

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of August 12, 2008**

A properly advertised Washington Parish Communications District Board meeting was held on August 12, 2008 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
	Mr. Mike Miller	
	Mr. Joshua Bridges	

Members absent were:	Mr. Jason Verret	
	Mrs. Cynthia August	Secretary

Others present were:	Mr. Kenny Gatewood	Attorney
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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**

Mr. Coleman 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 July 2008, meeting. The minutes of July were mailed out to each member prior to this meeting. Mr. Stogner made the motion to dispense with the reading of the minutes of July 2008. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Miller made the motion to approve the minutes of July, 2008. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

**MANAGER'S REPORT**

I have been as active as possible given my knee injury, during the month of July with both the normal daily operational issues of the office plus supporting our special projects. I have been doing a lot of my work from home.

First, let me report on the daily operational issues.

***Daily Operational Issues***

PSAP equipment is working well except for recent weather related damage and other non 9-1-1 system problems. Our computer equipment in the Franklinton Police Department was damaged due to lightning and will require replacement. Gage Telephone and CML are working to replace the damaged equipment. Franklinton PD is currently using our spare computer. Damage will be covered by our insurance policy.

Also, our system was moved at the Washington Parish Sheriffs Office by WPSO technicians and then reconnected incorrectly causing a problem that required a maintenance visit by Gage.

Gage is again working on a telephone circuit problem today.

We gave out a total of 53 new addresses in the Parish during July. The location of these addresses was as follows:

Franklinton	24
Mt. Hermon	09
Pine	06
Bogalusa	11
Varnado	0
Angie	03
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Total	53

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. The 2007 compilation report has been completed with no findings.

Mrs. Moore and Ms. Jones continue to do the addressing and all the map updates. They have stayed on the road continuously, adding new roads, finding missing roads, correcting address problems and calculating and issuing new address.

As an example, they discovered that Red Bird Road (off of Hwy 1074) had been informally changed to Red Bird Lane by the residents. Since Red Bird Lane already exists in Washington Parish, this was causing confusion. This is in the process of being corrected.

Ms Jones and Mrs. Moore is very conscientious during their time out in the field and they both know the importance of having the correct address. They are frequently discovering problems with existing addresses.

Ms. Jones and Ms Moore each have a heartfelt desire to do a good job and to make sure that the residence of our Parish have the proper address to enable emergency help to reach them. I am very proud to have them on our team. They take their job to HEART.

### ***Special Projects***

An example of an addressing special project is the re-addressing of the approximately 80 camps on Ox Lot Rd. The camps had been previously addressed according to their lot number. Their new addresses will be based on our normal addressing procedures.

It is suggested that we furnish a correct address number sign to those people that have their address changed or corrected. This will help make sure that the correct number is displayed. These number signs cost approximately \$ 15.

This has been an interesting and productive month for our office. I would like to thank the board for their support and inputs.

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. Stogner made the motion to 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 320 new users during the month of July. There were 663 page hits during this time period. This is a slight increase from last month.

### **Communications Center Projected Construction Cost**

In order to complete the information required by the Louisiana Office of Planning and Control to enable them to complete the preparation of a Cooperative endeavor agreement with Washington Parish, the District will be contributing \$ 403,996 toward the construction of the building and \$ 525,000 toward the equipment. Mr. Durden is preparing supporting paperwork to be submitted to the US Department of Agriculture in support of our

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

To begin the process of educating the elected parish officials on the need for additional 9-1-1 and fire dispatch personnel, representatives of the Washington Parish Fire Association met with the Parish President on July 28<sup>th</sup> to discuss this issue. Mr. Thomas recommended that the Fire Association continue their education efforts with members of the council.

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

Land work by the Army National Guard has been placed on hold due to operational issues of the units involved. Given construction in 2009, we will request that they reactivate this project.

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

The revised final request for \$ 468,780 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. All questions have been responded to. We are now waiting for feedback from Aileen Landry on this Project (HMGP #1603-117-0008 Harden Washington Parish Communications Building).

### ***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.

### ***LRA Funding for Tower Related Costs***

It appears that the Department of Housing and Urban Development may not support the parish's request for radio tower related funding. This is currently in the appeals process.

### ***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. I have requested that Mrs. August bring this to a conclusion before the end of the year.

### ***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. Miller made the motion to accept and approve the Chairman's Report as given. Mr. Bridges 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 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 2008 year to date budget and the recommended mid year revisions.

Mr. Miller made the motion to accept and approve the Treasurer's report, the financial statements, the checklist, the 2008 budget review, and the mid year budget revisions. Mr. August seconded the motion. Motion passed by a unanimous vote.

**OLD/NEW BUSINESS**

Mr. Bill Durden reviewed the 2007 Independent Accountant’s Report. Mr. Stogner made the motion to accept and approve the 2007 Independent Accountant’s Report. Mr. Fenner 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.

Mr. Miller made the motion to adjourn the Board meeting. Mr. Stogner 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