

**MINUTES OF THE REGULAR MEETING
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT
5:00 p.m., Tuesday, May 18, 2021
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, May 18, 2021 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 John Nicholas to lead the Pledge of Allegiance, and Commissioner Chris Paige offered the prayer.

PUBLIC COMMENTS/INTRODUCTION OF GUEST- *No public comments. LaQuita Collins ,Christine Stackhouse and Rebecca Jones.*

ROLL CALL - Roll call was conducted by Bernice Wallace. **Commissioners present: John Nicholas, Herman Winters, Mary Jones ,John Wynn, Calvin Braxton, John Richmond, Chris Paige and Stuart Wright. Absent: Larry Atteridge. Staff present: 911 Executive Director Willis Carter, Bernice Wallace and Legal counsel Mark Begnard.**

APPROVAL/MODIFICATIONS TO AGENDA- Chairman Wynn asked were there any modifications to the agenda. Executive Director Willis Carter stated there were no modifications.

APPROVAL OF MINUTES- Chairman Wynn asked for a motion to approve the minutes of the April 20, 2021 meeting. Motion by Commissioner Paige, seconded by Commissioner Winters. Roll call vote recorded as follows: **John Nicholas, YES; Herman Winters, YES; Mary Jones, YES; Calvin Braxton, YES; John Wynn, YES; John Richmond, YES; Chris Paige, YES; Stuart Wright, YES; ABSENT: Larry Atteridge Motion Passed**

FINANCIAL REPORT- Rebecca Jones presented the Financial Report for the period ending April 31, 2021. Chairman Wynn asked for a motion to approve the Financial Report as presented. Motion by Commissioner Winters, Seconded by Commissioner Braxton. Roll call vote recorded as follows: **John Nicholas, YES; Herman Winters, YES; Mary Jones, YES; Calvin Braxton, YES; John Wynn, YES; John Richmond, YES; Chris Paige, YES; Stuart Wright, YES; ABSENT: Larry Atteridge Motion Passed**

9-1-1 DIRECTORS REPORT – Executive Director Carter reported that work is still in progress by the Executive Director Search Committee and that his office serves only in a support role to the committee providing administrative support and other duties as

requested. He stated that all of the documentation pertaining to activity so far in the process has been provided to the Commission. He stated that he had drafted, submitted for legal review, and forwarded the approved "Conditional offer of employment" document to the Chairman of the committee. His office has also facilitated a meeting with one insurance provider and is currently attempting to schedule a meeting with one other. The District has submitted its final paperwork for Public Assistance Grant funding for cost reimbursements associated with Hurricane Laura. Carter reported that he has submitted requests for which the District qualifies for 100% reimbursement in the amount of \$4,296.51. and for 90% reimbursement in the amount of \$2,756.59 for a total of \$7,053.10 and continues to work with the Louisiana Public Assistance Grant Program on this.

The District filed a Capital Outlay Request on October 14, 2020 – Carter reported that it does not appear that our request has made it into HB2. However, he also said that he has had no official word on the status of our Capital Outlay Request. The EWS Siren located in Marthaville has been repaired and is back in service. The District has received a settlement from VFIS insurance in the amount of \$8,656.20 for storm damages to the Marthaville Siren site. In the area of GIS and mapping, he reported that he has been working with Mr. David Alford of Environmental Science Services, Inc. in an effort to modify our GIS files, upgrade our software and hardware and processes to coincide with network changes that the City has implemented with respect to their GIS addressing activity. We were not made aware of this activity prior to budget preparation, and as a result we are utilizing spare equipment which was purchased in support of communications center operations until we have an estimate of the total cost of the project. We will then assess the need to offer a budget amendment to the 2021 operating budget. The Districts 2020 External Audit has been underway since the week of May 3rd. Carter drafted and submitted a request to Senator Louie Bernard on behalf of the Commission for his support for amendments to HB195 which would add public safety representation to the Bill which seeks to manage the 4.9MHz radio spectrum which was previously assigned to public safety. With regard to facility issues, Carter reported that the Districts I/T service provider installed two network multi-functional printers, floor drain in main men's restroom became clogged, storm damaged satellite antenna on the roof of the facility, repaired by Direct TV at no charge and we have requested quotes on window washing from "Real Clean" window washing services.

Bernice Wallace presented the Address Coordinator Report - During the month of April 2021, the 911 Addressing Office processed (18) applications for new addresses for residences and (2) update address in Natchitoches Parish. The activity resulted in (346) miles being traveled throughout the Parish consuming some (24.5) hours of personnel time while conducting site visual surveys and collection of GPS coordinate data. We made (1) adjustments or updates to Intrado 9-1-1 data base during this period.

Chairman Wynn asked for a motion to accept the Directors report and 9-1-1 Address Coordinator report as presented. Motion by Commissioner Jones, seconded by Commissioner Winters. Roll call vote recorded as follows: **John Nicholas, YES; Herman Winters, YES; Mary Jones, YES; Calvin Braxton, YES; John Wynn, YES; John Richmond, YES; Chris Paige, YES; Stuart Wright, YES; ABSENT: Larry Atteridge 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 Nicholas, seconded by Commissioner Paige. Roll call vote recorded as follows: **John Nicholas, YES; Herman Winters, YES; Mary Jones, YES; Calvin Braxton,, YES; John Wynn, YES; John Richmond, YES; Chris Paige, YES; Stuart Wright, YES; ABSENT: Larry Atteridge Motion Passed**

NEW BUSINESS

EXECUTIVE DIRECTOR SEARCH COMMITTEE REPORT- Commissioner Wright came before the board to give the report after he and Commissioner Braxton visit with Ms. Tolliver on the requirements and possible employment with the Natchitoches Parish communications District: Commissioner Wright stated that Ms. Tolliver said that she was very much interested in the position , but was never given a concrete offer on salary and benefits, therefore she could not make a definite decision. Ms. Tolliver also stated that she could not take a cut in her salary, she is currently making \$110,000 she would be willing to take on the position as Executive Director for the same amount of money plus benefits. Commissioners Wright and Commissioner Braxton stated to Ms. Tolliver that they could not agree with the requirements, it would have to be determine by the whole Board of Commissioners, and they will be getting in touch with her at a later date. Chairman Wynn asked for a motion to offer Ms. Tolliver a (5) year contract \$110,000 with benefits and a penalty to be determine at a later date if exits from employment early. Motion by Commissioner Paige, seconded by Commissioner Braxton. Roll call vote as follows: **John Nicholas, YES; Harman Winters, YES; Mary Jones, YES; Calvin Braxton,, YES; John Wynn, YES; John Richmond, YES; Chris Paige, YES; Stuart Wright, YES; ABSENT: Larry Atteridge. Motion**

KINETIX IT SUPPORT SERVICES- Chairman Wynn asked for a motion to accept the report for the renewal contract with KINETIX IT Support Service. Motion by Commissioner Braxton, seconded by Commissioner Jones. Roll call vote as follows: **John Nicholas, YES; Herman Winters, YES; Mary Jones, YES; Calvin Braxton, YES; John Wynn, YES; John Richmond, YES; Chris Paige, YES; Stuart Wright, YES; ABSENT: Larry Atteridge. 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 Winters, seconded by Commissioner Nicholas. Roll call vote recorded as follows. **John Nicholas, YES; Herman Winters,**

YES; Mary Jones, YES; Calvin Braxton,, YES; John Wynn, YES; John Richmond, YES; Chris Paige, YES; ABSENT:Larry Atteridge. Motion Passed

5:35 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