

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes for September 05, 2006**

A regularly scheduled and properly and advertised Washington Parish Communications District Board meeting was held on September 05, 2006 at 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. Jason Verret	
	Mr. Joshua Bridges	
	Mr. Mike Miller	

Members absent were: Mr. Mike Stogner

Others present were:	Mr. Kenney Gatewood	Attorney
	Mrs. Joanna Thomas	Manager
	Mr. Jim Ryan	Government Consultants of Louisiana
	Mr. Tony Arikol	Professional Engineering Consultants

Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Mrs. Cynthia 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, 2006, since they were mailed out to each member prior to this meeting. Mr. Fenner made the motion to dispense with the reading of the minutes. Mrs. August 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, 2006. Mr. Bridges made the motion to accept and approve the minutes for August 2006. Mrs. August seconded the motion. Motion passed by a unanimous vote.

## MANAGER'S REPORT

PSAP equipment is working well, with no issues to report. There have been no equipment failures during the past month. The large map printer has been repaired and is now working well. The power supply and disk drive were changed out. The unit was under warranty and repairs would have cost \$ 3,000. The technician reported that there is one month left on our warranty and highly recommends that three additional years be added to the warranty at a cost of \$ 800 per year.

Ms. Marco continues to issue new addresses and streams all new roads in the Parish outside of Bogalusa and Franklinton. Also, all new structures are given GPS coordinates.

We have given out a total of 87 new addresses in the Parish during August. Seventeen of these addresses were for FEMA trailers. Location of these addresses was:

Franklinton	54
Mt. Hermon	07
Pine	09
Bogalusa	15
Varnado	00
Angie	02
Isabel	00
Total	87

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

The GeoComm maps and mapping software upgrades continue to be utilized without any problems. Changes and updates to the maps are being submitted to GeoComm as part of our ongoing map maintenance agreement as they become available.

Two meetings were held with Richard McCloskey during the month of August to further improve the communications center layout. We have completed our input to the layout, and Mr. McCloskey should have the final inputs from Homeland Security completed and ready for our review at the October meeting.

Cell system testing was accomplished during August for Cingular, Nextel, and Centennial Wireless. Many issues were resolved during this test period and the Phase 2 wireless location system is now improved. Two new Nextel sites remain to be tested, plus the Sprint and Verizon systems. Requests have been made to both Sprint and Verizon for system testing but they have yet to respond.. This testing is designed to make sure that all equipment is working properly after their Katrina related changes have been made.

Our move to the rear building has been completed. This move was done by the WPSO trustees. Following the move, Gage telephone relocated the internet and telephone circuits.

Following our move, the front building keys were given to Tommy Thiebaud. Mr. Thiebaud and Fred Grages from parish government have been developing a layout for the front building which includes a larger reception area. This reception area will be locked to prevent the public from entering the offices without permission from either us or Homeland Security. Construction will probably begin during September. The outside of the building will also be painted to improve its appearance.

Lastly, two TDD courses were given at the Franklinton Fire Department for fourteen law enforcement dispatchers as part of our settlement agreement. A post Katrina outreach meeting for the hearing impaired community is being planned for September. Also, third quarter TDD calls will be made this week to determine dispatcher proficiency.

During this course the dispatchers pointed out that more and more foreign language 9-1-1 calls are being received in Washington Parish. Thus, I am arranging for a connection to be added to our equipment to AT&T's foreign language 9-1-1 operator service. The cost of this connection is \$ 1.50 per minute of use. Costs should not exceed \$ 25 per month.

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. Bridges made the motion to accept and approve the Manager's Report. Mr. Fenner 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**

Based on the potential future repair cost of the large map printer, it is suggested that the maintenance agreement be seriously considered.

### **Map Development**

The revised mapping software continues to operate appropriately.

## **Phase 2 Wireless Implementation**

The wireless system testing that Mrs. Thomas reported required three full days to accomplish.

This was especially timely given the problems which arose earlier in the month from Cingular's rerouting of 9-1-1 calls from the Houston switch to one in Hammond.

## **Public 911 Education**

Our 911 web site had 680 page loads and 214 new visitors during the month of August.

## **Basic Communications Center for Washington Parish**

As you may remember, Jim Ryan of Government Consultants of Louisiana was engaged at our June meeting to assist us in the obtainment of either Louisiana bond financing or CDBG grant financing, or a combination of both. He is scheduled to give us an update tonight on his progress.

I attended a Washington Parish visit by Senator David Vitter. During his public presentation, Senator Vitter mentioned that the emergency communications center was a high priority item with him. His aide Amber Burch-Page was given a three ring binder with details of our project.

During the week of August 5<sup>th</sup> I traveled to Florida for an APCO meeting and met with the following people to discuss our communication center needs. Gathering the best available information from established leaders in the industry is especially important at this point in our project.

