

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of April 04, 2006

A regularly scheduled and properly and advertised Washington Parish Communications District Board meeting was held on April 04, 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	Treasurer
	Mr. Joshua Bridges	
	Mr. Mike Miller	
Members absent were:	Mrs. Cynthia August	Secretary
	Mr. Jason Verret	
Others present were:	Mr. Kenney Gatewood	Attorney
	Mrs. Joanna Thomas	Manager
	Mrs. Rachel Marco	Mapping
	Mr. Jimmy Creel	WPSO
	Mr. James Ryan	Government Consultants, Inc.
	Mr. Donald Cunningham	Crawford - Lewis

Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Mr. 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.

Chairman Coleman called for a motion to dispense with the reading of the minutes of March 07, 2006, since they were mailed out to each member prior to this meeting. Mr. Miller 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 March 07, 2006. Hearing no 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 March 07, 2006. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

PSAP equipment is working well, with no issues to report. The FAX modem settings in the CML equipment have been adjusted to increase its reliability.

Ms. Marco continues to make progress in the areas of procedures, addressing, and streaming new roads in the Parish outside of Bogalusa and Franklinton. Also, all new structures are given GPS coordinates. Questions from GeoComm are also being answered as quickly as possible.

We gave out a total of 98 new addresses in the Parish during March. Location of these addresses was:

Franklinton	59
Mt. Hermon	10
Pine	05
Bogalusa	16
Varnado	01
Angie	07
Total	98

Of this total, eleven of the addresses were FEMA trailers.

The accounting system is working well Mr. Fenner and I continue to input the monthly financial data. The CD's from Parish National Bank were closed out and put into a CD at Resource Bank. The total for the Parish National Bank CD's was \$ 42,915. We then opened a Resource Bank CD in the amount of \$ 42,000 with the remaining \$ 915 remaining in our checking account.

Upgrades to the maps are being used in the existing dispatcher software were installed during the week of March 20th. Mike Smith from GeoComm installed the upgrades and provided on shift training for all shifts at all three law enforcement agencies in the parish. He reports that good comments were received concerning the appearance of the new maps.

He also reported that some dispatcher's understood how to use the software and some did not and that some future follow up training may be needed Mr. Coleman is investigating what level of follow up training will be necessary.

Architectural programming meetings with Mr. McCloskey and Mr. Coleman were held on March 21 and 31, to review the needs of our agency on a room by room basis. Additional meetings are planned, including one tomorrow.

Mr. McCloskey is also meeting with other people with input on the building design such as the Office of Homeland Security, the Washington Parish Sheriff's Office, Gage Telephone, and Motorola. The Programming phase of the project is due for completion in April. At the conclusion of this phase, Lambert will give us their estimate of construction costs for the project.

The Washington Parish Long Term Community Recovery Task Force, which was organized by Louisiana Speaks, met three times during the month of March. This group has prepared project descriptions for the Parish's high priority projects and has submitted them to the Louisiana Recovery Authority in Baton Rouge for their consideration.

I also attended a meeting on March 8th at the Louisiana Office of Homeland Security and Emergency Preparedness Emergency Operations Center (EOC) Baton Rouge, LA. The discussion was on telecommunication and computer related issues caused by Hurricane Katrina and Rita.

The 9-1-1 system emergency routing plans were discussed with Bell South on March 20th. They will be reviewing our input and will submit their emergency call routing plan for our review and approval.

I also attended a Region 9 Hurricane Summit meeting on March 24th at Southeastern University to discuss lessons learned during last year's disasters. The report from this group will be used to prepare for future disasters.

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. Miller made the motion to accept and approve the Manager's Report as given. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

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, the FAX modem settings have been adjusted to improve operation.

Map Development

Map development continues forward as Mrs. Thomas mentioned. Map installation was successfully accomplished during the week of March 20th by GeoComm.

Jimmy Creel with the Washington Parish Sheriff's office will give us a "hands on" report tonight his views of the new mapping capabilities.

Phase 2 Wireless Implementation

Wireless Phase 2 retesting will be scheduled later in the month of April and should require several months to complete.

Public 9-1-1 Education

Our 9-1-1 web site continues to be updated and has been visited by 318 new users with 1,015 page hits. The usage has returned to its normal level and is higher than last month. We had our first visit from the People's Republic of China recently.

