

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

2:00 p.m., Tuesday, January 23, 2018  
Council Meeting Room  
Natchitoches Parish Court House

**CALL TO ORDER-** Chairman Dove called the regular meeting of the Natchitoches Parish Communications District to order on Tuesday, January 23, 2018 at 2:00 p.m. in the Natchitoches Parish Government meeting room of the Natchitoches Parish Courthouse.

**PLEDGE AND PRAYER** – Chairman Dove asked Commissioner Nowlin to lead the Pledge of Allegiance, and Commissioner Paige to lead a prayer.

**ROLL CALL** - Roll call was conducted by Commissioner Mary Jones. **Commissioners present: Larry Atteridge, John Nicholas, Micky Dove, Mary Jones, Jack McCain, Crit Miller, Rick Nowlin, Chris Paige. Commissioners Absent: Victor Jones: Staff present: 911 Director Willis Carter, Legal counsel Mark Begnaud, and contracted accounting firms representative Rebecca Jones.**

**APPROVAL/MODIFICATIONS TO AGENDA** - Chairman Dove asked if there were any modifications to the published agenda and hearing none, moved to the next item of business.

**PUBLIC COMMENTS/INTRODUCTION OF GUEST-** Chairman Dove welcomed guests and offered to hear public comments. Hearing no public comment request, he moved on to the next order of business.

**APPROVAL OF MINUTES** – Chairman Dove inquired if anyone had not had an opportunity to review the minutes of the November 21<sup>st</sup> board meeting. Hearing none, he asked for a motion to approve the minutes of the November 21, 2017 board meeting as written...Motion by (distorted), seconded by Commissioner Wynn. Roll call vote was recorded as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; Chris Paige, YES, JOHN WYNN, YES, and Rick Nowlin, YES. ABSENT: Victor Jones. Motion Passed**

Chairman Dove suspended the regular order of business at this point and asked Clerk of Court David Stamey to administer the oath of office to the newly appointed Fire Chief who replaces Commissioner Crit Miller on the 9-1-1 Commission. Chairman Dove thanked Mr. Stamey and welcomed Commissioner Wynn to the Commission. Dove also extend his thanks and appreciation for his service on behalf of the entire commission for Commissioner Millers service to the 9-1-1 Communications Commission, and wished him well during his retirement.

**FINANCIAL REPORT** – Chairman Dove asked Rebecca Jones to provide the financial report for the period ended December 31, 2017. Following the report, Commissioner Paige offered comments regarding concerns regarding a discussion in a recent finance committee meeting relative to the operating expenses for the NATCOM facility after completion. Ms. Jones stated that the money was there, and that we would be operating very well based upon the revenue increases this year. Chairman Dove asked for a Motion to accept the Financial Report as presented. Motion by Commissioner Paige, second by Commissioner John Nicholas. Roll call vote recorded as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; Chris Paige, YES, JOHN WYNN, YES, and Rick Nowlin, YES. ABSENT: Victor Jones. Motion Passed**

Following the financial report, Ms. Jones gave a quick overview of the newly implemented audit reporting standards which will take effect with the 2017 annual auditing activity.

**9-1-1 DIRECTORS REPORT:** Carter reported on the following: Ward Electric has advised the commission that the generator is scheduled for repair on Friday, January 12, 2018. On December the 11<sup>th</sup>, Carter met with City and Sheriff IT staff along with a telephone vendor to discuss the benefits of sharing an administrative telephone system by all of the agencies to be located in the NATCOM facility; Carter met with the Mayor and his staff on January 3, 2018 at which time he briefed the group on the progress of construction with regard to the NATCOM project and the current staffing plans for the facility and additional discussions are being scheduled to further discuss cost sharing; Carter reported that Communications personnel from NPD and NPSO had the opportunity to attend an onsite meeting with Watson Console representative; RussBassett conducted a web presentation of their console product, and personnel from both agencies conducted site visits to Desoto, and Caddo parish 9-1-1 Centers to view actual installations. He also reported that new Audit requirements for the 2017 audit process including new statewide agreed upon procedures which now include significantly expanded reporting requirements, more policy development, will result in higher audit fees. Chairman Dove asked for a Motion to accept the Directors Report. Motion by Commissioner McCain, seconded by Commissioner Atteridge. Roll call vote as follows: A Roll call vote to accept the Directors report was recorded as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; Chris Paige, YES, JOHN WYNN, YES, and Rick Nowlin, 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. Motion by Commissioner Paige, seconded by Commissioner (distorted) . A Roll call vote to accept the Bank Card Account report as recorded as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; Chris Paige, YES, JOHN WYNN, YES, and Rick Nowlin, YES. ABSENT: Victor Jones. Motion Passed**

