

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of June 1, 2010**

A properly advertised Washington Parish Communications District Board meeting was held on June 1, 2010 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Joshua Bridges	
	Mr. Mike Miller	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mrs. Cynthia August	Secretary
	Mr. Gary Fenner	Treasurer
	Mr. Jason Verret	

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. Bridges 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. Given that a quorum was not present, all motions were in the form of a committee recommendation for later board approval.

**APPROVAL OF MINUTES**

Mr. Coleman called for a motion to dispense with the reading of the minutes from the May, 2010, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Miller made the motion to dispense with the reading of the minutes. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Miller made the motion to approve the minutes of the May, 2010, meeting. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

**MANAGER'S REPORT**

This office has been active during the month of May 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***

We gave out a total of 33 new addresses in the Parish during May. The location of these addresses was as follows:

Franklinton	16
Mt. Hermon	04
Pine	03
Bogalusa	04
Varnado	02
Angie	04
Total	33

Mrs. Moore continues to do the addressing and both Ms Moore and Ms Jones are working on preparing the latest set of map updates.

Approximately 500 letters have been mailed to residents living on Highway 21 reminding them of the need to add either an “N” or a “S” to their address. This addition will standardize the Highway 21 road name as approved by the board on February 2, 2010.

An un-named road which intersects Carroll Sheridan Road has been named George Sheridan Rd based on the input from a majority of the residents.

Ms Jones has been taking copies of the new maps to the Sheriff’s Office and all the fire departments.

We had to have Gage coordinate repairs on the BPD AT&T lines. They were reported as has having static. After trouble shooting with AT&T, they were fixed.

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

Preliminary data from the State of Louisiana indicates that we can expect approximately \$ 2,500 per month in pre-paid wireless revenues beginning in April, 2010, payable every Quarter.

### ***Special Projects***

May 27th was the annual Farm Safety Day and I went and put on a presentation on “when” and “when NOT” to call 911 and the things they need to know when they are talking to the dispatcher.

We had about 100 kids ranging from the ages of 7-13. I ordered some things from a place called Health Impressions to put into a little “goodie bag” with our information on it for a little public relations work.

I am also planning to distribute information and materials at parish schools and to the senior citizens groups. This will help educate the public about what we do and how our organization is operated.

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. Miller 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 121 new users during the month of May. There were 210 page hits during this time period. This is a slight decrease compared to last month's activity level.

### **Communications Center**

Lambert continues to work on the building design. Final communications center design is expected four weeks after tower design completion.

### ***Communications Tower***

Lambert continues to work on tower design. Tower related design is expected to be completed this week which is approximately 4 weeks behind schedule. A meeting is scheduled tomorrow to review the Architect's final design.

### ***US Congressional Funding of Communications Center Equipment***

Official notifications is expected to be released on Louisiana projects within 30 days. This notification will include our \$ 350,000 project.

### ***District Legal Projects***

Wayne Kuhn continues to develop the language for the Cooperative Endeavor Agreement between Washington Parish Government and the Communications District related to the construction of the Communications Center. A suggested document has been prepared by the District for his guidance and is attached for reference.

## *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.

Attachment to Chairman's Report :

STATE OF LOUISIANA

PARISH OF WASHINGTON

**WHEREAS**, the Washington Parish Council enacted Ordinance 07-439 on October 8, 2007, authorizing the Parish President to enter into a Cooperative Endeavor Agreement(s) with the State of Louisiana and all other matters and entities regarding the funding and disposition of the funds to be used for this purpose of planning and construction of a joint Emergency Operations and 911 Communications Center, and

**WHEREAS**, the Washington Parish Government by Agreement of December 17, 2007, named the Washington Parish Communications District as the lead agency for management of the construction project planned and James Coleman, in his capacity as chairman of the Washington Parish Communications District as the project manager, and

**WHEREAS**, the Washington Parish Government entered into a Cooperative Endeavor Agreement with the State of Louisiana on February 17, 2008, for Project No. 50-J59-07B-01, Emergency Operations and Multi-Agency Communications Center, Real Estate, Planning and Construction, and

**WHEREAS**, RS 33:9105 requires that, the Parish's emergency telephone system shall be designed to have the capability of utilizing at least one of the following four methods in response to emergency calls:

- (1) "Direct dispatch method", that is a telephone service to a centralized dispatch center providing for the dispatch of an appropriate emergency service unit upon receipt of a telephone request for such services and a decision as to the proper action to be taken.
- (2) "Relay method", that is a telephone service whereby pertinent information is noted by the recipient of a telephone request for emergency services, and is relayed to appropriate public safety agencies or other providers of emergency services for dispatch of an emergency service unit.
- (3) "Transfer method", that is a telephone service that receives telephone requests for emergency services and directly transfers such requests to an appropriate public safety agency or other provider of emergency services.
- (4) "Referral method", that is a telephone service that, upon the receipt of a telephone request for emergency services, provides the requesting party with the telephone number of the appropriate public safety agency or other provider of emergency services, and



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. Coleman 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. Coleman reviewed the June 1, YTD spending as compared to the 2010 budget.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the financial statements (before pre paid adjustments), the checklist, and the June 1, YTD spending as compared to the 2010 budget.

Mr. Miller made the motion to accept and approve the Treasurer's report, the financial statements (before pre paid adjustments, the checklist, and the May 1, YTD spending as compared to the 2010 budget. 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.

### **PUBLIC COMMENTS**

There were no public comments.

Mr. Miller made the motion to adjourn the Board meeting. Mr. Bridges seconded the motion. Motion passed by a unanimous vote. Meeting of the Board adjourned at 7:00 PM.

As recorded by: Mrs. Joanna Thomas.

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