

**MINUTES OF THE REGULAR MEETING OF THE  
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT  
TUESDAY, NOVEMBER 20, 2012  
2:00 P.M.**

Vice-Chairman Doug Birdwell called the regular meeting of the Natchitoches Parish Communications District to order on behalf of Chairman Larry Atteridge on Tuesday, November 20, 2012 in the Police Jury Board Room of the Natchitoches Parish Courthouse.

Commissioner Dennie Boyt led the Pledge Allegiance, followed by the Prayer offered by Commissioner Mickey Dove.

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

Vice-Chairman Birdwell recognized and welcomed guest and asked if there were any modifications to the agenda. Hearing none, he asked for a motion to accept the agenda as published. Motion by Commissioner Dove, seconded by Commissioner Perkins.....**MOTION CARRIED.**

Vice-Chairman Birdwell turned the meeting over to Chairman Atteridge who asked for a motion to approve the minutes of the October 16, 2012 board meeting. Motion by Commissioner Perkins, seconded by Commissioner Birdwell.....**MOTION CARRIED.**

Chairman Atteridge called upon Mrs. Rebecca Jones for presentation of the Financial Report for period ending October 30, 2012. Upon conclusion of the Financial Report Mrs. Jones asked for questions. Hearing none, Chairman Atteridge accepted a motion by Commissioner Jones, seconded by Commissioner Dove. ....**MOTION CARRIED.**

Chairman Atteridge called for Committee Reports. 911 Director Carter reported that there had been no Building Committee meeting since the last 9-1-1 board meeting. On behalf of Commissioner McCain, who is chairperson of the Budget/Finance sub-committee, Carter reported that the Budget/Finance Committee met on November 9, 2012 and that their written report is included in the October meeting agenda package. Carter requested that the board review the report and bring comments back to the December meeting at which time both the amended 2012 budget and the proposed 2013 budget would be voted on .....Motion to accept committee reports as presented by Commissioner Birdwell, seconded by Commissioner Perkins ..**MOTION CARRIED**

Chairman Atteridge asked for the Directors Report at which time Carter presented the following: In the area of Public Outreach – September 26, 2012 Carter was interviewed by Mr. John Brewer of KNOC Talk Radio of Natchitoches. The interview was scheduled to air the week of the September 1<sup>st</sup> and covered topics which included the NATCOM project, the Natchitoches Parish Emergency Warning System, addressing issues and a short general discussion on the parishes 9-1-1 system. Attorney General Opinion – During the June 19<sup>th</sup> Board meeting, Chairman Atteridge had asked for a motion to approve a request to the Louisiana Attorney General for an opinion on the question of whether or not the Natchitoches Parish Communications District (or any district created under the

authority of Chapter 31, Title 33 of the Louisiana Revised Statutes of 1950, as amended) can acquire, own and operate immovable property. That motion carried and the request was made. Staff spoke to the Attorney General's Office on October 4, 2012 and inquired as to the status of this request. We were told that the opinion had been written and that it was currently in the inter-departmental review process. On October 31, 2012 the district received OPINION 12-01551 which supported the district's ability to own and operate immovable property.

With regards to the NATCOM facility project, Carter reported that staff had been awaiting word from the State Bond Commission relative to receipt of a line of credit for our project. Carter reported that he attended the Joint Legislative Committee meeting on Capital Outlay on November 5, 2012 in Baton Rouge in order to gain additional insight on the status of our funding. On November 7, 2011 the district received notice that a funding request for \$500,000 has been included in the agenda for the November 15<sup>th</sup> Bond Commission meeting. Carter reported that the State Bond Commission, during their meeting on November 15, 2012, had approved a Priority 2 cash line of credit in the amount of \$500,000 for planning and construction of the NATCOM facility as well as a non-cash Priority 5 line of credit in the amount of \$1.9 million. Total funding that has been approved for the project to date is \$2,400,000.00.

Geographic Information System Phase II – *“having the best law enforcement, fire, and EMS personnel in the world does no one any good, if our 9-1-1 call takers and dispatchers can't quickly identify a caller's location, and quickly and accurately relay that information to the responding agencies.”* The accuracy of the 9-1-1 addresses throughout the parish is the driving force behind the districts GIS project. Carter stated that because address accuracy is important, we are exploring changes in the processes that we currently use to assign and maintain addresses. These processes include but will not be limited to new requirements requiring the submittal of a written address application form, and in some instances an on-site inspection of new address sites by 9-1-1 addressing staff prior to assigning a 9-1-1 address. These efforts will also include better coordination between 9-1-1 staff and parish and city officials. Staff will be working with the various agencies during the upcoming months to insure that the addressing process is as accurate and as effective as possible. And, pending approval as part of the 2013 budget, work will continue on Phase II (address verification) of our GIS project well into 2013. Delta Regional Authority Grant – Carter reported that the district received word from Delta Regional Authority that our grant application for the 2012 State's Economic Development Assistance Program investment, was not selected.

ANNOUNCEMENTS – Carter informed the board that the district's architect on the NATCOM facility, George Minturn, was chosen to serve as Vice President of the Louisiana Chapter of the American Institute of Architects for the upcoming year. On a final note, Carter reported that the 9-1-1 administrative offices will be closed November 22 and 23 in observance of Thanksgiving. Commissioner Dove made a motion to accept the Director's report, seconded by Commissioner Jennifer Perkins.....**MOTION CARRIED**

Under new business, following a report by Carter relative to current interest rate quotes, the Board of Commissioners voted to renew one of the Districts Certificates of Deposit currently on deposit with Bank of Montgomery.....Motion by Commissioner Perkins, seconded by Commissioner Birdwell.....**MOTION CARRIED**

Board Chairman Larry Atteridge asked for a motion to accept Resolution Number 5 of 2012 which pertains to the renewal of the Professional Service Contract between Willis T. Carter, LLC and the Natchitoches Parish Communications District for 9-1-1 Director services. After some discussion,

Commissioner Dennie Boyt made a motion to approve renewal of the contract (Resolution 5, of 2012), Commissioners Birdwell provided the second. **MOTION CARRIED**

Following the vote on Resolution 5 of 2012, and prior to the next agenda item, Commissioner Jones made an inquiry relative to the cost of operations of the NATCOM facility following its completion. He stated that he understands that the District has secured funding for construction, however he feels that there may be remaining "out-of-pocket" funding required above that. He stated that he had met with Mayor Posey, however he was still unclear about who was going to be responsible for paying these additional costs. Carter stated that those costs have been calculated and provided to the building committee, however he did not have the information on hand in today's meeting and stated that he would provide the figures at the next board meeting. He further stated that the District was in a position to assume responsibility for these costs, however his emphasis was on the fact that the District could not incur the cost for call taking personnel, dispatch personnel, and the cost associated with the general operations of any dispatch entity located in the facility. The general agreement was that those cost would likely remain with each respective public safety agency who chooses to operate out of the facility.

In the last item on the agenda, and in consideration of the fact that budget hearings will be conducted during the December meeting and because of mandatory deadlines associated with this process, Chairman Atteridge asked for a motion to move the scheduled December 18, 2012 meeting date forward to the 11<sup>th</sup> of December, 2012. The motion to accept was made by Commissioner Birdwell, and seconded by Commissioner Jones.... **MOTION CARRIED**

Hearing no other business to come before the Commission, Chairman Atteridge asked for a motion to adjourn until it's next regular board meeting. Motion by Commissioner Jones, seconded by Commissioner Birdwell.....**MOTION CARRIED.**

**Meeting Adjourned 3:30 p. m.**

Jennifer Perkins, Board Secretary  
Approved, December 11, 2012