**EMERGENCY POWER GENERATOR** - 911 Director Willis Carter reported that as January 19<sup>th</sup> the emergency generator had been repaired and is fully functional.

**Resolution Number One of 2018** - A RESOLUTION ESTABLISHING THE 2018 ANNUAL MEETING SCHEDULE FOR THE NATCHITOCHE PARISH COMMUNICATIONS DISTRICT AND OTHERWISE PROVIDING WITH RESPECT THERETO: Chairman Dove asked for a Motion to accept Resolution Number 1 of 2018. Motion by Commissioner Paige, seconded by Commissioner (distorted) . A Roll call vote to accept the Bank Card Account report as recorded as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; Chris Paige, YES, JOHN WYNN, YES, and Rick Nowlin, YES. ABSENT: Victor Jones. Motion Passed**

**RESOLUTION NUMBER 2 OF 2018** – A RESOLUTION APPROVING AN OPERATIONS STRATEGY TO RELOCATE BOTH THE NATCHITOCHE PARISH SHERIFF’S OFFICE, AND THE NATCHITOCHE POLICE DEPARTMENT EMERGENCY CALL CENTERS TO THE NEW NATCOM FACILITY, AND OTHERWISE PROVIDING WITH RESPECT THERETO: Chairman Dove asked for a Motion to accept Resolution Number 2 of 2018. Motion by Commissioner Paige, seconded by Commissioner (distorted) . A Roll call vote to accept the Bank Card Account

report as recorded as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; Chris Paige, YES, JOHN WYNN, YES, and Rick Nowlin, YES. ABSENT: Victor Jones. Motion Passed**

**RESOLUTION NUMBER 3 OF 2018 – A RESOLUTION APPROVING THE CREATION OF A JOINT OPERATIONS EXECUTIVE MANAGEMENT COMMITTEE. A FORMAL OPERATIONAL POLICY MAKING GROUP MADE UP OF EXECUTIVE MANAGEMENT LEVEL PERSONNEL OF PUBLIC SAFETY PROVIDER SERVICES; AND OTHERWISE PROVIDING WITH RESPECT THERETO:** Chairman Dove asked for a Motion to accept Resolution Number 2 of 2018. Question brought forward by Commission Nowlin regarding the authority of this committee. Carter stated that as is indicated in the resolution, the Commission would have final approval authority over recommendations from the committee. McCain inquired would the committee continue to exist after the transition to the new facility. Carter responded that the committee and its members could change as time moves forward according to needs, and should be considered a standing committee. McCain made a motion to approve Resolution Number 3, second by Mr. Nowlin. Paige raised a question regarding the fact that the current verbiage does not speak directly to this being a standing committee. Carter stated that he would make that change. Chairman Dove asked if it was the desire of the commission to vote on this resolution with the understanding that it would be modified. Mark Roberts advised that the resolution should be modified prior to the vote. Commissioner Paige made a motion to table Resolution Number 3, seconded by Commissioner Atteridge. A Roll call vote to table Resolution Number 3 of 2018 was recorded as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; Chris Paige, YES, John Wynn, YES, and Rick Nowlin, YES. ABSENT: Victor Jones. Motion Passed**

