

**WASHINGTON PARISH COMMUNICATIONS DISTRICT
MINUTES FOR MARCH 1, 2005**

A regularly scheduled and properly and advertised Washington Parish Communications District Board meeting was held on at March 1, 2005 the E-911 Planning Office located at 1005 Cleveland Street.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Mrs. Cynthia August	Secretary
	Mr. Mike Stogner	Vice-Chairman
	Mr. Joshua Bridges	
	Mr. Jason Verret	

Members absent were: Mr. Mike Miller

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.

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 asked for approval to move \$50,000.00 from checking and put into the highest percentage rate CD.

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 and for Mr. Fenner to move \$ 50,000 out of the checking account and put into a CD for 6 months to a year. Mrs. August made the motion to accept and approve the Treasurer's Report and the checklist and to move \$ 50,000 out of the checking account and put into a CD for 6 months to a year. Mr. Bridges seconded the motion. Motion passed by unanimous vote.

READING OF THE MINUTES

Chairman Coleman called for a motion to dispense with the reading of the minutes of

February 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 February 01, 2005. Hearing none, Mr. Coleman called for a motion to accept the minutes as written and mailed out. Mr. Verret made the motion to accept and approve the minutes as written and mailed out. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

I have been active during the month of February with both the normal daily operational issues of the office plus supporting our special projects. First, let me report on the daily operational issues:

Daily Operational Issues

All PSAP's equipment is working well. There were no requests for technical assistance by the PSAP's during the month of February. In addition, the final problem with one of the three Bell South connections from our office to the CML equipment was fixed today. Hopefully, their fix will be permanent.

The cable and antenna that connects to the GPS mapping system needs to be replaced. I have spoken to Mr. Coleman about this and he will report on this issue in his report.

Gage Telephone has completed their preliminary set of instructions for the dispatchers which will help them to do basic troubleshooting before calling the technician. This covers things like (1) Reboot the computer, (2) Turn the HLIM back on, (3) Reconnect the speaker, or (4) Use the correct password. After review and updating, we will place them in use at the PSAP's.

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.

Our contract help, Don Skinner, is still streaming the roads in Franklinton and Bogalusa, and completing the roof top location data for these two municipalities.

In order to better manage our addressing activities and to improve overall streaming productivity, I have placed into effect a guideline that schedules addressing activities on Tuesdays and Thursdays, and road streaming on Mondays, Wednesdays, Fridays, and Saturdays. Thus, citizens that need an address may have to wait a few days before we will be able to respond to their request. Overall efficiency, however, will be improved.

The accounting system is working well Mr. Fenner and I continue to input the monthly financial data. Preparations have been completed for our yearly audit.

We gave out a total of 37 new addresses in the Parish during January and they are:

Franklinton	20
Mt. Hermon	03
Pine	05
Bogalusa	06
Angie	03
Total	37

Special Projects

During the month of March I will be assisting GeoComm in their tower location accuracy testing. Centennial will be testing two towers, and Cingular will be testing three towers.

The basic sign language course for law enforcement, EMS, and Fire Emergency responders which was originally scheduled for March will be delayed until May, in order to work around the instructors schedule. This course will be taught two hours per night, two nights a week, for three weeks. Our cost for this will be \$ 375. This cost will pay for the instructor and books for five students.

In addition, for the same reason, the refresher TDD course which was originally scheduled for March will be also delayed until May.

This has been an interesting and productive month for our office. I would like to thank the board for their support and inputs.

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

CHAIRMAN'S REPORT

PSAP Equipment Modifications

Since all CML equipment is installed, present efforts have been directed toward tuning and optimizing it for maximum performance. With the successful Bell South troubleshooting of one of their lines to the CML system, and the development of basic guidelines for dispatchers, this portion of our system will soon be completed.

Mapping and Addresses

Map development continues forward. Projected completion date is projected for the end of May.

I have ordered a replacement GPS antenna and cable connection at a cost of approximately \$500.00. Since this antenna has been in constant use and is three years old, its life has equaled that which is normally expected for such.

Phase 2 Wireless Implementation

The wireless Phase 2 implementation team continues to work with the carriers to manage their implementation efforts. As Mrs. Thomas mentioned, Centennial Wireless and Cingular should complete their testing in March. If this occurs, the single AT&T tower in Bogalusa will be the sole remaining tower to be tested. It is therefore projected that monthly system upkeep fees of \$ 500 per month will soon begin and will continue for 12 months. During this period of time, Joanna will assume the responsibility of being the primary Wireless Carrier communication interface, wireless routing specialist, and testing coordinator. These transition and training fees are included in our 2005 operating budget.

Dispatcher Mapping

The dispatcher mapping system, working in conjunction with our Phase 2 wireless implementation, continues to work well as Mrs. Thomas reported. We have successfully tuned the system to enable all 911 calls in the Parish to be automatically plotted on the WPCD supervisory position. This also proves out the future concept of having this data available for the Washington Parish Emergency Operating Center.

Public 911 Education

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 95 new users with 227 page hits.

Other Issues

We continue to communicate with Jason Hunt concerning his new VoIP or Voice over Internet Protocol, system. We hope to make test 911 calls next week, and to facilitate record keeping, we have added a VoIP income account to our financial accounting system.

The first quarter TDD unannounced testing has been successfully completed. All shifts at all agencies have been tested and have been evaluated as "satisfactory".

The PSAP Report for January showed that 911 call volume was down and that PSAP performance as measured by answer time remains good.

Conclusions

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

I would like to thank the board, Mrs. Thomas and her staff for their hard work on the many complex challenges currently facing us.

Chairman Coleman asked for questions or comments on the Chairman's Report, and hearing none, asked for a motion to accept and approve the report as written. Mr. Bridges

made the motion to accept and approve the Chairman's Report as written, and Mrs. August seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

There were no committee reports given.

PUBLIC COMMENTS

There were no comments by the public.

Chairman Coleman called for any additional comments or questions from the members of the board.

Mr. Jason Verret discussed a recent occurrence of excessive ring time for a 9-1-1 call. Mr. Verret was the actual caller needing an EMS response for a possible heart attack victim being transported by POV from Sun, Louisiana to the hospital in Bogalusa. Due to an excessive ring time, Mr. Verret terminated the 911 call and called for help directly to a seven digit line.

Mr. Verret made the motion to decrease the ring time roll over time from 45 seconds to 30 seconds. Mr Stogner seconded the motion. Motion passed by a unanimous vote. Chairman Coleman said that he would coordinate this with the law enforcement agencies.

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. Bridges 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

