

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of November 11, 2008**

A properly advertised Washington Parish Communications District Board meeting was held on November 11, 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	

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

Others present were:	Mr. Dan Foil	Attorney
	Mrs. Joanna Thomas	Manager
	Ms Mary Ulmer	
	Mr. Ruffin Duet	
	Mr. Victor Duet	
	Mr. Lenord Meyer	
	Ms. Joyce Meyer	
	Ms Elizabeth Daize	

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.

**ROAD NAME CHANGE REQUESTS – PUBLIC HEARING**

Mr. Coleman called for a motion to go into public hearing on road name of Je Le Mein Rd to Duet Rd.

Mr. Miller made the motion to go into a public hearing, Mr. Stogner seconded the motion. Motion passed by a unanimous vote. Mrs. Thomas informed the board that the proper notification letter concerning the change request was sent out to the residents that live on this road and to one that owns property but does not live at this location.

Mr. Coleman explained that the board does not have final authority on publically requested road name changes. The board will, however, send a recommendation to the Parish Council based on the results of this hearing.

Mr. Coleman then asked if there were any comments or questions from those in attendance.

Ms. Ulmer and Ms. Daize stated that they have lived on this road since before 1974, along with Mr. & Mrs. Meyer and they do not want to change the name of this road. They went on to state that there are three families that have lived on this road since around or before 1974 and they do not want the name to change. They are all in agreement on this.

Mr. Duet and his son Victor own property on this road but do not live there at this time. They stated that as landowners and future residents, they want the name changed to Duet Rd.

Each person in attendance had a chance to voice their opinion on the matter, then discussion was closed.

Mr. Coleman called for a motion as to what recommendation did the board wish to make to Parish government.

Mr. Miller made the motion not to recommend the publically requested change to Duet Rd due to the opposition of residents and that a letter be sent to Parish Government about the public hearing. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to go back into regular meeting. Mr. Miller made that motion. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

## **REVIEW OF MINUTES**

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

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

## **MANAGER'S REPORT**

PSAP equipment is now working well, with no current issues to report.

We gave out a total of 44 new addresses in the Parish during October. The location of these addresses was as follows :

Franklinton	16
Mt. Hermon	02
Pine	03
Bogalusa	14
Varnado	04
Angie	05
<hr/>	
Total	44

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. The lap top computer used for the accounting system has been replaced due to persistent failures which Hunt Brothers has been unable to repair.

Mrs. Moore and Ms. Jones continue to do the addressing and all the map updates.

### ***Special Projects***

Testing of the ONSTAR system was completed on September 21<sup>st</sup>. Emergency calls from ONSTAR are now being routed to our 911 system.

A new Centennial cell site was successfully tested and turned up utilizing Phase 1 on October 31<sup>st</sup>. Follow up Phase 2 testing should be completed in November.

Dispatcher TDD and related 911 training is scheduled for November 18<sup>th</sup> and 19<sup>th</sup> at the Franklinton Fire Department. This is a follow up on last year's training of the same material.

As directed by the Board, our maintenance agreement on our HP DesignJet Printer has been renewed for \$ 1,329.

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. Fenner 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**

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

Our 911 web site was visited by 281 new users during the month of October. There were 646 page hits during this time period. This is a slight decrease from last month.

### **District Legal Representation**

Dan Foil of the Public Defender's Office in Franklinton, is now serving as our attorney. A legal review meeting has been held with Mr. Foil and all legal files have been transferred to him. A legal planning meeting is scheduled for next week to review priorities and to develop a plan for legal issue resolution.

### **Communications Center Louisiana Capital Appropriations**

An additional \$ 100,000 has been appropriated and is expected to be approved by the Louisiana Bond Commission on October 16, 2008. This brings the total from this source to \$ 600,000. a meeting is scheduled tomorrow with Mr. Henry Fry with the Louisiana Office of Facility

Planning and Control to begin final documentation to occur to enable a Cooperative Endeavor Agreement to be presented to Parish government by the State of Louisiana.

### **Communications Center USDA Loan**

Mr. Durden has been given the information needed to prepare paperwork to be submitted to the US Department of Agriculture in support of our project. I will secure this paper work next week.

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

The U.S. Department of Housing and Urban Development has preliminarily approved the expenditure of \$ 731,000 for a communications tower and related expenses. A Request for Qualifications has been issued for Engineering Services and it is expected that this tower will be built in the second quarter of 2009.

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

The Governor's Office of Homeland Security has purchased certain radio interoperability equipment which will be utilized in conjunction with the Communications Center tower previously mentioned. The State is now in the process of determining an installation contractor for this project. The actual installation will soon follow.

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

There has been no further change on this item. Last update to the Board is as follows.

*Two letters have been sent to Robert J Rogers, Captain, Louisiana National Guard requesting an update on our request. No reply has been received to date.*

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

There has been no further change on this item. Last update to the Board is as follows

*Da'Lacie Jolivette, Disaster Recovery Specialist, Mitigation Section - Traditional Grant Program - Region 2, Governor's Office Of Homeland Security and Emergency Preparedness, has submitted our request for \$ 468,780 of assistance to increase the wind survivability from 110 mph to 150 mph of the proposed building to FEMA. We are now waiting for approval from FEMA on this Project (HMGP #1603-117-0008 Harden Washington Parish Communications Building).*

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

There has been no further change on this item.

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

The District, at its September, 2008, 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.

It is suggested that Mr. Foil assist us in determining the agreement and terms that allow the investigators and administrative support personnel of the District Attorney's Office to be considered as parish employees for the purpose of retirement and other benefits. This may serve as an example of the type of agreement that may be possible with our agency.

### ***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. 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 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. Mr. Stogner made the motion to accept and approve the October, 2008, treasurer's report, the financial statements, the checklist and the 2008 budget review. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

### **OLD/NEW BUSINESS**

Mr. Coleman stated that the term for himself and Mr. Miller was going to expire in December and called for any recommendation on this issue.

Mr. Fenner made the motion to recommend to Parish Government the appointment of Mr. Coleman and Mr. Miller for another 4 year term on the WPCD board. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman informed the board that the District was aware that certain residents wanted to change Creel Newman Rd to Newman Creel Rd, but that no letter requesting such had been received due to a shortage of time before tonight's meeting. Mr. Miller made a motion to recommend this publically requested road name change to Newman Creel Rd if there was no

opposition expressed to the Parish Council. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

It was discussed that our meeting next month will be held at Mr. Stogner's house, combining our business meeting with our Christmas Dinner and that it be in the second or third week of December, date pending Mr. and Mrs. Stogner's schedule. All present were in agreement.

### **COMMITTEE REPORTS**

There were no committee reports.

### **PUBLIC COMMENTS**

There were no comments by members of 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. Fenner 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