

**MINUTES OF THE REGULAR MEETING
NATCHITOCHEES PARISH COMMUNICATIONS DISTRICT
2:00 p.m., Tuesday, February 18, 2020
Room 116 A
Natchitoches Parish Communications District 9-1-1 Center**

CALL TO ORDER- Chairman John Wynn called the regular meeting of the Natchitoches Parish Communications District to order on Tuesday, February 18, 2020 at 2:00 p.m. in the Natchitoches Parish Communications District 9-1-1 Center , Room 116 A, Natchitoches Parish Louisiana.

PLEDGE AND PRAYER –Chairman Wynn asked Commissioner Victor Jones to lead the Pledge of Allegiance, and Commissioner Chris Paige offered the prayer.

PUBLIC COMMENTS/INTRODUCTION OF GUEST *No public comments. David Stamey, Lamar McGaskey, LaQuita Collins, Christine Stackhouse, George Minturn, Juanice Gray, and Marks Roberts.*

ROLL CALL - Roll call was conducted by Bernice Wallace. **Commissioners present: Larry Atteridge, John Nicholas, Victor Jones, Jack McCain, Chris Paige, John Wynn, John Richmond; Commissioners absent; Mary Jones, Micky Dove. Staff present: 911 Executive Director Willis Carter, Bernice Wallace and Legal counsel Mark Roberts.**

APPROVAL/MODIFICATIONS TO AGENDA- Chairman Wynn asked were there any modifications to the agenda. Executive Director Willis Carter stated there were two items #7 and #13. Chairman Wynn asked for a motion to accept modifications to the agenda. Motion by Commissioner Victor Jones, seconded by Commissioner Chris Paige. Roll call vote recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Victor Jones, YES; Jack McCain, YES; John Wynn, YES; Chris Paige, YES; John Richmond, YES; ABSENT: Mary Jones, Micky Dove. Motion Passed**

OATH OF OFFICE- Mr. David Stamey, Clerk of Court for Natchitoches Parish issued the Oath Of Office to Mr. John Richmond as Commissioner on the Board of Officers for the Natchitoches Parish Communications District, February 18, 2020.

APPROVAL OF MINUTES- Chairman Wynn asked for a motion to approve the minutes of the January 21, 2020 meeting. Motion by Commissioner Atterdudge, seconded by Commissioner Richmond. Roll call vote recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Victor Jones, YES; Jack McCain, YES; John Wynn, YES; Chris Paige, YES; John Richmond, YES; ABSENT: Mary Jones, Micky Dove. Motion Passed**

FINANCIAL REPORT- Chairman Wynn asked for a motion to table the Financial Report until the next regular 911 Commission Board meeting. Motion by Commissioner Atteridge, Seconded by Commissioner Chris Paige. Roll call vote recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Victor Jones, YES; Jack McCain, YES; John Wynn, YES; Chris Paige, YES; John Richmond, YES; ABSENT: Mary Jones, Micky Dove. Motion Passed.** Carter reminded the Commission that he had added some operational notes related to the financials to their agenda for their information.

9-1-1 DIRECTORS REPORT and STAFF REPORT- Executive Director Carter reported that the NATCOM Center received **1,528** 9-1-1 Calls that were answered by NPSO for the month of January 2020 and **412** 9-1-1 Calls that were answered by NPD for the month of January 2020. Carter reported that he participated in the NG911 Planning Committee meeting on January 21 2020, hosted Joint Policy Meeting on the 8th, 15th, 22nd and 29th, participated in NG911 Committee conference call on the 14th and the 28th, Administrative Offices were closed on January 20th in observance of MLK Day, Meeting on January 31 with Parish President John Richmond and staff, and the Tax Assessor and staff regarding GIS issues, the District discontinued data “back up” services with “Share File”, transmitted an email to Mr. Minturn encouraging him to close out construction project promptly, continue to have issues related to the “employee” gate, Kinetix added “back up” storage device to our network on February 4th, Ordered hardware necessary for the City to reestablish a data connection used to update GIS files, Service call to CP-Tel for problems with television in Homeland Security office and Conference room.

