

MINUTES OF THE REGULAR MEETING OF THE NATCHITOCHEs PARISH  
COMMUNICATIONS DISTRICT

TUESDAY, NOVEMBER 19, 2013

2:00 P. M.

Chairman Larry Atteridge called the regular meeting of the Natchitoches Parish Communications District to order on Tuesday, November 19, 2013 at 2:00 p.m. in the Natchitoches Parish Government meeting room of the Natchitoches Parish Courthouse. Commissioner Jack McCain offered the Pledge of Allegiance, which was followed by the Prayer led by Commissioner Mickey Dove.

Roll call was conducted by 9-1-1 address Coordinator Bernice Wallace. Present were; Commissioner Mary Jones, Commissioner Larry Atteridge, Commissioner Mickey Dove, Commissioner Crit Miller, Commissioner Jack McCain, Commissioner Victor Jones, Commissioner Doug Birdwell, and Commissioner Chris Paige. Absent was Commissioner Rick Nowlin.

Chairman Atteridge recognized and welcome guests J. D. Thornton of the Natchitoches Parish Sheriff's Office, Linda Vance of the Natchitoches Parish Government Office (representing Commissioner Rick Nowlin), and Mr. George Minturn. Chairman Atteridge asked if there were any modifications to the Agenda. 911 Director Willis Carter asked that Mayor Lee Posey has plans to attend the meeting for the purpose of making an announcement to the board. Carter asked that the chairman suspend the regular order of business when the Mayor arrives to all him to make the announcement.

Chairman Atteridge asked for a Motion to approve the Minutes of the October 15, 2013 Board Meeting as printed.....Motion by Commissioner McCain, seconded by Commissioner Dove...**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Atteridge asked for the Financial Report. Carter advised him that a Ms. Jones, who represented Johnson Cunningham and Thomas, was not present. After a brief discussion, Commissioner Victor Jones motioned that in the absence of Mrs. Rebecca Jones, the Financial Report be tabled until the next regular Board meeting. The motion was seconded by Commissioner Mary Jones... **MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

*(Mayor Lee Posey enters the board meeting)* Chairman Atteridge suspended the regular business and gave the floor to Mayor Lee Posey. Mayor Posey addressed the Commission and announced that the City of Natchitoches Planning and Zoning Department has officially named the street leading to the future site of the new Public Safety Emergency Communications Center as "Public Safety Boulevard" and assigned the official address for the facility as "911" Public Safety Boulevard. Commission Chairman Larry Atteridge thanked the City of Natchitoches, on behalf of the Communications Commission, for all of the City's support for the project.

The Director's Report was presented by Mr. Willis Carter. Mr. Carter updated the 911 Board on the following: Carter reported that the District is now at the point with our Geographic Information system work, where the data layers which the district has created can

and should be shared with both city and parish public safety agencies, and/or any other partners in this project, for use in the deployment of emergency response personnel. The District's mapping "system" resides on a standalone work station which although connected to the city's network, does not currently communicate with any other segment of GIS systems used by either the city or the parish. We have been working with Mr. David Lyons of GTG, our GIS provider, to create an automated process which will allow the District's GIS system to communicate with that of both the City of Natchitoches and the Natchitoches Parish Sheriff's Office in order to share geographic data files. Our goal is to ensure that the routine updates which are made to our data layers on a daily basis are automatically shared with both city and parish public safety agencies on an agreed upon scheduled and timely basis without human intervention.

On other issues, Carter reported that the District has received notice that Hines, Sheffield, and Squires advising that they will no longer be providing audit services. Carter advised the board that he would be setting up a search process for a replacement audit firm, and have a recommendation for a new firm ready by the December board meeting. As reported in previous meetings, there has been a delay in the transfer of title to the property being donated by Mr. Max LaComte and the Coordinating and Development Corporation. That issue is being addressed by the City and hopefully resolution will be forthcoming. The 2014-15 Capital Outlay project application is updated and the District has submitted it prior to November 1, 2013 deadline. Carter reported that shortly after his arrival in Natchitoches, he had multiple meetings with the Directors of both PSAPS, and discussed training needs, and the need to develop a standardized training program for telecommunicators. Recently, the District shared with both PSAP Directors a basic training outline which is made up of fourteen phases of training covering a period of one year which is aimed at ensuring proficiency at the call taking and dispatching level of communications center operations.

As part of the Directors report, Mr. George Minturn presented his update on the design work for the NATCOM facility. He began by stating that because of the delay in the property deed transfer, we have not been in a position to proceed with planning related to Utility easements which impact electrical, plumbing, and sanitation. Minturn reported that he has contacted the gas company to give them some information regarding access to the facility, but is awaiting the completion of engineering work which will determine "load" levels for the facility. Mr. Minturn also reported that he had contacted the engineering firm Meyer Meyer, LaCroix, and Hixson who did the original street work on the access road leading to the site. According to that firm, utility lines run approximately 100 feet up the access road, but do not go all the way to the proposed facility site. Minturn has contacted them and requested a proposal from them to complete the engineering work. Carter stated that we are at a standstill now, we can't do any more with the engineering work until the ownership of property is settled.

Announcements: Administrative Offices will be closed November 28<sup>th</sup> and November 29<sup>th</sup> in observance of Thanksgiving.....Motion to accept the Directors report as presented was offered by Commissioner Birdwell, and seconded by Commissioner Miller .....**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Atteridge asked for a motion to accept the statement of charges on the District's VISA account.....Motion by Commissioner Victor Jones, seconded by Commissioner Mary Jones...  
**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Atteridge asked for a motion to accept RESOLUTION NO. 11 OF 2013. A RESOLUTION AUTHORIZING THE AUTOMATIC RENEWAL OF TWO CERTIFICATES OF DEPOSIT AND OTHERWISE WITH RESPECT THERETO:....Motion by Commissioner Mary Jones, seconded by Commissioner Miller.....**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Atteridge asked for a motion to accept RESOLUTION NO. 12 OF 2013. A RESOLUTION AUTHORIZING THE PURCHASE OF LAPTOP COMPUTER EQUIPMENT, HARDWARE AND SOFTWARE TO BE USED IN THE SUPPORT OF FIELD ADDRESS VERIFICATION WORK; AND OTHERWISE WITH RESPECT THERETO:.....Motion by Commissioner McCain, seconded by Commissioner Doug Birdwell.....**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Having no more Business to come before the Communications District Board of Commissioners , Chairman Atteridge asked for a motion to adjourn until it's next schedule meeting date....Motion by Commissioner Dove, seconded by Commissioner Mary Jones.....**MOTION CARREID UNANIMOUSLY BY SHOW OF HANDS.**

**MEETING ADJOURNED, 2:32 P.M.**

**Mary Jones, Commissioner, Secretary  
Date: 12/10/2013**