

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes for December 06, 2005

A regularly scheduled and properly and advertised Washington Parish Communications District Board meeting was held on December 06, 2005 at the E-911 Planning Office located at 805 Pearl Street.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mr. Gary Fenner	Treasure
	Mrs. Cynthia August	Secretary
	Mr. Joshua Bridges	
Members absent were:	Mr. Jason Verret	
	Mr. Mike Miller	
Others present were:	Mr. Kenney Gatewood	Attorney
	Mrs. Joanna Thomas	Manager
	Mr. Richard McCloskey	Richard Lambert Consultants

Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Mrs. Cynthia 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 November 02, 2005, since they were mailed out to each member prior to this meeting. Mr. Bridges 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 for November 02, 2005. Mr. Bridges made the motion to accept and approve the minutes for November 02, 2005. Mrs. August seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

PSAP equipment is working well with no issues as of this date. Later this week Gage Telephone will be installing software upgrades to the system. These upgrades are covered under our maintenance agreement. In addition, improvements to our non-emergency caller announcement system will be installed. Lastly, our standby answering position will be connected to the CML main equipment and placed on a table in the WPSO equipment room for use in emergency situations or for training.

Ms. Marco continues to make progress in the areas of addressing and mapping. All roads in the parish have been driven and mapped. We will soon receive our final questions from GeoComm. After these questions are answered, GeoComm will come down and install the finished map on all of our office and dispatch computers. After installation, we will make monthly updates.

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

We gave out a total of 59 new addresses in the Parish during November and they are:

Franklinton	38
Mt. Hermon	01
Pine	04
Bogalusa	05
Angie	10
Total	59

At our August meeting the following personnel related business was conducted as per the official minutes :

“After returning from executive session, Mrs. August made the motion that based on her performance, Mrs. Marco have her yearly pay increased to the minimum for a Grade 10 at the end of December and to a half way point from her starting salary at the present time. Pay within grade levels are based on COL adjustments over the four year period since the original salary ranges were instituted. COL adjustments are based on factors from the US Dept of Labor Consumer Price Index. The increase in December will occur unless the employee exhibits sub-standard performance during the interim. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.” I am prepared to report tonight on Mrs. Marco’s performance as required by the previously read motion.

Our new map printer was delivered to the Double D loading dock approximately three weeks ago. Mr. Stogner and Mr. Coleman then brought it here to the office and HP came on the 28th for the unpacking and check-outs. The print quality is outstanding based on

their test printing. The unit will be placed in operation later this week when final office network adjustments are made.

Once in operation, we will be printing maps for parish government and the fire departments. While we will be happy to assist governmental agencies with their mapping needs, we may want to consider placing a policy in effect to recover costs for other types of printing for these agencies. It is suggested that printing for private individuals or private companies be limited to maps, and that our costs be recovered if such is done.

This has been an interesting and productive month for our office. I would like to thank the board for their support and inputs. I am happy and thankful that we are all back and we are safe.

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. Bridges made the motion to accept and approve the Manager's Report. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Our equipment is working well and several improvements are scheduled for installation this week.

Cingular cell phone calls are now being routed to the PSAP via our equipment. While all cellular calls are now being routed appropriately, the number of calls with Phase 2 information is below normal. We will be working during the first part of next year to facilitate an improvement in wireless system performance.

In addition, our November 9-1-1 total call volume was 1,471 calls, which was approximately 600 calls per month less than our normal level of 2,100 calls per month. The wireless Phase 2 implementation team will have to retest all towers in the parish for accuracy during the first part of 2006.

The dispatcher mapping system, working in conjunction with our Phase 2 wireless implementation, continues to work well without any problems. The new aerial photography is being placed on our internet web. Our 911 web site continues to be updated and has been visited by 93 new users with 289 page hits.

The Unified CAD system project is still on hold. I expect to soon receive a proposal from the low cost provider, PTS Solutions, to allow the sharing of existing data by the Washington Parish Sheriff's Office and the Bogalusa Police Department. This sharing of data over the existing T1 network, to be made possible by an investment of \$ 15,000 in equipment, appears to be an appropriate first step by us. It would allow PTS to

demonstrate their capability at a relatively low cost to us. I hope to have a proposal for the board to review at our next meeting.

Based on the events surrounding Hurricane Katrina, a request to Congress for \$ 4.8 million was made part of Senate Bill S.1765 which was submitted to Congress on September 22. As of this date, approval of this specific Bill is not seen as likely.

