

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes for April 1, 2008**

A regularly scheduled and properly and advertised Washington Parish Communications District Board meeting was held on April 1, 2008 at the E-911 Planning Office located at 805 Pearl Street, Franklinton, Louisiana.

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

Members absent were:	Mr. Mike Stogner	Vice - Chairman
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Others present were:	Mrs. Joanna Thomas	Manager
	Mr. Kenny Gatewood	Attorney

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**

Chairman Coleman 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 March 2008, since they were mailed out to each member prior to this meeting. Mr. Bridges made the motion to dispense with the reading of the minutes of March, 2008. Mrs. August seconded the motion. Motion passed to dispense with the reading of the minutes of March by a unanimous vote.

Chairman Coleman asked if there were any deletions, corrections or additions to be made to the minutes for March, 2008. Hearing none, Mr. Miller made the motion that the March 2008, minutes be accepted and approved as mailed. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

**MANAGER'S REPORT**

*Daily Operational Issues*

PSAP equipment is working well, with no issues to report during the month of March. There have been no equipment failures, during the past month.

We gave out a total of 50 new addresses in the Parish during March. The location of these addresses was as follows:

Franklinton	26
Mt. Hermon	03
Pine	05
Bogalusa	05
Varnado	02
Angie	08
Sun	01
Total	50

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.

Recent high profile crimes have required many 9-1-1 tape documentations. In addition, there have many requests for documentations concerning fire Department responses in the parish.

### ***Special Projects***

A productive meeting was held on March 19<sup>th</sup> with E F Johnson, a potential vendor of radio communication control systems.

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

## **CHAIRMAN'S REPORT**

### ***Public 911 Education***

Our 911 web site was visited by 289 new users during the month of March.

### ***Additional Funding For Fire Dispatch and Call Taker Personnel***

As a reminder, the 2008 dates to place a proposition on the ballot are as follows:

	<b>July 19</b>	<b>October 4</b>	<b>November 4</b>
<b>Type of Election</b>	Propositions Only	2 <sup>nd</sup> Party Primary	Presidential
<b>Deadline</b>	June 3	July 25	September 19

Kenny Gatewood and I are working to determine the flexibility that we have as to what type of election we may be able to call; ie. 9-1-1 phone fee, milage, parcel tax, electric meter fee, etc.

***WPCD's Request For Louisiana National Guard Assistance***

Local approval of site work by the Army National Guard has been placed on hold due to operational priorities of the units involved. While the project is otherwise approved, it has been placed on hold until the summer of 2009.

***Louisiana Capital Appropriations***

Given that the Louisiana Army National Guard work has been placed on hold, the local match commitment in the Louisiana Capital Appropriation will require that we commit to the additional expenditure of \$ 17,500 for Project 50-J59-07B-01. A motion to commit this expenditure for the building project is requested.

A request for additional funding of approximately \$ 7.2 million has been submitted to the state legislature by Washington Parish government. This request has been discussed with Sen. Nevers and Rep. Ritchie. In addition Sheriff Jones has committed his support and the support of incoming Sheriff Crowe will be requested later this week.

***WPCD's Request For U.S. Dept. of Agriculture Assistance***

We are waiting for preliminary approval for a loan/grant package from the U.S. Department of Agriculture under the Community Facilities Guaranteed Loan Program and the Community Facilities Grant Program. Bruce Bordelon of the USDA expects a preliminary response within three weeks.

***WPCD's Request For FEMA Hazard Mitigation Funding Request***

The final request for \$ 540,000 of assistance to increase the wind survivability from 110 mph to 150 mph of the proposed building has been filed with the State of Louisiana. Feedback from Aileen Landry indicates that Project Project HMGP #1603-117-0008 Harden Washington Parish Communications Building, is under active review.

***Louisiana Recovery Authority***

The preliminary application for the dedication of \$ 721,000 of Washington Parish LRA funding toward the construction of a Phase 1 building and attached communications tower and support

equipment has been approved locally and has been submitted to the Louisiana CDBG office for review.

### ***Homeland Security Funding***

The Governor's Office of Homeland Security is expected to provide funding for certain radio interoperability and microwave equipment which will be utilized in conjunction with the Communications Center tower previously mentioned. These funds may approach several hundred thousand dollars.

### ***Agency Recruitment and Retention***

The District, at its September meeting, voted to provide its employees a benefit plan, the cost and configuration to be determined and approved at future meetings. Mrs. August and the Personnel Committee s encouraged to further develop this proposal.

### ***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 recommend that the board accept and approve the Chairman's Report. Mr. Fenner made the motion to recommend that the board accept and approve the Chairman's Report as given. Mrs. August 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. Then he reviewed the income and expense statements and the 2008 budgeted numbers. Next, he reviewed the check register, cash receipts, the account reconciliation statement, and the 911 funds statement with cash disbursements. We currently have approximately \$ 232,000.00 in the LAMP account

Mr. Miller made the motion to accept and approve all the financial statements for March, the budget review, the checklist and the 911 funds statement. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

### **COMMITTEE REPORTS**

There were no committee reports at this time.

## **OLD AND NEW BUSINESS**

Mr. Bridges made the motion for a resolution to be made binding the WPCD E911 to an additional expenditures of \$ 17,500 toward the project to complete and fulfill the \$125,000.00 local match requirement of ACT 28 (2007), Project 50/J59. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

## **PUBLIC COMMENTS**

There were no public comments made.

## **FINAL 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.

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

As recorded by: Mrs. Joanna Thomas

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