



MINUTES OF THE REGULAR MEETING
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT
5:00 p.m. TUESDAY, AUGUST 17, 2021
ROOM 116 A
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT 9-1-1 CENTER

CALL TO ORDER- Chairman Wynn called the regular meeting of the Natchitoches Parish Communications District to order on Tuesday, August 17, 2021 at 5:00 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 Richmond to offer the Prayer. Commissioner Winters led the Pledge of Allegiance.

INTRODUCTION OF GUEST/PUBLIC COMMENTS- Rebecca Jones, Mark Begnaud, LaQuita Collins, Christine Stackhouse, Ms. Harvey. Chairman Wynn thanked everyone for coming. There were no comments.

ROLL CALL- Roll call was conducted by Bernice Wallace. Commissioners present: Mary Jones, John Nicholas, Chris Paige, John Wynn, Calvin Braxton, Harman Winters, John Richmond. Absent: Stuart Wright.

MODIFICATIONS TO AGENDA-Chairman Wynn asked for a motion to make modifications to the agenda. Item #11 to change the District meeting time back to (2) o'clock. Item #12 discussion on vacant commission seat that we have at this time. Motion by Commissioner Nicholas, seconded by Commissioner Jones. Roll call vote recorded as follows: **Calvin Braxton, YES; Mary Jones, YES; John Nicholas, YES; Chris Paige, YES; John Wynn, YES; Harman Winters, YES; John Richmond, YES; Absent: Stuart Wright. Motion Passed**

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

FINANCIAL REPORT- Rebecca Jones presented the Financial Report for the period ending July 31, 2021. After giving the report, Commissioner Braxton stated he had a question.

Commissioner Braxton stated that a couple of months back, Deborah Dees, the auditor, came down from Shreveport and gave us the year-end report. It was to his understanding she said that we had \$90,000. The next meeting, Carter came back and said that there was an error it should have been \$190,000. Commissioner Braxton asked if that made sense or did he hear that wrong.

Commissioner Paige then advised that it was not an increase, it was a difference and error in the statement.

Rebecca stated that the District was showing a big lost on their current statement because of the audit adjustments. Deborah Dees put a receivable on the books.

Commissioner Braxton then stated his ordeal is that a \$100,000 error could have easily slipped by. Not saying that you guys did it, but Deborah Dees gave the report. Commissioner Braxton stated that he was just trying to find out where that \$100,000 error was.

Rebecca replied that it came in May. Commissioner Braxton said that Debora Dees should have caught that.

Commissioner Braxton further stated she supposed to be checking behind you guys. Commissioner Braxton said that \$100,000 could have floated out the back door and nobody would have known, and for Carter to find it he just didn't know.

Rebecca then replied that Deborah Dees found the error, not Carter. She (Deborah) accrued something that we received in May. Usually in an audit, you go 2 to 3 months after the year end before accruing. This was something that occurred in May and since it was material, she went ahead and adjusted it for the audit.

Commissioner Braxton asked now that she said that, it was \$90,000 she went back and caught it the next day? Commissioner Braxton also stated that Deborah Dees told the Board they were \$90,000 to the good and then the next meeting Carter came back and said that it was an error it should have been \$190,000.

Commissioner Paige stated that it was spoken that it was less money and then they came back with an email saying that it was a misprint. Whatever oversight however they worded it.

Rebecca stated that she was not aware of that, sorry.

Commissioner Paige said that the question that he had was a tad bit different. Commissioner Paige stated that the board needed another individual on the Finance Committee. He stated to either add that to the agenda tonight or whenever or however that goes about, but we need to put that individual in place. Paige advised the Finance Committed needed to start meeting again and have a discussion on how much money we take in each year.

Paige stated there had been times we took in money and we didn't know if we were going to have enough money to cover the year and he didn't want to get into that again. When you are not meeting and having these discussions, that's when you're not in the know as far as the finances are concerned. So, we need to start back meeting again having discussions on how much we are taking in and how much is going out over the course of a year. He further stated we needed to know where we at now when the Legislation change and we were able to get more money.

Chairman Wynn asked for a motion to approve the Financial Report as presented. Motion by Commissioner Paige, seconded by Commissioner Braxton. Roll call vote recorded as follows: **Mary Jones, YES; John Nicholas, YES; Chris Paige, YES; John Wynn, YES; John Richmond, YES; Harman Winters, YES; Absent: Stuart Wright. Motion Passed**

911 EXECUTIVE DIRECTOR REPORT- Executive Director Kim Tolliver reported that during the Board's last meeting, several of the Commissioners were absent. When she began, Thursday July 15, 2021, she received a call from Ms. Harvey that following Monday asking if she could meet with her. Ms. Harvey advised Director Tolliver that the prior director recommended her to wait until the new director arrived to speak with her regarding her request regarding Special Needs. Ms. Harvey stated she has been asking for over two years.

