

**MINUTES OF THE REGULAR MEETING
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT
2:00 p.m., Tuesday, June 16, 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, June 16, 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 Nicholas to lead the Pledge of Allegiance, and Commissioner Dove offered the prayer.

PUBLIC COMMENTS/INTRODUCTION OF GUEST **No public comments.** Mayor Jennifer Smith of Goldonna, Mark Roberts, Pat Williams, Gary McElwee, Kevin Billiot, Kris Cobbwell, Chad Himmel, and George Minturn,

Mayor Jennifer Smith of Goldonna, talked to the Commissioners about getting Letters of support for funding the rural roads.

ROLL CALL - Roll call was conducted by Bernice Wallace. **Commissioners present: John Nicholas, Micky Dove, Victor Jones, Mary Jones ,John Wynn, John Richmond; Commissioners Absent; Chris Paige, Jack McCain and Larry Atteridge. 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 was none.

APPROVAL OF MINUTES- Chairman Wynn asked for a motion to approve the minutes of the May 19, 2020 meeting. Motion by Commissioner Victor Jones, seconded by Commissioner Micky Dove. Roll call vote recorded as follows: **John Nicholas, YES; Micky Dove, YES; Victor Jones, YES; Mary Jones, YES; John Wynn, YES; John Richmond, YES; ABSENT: Chris Paige, Jack McCain and Larry Atteridge. Motion Passed**

FINANCIAL REPORT- Executive Director Willis Carter presented the Financial Report for the period ending May 31,, 2020. Chairman Wynn asked for a motion to approve the Financial Report as presented . Motion by Commissioner Victor Jones, Seconded by Commissioner Mary Jones. Roll call vote recorded as follows: **John Nicholas, YES; Micky Dove, YES; Victor Jones, YES; Mary Jones, YES; John Wynn, YES; John Richmond, YES; ABSENT: Chris Paige, Larry Atteridge and Jack McCain. Motion Passed**

9-1-1 DIRECTORS REPORT and STAFF REPORT- The NATCOM facility remains on “lock down” status, limiting access to anyone other than staff. District staff has been and continues to limit “face time” in the office. NG911 State wide Planning Committee activity has been halted until after the Hurricane system currently in the Gulf has died down. ECATS reporting system failed to report for a period of four days so far in the month of June. Data is not lost but reporting was slowed for those days. As reported last month, we have received a credit refund of \$5,669.20 as the result of disconnecting two circuits which have become obsolete since installation of the new Vesta System. We were successful in having the City Fire Department main emergency reporting number redirected to the Natchitoches Police Departments call answering workstations. There was one minor glitch with regard to integration with administrative lines. Staff met with Parish President John Richmond, Mayor Jenifer Smith, Mayor of Ashland, Mr. Reed Frankland, and the Director of the Natchitoches Parish Department on June 3, 2020 call for by President Richmond in order to facilitate a discussion on street/road signs specifically in the town of Goldonna. The meeting was informative, constructive, and I believe at minimum cleared up questions about the acquisition processes related to street/road signs. We are pleased to report that I have been selected to serve on the Region 7 Louisiana Emergency Response Network (LERN) Board as a representative of 9-1-1 Communications Centers for the Region 7 area which includes Bienville, Bossier, Caddo, Claiborne, DeSoto, Natchitoches, Red River, Sabine, and Webster Parishes. Radio License registration review is complete and everything is in order. Lawn maintenance has encountered some problems with access to the grounds. The manner in which interior fencing is erected restricts access to several areas on the site. There are no curb cuts to allow access to some areas and mowers are sustaining damage to equipment and parking lot curbing is sustaining damage as the result. We are exploring the installation of two 6-foot convenience gates on the interior fencing to allow the mowers to travel between, and around the paved parking lot areas. We are awaiting an estimate for that solution now. We are also exploring the installation of curb cuts in the front parking lot and relocation of trailers in the rear parking lot which may accomplish the same objective at a lower cost. Mechanical Concepts, out of Shreveport, conducted HVAC maintenance and servicing on the two Computer Room Air Conditioning units which provide support to the equipment room on May 27, 2020. A problem was detected and parts are on order at a cost of slightly over \$2000.00. We received a quote of \$2,400 from Console Cleaning Specialists for annual cleaning and maintenance of the Russ Bassett consoles in use by NPSO and NPD in the dispatch control room. We are awaiting guidance from Sunstream regarding the dimmable lighting in the dispatch control room. We need to be able to more precisely lock low light perimeters. Rutledge plumbing installed a new kitchen sink faucet and repaired a clogged faucet in the lady’s restroom June 5, 2020. As reported last month, we are

currently Exploring the installation of “sneeze barriers” to be installed on the dispatch consoles. To date we have not received estimates on the cost of such barriers.

