

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes for June 7, 2005**

A regularly scheduled and properly and advertised Washington Parish Communications District Board meeting was held on at June 07, 2005 the E-911 Planning Office located at 1007 Cleveland Street.

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

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

Others present were:	Mr. Kenney Gatewood	Attorney
	Mrs. Joanna Thomas	Manager
	Mrs. Rachel Marco	Mapping

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.

**READING OF THE MINUTES**

Chairman Coleman called for a motion to dispense with the reading of the minutes of May 03, 2005, since they were mailed out to each member prior to this meeting. Mr. Fenner made the motion to dispense with the reading of the minutes. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Chairman Coleman called for a motion to dispense with the reading of the minutes for the special meeting that was held on May 31, 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. Mr. Bridges 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 the special meeting on May 31, 2005. Mr. Miller made the correction that he was present at the meeting, the minutes had him as absent. Mr. Verret made the motion to accept Mr. Miller's correction to the minutes. Mr. Bridges 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 May 03, 2005. Hearing none, Mr. Coleman called for a motion to accept the minutes as written and mailed out. Mr. Bridges 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**

PSAP equipment is working well with no issues. 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.

We have received a FAXed bill from the building owner for the utilities dating January, 2005 – May, 2005, in the amount of \$978.88.

We gave out a total of 45 new addresses in the Parish during January and they are:

Franklinton	28
Mt. Hermon	02
Pine	01
Bogalusa	12
Angie	<u>02</u>
Total	45

Two weeks ago I took Tommy Thiebeaud, the Washington Parish Homeland Security and OEP Director, to Long Beach, Mississippi, to look at the Interact CAD system being used by the Mississippi Automated System Project. This Interact CAD system is one of the two CAD systems being proposed for Washington Parish. The other proposal which has been received is from PTS Solutions.

Last week I took Franklinton Police Chief Donald Folse and Chief Dan Foil from the Washington Parish Sheriff's office to Long Beach for them to also look at it. Bogalusa Police Department was not able to attend, so I plan to make arrangements to take them in the near future.

Two weeks ago Cingular Wireless tested their Mt Hermon and Angie towers, but problems occurred and they are working to resolve them.

Responses to the CAD System RFP have been received. Mr. Coleman is working to summarize the CAD proposals, and will present these findings to all agencies as soon as possible.

I have set the tentative dates of June 23<sup>rd</sup> and July 7<sup>th</sup> for the TDD refresher course for the police department dispatchers. Mrs. Valerie Patterson will get back to me to confirm these dates and also, the dates for the upcoming sign language class.

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

## **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 suggested that we revise our 2005 budget based on the first five months of the year. As soon as those changes are compiled, they will be presented to the board for review and approval.

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. Bridges made the motion to accept and approve the financial statements and the checklist. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN'S REPORT**

### **Mapping and Wireless Issues**

Map development continues forward. Projected completion date of road streaming is projected for September with final data clean up finished by November.

The wireless Phase 2 implementation team continues to work with the carriers to manage their implementation efforts. Cingular is experiencing system problems in turning up their new Mt Hermon and Angie towers. The dispatcher mapping system, working in conjunction with our Phase 2 wireless implementation, continues to work well without any problems.

As you know we have shortened the 911 ring time before roll over to 30 seconds. Data indicates that the number of Call Roll Overs initially increased and now appear to be trending down.

It appears that the changes to the Sprint contract recommended by Kenny have been accepted by Sprint. After a final review by Kenny, the contract will be signed as previously directed by the Board.

### **Public Education**

Our 911 web site continues to be updated and has been visited by 113 new users with 366 page hits. As the Board requested, additional system performance data has been added to the web site.

## Unifies CAD System Project

The Unified CAD system project continues forward. We have received two responses to our Request for Proposal. A preliminary review of the responses has resulted in the following data:

	<b>InterAct Cost- Buy</b>	<b>InterAct Cost- MS Option</b>	<b>InterAct Score</b>	<b>PTS Cost</b>	<b>PTS Score</b>
Software	\$ 317,985	\$ 96,300		\$ 151,850	
Hardware	\$ 25,000	\$ 25,000		\$ 25,000	
Non Recurring Total	<b>\$ 342,985</b>	<b>\$ 121,300</b>		<b>\$ 176,850</b>	
Recurring Five Yr Total	\$117,632	\$ 119,400*		\$ 60,900	
Project Total	<b>\$ 460,617</b>	<b>\$ 240,700</b>	<b>94.1 %</b>	<b>\$237,750</b>	<b>92.18 %</b>

Notes: \* Revised to reflect new data subsequent to meeting

Based on this preliminary review of the costs and scores, it appears that PTS Solutions has the lowest costs over the five year review period, but Interact has the most feature rich product.

### Administrative Offices

It appears that the owner of our building is unwilling to enter into negotiations with us concerning the terms (cost) of a lease. Therefore, it is requested that the board reconsider the options and make a final decision as to the District's administrative office location.

The cost comparisons of the options are as follows :

<b>Address</b>	<b>Yearly Costs</b>
<b>1007 Cleveland Street</b>	
Rent	\$ 14,160
Improvements	0
Total	\$ 14,160
<b>805 Pearl Street</b>	
Rent	\$ 4,800
Moving	\$ 725
Painting / Repairs	\$ 1,500
Computers/Telephones	\$ 2,500
Total	\$ 9,525

## **Addressing**

There are a number of un-named, private roads in the Parish which are being used to access three or more houses. These houses are currently being addressed as being located on the main road, rather than on the private, un-named road. This situation has developed over time, and has become an addressing nightmare as well as an emergency response issue. We simply must rectify this situation.

I am in the process of developing addressing procedures to be presented to Parish government for their review and approval. Kenny, Joanna and I will review these and they will be presented to the Parish road committee on June 13<sup>th</sup>.

## **By-Laws**

A preliminary set of District By Laws have been prepared for your review and consideration at a future meeting. I would like to place them officially on the table for your review and would like to place them on the agenda at our next meeting.

## **Personnel**

It is suggested that the Personnel Committee and Joanna review the performance of Rachel Marco prior to our next meeting. Ms. Marco is about to complete her 6 month probationary period, and this review is therefore, timely.

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.

Following a discussion, Chairman Coleman then called for a motion to accept the Chairman's Report. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

## **OLD / NEW BUSINESS**

Chairman Coleman then called for a motion to move to 805 Pearl Street on a temporary basis. Mr. Verett made the motion to move to 805 Pearl Street on a temporary basis. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

## **COMMITTEE REPORTS**

There were no committee reports given.

## **PUBLIC COMMENTS**

There were no public comments

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.

Mr. Miller made the motion to adjourn. Mr. Fenner 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