

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of December 05, 2006**

A regularly scheduled and properly advertised Washington Parish Communications District Board meeting was held on December 5, 2006 at the E-911 Planning Office located at 805 Pearl Street, Franklinton, Louisiana.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mr. Joshua Bridges	
Members absent were:	Mr. Jason Verret	
	Mr. Mike Miller	
	Mrs. Cynthia August	Secretary
	Mr. Gary Fenner	Treasurer
Others present were:	Mr. Kenny Gatewood	Attorney
	Mr. Tony Arikol	Professional Engr. Consultants
	Mr. Richard Jenkins	Moore and Jenkins
	Mr. Richard McCloskey	Lambert Consultants
	Mr. Eric Riley	Lambert Consultants

Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Mr. Stogner opened with prayer and the pledge of allegiance to the flag of the United States.

**ROLL CALL OF BOARD MEMBERS**

Mr. Coleman called the roll. The results of that roll call are recorded above.

Lacking a quorum, Chairman Coleman called for a motion to conduct business as an ad-hoc committee. Mr. Bridges made the motion to conduct business as an ad-hoc committee. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Chairman Coleman called for a motion for the committee to recommend to the Board that the minutes of November, 2006, be approved. Mr. Stogner made the motion to recommend to the Board that the minutes of November, 2006, be approved. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN’S AND MANAGER’S REPORT**

### **Addressing**

During the month of November, the following addresses were issued. As you notice, the numbers have jumped back up. Both the Parish Government and the District are experiencing a glut of both permit and addressing requests due to the pending adoption of a new permit system.

Franklinton	43
Mt Hermon	16
Bogalusa	19
Pine	14
Total	92

### **Personnel**

Rachel Marco resigned today effective Friday, December 15. She has accepted a similar job with St Tammany government.

Our temporary 1099 employee Jimmy Creel is currently in training, and a second temporary is being interviewed tomorrow. This will help us continue our addressing program until a permanent employee is hired. Once a permanent is hired, the temporary employee(s) will be assigned to GPS point acquisition and addressing overloads. Our first temporary employee did not continue beyond the orientation stage.

The board is requested to furnish guidance on the beginning salary of a future permanent employee.

Based on the request from the personnel committee, I have investigated potential benefit programs for our employees. Benefit programs generally include a health insurance provision and a retirement provision.

The parish government plan last year cost \$1,100 per month per employee for health insurance and 12.75 per cent of the employee’s salary for insurance. Health insurance costs have declined for next year, but are expected to return to previous levels thereafter. During my last communication with parish government, they were not in favor of our employees being part of the Washington Parish benefit program.

I have asked Richard Jenkins to review with us what he is seeing throughout the area as it relates to employee benefits.

## **PSAP Equipment**

PSAP equipment is operating appropriately. On November 24<sup>th</sup>, the main recorder was out of service for approximately 12 hours. Following a re-boot of the system and on line troubleshooting, the system has been trouble free since then.

## **Map Development**

As reported at our last meeting, its time to change our map book format from black and white to color. I have printed a majority of the maps for you to look over. At our next meeting Joanna will report on printing costs of the new map books.

## **Public 911 Education**

Our 911 web site had 706 page loads and 190 new visitors during the month of November. This is an increase from the previous month.

Other Issues

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

The Louisiana Bond Commission has received our request for consideration. This request is being held pending receipt of documentation from our funding agency engineer. Professional Engineering Consultants is appropriately positioned to respond to the Bond Commission request given our contract approval tonight. Based on our request at the last meeting, a contract is ready for approval at a cost of \$ 7,700. Tony Arikol, President of PEC, is expected to be here tonight to review this with you.

The information developed as part of the work by PEC for the Bond Commission and the United States Department of Agriculture will also be utilized to satisfy the requirements of the Louisiana Army National Guard in their approval process for site preparation.

Turner Survey is ready to begin final topographic grid surveying next week. Expected cost to accomplish this task is \$ 5,200.

Lastly, Lambert Architects has completed the preliminary design for the facility. The next phase for Lambert is to accomplish a Phase 1 detailed design. Richard McCloskey is expected to be here tonight to review this with you.

## **Front Line Addressing Vehicle**

Mike Miller and James Merritt have been working with Joanna to locate a four wheel drive vehicle for the District. A visit to Baton Rouge last week was unsuccessful. This effort will continue until completed.

