

MINUTES OF THE REGULAR MEETING
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT
2:00 p.m. TUESDAY, JANUARY 18, 2022
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, January 18, 2022 at 2:00 p m in the Natchitoches Parish Communications District 9-1-1 Center, Room 116 A, Natchitoches Parish Louisiana.

PLEDGE AND PRAYER- Commissioner Richmond offered the Prayer. Commissioner Eric Keel led the Pledge of Allegiance.

INTRODUCTION OF GUEST/PUBLIC COMMENTS- Christine Stackhouse, Lamar McGaskey, Rebecca Jones, Mark Begnaud, LaQuita Collins, Chairman Wynn thanked everyone for coming. No comments.

ROLL CALL- Roll call was conducted by Bernice Wallace. Commissioners present: Calvin Braxton, Nikeo Collins, Eric Keel, Chris Paige, John Richmond, Stuart Wright, John Wynn Absent: Mary Jones

APPROVAL OF THE AGENDA- Chairman Wynn asked for a motion to approve the Agenda for January 2022, Board meeting. Motion by Commissioner Richmond, seconded by Commissioner Keel. Roll call vote recorded as follows: **Calvin Braxton, YES; Nikeo Collins, YES; Eric Keel, YES; John Richmond, YES; Stuart Wright, YES; John Wynn, YES; Chris Paige. Absent: Mary Jones. Motion Passed**

APPROVAL OF MINUTES- Chairman Wynn asked for a motion to approve the minutes of the November 16, 2021 meeting. Motion by Commissioner Eric Keel, seconded by Commissioner Braxton. Roll call vote recorded as follows: **Calvin Braxton, YES; Nikeo Collins, YES; Eric keel, YES; Chris Paige, YES; John Richmond, YES; Stuart Wright, YES; John Wynn, YES; Absent: Mary Jones. Motion Passed**

FINANCIAL REPORT- Rebecca Jones presented the Financial Report for the period ending December 31, 2021. After presenting the report Chairman Wynn asked for a motion to accept the Financial Report as presented. Motion by Commissioner Collins, seconded by Commissioner Wright. Roll call vote recorded as follows: **Calvin Braxton, YES; Nikeo Collins, YES; Chris Paige, YES; Eric Keel, YES; John Richmond, YES; Stuart Wright, YES; John Wynn, YES; Absent: Mary Jones. Motion Passed**

911 EXECUTIVE DIRECTOR REPORT- Executive Director Kim Tolliver reported on the following:

CALL VOLUME REPORT- Call Center Activity 9-1-1 calls answered by NPSO for the month of December, 2021 were 1940. 9-1-1 calls answered by the NPD for the month of December, 2021 were 4950.

SEWER LIFT STATION UPDATE- Director Tolliver reported information to the board of the recent over flow of sewage. It cost the District over \$2500.00 to fix the problem. Back in June or July months prior, the District had to spend \$1700 for the same problem. They cleaned out about 100 pounds of

waste that which were feminine products, wipes and grease. Director Tolliver stated that she had a meeting with both agencies and Homeland Security. Christina Stackhouse and LaQuita Collins sent out emails to each of their personnel letting them know to make sure they only flush what the toilet system can tolerate. Director Tolliver has placed signs in each one of the bathroom stalls displaying what is to be flushed. Ms. Tolliver also informed them of the cost which was \$5000.00 in two months just to fix the system. Hopefully everyone understands and abide by the rules and make sure they are not putting damaging products in the toilet. Please help to keep our facility sewage waste free.

9-1-1 ADDRESS COORDINATOR REPORT- During the month of December, 2021, the addressing office processed (10) new addresses for residence and (1) updates in the Parish in Natchitoches Parish. The activity resulted in (396.8) miles being traveled throughout the Parish consuming some (14) hours of personnel time while conducting site surveys and collections of GPS data. We made (0) adjustments or updates to Intrado 9-1-1 data base during this period. Ordered (6) road signs. Chairman Wynn asked for a motion to accept the Director's report as presented. Motion by Commissioner Calvin Braxton, seconded by Commissioner Collins. Roll call vote recorded as follows: **Calvin Braxton, YES; Nikeo Collins, YES; Eric Keel, YES; Chris Paige, YES; John Richmond, YES; Stuart Wright, YES; John Wynn, YES; Absent Mary Jones. Motion Passed**

ANSWERING EMAILS AND TEXT MESSAGES- Director Tolliver stated to the Commissioners that this is just a friendly reminder that it is very important that she receives responses to any texts or emails that she sends out.

