

**MINUTES OF THE REGULAR MEETING  
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT  
2:00 p.m., Tuesday, January 21, 2020  
Room 116 A  
Natchitoches Parish Communications District 9-1-1 Center**

**CALL TO ORDER-** Chairman Micky Dove called the regular meeting of the Natchitoches Parish Communications District to order on Tuesday, January 21, 2020 at 2:00 p.m. in the Natchitoches Parish Communications District 9-1-1 Center , Room 116 A, Natchitoches Parish Louisiana.

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

**PUBLIC COMMENTS/INTRODUCTION OF GUEST** *No public comments. Sheriff-Elect Stuart Wright, Rebecca Jones, George Minturn, Pat Williams, Gary McElwee, Juanice Gray, LaQuita Collins and Marks Roberts.*

**ROLL CALL** - Roll call was conducted by Bernice Wallace. **Commissioners present: Larry Atteridge, John Nicholas, Micky Dove, Mary Jones, Jack McCain, Chris Paige, John Wynn, late arrival John Richmond; Commissioner absent; Victor Jones. Staff present: 911 Executive Director Willis Carter, Bernice Wallace and Legal counsel Mark Roberts.**

**APPROVAL/MODIFICATIONS TO AGENDA-** Chairman Dove asked were there any modifications to the agenda. Executive Director Willis Carter stated there were none. Chairman Dove asked for a motion to approve the agenda a written. Motion by Commissioner McCain, seconded by Commissioner Wynn. Roll call vote recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; John Wynn, YES; Chris Paige, YES; ABSENT: Victor Jones, Motion Passed**

**APPROVAL OF MINUTES-** Chairman Dove asked for a motion to approve the minutes of the December 3, 2019 meeting. Motion by Commissioner John Wynn, seconded by Commissioner John Nicholas. Roll call vote recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; John Wynn, YES; Chris Paige, YES; ABSENT: Victor Jones. Motion Passed**

**FINANCIAL REPORT-** Rebecca Jones presented the Financial Reports for the period ending December 31, 2019. Chairman Dove asked for a motion to approve the Financial Reports as presented by Rebecca Jones. Motion by Commissioner Larry Atteridge, 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; Chris Paige, YES; ABSENT: Victor Jones. Motion Passed**

**9-1-1 DIRECTOR and STAFF REPORT-** Participated in the NG911 Planning Committee meeting on December 3, 2019, hosted Joint Policy Meeting on the 4<sup>th</sup>, 11<sup>th</sup>, and 18<sup>th</sup>., attended the North Louisiana 9-1-1 Directors Meeting on December 12<sup>th</sup> , participated in the NG9-1-1 Planning Committee meeting on December 17<sup>th</sup>, on, or about December 19<sup>th</sup>, we were advised by the Bank Card Center of unauthorized attempted use of the District's Master Card. We

immediately asked that the account be closed and a new account and card issued. The District received the new card on January 6<sup>th</sup>, 2020. Participated in a meeting with Chief Servol and Chief Collins regarding access to voice logger, met with Bryon w/Kinetixs to discuss data storage and retrieval options, met with Sunstream on December 20<sup>th</sup> to discuss details of HVAC maintenance agreement, administrative Offices were closed on December 24<sup>th</sup> and 25<sup>th</sup> for Christmas Holiday.

On December 1, 2019 United Automation installed one interior camera and relocated one existing camera to better capture traffic in the administrative section of the facility, on December 3<sup>rd</sup> George Minturn and I discovered a severe water leak on the east side of the building. We shut off the water to the irrigation system and contacted Payne Landscapers for repair. The leak was the result of a supply line connection that had come loose. Payne repaired the connection. However, as a result of the leak, the District water billing shows usage of 417,000 gallons of water at a cost of \$1,181.60. As of January 7<sup>th</sup>, we are awaiting confirmation from Payne that the high usage was the result of a broken pipe. Hopefully, the City will waive the added cost when we provide that documentation, on December 4<sup>th</sup>, Rutledge plumbing was called to the building to investigate a foul odor in the south portion of the building. It was determined that sewer odor was coming from the floor drains. Apparently the “p” traps had dried out and were allowing the smell to come in from the sewer, on or about December 4<sup>th</sup> lightning protections inspection test wells were added in two locations on the perimeter of the building, we continue to have issues related to the “employee” gate. However, the contractor installed a new control board on January 4<sup>th</sup> and the problems have not reoccurred since that time. We did receive reports that both security gates were open upon arrival before 7:00 a.m. on January 6<sup>th</sup>. We will be monitoring that condition; however, it is very likely that it was the result of very high humidity and the “fogging” of the sensors. We have found that to be a problem on several occasions. We will continue to monitor.

