

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of May 1, 2012

A properly advertised Washington Parish Communications District Board meeting was held on May 1, 2012 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Mrs. Mary Ratcliff	

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

Others present were:	Dan Foil	Attonery
	Keith Barns	
	Joanna Thomas	Manager

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. There were not enough members to make a quorum so those present met as a committee.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the April 2012, meeting. The minutes were mailed out to each member prior to this meeting. Ms. Ratcliff made the motion to recommend to the board to dispense with the reading of the meeting minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the April 2012, meeting minutes. Mr. Fenner made the motion to approve the April 2012, meeting minutes. Ms. Ratcliff seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

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

We gave out a total of 27 new addresses in the Parish during November follows:

Franklinton	18
Mt. Hermon	01
Pine	03
Bogalusa	02
Varnado	02
Angie	01
Total	27

I have working with Ron Bloom our wireless consultant on our wireless. We have monthly conference calls discussing wireless issues and we are in the process to do a wireless audit for our agency.

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. Mr. Coleman and I have taken the 2011 financial records and statements to Mr. Mike Reaux for his audit work.

Mrs. Moore continues to do the addressing and both Ms Moore and Ms Jones are working on all the map updates. Ms. Jones has notified all the emergency agencies about the map updates and now she is waiting on them to come and pick their maps up.

Special Projects

I have been working with Dennis Darouse, Director, Tangipahoa Parish Communications District, to have them donate portions of their surplus dispatch furniture to us. This furniture will be stored and used in the new communications building after it has been completed.

Mr. Coleman has prepared the proper paperwork, INTERGOVERNMENTAL AGREEMENT BETWEEN THE WASHINGTON PARISH COMMUNICATIONS DISTRICT AND THE TANGIPAOA PARISH COMMUNICATIONS DISTRICT, which was approved by them on Thursday, April 26th. The board is requested to approve this Agreement tonight.

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. Ms. Ratcliff made the motion to accept and approve the Manager's Report as given. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

Our 911 web site was visited by 142 new users during the month of April with 220 page hits.

Communications Center

Bonds were issued on Wednesday, April 27th for \$ 467,000 with Iberia Bank of Lafayette being the purchaser at 3.5 % for 15 years. Funds will be used as follows:

\$ 400,000	Construction Funding
\$ 40,000	Reserve for last year's payment
\$ 27,000	Closing Costs

Monthly payment to bond holders will be approximately \$ 3,000 per month.

After being notified that all funding was in place, Parish President Richard Ned Thomas signed a \$ 1,364,000 contract on April 29th with McMath Construction of Mandeville for the construction of the 5,200 square foot facility, which will be located on Dollar Road — just outside of Sheridan and near the parish’s geographic center.

Funds will be supplied as follows:

State of Louisiana	45 %
Communications District	55 %

This new Emergency Operations and Communications Center, expected to be fully constructed within a year, will provide a centralized location in Washington Parish for both day-to-day emergency calls and response in times of disaster. Construction will begin in three weeks.



Pictured Friday at the contract signing for the construction of a new Emergency Operations and Communications Center are, from left, manager Don McMath, of McMath Construction; Tommy Thiebaud, director of the Washington Parish Office of Homeland Security and Emergency Preparedness; Parish President Richard Ned Thomas; Joanna Thomas, manager of the Washington Parish Communications District; Communications District Chairman Jim Coleman; and Eric Riley, of Richard C. Lambert Consultants.

Communications Tower

Work continues on the site. The equipment shelter and generator have been delivered and installed as shown below:



Antenna and radio cables are presently being installed. Project completion is expected this month.

Additional Topics

9-1-1 Fee Increase

I have attached the final language of the resolution on landline telephone 9-1-1 fees which was passed at our last meeting. Based on the latest line counts, the increase will result in the following revenue increases:

Residential Customers	\$ 0.13 per month increase	10,969 lines	\$ 17,100 per yr
Business Customers	\$ 1.52 per month increase	2,855 lines	\$ 52,075 per yr
Total			\$ 69,175 per yr

These increased revenues are dedicated to the following:

Loan Repayment Cost	\$ 36,000 per yr
Insurance Cost Increase	\$ 30,000 per yr
Total	\$ 66,000 per yr

Surplus Equipment From Tangipahoa Parish

As Joanna mentioned, I have attached **for your review and approval the Intergovernmental Agreement Between The Washington Parish Communications District And The Tangipahoa Parish Communications District**. This agreement will allow us to take possession of their **surplus dispatch furniture**.