Address Coordinator Bernice Wallace, reported for the month of June, 2020 that the 9-1-1 Addressing Office processes (16) applications for new addresses for residences, and (1) address point update in Natchitoches Parish. This activity resulted in (291.30) miles being traveled throughout the Parish consuming some (30.) hours of personnel time while conducting site visual surveys and collection of GPS coordinates data. We made (0) adjustments or update to the Intrado 9-1-1 data base during this period. The District purchased (0) new or replacement road signs during the month of May, 2020. Chairman Wynn asked for a motion to accept the Directors report and 9-1-1 Address Coordinator report as presented. Motion by Commissioner Mary Jones, seconded by Commissioner Victor Jones. Roll call vote recorded as follows: **John Nicholas, YES; Micky Dove, YES; Victor Jones, YES; Mary Jones, YES; John Wynn, YES; John Richmond, YES; ABSENT: Chris Paige, Larry Atteridge and Jack McCain. 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 Micky Dove, seconded by Commissioner Mary Jones. Roll call vote recorded as follows: **John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Victor Jones, YES; John Wynn, YES; John Richmond, YES; ABSENT: Chris Paige, Jack McCain and Larry Atteridge. Motion Passed**

NEW BUSINESS

RESOLUTION NUMBER 9 OF 2020-A RESOLUTION DESIGNATING THE OFFICAL JOURNAL OF THE NATCHITOCHE PARISH COMMUNICATIONS DISTRICT AND OTHERWISE PROVIDING WITH RESPECT THERETO: Chairman Wynn asked for a motion to approve Resolution number 9 of 2020. Motion by Commissioner Micky Dove, seconded by Commissioner Mary Jones. Roll call vote recorded as follows: **John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Victor Jones, YES; John Wynn, YES; John Richmond, YES; ABSENT: Chris Paige, Jack McCain and Larry Atteridge. Motion Passed**

RESOLUTION NUMBER 10 OF 2020- - A RESOLUTION AUTHORIZES THE EXPENDITURE OF FUNDS NOT TO EXCEED \$3,500.00 FOR SITE MODIFICATIONS TO THE NATCOM GROUNDS TO IMPROVE ACCESS BY LAWN MAINTENANCE CONTRACTORS: Chairman Wynn asked for a motion to accept Resolution number 10 of 2020. Motion by Commissioner Victor Jones,, seconded by Commissioner Mary Jones. Roll call vote recorded as follows: **John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Victor Jones, YES; John Wynn, YES; John Richmond, YES; ABSENT: Chris Paige. Larry Atteridge and Jack McCain Motion Passed**

RESOLUTION NUMBER 11 OF 2020- A RESOLUTION VOICES SUPPORT OF THE NATCHITOCHE PARISH COMMUNICATIONS DISTRICT IN SUPPORT OF THE

NATCHITOCHE PARISH SCHOOL BOARDS EFFORTS TOWARD IMPROVING THE NATCHITOCHE PARISH ROAD SYSTEM; AND OTHERWISE PROVIDING WITH RESPECT THERETO: Chairman Wynn asked for a motion to accept Resolution number 11 of 2020. Motion by Commissioner John Nicholas, seconded by Commissioner Mary Jones. Roll call vote recorded as follows. **John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Victor Jones, YES John Wynn, YES; John Richmond, YES; ABSENT: Chris Paige, Larry Atteridge and Jack McCain. Motion Passed**

EXECUTIVE SESSION-Chairman Wynn asked for a motion to Suspend Regular Order of Business and go into Executive Session: Motion by Commissioner Micky Dove, seconded by Commissioner Victor Jones. Roll call vote recorded as follows: **John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Victor Jones, YES; John Wynn, YES; John Richmond, YES; ABESNT: Chris Paige, Larry Atteridge and Jack McCain. Motion Passed**

Chairman Wynn as for a motion to return to Regular Business Meeting: Motion by Commissioner John Nicholas, seconded by Commissioner Mary Jones. Roll call vote recorded as follows: **John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Victor Jones, YES; John Wynn, YES; John Richmond, YES; ABSENT: Chris Paige, Larry Atteridge and Jack McCain. 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 John Nicholas, seconded by Commissioner Victor Jones. Roll call vote recorded as follows. **Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Victor Jones, YES; John Wynn, YES; John Richmond, YES; ABSENT: Chris Paige, Larry Atteridge and Jack McCain. Motion Passed**

MEETING ADJOURNED 3:10 p.m.