

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes for February 5, 2008

A regularly scheduled and properly and advertised Washington Parish Communications District Board meeting was held on February 5, 2008 at the E-911 Planning Office located at 805 Pearl Street.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Joshua Bridges	
Members absent were	Mr. Mike Stogner	Vice - Chairman
	Mrs. Cynthia August	Secretary
	Mr. Jason Verret	
	Mr. Mike Miller	
Others present were:	Mrs. Joanna Thomas	Manager
	Mr. Al Ortiz	Fire Chief District 9
	Mr. Donald Long	Firefighter, FFD

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

Chairman Coleman called the roll. The results of that roll call are recorded above. Since a quorum was not present, the board members met as a committee.

READING OF THE MINUTES

Chairman Coleman called for a motion to recommend to the board that the reading of the minutes of January be dispensed with, since they were mailed out to each member prior to this meeting. Mr. Bridges made the motion to recommend to the board that the reading of the minutes of January be dispensed with. Mr. Fenner seconded the motion. Motion passed to recommend to the board that the reading of the minutes of January be dispensed with by a unanimous vote.

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

MANAGER'S REPORT

I have been active during the month of January with both the normal daily operational issues of the office plus supporting our special projects.

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

There have been equipment failures in the office. The manager's computer had a catastrophic failure and all usable components have been moved to a new chassis and mother board. Also, the office FAX machine had a bulb failure and repairs would exceed the cost of a new unit. A new replacement FAX machine has been acquired.

We gave out a total of 40 new addresses in the Parish during September. The location of these addresses was as follows:

Franklinton	19
Mt. Hermon	08
Pine	01
Bogalusa	07
Varnado	01
Angie	04
Total	40

Mrs. Moore and Ms. Jones continue to do the addressing and all the map updates. New roads were added in January and existing roads had address range changes. One road had an official name change by the Parish council.

The name Pearl River Boatway has been established for addressing camps located on the Pearl River which can only be accessed by boats.

We also have prepared thirty map revisions which will be sent to Geo-Comm for updates.

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

All the mapping equipment from the Buick has been transferred to the newly acquired Jeep. The Jeep will have external paint problems corrected next week to complete all needed maintenance. It will be placed into use on Thursday of next week.

It is suggested that the Buick be taken to Baton Rouge for sale through the state surplus program.

Cell tower testing for new Cingular (now AT&T) equipment on an existing tower in Bogalusa was completed on January 30th. Location accuracy was poor and further improvements and follow up testing will be required.

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 recommend that the board accept and approve the Manager's Report. Mr. Fenner 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 269 new users during the month of January. There were 607 page hits during this time period. This is an increase from last month.

Louisiana APCO/NENA

The quarterly NENA/APCO meeting was held on January 23 – 24 in Lafayette, Louisiana. Mr. Coleman attended the meeting and chaired the Louisiana NENA NG9-1-1 committee meeting.

Additional Funding For Fire Dispatch and Call Taker Personnel

With the progress being made on construction financing as previously discussed, it now becomes appropriate to re-visit the acquisition of funding for the employment of 9-1-1 call takers and fire dispatch personnel. Accordingly, Al Ortiz, District 9 Fire Chief, and his committee has been working with the Washington Parish Fire Association on a proposal to assist the 9-1-1 District in acquiring funding for personnel. Al would like to update the 9-1-1 Board tonight on his committee's work.

WPCD's Request For Louisiana National Guard Assistance

PEC of Baton Rouge has filed the final request to the National Guard for site earth work. The National Guard office at Camp Beauregard, will be submit the request to the Pentagon for final review and approval. Hopefully, work will begin in the early summer.

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

PEC of Baton Rouge has been directed to file the final request to the U.S. Department of Agriculture under the Community Facilities Guaranteed Loan Program and the Community Facilities Grant Program. All necessary permits have now been obtained. .

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 will be filed by month end.

Louisiana Recovery Authority

A meeting with Parish President Thomas and his staff was attended yesterday by Ms. Thomas and Mr. Coleman to secure parish approval for the dedication of \$ 721,000 of Washington Parish LRA funding toward the construction of a Phase 1 building and attached communications tower.

Approval of this funding dedication was approved by Parish President Thomas.

The communications tower and support equipment is expected to require \$ 500,000 and expedited construction is requested by Homeland Security. Therefore, a Request for Information is in the process of being prepared for release to tower manufacturers. Following receipt of information by month's end, the final project information will be submitted to the Louisiana Community Block Grant Office for the release of funds.

The remaining \$ 221,000 of LRA funding will be combined with \$ 240,000 of Louisiana Capital expenditure approvals for Phase 1 construction funding of \$ 461,000 if further 2008 capital for the entire project is not forthcoming.

This funding approached will be reviewed tomorrow with Senator Nevers by Parish President Thomas and his staff, Ms Thomas and Mr. Coleman. The 2008 Capital Appropriations request will also be discussed.

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, 2007, 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. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

PUBLIC COMMENTS

Al Ortiz and Donald Long stated the all the Washington Parish fire districts are willing to support the 9-1-1 District to go back to the voters for additional funding for a centralized 911 center to employ one full time fire dispatcher and two full time call takers. Al suggested to have the money come from putting a fire/9-1-1 fee on to all electrical

meters. He will come back to the district next month with approximately how much that would be per meter and approximately how many electrical meters are in the parish.

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. Mr. Fenner then made a recommendation that we pay Ms. Mary Ratcliff \$ 150 a year for the financial work that she provides for us. She does the quarterly taxes and the W2's for the employees at the end of the year. She has done it with no compensation as a public service. Mr. Fenner also called for a motion to close out a \$90,000 CD at Resource Bank and put into the LAMP account.

Mr. Bridges made the motion to recommend that the board accept and approve all the January Treasurer's Report, the financial statements, the budget review, the checklist and to pay Ms Mary Ratcliff \$ 150 per year for her help and also to close out the \$90,000 CD and put into the LAMP account. Mr. Coleman seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

There were no committee reports at this time.

OLD AND NEW BUSINESS

There was no additional business to be transacted.

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