

MINUTES OF THE REGULAR MEETING
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT
2:00 p.m. TUESDAY JANUARY 17,2023
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 17, 2023 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 Paige offered the Prayer. Commissioner Wright led the Pledge of Allegiance.

INTRODUCTION OF GUEST/PUBLIC COMMENTS. Laquita Collins, Mark Begnaud, Susan Johnson, Lamar McGaskey, Nora Drenner, Chairman Wynn thanked everyone for coming. No comments.

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

APPROVAL OF THE AGENDA- Chairman Wynn asked for a motion to approve the Agenda for January 17, 2023, board meeting. Motion by Commissioner Sesvold, seconded by Commissioner Jones. Roll call vote recorded as follows: Calvin Braxton, YES; Mary Jones, YES; Eric Keel, YES; Stuart Wright, YES; John Wynn, YES; Michael Sesvold, YES; Chris Paige, YES; John Richmond, YES; Nikeo Collin, YES; Motion Passed

APPROVAL OF MINUTES- Chairman Wynn asked for a motion to approve the minutes of the November vote recorded as follows: Calvin Braxton, YES; Mary Jones, YES; Eric keel, YES; Stuart Wright, YES; John Wynn, YES; Michael Sesvold, YES; Chris Paige, YES; John Richmond, YES; Nikeo Collins, YES; Motion Passed

FINANCIAL REPORT- Chairman Wynn asked for a motion to accept the Financial report as presented where Budget to actual comparisons were sited. Motion by Commissioner Sesvold, seconded by Commissioner Richmond. Roll call vote recorded as follows: Calvin Braxton, YES; Mary Jones, YES; Eric Keel, YES; Stuart Wright, YES; John Wynn, YES; Michael Sesvold, YES; Chris Paige, YES; John Richmond, YES; Nikeo Collins, YES; Motion Passed

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

CALL VOLUME REPORTS FOR THE MONTH OF DECEMBER 2022

CALL SUMMARY

For the month of December, NPSO took a total of 1523—911 calls. They had 86 calls abandoned, giving them a total of actual calls taken by call takers 1437. They had a total of 4862 calls from the administrative lines. 2,554 were inbound—2290 outbound, 18 abounded. Total calls-6385.

For the month of December, NPD took 309—911 calls. They had 3 calls abandoned, giving them a total actual total taken by call takers 306. They had a total of 4547 calls from the administrative line, 3289 were inbound-1195, were outbound, 63 abandoned, total of 4856.

For 2022 Sheriff's office took a total of 19,021 (911 calls) 941-abandoned calls.

For 2022 Police department took a total of 4,449 (911 calls) 62-abandoned calls.

CALL BACK SUMMARY

For the month of December,2022 -NPSO had 59 of the 86 abandoned 911 calls available for call back 57 were called back, 2 were not for whatever reason. had 48 were available for callback and all were called back.

For 2022—of the 941 abandoned calls,624 were available for call back, they called 607

For the month of December,2022-NPD had 3 of their 3 abandoned calls available for call back all were called back.

For 2022- of the 62 abandoned calls, 54 were available for call back, they called 51, 3 were not called back.

CALL ANSWER TIME

For December according to the National Answering Standard- 95% within 20 sec 90% within 15 sec NPSO answered within <15 sec-98% within 20 sec 99.20% .

NPD answered 98.97% within < 15 sec and 99.51% within 20 sec.

CALL BOX REPORT

NPSO 1

NPD 140

BOARD ATTENDANCE/DISTRICT WEBSITE- Ms. Tolliver stated to the Commissioner that this is just a reminder to thank you for making every effort to attend these Board meeting and that you represent the collective for the position you hold.

THE DISTRICT DOMAIN is 12 years old and on its last leg. I am working on trying to find someone to handle this. I also was advised the system was suspended, and we have to start paying a fee of \$6.00 per month.

SEXUAL HARASSMENT/ETHIC certificates are part of our Audit. We need to have them to submit to the Auditor prior to year end.

WASTE CONNECTION- When I started working for the District the cost for waste was \$106.00 it then increases to \$121.29 on to \$159.30 I have since talked to the company and advise them to pick up once a month which will cost us \$83.00.

NEW/UPDATED POLICES- I have had to create policies for the District that we did not have. Debt Policy, Payroll policy, Vacation Policy, Fraud Policy, Vehicle Policy and Sexual Policy.

DISTRICT ADDRESS COORDINATOR'S MANUAL-This manual is being put in place so when Bernice is no longer with us the next person will have a step by step manual to guide them in performing the duties of the 911 Address Coordinator.

