

**WASHINGTON PARISH COMMUNICATIONS DISTRICT  
MINUTES FOR APRIL 05, 2005**

A regularly scheduled and properly and advertised Washington Parish Communications District Board meeting was held on at April 05, 2005 the E-911 Planning Office located at 1007 Cleveland Street.

|                       |                     |           |
|-----------------------|---------------------|-----------|
| Members present were: | Mr. James Coleman   | Chairman  |
|                       | Mr. Gary Fenner     | Treasurer |
|                       | Mrs. Cynthia August | Secretary |
|                       | Mr. Jason Verret    |           |
|                       | Mr. Mike Miller     |           |

|                      |                    |               |
|----------------------|--------------------|---------------|
| Members absent were: | Mr. Mike Stogner   | Vice-Chairman |
|                      | Mr. Joshua Bridges |               |

|                      |                     |          |
|----------------------|---------------------|----------|
| Others present were: | Mr. Kenney Gatewood | Attorney |
|                      | Mrs. Joanna Thomas  | Manager  |

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.

**READING OF THE MINUTES**

Chairman Coleman called for a motion to dispense with the reading of the minutes of March 01, 2005, since they were mailed out to each member prior to this meeting. Mr. Verret made the motion to dispense with the reading of the minutes. Mrs. August seconded the motion. Motion passed by a unanimous vote.

Chairman Coleman asked if there were any deletions, corrections or additions to be made to the minutes of March 01, 2005. Hearing none, Mr. Coleman called for a motion to accept the minutes as written and mailed out. Mr. Miller made the motion to accept and approve the minutes as written and mailed out. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

**MANAGER'S REPORT**

I have been active during the month of March with both the normal daily operational issues of the office plus supporting our special projects.

## Operational Issues

PSAP phone and data lines began to experience random but non-critical problems during the middle of March. We had, for example, one administrative line not working. Last week we changed out the main cabling to the CML ECS-1000 in order to improve reliability. The system has been running extremely well following the cable change out.

Ms. Marco continues to make progress in the areas of addressing and mapping procedures, addressing, and streaming the roads in the Parish outside of Bogalusa and Franklinton.

The accounting system is working well Mr. Fenner and I continue to input the monthly financial data. Our yearly audit by Bill Durden is in progress. There are some forms from the auditor which each board members needs to fill out tonight.

Our copier continues to be a problem. I first reported this earlier in the year. Based on my calculations we have paid \$ 904.90 in copier maintenance during the last year, just trying to keep it going.

I have gotten three quotes for a replacement copier and these quotes are :

| Brand              | Canon    | Kyocera  | CopyStar |
|--------------------|----------|----------|----------|
| Copies/Min         | 22       | 30       | 20       |
| model              | 2200G    | 3035     | 2050     |
| price              | 4477     | 3462     | 3595     |
| collating/stapling | 2501     | 1646     | included |
| Total              | \$ 6,978 | \$ 5,108 | \$ 3,595 |

The Canon and Kyocera quotes are for brands under state contract. The lowest price copier is from Venable Office Supply. I believe that in addition to having the lowest price, that being nearby, they will be able to perform quicker maintenance than any other supplier. It is requested that the board consider replacing this copier.

We gave out a total of 47 new addresses in the Parish during January and they are:

|             |    |
|-------------|----|
| Franklinton | 28 |
| Mt. Hermon  | 07 |
| Pine        | 05 |
| Bogalusa    | 06 |
| Angie       | 01 |
| Total       | 47 |

## Special Projects

Ron from GeoComm, Brett from Gage, and I performed cell tower testing for Centennial and

Cingular on Wednesday and Thursday of last week. We were successful in getting the Centennial towers running on Phase 1 and should complete the Phase 2 testing later this month.

I was pleased to hear from Dan Foil that he was happy with our work during this period.

Chairman Coleman called for any questions concerning the Manager's Report. Hearing none, Chairman Coleman called for a motion to accept the Manager's Report. Mr. Verret made the motion to accept and approve the Manager's Report. Mrs. August seconded the motion. Motion passed by a unanimous vote.

The board then discussed the copier issue. It was suggested that we call and get a quote from Whites Business and call Parish Government to see if they have a copier machine that they want to give us and also to check into which would be more beneficial leasing or purchasing.

Mr. Verret made the motion to give Mrs. Thomas and Mr. Fenner the authourtiy to make the decision to purchase or lease a copier based on the informantion they obtain. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN'S REPORT**

Map development continues forward. Projected completion date is projected for July. By this time we will have accurately located the center line of every road in the parish.

Our progress on map development was recently reported on by the Bogalusa Daily News, and I have attached a copy for your reference.

