

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

2:00 p.m., Tuesday, October 21, 2014
Council Meeting Room
Natchitoches Parish Court House

CALL TO ORDER - Chairman Larry Atteridge called the regular meeting of the Natchitoches Parish Communications District to order on Tuesday, October 21, 2014 at 2:00 p. m. in the Natchitoches Parish Government meeting room of the Natchitoches Parish Courthouse.

PLEDGE AND PRAYER – Commissioner Dove led the Prayer, followed by the Pledge Of Allegiance which was offered by Commissioner Victor Jones

ROLL CALL - Roll call was conducted by 9-1-1 Address Coordinator Bernice Wallace
Commissioners present: Larry Atteridge, Doug Birdwell, Mickey Dove, Crit Miller , Mary Jones, Victor Jones, Jack McCain: Late arrival Chris Paige and Rick Nowlin. Staff present: 911 Director Willis Carter, Bernice Wallace and Legal counsel Mark Begnaud.

PUBLIC COMMENTS/INTRODUCTION OF GUEST - Chairman Atteridge recognized and welcomed guests. Commissioner Atteridge asked if there were any comments from the audience of which there were none.

APPROVAL/MODIFICATIONS TO AGENDA - Chairman Atteridge asked if there were any modifications to the Agenda.

APPROVAL OF MINUTES - Chairman Atteridge asked for a Motion to approve the minutes of the September 16, 2014 Board Meeting as printed.....Motion by Commissioner Dove, seconded by Commissioner Victor Jones . Roll call vote was recorded as follows:
Atteridge, YES; Birdwell, YES; Dove, YES; Mary Jones YES; Jones, YES; McCain, YES; Miller, YES; Motion Passed

FINANCIAL REPORT – There was no Financial Reports, due to the absence of Mrs. Rebecca Jones, of Johnson, Thomas & Cunningham. No action taken.

9-1-1 DIRECTORS REPORT- Mr. Carter reported on the following: **FY2015-16 Capital Outlay Request-** Staff has re-submitted the Districts Capital Outlay Funding request for Fy2015-16. We requested letters of support from each of our Legislative Representatives. **AT&T Tax Adjustment-** As reported in information shared with you in the Directors Reports over the past couple of months, as of October 1, 2014 our request for reimbursement of taxes paid in error is being processed by AT &T. At this point we do not have word on the final calculations or the data of reimbursement. **State Wide NG9-1-1 Plan-** A group of over fifty 9-1-1 Directors and other staff members met in Addis, LA on October 8, 2014 to discuss the development of a comprehensive state wide NG9-1-1 plan for Louisiana. The Louisiana NENA Next Generation 9-1-1 Sub-Committee will bring recommendations back to full chapter. The plan is important to the State's 9-1-1 District because eligibility for grant funding can be tied to this plan. **Upgrade of 9-1-1 Legislative Committee Meeting-** Just as a reminder, as reported last month, the Louisiana APCO Governance Task Force met in New Orleans on August 4,2014 during the National APCO conference to discuss sustainable revenue improvement initiatives.. Motion by

Commissioner Birdwell to accept the Directors report, seconded by Commissioner Mary Jones. Roll call vote recorded as follows: **Atteridge, YES; Birdwell, YES; Dove, YES; Mary Jones, Yes; Jones, YES; McCain, YES; Nowlin, YES; Miller, YES; Paige, YES; Motion Passed**

VISA ACCOUNT ACTIVITY REPORT – Chairman Atteridge asked for a motion to accept statement of charges on the District’s VISA account as provided. Motion by Commissioner Miller, seconded by Commissioner Mary Jones. Roll call vote recorded as follows: **Atteridge, YES; Birdwell, YES; Dove, YES; Mary Jones, YES; Jones, YES; McCain, YES; Miller, YES; Nowlin, YES; Paige, YES; Motion Passed**

