

**WASHINGTON PARISH COMMUNICATIONS DISTRICT
MINUTES FOR May 03, 2005**

A regularly scheduled and properly and advertised Washington Parish Communications District Board meeting was held on at May 03, 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	

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

Others present were:	Mr. Kenney Gatewood	Attorney
	Mrs. Joanna Thomas	Manager
	Mr. Bill Durden	CPA

Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Mrs. Thomas 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 April 05, 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 of April 05, 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

The PSAP call handling equipment is up and running with no issues to report.

Our voice recording system was down for 15 hours during this past weekend. It appears that there was a software issue rather than a mechanical failure. The recording computer was put back on line without a problem after the issue was identified. We are working with Higher Ground to resolve this and I will report our progress at our next meeting

The accounting system is working well; Mr. Fenner and I continue to input the monthly financial data. Mr. Bill Durden is planning to be here tonight to give us a report on our audit and the board will need to accept and approve the questionnaire for the audit. Mr. Durden will explain this questionnaire in just a few minutes. I also have some information forms from the auditor which need to be filled out by any board member who was not at last month's meeting.

We need to replace our copier. Mr. Coleman checked with Parish government and they do not have any copiers available. In addition, Bill White Business Machines is unable to furnish a copier that meets our specifications. Therefore, based on the board's approval at last month's meeting, I will place an order this week for a CopyStar Model 2050, priced at \$ 3,595 from Veneables Office Supply.

Some of you know already that the large office next door has been rented to the District Attorney and they will also be using the big room that we currently use for storage. We will have use of the kitchen and back bathrooms. The building owner has requested through his real estate agent that we sign a lease for \$ 1,300 per month, but this seems to be open to negotiation. Mr. Coleman will further discuss this in his report.

We gave out a total of 50 new addresses in the Parish during January and they are:

Franklinton	30
Mt. Hermon	04
Pine	03
Bogalusa	09
Angie	04
Total	50

Ron from GeoComm, Brett from Gage, and I performed cell tower testing for Centennial Wireless on Wednesday and Thursday of last week. We were successful in getting their towers partially running on Phase 2. We will continue to work with them to complete their testing.

Hunt Brothers on Thursday also tested the ability of their internet VoIP phone system to respond to 911 calls. The calls were incorrectly routed to the New Orleans Police Department, so they have additional work that needs to be done before they are fully able to handle 911 calls.

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

OLD AND NEW BUSINESS - AUDIT REPORT

Mr. Durden gave a report on our 2004 year end audit; he explained the Louisiana Questionnaire form and the Ethics Rule. He complemented the board on our in house accounting system, stating that the records were well organized and were a pleasure to work with. Mr. Durden then reviewed the 2004 Compilation Report.

Chairman Coleman asked if there were any questions or comments on the audit for Mr. Durden. Hearing none, he called for a motion to accept and sign the Louisiana Questionnaire and to accept the 2004 Compilation Report.

Mr. Fenner made the motion to accept and sign the Louisiana Questionnaire form and to accept the 2004 Compilation Report from Mr. Durden. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Since all CML equipment is installed, present efforts have been directed toward tuning and optimizing it for maximum performance. Mrs. Thomas has already reported on our PSAP equipment. Map development continues on a day to day basis.

Projected completion date is now projected for September. Our weekend, part time help has been unable to work during the month of April. We will try to re-institute weekend work, as soon as we can in order to speed the completion.

The wireless Phase 2 implementation team continues to work with the carriers to manage their implementation efforts. As Mrs. Thomas mentioned, Centennial Wireless did additional testing in April.

The dispatcher mapping system, working in conjunction with our Phase 2 wireless implementation, continues to work well without any problems.

Our 911 web site continues to be updated and in April was visited by 209 new users with 519 page hits, which is greater than the previous month.

As you know, we have shortened the 911 ring time before roll over to 30 seconds. Based on a preliminary review of the April call data, the number of rolled over calls has not significantly increased.

The Unified CAD system project continues forward. The Request for Proposal has been issued, and the vendor pre-bid meeting has been held.

We have also been informed that any Parish bordering on Mississippi has the right to acquire the same CAD, software being used by Mississippi law enforcement agencies at no cost. The software licenses were acquired by a Mississippi state-wide homeland security grant. This grant includes all Maintenance costs until 2009.

Major Julian Allen, of the Harrison County Sheriff's Office is the Mississippi - Louisiana project manager, and he has committed to meet with all of us on Wednesday, May 11th, at 11:00 AM at the WPCD office, 1007 Cleveland Street, at 11:00 AM. Major Allen, as both the project manager, and as a law enforcement officer, highly recommends that Washington Parish join with Mississippi in this project. It will require a T1 connection to Hattiesburg. Other costs that we would incur include hardware and installation. This system has the potential to save the parish \$ 150,000 and thus, should be thoroughly investigated.

It appears that based on the rental of the property next door to the District Attorney's Office, that rental costs in Franklinton may soon reach a new level. We have a decision to make, as soon as our next meeting, on where we need to locate, both long and short term.

In order to understand the options, I have asked Joanna to investigate alternative rental property in Franklinton, and I have asked Jason to work with Kenny to determine what our best deal will be with our current landlord.

I am also becoming increasingly convinced that the construction of a small but expandable building on the property that we own on Dollar Road merits serious consideration by the board. It is entirely possible that such a facility can be constructed for approximately \$ 150,000. This option would probably require 6 to 8 months to complete. The financing of such a facility may be possible with retained earnings, but could conceivably require a short term loan.

In order to better understand this option, I have asked Kenny to review our financing alternatives with the Louisiana Bond Commission. Our goal should be to review the options and lay a path forward at our next meeting.

Lastly, it has become apparent that 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 problem as well as an emergency response issue. We simply must rectify this situation by refusing to address more than two houses on a

private, un-named road. Refusing to address such houses is certainly within our authority. It would be helpful that such a policy be adopted by a vote of the board.

Correcting the existing problem requires the naming of these un-named private roads. This appears to be within the authority given to the District under RS 33:9106, Paragraph D, which reads:

“The governing authority of the District may identify all streets, roads, highways, and dwelling places in the District which are not otherwise designated by name and number in order to carry out the purposes of the district.”

I am asking Kenny Gatewood to confirm such authority and Kenny and I will attempt to develop a path forward on this issue with Parish government.

It has been suggested by the Treasurer that the board consider the adoption of certain By-Laws to serve as a guide to our District. I have therefore prepared a beginning document, which is attached, for your review and consideration at a future meeting.

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 asking for a motion to accept and approve the Chairman’s report, Chairman Coleman asked for a motion to appoint Mr. Verret as the board’s negotiator regarding our rent. Mr. Fenner made the motion to appoint Mr. Verret to negotiate for us, and Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Chairman Coleman also asked the board to review the set of by-laws the he had written up for our organization. The review of them will be placed on the agenda of the next board 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 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 Treasurer's Report, the financial statements, and the checklist Mr. Verret seconded the motion. Motion passed by 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. Verret 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