Agreements With Outside Agencies for Locating Dispatchers at New Building

In addition, I have attached for your review a draft copy of **Cooperative Endeavor Agreement Between The Washington Parish Communications District And (Insert Ambulance Service)**. This document begins the process of establishing the responsibilities of the agencies which choose to locate their dispatcher at our facility. It is requested that the board approve the agreement with either of the two ambulance services, given legal approval by Dan Foil.

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 report. Mr. Fenner made the motion to accept and approve the Chairman's Report as given. Ms. Ratcliff seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

Mr. Fenner reviewed the April 2012, 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 then reviewed all the financial statements, the checklist, and the YTD spending as compared to the 2012 budget for April.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the financial statements, checklist, and YTD spending as compared to the 2012 budget for April.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the financial statements, checklist, and YTD spending as compared to the 2012 budget for April. Ms. Ratcliff seconded the motion. Motion passed by a unanimous vote.

NEW/OLD BUSINESS

Mr. Coleman discussed entering into an agreement with Tangipahoa Parish for the donation of their old dispatch furniture. Mr. Fenner made the motion to enter into an Intergovernmental Agreement with the Tangipahoa Parish Communications District for them to donate their used dispatch furniture to us. The Tangipahoa Parish Communications District has approved this agreement. Ms. Ratcliff seconded he motion. Motion passed by a unanimous vote. The Intergovernmental Agreement so approved is attached.

Mr. Coleman also discussed about entering into an agreement with each Ambulance Service for them to put their dispatcher in our building. The ambulance dispatcher would be paid by their respective company. We would provide the communications equipment and in return their dispatcher would help to answer 911 telephone calls. Mr. Fenner made the motion to enter into discussions with each ambulance service. Ms. Ratcliff seconded he motion. Motion passed by a unanimous vote. The Cooperative Endeavor Agreement so approved for discussion with the ambulance services is attached.

COMMITTEE REPORTS

There were no committee reports.

PUBLIC PARTICIPATION

There was no participation by the public.

Mr. Fenner made the motion to adjourn. Ms. Ratcliff 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

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE WASHINGTON PARISH
COMMUNICATIONS DISTRICT AND THE TANGIPAHOA PARISH
COMMUNICATIONS DISTRICT**

WHEREAS, the Washington Parish Communications District, Parish of Washington, State of Louisiana, is a political subdivision of the State of Louisiana validly organized and created in accordance with Chapter 31 of Title 33 of the Louisiana Revised Statutes of 1950, as amended, (La. R.S. 33:9101 *et seq.*); and

WHEREAS, the Tangipahoa Parish Communications District, Parish of Tangipahoa, State of Louisiana, is a political subdivision of the State of Louisiana validly organized and created in accordance with Chapter 31 of Title 33 of the Louisiana Revised Statutes of 1950, as amended, (La. R.S. 33:9101 *et seq.*); and

WHEREAS, Article 7 Section 14(C) of the Constitution of the State of Louisiana, La. R.S. 33:1324 *et seq.*, and La. R.S. 41:1291 through 1294 permits the entering into an intergovernmental agreement between the Washington Parish Communications District and the Tangipahoa Parish Communications District; and

WHEREAS, Article 7 Section 14(E) of the Constitution of the State of Louisiana, La. states that nothing shall prevent the donation or exchange of movable surplus property between or among political subdivisions whose functions include public safety.

WHEREAS, the Washington Parish Communications District is committed to providing the citizens of their Parish with the most technologically advanced features for their 9-1-1 System that can increase effectiveness and decrease response times, and thereby save lives and property; and

WHEREAS, the Tangipahoa Parish Communications District has declared certain dispatch console furniture as being surplus to their needs;

BE IT RESOLVED that the Tangipahoa Parish Communications District will transfer certain surplus emergency dispatch console furniture to the Washington Parish Communications District; and

BE IT FURTHER RESOLVED that the Washington Communications District agrees, in consideration of the terms contained herein, to assist the Tangipahoa Parish Communications District, upon request, in the establishment of radio and broadband communications during an emergency.