Director Tolliver met with Ms. Harvey the following day, Tuesday. Ms. Harvey wanted the district to look into creating an App for people with Special Needs.

Ms. Harvey is over Voices for Autism (support group started and created by her), because her son is autistic. She has been wanting the District to create an App for children with Autism and things like that so they will be able to identify them in case of an emergency.

Director Tolliver reported to the board the request from Ms. Harvey and had a few suggestions that would assist. As result of the last meeting and some things that has taken place since then, Director Tolliver asked Ms. Harvey to attend this meeting.

Director Tolliver is super excited to report and wished Sheriff Wright was here to share in the news that the Sheriff Department has in fact created the app for Special Needs. However, we have Laquita Collins from the Sheriff's Department here to represent. Thanks to Commissioner Jones, Laquita and the person that does the prototype. At this time, it was turned over to Laquita so that she could tell Ms. Harvey what was going on and why Director Tolliver called her here.

Laquita Collins, hello you remember me? Commissioner Mary Jones suggested that Laquita look at the St. Laundry Parish website who already had the app and she got some ideals regarding the app. They took that idea and tweaked it a little bit so now we (City of Natchitoches Sheriff's Department) have a Special needs form on the Sheriff's Official web page. It is still being worked on at this time. Some of the things the sight will ask for example, "Is the person a minor?" They would need to know that and also, we would like a photo of that person just in case we have a call for service and need to be able to identify that subject. Also, regarding the special need's person information, what is their disability? What is their gender? What's their race, height, weight, etc.? It also asks if there's anything like sirens that would trigger them? Mrs. Collins stated that the app also requests that a person of contact be added just in case the special needs person is non-vocal. There's also going to be a disclaimer that every year you would need to contact us to make sure that we redo your information just in case you move, have update to patient history, etc.

Commissioner Paige had a question about there being a space on the special needs form for a list of medications. Laquita stated that would have to check into that.

Director Tolliver stated that she was so excited they have created the app because within Ms. Harvey group, there are several people who are not mobile and unable to physically come and give this information. This would give them the ability to add their family members as well. We also want to give credit to person who created the prototype.

Laquita advised it was Jacob Roberson, IT, an intern for the Sheriff Department. Laquita stated that it probably not going to be ready to launch for another 3 to 4 months. Ms. Harvey stated that she was so happy because her son is 36 and he is non-verbal. Laquita said that they would do a press release when the App is ready.

CALL VOLUME REPORT- Call Center Activity 9-1-1 calls answered by NPSO for the month of July,2021---5,265 calls. 9-1-1 calls answered by the NPD for the month of July, 2021-7,210 calls. Number of calls transferred to NPD from NPSO for the month July,2021 was 7. Number of calls transferred to NPSO from the NPD for the month of July,2021 was 277. This is all lines to include, 9-1-1, 10-Digit, and Administrative.

GIS UPDATE-Completed- Upgrade of ArcMap to 10.8.1 reconfiguration of ArcMap with current layers. ArcGIS online setup and creation of web application. Migrate ArcMap to ArcGIS Pro with database connection to both SQL servers and data from Assessor. GIS training for ArcGIS Pro to edit address point layer (backing of address was entered during training).

Not Completed- Recreation of old python script for updating Parish addresses and combining with the City addresses for a complete address file for CAD dispatch. (This could not be completed until transition of data and training on August 4th and 5th) Python script will be replaced with a SQL view for real-time merging instead of the old python merge done at midnight every day. I have also included an example template to print maps from our application, the language can be modified to fit our requirements.

COVID-NATCOM continues to monitor the COVID outbreak in the news and will continue to provide all necessary cleaning products to keep the building clean as well as dispatchers/administration's safety. District staff has been and continues to limit "face time" in the office. Bernice has continued to manage appointments for addressing. Sheriff and Police has mandated face mask wearing at all times for their employees throughout their workday. Attended a conference call with Mary and Lamar regarding the outbreak.

FEMA-We have received a deposit into the bank for \$6,812.50 as the result of FEMA grant applied for.

Web Site- Our Natchitoches 911 website has been updated to reflect the correct address location of the facility, new administration, and our new Board of Commissioners. Meeting location and times, were also corrected. We will be updating our brochures as well.

EWS-Toured 9 out the 19 EWS sites with Troy Bordelon of Kay Radio as well as the Tower lease. Did find some deficiencies that needs to be addressed at some of the sites. Will tour the other 10.

Access Cards--Access cards has been cleaned up. If you have old ones from previous chairman, it may not work. So please let me know as soon as practical.

