

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of March 7, 2006**

A regularly scheduled and properly and advertised Washington Parish Communications District Board meeting was held on March 7, 2006, at the E-911 Planning Office located at 805 Pearl Street, Franklinton, Louisiana.

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

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

Chairman Coleman called for a motion to dispense with the reading of the minutes of February 07, 2006, since they were mailed out to each member prior to this meeting. Mr. Verret made the motion to dispense with the reading of the minutes. Mr. Bridges 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 February 07, 2006. Mrs. August called for the correction of the spelling of Mrs. Frances Smith's first name. Hearing no other corrections, 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 February 07, 2006 with the correction of the spelling of Mrs. Frances Smith first name. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

**MANAGER'S REPORT**

PSAP equipment is working well with one non-critical issue apparently resolved as of this date. The FAX modem for the CML system is back in operation.

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.

We gave out a total of 86 new addresses in the Parish during February which 30 of these being FEMA trailers. Location of these addresses were:

Franklinton	61
Mt. Hermon	04
Pine	10
Bogalusa	07
Varnado	02
Angie	02
Total	86

The accounting system is working well Mr. Fenner and I continue to input the monthly Financial data. The financial data for 2005 has been delivered to Bill Durden for the State of Louisiana required review and compilation report.

GeoComm will install the latest map updates the week of March the 20<sup>th</sup>. These updates will allow the plotting of house addresses when 9-1-1 calls come in to the dispatcher. Work continues to further update the mapping data. Revisions to the data will be inputted on a monthly basis after the installation is completed.

The Washington Parish Communications District addressing ordinance was passed into law at the Washington Parish council meeting last week. I have made a copy of this ordinance for each board member.

Earlier this week I met with Mr. Coleman, Architect Richard McCloskey, and Jason Landry from Gage Telephone to work on our building requirements. Based on this meeting, the following is an expected schedule for Part 1 of the Project. Part 1 is the "Programming" phase of the project.

Complete data gathering and interviews	March 24
Draft Program Document for Review	April 7
Revisions of Program Document	April 14
Final Document Distributed	April 21

I attended a meeting of the LOUISIANA SPEAKS subcommittee which is developing an economic recovery plan for Washington Parish. This plan should be available in the next two weeks or so.

As the board directed at its last meeting, \$ 50,000 was transferred from our checking account and placed into a 6 month CD at Resource bank. I think Mr. Fenner will confirm, that the procedures at Resource Bank to accomplished were certainly complicated.

Chairman Coleman called for any questions concerning the Manager's Report. Hearing none, Chairman Coleman called for a motion to accept and approve the manager's report. Mr. Bridges made the motion to accept and approve the Manager's Report as given. Mrs. August 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

### ***Map Development***

Map development continues forward. Installation is scheduled for the week of March 20th by GeoComm.

### ***Phase 2 Wireless Implementation***

Wireless Phase 2 retesting has begun and will continue by all carriers until completed. Completion is projected to occur in April.

Our 911 web site continues to be updated and has been visited during the month of February by 248 new users with 882 page hits. The usage has returned to its normal level.

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

Interviewing of the agency contacts and subject matter experts continues, with a Programming Phase completion date projected to be at the end of April. At that point, building design will commence.

Joanna, Tommy Thiebaud and I have been aggressively pursuing our goal of obtaining funding for the Communications Center. Hopefully we will secure funding of \$ 7 million for the entire project. This funding could take the form of one or more of the following possibilities :

- 1. Community Development Block Grant (Submitted Through the Louisiana Recovery Authority)*
- 2. Economic Development Administration, Department of Commerce*
- 3. Hazard Mitigation Grant Program (HMGP) application through the State OEP to FEMA*
- 4. Debt Financing With Bonds Guaranteed by the US Department of Agriculture*

In any of these scenarios, the funding would be made available to Washington Parish government, dedicated to funding our communications project, whether it be Phase 1, Phase 2, or both.

In response to a request from LOUISIANA SPEAKS for additional information to back up our project's submission to the Louisiana Recovery Authority, the attached Project Summary was prepared and submitted.