WHEREUPON, the above and foregoing having been submitted to a vote, on this, the 26th day of April, 2012, the vote thereupon resulted as follows:

YEAS:

NAYS:

ABSTAINED:

ABSENT:

TANGIPAHOA PARISH COMMUNICATIONS DISTRICT

By: SIGNATURE
Chairman, Tangipahoa Parish Communications District

By: SIGNATURE
Secretary, Tangipahoa Parish Communications District

WHEREUPON, the above and foregoing having been submitted to a vote, on this, the 1st day of May, 2012, the vote thereupon resulted as follows:

YEAS:

NEYS:

ABSTAINED:

ABSENT:

WASHINGTON PARISH COMMUNICATIONS DISTRICT

By: SIGNATURE
Chairman, Washington Parish Communications District

By: SIGNATURE
Secretary, Washington Parish Communications District

**COOPERATIVE ENDEAVOR AGREEMENT BETWEEN THE WASHINGTON
PARISH COMMUNICATIONS DISTRICT AND INSERT AMBULANCE SERVICE**

WHEREAS, the Washington Parish Communications District, Parish of Washington, State of Louisiana, is a political subdivision of the State of Louisiana validly organized and created in accordance with Chapter 31 of Title 33 of the Louisiana Revised Statutes of 1950, as amended, (La. R.S. 33:9101 *et seq.*); and

WHEREAS, the (insert ambulance service name) holds a certificate of need from the Washington Parish Council and operates under the provisions of Washington Parish Ordinance 11-540; and

WHEREAS, Article 7 Section 14(C) of the Constitution of the State of Louisiana, permits the entering into an Cooperative Endeavor Agreement between the Washington Parish Communications District and the (insert ambulance service name) for a public purpose; and

WHEREAS, the Washington Parish Communications District is committed to providing the citizens of their Parish with the most technologically advanced features for their 9-1-1 System that can increase effectiveness and decrease response times, and thereby save lives and property; and

BE IT RESOLVED that the Washington Parish Communications District will, provide radio dispatch communications capabilities at the completed Washington Parish Emergency Communications Center, 54100 Dollar Road, Franklinton, Louisiana land for an EMS Dispatcher employed by the (insert ambulance service name); and

BE IT FURTHER RESOLVED that in consideration of the terms contained herein that the EMS Dispatcher employed by the (insert ambulance service name) will (1) Answer 9-1-1 calls according to the standards of the Washington Parish Communications District and the Association of Public Safety Communications Officials (APCO) International, (2) transfer law enforcement related 9-1-1 telephone calls to the appropriate law enforcement agency, (3) transfer fire service related 9-1-1 information to the appropriate fire department via telephone and/or radio transmissions, and (4) transfer emergency medical service related 9-1-1 information to the appropriate ambulance service via telephone and/or radio transmissions, (5) Comply with all Policies and Procedures of the Washington Parish Communications District concerning use of equipment and personal behavior.

WHEREUPON, the above and foregoing having been submitted to a vote, on this, the (insert date)th day of (insert month), 2012, the vote thereupon resulted as follows:

YEAS:

NAYS:

ABSTAINED:

ABSENT:

WASHINGTON PARISH COMMUNICATIONS DISTRICT

By: SIGNATURE
Chairman, Washington Parish Communications District

By: SIGNATURE
Secretary, Washington Parish Communications District

THUS EXECUTED on this _____ day of _____, 2012.

WITNESSES:

INSERT AMBULANCE SERVICE

By: _____

(Please Print Name)

Its : _____

STATE OF LOUISIANA
PARISH OF WASHINGTON

PERSONALLY appeared before me, the undersigned authority in and for the said parish and state, on this _____ day of _____, 2012, within my jurisdiction, the within named **XXXXXXXXXXXXXXXX**, who acknowledged that he is the **XXXXXXXXXXXXXXXX** of **XXXXXXXXXXXXXXXX** and that for and on behalf of the said COMPANY, and as its act and deed, he executed the above and foregoing instrument, after first having been duly authorized by said COMPANY so to do.

WITNESSES:

(Please Print Name)

(Please Print Name)

Notary Public

THUS EXECUTED on this _____ day of _____, 2012.

WITNESSES:

**WASHINGTON PARISH
COMMUNICATION DISTRICT**
A Component Unit of Washington Parish Government

By: _____

(Please Print Name)

Its : _____

STATE OF LOUISIANA
PARISH OF WASHINGTON

PERSONALLY appeared before me, the undersigned authority in and for the said parish and state, on this _____ day of _____, 2012, within my jurisdiction, the within named **James M. Coleman**, who acknowledged that he is the **Chairman** of Washington Parish Communication District, a Component Unit of the Washington Parish Government and that for and on behalf of the said AGENCY, and as its act and deed, he executed the above and foregoing instrument, after first having been duly authorized by said Agency so to do.

