

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of September 04, 2007

A properly advertised Washington Parish Communications District Board meeting was held on September 4, 2007 at 805 Pearl Street, Franklinton, Louisiana 70438 at 6:00 PM.

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

Members absent were: Mr. Jason Verret

Others present were:	Mr. Kenny Gatewood	Attorney
	Mrs. Joanna Thomas	Manager

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

Mr. Coleman called for a motion to dispense with the reading of the minutes from the August, 2007, meeting. The minutes of August were mailed out to each member prior to this meeting. Mrs. August made the motion to dispense with the reading of the minutes of August, 2007. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to approve the minutes of August, 2007. Mrs. August seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

PSAP equipment is working well, with no recurring maintenance issues to report during the month of August. We did have damage to the equipment on August 21 from a possible lightening strike which also destroyed equipment owned by the Sheriff's Office and fire departments.

Damages to the Communications District equipment will total approximately \$ 10,000. Unless directed otherwise, I will submit the repair costs to Moore and Jenkins for reimbursement.

We gave out a total of 74 new addresses in the Parish during August. The location of these new addresses were :

Franklinton	48
Mt. Hermon	02
Pine	07
Bogalusa	13
Varnado	01
Angie	03
Total	74

We also had six new roads added to our map during the past month.

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

Mrs. Moore and Ms. Jones continue to do the addressing and all the map updates. They have stayed on the road continuously without stop, adding new roads, finding missing roads, correcting addresses previously issued incorrectly and as well calculating and issuing new address.

We are beginning to find addresses that were just made up by the people. From now on we will issue address only by a printed letter with a raised seal. This letter can either be picked up or received in the mail, and will be used by the permit office as proof of an official 9-1-1 address before a permit is issued.

Mr. Coleman and I were in a class for four days last week taking two NIMS classes. NIMS stands for National Incident Management System. These FEMA sponsored classes are now being required for certain federal emergency response related grants.

On August 22 we retested certain towers within the Centennial wireless system and we are seeing some improvements in phase 2 plotting accuracy. Also, on August 23 we completed VoIP testing for Telecommunications Systems Inc. Their VoIP system is performing appropriately.

To help the public find our office, we will put up a sign next to our front door with the agency's name and address. As you might remember, this information has always been on our front door at previous locations.

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. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Map Development

Twelve updates to our map have been generated since last month to be submitted to GeoComm for their integration into our dispatch mapping system.

A preliminary trial has been accomplished on our recommended emergency responder GPS and mapping system by me. Two upgrades have been identified, and as soon as they are accomplished the equipment will be released for use by interested emergency response agencies.

Public 911 Education

Our 911 web site was visited by 246 new users during the month of August.. There were 722 page hits during this time period. This is an increase from last month.

WPCD's Basic Communications Center for Washington Parish

Our \$ 7.8 million Capital Appropriations Request could potentially be considered by the bond commission in September or October. Parish government is currently working to prepare a Request for Line of Credit and Cooperative Endeavor Data Form to be submitted to the Attorney General's office and corresponding agencies. Our consultant PEC is assisting them with this paperwork.

Agency Recruitment and Retention

As previously discussed, the District has found itself to be increasingly non competitive in the recruitment and retention of quality employees due to a lack of health care, disability, and retirement plan benefits. All federal, state, and parish governmental, law enforcement, public educational, and the larger private companies that we compete with for employees offer such benefit plans.

I have asked Cynthia August, chairman of the Personnel Committee to further discuss this issue tonight.

Conclusions

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 called for any questions concerning the Chairman's Report. Hearing none, Chairman Coleman called for a motion to accept and approve the Chairman's Report. Mr. Stogner made the motion to accept and approve the Chairman's Report as given. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

Mrs. August recommends the board move forward on obtaining the cost of benefits for the employees to help with their recruitment and retention. Mrs. August states that the employee should have the option to take the health care benefit or the retirement plan or the disability plan.

Mr. Fenner made the motion to provide employees a benefit plan, the cost and configuration to be determined and approved at future meetings. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

OLD AND NEW BUSINESS

We have a bill for approximately \$ 10,000 for replacement of a circuit board at the WPSO equipment that was struck by lightning last week. We have the option to pay the bill or to claim it on our insurance. Mr. Fenner made the motion to submit a claim with our insurance. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

The term for board members Mr. Joshua Bridges and Mr. Gary Fenner will end in Decmeber 2007. Chairman Coleman asked if they would consider re-appointment to the board for another four year term. Both Mr. Bridges and Mr. Fenner said that they would accept the reappointment. Mr. Miller made the motion to recommend the re-appointment of Mr. Joshua Bridges and Mr. Gary Fenner to Parish President Toye Taylor. Mr. Stogner seconded the motion. Motion passed by unanimous vote.

Mr. Miller made the motion to go into executive session to discuss legal issues. Mr. Bridges seconded the motion. Motion passed by unanimous vote.

Mr. Bridges made the motion to return to regular session. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Upon returning from executive session Mr. Coleman stated that the board took no action during the executive session.

TREASURER'S REPORT

Mr. Fenner reviewed the financial statements beginning with the balance sheet, both assets and liabilities. He then reviewed the income and expense statements. Next, he reviewed the check register, cash receipts, the account reconciliation statement, and the 911 funds statement with cash disbursements.

Mr. Fenner also reviewed the 2007 year to date budget. Mr. Bridges made the motion to accept and approve all the August, 2007, treasurer's report, the financial statements, the checklist and the 2007 budget review. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

PUBLIC COMMENTS

There were no comments from the public.

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.

Mrs. August made the motion to adjourn the Board meeting. Mr. Bridges seconded the motion. Motion passed by a unanimous vote. Meeting of the Board adjourned.

As recorded by: Mrs. Joanna Thomas

Approved by: _____
Mrs. Cynthia August, Secretary