

**MINUTES OF THE REGULAR MEETING  
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT  
2:00 p.m., Tuesday, March 20, 2018  
Council Meeting Room  
Natchitoches Parish Court House**

**CALL TO ORDER-** Chairman Dove called the regular meeting of the Natchitoches Parish Communications District to order on Tuesday, March 20, 2018 at 2:00 p.m. in the Natchitoches Parish Government meeting room of the Natchitoches Parish Courthouse.

**PLEDGE AND PRAYER** – Commissioner Dove asked Commissioner Nicholas to lead the Pledge of Allegiance, and Commissioner Wynn offered the prayer.

**ROLL CALL** - Roll call was conducted by 9-1-1 Address Coordinator Bernice Wallace.  
**Commissioners present: Larry Atteridge, John Nicholas, Micky Dove, Mary Jones, Victor Jones, Jack McCain, John Wynn, Chris Paige. Commissioners Absent: Rick Nowlin: Staff present: 911 Director Willis Carter, Bernice Wallace and Legal counsel Mark Roberts.**

**APPROVAL/MODIFICATIONS TO AGENDA-***Chairman Dove asked if there were any modifications to the published agenda. Director Willis Carter stated there were two items, items #12 and #13 added to the agenda. Motion by Commissioner John Nicholas, seconded by Commissioner Mary Jones. Roll call vote was recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Victor Jones, YES; Jack McCain, YES; John Wynn, YES; Chris Paige, YES; ABSENT: Rick Nowlin.***

***Motion Passed***

**PUBLIC COMMENTS/INTRODUCTION OF GUEST-***No public comments. Juanice Gray, LaQuita Collins, George Minturn, Rebecca Jones, Assistance Fire Chief Griffin and Mark Roberts.*

**APPROVAL OF MINUTES** –Chairman Dove asked for a motion to approve the minutes of the February 20, 2018 board meeting as written...Motion by Commissioner Wynn, seconded by Commissioner Nicholas. Roll call vote was recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Victor Jones, YES; Jack McCain, YES; John Wynn, YES; Chris Paige, YES; ABSENT: Rick Nowlin. Motion Passed**

**FINANCIAL REPORT** –Chairman Dove asked Rebecca Jones of JTC to provide the financial report for the period ended February 28, 2018. Motion by Commissioner Atteridge, seconded by Commissioner Victor Jones to approve the financial report as presented. Roll call vote recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; Mary Jones, YES; Victor Jones, YES; Jack McCain, YES; John Wynn, YES; Chris Paige, YES; ABSENT: Rick Nowlin. Motion Passed**

**9-1-1 DIRECTORS REPORT: Telephone CPR** – Carter reported he discussed with the APCO Legislative Committee during a conference call on March 12, 2018 the proposed legislation concerning the mandating that all public safety telecommunicators be trained in providing telephone cardiopulmonary resuscitation to callers. Carter stated that he believes it in the best interest of our citizens to support the concept of providing pre-arrival instructions to callers when appropriate; however, there remains questions regarding governance, oversight and operational policy development.

**Commerce Committee 9-1-1 Funding Report** – as part of the conditions that allowed us to get the votes necessary to pass the surcharge increase in 2016, 9-1-1 Districts are now mandated by law to submit an annual revenue/expenditure report to the Commerce Committee. The APCO Legislative accepted responsibility for collecting these reports statewide, collating the data and submitting the report. Carter provided a “draft” version of the report for review. **Financial Disclosure** - The deadline for submitting Commission Financial Disclosure reports is May 15, 2018. *Chairman Dove asked for a motion to accept the director’s report as presented. Motion by Commissioner Victor Jones, seconded by Commissioner John Nicholas. Roll call vote recorded as follows: Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Victor Jones, YES; Jack McCain, YES; John Wynn, YES; Chris Paige, YES; ABSENT: Rick Nowlin. Motion Passed*