WITNESSES:

(Please Print Name)

(Please Print Name)

Notary Public

**A RESOLUTION ESTABLISHING EMERGENCY TELEPHONE SERVICE CHARGES
IN ACCORDANCE WITH ACTS**

**1988, NO. 123, §1; ACTS 1988, NO. 153, §1; ACTS 1991, NO. 358, §1; ACTS 1999,
NO. 1029, §1, EFF. JULY 9, 1999**

WHEREAS, the Louisiana Legislature has enacted Acts 1983, No. 550, §1. Amended by Acts 1988, No. 123, §1; Acts 1988, No. 153, §1; Acts 1991, No. 358, §1; Acts 1999, No. 1029, §1, eff. July 9, 1999, as stated in Revised Statute 33:9106 Paragraph B.(1)(a) The governing authority of the district may, when so authorized by a vote of a majority of the persons voting within the district in accordance with law, levy an emergency telephone service charge in an amount not to exceed five percent of the tariff rate; however, if a district is served by more than one service supplier, then the emergency telephone service charge shall not exceed five percent of the highest tariff rate; and

WHEREAS, Revised Statute 33:9106, Paragraph A (3) "Exchange access facilities" means all lines, provided by the service supplier for the provision of local exchange service, as defined in existing general subscriber services tariffs; and

WHEREAS, Revised Statute 33:9106, Paragraph A (6) "Tariff rate" means the rate or rates as stated in the service supplier's tariffs and approved by the Public Service Commission, that represent the service supplier's recurring charges for exchange access facilities, exclusive of all taxes, fees, licenses, or similar charges whatsoever. If exchange access facilities are provided by the service supplier under both flat and usage-sensitive rate schedules, the flat rates shall be considered the "tariff rate"; and

WHEREAS, Based on the Special Election held on Tuesday, November 8, 1988, and the Process Verbal of December 13, 1988, of the Washington Parish Police Jury, the Washington Parish Communications District may levy an emergency telephone service charge in an amount not to exceed five percent of the tariff rate; and

WHEREAS, one of the purposes of the Acts is to provide funds to pay the expenses necessary to carry out all purposes of the district, pursuant to R.S. 33:9102 and R.S. 33:9106(D); and

WHEREAS, the expenses necessary to carry out all purposes of the district, pursuant to R.S. 33:9102 and R.S. 33:9106(D) have increased due to the addition of equipment and facilities; and

WHEREAS, The Washington Parish Communications District may from time to time recalculate the emergency telephone service charge based on existing tariffs in force at that time; and

WHEREAS, the Washington Parish Communications District has not recalculated the emergency telephone service charge based on existing tariffs in force at that time since 1989 ; and

WHEREAS, Based on tariffs approved on January 7, 2012, LA-12-00211, the following Flat Rate Schedules currently apply in Louisiana; and

Residence Service Per Line, UNE Zones 2 and 3	\$ 13.60 Per Month
Business Single Line Service, UNE Zones 1-3	\$ 59.00 Per Month

WHEREAS, the Washington Parish Communications District is committed to providing the citizens of this Parish with the most technologically advanced features for their 9-1-1 System that can increase effectiveness and decrease response times, and thereby save lives and property; and

NOW THEREFORE, a Motion was duly made to the Commissioners, to wit:

BE IT RESOLVED, that in accordance with Acts 1983, No. 550, §1. Amended by Acts 1988, No. 123, §1; Acts 1988, No. 153, §1; Acts 1991, No. 358, §1; Acts 1999, No. 1029, §1, eff. July 9, 1999, the emergency telephone service charge levied shall be revised to reflect tariffs approved on January 7, 2012 as per LA-12-00211. These recalculated emergency telephone service charges shall be as follows:

Residence Service Per Line, UNE Zones 2 and 3	\$ 0.68 Per Month
Business Single Line Service, UNE Zones 1-3	\$ 2.95 Per Month

WHEREUPON, the motion was seconded, and submitted to the official vote of the Washington Parish Communications District, which vote was as follows:

YEAS: Coleman, Stogner, Miller, Fenner, August

NEYS: None

ABSENT: Verett, Ratcliff

WHEREUPON, the above and foregoing resolution was declared duly adopted this 3rd day of April, 2012, by the Washington Parish Communications District.

James M. Coleman, Chairman

Cynthia August, Secretary