

MINUTES OF THE REGULAR MEETING OF THE
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT
TUESDAY, APRIL 16, 2013
2:00 P.M.

Chairman Larry Atteridge called the regular meeting of the Natchitoches Parish Communications District to order on Tuesday, April 16, 2013 at 2:00 p.m. in the Natchitoches Parish Government Meeting room of the Natchitoches Parish Courthouse.

Commissioner Mickey Dove offered the Prayer, followed by the Pledge of allegiance led by Commissioner Jack McCain.

Roll call was conducted by 9-1-1 Address Coordinator Bernice Wallace. Present were Commissioner Jennifer Perkins, Commissioner Victor Jones, Commissioner Larry Atteridge, Commissioner Dennie Boyt, Commissioner Mickey Dove, Commissioner Jack McCain, Commissioner Rick Nowlin, Commissioner Doug Birdwell, 9-1-1 Director Willis Carter, Legal Counsel Mark Begnaud. Absent was Commissioner Chris Paige.

Chairman Atteridge recognized and welcomed guest to the meeting which included Steven Neitte and Angela Owusu-Duku, of the Natchitoches Times, and LaQuita Collins of the Natchitoches Parish Sheriff's Office.

Chairman Atteridge asked if there were any modifications to the Agenda. Hearing none, the meeting continued with the agenda as published.

Chairman Atteridge asked for a motion to approve the minutes of the March 19, 2013 Board Meeting. Motion by Commissioner Boyt, seconded by Commissioner Birdwell.

MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.

Chairman Atteridge asked for a motion to accept the Financial Report as produced by Johnson Thomas and Cunningham presented by 9-1-1 Director Willis Carter in the absence of a representative of Johnson Thomas and Cunningham accounting firm. .On a motion by Commissioner McCain, seconded by Commissioner Perkins...the **MOTION CARRIED UNANIMOUSLY BY A SHOW HANDS**

Chairman Atteridge called on 9-1-1 Director Carter to present his Director's Report .

GENERATOR FUEL CONVERSION: Mr. Carter stated that the fuel Conversion is completed. Both Generators are now operating on natural gas and both generators are starting and transferring power automatically with the loss of commercial power. Both units are also exercising automatically on a seven day schedule. Parish Government was notified on April 1, 2013 that the storage tanks could be removed at their discretion.

NATCOM UPDATE: The Architectural contract with Mr. Minturn that was approved for execution by the board at last month's meeting was submitted to our FP&C project manager on March 19, 2013 for review. The District received his letter of response on April 2, 2013. Subsequent to that , we are meeting with legal counsel to ensure that we remain in compliance with state regulations regarding capital outlay reimbursements.

Representatives of the District met with Mrs. Fowler, Director of City Planning and Zoning, to discuss time lines and the process involved in submitting an application to the Planning and Zoning department for approval of the subdivision of the property to be donated by CDC. The District's application will be submitted by April 15, 2013, with a hearing during the regular meeting on May 7th. The application has been sent to CDC for signatures and it has been returned to us.

The District commissioned Mr. Robert Davis to perform a preliminary survey of the property which originally included a cul-de-sac at the end of the dedicated roadway. This plan was submitted to CDC who subsequently rejected it on the basis that it infringed on CDC development plans already in place. The District then asked Mr. Davis to produce a revised site plan excluding the use of the cul-de-sac. That plan was submitted to CDC on March 26, 2013 for review. That plan contained a more direct connection to the existing roadway with no cul-de-sac. The total site plan is comprised of approximately 2.896 acres of property. That revised site plan gained the approval of CDC and the District has reached agreement with CDC.

On April 3, 2013, Mr. Davis was authorized to produce the final boundary survey as well as the topographical survey of the site. The fieldwork appears to have been completed for the boundary survey.

On April 4, 2013 the District contacted Mr. Larry Cooper, Airport Director for the City of Natchitoches, and inquired as to official approvals that may be required for the building in light of its close proximity to the airport. As a result, the District was asked to introduce the project to the Airport Commission at their April 15th meeting. The project may require the submittal of forms (7460) to the FFA including verification of data such as building height and exact locations.

APCO/NENA SYMPOSIUM: We have only received registration request from two individuals for the APCO/NENA training Symposium will be conducted on April 20-24 in Marksville, La. We had no one sign up for the free preconference Training Officer Certification course, which is being offered free for Louisiana APCO members.

