

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of January 06, 2009**

A properly advertised Washington Parish Communications District Board meeting was held on January 6, 2009 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Joshua Bridges	
	Mr. Mike Miller	
	Mr. Jason Verret	

Members absent were:	Mrs. Cynthia August	Secretary
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Others present were:	Mrs. Joanna Thomas	Manager
	Mr. Dan Foil	Attorney

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.

**ELECTION OF OFFICERS**

Mr. Verret made the motion to re-elect the present Officers of the District to serve during 2009. Mr. Coleman would serve as Chairman, Mr Stogner would serve as Vice-Chairman, Mr. Fenner would serve as Treasurer, and Mrs. August would serve as Secretary. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

**APPROVAL OF MINUTES**

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

Mr. Stogner made the motion to approve the minutes of November, 2008, with the following amendment to the motion passed concerning the Treasurer's Report, "and to adopt the 2008 ending budget as the beginning 2009 budget". Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

## **MANAGER'S REPORT FOR DECEMBER, 2008**

Our office has been active during the month of November 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***

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

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

Franklinton	23
Mt. Hermon	02
Pine	03
Bogalusa	08
Varnado	01
<u>Angie</u>	<u>03</u>
Total	40

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***

Dispatcher TDD and related 911 training was successfully presented to Washington Parish dispatchers on November 18<sup>th</sup> and 19<sup>th</sup> at the Franklinton Fire Department.

This meeting included a review of upgrades to the system as previously requested by the dispatchers.

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 December, 2008, 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 December, 2008, Manager's Report as given. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

## MANAGER'S REPORT FOR JANUARY, 2009

Our office has been active during the month of December 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*

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

We gave out a total of 35 new addresses in the Parish during December. The location of these addresses was as follows:

Franklinton	11
Mt. Hermon	08
Pine	06
Bogalusa	06
Varnado	00
<u>Angie</u>	<u>04</u>
Total	35

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*

The Washington Parish Sheriff's Office is moving and renovating their dispatch office with new computers and furniture, and has asked us to move our two 9-1-1 terminals to the new location.

New 9-1-1 cabling will be installed on Thursday by Gage Telephone to accommodate this move.

During the planning for this move, it was agreed that WPSO will move their dispatcher to our facility as soon as it is ready. One WPSO administrative person will remain to deal with walk in issues.

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 January, 2009, 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 January, 2009, Manager's Report as given. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN'S REPORT FOR DECEMBER, 2008**

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

Our 911 web site was visited by 171 new users during the month of November. There were 355 page hits during this time period. This is a decrease from last month.

### **District Legal Representation**

A legal planning meeting has been held with our attorney Dan Foil. Gary Fenner and Jim Coleman attended this meeting to develop a plan for legal issue resolution.

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

A meeting has been held with Mr. Henry Fry with the Louisiana Office of Facility Planning and Control to develop the final documentation to enable a Cooperative Endeavor Agreement to be presented to Parish government by the State of Louisiana. This project is moving forward in an appropriate manner.

### **Communications Center USDA Loan**

Mr. Durden continues to prepare the information needed to prepare paperwork for the US Department of Agriculture in support of our project.

### ***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 contract with the parish for engineering services is currently being negotiated with Richard C Lambert Consultants based on the results of the review and scoring of the received Request for Qualifications.

### ***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. Installation is expected in January or 2009.

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

Capt. Allen West of the Louisiana Army National Guard reports that our application for assistance is being actively re-considered for 2009 implementation.

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

Da'Lacie Jolivette, Disaster Recovery Specialist, Mitigation Section - Traditional Grant met with Washington Parish representatives and reports that *our request* for \$ 468,780 of assistance to increase the wind survivability from 110 mph to 150 mph of the proposed building is being re-examined to determine if its Benefit/ Cost Analysis can be improved to an acceptable level.`

### ***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. It is requested that this be brought to a conclusion as soon as possible.

### ***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 December, 2008, Chairman's Report. Hearing none, Chairman Coleman called for a motion to accept and approve the Chairman's Report. Mr. Bridges made the motion to accept and approve the December, 2008, Chairman's Report as given. Mr. Stogner seconded the motion. Motion passed by a unanimous vote

## **CHAIRMAN'S REPORT FOR JANUARY, 2009**

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

Our 911 web site was visited by 189 new users during the month of November. There were 395 page hits during this time period. This is a increase from last month.

### **District Legal Representation**

A second legal planning meeting was held in December with our attorney Dan Foil. A meeting with the council attorney, Wayne Kuhn, is scheduled for next week.

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

A revised cost estimate approved by President Thomas has been sent to Mr. Henry Fry with the Louisiana Office of Facility Planning and Control to develop the final documentation to enable a

Cooperative Endeavor Agreement to be presented to Parish government by the State of Louisiana. This project is moving forward in an appropriate manner.

### **Communications Center USDA Loan**

Discussions with Bruce Bordelon was held last week to develop a slightly revised path forward. This revised path is based on securing additional funding for Equipment, Furniture and Fixtures. It appears that sufficient funding is available for building construction. Mr. Durden continues to prepare the information needed to prepare paperwork for the US Department of Agriculture in support of our project.

### ***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 contract with the parish for engineering services is currently being negotiated with Richard C Lambert Consultants based on the results of the review and scoring of the received Request for Qualifications.

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Chairman Coleman called for any questions concerning the January, 2009, Chairman's Report. Hearing none, Chairman Coleman called for a motion to accept and approve the Chairman's Report. Mr. Bridges made the motion to accept and approve the January, 2009, Chairman's Report as given. Mr. Stogner 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 budget statements. Next, he reviewed the check register, cash receipts, the account reconciliation statement, and the 911 funds statement with cash disbursements. Mr. Fenner reviewed all the financial statements, the checklist, the proposed 2009 budget, the December YTD spending as compared to the 2008 budget and suggested that we retain Mr. Durden to do our yearly compilation report.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the financial statements, the checklist, the review of the 2009 budget, the December YTD spending as compared to the 2008 budget, and retain Mr. Durden to do our 2008 compilation report.

Mr. Stogner made the motion to accept and approve the Treasurer's report, the financial statements, the checklist, the review of the 2009 budget, the December YTD spending as compared to the 2008 budget, and retain Mr. Durden to do our 2008 compilation report. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

## **COMMITTEE REPORTS**

There were no committee reports.

## **OLD AND NEW BUSINESS**

There was no Old or New Business.

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. Fenner made the motion to adjourn the Board meeting. Mr. Stogner seconded the motion. Motion passed by a unanimous vote. Meeting of the Board adjourned at 7:25 PM.

As recorded by: Mrs. Joanna Thomas.

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