**RESOLUTION NUMBER 4 OF 2018 – A RESOLUTION ESTABLISHING THE 2018 EMPLOYEE HOLIDAY SCHEDULE AND OTHERWISE WITH RESPECT THERETO:** Chairman Dove asked for a Motion to accept Resolution Number 4 of 2018. Question from Commissioner Nowlin inquiring if the schedule pertains to all employees. Carter replied that there was only one employee, and that the schedule was the same as the Natchitoches Parish Government schedule. Chairman Dove asked for a Motion to accept Resolution Number 4 of 2018. Motion by Commissioner (distorted), seconded by Commissioner Paige . A Roll call vote to accept the Resolution Number 4 of 2018 was recorded as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; Chris Paige, YES, JOHN WYNN, YES, and Rick Nowlin, YES. ABSENT: Victor Jones. Motion Passed**

**RESOLUTION NUMBER 5 OF 2018 – A RESOLUTION APPROVING THE ENGAGEMENT OF DEBORAH D. DEES, CPA, TO CONDUCT AN ANNUAL REVIEW/AUDIT OF THE NATCHITOCHEES COMMUNICATIONS DISTRICT FINANCIAL CONDITION IN ACCORDANCE WITH R.S. 24:513 FOR THE YEAR(S) ENDING DECEMBER 31, 2017, 2018, AND 2019 AND OTHERWISE THERETO:** Chairman Dove asked for a Motion to accept Resolution Number 5 of 2018. Paige inquired if there was a fee quoted. Carter responded that although he did not have the actually agreement with him, the fee was in the range of \$6,000. McCain inquired how that number compared with the time we had an audit and Carter replied that it was about a thousand dollars more if he remembered correctly. He said that he would email the correct numbers following the meeting. Chairman Dove asked for a Motion to accept Resolution Number 5 of 2018. Motion by McCain and second by Paige. A Roll call vote to accept Resolution Number 5 of 2018 was recorded as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES;**

**Mary Jones, YES; Jack McCain, YES; Chris Paige, YES, JOHN WYNN, YES, and Rick Nowlin, YES. ABSENT: Victor Jones. Motion Passed**

**ELECTION OF OFFICERS** – Chairman Dove asked for nominations for the positions of Chair, Vice Chair, and Secretary. Commissioner Paige motioned to leave everything as it is, with a second on that motion by Commissioner McCain. A Roll call vote to establish the same line up of commission officers as was in place during 2017 was recorded as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; Chris Paige, YES, JOHN WYNN, YES, and Rick Nowlin, YES. ABSENT: Victor Jones. Motion Passed**

**NATCOM PROJECT REPORT-** Minturn reported that work had resume after shutdowns caused by weather however those shutdowns would impact the scheduled completion day. He said that the date would have to be pushed to at least mid-March if not more. The contractor is currently putting together a report on rain days. Minturn also reported that the City will provide a lift station for the facility. Chairman Dove asked for a motion to approve the NATCOM report as given by Mr. Minturn. Motion by Commissioner Nicholas, seconded by Commissioner Larry Atteridge. Roll call vote as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; Chris Paige, YES, JOHN WYNN, YES, and Rick Nowlin, YES. ABSENT: Victor Jones. Motion Passed**

Carter asked for the opportunity to make the announcement that the Address Coordinator has been off work for some eight days because of an injury and may be off for as long as six to eight weeks. He advised that he would maintain the office schedule as long as possible; however, it may be necessary to bring in temporary assistance at some point.

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 Jack McCain, seconded by Commissioner Paige. Roll call vote recorded as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; Chris Paige, YES, JOHN WYNN, YES, and Rick Nowlin, YES. ABSENT: Victor Jones. Motion Passed**

**MEETING ADJOURNED 2:45 p.m.**

**CERTIFICATE**

I, \_\_\_\_\_, Secretary of the Natchitoches Parish Communications District Board, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the assembled Board during public meeting held on \_\_\_\_\_, 2018. Given under my official signature on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_, Secretary  
Natchitoches Parish Communications District