

# Louisiana Geographic Information Systems Council

## Digital Data Committee

Meeting of December 19, 2019

### 1. Call to Order

Committee Chair Warren Kron (LMA) called the meeting to order at 12:35 PM. A quorum was present. The meeting was held at the Capitol Park Welcome Center in Baton Rouge, Louisiana.

### 2. Attendance

Committee Members Present:

Kathrine Cargo – Louisiana Chapter Emergency Numbering Association (NENA)

Collin DeGueurce – Louisiana Police Jury Association (PJA)

Warren Kron – Louisiana Municipal Association (LMA)

Others Present:

Phillip Breaux – Acadiana Planning Commission (APC)

Lynn Dupont – Louisiana Association of Planning and Development Districts (PDD)

David Gisclair – Louisiana Senate (Senate)

Lisa MacDonald – Louisiana Bureau of Emergency Medical Services (EMS)

Anthony Summers – West Baton Rouge Parish (WBR)

### 3. Meeting Summary

Committee Chair Warren Kron (LMA) asked members to review the minutes from the November 21, 2019 meeting. Kathrine Cargo (NENA) made a motion with a second by Collin DeGueurce (PJA) to approve the November meeting minutes and the committee unanimously approved.

Mr. Kron (LMA) asked the committee to review the handouts of the “Louisiana Roadways Data Designation Document,” and he summarized the changes that had been made per David Gisclair’s (Senate) comments. Mr. Gisclair (Senate) advised that the document needs a cover sheet that can serve as a type of executive summary. The cover sheet would briefly discuss the feature class name, which agency is responsible for the data, and a lineage of dates from changes to the data schema or the feature class’ name. Also, the metadata abstract would be included in this document. Committee members agreed with the need for a cover sheet, and Lynn Dupont (PDD) and Ms. Cargo (NENA) offered to develop the template.

Mr. DeGueurce (PJA) mentioned that the Digital Data Committee documents need to be migrated from his personal Google Drive account to the recently created LGISC Google account. He also continued the discussion about using a wiki site to publish the data designation documents which he had initiated during the November meeting. Mr. DeGueurce (PJA) had done additional research and learned that wiki sites can also support a history section which would make it very easy to keep track of changes. Committee members came to a general consensus that using a wiki site would be the best way to make both the LSDI and the data designation documents searchable and user-friendly. Ms. Dupont (PDD) suggested using the LData.txt file from the LOSCO data DVD for the table of contents in the wiki site. Ms. Dupont (PDD) and Ms. Cargo (NENA) also offered to develop the table of contents for the wiki site.

Committee members continued to review the LA Roadways Data Designation Document, and suggested various changes in a section-by-section method. Ms. Dupont (PDD) and Ms. Cargo (NENA)

offered to rearrange Section 3 of the document by topic rather than by DDC meeting date. Also, Mr. Kron (LMA) offered to make the other updates to the document that the Committee recommended during the meeting.

Before the end of the meeting, Mr. DeGueurce (PJA) informed the Committee that he had set up a webinar with a representative of the Esri Spatial Data Infrastructure (SDI) group. The webinar is scheduled to take place during the February 20<sup>th</sup> meeting. Esri is interested in assisting the DDC with its efforts in continuing to build the LSDI.

Since there was not enough time left at the meeting to review the Address Point schema, Mr. Kron (LMA) offered to compare it with the NENA Standard to assure all mandatory fields are included.

#### **4. Action Items**

- Mr. DeGueurce (PJA) will migrate the DDC documents from his personal Google account to the LGISC Google Drive, and will set up the wiki site on the LGISC website.
- Ms. Dupont (PDD) and Ms. Cargo (NENA) will develop a template for the data designation cover sheet, create a table of contents for the wiki site, and rearrange Section 3 of the LA Roadways Data Designation Document.
- Mr. Kron (LMA) will edit the LA Roadways Data Designation Document with the Committee's updates, and will compare the Addressing Schema with the NENA Standard to assure all mandatory fields are included.

#### **5. Next Meeting**

Scheduled for Noon on Thursday, January 16, 2020 at the Capitol Park Welcome Center in Baton Rouge, Louisiana.

#### **6. Adjourn**

The meeting ended at 1:18 PM after the committee voted unanimously on a motion made by David Gisclair (Senate) and seconded by Lynn Dupont (PDD).