VOICE LOGGING ROUNDTABLE: As the result of the request from the Natchitoches Parish Sheriff's Office (at the March meeting), for the Communications District to fund the purchase of a replacement voice logging recorder for the NPSO PSAP, an informal roundtable meeting was held to discuss the potential of multiple agencies utilizing one recording device. This meeting was well attended by twelve individuals representing, the Communications District, NPSO, City Police, City Fire, and Kay Radio. Generally the group agreed on the efficiency to be gained by using one system, but was not able to identify and resolve all of the issues that would complicate this in a remote environment. Subsequent to that meeting, the District has had follow-up conversations with Steve Stinger regarding this. The District also received a call from NICE Recording System stating that they are aware that these discussions are in progress and requesting that they be considered as a solution. To that end, staff has attempted, but to date has been unable to establish a meeting date for a demonstration of the NICE product

2012 AUDIT: Staff spoke with James Sheffield on April 9, 2013 regarding the scheduling of the District's annual audit. Mr. Sheffield stated that we were on the schedule and that we agreed that he would provide the Commission with the annual report at June Commission meeting. Staff has requested that this year the file verification process be conducted on site as opposed to boxing up our files and sending them off site. Mr. Sheffield agreed to that arrangement and will work to set up a work space for the auditor for the short period of time required to complete that portion of the audit.

EMERGENCY WARNING SYSTEM: The District received an inquiry on April 4, 2013, regarding the failure to activate the Emergency Warning System during a severe weather episode on Sunday, March 31, 2013.

On April 8, 2013 the District received a response from NPSO to the District's inquiry and advised that an investigation was underway, and that corrective actions would be taken. The District responded to this by thanking NPSO for the response, stating reasonable conclusions on the part of the District regarding the causal factors for the failure, and voicing the District's expectations that the event will serve as a catalyst for improvements that will prevent similar situations from reoccurring.

Although technology was not apparent as a causal factor in the Easter Sunday incident, the District also contacted our account representative with AT&T and are exploring additional alternatives for receiving weather service notifications.

ETHICS TRAINING: May 10th at 3:30 in the large courtroom, Natchitoches Parish Court House.

ANNOUNCEMENTS: Natchitoches Parish 9-1-1 hosted the North Louisiana 9-1-1 Directors group here in Natchitoches on March 28, 2013. This quarterly event drew eighteen attendees including Directors from the following Parishes: Bienville, Bossier, Caddo, West Carroll, Jackson, Webster, Franklin, Ouachita, Union, East Carroll, Concordia and West Baton Rouge. Mr. James Kelt of geographic Technologies Group presented a very informative program on GIS and also provided lunch for the group.

This, being the second full week in April, is proclaimed by Congress each year as National Telecommunicator week. The District issued a News Release regarding this event and thanking our call takers and dispatcher for the job that they do.

Chairman Atteridge asked for a motion to accept the Directors report. Motion by Commissioner Boyt, seconded by Commissioner Dove...**MOTION CARRIED UNANIMOUSLY BY A SHOW OF HANDS**

Chairman Larry Atteridge asked for motion to approve the statement of charge on the District's VISA account of \$171.85.....Motion by Commissioner McCain, seconded by Commissioner Birdwell.....**MOTION CARRIED UNANIMOUSLY BY A SHOW OF HANDS**

Chairman Atteridge asked for a motion to accept Resolution Number 6 of 2013. A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A DONATION OF PROPERTY FROM THE COORDINATING AND DEVELOPMENT CORPORATION AND OTHERWISE WITH RESPECT THERETO. Motion by Commissioner McCain, seconded by Commissioner Boyt...**MOTION CARRIED UNANIMOUSLY BY A SHOW OF HANDS**

Chairman Atteridge asked if any Commissioners had input or feedback on the "draft" administrative procedure covering the use of District owned vehicles. Upon the advice of legal counsel, Director Carter advised the board that he would add language to the procedure relating to texting and driving and present the final draft document at the June meeting.

Chairman Atteridge asked that item #12 pertaining to a request for funding of a voice logging recording system be tabled until we are notified if funding will be available through a grant from Natchitoches Office of Homeland Security.

Chairman Atteridge asked for a motion to cancel the May 21, 2013 meeting due to staff field work for their GIS System.....Motion by Commissioner Dove, seconded by Commissioner Boyt....**MOTION CARRIED UNANIMOUSLY BY A SHOW OF HANDS**

Having no more business to come before the 9-1-1 Board of Commissioners.....Chairman Atteridge asked for a motion to adjourn until it's next scheduled board meeting...Motion by Commissioner Boyt, seconded by Commissioner**MOTION CARRIED UNANIMOUSLY BY A SHOW OF HANDS**

Meeting Adjourned 2:51 p.m.