

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

2:00 p.m., Tuesday, December 8, 2015
Council Meeting Room
Natchitoches Parish Court House

CALL TO ORDER-Chairman Atteridge called the regular meeting of the Natchitoches Parish Communications District to order on Tuesday, December 8, 2015 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 McCain.

Chairman Atteridge welcomed the newly appointed Commissioner John Nicholas to the 911 Board.

ROLL CALL - Roll call was conducted by 9-1-1 Address Coordinator Bernice Wallace. **Commissioners present: John Nicholas, Chris Paige, Crit Miller, Micky Dove, Jack McCain, Larry Atteridge and Rick Nowlin. Commissioners Absent: Victor Jones and Mary Jones. Staff present: 911 Director Willis Carter, Bernice Wallace and Legal counsel Mark Roberts.**

Chairman Atteridge appointed Commissioner Dove as acting Secretary in the absence of Commissioner Mary Jones the 911 Commission Board Secretary.

PUBLIC COMMENTS/INTRODUCTION OF GUEST-Chairman Atteridge welcomed the board guest, Rebecca Jones. No public comments.

APPROVAL/MODIFICATIONS TO AGENDA-Chairman Atteridge asked if there were any modifications to the Agenda. 911 Director Willis Carter stated that there were no modifications. Chairman Atteridge ask for a motion to approve the agenda as written...Motion by Commissioner McCain, seconded by Commissioner Dove. Roll call vote as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; McCain, YES; Miller, YES; Nowlin, YES; Paige, YES; ABSENT: Victor Jones and Mary Jones. Motion Passed**

APPROVAL OF MINUTES - Chairman Atteridge asked for a Motion to approve the minutes of the September 15, 2015 Board Meeting as written....Motion by Commissioner McCain, seconded by Commissioner Miller . Roll call vote was recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; McCain, YES; Miller, YES; Nowlin, YES; Paige, YES; ABSENT: Victor Jones, and Mary Jones. Motion Passed**

FINANCIAL REPORT –Rebecca Jones, representing Johnson Thomas & Cunningham, presented, the Financial report for the period ending November 30, 2015. Chairman Atteridge asked for a motion to accept the Financial as presented by Mrs. Jones. Motion by Commissioner Dove, second by Commissioner Paige. Roll call vote recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; McCain, YES; Miller, YES; Nowlin, YES; Paige, YES; ABSENT: Victor Jones, and Mary Jones. Motion Passed**

BUDGET COMMITTEE REPORT-Chairman Atteridge asked for a motion to accept the Budget Committee Report as presented by Willis Carter...Motion by Commissioner Miller, seconded by Commissioner John Nicholas. Roll call vote recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; McCain, YES; Miller, YES; Nowlin, YES; Paige, YES; ABSENT: Victor Jones and Mary Jones. Motion Passed**

9-1-1 DIRECTORS REPORT- Mr. Carter reported on the following: Carter attended Capital Outlay Training Seminar, first time offered– (September 30, 2015), Insurance claim on Clarence siren site – (Received check in amount of \$4,105.25 in September), 2016 Budget preparation – (Staff and Budget Committee work started in September on 2015 budget amendments and 2016 budget analysis and operating budget development in preparation for approval by the Commission during the December budget hearing.), Carter and Wallace attended “Information Management System” training for the Vesta telephone system. (October 22nd.), Legislative Committee - (Meeting in early December to formulate plans for a possible “Special Session” of the legislature.), Carter and Wallace attended GIS workshop in Marksville. (October 14, 2015.), Carter and Wallace attended “Information Management Remote Refresher training for the Vesta telephone system. (November 30, 2015), District addressing and administrative offices were closed November 11th in observance of Veterans Day, District addressing and administrative were closed on November 26-27, 2015 in observance of Thanksgiving, Offices will be closed December 24th and 25th in observance of Christmas.

Roll call vote recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; McCain, YES; Miller, YES; Nowlin, YES; Paige, YES; ABSENT: Victor Jones, and Mary Jones. Motion Passed**

BANK CARD 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 Rick Nowlin, seconded by Commissioner John Nicholas. Roll call vote recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; McCain, YES; Miller, YES; Nowlin, YES; Paige, YES; ABSENT: Victor Jones, and Mary Jones. Motion Passed**

