

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of November 2 2010

A properly advertised Washington Parish Communications District Board meeting was held on November 2, 2010 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

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

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

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| 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.

APPROVAL OF MINUTES

Mr. Coleman called for a motion to dispense with the reading of the minutes from the October, 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 October, 2010. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

This office has been active during the month of October 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

All PSAP equipment is currently operating properly. A non function manual TDD has been replaced at the Bogalusa Police Department.

We gave out a total of 34 new addresses in the Parish during October. The location of these addresses was as follows:

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| Franklinton | 18 |
| Mt. Hermon | 05 |
| Pine | 02 |
| Bogalusa | 03 |
| Varnado | 03 |
| Folsom | 01 |
| Sun | 02 |
| Total | 34 |

Mrs. Moore continues to do the addressing and both her and Ms Jones are working on map updates.

Ms. Jones is preparing the final Columbia St and Sullivan Drive address letters. No protests have been received from any of the 160 "first notice" letters that we sent out.

The letter to Emelda Hunt which placed her address change to Lambert Rd on hold for 30 days pending an extension of the driveway to her house has been sent out.

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

Special Projects

I have arranged for the annual TDD refresher class which was mandated in 2004, by the Attorney General of the United States. Brett with Gage will also come in to give a refresher class to the dispatchers on our CML 911 equipment.

I have started conducting an internal audit of all the cell towers in our Parish. Ron Bloom, our wireless consultant, is working with me on this project.

Tangipahoa Parish is hosting a Basic Telecommunicate class and I invited our local agencies to attend. WPSO is the only agency that has sent their 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 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. Bridges seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

Our 911 web site was visited by 151 new users during the month of October. There were 232 page hits during this time period. This is a slight increase compared to last month's activity level by new users

Communications Center

Lambert has completed their work on the building design. Final documents are available for your review and a set is being sent to the Louisiana Office of Facility Planning and Control for their pre-bid review.

Communications Tower

The initial construction bid process has been completed on the tower. One valid bid was received with a bid amount which exceeded the budget. An approval request to redesign and re-bid has been filed with the State CBDG office.

US Congressional Funding of Communications Center Equipment

Official notification has been received on this \$ 350,000 project. The Cooperative Endeavor Agreement between the Parish and the Department of Homeland Security has been approved by Parish government.

District Legal Projects

A Cooperative Endeavor Agreement between the Parish and the District has been signed by the Parish to allow the District to prepare a Homeland Security Region 9 radio related Tactical Interoperable Communications Plan

The TIC Plan is intended to document what interoperable communications resources are available within the region who controls each resource, and what rules of use or operational procedures exist for the activation and deactivation of each resource.

The District would receive \$ 7,000 under this proposed Cooperative Endeavor Agreement.

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. Bridges made the motion to accept and approve the Chairman's Report as given. Mr. Miller 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 the October 31, 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, the checklist, and the October 31, YTD spending as compared to the 2010 budget.

Mr. Miller made the motion to accept and approve the Treasurer's report, the financial statements, the checklist, and the October 31, YTD spending as compared to the 2010 budget. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

There were no committee reports.

OLD AND NEW BUSINESS

Mr. Miller made the motion to recommend to the Parish President that Mrs. August and Mr. Verret be reappointed to another term on the Board of the Washington Parish Communications District. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Miller made the motion that since no Public Petitions For Road Name Change for 2010 have been received as of this date, that no Public Hearings be scheduled in 2010. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

PUBLIC COMMENTS

There were no public comments.

Mr. Miller 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 7:00 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: _____
Mrs. Cynthia August, Secretary