

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes for October 11, 2005

A regularly scheduled and properly and advertised Washington Parish Communications District Board meeting was held on October 11, 2005 the E-911 Planning Office located at 805 Pearl Street.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Mrs. Cynthia August	Secretary
	Mr. Joshua Bridges	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Jason Verret	
	Mr. Mike Miller	

Others present were:	Mr. Kenney Gatewood	Attorney
	Mrs. Joanna Thomas	Manager
	Mr. Richard Lambert et al.	Architect
	Mr. Sam Fauntleroy et al	Architect

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 August 2, 2005, since they were mailed out to each member prior to this meeting. Mrs. August made the motion to dispense with the reading of the minutes. Mr. Fenner 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 August 02, 2005. Mr. Bridges made the motion to accept and approve the minutes for August 02, 2005. Mrs. August seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

I have been active during the month of August and September with both the normal daily operational issues of the office plus supporting our special projects. First, let me report on the daily operational issues. PSAP equipment is working well with no issues as of this date.

During the storm, the Bell system that connects Washington Parish with the telephone control system in New Orleans was destroyed and our system received no 9-1-1 calls for approximately one week. For another three weeks after that, 9-1-1 calls were routed by Bell to seven digit administrative phones at the police departments. Last week Bell began sending 9-1-1 calls to our equipment, rather than to the administrative phones. Multiple problems were then found and fixed with Gage Telephone assistance.

Due to cell phone system damage, Cingular and Verizon 9-1-1 calls are still being routed to the police department administrative telephones.

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 gave out a total of 41 new addresses in the Parish during September and they are:

Franklinton	22
Mt. Hermon	09
Pine	04
Bogalusa	05
Angie	01
Total	41

During the hurricane I evacuated with my family to Lafayette, but during that time I still continued to work via the telephone and laptop computer. I also assisted via email to help locate displaced citizens. These people emailed our office through our web site asking for help, so I would take the names and numbers and locate their relatives and then email them back with the information that I had. Also, I am working with the Louisiana State Police to close out 9-1-1 calls for our Parish that they had received in Baton Rouge. Currently there are about 200 calls left to close.

I have received many requests for large maps from parish and other agencies that we, at this time, are unable to provide. The purchase of a large map plotter was part of our original mapping program, and it appears that now is the right time to make this purchase. Mr. Coleman has additional information on this printer for your review.

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. Mrs. August made the motion to accept and approve the Manager's Report. Mr. Bridges 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. As Mrs. Thomas has reported, our equipment was capable of receiving 9-1-1 calls during and after the hurricane. Now that Bell is again routing calls to us, we will continue to improve our systems performance.

Four potential areas of improvement include the following:

- Communications between ECS and answering positions via T1 thereby improving reliability and reducing costs.
- Recorded message system connected to ECS thereby reducing the dispatcher workload.
- Intercom connected to ECS thereby increasing dispatcher capabilities.
- Incoming admin line rings at single PSAP for incoming calls thereby increasing ability to handle non traditional emergency calls such as VoIP and re-routed cellular 9-1-1 calls.

Mapping and Addresses

Map development continues forward as Mrs. Thomas mentioned. Projected completion date of road streaming is projected for September with final data clean up must be extended due to the impact of the hurricane.

Subsequent to the hurricane, GIS Corps, a volunteer group of GIS professionals who support agencies during natural disasters at no cost, has been working with us to improve the appearance of our road labels on our new, yet to be published, map. Their work has been completed, and I suggest that we begin to utilize these new maps. After final revisions are made, our 2006 maps can be published in full color.

Requests for large maps can not be met with present equipment. Therefore, it is now appropriate to purchase the wide carriage map plotter, rather than in a few months when the final maps will be available.

Phase 2 Wireless Implementation

The wireless Phase 2 implementation team will have to retest all towers in the parish for accuracy after the cell carriers return their systems to normal. Centennial and Sprint are sending us Phase 1 information, and Cingular, Verizon, and the old AT&T system is still being routed to the police department's administrative telephones.

Dispatcher Mapping

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

Public 911 Education

Our 911 web site continues to be updated and has been visited by 232 new users with 692 page hits. Information on our web site was being utilized by the public in an effort to establish communication with relatives in Washington Parish.

Unified CAD System for Washington Parish.

The Unified CAD system project is still on a 90 day hold. Hurricane related priorities at the Louisiana Office of Homeland Security, will further delay their review of the Mississippi Automated System Project (MASP).

WPCD's Basic Communications Center for Washington Parish

Based on the events surrounding Hurricane Katrina, a request to Congress for \$ 4.8 million has been submitted to Senator Vitter and Senator Landrieu and the request subsequently became part of Senate Bill S.1765. I have attached a copy of this request for your review.

In an attempt to further develop support for this initiative, I traveled to Chicago this past week to present a report to the national leadership of NENA (National Emergency Number Association) outlining the communication system failures within Washington Parish and to requested support in obtaining Congressional funding. This request for support was received favorably by NENA. I have attached a copy of my report to NENA for your review.

Therefore, it appears prudent to immediately accomplish: (1) Obtain a price from Weyerhaeuser Corp. to obtain approximately five additional acres of property, and (2) Make a decision on which Architectural and Engineering firm to engage once the final building configuration is determined.