During our meeting with Bobby Jindal, when he was in town this past Thursday, the following information was discussed :

1. Senate Bill S.1765 will not be passed in its present form.
2. Request from President Bush of \$17 billion, previously given to FEMA, to be re-directed toward specific uses. This may include \$87 million for communication improvements and should be approved in December. This may be a possible source of funding for Washington Parish.
3. Community Development Block grants of \$15 billion.
4. Budget reconciliation supplemental by Memorial Day, 2006.
5. Specific appropriations request approval for 2007 spending.

Congressman Jindal concluded that even with the funding mechanisms somewhat broad in scope at present, the Washington Parish project is compelling in nature, and should eventually be funded.

Since, we have not gotten a commitment for immediate funding, it is suggested that we begin the architectural design process of our "Phase 1" building, in order to progress toward our goal of being in a new building by the end of next year.

In order to facilitate this process, an architectural and engineering contract has been prepared by Richard C. Lambert Consultants LLC. I have reviewed the proposed contract and compared the cost of services to the LOUISIANA CAPITAL IMPROVEMENT PROJECTS PROCEDURE MANUAL FOR DESIGN AND CONSTRUCTION. Based on these guidelines it appears that the total fee calculation for the Phase 1 building is appropriate based on a 1.15 complexity factor and a Programming Cost of \$18,860 which covers both Phase 1 and the larger scope of Phase 2 as well. The programming work for both Phase 1 and 2 will help insure a smooth expansion of the smaller building in the future. The scope of services appears to be appropriate.

In order to facilitate the financing process independent from the Congressional appropriations route, a meeting was held earlier today with the following attendees:

Bruce P. Bordelon
Community Programs Specialist
USDA Rural Development
805 West Oak St.
Amite, La. 70422
985-748-8751 Ext 6
985-748-8752
James R. Ryan
Government Consultants, Inc
16835 Shady Arbor Lane
Baton Rouge, LA 70817

As stated at our last meeting, it may be beneficial to engage a professional Washington firm to present the facts of our system to the appropriate congressional members in Washington. I have attached a copy of a proposal from the Cypress Group for your review and discussion at our next meeting. A representative of this firm attended our meeting last week with Congressman Jindal.

With immediate communications center funding appearing to be unlikely, we must regain our momentum in achieving that which is possible, a Phase 1 Basic facility, by the end of next year. I believe that a review of this project and a commitment to an acceptable path forward can be put in place tonight.

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 asked for any questions or comments, and hearing none, Chairman Coleman then called for a motion to accept the Chairman's Report. Mr. Stogner made the motion to accept and approve the Chairman's Report. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

The discussion on engaging a professional Washington firm to present the facts of our system to the appropriate congressional members in Washington. was tabled until the January meeting. This will allow time to see what level of funding will be received by Louisiana before the end of the year.

TREASURER'S REPORT

Mr. Fenner had to leave the meeting, so in his absence Mrs. Thomas gave the financial report. Mrs. Thomas reviewed all the reports in the financial statements which included the check register. The final revisions to the 2005 budget were reviewed by Chairman Coleman.

Chairman Coleman called for a motion to accept and approve the treasurer's report, the financial statements, the checklist and the revised 2005 budget. Mr. Bridges made the motion to accept and approve the financial statements, the checklist and the 2005 revised budget. Mrs. August seconded the motion. Motion passed by a unanimous vote.

OLD AND NEW BUSINESS

Mr. Coleman then reviewed the status of the RFP for Architectural and Engineering services which was responded to by two firms. During the meeting of October 11th Mrs. August made a motion that Mr. Fenner, Bridges, and Coleman be named as the Architectural Selection Committee and that the Board adopt their recommendation. Mr. Fenner seconded the motion. Motion passed by an unanimous vote.

Following the October meeting of the board, the Architectural Selection Committee was called into session. After hearing each firm's presentation and discussing their respective qualifications, Mr. Fenner made the motion to enter into negotiations with Richard C. Lambert Consultants for the Architectural and Engineering services necessary to design and build the Communications Center. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Therefore, based on the board's approved motion at the October meeting, Richard McCloskey of Richard C. Lambert Consultants presented their proposed contract for Architectural and Engineering Services.

Following a discussion of the contract proposal, Mrs. August made the motion to accept the contract pending the review and approval by our legal counsel. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Chairman Coleman then called for the board to go into executive session to discuss personnel matters. Following the executive session, Chairman Coleman called the board back into regular session and reported that the board had taken no action during the executive session.

Mrs. August made the motion to implement the December portion of Mrs. Marco's pay increase that had been previously approved at the August board meeting. This increase would bring Mrs. Marco's salary up to the grade level 10 at which is the starting pay for her position. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

PUBLIC COMMENTS

There were no public comments.

COMMITTEE REPORTS

There were no committee reports

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. Stogner 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 7:50 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: _____
Mrs. Cynthia August, Secretary