Our data base currently includes approximately 8,000 individual structure GPS location points. The majority of these location points are in Franklinton and Bogalusa. This part of the project will take several years to complete and will be started after the center lines are finished. Start up of the landline location system for the dispatchers does not require that every structure be located due to the system's ability to estimate a location if the GPS point is not in the file.

### **Phase 2 Wireless Implementation**

The wireless Phase 2 implementation team continues to work with the carriers to manage their implementation efforts. As Joanna mentioned, Centennial Wireless and Cingular did additional testing in March. Due to wireless system problems, they were not able to complete their testing.

The dispatcher mapping system, working in conjunction with our Phase 2 wireless implementation, continues to work well without any problems. As soon as road center lines are completed, we will enable the mapping system to locate houses using the 8,000 GPS points that we already have or the interpolation method when points are not available.

Our 911 web site continues to be updated with technical and additional data of public interest.

I am encouraged by supportive remarks about the information on the web site. Since our last meeting, the site has been visited by 107 new users with 290 page hits, which is greater than last month.

During a review of our wireless Phase 1 and Phase 2 contracts, it was noticed that our contract with Sprint was never signed and returned in 2000. GeoComm's consultants and I have reviewed the contract and approved the language from an operational viewpoint and it is now ready for Kenny's legal review. The cost of having Sprint deliver location data to us has not changed, and the contract contains the same cost that we are currently paying. The contract will help insure that cost increases from Sprint require review by us before implementation. The board may wish to approve contract signing after Kenny's approval of such.

The Washington Parish Sheriff's Office received two actual TDD calls over the last month and I have included information on the PSAP's performance on these two calls as part of our six month report to the U.S. District Attorney's office.

The PSAP report for March showed that PSAP performance as measured by answer time remains good. Based on the continued good performance, and with the support of the agencies, ring time has been reduced from 45 seconds to 30 seconds, before roll-over.

The Unified CAD system project continues forward. The Request for Proposal is being distributed this week to the three law enforcement agencies for their review. Following their review, the RFP will be made available to prospective vendors.

Our agency is making much progress to improve 911 communication services in Washington Parish. 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.

Before, accepting and approving the chairman's report, the board recommended that Kenny approve the six month report to the U.S. District Attorney's office prior to submission. Mr. Gatewood was then given the contract for his review.

Chairman Coleman asked for additional questions or comments on the Chairman's Report, and hearing none, asked for a motion to accept and approve the report as written. Mr. Miller made the motion to accept and approve the Chairman's Report as written, and Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

## **OLD / NEW BUSINESS**

Chairman Coleman reported that Gage Telephone has proposed a phone maintenance agreement for \$ 600 a year to maintain our phone system in the office beyond the one year guarantee period. Mr. Fenner suggested that we call Hunt Brothers to ask if they would do maintenance on our system if we needed it. Mr. Fenner made the motion not to enter into the agreement with Gage at this time. Mr. Miller seconded the motion. Motion tied with a 2 to 2 vote. Mrs. August and Mr. Verett voted against the motion. Chairman Coleman sustained from voting. Due to the tie vote, the motion did not carry. Mr.

Verett made the motion to table the vote and bring it back up at next months meeting. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman also reported that the District has been contacted by a St Tammany property owner that has an address in Washington Parish due to the driveway intersecting the public roadway in Washington Parish. This property owner pays St. Tammany property taxes and would like a St. Tammany address to be able to receive a St. Tammany phone number. This issue was turned over to Mr. Gatewood to handle. He will report on this matter at our next meeting.

### **TREASURER'S REPORT**

Mr. Fenner then 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 registration, cash receipts, the account reconciliation statement and the 911 funds statement with cash disbursements. Mr. Fenner stated that last month the board approved to move \$50,000 from checking and put into the highest percentage rate CD, but he stated that we just haven't had time to do that this past month but we will try and get it done during the month of April.

Mr. Fenner asked if there were any questions or comments regarding any of the financial statements. Chairman Coleman called for questions or comments on the Treasurer's Report. Hearing none, Chairman Coleman called for a motion to accept and approve the Treasurer's report, the financial statements and the checklist. Mr. Miller made the motion to accept and approve the Treasurer's Report, the financial statements, and the checklist Mrs. August seconded the motion. Motion passed by unanimous vote.

### **COMMITTEE REPORTS**

There were no committee reports given.

### **PUBLIC COMMENTS**

There were no public comments

Mr. Gatewood gave some recommended dates to go to the polls for additional 911 funding approval, but nothing was voted on at this time.

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 the meeting.

Mrs. August made the motion to adjourn. Mr. Miller seconded the motion. Motion passed by a unanimous vote. Meeting adjourned at 7:30 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: \_\_\_\_\_  
Mrs. Cynthia August, Secretary