

**WASHINGTON PARISH COMMUNICATIONS DISTRICT  
Motions of October 14, 2008**

A properly advertised Washington Parish Communications District Board meeting was held on October 14, 2008 at 805 Pearl Street, Franklinton, Louisiana 70438 at 6:00 PM.

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

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Mike Miller	

Others present were:	Mr. Dan Foil	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 August, 2008, meeting. Mr. Bridges made the motion to dispense with the reading of the minutes of August, 2008. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the minutes from the August, 2008, meeting. Mr. Bridges made the motion to approve the minutes of August, 2008. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the September, 2008, Committee meeting. Mr. Verret made the motion to dispense with the reading of the minutes of September, 2008. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the minutes from the September, 2008, meeting. Mr. Verret made the motion to recommend the approval of the minutes of the September, 2008, Committee meeting. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

## MANAGER'S REPORT

Our office has been active during the month of September with both the normal daily operational issues of the office plus supporting our special projects.

First, let me report on the daily operational issues.

### *Daily Operational Issues*

As you remember our computer equipment in the Franklinton Police Department was damaged due to lightning. This damaged computer has been replaced by Gage Telephone and CML. We have received an insurance settlement for \$ 6,585 from Moore and Jenkins which covered the damage less \$ 350.

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

We gave out a total of 42 new addresses in the Parish during September. The location of these addresses was as follows :

Franklinton	19
Mt. Hermon	00
Pine	01
Bogalusa	15
Varnado	03
<u>Angie</u>	<u>04</u>
Total	42

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*

A meeting was held on September 18<sup>th</sup> with Motorola to discuss a potential radio tower at the new Communications Center; on September 23<sup>rd</sup> with Visionair to discuss a potential CAD system and on September 30<sup>th</sup> with Richard McCloskey to discuss the architectural contract.

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

Mr. Coleman called for a motion to accept and approve the September Manager's Report. Mr. Bridges made the motion to accept and approve the September Manager's Report. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to accept and approve the October Manager's Report. Mr. Bridges made the motion to accept and approve the October Manager's Report. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN'S REPORT**

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

Our 911 web site was visited by 395 new users during the month of September.. There were 721 page hits during this time period. This is an increase from last month.

### **District Legal Representation**

The death of Kenny Gatewood is a tragic loss to both Washington Parish and the Communications District. His friendship and wise counsel will be missed by everyone in our organization.

Lewis Murray, Jr. of the District Attorney's Office has recommended that the Board consider Dan Foil of the Public Defender's Office in Franklinton, as its new attorney. Having worked with Dan for a number of years on the Communications Center while he was employed by the Sheriff's Office, I am confident that the District will be well represented by him, and thus, recommend his appointment.

### **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.

### **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 met with Bruce Bordelon of the USDA last week to review our progress on this loan. The next submission of information is expected within 30 days.

### ***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***

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).

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

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

*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***

The U.S. Department of Housing and Urban Development did not originally support the parish's request for radio tower related funding.

The Louisiana Recovery Authority has filed an addendum of information to the U.S. Department of Housing and Urban Development in further support of our project. I am hopeful that HUD will modify their views on this project.

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

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

*To continue 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 and Chief Scott Blair on August 14th to further discuss this issue.*

*Mr. Thomas recommended that the Fire Association continue their education efforts with members of the council.*

*Chief Blair commented that his department understands the needs of the fire department and will attempt to improve his department's support of the needs of the fire fighters. He also pointed out that his department performs 9-1-1 services without financial support.*

### ***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.

### ***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.

Mr. Coleman called for a motion to accept and approve the September Chairman's Report. Mr. Bridges made the motion to accept and approve the September Chairman's Report. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to accept and approve the October Chairman's Report. Mr. Fenner made the motion to accept and approve the October Chairman's Report. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

### **TREASURER'S REPORT**

Mr. Fenner reviewed the September 2008, 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. He then recommended that a \$ 50,000 Hancock Bank CD which was maturing in October be placed with Citizen's Bank at 4% interest.

Mr. Fenner also reviewed the 2008 year to date budget.

Mr. Coleman asked for a motion to accept and approve the September, 2008, Treasurer's report, the financial statements, the checklist, the 2008 budget review. Mr. Verret made a motion to accept and approve the Treasurer's report, the financial statements, the checklist, and the 2008 budget review. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman asked for a motion to accept and approve the October, 2008, Treasurer's report, the financial statements, the checklist, the 2008 budget review. Mr. Verret made a motion to accept and approve the Treasurer's report, the financial statements, the checklist, the 2008 budget review, and that the \$ 50,000 Hancock Bank CD which was maturing in October be placed with Citizen's Bank at 4% interest. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

### **OLD/NEW BUSINESS**

Mr. Coleman reported that the yearly maintenance contract for the HP DesignJet 5500 42 inch printer was up for renewal at a cost of approximately \$1,400. Mr. Verret made the

motion to renew the maintenance contract for the HP DesignJet 5500 42 inch printer at a cost of approximately \$1,400. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman reported that the accounting system computer has become unreliable and can not be repaired. Mr. Fenner made the motion to replace the computer at a cost not to exceed \$1,000. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman reported that Mr. Lewis V. Murray of the District Attorney's Office has recommended Dan Foil to assume the duties of the District's legal counsel. Following Mr. Foil's comments, Mr. Bridges made the motion to appoint Mr. Dan Foil as the District's legal counsel with a retainer of \$200 per month, and \$ 50 per hour for special project work (not to exceed 1.5% of a potential USDA loan as per USDA guidelines). Mr. Verett seconded the motion. Motion passed by a unanimous vote.

## **COMMITTEE REPORTS**

Cynthia August, Personnel Committee Chairman, made the motion that the Board go into Executive Session to discuss personnel issues. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

The Board returned from executive session with Mr. Coleman stating that the Board had not taken any actions during the executive session.

Mrs. August made the motion to (1) increase the District's salary administration lower, middle, and upper range points by 8 percent or two thirds of the three year consumer price index increase, (2) to set the salary of the District's Mapping and Addressing personnel at their Minimum range point, and (3) to increase the Manager's salary by the lowest percentage increase of the District's Mapping and Addressing personnel. Mr. Verret 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 Board. Hearing no other questions or additional comments, Chairman Coleman called for a motion to adjourn.

Mr. Fenner made the motion to adjourn the meeting. Mr. Verret seconded the motion. Motion passed by a unanimous vote. Meeting was adjourned.

As recorded by: Mrs. Joanna Thomas

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