

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes for August 02, 2005**

A regularly scheduled and properly and advertised Washington Parish Communications District Board meeting was held on at August 02, 2005 the E-911 Planning Office located at 1007 Cleveland Street.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Mrs. Cynthia August	Secretary
	Mr. Jason Verret	
	Mr. Mike Miller	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Joshua Bridges	

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.

**READING OF THE MINUTES**

Chairman Coleman called for a motion to dispense with the reading of the minutes of July 05, 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 July 05, 2005 Mr. Miller made the motion to accept and approve the minutes for June 05, 2005. Mrs. August seconded the motion.. Motion passed by a unanimous vote.

**MANAGER'S REPORT**

**Daily Operational Issues**

PSAP equipment is working well with no issues. It appears that the system has now been fully de-bugged.

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 46 new addresses in the Parish during June and they are:

Franklinton	23
Mt. Hermon	03
Pine	07
Bogalusa	08
Angie	05
Total	46

### **Special Projects**

All three new Cingular towers (Mt. Hermon, Angie, and Enon) have been tested and approved for Phase 2.

A meeting was held with John Barry of the Sandstone sub-division, and an acceptable plan was developed for addressing this new development in the Enon – Isabel area.

A pre-proposal meeting of architectural firms was held on July 20<sup>th</sup>, and Mr. Coleman will report the details of this meeting.

A meeting with the parish road committee was held on July 25<sup>th</sup>, and Mr. Coleman will report the details of this meeting.

A meeting of the personnel committee was held on July 28<sup>th</sup> to review employee performance during the past 12 months.

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. Mrs. August made the motion to accept and approve the Manager's Report. Mr. Miller 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. In a review of the critical spares list, it was

determined that we did not have a spare ANI/ALI modem for the connection to Intrado. We have therefore purchased a spare modem and placed it in our spares cabinet.

## **Mapping and Addresses**

### ***Map Development***

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

### ***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, the three new Cingular towers in Mt. Hermon, Angie, and Enon have been successfully tested and approved for operation.

### ***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 89 new users with 636 page hits. Information added includes a section called, "Frequently Asked Questions", which is attached to this report for your information.

## **Other Issues**

### ***Unified CAD System for Washington Parish***

The Unified CAD system project is still on a 90 day hold to allow sufficient time for Colonel Jadwin V. "Jay" Mayeaux, Jr, Deputy Director Homeland Security, State of Louisiana, to review the Mississippi Automated System Project (MASP).

The results of this review will help Washington Parish Agencies to better understand the potential benefits of the Mississippi system as it relates to the future plans of the Louisiana Office of Homeland Security and Emergency Preparedness. This review will also result in a better understanding of the costs of the Mississippi system and the level of financial and technical support which the State of Louisiana may be willing to extend to Washington Parish on either of the two alternatives.

***WPCD's Basic Communications Center for Washington Parish***

As mentioned at our last meeting, the Request for proposal for Architectural, Engineering, and Construction Management Services for a Basic Communications Center for Washington Parish has been prepared and released to interested firms. This RFP has been placed on our web site for public review, and has been advertised in the paper as a courtesy to local firms, even though such advertisement is not required for the acquisition of professional services.

A pre-proposal meeting was held on July 20<sup>th</sup>, and the meeting was attended by the following non-district attendees :

Dan Foil  
Chief Criminal Deputy, WPSO

Sam Fauntleroy  
Fauntleroy and Latham  
229 St John Ln  
Covington, La 70433  
985 893-4100  
sam@fl-inc.com

Kirby Pecot  
Pecot and Company  
300 Rue Beauregard  
Bldg D  
Lafayette, LA 70508  
(337) 264-1874  
[pecot301@aol.com](mailto:pecot301@aol.com)  
[pca@pecotarchitects.com](mailto:pca@pecotarchitects.com)

Richard McCloskey  
Richard Lambert and Associates  
521 N Causeway Blvd  
Mandeville, LA 70448  
985 727-4440  
[rmccloskey@rlconsultants.com](mailto:rmccloskey@rlconsultants.com)

Based on the input from this meeting, certain items were revised and the RFP was re-issued on July 26<sup>th</sup>. Proposals from interested firms are due on August 26<sup>th</sup> and presentations to the District are scheduled between September 5 through September 9, 2005.

### ***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. During a meeting of the Parish's road committee on July 25<sup>th</sup>, Joanna and I reviewed the attached brochure with the committee and it was found to be appropriate and all present said that it would be very helpful to the public.

The committee requested that the District handle all addressing issues including the naming of un-named roads when every such is necessary for proper addressing as determined by the District. The attached General Guidelines were reviewed by the committee members and found to be appropriate from their point of view as a guide for the District and Parish government to follow as it relates to this issue.

As a follow up, the committee requested that this issue be reviewed one final time at the next committee meeting. It was requested that Kenny review this issue and advise them if the proposed path forward could be handled administratively or if such would require a resolution in public session.

### ***By-Laws***

As you may remember from our previous meeting, the District By Laws were approved at our last meeting, subject to legal review and modification. I suggest that any such suggested revisions be reviewed during our September meeting.

### ***2005 Budget***

Following our Treasurer's report, it is suggested that the Board review the 2005 budget and revise as necessary.

### ***Personnel Committee***

The Personnel Committee met on Thursday, July 8<sup>th</sup> to review personnel performance and to recommend compensation adjustments based on such performance. We will need to go into executive session for this discussion of personnel issues.

### ***Conclusions***

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.

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. Miller 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. After reviewing the budget, Mr. Fenner called for a motion for the board to revise our 2005 budget.

Chairman Coleman called for a motion to accept and approve the treasurer's report, the financial statements and the checklist and to approve the revised budget for 2005.

Mr. Miller made the motion to accept and approve the financial statements and the checklist and the 2005 revised budget. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

### **OLD / NEW BUSINESS**

Chairman Coleman called for a motion to have our attorney Mr. Gatewood review the by-laws and upon his approval they will put in place. Mr. Fenner made the motion for Mr. Gatewood to review the by laws and upon his legal approval the by-laws will be passed and made official. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

Mr. Miller stated that the Mayor of Franklinton requested that we would allow the Fair Association put their float in the bay. Mr. Miller made the motion to allow the Fair Association to put the float in the bay. Mr. Verret second the motion. Motion passed by a unanimous vote.

### **COMMITTEE REPORTS**

Cynthia August, speaking on behalf of the Personnel Committee requested that the Board go into executive session to review personnel performance and compensation.

Chairman Coleman, acting on Mrs. August's request, called for the board to go into executive session unless there was objection. There were no objections. At this time the board went into executive session.

The board returned from executive session. Mr. Coleman reported that no business conducted during that session.

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.

Mrs. August made the motion that based on her performance, Mrs. Thomas have her yearly pay immediately increased to a level equal to the mid point of a Grade 14. This grade is available for those employees of clearly superior performance between the Manager and Director positions and also includes adjustments from the US Dept of Labor Consumer Price Index. Mr. Fenner 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 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