

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes for January 03, 2006

A regularly scheduled and properly and advertised Washington Parish Communications District Board meeting was held on January 03, 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. Gary Fenner	Treasure
	Mr. Joshua Bridges	
	Mr. Mike Miller	
	Mr. Jason Verret	

Members absent were:	Mrs. Cynthia August	Secretary
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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. Mr. Gary Fenner 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 December 06, 2005, since they were mailed out to each member prior to this meeting. Mr. Stogner made the motion to dispense with the reading of the minutes. Mr. Jason Verret 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 December 06, 2005. Hearing none, Mr. Coleman called for a motion to accept and approve the minutes as written. Mr. Bridges made the motion to accept and approve the minutes for December 06, 2005. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

Daily Operational Issues

PSAP equipment is working well with no issues as of this date.

Gage telephone completed their system improvements on Thursday, December 8 2005. Improvements were made to the non-emergency phone number announcement system, and to the VoIP and Wireless alternate routing system.

Verizon Wireless completed testing of their dedicated trunks to Washington Parish on Wednesday, December 14, 2005. Verizon wireless calls from Washington Parish are now being sent to the Bell South tandem on these new trunks. This will help improve reliability of the Verizon system.

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. Questions from GeoComm are also being answered as quickly as possible, given the higher than normal number of new addresses.

The accounting system is working well. Mr. Fenner and I continue to input the monthly Financial data.

We gave out a total of 57 new addresses in the Parish during December. This number continues to be higher than the pre-Katrina level. Location of these addresses were:

Franklinton	28
Mt. Hermon	17
Pine	06
Bogalusa	05
Varnado	03
Angie	06
Total	57

Special Projects

The large map printer from Hewlett Packard has been delivered and installed and is working well. Mr. Coleman has already printed out copies of the Franklinton and Bogalusa city maps and has delivered them to the agencies. Additional maps will be made available to the fire districts at their regular meeting on Thursday of next week. Cingular has just committed to retesting all of their towers in Washington Parish. This retesting should be accomplished within the next few weeks.

Chairman Coleman called for any questions concerning the Manager's Report. Mr. Stogner made the motion to correct the Manager's report from last month to reflect the correct month for the addresses given that month. With the corrections being made, 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. Stogner seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

I'm happy to report that the progress of the Commission has been excellent over the past month and that the day to day issues of the Commission have been effectively handled in the office.

PSAP Equipment

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 is working well and several improvements have been installed.

Mapping and Addresses

Map Development

Map development continues forward as Mrs. Thomas mentioned. Final mapping questions are expected to be received from GeoComm by the middle of the month. Subsequent to our reply, the final map will be installed on all dispatch computers.

Phase 2 Wireless Implementation

As previously mentioned, the wireless Phase 2 implementation team will have to retest all towers in the parish for accuracy during the first part of 2006.

Dispatcher Mapping

The new aerial photography is in the process of being placed on our internet web site. Installation on the web site should be completed this week. This will help to get this information out to the public.

I have attached the article that will be submitted to the newspapers. This should inform the public of our web site and help them to better understand our services and activities.

As I mentioned at the last meeting, these photographs will require additional work to be satisfactorily used by the dispatchers. The individual photographs when "quilted" together don't always match up well, one to the other. The process to correct this problem is called orthorectification.

We are currently attempting to develop alternative ways to get the ortho-rectification performed. Based on preliminary information, the time required to accomplish this is beyond the expected date for the map revisions to be installed on the dispatch computers. Therefore, these photographs will be installed "as is" until ortho-rectification is accomplished.

Public 911 Education

Our 911 web site continues to be updated and has been visited by 94 new users with 398 page hits.

Other Issues

Unified CAD System for Washington Parish

The proposal from PTS Solutions to allow the sharing of existing data by the Washington Parish Sheriff's Office and the Bogalusa Police Department was received on December 29th. This sharing of data over our existing T1 network, appears to be an appropriate step by us. I hope to have this proposal ready for the board to review at our meeting in February.

WPCD's Basic Communications Center for Washington Parish

On Friday, December 30, 2005, President Bush signed into law H.R. 2863, the "Department of Defense, Emergency Supplemental Appropriations to Address Hurricanes in the Gulf of Mexico, and Pandemic influenza Act, 2006," which contains funding to support relief and reconstruction efforts related to the hurricanes in the Gulf of Mexico.

This bill contains \$ 6.2 billion for community development block grants. I have been in contact with Senator Nevers and we will soon be traveling to Baton Rouge to investigate the possibility of securing a portion of these funds for our project.

If we are unsuccessful in obtaining these funds, our next best opportunities will be :

1. Loans guaranteed by the United State Department of Agriculture Rural Development Office, Amite, Louisiana.
2. Budget reconciliation supplemental by Memorial Day, 2006.
3. Specific appropriations request approval for 2007 spending.

