

**MINUTES OF THE REGULAR MEETING
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT
2:00 p.m., Tuesday, May 15, 2018
Natchitoches Art Center/911 Office
716 Second Street**

CALL TO ORDER- Chairman Dove called the regular meeting of the Natchitoches Parish Communications District to order on Tuesday, May 15, 2018 at 2:00 p.m. in the Natchitoches Art Center/911 Office. 716 2nd Street, Natchitoches, La.

PLEDGE AND PRAYER – Commissioner Dove asked Commissioner McCain 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, Victor Jones, Jack McCain, John Wynn ,Rick Nowlin. **Commissioners Absent:** Mary Jones and Chris Paige:
Staff present: 911 Director Willis Carter, Bernice Wallace and Legal counsel Mark Begnaud.

Chairman Dove appointed Commissioner John Nicholas as acting Secretary due to the absents of Commissioner Mary Jones, board Secretary

APPROVAL/MODIFICATIONS TO AGENDA-*Chairman Dove asked if there were any modifications to the published agenda. Director Willis Carter stated there is one item, Resolution #13 enter as #16 to the agenda. Motion by Commissioner Jack McCain, seconded by Commissioner John Nicholas . Roll call vote was recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Victor Jones, YES; Jack McCain, YES; John Wynn, YES; Rick Nowlin, YES; ABSENT: Mary Jones and Chris Paige.***
Motion Passed

PUBLIC COMMENTS/INTRODUCTION OF GUEST- **No public comments.** *Juanice Gray, George Minturn, Rebecca Jones, and Mark Begnaud.*

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

FINANCIAL REPORT –Chairman Dove asked Rebecca Jones of JTC to provide the financial report for the period ended April 30, 2018. Motion by Commissioner Victor Jones, seconded by Commissioner John Wynn to approve the financial report as presented. Roll call vote recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; Victor Jones, YES; Jack McCain, YES; John Wynn, YES; Rick Nowlin, YES; ABSENT: Mary Jones and Chris Paige. Motion Passed**

9-1-1 DIRECTORS REPORT: 9-1-1 Director Carter reported that he: participated in a meeting with NPSO and City IT and operations personnel in a PTS project planning meeting on May 3rd and held a discussion centered on timelines and goals for the installation and implementation of

the new computer aided dispatch system which will include a dispatch module which will support 9-1-1 call taking and deployment and tracking of law enforcement, fire and EMS. Met with VFIS Insurance representative who is the districts provider for general liability insurance and provided a site tour as part of their assessment for premiums to cover the new facility. Initial estimates are that the base premium will be in the area of \$13,000 annually. Facilitated a meeting with Kay Radio to review antenna and coax requirements to support the relocation of law enforcement, fire, and EMS dispatch operations in the NATCOM facility. Initial plan is to purchase and install 39 new antenna at the NATCOM facility in order to reduce the time and possible communications disruptions at the time of the move. Conducted annual employee performance review with Address Coordinator Bernice Wallace. Stated that he is near completion of workstation specification and requirements in preparation for a request of quotes. Participated in a meeting of the Joint Operations Executive Management Sub-Committee Meeting. Minutes of that meeting are provided in the May agenda. Following Carter's report and hearing no questions, *Chairman Dove asked for a motion to accept the director's report as presented. Motion by Commissioner Larry Atteridge, seconded by Commissioner John Nicholas. Roll call vote recorded as follows: Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Victor Jones, YES; Jack McCain, YES; John Wynn, YES; Rick Nowlin, YES; ABSENT: Mary Jones and Chris Paige. Motion Passed*

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

RESOLUTION NUMBER 11 OF 2018- A RESOLUTION DESIGNATING THE OFFICIAL JOURNAL OF THE NATCHITOCHE PARISH COMMUNICATIONS DISTRICT AND OTHERWISE PROVIDING WITH RESPECT THERETO: Chairman Dove asked for a motion to approve Resolution #11 of 2018. Motion by Commissioner McCain, seconded by Commissioner Wynn. Roll call vote as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; Victor Jones, YES; McCain, YES; Wynn, YES; Rick Nowlin, YES; ABSENT: Mary Jones and Chris Paige. Motion Passed**

STATEWIDE 9-1-1 CONSOLIDATED REPORT- This report includes information from all of the parishes within the state of Louisiana. Within the report, all fees and other revenue received by each Communications District are itemized by Communications District, as well as on a statewide basis.

JOINT OPERATIONS MANAGEMENT SUB-COMMITTEE REPORT- The sub-committee meeting was at the NATCOM construction site at approximately 4:45 pm. The sub-committee discussed and reached consensus on several operational related issues. The committee was given a tour of the facility and encouraged to continue to watch progress. Meeting was adjourned at 5:45 p.m.

RESOLUTION NUMBER 12 OF 2018- A RESOLUTION AUTHORIZING A SALARY ADJUSTMENT FOR BERNICE WALLACE, AND OTHERWISE PROVIDING WITH RESPECT THERETO: Chairman Dove asked for a motion to approve Resolution Number 12 of 2018.

Motion by Commissioner Atteridge, seconded by Commissioner Wynn. A Roll call vote to approve was recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; Victor Jones, YES; McCain, YES; Wynn, YES; Nowlin, YES; ABSENT: Mary Jones and Chris Paige.**
Motion Passed

SB264- Provides for Emergency medical Dispatch Assistance. Require public safety telecommunicators who provides dispatch for emergency medical conditions be trained in the delivery of telephone CPR.

RESOLUTION NUMBER 13 OF 2018- A RESOLUTION: A RESOLUTION AUTHORIZING THE EXPENDITURE NOT TO EXCEED \$5,000 FOR THE INSTALLATION OF SEWER LIFT STATION TO SUPPORT THE OPERATIONS OF THE NATCOM EMERGENCY COMMUNICATIONS FACILITY: 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; ABSENT: Rick Nowlin, Mary Jones and Chris Paige.** **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; Victor Jones, YES; McCain, YES; John Wynn, YES; ABSENT: Mary Jones, Chris Paige and Rick Nowlin.**
Motion Passed.

ADJOURN-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; Victor Jones, YES; Jack McCain, YES; John Wynn, YES; ABSENT: Mary Jones, Chris Paige and Rick Nowlin.**

MEETING ADJOURNED 2:55 p.m.