COVID UPDATE- Commissioner Mary Jones reported that we all know the numbers are going up everyday so we need to get people to get vaccinated. Commissioner Jones mentioned that she saw a sign on I-49 that said seatbelts and vaccinations saves lives which is so true. She reported that only 31% of Natchitoches Parish is vaccinated, you know that's really low so if we can encourage people to get vaccinated.

9-1-1 ADDRESS COORDINATOR REPORT- During the month of July, 2021, the addressing office processed (12) new addresses for residence in Natchitoches Parish. The activity resulted in (496.9) miles being traveled throughout the Parish consuming some (20.5) hours of personnel time while conducting site surveys and collections of GPS data. We made (0) adjustments or updates to Intrado 911 data base during this period. The District purchased two (2) new road signs during the Month of July. Chairman Wynn asked for a motion to accept the staff reports. Motion by Commissioner

Winters, seconded by Commissioner Mary Jones. Roll call vote recorded as follows: **Calvin Braxton, YES; Mary Jones, YES; John Nicholas, YES; Chris Paige, YES; John Wynn, YES; Harman Winters, YES; John Richmond, YES; Absent: Stuart Wright. Motion Passed**

CHARGE CARD ACCOUNT ACTIVITY- Executive Director Kim Tolliver report that there is no card activity because the District has no card at this time. No action taken.

NEW BUSINESS

ELECTION OF VICE-CHAIRMAN- Chairman Wynn stated that as you all know we have a vacancy and we need someone to serve as vice-chair. Commissioner Braxton made a motion for Commissioner Nicholas to serve as Vice-Chairman. It was seconded by Commissioner Richmond. Hearing no other nominations Commissioner Paige motioned that the floor is closed. Roll call vote recorded as follows: **Calvin Braxton, YES; Mary Jones, YES; John Nicholas, YES; Chris Paige, YES; John Wynn, YES; Harman Winters, YES; John Richmond, YES; Absent: Stuart Wright. Motion Passed**

RESOLUTION NUMBER 11 OF 2021- A RESOLUTION AUTHORIZING THE ESTABLISHMENT OF AN OPEN CREDIT ACCOUNT WITH STAPLES AND OTHERWISE PROVIDING WITH RESPECT THERETO: Chairman Wynn asked for a motion to approve Resolution number 11 of 2021. Motion by Commissioner Paige, seconded by Commissioner Winters. Roll call vote recorded as follows: **Calvin Braxton, YES; Mary Jones, YES; John Nicholas, YES; Chris Paige, YES; John Wynn, YES, Harman Winters, YES; John Richmond, YES; Absent: Stuart Wright. Motion Passed.**

DISTRICT MEETING TIME CHANGE- Chairman Wynn stated that at one time it was talked about having the Board Meeting at 5 O'clock, that's been brought to my attention its been interesting. Do I have a discussion from the floor to move our District Board Meeting back to 2 o'clock? Commissioner Paige asked for the record to reflect that the Board started having meetings at 5 o'clock we tried it, it did not work. Chairman Wynn asked for a motion to move the meeting time back to 2 o'clock. A motion by Commissioner Braxton was made, a second by Commissioner Richmond. Roll call vote recorded as follows: **Calvin Braxton, YES; Mary Jones, YES; John Nicholas, YES; Chris Paige, YES; John Wynn, YES; Harman Winters, YES; John Richmond, YES; Absent: Stuart Wright. Motion Passed**

DISCUSSION VACANT COMMISSION SEAT- Commissioner Braxton asked who was vacant and is there a process for this. Commissioner Richmond replied there is, all positions need to be approved by the Parish Council and they have to be brought forth to Parish Council. He further stated it can be put on the Agenda by me, Commissioner Richmond, or anybody. Typically, he makes the recommendation. That is done based on what you guys do here, but the formality process is it has to get voted on by the Parish Council. Commissioner Braxton asked Commissioner if he could do that. Commissioner Richmond replied that he could do that but then the appointment must be ratified by the Parish. Commissioner Braxton stated to Commissioner Richmond so it's in your hands, Commissioner Richmond replied yes. Commissioner Paige asked if there was anything in the By-Laws that stated what individual could serve or is it a code of honor of such that an individual be coming from the medical field hospital or whatever. The By-laws do state that it comes from the medical community for that position. Commissioner Paige than stated that the Board need to move in that direction, possibly send a letter to the medical staff of the facility to ask if they had anyone in mind. Commissioner Richmond stated that he had the letter, just wanted to know if everyone was all on the same page.

ADJOURN-Having no other Business to come before the Communications District Board of Commissioners, Chairman Wynn asked for a motion to adjourn until it's next scheduled meeting date. Motion by Commissioner Braxton, seconded by Commissioner Jones. Roll call vote as follows: **Calvin Braxton, Mary Jones, YES; John Nicholas, YES; Chris Paige, YES; John Wynn, YES; Harman Winters, John Richmond, YES; Absent: Stuart Wright. Motion Passed.**