DISTRICT 2023 GOALS AND OBJECTIVE- The Goals and Objectives support the Natchitoches Parish Communications District's and Partner Agency's future needs for protecting residents, visitors, and travelers in Natchitoches Parish.

911 WIRELESS SURCHARGE FEES LOUISIANA- 911 Legislative committee in December push to us that Honda will be building a car embedded with a system to call 911 due to an accident for help. We are hoping to get the 911 surcharge fee from this service.

9-1-1 ADDRESS COORDINATOR REPORT- During the month of December, 2022, the addressing office processed (12) new addresses for residence and (0) updates in the Parish in Natchitoches Parish. The activity resulted in (288.5) 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 AT&T 9-1-1 database during this period. Ordered (6) road signs. Chairman Wynn asked for a motion to accept the Director's report as presented. Motion by Commissioner Jones, seconded by Commissioner Sesevold. **Roll call vote recorded as follows: Calvin Braxton, YES; Mary Jones, YES; Eric Keel, YES; Stuart Wright, YES; John Wynn, YES; Michael Sesevold, YES; ABSENT: Chris Paige, John Richmond, Nikeo Collins. Motion Passed**

NEW BUSINESS

CREDIT 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 Sesevold. **Roll call vote recorded as follows: Calvin Braxton, YES; Eric Keel, YES; Mary Jones, YES; Stuart Wright, YES; John Wynn, YES; Michael Sesevold, YES; Chris Paige, YES; John Richmond, YES; Nikeo Collin, YES; Motion Passed**

ELECTION OF OFFICERS- Motion from the floor by Commissioner Braxton to extend Chairman position until 2024 to keep in sync with Vice-Chairman, seconded by Commissioner Wright. Roll call vote as follows: Calvin Braxton, YES; Mary Jones, YES; Eric Keel, YES; Chris Paige, YES; John Richmond, YES; Stuart Wright, YES; Michael Sesevold, YES; Nikeo Collins, YES; John Wynn, YES; Motion Passed

RESOLUTION NUMBER 1 OF 2023- A RESOLUTION ESTABLISHING THE 2023 EMPLOYEE HOLIDAY SCHEDULE AND OTHERWISE WITH RESPECT THERETO: Chairman Wynn asked for a motion to accept Resolution Number 1 of 2023. Motion by Commissioner Braxton, seconded by Commissioner Sesevold. **Roll call vote as follows: Calvin Braxton, YES; Mary Jones, YES; Eric Keel, YES; Stuart Wright, YES; John Wynn, YES; Michael Sesevold, YES; Chris Paige, YES; John Richmond, YES; Nikeo Collins, YES; Motion Passed**

RESOLUTION NUMBER 2 OF 2023- A RESOLUTION ESTABLISHING THE 2023 COMMISSION MEETING SCHEDULE FOR THE NATCHITOCHE PARISH COMMUNICATIONS DISTRICT AND OTHERWISE PRODIDING WITH RESPECT THERETO: Chairman Wynn asked for a motion to accept Resolution Number 2 of 2023. Motion by Commissioner Braxton, seconded by Commissioner Sesevold. **Roll call vote recorded as follows: Calvin Braxton, YES; Mary Jones, YES; Eric Keel, YES; Stuart Wright, YES; John Wynn, YES; Michael Sesevold, YES; Chris Paige, YES; John Richmond, YES; Nikeo Collins, YES; Motion Passed**

RESOLUTION NUMBER 3 OF 2023- A RESOLUTION AUTHORIIZING THE EXECUTION OF A "LETTER OF ENGAGEMENT" ACCEPTING THE SERVICES OF THOMAS, CUNNINGHAM, BROADWAY & TOBTENBLER, CPA'S AS OUTLINED FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2023 AND ENDING DECEMBER 31, 2023, AND OTHERWISE PROVIDING WITH RESPECT

THERETO: Chairman Wynn asked for a motion to accept Resolution Number 3 of 2023. Motion by Commissioner, seconded by Commissioner. **Roll call vote recorded as follows: Calvin Braxton, YES; Mary Jones, Yes; Eric Keel, YES; Michael Sesevold, YES; Chris Paige, YES; John Richmond, YES; Nikeo Collins, YES; John Wynn, YES; Motion Passed**

GOOD TO THE ORDER: NPD dispatcher Nubia Charleston was presented with The Shining Star Award for her excellent performance and knowledge of her duties.

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 Sesevold, seconded by Commissioner Jones. Roll call vote as follows: Calvin Braxton, YES; Mary Jones, YES; Eric Keel, YES; Stuart wright, YES; John Wynn, YES; Michael Sesevold, YES; ABSENT: Chris Paige, John Richmond, Nikeo Collins. Motion Passed.

Meeting adjourned @ 3:09 pm