ANNUAL ETHICS DISCLOSURE FORM, ETHICS AND SEXUAL HARASSMENT TRAINING-Reminder to all Commissioners to please take these important trainings. And make sure to complete the annual Ethic Disclosure form.

VFIS-PROPERTY/AUTO INSURANCE RENEWAL- Director Tolliver presented the Commissioners with the options for property deductibles which are as follows: \$1000 deductible=\$12,737+\$305.69 SC, \$2500 deductible=\$10,984+ \$263.62 SC. \$5000 deductible+ \$9231+211.54 SC. Chairman Wynn asked for a motion to go with the \$2500 deductible. Motion by Commissioner Braxton, seconded by Commissioner Paige. Roll call vote recorded as follows: **Calvin Braxton, YES; Nikeo Collins, YES; Eric Keel, YES; Chris Paige, YES; John Richmond, YES; Stuart Wright, YES; John Wynn, YES; Absent: Mary Jones. Motion Passed**

OLD BUSINESS

BOARD VACANCIES-Chairman Wynn introduced and welcomed Michael Sesevold as the newly appointed member to the 911 Commission Board.

AUDIT CALL-Director Tolliver stated that is was just a reminder to Commissioner Richmond to get with her on who she needed to contact for the matter.

Chairman Wynn asked for a motion to accept the Director's Report as presented. Motion by Commissioner Braxton, seconded by Commissioner Collins. Roll call vote recorded as follows: **Calvin Braxton, YES; Nikeo Collins, YES; Eric Keel, YES; Chris Paige, YES; John Richmond, YES; Stuart Wright, YES; John Wynn, YES; Absent: Mary Jones. Motion Passed**

NEW BUSINESS

CHARGE CARD ACTIVITY REPORT-Chairman Wynn asked for a motion to accept the Charge Card Activity Report as presented. Motion by Commissioner Paige, seconded by Commissioner Keel. Roll call vote recorded as follows: **Calvin Braxton, YES; Nikeo Collins, YES; Eric keel, YES; Chris Paige, YES; John Richmond, YES; Stuart Wright, YES; John Wynn, YES; Absent Mary Jones. Motion Passed**

ELECTION OF 2022 OFFICERS-Motion from the floor by Commissioner Braxton, seconded by Commissioner Collins that the Officers from 2021 remain the same for 2022. Roll call vote as follows: **Calvin Braxton, YES; Nikeo Collins, YES; Eric Keel, YES; Chris Paige, YES; John Richmond, YES; Stuart Wright, YES; John Wynn, YES; Absent: Mary Jones.**

RESOLUTION NUMBER 1 OF 2022- A RESOLUTION ESTABLISHING THE 2022 EMPLOYEE HOLIDAY SCHEDULE AND OTHERWISE WITH RESPECT THERETO: Chairman Wynn asked for a Motion to approve Resolution Number 1 of 2022. Motion by Commissioner Braxton, seconded by Commissioner Richmond. Roll call vote as follows: **Calvin Braxton, YES; Nikeo Collins, YES; Eric Keel, YES; Chris Paige, YES; John Richmond, YES; Stuart Wright, YES; John Wynn, YES; Absent: Mary Jones. Motion Passed**

RESOLUTION NUMBER 2 OF 2022- A RESOLUTION ESTABLISHING THE 2022 COMMISSION MEETING SCHEDULE FOR THE NATCHITOCHE PARISH COMMUNICATIONS DISTRICT AND OTHERWISE PROVIDING WITH RESPECT THERETO: Chairman Wynn asked for a motion to approve Resolution Number 2 of 2021. Motion by Commissioner Braxton, seconded by Commissioner Keel. Roll call vote recorded as follows: **Calvin Braxton, YES; Nikeo Collins, YES; Eric Keel, YES; Chris Paige, YES; John Richmond, YES; Stuart Wright, YES; John Wynn, YES; Absent: Mary Jones. Motion Passed.**

GOOD OF THE ORDER-

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 Keel. Roll call vote as follows: **Calvin Braxton, YES; Nikeo Collins, YES; Eric Keel, YES; Chris Paige, YES; John Richmond, YES; Stuart Wright, YES; John Wynn, YES; Absent: Mary Jones. Motion Passed.**