

**MINUTES OF THE REGULAR MEETING OF THE
NATCHITOCHEs PARISH COMMUNICATIONS DISTRICT
TUESDAY, NOVEMBER 15, 2011
2:00 P.M.**

Commission Chairman Boyt called the regular meeting of the Natchitoches Parish Communications District to order on Tuesday, November 15, 2011 at 2:00 P.M. in the Police Jury Board Room of the Natchitoches Parish Courthouse.

The Prayer was led by Commissioner Mickey Dove, followed by the Pledge of Allegiance, led by Commissioner Jennifer Perkins.

Roll call was conducted by 9-1-1 Director Willis Carter who also noted that Ms. Bernice Wallace was ill and would not attend today's meeting. Those present were Commissioner Jennifer Perkins, Commissioner Victor Jones, Commissioner Gerald Longlois, Commissioner Mickey Dove, Commissioner Jack McCain, Commissioner Dennie Boyt, Commissioner Doug Birdwell, 9-1-1 Director Willis Carter, and legal counsel Mark Roberts. Those absent were Commissioner Larry Atteridge and Commissioner Chris Paige.

Chairman Boyt recognized and welcomed visitors.

Chairman Boyt asked for a motion to approve the minutes of the October 18, 2011 board meeting.....Motion by Commissioner Jack McCain with a second by Commissioner Longlois**MOTION CARRIED**

Chairman Boyt called for Staff and Committee reports. 9-1-1 Director Carter called on Johnson, Thomas & Cunningham to deliver the financial report. Mr. O'Donnell reported that Ms. Jones was unable to attend the meeting and that he will represent Johnson, Thomas, and Cunningham. He further stated that he and Ms. Jones had discussed the report and everything seems to be going well. Mr. O'Donnell was unable to stay for the entire meeting; however, he offered to take questions concerning the report. Mr. O'Donnell offered some brief comments regarding investments activity being considered by the Commission and stated that he would be glad to answer any questions that anyone had regarding the financials. Mr. Carter shared his informal comments regarding the financials and provided a comparison of this periods activity with that of last year at for the same period. Commissioner McCain stated that he would like to see the practice of sending this informal report to the Budget Committee continued. Chairman Boyt asked for a motion to accept the financial report. Motion by Commissioner Dove, seconded by Commissioner Birdwell...**MOTION CARRIED**

9-1-1 Director Carter delivered the Budget Committee report at the request of the Budget Committee Chair Commissioner Jack McCain. He reported that the Budget Committee had a fact-to-face meeting on October 11, 2011 followed by a telephone poll to all members of the committee. The meeting on the 11th

included a discussion with Mr. Brain Ohnoutka of B.O.M. Financial Services and had a general discussion regarding investments of District idle funds. Subsequent to that meeting, the budget committee was polled and reached agreement to move forward with the investment of \$300,000 of idle funds in Certificate of Deposits. 9-1-1 staff secured rates from seven local financial institutions and conveyed this information to the committee. The committee reached consensus to recommend to the full Commission that the District invest \$300,000 of idle funds with Montgomery Bank in the form of Certificates of Deposit with laddered maturity dates.

9-1-1 Director delivered the Building Committee report at the request of Building Committee Chair Commissioner Victor Jones. He reported that the Building Committee participated in another round of site visits on November 1, 2011, this time to Caddo Parish, Bossier Parish, and Ouachita Parish Communications Centers. The purpose of the visits was like the first round of visits to gain better insight on facility design and functionality. Carter reported that the group saw things in all of the centers that they liked. He also stated that each member can submit individual comments which will be filed and referred to in the design process. Some discussion was held with regard to other centers that we should visit. Commissioner Victor Jones asked if everyone was still of the same opinion that we should work toward not just a “call taking” facility but rather a center that housed all of the functions. The consensus of the Commissioners was that plan was still desired. Chairman Boyt asked for a motion to accept the Budget Committee and Building Committee reports. Motion by Commissioner McCain, seconded by Commissioner Longlois...**MOTION CARRIED**

911 Director Mr. Willis Carter presented the director's report, which included information on:

Pending litigation, 9-1-1 Repeater Problems reported by Commissioner Birdwell. Discussion regarding the repeater problems resulted in the Commission instructing the director to procure a new repeater now rather than wait until after the first of the year. In addition, the Chair appointed a Committee to study radio coverage issues and make a recommendation to the board. The Committee members are Commissioner Birdwell who will serve as Chairman, Commissioner Perkins, and Commissioner Longlois., 5-Star Urgent Response Training for dispatch personnel in both PSAPS. 9-1-1 staff received training materials regarding a new service being offered by Great Call Cellular. The training materials were passed on to both PSAPS for the training of their personnel. Emergency Power Generator repairs are partially complete. The generator has been serviced and the remaining repairs are scheduled to be made by Ward Electric. Emergency Outdoor Warning System. All of the poles have been straitened and optimization will be scheduled before the end of November. This is the last step in making the system ready for service in the 12 rural sites in the parish. Status of Capital Outlay Grant Application. The application is complete and it was filed by CDC prior to the November 1st deadline. We have received his letter of sponsorship. Draft Brochure promoting addressing issues. With no

objections from the commission these will be printed near the first of the year. Distribution can be via mail, display in public areas, newspaper, etc. Carter asked the various local emergency services to provide photo's that can be used in the production of 9-1-1 collateral. Chairman Boyt asked for a motion to accept the Director's report as presented. Motion by Commissioner Gerald Longlois, seconded by Commissioner Jenifer Perkins.....**MOTION CARRIED**

Chairman Boyt opened the floor for old business, hearing none, moved to new business.

Chairman Commissioner Boyt opened new business by asking for a motion to approve statement of charges on the district **VISA** account in the amount of \$168.49 for the period September 28, 2011 to October 28, 2011..Motion by Commissioner McCain, seconded by Commissioner Dove.....**MOTION CARRIED**

Chairman Boyt asked for a Motion to approve a change the regular meeting date for the December board meeting from December 20, 2011 to December 6, 2011. Motion by Commissioner Dove, seconded by Commissioner Longlois.....**MOTION CARRIED.**

Chairman Boyt asked for a Motion to approve Administrative Procedure number 008 investments - Addressing the general process of investing district idle funds. Motion by Commissioner Longlois, seconded by Commissioner McCain.....**MOTION CARRIED.**

Chairman Boyt asked for a Motion to authorize the 9-1-1 director to invest \$300,000 of district idle funds with Bank of Montgomery in the form of certificates of deposits with staggered maturity dates and varying interest rates as follows: \$45,000 for 12 months at an interest rate of 1.207%; \$75,000 for 18 months at an interest rate of 1.358%; \$105,000 for 24 months at an interest rate of 1.764%; \$75,000 for 30 months at an interest rate of 1.968%. Motion by Commissioner Longlois, seconded by Commissioner Dove.....**MOTION CARRIED.**

Having no other business before the 9-1-1 board, Chairman Boyt asked for a motion to adjourn.....Motion by Commissioner Longlois, seconded by Commissioner McCain...**MOTION CARRIED**