

MINUTES OF THE REGULAR MEETING OF THE  
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT  
TUESDAY, APRIL 17, 2012  
2:00 P.M.

Commissioner Chairman Larry Atteridge called the regular meeting of the Natchitoches Parish Communications District to order on Tuesday, April 17, 2012 at 2:00 P.M. in the Police Jury Board Room of the Natchitoches Parish Courthouse.

The Prayer was led by Commissioner Mickey Dove, followed by the Pledge of Allegiance, led by Commissioner Doug Birdwell.

Roll call was conducted by 9-1-1 Address Coordinator Bernice Wallace. Those present were; Commissioner Jennifer Perkins, Commissioner Larry Atteridge, Commissioner John Salter, Commissioner Mickey Dove, Commissioner Jack McCain, Commissioner Doug Birdwell, Commissioner Dennie Boyt, 9-1-1 Director Willis Carter and Legal Counsel Mark Begnaud. Absent was Commissioner Victor Jones and Commissioner Chris Paige.

Chairman Larry Atteridge recognized and welcomed Mr. Andrew Shirley from the Natchitoches Times, Mrs. Rebecca Jones from Thomas, Johnson & Cunningham Accounting Firm, Mr. Doug Rachal, and Mr. JD Thorton from the Sheriff's Department and Mr. Robert Clark.

Chairman Larry Atteridge asked if there were any modifications to the agenda. 9-1-1- Director Carter asked that item #14 & #15 be added to the agenda. Item #14 relates to NPSO Paging System . Item #15 relates to the VISA Business Credit Card and requests authorization for the Director to initiate action to increase the existing credit limit from \$2,000.00 to \$5,000.00. Motion by Commissioner Dennie Boyt, seconded by Commissioner John Salter to approve the changes to the Agenda.....**MOTION CARRIED**

Chairman Larry Atteridge asked for a motion to approve the minutes of the March 29, 2012 Board meeting.....Motion by Commissioner Mickey Dove, seconded by Commissioner John Salter. **MOTION CARRIED**

Chairman Larry Atteridge recognized Mrs. Rebecca Jones of Johnson Thomas & Cunningham Who presented the Financial Report for the period ending March 31, 2012. At the conclusion of the report Mrs. Jones asked if there were any questions or concerns. Commissioner Jack McCain inquired about the \$53,246 reported as a 3-month deficit by Ms. Jones. Director Carter commented that the financials showed an expenditure of \$39,000.00 for architectural fees which although budgeted were not a regular monthly expense. Based upon Ms. Jones' report, telephone expenses appeared to increase dramatically over the same period for last year. The same was true for expenses in the professional services line item. Ms. Jones stated that there could have been an error in posting as a result of reconfiguring the reporting system during the same time period. Director Carter stated that nothing had changed since the same period last year that would have resulted with increases in either of the line items. Ms. Jones agreed to verify the accuracy of the records and report back to the board at the next board regularly scheduled board meeting. Hearing no more questions, Chairman Larry Atteridge ask for a motion to accept the Financial Report as presented with the qualification that

Mrs. Jones will report next month with detailed information regarding apparent discrepancies in her report.....Motion by Commissioner Dennie Boyt, seconded by Commissioner Jack McCain.....**MOTION CARRIED**

Chairman Larry Atteridge then asked for committee reports. The 9-1-1 Director stated that the Building Committee and the Budget/Finance Committee had not met since the last meeting. Although the Budget/Finance Committee has not met, Mr. Begnaud is in the process of scheduling a presentation, which will focus on "public financing" to be presented by a qualified bond council and presented to the Budget/Finance Committee and the Board of Commissioners.

Radio study Committee Chairman Birdwell reported that on April 4, 2012, he, Commissioner Jennifer Perkins, 9-1-1 Director Willis Carter, and Mr. Brian Wimberly (representing fire districts) met to discuss perceived problems and issues relating to the 9-1-1 owned and operated public safety radio system, and also to discuss perceived problems with the fire alerting (paging) system which is operated by the Natchitoches Parish Sheriff's office. With regard to problems with the 9-1-1 owned and operated voice radio system, the committee's written report concluded that interviews with all but one fire district representative failed to reveal that any fire district was having significant problems with the voice radio system when utilizing mobile radios. With regard to the paging system, Mr. J.D. Thornton addressed the Commission on behalf of Sheriff Jones and reiterated that NPSO will continue to maintain the paging transmitter and paging service in accordance with historic doctrines. However, in light of the unknown impact of narrowbanding, he emphasized that all stake holders should be prepared to work together to ensure that when a fire district is sent a page, that the district receives the page. ....Chairman Larry Atteridge asked for a motion to accept the committee reports as presented.....Motion by Commissioner John Salter, seconded by Commissioner Jack McCain.....**MOTION CARRIED**

9-1-1 Director Willis Carter presented his report, which included information on: Radio System, receipt of an Office of Homeland Security Grant in the amount of \$9,705.00, Start date of April 9, 2012 for work to begin on the districts geographic information system project, Capital Outlay grant application, Annual Audit process began on March 14<sup>th</sup>, and updates on the NATCOM Project which is currently focused on completion of construction documents and site design work involving utility services...Chairman Larry Atteridge asked for a motion to accept the Director's report as presented....Motion by Commissioner Mickey Dove, seconded by Commissioner John Salter . **MOTION CARRIED**

Under old business, 9-1-1 Director Carter stated that item #10 was brought up back in the January meeting. Mr. Carter said he had met with Mrs. Catherine Hamilton and he believes that her staff is in the process of preparing the documentation requested by the Communications District. We expect something before the next 9-1-1 board meeting. Chairman Larry Atteridge asked for a motion to accept the research information presented by Mr. Carter. Motion by Commissioner John Salter, seconded by Commissioner Doug Birdwell.....**MOTION CARRIED**

Chairman Larry Atteridge asked for a motion to accept the statement of charges on the District VISA account in the amount of \$909.33...Motion by Commissioner Jack McCain, seconded by Commissioner John Salter.....**MOTION CARRIED**

Chairman Larry Atteridge asked for a motion to approve the date of August 1, 2012 as the narrowbanding retuning date for the District's 9-1-1 voice radio system Motion by Commissioner John Salter , seconded by Commissioner Jack McCain.....**MOTION CARRIED**

9-1-1 Director Carter requested authorization to initiate action to increase the existing credit limit on the District's VISA Card. Chairman Larry Atteridge asked for a motion to authorize 9-1-1 Director to initiate action to increase the existing credit limit from \$2,000.00 to \$5,000.00. Motion by Commissioner Mickey Dove, seconded by Commissioner John Salter.....**MOTION CARRIED**

Having no more Business before the 9-1-1 Commission, Commissioner Larry Atteridge asked for a motion to adjourn. Motion by Commissioner John Salter, seconded by Commissioner Jack McCain.....**MOTION CARRIED**

Meeting Adjourned at 3:30 p.m.

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Jennifer Perkins, Board Secretary

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Date Approved