In order to meet these goals, I have obtained a surveyor plat of the expanded building site for Weyerhaeuser to use in their determination of property cost, and have asked Fauntleroy and Latham plus Richard Lambert and Associates to present their proposals to us tonight.

Following their presentations, it is requested that the Board name one of the two firms as our Architect of Record pending the determination of a final building configuration and a successful negotiation of a contract.

Road Addressing

As mentioned at the last meeting, certain addressing issues require the development of certain procedures which both us and Parish government can agree to. We are in the process of developing an ordinance to address these issues for consideration by parish government. The final form of this ordinance should be finished by our next meeting.

By-Laws

As you may remember from our previous meeting, the District by Laws was approved on a preliminary basis at our July meeting. Final review has been delayed until the November meeting.

Conclusions

The recent events surrounding the Katrina emergency have affected the lives of every citizen within Washington Parish. Our abilities to cope with the hardships of the last weeks have been severely tested. By the Grace of God we have prevailed. Let us go forward to rebuild our lives and our emergency communication systems to the best of our ability.

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.

After asking for questions and hearing none, Chairman Coleman then called for a motion to accept the Chairman's Report. Mr. Fenner made the motion to accept and approve the Chairman's Report. Mr.s. August 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.

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 and the comparison of actual spending compared to the 2005 revised budget. Mrs. August seconded the motion. Motion passed by a unanimous vote.

OLD AND NEW BUSINESS

Mr. Coleman stated that, as Mrs. Thomas mentioned, requests for large maps can not be met with present equipment. Therefore, since a wide carriage map plotter was included in our original mapping plans, it is appropriate to purchase the wide carriage map plotter at the present time, rather than in a few months when the final maps will be available.

Preliminary, large wall maps and aerial photography will be printed for hurricane recovery efforts by the Shaw Group and others.

After discussion, a motion was made by Mrs. August to purchase an HP 5500, 42 inch printer from Ultra Computer in Baton Rouge, under Louisiana state contract pricing. Ultra Computer was recommended by the state purchasing office and the Warden James Miller at WCI. Mr. Bridges seconded the motion. Motion passed by an unanimous vote.

Mr. Coleman reported that based on the events surrounding the operation of the Washington Parish EOC during and after Hurricane Katrina, approximately five additional acres of property would be needed at the Dollar Road site. This additional property will be needed for (a) Equipment staging, (b) Relief supplies staging, (c) Emergency vehicle staging, (d) Fuel staging, (e) multiple antenna locations, and (f) multiple helicopter landing areas.

Mr. Coleman suggested that an inquiry be made to Weyerhaeuser that based on a surveyor's plat of additional land, as to their price. Mr. Bridges made a motion that an inquiry be made to Weyerhaeuser that based on a surveyor's plat of additional land, as to their price. Mr. Fenner seconded the motion. Motion passed by an unanimous vote.

Mr. Coleman then reviewed the status of the RFP for Architectural and Engineering services which was responded to by two firms. Mr. Coleman reported that the final two firms we as follows and that they were prepared to make their presentations tonight.

Fauntleroy and Latham
229 St John Ln
Covington, La 70433
985 893-4100

Richard Lambert and Associates
521 N Causeway Blvd
Mandeville, LA 70448
985 727-4440

Mrs. August was unable to stay for this presentation, and therefore suggested that the presentations be made to the remaining board members as a committee and that the committee's recommendation be adopted by the Board.

She therefore 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.

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 the Board meeting and to continue as the Architectural Committee.

Mr. Bridges made the motion to adjourn the Board meeting and to continue as the Architectural Committee. Mr. Fenner seconded the motion. Motion passed by a unanimous vote. Meeting of the Board adjourned at 6:45 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: _____
Mrs. Cynthia August, Secretary

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Architectural Committee
Minutes for October 11, 2005

A meeting of the Washington Parish Communications District Architectural Committee was held on at October 11, 2005, at 6:55 PM at the E-911 Planning Office located at 805 Pearl Street.

Members present were: Mr. James Coleman
 Mr. Gary Fenner
 Mr. Joshua Bridges

At this time Richard Lambert made a presentation on their firm and their qualifications to perform architectural and engineering services for the design and construction of a Communications Center for Washington Parish. Mr. Lambert et al. then excused themselves from the meeting.

Sam Fauntleroy then made a presentation on their firm and their qualifications to perform architectural and engineering services for the design and construction of a Communications Center for Washington Parish. Mr. Fauntleroy et al. then excused themselves from the meeting.

After hearing each firm's presentation and discussing their respective qualifications, Mr. Fenner made the motion to enter into negotiations with Richard Lambert and Associates firm 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.

PUBLIC COMMENTS

There were no public comments.

Chairman Coleman called for any additional comments or questions from the members of the committee. Hearing no other questions or additional comments, Chairman Coleman called for a motion to adjourn the meeting. Mr. Bridges made the motion to adjourn. Mr. Fenner seconded the motion. Motion passed by a unanimous vote. Meeting adjourned at 8:30 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: _____
 Mrs. Cynthia August, Secretary