Address Coordinator Bernice Wallace, reported that the 9-1-1 Addressing Office processed 7 applications for new addresses for residences in Natchitoches Parish. This activity resulted in 138.8 miles being traveled throughout the Parish consuming some 10.5 hours of personnel time while conducting site visual surveys and collection of GPS coordinate data. We made 1 adjustment or updates to the Intrado 9-1-1 data base during this period, the District purchased 0 new or replacement road signs during the month of December. Chairman Dove asked for a motion to accept the Directors 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; Jack McCain, YES; Chris Paige, YES; John Wynn, YES; John Richmond, YES; ABSENT: 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 John Wynn, seconded by Commissioner Larry Atteridge. Roll call vote recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; Chris Paige, YES; John Wynn, YES; ABSENT: Victor Jones. Motion Passed**

## **NEW BUSINESS**

**RESOLUTION NUMBER 1 OF 2020-A RESOLUTION ESTABLISHING THE 2020 ANNUAL COMMISSION MEETING SHHEDULE FOR THE NATCHITOCHÉ PARISH COMMUNICATIONS DISTRICT AND OTHERWISE PROVIDING WITH RESPECT THERETO:**

Chairman Dove asked for a motion to approve Resolution number 1 of 2020. Motion by Commissioner John Wynn, seconded by Commissioner John Nicholas. Roll call vote recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES;; Jack McCain, YES; Chris Paige, YES; John Wynn, YES; John Richmond, YES; ABSENT: Victor Jones. Motion Passed**

**RESOLUTION NUMBER 2 OF 2020 - A RESOLUTION ESTABLISHING THE 2020 EMPLOYEE HOLIDAY SCHEDULE AND OTHERWISE WITH RESPECT THERETO:**

Chairman Dove asked for a motion to accept Resolution number 2 of 2020. Motion by Commissioner Chris Paige, 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, NO; Chris Paige YES; John Wynn, YES; John Richmond, YES; ABSENT: Victor Jones. Motion Passed**

**RESOLUTION NUMBER 3 OF 2020- A RESOLUTION AMENDING AND UPDATING ADMINISTRATIVE POLICY/PROCEDURE NO. 11 PERTAINING TO EMPLOYEE PERFORMANCE EVALUATIONS FOR THE NATCHITOCHE PARISH COMMUNICATIONS DISTRICT, AND OTHERWISE PROVIDING WITH RESPECT THERETO:**

Chairman Dove asked for a motion to approve Resolution number 3 of 2020. Motion by Commissioner Chris Paige, seconded by Commissioner Larry Atteridge. Roll call vote recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; Chris Paige, YES; John Wynn, YES; John Richmond, YES; ABSENT: Victor Jones. Motion Passed**

**COMMISSION BY-LAWS** were submitted for review prior to next month's vote on approval.

**NATCOM PROJECT UPDATE REPORT-** Minturn reported that he and Mr. Mark Roberts had just returned from a meeting with Pat Williams and that he would report on progress at a later date.

**ELECTION OF OFFICERS-** Chairman Dove asked for nominations for the positions **Chair, Vice-Chairman, and Secretary** for 2020 . Commissioner Jack McCain nominated Commissioner John Wynn to serve as **Chairman** with a second by Commissioner Larry Atteridge. Commissioner Paige Motion to close the nominations for Chairman, 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; Chris Paige, YES; John Wynn, YES; John Richmond, YES; ABSENT: Victor Jones. Motion Passed.**

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

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

**MEETING ADJOURNED 3:07 p.m.**