9-1-1 Addressing Activity was reported on by Address Coordinator Bernice Wallace, who reported that the 9-1-1 Addressing Office processed 7 applications for new addresses for residences, and 1 address point update in Natchitoches Parish. This activity resulted in 133 miles being traveled throughout the Parish consuming some 10 hours of personnel time while conducting site visual surveys and collection of GPS coordinates data. Her office made three adjustments or update to the Intrado 9-1-1 data base during this period. The District purchased twenty-three new or replacement road signs during the month of January 2020. Chairman Wynn asked for a motion to accept the Directors report as presented. Motion by Commissioner Nicholas, seconded by Commissioner Victor Jones. Roll call vote recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Victor Jones, YES; Jack McCain, YES; Chris Paige, YES; John Wynn, YES; John Richmond, YES; ABSENT: Mary Jones, Micky Dove. Motion Passed**

BANK CARD ACCOUNT ACTIVITY REPORT- Chairman Wynn asked for a motion to accept the Bank Card Account Activity Report as presented. Motion by Commissioner Larry Atteridge, seconded by Commissioner Chris Paige. Roll call vote recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Victor Jones, YES; Jack McCain, YES; Chris Paige, YES; John Wynn, YES; John Richmond, YES; ABSENT: Mary Jones, Micky Dove. Motion Passed**

NEW BUSINESS

RESOLUTION NUMBER 4 OF 2020-A RESOLUTION SETTING FORTH NATCHITOCHE PARISH COMMUNICATIONS DISTRICT GOALS FOR THE YEAR 2020 SUPPORTING THE FURTHERANCE OF ADDED VALUE TO THE SERVICES OF THE NATCHITOCHE PARISH 9-1-1 DISTRICT; AND OTHERWISE PROVIDING WITH RESPECT THERETO: Chairman Wynn asked for a motion to approve Resolution number 4 of 2020. Motion by Commissioner Chris Paige, seconded by Commissioner John Nicholas. Roll call vote recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Victor Jones, YES;; Jack McCain, YES; Chris Paige, YES; John Wynn, YES; John Richmond, YES; ABSENT: Mary Jones, Micky Dove. Motion Passed**

RESOLUTION NUMBER 5 OF 2020- - A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN AN ENGAGEMENT LETTER WITH DEES GARDNER, CERTIFIED PUBLIC ACCOUNTANTS, LLC., TO PERFORM FINANCIAL AUDIT FOR THE PERIOD DECEMBER 31,2019; AND OTHERWISE PROVIDING WITH RESPECT THERETO:

Chairman Wynn asked for a motion to accept Resolution number 5 of 2020. Motion by Commissioner Victor Jones, seconded by Commissioner Jack McCain. Roll call vote recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Victor Jones, YES; Jack McCain, YES; Chris Paige YES; John Wynn, YES; John Richmond, YES; ABSENT: Mary Jones Micky Dove. Motion Passed**

RESOLUTION NUMBER 6 OF 2020- A RESOLUTION APPROVING THE REVISED EDITION OF THE NATCHITOCHE PARISH BOARD OF COMMISSIONERS BY-LAWS DATED FEBRURAY 18, 2020; AND OTHERWISE PROVIDING WITH RESPECT THERETO: Chairman Wynn asked for a motion to approve Resolution number 6 of 2020. Motion by Commissioner Jack McCain, seconded by Commissioner Victor Jones. Roll call vote recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Victor Jones, YES; Jack McCain, YES; Chris Paige, YES; John Wynn, YES; John Richmond, YES; ABSENT: Mary Jones, Micky Dove. Motion Passed**

EXECUTIVE SESSION- Chairman Wynn asked for a motion to leave the regular meeting and go into Executive Session, Motion by Commissioner Victor Jones, seconded by Commissioner John Nicholas. Roll call vote as follows: **Larry Atteridge, YES; John Nicholas, YES; Victor Jones, YES; Chris Paige, YES; Jack McCain, YES; John Richmond, YES; John Wynn, YES; ABSENT: Mary Jones, Mick Dove. Motion Passed**

Chairman Wynn asked for a motion to leave Executive Session and return to the regular Board meeting. Motion by Commissioner Atteridge, seconded by Commissioner Nicholas. Roll call vote recorded as follows; **Larry Atteridge, YES; John Nicholas, YES Victor Jones, YES; Jack McCain, YES Chris Paige, YES; John Richmond, YES; John Wynn, YES; ABSENT: Mary Jones, Micky Dove. Motion Passed**

ADJOURN- Having no further Business to come before the Communications District Board of Commissioners. Chairman Wynn called for a motion to adjourn until it's next scheduled meeting date. Motion by Commissioner Atteridge, seconded by Commissioner Nicholas. Roll call vote recorded as follows. **Larry Atteridge, YES; John Nicholas, YES; Victor Jones, YES; Jack McCain, YES; Chris Paige, YES; John Wynn, YES; John Richmond, YES; ABSENT: Mary Jones, Micky Dove. Motion Passed**

MEETING ADJOURNED 3:05 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 _____, 2020. Given under my official signature on this ____ day of _____, 2020.

_____, Secretary
Natchitoches Parish Communications District