Quotes for vehicle addressing and mapping equipment are being secured for review.

### **Communication District Offices**

The proposed MOU between the District and parish government was approved by the Parish Council with a change in wording. The new wording states that the rent will be “at least \$ 200 per month.” It is expected that President Taylor will attempt to increase the monthly rent to cover a portion of the conference room remodeling costs.

### **Automatic Vehicle Location System**

The AVL system is being reviewed by parish government as a part of an overall ambulance related ordinance. No path forward has been agreed to on this issue.

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

Negotiations between the District and the CAD vendor have not progressed. These negotiations are important, in my view, to establish specific performance criteria of the system. While there has been some pressure from the law enforcement agencies to “speed up the process”, it is in our best interest to continue the course that we are on.

### **Cost Recovery**

The recovery of addressing and related building and personnel costs is possible through the use of our recently parish government authorized fees for addressing. Kenny Gatewood will review his legal findings on cost recovery via a fee.

Chairman Coleman called for any questions concerning the Chairman’s Report. Hearing none, Chairman Coleman called for a motion for the committee to accept the Chairman’s Report and recommend to the Board that it be approved. Mr. Bridges made the motion that the committee accept the Chairman’s Report and recommend to the Board that it be approved. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

### **TREASURER’S REPORT**

Mr. Coleman presented the Treasurer’s report on behalf of Mr. Fenner. Mr. Coleman 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 register, cash receipts, the account reconciliation statement, and the 911 funds statement with cash disbursements. Lastly, Mr. Coleman reviewed the year end budget adjustments.

Chairman Coleman called for a motion that the committee accept the Treasurer’s report, the financial statements, the checklist, the 2006 budget review and year end budget adjustments

and recommend to the Board that it be approved. Mr. Bridges made the motion that the committee accept the treasurer's report, the financial statements, the checklist, the 2006 budget review and year end budget adjustments and recommend to the Board that it be approved. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

## **COMMITTEE REPORTS**

There were no committee reports.

## **NEW / OLD BUSINESS**

Mr. Richard Jenkins of Moore and Jenkins reported to the committee that he is observing that more and more organizations are offering their employees health insurance and retirement benefits in order to attract and keep high quality employees. He mentioned his personal experience with his own company plus a Bogalusa based construction company as an example. The committee thanked Mr. Jenkins for his presentation.

Mr. Tony Arikol of Professional Engineering Consultants reported to the committee that the environmental and other documentation requirements needed by federal agencies such as the Louisiana National Guard plus the United States Department of Agriculture can be prepared at a cost of \$ 7,700 which is less than reported at the last meeting.

Chairman Coleman called for a motion for the committee to recommend to the Board that a contract with Professional Engineering Consultants be approved for environmental engineering and other documentation requirements needed by federal agencies such as the Louisiana National Guard plus the United States Department of Agriculture.

Mr. Bridges made the motion that the committee recommend to the Board that a contract with Professional Engineering Consultants be approved for environmental engineering and other documentation requirements needed by federal agencies. Mr. Stogner seconded the motion. Motion passed by a unanimous vote. The committee thanked Mr. Arikol for his presentation.

Mr. Eric Riley of Lambert Consultants presented the final preliminary floor plan for the entire Washington Parish Emergency Communications Center. Mr. McCloskey discussed the path forward to develop the final design documents and construction bid documents for the Phase 1 design. This portion of the project will require approximately 3 – 4 months to complete.

Following the presentations, the Programming Book and drawings were officially transferred to the committee. The committee thanked Mr. Eric Riley and Mr. Richard McCloskey for their presentations.

Mr. Coleman requested that a properly advertised Washington Parish Communications District Board meeting be held at 6:30 PM on December 14<sup>th</sup> at 11389 Dutch Stogner Rd, Bogalusa, Louisiana.

**PUBLIC PARTICIPATION**

There was no public participation.

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.

Mr. Stogner made the motion to adjourn the committee meeting. Mr. Bridges seconded the motion. Motion passed by a unanimous vote. Meeting of the committee adjourned at 7:00 PM.

As recorded by: Mr. Jim Coleman

Approved by: \_\_\_\_\_ Mrs. Cynthia August, Secretary