

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

2:00 p.m., Tuesday, January 15, 2019
Council Meeting Room
Natchitoches Parish Court House

CALL TO ORDER- Chairman Micky Dove called the regular meeting of the Natchitoches Parish Communications District to order on Tuesday, January 15, 2019 at 2:00 p.m. in the Natchitoches Parish Government meeting room of the Natchitoches Parish Courthouse.

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

PUBLIC COMMENTS/INTRODUCTION OF GUEST- No public comments.

ROLL CALL - Roll call was conducted by Bernice Wallace. **Commissioners present: Larry Atteridge, John Nicholas, Micky Dove, Mary Jones, Jack McCain, John Wynn and Rick Nowlin**
Commissioners Absent: Chris Paige, Victor Jones. Support 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 was none. Motion by Commissioner Mary Jones, seconded by Commissioner Nicholas . Roll call vote was recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES ; Mary Jones, YES; Jack McCain, YES; John Wynn ,YES; Rick Nowlin, YES; ABSENT: Chris Paige, and Victor Jones. Motion Passed**

APPROVAL OF MINUTES- Chairman Dove asked for a motion to approve the minutes of the December 18, 2018 board meeting as written. Motion by Commissioner Wynn, seconded by Commissioner John Nicholas. Roll call vote was recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; John Wynn, YES; Rick Nowlin, YES; ABSENT: Chris Paige and Victor Jones. Motion Passed**

FINANCIAL REPORT –Rebecca Jones presented the Financial Reports for the period ending December 31, 2018. Chairman Dove asked for a motion to approve the Financial Reports as presented by Rebecca Jones. Motion by Commissioner McCain, seconded by Commissioner Nicholas. Roll call vote recorded as follows: **Atteridge, YES; Nicholas, YES; Micky Dove, YES; Mary Jones YES; Jack McCain, YES; John Wynn, YES; Rick Nowlin, YES; ABSENT: Chris Paige and Victor Jones. Motion Passed**

9-1-1 Directors Report- Carter reported that Internet service was established at the NATCOM facility on January 8, 2019. KINETIX installed the service and test for capacity with all testing complete. Staff is currently interviewing requesting quotes from Janitorial Service providers. The District continues to have discussions with KINETIX regarding how they may be support district operations via a managed service agreement to provide IT Support services for the District. This service could include providing specifications for equipment, building and supporting Local Area Network maintenance and updates, and 24-hour monitoring of our systems health. Carter also reported that the district has received and are in the process of reviewing the ATT Scope of Work for the relocation of the Vesta 9-1-1 Call Processing equipment and that KINETIX installed the new administrative telephone system on January 11, 2019. The HVAC vendor for the

NATCOM project has checked and readjusted settings on all of the HVAC equipment to ensure constant and even heating and cooling of the NATCOM facility. We have been tracking the temperature in each area of the building daily and it appears to have stabilized. Carter stated that his report was complete unless anyone had questions. Hearing none, Chairman Dove asked for a motion to accept the Directors report as presented. *Motion by Commissioner Atteridge, seconded by Commissioner Wynn. Roll call vote recorded as follows: Larry Atteridge, YES; Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; John Wynn, YES; Rick Nowlin, YES; ABSENT: Chris Paige and Victor Jones. Motion Passed*

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

RESOLUTION NUMBER 1 OF 2019- A RESOLUTION ESTABLISHING THE 2019 ANNUAL COMMISSION MEETING SCHEDULE FOR THE NATCHITOCHE PARISH COMMUNICATIONS DISTRICT AND OTHERWISE PROVIDING WITH RESPECT THERETO: Chairman Dove asked for a motion to approval Resolution number 1 of 2019. Motion by Commissioner Mary Jones, seconded by Commissioner Atteridge. Roll call vote was recorded as follows: **Larry Atteridge, YES; Nicholas, YES; Dove, YES; Mary Jones, YES; Jack McCain, YES; John Wynn, YES; Rick Nowlin, YES; ABSENT: Chris Paige and Victor Jones. Motion Passed**

RESOLUTION NUMBER 2 OF 2019- A RESOLUTION ESTABLISHING THE 2019 EMPLOYEE HOLIDAY SCHEDULE AND OTHERWISE WITH RESPECT THERETO: Chairman Dove asked for a motion to approve Resolution number 2 of 2019. Motion by Commissioner Nicholas, seconded by Commissioner Wynn. Roll call vote recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; Mary Jones, YES; Jack McCain, YES; John Wynn, YES; Rick Nowlin, YES; ABSENT: Chris Paige and Victor Jones. Motion Passed**