In order to insure that we maintain our schedule, the board, at our last meeting, approved the signing of the contract with Richard C. Lambert Consultants pending legal approval. Kenny Gatewood informed me of that approval last week. Prior to signing, I will check to see if any modifications need to be made to ensure compliance with the community development block grant program.

Road Addressing

As mentioned at the last meeting, certain addressing issues require the development of procedures which both us and Parish government can agree to. We are still in the process of developing an ordinance to address these issues for consideration by parish government.

Upcoming Events

Joanna and I will be attending a seminar in Baton Rouge on the post Katrina rebuilding of 9-1-1 facilities and services on January 23rd. There is no cost to the agency for registration. If you would like to also attend this seminar, please let Joanna know, and she will get you registered to attend

Officer Election

It is customary that an election of officers be held during the first meeting of each year, and for informational purposes, I would like to report that all current officers have expressed a willingness to serve another year if it is the desire of the board. It is requested that the board elect their officers for 2005 during tonight's meeting.

Ongoing Projects and Programs

The following updates are submitted to the board on ongoing projects and programs :

The District's agreement with the United States Attorney, Eastern District of Louisiana, concerning the settlement of a complaint brought under the Americans with Disabilities Act by a deaf woman who could not get through to her 9-1-1 emergency service on her TDD continues to be implemented. TDD test calls for the last quarter of 2005 were successfully completed by all dispatchers. Training updates for all dispatchers planned for the last half of 2005, were delayed due to the hurricanes. They will be re-scheduled as soon as possible.

Following a discussion during the meeting of July, 2004, an invitation was issued on July 21, 2004, to all EMS services in the parish to connect to our new (at that time) computer dispatch system. No agency has yet chosen to connect to our system. It is suggested that this invitation be now re-issued to the EMS agencies in the parish. The agencies would be required to purchase their own equipment directly from CML and GeoComm at a cost of approximately \$24,000 and also to install and maintain their own T1 circuit to our equipment.

At the November, 2004, board meeting, Mr. Bridges made the motion to sponsor an APCO dispatcher course and to send a maximum of six local dispatchers to the course. Cost of this course would be \$ 310 per student. Mr. Stogner seconded the motion. Motion passed by a unanimous vote. An APCO course was not taught in Washington Parish last year. Therefore, it is suggested that we renew our support for dispatcher training up to \$ 350 per dispatcher for course registration costs, after the submission of proper documentation including a course completion certificate.

Conclusions

The recent events surrounding the Katrina emergency are still affecting our citizens and our 9-1-1 system. It may take several more months to resolve the immediate issues related to Katrina. Long term, more complex issues may require several years to resolve. Observation indicates that all agencies and personnel within those agencies have, in many ways, come together with a mindset to make the necessary improvements.

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 asked for any questions or comments, and hearing none, Chairman Coleman then called for a motion to accept the Chairman's Report. Mr. Stogner made the motion to accept and approve the Chairman's Report. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

NEW / OLD BUSINESS

Chairman Coleman called for nominations on officers for 2006. Mr. Verret made the motion to nominate and reappoint our current officers which are : Mr. Coleman – Chairman, Mr. Stogner – Vice-Chairman, Mr. Fenner – Treasurer and Mrs. August – Secretary. Mr. Bridges seconded the motion and the motion passed by a unanimous vote.

Mr. Stogner made the motion to renew the invitation to all EMS services in the parish to connect to our computer dispatch system, with the agreement that each agencies would be required to purchase their own equipment directly from CML and GeoComm at a cost of approximately \$24,000 and also to install and maintain their own T1 circuit to our equipment.

Mr. Fenner seconded the motion. Motion passed by a unanimous vote. Mr. Gatewood suggests that we write the agencies a letter informing them of this motion, and that it includes a statement for them to return to us which either accepts or declines the invitation.

Mr. Stogner made the motion that upon receipt of documentation of successful completion, the Communications District will reimburse the course registration cost, not to exceed \$350 per dispatcher, of any 9-1-1 or dispatch related training courses taken in 2006, by the full time law enforcement dispatchers employed by agencies in Washington Parish. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

As part of the pre-vote discussion of this motion, it was the understanding of the board that there are approximately 4 full time dispatchers per agency that would be eligible to take advantage of this program.

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 also suggested that the 2005 budget be adopted as the 2006 budget.

Mr. Stogner made the motion to accept and approve the treasurer's report which includes all financial statements, check list and to approve the 2006 budget as suggested by Mr. Fenner. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner then called for a motion sign a letter of engagement with Mr. Bill Durden for the 2005 year end audit, with the cost not to exceed \$3,000.

Mr. Bridges made the motion to sign a letter of engagement with Mr. Bill Durden to do our 2005 year end audit with a cost not to exceed \$3,000. Mr. Stogner seconded the motion. Motion passed by a 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.

Mr. Miller made the motion to adjourn the Board meeting. Mr. Verret seconded the motion. Motion passed by a unanimous vote. Meeting of the Board adjourned at 7:50 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: _____

Mrs. Cynthia August, Secretary