9-1-1 TELEPHONE SYSTEM UPGRADE PROGRESS REPORT- As of October 13, 2015 all outstanding issues related to the Vesta telephone system have been identified and either corrected or scheduled for correction. The one exception is how administrative lines are handled within this system. We are currently working with AT&T on ways that we can incorporate the administrative lines of both call centers into the Vesta for easier and seamless operation as well as being able to capture valuable call statistics. Training on the Management Information System software was conducted on October 22nd, and attended by the 9-1-1 staff as well as PSAP management staff from both call centers. The training covered the capabilities of the Aurora MIS system and introduced the many statistical reports that can be generated that will provide a vast array of call data and statistics by day, week, month, time of day, etc. Chairman Atteridge asked for a motion to accept the 911 Telephone System Upgrade Progress Report as provided by Director Willis Carter. Motion by Commissioner Chris Paige, Seconded by Commissioner Jack McCain. Roll call vote recorded

as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; McCain, YES; Miller, YES; Nowlin, YES; Paige, YES; ABSENT: Victor Jones and Mary Jones. Motion Passed**

NATCOM PROJECT REPORT- 911 Director Mr. Willis Carter reported on the NATCOM project in absence of Mr. Minturn. Chairman Atteridge asked for a motion to accept the report as presented. Motion by Commissioner Miller, seconded by Commissioner Dove. Roll call vote as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; McCain, YES; Miller, YES; Nowlin, YES; Paige, YES; ABSENT: Victor Jones and Mary Jones. Motion Passed**

RESOLUTION NUMBER 8 OF 2015- A RESOLUTION AUTHORIZING THE AUTOMATIC RENEWAL OF ONE CERTIFICATE OF DEPOSIT AND OTHERWISE WITH RESPECT THERETO: Chairman Atteridge asked for a motion to accept RESOLUTION #8 OF 2015. Motion by Commissioner Paige, seconded by Commissioner Miller. Roll call vote recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; McCain, YES; Miller, YES; Nowlin, YES; Paige, YES; ABSENT: Victor Jones and Mary Jones. Motion Passed.**

RESOLUTION NUMBER 9 OF 2015- A RESOLUTION RATIFYING THE CLOSING OF BANK OF MONTGOMERY CERTIFICATE OF DEPOSIT NUMBER 5014316 AND AUTHORIZING THE PURCHASE OF A NEW CERTIFICATE OF DEPOSIT IN THE AMOUNT OF \$112,000.00 WITH A ONE-YEAR RENEWAL AND OTHERWISE WITH RESPECT THERETO: Chairman Atteridge asked for a motion to accept RESOLUTION #9 OF 2015. Motion by Commissioner Nicholas, seconded by Commissioner Dove. Roll call vote recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; McCain, YES; Miller, YES; Nowlin, YES; Paige, YES; ABSENT: Victor Jones and Mary Jones. Motion Passed.**

Chairman Atteridge asked for a Motion and Vote to recess the Regular Meeting, and a Motion and Vote to Convene Budget Hearing. Motion by Commissioner Dove, seconded by Commissioner Miller. Roll call vote recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; McCain, YES; Miller, YES; Nowlin, YES; Paige, YES; ABSENT: Victor Jones and Mary Jones. Motion Passed.**

Chairman Atteridge asked for a Motion and vote to Conclude Budget Hearing and a Motion and Vote to Re-Convene Regular Meeting. Motion by Commissioner Miller, seconded by Commissioner Nicholas. Roll call vote recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; McCain, YES; Miller, YES; Nowlin, YES; Paige, YES; ABSENT: Victor Jones and Mary Jones. Motion Passed.**

RESOLUTION NUMBER 10 OF 2015- A RESOLUTION APPROVING AMENDMENTS TO THE 2015 OPERATING BUDGET OF THE NATCHITOCHE PARISH COMMUNICATIONS DISTRICT AND OTHERWISE PROVIDING WITH RESPECT THERETO: Chairman Atteridge asked for a Motion to accept RESOLUTION #10 OF 2015. Motion by Commissioner McCain, seconded by Commissioner Paige. Roll call vote recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; McCain, YES; Miller, YES; Nowlin, YES; Paige, YES; ABSENT: Victor Jones and Mary Jones. Motion Passed.**

RESOLUTION NUMBER 11 OF 2015- A RESOLUTION APPROVING AN OPERATING BUDGET FOR THE NATCHITOCHE PARISH COMMUNICATIONS DISTRICT FOR THE PERIOD BEGINNING JANUARY 1, 2016 AND ENDING DECEMBER 31, 2016, AND OTHERWISE PROVIDING WITH RESPECT THERETO: Chairman Atteridge asked for a

Motion to accept RESOLUTION #11 OF 2015. Motion by Commissioner McCain, seconded by Commissioner Paige. Roll call vote recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; McCain, YES; Miller, YES; Nowlin, YES; Paige, YES; ABSENT: Victor Jones and Mary Jones. Motion Passed.**

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 Paige, seconded by Commissioner Miller. Roll call vote recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; McCain, YES; Miller, YES; Nowlin, YES; Paige, YES; ABSENT: Victor Jones and Mary Jones. Motion Passed**

MEETING ADJOURNED 2:50 P. M.