

**MINUTES OF THE REGULAR MEETING OF THE
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT**

TUESDAY, MARCH 19, 2013

2:00 P.M.

Chairman Larry Atteridge called the regular meeting of the Natchitoches Parish Communications District to order on Tuesday, March 19, 2013 at 2:00 p.m. in the Natchitoches Parish Government meeting Room of Natchitoches Parish Courthouse.

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

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

Chairman Atteridge recognized and welcome guest to the meeting. Steven Neitte of the Natchitoches Times, and LaQuita Collins of the Natchitoches Parish Sheriff's Office.

Chairman Atteridge 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 Perkins, seconded by Commissioner Jones. **MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Atteridge asked for a motion to approve the Minutes of the February 26, 2013 Board Meeting. Motion by Commissioner Mickey Dove to dispense with the reading of the minutes and accept as written, seconded by Commissioner Boyt.....**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Atteridge asked for a motion to accept the Financial Report as presented by Rebecca Jones of Thomas, Johnson & Cunningham. Motion by Commissioner Jones, seconded by Commissioner Boyt.....**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS**

Chairman Atteridge called on Director Carter to present his Director's report.

Emergency Power Generators - Mr. Carter reported that Mr. Ward was successful in locating an electronic control board replacement which may be capable of restoring the auto-start functionality of generator one during loss of commercial power as well as restore the automatic exercise functionality. Mr. Ward installed the parts and the units tested automatically on March 7, 2013 at approximately 5:30 p.m. Both units tested well. Carter reported that the fuel conversion on the two generators is still incomplete as the result of a faulty regulator which is on re-order by Rutledge plumbing. As of March 12, 2013 it has not arrived however upon contact Mr. Rutledge again on March 15, 2013 he advised that the regulator was in his truck and that it would be installed by the close of business this date.

NATCOM UPDATE – Carter reported that the District has been in contact with the Coordinating and Development Corporation and are currently working to effect the transfer of the property. On March 11, 2013 Mr. Minturn and Carter conducted a conference call with Mr. LeCompte and agreed on submittals for the week of March 10th. With regard to the building project, the District received a call on March 12, 2013 from a member of Representative Cox's staff making an inquiry regarding our progress with respect to the project. Carter provided an update along with a follow-up email. Mr. Minturn has submitted a draft architectural contract, which we will submit to our legal counsel as well as Facilities and Planning for approval. Mr. Minturn and Carter visited with Robert Davis, land surveyor and he will resurvey our business property to ensure that the property lines appropriately dissect the city owned street right-of-way. Carter and Minturn met with Ms. Fowler to discuss time lines and the process involved in submitting an application to the Planning and Zoning department for approval of the subdivision of the property. Application will be submitted by April 15th, with a hearing during the regular meeting on May 6th.

APCO/NENA SYMPOSIUM - Carter reported that the APCO/NENA Training Symposium will be conducted on April 20-24 in Marksville, La. This year, in addition to the training being offered through the symposium program, the Louisiana Chapter of APCO is offering a pre-symposium APCO Communication Training Officer Certification course to all APCO members with NO COST for tuition. This course normally carries a \$350.00 tuition cost which is being provided by the Louisiana Chapter of APCO at no charge for our Chapter members. As has been the case since 2010, the Board of Commissioners were generous again this year during budget preparation when you authorized funding for 2 members from each of our PSAP's to attend the symposium, and receive this very beneficial training. You will find more information pertaining to the symposium on pages 20 and 21 of this report. We encourage both of our PSAP's to take advantage of the very important educational opportunity.

ANNOUNCEMENTS – The District will play host to the North Louisiana 9-1-1 Directors group here in Natchitoches on March 28, 2013. This is a quarterly event encompassing an informal meeting of some fifteen or so 9-1-1 Directors from across north Louisiana. This month's meeting will include a one hour work entitled 10 Ways to Improve Public Safety with GIS presented by Geographic Technologies Groups. Carter invited the Board members to attend the meeting, or simply stop in and say hello to our visitors. Carter completed his report by announcing that the District offices will be closed March 29, 2013 in observance of Good Friday.

Motion to accept the Directors report by Commissioner Jones, seconded by Commissioner Dove.....**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Atteridge asked for a motion to approve the statement of charges on the District's VISA account of \$45.00...Motion by Commissioner Boyt, seconded by Commissioner Perkins**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Atteridge asked for a motion to accept Resolution Number 4 of 2013. A RESOLUTION AUTHORIZING THE PURCHASE OF A 12-MONTH CERTIFICATE OF DEPOSIT IN THE AMOUNT OF \$300,000, AT AN INTEREST RATE OF 0.8% AND OTHERWISE WITH RESPECT THERETO. Motion by Commissioner Jones, seconded by Commissioner Perkins. **MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Larry Atteridge asked for a motion to accept Resolution Number 5 of 2013. A RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES CONTRACT WITH MR. GEORGE MINTURN; AND OTHERWISE WITH RESPECT THERETO. MOTION BY Commissioner Boyt, seconded by Commissioner Dove. **MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Atteridge asked that the Commission to accept the staff prepared draft copy of an Administrative Procedure covering the use of district owned vehicles and be prepared to offer modifications at next month's meeting. Motion by Commissioner Jones, seconded by Commissioner Dove.....**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Atteridge recognized LaQuita Collins of the Natchitoches Parish Sheriff's Office, and invited her to address the Commission on an issue involving the purchase of a voice logging recorder for an estimated cost of \$17,000. The Commission had questions relative to if this equipment would be able to be relocated and serve multiple agencies upon the relocation to the new emergency communications center. Commissioner Boyt reported that he was in the process of purchasing a voice logger and would be happy to allow the Sherriff's department to share that equipment if that would be possible. Chairman Atteridge suggested that perhaps more research should be done, and that this issue should be tabled until after final action had been taken on the next order of business which involves a request to Homeland Security for grant funding for the recorder. Motion by Commissioner Boyt, seconded by Commissioner Jones. **MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Larry Atteridge asked for a Motion to issue a letter to the Natchitoches Parish Office of Homeland Security recommending the use of Homeland Security Grant funds for the purchase of the Voice Logging Recorder System for the Natchitoches Parish Sheriff's dispatch center. Motion by Commissioner Jones, seconded by Commissioner Dove. **MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Having no more business to come before the board....Chairman Atteridge asked for a motion to adjourn until it's next regular board meeting. Motion by Commissioner Boyt , seconded by Commissioner Dove...**MOTION CARRIED UNANIMOUS by HAND VOTE**

Meeting Adjourned 2:50 p. m.