<b>Person</b>	<b>Company</b>	<b>Subject</b>
Madeleine McAfee	Motorola	Radio Control Systems
Rick McLaury	CML	Back Up Controller
James Ballard	HigherGround	Recorder Upgrades
Todd Pieper	GeoComm	AVL and Ringdown Systems
Jim Troyer	Alcatel	Microwave Systems
Phil Burks	Genesis	Recorder Interfaces
Dominic Bouloy	American Tower	Crank Up Towers
Dorothy Spears Dean	VITA	VoIP Implementation
Stanley Johnson	NOAA	Skywarn
James Hardee	Sabre Site Solutions	Self Supporting Tower
Allen Muse	Cingular	Cell System Problems
Emory Washington	Agiosat	Satellite Communications
Marty Christensen	EFJohnson	Radio Control Systems

Nicole Burklow	Sprint	Portable COLTs
Emily Caccia	NENA	New 9-1-1 Technologies
Norm Forshee	St Clair County 9-1-1	Motorola Radio Systems

Next week, I will be visiting Norm Forshee at his 9-1-1 center in St Claire County, IL, to have an in depth review of the technical issues of implementing a 700 mhz radio system similar to the one being installed in all Washington Parish agencies. I will also be reviewing the benefits of installing an IP based 9-1-1 control system as a back up in Washington Parish.

These two issues are of particular importance to us in Washington Parish and merit careful review and thought prior to communications center construction.

**Communication District Offices**

Mr. Tommy Thiebaud is in the process of moving into the building.

Mr. Gatewood is working with the new parish council legal representative to develop a Memo of Understanding (MOU) between the Communications District and parish government. He may have an update for us tonight.

**Timber Sale**

Our sale to Weyerhaeuser for \$ 24,404 for the timber on the 8.88 acres, or \$ 2,748 per acre has been completed, and the funds have been deposited in our bank account.

**Automatic Vehicle Location System**

The AVL system is still being reviewed by the ambulance companies and parish government. Both ambulance services have been invited to a parish infrastructure committee meeting on September 11<sup>th</sup> to discuss the issue of improvements to the 9-1-1 dispatch and response system. AVL would play a part in a response improvement effort.

**Personnel Committee**

The Personnel Committee met earlier tonight and will present their recommendations during tonight’s meeting.

**Conclusions**

The recent events surrounding the Katrina emergency are still affecting our citizens and our 9-1-1 system. The challenges of fine tuning and improving our system continues. 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 concerning the Chairman's Report, hearing none, Chairman Coleman called for a motion to accept the Chairman's Report. Mrs. August 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 reviewed the financial statements beginning with the current assets. He then reviewed the balance sheet, both assets and liabilities, followed by the income and the proposed revisions to the 2006 budget. He then reviewed the check registration, cash receipts, the account reconciliation statement and the 911 funds statement with cash disbursements. Mr. Fenner pointed out the special income line item due to the timber sale and FEMA payments for a total revenue of \$25,000.

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, all the financial statements, the checklist and the revisions to the 2006 budget. Mr. Fenner made the motion to accept and approve the Treasurer's report, all the financial statements, the checklist and the 2006 budget revisions. Mr. Verret seconded the motion. Motion passed by unanimous vote.

### **OLD AND NEW BUSINESS**

Mr. Miller made the motion to pay a one year maintenance fee of approximately \$800 on the large HP 5500 printer and Mr. Bridges seconded the motion. Motion passed by unanimous vote.

Mrs. August made the motion to enter into an agreement with AT&T's Language Line translation service (approximately \$1.50 per minute of use) for the dispatchers to utilize. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Gatewood reported on the progress to enter into an inter agency agreement with Parish Government concerning the occupancy of the building.

Jim Ryan reported on the progress of the paper work to both the Louisiana Bond Commission and the United States Department of Agriculture that is needed for the for the funding of our Phase 1 building on the Dollar Road site. A five year cash flow will be reviewed to determine the amount of money could be loaned to us by the USDA. After USDA preliminary review, it will take approximately 3 – 4 months to prepare the application.

Parts of this application requires engineering support data, and Mr. Ryan recommends the utilization of Professional Engineering Consultants of Baton Rouge to develop the required data.

Chairman Coleman suggested that Mr. Arikol of Professional Engineering Consultants prepare a proposal and present such to the board at a future meeting.

Mr. Ryan also stated that there is \$ 4.6 billion to be divided up within the various Louisiana Parishes, and that within Washington Parish the first priority is the communications facility. Funding from this source is being coordinated by the Louisiana Recovery Authority.

Chairman Coleman called for any question for Mr. Arikol and Mr. Ryan. Hearing none, Chairman Coleman called for a motion to go into executive session for discussion of personnel issues. Mrs. August made the motion to go into executive session for the discussion of personnel matters. Mr. Verret seconded the motion. Motion passed by unanimous vote.

Following a return from executive session, Chairman Coleman reported that no actions were taken during the executive session.

## **COMMITTEE REPORTS**

### **Personnel Committee**

Cynthia August, the Chairman of the Personnel Committee reported that the committee recommends a cost of living raise for all employees based on the US Dept of Labor Consumer Price Index estimate of August, 2006 YTD of 4.5% and made a motion to place this recommendation into effect. Mr. Verret seconded the motion. The motion passed with one “nay” 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 Board meeting. Mr. Miller made the motion to adjourn the Board meeting. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Meeting of the Board adjourned at 7:20 PM.

As recorded by: Mrs. Joanna Thomas.

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