**BANK CARD ACCOUNT ACTIVITY REPORT**- Chairman Dove asked for a Motion to accept the Bank Card Account Activity Report. Motion by Commissioner Victor Jones , seconded by Commissioner Mary Jones. Roll call vote was recorded as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Victor Jones, YES; Jack McCain, YES; John Wynn, YES; Chris Paige, YES; ABSENT: Rick Nowlin. Motion Passed**

**2018 ANNUAL REPORT**- The 2017 Annual Report represents a summary of the activity of the district during the period of 2017. Chairman Dove asked for a motion to approve the 2017 Annual report as presented. Motion by Commissioner Victor Jones, seconded by Commissioner Larry Atteridge. Roll call vote as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; Mary Jones, YES; Jones, YES; McCain, YES; Wynn, YES; Chris Paige, YES; ABSENT: Rick Nowlin. Motion Passed**

**ADMINISTRATIVE PROCEDURES MANUAL**- Chairman Dove asked for a motion to approve the Administrative Procedures Policy Manual as presented. Motion by Commissioner Victor Jones, seconded by Commissioner Mary Jones. Roll call vote as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; Mary Jones, YES; Jones, YES; McCain, YES; Wynn, YES; Chris Paige, YES; ABSENT: Rick Nowlin. Motion Passed**

**RESOLUTION NUMBER 9 OF 2018- A RESOLUTION TO APPROVE THE ADVERTISEMENT OF SPECIFICATIONS AND REQUESTS FOR BIDS/QUOTES FOR SPECIALIZED EMERGENCY OPERATIONS COMMUNICATIONS WORKSTATIONS DESIGNED TO SUPPORT THE TASKS ASSOCIATED WITH EMERGENCY CALL TAKING AND THE SUBSEQUENT DEPLOYMENT OF PUBLIC SAFETY RESOURCES BY TELECOMMUNICATORS OPERATING OUT OF THE NATCOM EMERGENCY OPERATIONS FACILITY:** Chairman Dove asked for a motion to approve Resolution Number 9 of 2018. Motion by Commissioner Victor Jones, seconded by Commissioner Larry Atteridge. A Roll call vote to approve was recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; Mary Jones, YES; Jones, YES; McCain, YES; Wynn, YES; Paige, YES; ABSENT: Rick Nowlin. Motion Passed**

**RESOLUTION NUMBER 10 OF 2018- A RESOLUTION TO APPROVE CONSTRUCTION CHANGE ORDER NUMBER 2 FOR THE CONSTRUCTION OF PROJECT NO. 50-NRO-12-01 NATCHITOCHE PARISH EMERGENCY COMMUNICATIONS CENTER, AND OTHERWISE PROVIDING WITH RESPECT THERETO:** Chairman Dove asked for a motion to accept Resolution Number 10 of 2018. Motion by Commissioner Victor Jones, seconded by Commissioner Mary Jones. A Roll called vote to accept was recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; Mary Jones, YES; Jones, YES; McCain, YES; Wynn, YES; Paige, YES; ABSENT: Rick Nowlin. Motion Passed**

**NATCOM PROJECT REPORT**-Chairman Dove asked for a motion to accept the NATCOM report as presented . Motion by Commissioner Victor Jones, seconded by Commissioner Larry Atteridge. Roll call vote as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; Mary Jones, YES; Victor Jones, YES; McCain, YES; John Wynn, YES; Chris Paige, YES; ABSENT: Rick Nowlin. Motion Passed.**

Having no further Business to come before the Communications District Board of Commissioners. Chairman Dove called for a motion to adjourn until it's next scheduled meeting date. Motion by Commissioner Victor Jones, seconded by Commissioner John Nicholas. Roll call vote recorded as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Victor Jones, YES; Jack McCain, YES; John Wynn, YES; Chris Paige, YES; ABSENT: Rick Nowlin. Motion Passed.**

**MEETING ADJOURNED 2:38 p.m.**