WPCD's Basic Communications Center for Washington Parish

As Joanna mentioned, 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, an initial cost estimate will be made and building design will commence.

We 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. Our request was made part of the Louisiana Speaks submission to the Louisiana Recovery Authority.

As mentioned at our last meeting, possible funding sources include :

- 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.

I have asked Jim Ryan of Baton Rouge to share with us his observations of the funding process from the Community Development Block Grant Program and the USDA's support of debt financing process. Mr. Ryan is a CPA and former staff member of the bond commission and has been working with parish governmental agencies in the administration of their bond issues.

Additional Land Acquisition for Communications Center

Weyerhaeuser Company has committed to selling us six additional acres of land which connects to the rear of our present property. Essentially, this will add three hundred additional feet of depth to what we currently own. Their bottom line price is \$ 9,500 per acre with approximately six acres to be purchased. Land values have increased in Washington post Katrina.

Our experiences during Katrina have made it clear that this additional space is required for the following :

1. Communication towers offset to eliminate collapse danger to building
2. Helicopter landing area for two to three simultaneous landings
3. Parking for mobile governmental command posts
4. Facility Electrical Generation Equipment and Air Conditioning Compressors
5. Fuel Storage for Generator
6. Parking for 60-70 automobiles
7. Truck Routing for 18 wheelers to unload supplies for emergency responders

Unified CAD System for Washington Parish

Purchase of the approved CAD system software has been completed and operation of the system is scheduled to begin at the Washington Parish Sheriff's Office in the next few weeks. Training is already in progress. Final cost was two thousand dollars less than expected.

The progress of this project will be monitored and reported on at our next meeting.

Other Issues

A presentation was made to the new Washington Parish Planning Commission on March 22. This presentation was designed to inform this new commission of our addressing and mapping related activities.

Conclusions

The recent events surrounding the Katrina emergency are still affecting our citizens and our 9-1-1 system. Many planning meetings have been attended this month by Mrs. Thomas and myself to assist in the development of contingency plans for the next hurricane season.

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. Bridges made the

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

TREASURER'S REPORT

Mr. Fenner reviewed the financial statements beginning with the balance sheet, both assets and liabilities. He then reviewed the income and budget statements in which we are within our budget for the month to date.

Cingular income is at approximately \$37,000. Next, he reviewed the check register, 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. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

PUBLIC COMMENTS

Map Updates

Mr. Jimmy Creel from the Washington Parish Sheriff's Office commented on the 911 map updates.

He stated the response time for the road deputies have decreased with the use of the map. The plotting of landline 9-1-1 calls helps to quickly locate where the caller is located.

They were able to trace a 911 call while in motion by plotting it on the map as the caller drove down the street.

He also reported the installation of the CAD system, will an asset for the dispatchers.

Communication Center Funding- Phase 1

Mr. James Ryan and Mr. Cunningham spoke on the state laws for the Louisiana Bond Commission and on the guaranteeing of agency issued bonds through the USDA (US Department of Agriculture). To issue bonds, the agency will need to send in the paperwork to the bond commission and the USDA by the summer of 2006.

Mr. Cunningham reviewed the process which would include:

- 1) Pass a "Notice of Intention" resolution
- 2) Gain approval from Parish Government
- 3) Publish the Notice of Intention in the official newspaper utilized by the parish.
4. Have a local public hearing on the bond issue.

OLD / NEW BUSINESS

The board next discussed the acquisition from Weyerhaeuser Company of an additional six acres of land which connects to the rear of our present property. Essentially, this will add three hundred additional feet of depth to the frontage on Dollar Road that we currently own. Weyerhaeuser Company has consented to selling the needed additional land at a price of \$ 9,500.

The District would retain timber cutting rights on the land. Land values have increased in Washington post Katrina and Mike Stogner advised us that multiple tracts of land off of Highway 21 have recently been sold at comparable prices. This Weyerhaeuser land is just a few hundred feet off of Highway 10 in Sheridan, and the demand for land in the middle and western part of the parish exceeds that of eastern Washington Parish, based on the new address distribution.

After discussion, Mr. Gary Fenner made the motion to purchase the additional six acres on Dollar Road at a price not to exceed \$ 9,500 per acre. Mr. Joshua Bridges seconded the motion. Motion passed by a vote of 4 to 1, with Mr. Mike Miller voting against the motion.

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 7:25 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: _____
Mrs. Cynthia August, Secretary