### ***Additional Land Acquisition for Communications Center.***

Weyerhaeuser Company should have their proposal in response to our request for an additional five acres of property ready for review at our next meeting in April.

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

A six step process has been developed to insure that Computer Aided Dispatch is installed in Washington Parish in an appropriate manner which will support the goals of the Communications District.

We are taking the lead on this project to insure that Parish agencies will be equipped with common systems that will allow data pooling at the future Communications Center. The steps are as follows :

<u><i>Project Step</i></u>	<u><i>Status</i></u>	<u><i>Cost To WPCD</i></u>
1. BPD Installs CAD and Record Management	Operational	No Cost
2. WPSO installs PTS Record Management System:	In Progress	No Cost
3. CAD Installed at WPSO	April 2006	\$ 17,000
4. Data Transfer and LAN/WAN Security*	Summer	\$ 67,000
5. 9-1-1, CAD, Map Integration BPD-WPSO	Fall, 2006	\$ 30,000
6. Communications Center and FPD CAD Installed	Waiting For Funding	

It is my recommendation that approval for Step 3 be addressed tonight, and that we review subsequent steps after the successful implementation of the previous step.

### ***Road Addressing***

The proposed ordinance which sets the path forward on addressing in the parish was passed by the Washington Parish Council last week. This ordinance sets a path forward for us as it relates to our known addressing issues. The ordinance allows us to (1) Name un-named roads, (2) Change road names that we deem such is necessary for public safety, (3) Change addresses where necessary. The current public hearing process will continue forward when the public requests a road name change.

### ***Other Issues***

Joanna and I plan to attend a Louisiana Homeland Security workshop at the Louisiana State EOC in Baton Rouge which will be focused on the telecommunications infrastructure (all modes including associated electronic systems).

The overall goal of this Workshop is the development of a framework for a cost-effective strategy of immediate and longer-term activities and projects that can respond to the region's immediate needs and provide the foundation for secure, assured and available telecommunications and critical IT infrastructures under normal operating conditions and all-hazards situations.

### ***Final Comments***

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. Fenner made the motion to accept and approve the Chairman's Report.. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

### **TREASURER'S REPORT**

Mr. Fenner reported on the transferring of \$ 50,000 from the checking account into a 6 month CD at Resource bank for a rate of 3.75% and also the closing of two CD's at Parish National bank in the total amount of \$ 42,915.30 and moving the funds into a 6 month CD in the amount of \$42, 000.00 at Resource bank which left a remainder of \$ 915.30 in checking.

Mr. Fenner then reviewed the financial statements beginning with the balance sheet, both assets and liabilities. He then reviewed the income and budget statements and budget analysis. 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, the checklist and the 2006 budget review. Mr. Bridges made the motion to accept and approve the financial statements, the checklist and the 2006 budget review. Mrs. August seconded the motion. Motion passed by a unanimous vote.

### **OLD / NEW BUSINESS**

Chairman Coleman opened the floor for discussion on the proposed path forward to implement Step 3 of the Computer Aided Dispatch system. Mr. Coleman reviewed the history of this project and the RFP which was issued on April 18, 2005.

Proposals for this project were received on May 27, 2005 from PTS Solutions and InterAct Public Safety. The comparison of these two proposals was accomplished during the June, 2005 meeting. This comparison showed similar scores for both proposals with PTS having a purchase price of approximately double the InterAct cost.

The accomplishment of this project was delayed due to the Katrina emergency. Based on the May, 2005, proposal, the Washington Parish Sheriff's Office committed with PTS in early 2006, to replace their Record Management System with PTS Solutions software. This places WPSO in an ideal position to now implement the CAD portion of the WPCD project. We have received requests from both Chief Deputy Dan Foil and Warden Ed Day to proceed with our project.

Following discussion on the project, Mr. Fenner made the motion to approved the purchase of the CAD system software for WPSO contained in Phase 3 of the project description in Chairman Coleman’s report and based on the RFP proposal submission by PTS Solutions for a cost not to exceed \$ 17,000. Mr.Verret 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. Fenner seconded the motion. Motion passed by a unanimous vote. Meeting of the Board adjourned at 7:14 PM.

As recorded by: Mrs. Joanna Thomas.

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