ADMINISTRATIVE PROCEDURE 003- (update signatory requirement) The intent of this action is to modify the number of signatures required for financial document approval. Currently under the requirements contained in Administrative Procedure 003 the 9-1-1 Director plus at least two other authorized signatories are required. Staff is proposing that the procedure be modified to read, “9-1-1 Director and at least one other authorized signatory is required.” This action is prompted by the desire to improve efficiency and in light of the decreasing instances whereby signatories are available. Chairman Atteridge asked for a motion to accept Administrative Procedure 003. Motion by Commissioner Nowlin, seconded by Commissioner Dove. Roll call vote recorded as follows: **Atteridge, YES; Birdwell, YES; Dove, YES; Mary Jones, YES; Jones, YES; McCain, YES; Miller, YES; Nowlin, YES; Paige, YES; Motion Passed**

AT&T SPECIAL SERVICE ARRANGEMENT AGREEMENT- Staff participated in a meeting with David Carter (AT&T) on September 8, 2014 at which time discussion occurred regarding AT&T’s current practice of support, and service of the Interact 3200 telephone system. A site visit was made to Livingston Parish on September 23rd by carter along with PSAP managers Collins (NPSO) and Henderson (NPD) to observe a Vesta4 9-1-1 telephone system which is currently in operation. The group was provided with live demonstrations of the system capabilities by Captain Jack Varnado of the Livingston Parish Sheriff’s Office. At the conclusion of the visit, the Natchitoches delegation agreed that the Vesta4 switch equipment could meet the needs of both PSAPS as well as the 9-1-1 District by updating to a switch that is not at its “end of life” cycle and one support NG9-1-1 technology. Chairman Atteridge asked for a motion to accept the AT&T Special Service Arrangement Agreement Report. Motion by Commissioner Miller, second by Commissioner Mary Jones. Roll call vote was recorded as follows: **Atteridge, YES; Birdwell, YES; Dove, YES; Mary Jones, YES; Jones, YES; McCain, YES; Miller, YES; Nowlin, YES; Paige, YES; Motion Passed**

NATCOM PROJECT REPORT- Mr. Minturn provided updates to the Commissioners on the NATCOM facility project and also per request of the Commission, provided a date for the completion of the “Construction Document” phase of the project. Minturn stated that the date for completion of that phase of the project is November 14, 2014. Chairman Atteridge asked for a motion to accept the architects report. Motion by Commissioner Victor Jones, second by Commissioner McCain. Roll call vote was recorded as follows: **Atteridge, YES; Birdwell, YES; Dove, YES; Mary Jones, YES; Jones, YES; McCain, YES, Miller, YES; Nowlin, YES; Paige, YES; Motion Passed**

PUBLIC SAFETY TELECOMMUNICATOR 1 CERTIFICATION-SPECIAL RECOGNITION- Natchitoches Parish Sheriff’s Office and the City Of Natchitoches Police Department Communications personnel have recently achieved certification as Public Safety Telecommunicator 1, through the Association of Public Safety Communications Officials Institute (APCO). Public Safety Telecommunicator 1, 6th Edition meets and exceeds the APCO Project 33 Revised Minimum Training Standards for Public Safety Telecommunicators. APCO training standards are widely recognized as the National industry standard for telecommunicator training. The Public Safety Telecommunicator 1, 6th Edition course blends the knowledge and skill building information needed for a basic telecommunicator with the most up-to-date information on the technology and issues surrounding today’s public safety communications center. The 9-1-1 Commission commends both Sheriff Victor Jones, and Police Chief Mikey Dove for their support of professional standards for the call takers and dispatchers who staff our 9-1-1 emergency call centers, and congratulates both departments for this accomplishment. Subscribing to professional standards and training to those standards is paramount to the development of an effective emergency response system and the mission of 9-1-1 in Natchitoches Parish, which is to serve as “ Natchitoches gateway to Public Safety Services”. No action needed.

Having no further Business to come before the Communications District Board of Commissioners, Chairman Atteridge called for a motion to adjourn until it’s next scheduled meeting date. Motion by Commissioner Dove, seconded by Victor Jones. Roll call vote recorded as follows: **Atteridge, YES; Birdwell, YES; Dove, YES; Mary Jones, YES; Jones, YES; McCain, YES; Miller, YES; Nowlin, YES Paige, Yes: Motion Passed**

MEETING ADJOURNED 2:42 P. M.