 of Title 33 of the Louisiana Revised Statutes of 1950, as amended, (La. R.S. 33:9101 *et seq.*); and

WHEREAS, the Washington Parish Sheriff's Office, Parish of Washington, State of Louisiana, is a political subdivision of the State of Louisiana as defined in La. Const. art. VI, Sec. 44(2). *See* La. R.S. 33:9001 *et seq.*; and

WHEREAS, Chapter 31 of Title 33 of the Louisiana Revised Statutes of 1950, as amended, (La. R.S. 33:9105 *et seq.*); requires that:

A. The emergency telephone system shall be designed to have the capability of utilizing at least one of the following four methods in response to emergency calls:

(1) "Direct dispatch method", that is a telephone service to a centralized dispatch center providing for the dispatch of an appropriate emergency service unit upon receipt of a telephone request for such services and a decision as to the proper action to be taken.

(2) "Relay method", that is a telephone service whereby pertinent information is noted by the recipient of a telephone request for emergency services, and is relayed to appropriate public safety agencies or other providers of emergency services for dispatch of an emergency service unit.

(3) "Transfer method", that is a telephone service that receives telephone requests for emergency services and directly transfers such requests to an appropriate public safety agency or other provider of emergency services.

(4) "Referral method", that is a telephone service that, upon the receipt of a telephone request for emergency services, provides the requesting party with the telephone number of the appropriate public safety agency or other provider of emergency services.

B. The governing authority of the district shall select the method that it determines to be the most feasible for the district, and

WHEREAS, the Washington Parish Communications District is committed to providing the citizens of their Parish with the most technologically advanced features for their 9-1-1 System that can increase effectiveness and decrease response times, and thereby save lives and property; and

WHEREAS, the Washington Parish Communications District has determined as per Louisiana R.S. 33:9105 Paragraph B that the answering of 9-1-1 calls and providing an appropriate emergency response should include the utilization of the “direct dispatch method” as per Louisiana R.S. 33:9105 Paragraph A (1), in order to increase effectiveness and decrease response times, and thereby save lives and property; and,

WHEREAS, the centralized dispatch center and the associated emergency telephone system referred to in Louisiana R.S. 33:9105 Paragraph A (1) is currently located at 54100 Dollar Road, Franklinton, LA 70438; and,

WHEREAS, Article 7 Section 14(C) of the Constitution of the State of Louisiana, permits the entering into an Cooperative Endeavor Agreement between two political subdivision of the State of Louisiana for a public purpose, by stating, “For a public purpose, the state and its political subdivisions or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation or individual.”; and,

WHEREAS, Louisiana Attorney General Opinion 09-0133 states that in order for an expenditure of public funds to be permissible under both Art. VII, Sec. 14(A), and Art. VII, Sec. 14(C) of the Constitution of the State of Louisiana, the public entity must have the legal authority to make the expenditure and must show: (i) a public purpose for the expenditure or transfer that comports with the governmental purpose for which the public entity is in charge of undertaking; (ii) that the expenditure or transfer, taken as a whole, does not appear to be gratuitous; and (iii) the public entity has a demonstrable, objective, and reasonable expectation of receiving at least equivalent value in exchange for the public funds it expends; and,

WHEREAS, the Washington Parish Sheriff’s Office desires to utilize the equipment of the Washington Parish Communications District in the process of providing law enforcement and other public safety related services to the citizens of Washington Parish; and,

WHEREAS, the Washington Parish Communications District under La. R.S. 33:9105 *et seq.* has the legal authority to make expenditures, and (i) a public purpose exists for the expenditure or transfer that comports with the governmental purpose for which the public entity is in charge of undertaking; and (ii) that the expenditure or transfer, taken as a whole, does not appear to be gratuitous; and (iii) the public entity has a demonstrable, objective, and reasonable expectation of receiving at least equivalent value in exchange for the public funds it expends; and,

WHEREAS, this Cooperative Endeavor Agreement between the Washington Parish Communications District and the Washington Parish Sheriff’s Office meets the requirements of both Art. VII, Sec. 14(A), and Art. VII, Sec. 14(C) of the Constitution of the State of Louisiana; and,

BE IT RESOLVED that the Washington Parish Communications District will, provide access to the emergency telephone system and related system components at the Washington Parish Emergency Communications Center, 54100 Dollar Road, Franklinton, Louisiana 70438, for use by Dispatcher(s) employed by the Washington Parish Sheriff’s Office; and

BE IT RESOLVED that the Washington Parish Communications District will, include equipment components installed by the Washington Parish Sheriff's Office at the Washington Parish Emergency Communications Center, 54100 Dollar Road, Franklinton, Louisiana 70438, in the District's insurance policy with Volunteer Firemen's Insurance Service Inc.(VFIS) subjected to the terms, conditions, limitations and exclusions of the policy. While the terms, conditions, limitations and exclusions of the policy govern, it should be noted that the policy does not include public liability coverage for non-Washington Parish Communications District employees.

BE IT FURTHER RESOLVED that in consideration of the terms contained herein, that the Dispatcher(s) employed by the Washington Parish Sheriff's Office and located at the centralized dispatch center equipped with the associated emergency telephone system referred to in Louisiana R.S. 33:9105 Paragraph A (1), at 54100 Dollar Road, Franklinton, LA 70438, will (1) Answer 9-1-1 calls according to mutually agreed upon standards of the Association of Public Safety Communications Officials (APCO) International; (2) Transfer emergency medical service related 9-1-1 telephone calls and/or information to the appropriate ambulance service which operate under the provisions of Washington Parish Ordinance 11-540; (3) Transfer law enforcement related 9-1-1 telephone calls and/or information to the appropriate law enforcement agency; (4) Transfer fire service related 9-1-1 telephone calls and/or information to the appropriate fire department, and (5) Comply with the Policies and Procedures which will be jointly developed by the Washington Parish Sheriff's Office and the Washington Parish Communications District concerning use of the facilities, equipment and dispatcher behavior while on site.

BE IT FURTHER RESOLVED that the Washington Parish Sheriff's Office (1) Will be responsible for the normally incurred expenses related to their employee(s) so located at the centralized dispatch center which include but is not limited to pay, benefits, health and liability insurance and miscellaneous office supplies, (2) Will be responsible for the supervision and performance of their employees.