RESOLUTION NUMBER 3 OF 2019- A RESOLUTION AUTHORIZES THE DIRECTOR TO ENGAGE A QUALIFIED JANITORIAL SERVICE TO PROVIDE CLEANING CHEMICALS, CLEANING EQUIPMENT, LABOR AND SUPERVISION FOR JANITORIAL SERVICES FOR THE NATCOM FACILITY; Chairman dove asked for a motion to approve Resolution number 3 of 2019. Motion by Commissioner Jack McCain, seconded by Commissioner Rick Nowlin. Roll call vote recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; John Wynn, YES; Rick Nowlin, YES; ABSENT: Chris Paige and Victor Jones. Motion Passed**

RESOLUTION NUMBER 4 OF 2019- A RESOLUTION AUTHORIZING THE EXECUTION OF A COOPERATIVE ENDEAVOR AGREEMENT BETWEEN THE NATCHITOCHE PARISH COMMUNICATIONS DISTRICT, NATCHITOCHE PARISH SHERIFF'S OFFICE, AND THE CITY OF NATCHITOCHE POLICE DEPARTMENT PERTAINING TO THE SHARED USE OF THE VOICE LOGGING EQUIPMENT PURCHASED AND OWNED BY THE NATCHITOCHE PARISH COMMUNICATIONS DISTRICT; Chairman Dove asked for a motion to approve Resolution number 4 of 2019. Motion by Commissioner Nicholas, seconded by Commissioner Mary Jones. Roll call vote recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones,**

YES; Jack McCain, YES; John Wynn, YES; Rick Nowlin, YES; ABSENT: Chris Paige and Victor Jones. Motion Passed

RESOLUTION NUMBER 5 OF 2019- A RESOLUTION AUTHORIZING THE PURCHASE OF A SHARED VOICE LOGGING SYSTEM FOR THE USE OF NATCHITOCHE PARISH PUBLIC AGENCIES IN THE PROVISION OF PUBLIC SAFETY SERVICES; Chairman Dove asked for a motion to approve Resolution number 5 of 2019. Motion by Commissioner McCain, seconded by Commissioner Larry Atteridge. Roll call vote recorded as follow: **Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES Jack McCain, YES; John Wynn, YES; Rick Nowlin, YES; ABSENT: Chris Paige and Victor Jones. Motion Passed**

NATCOM PROJECT UPDATE REPORT- Mr. George presented his report after which Chairman Dove asked for a motion to accept the NATCOM Report update as presented. Motion by Commissioner McCain, seconded by Commissioner Atteridge. Roll call vote recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; John Wynn, YES; Rick Nowlin, YES; ABSENT: Chris Paige and Victor Jones. Motion Passed**

ELECTION OF OFFICERS- Chairman Dove opened nominations for election of Officers for the 2019 year beginning with **Chairman**. Commissioner Jack McCain re-nominated commissioner Micky Dove to serve another term as **Chairman** with a seconded by Commissioner John Nicholas. Hearing no other nominations, a roll call vote recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Mary Jones, YES; Jack McCain, YES; John Wynn, YES; Rick Nowlin, YES; ABSENT: Chris Paige and Victor Jones. Motion Passed**

Chairman Dove opened nominations for **Vice-Chairman**. Commissioner Nicholas re-nominated Commissioner Larry Atteridge to serve another term as **Vice-Chairman** with a seconded by Commissioner John Wynn. Hearing no other nominations, a roll call vote was recorded as follows: **John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; John Wynn, YES; Rick Nowlin, YES; ABSENT: Chris Paige and Victor Jones. Motion Passed**

Chairman Dove opened nominations for **Secretary**. Commissioner Atteridge re-nominated Commissioner Mary Jones to serve another term as Secretary, with a seconded by Commissioner Jack McCain. Hearing no other nominations, a roll call vote was recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Jack McCain, YES; John Wynn, YES; Rick Nowlin, YES; ABSENT: Chris Paige and Victor Jones. 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 John Nicholas, seconded by Commissioner Mary Jones. Roll call vote recorded as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; John Wynn, YES; Rick Nowlin, YES; ABSENT: Chris Paige and Victor Jones. Motion Passed**

MEETING ADJOURNED 2:47 p.m.