

**MINUTES OF THE REGULAR MEETING
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT
2:00 p.m., Tuesday, February 20, 2018
Council Meeting Room
Natchitoches Parish Court House**

CALL TO ORDER- Chairman Dove called the regular meeting of the Natchitoches Parish Communications District to order on Tuesday, February 20, 2018 at 2:00 p.m. in the Natchitoches Parish Government meeting room of the Natchitoches Parish Courthouse.

PLEDGE AND PRAYER – Chairman Dove asked Commissioner Wynn to lead the Pledge of Allegiance, and Commissioner Dove offered the prayer.

ROLL CALL - Roll call was conducted by Commissioner Mary Jones. **Commissioners present: Larry Atteridge, John Nicholas, Micky Dove, Mary Jones, Jack McCain, John Wynn, Rick Nowlin, and Chris Paige. Commissioners Absent: Victor Jones: Staff present: 911 Director Willis Carter, Legal counsel Mark Begnaud, and contracted accounting firm representative Rebecca Jones.**

APPROVAL/MODIFICATIONS TO AGENDA - Chairman Dove asked if there were any modifications to the published agenda and hearing none, moved to the next item of business.

PUBLIC COMMENTS/INTRODUCTION OF GUEST- Chairman Dove welcomed guests and offered to hear public comments. Chairman Dove recognized Mr. Marlin Thompson and Mr. Scott Wren who represent the Louisiana Armature Radio Emergency Service group. Mr. Thompson gave an overview of the services of his organization and discussed the possibility of expanding those services in Natchitoches.

APPROVAL OF MINUTES – Chairman Dove inquired if anyone had not had an opportunity to review the minutes of the January 23rd Commission meeting. Hearing no replies, he asked for a motion to approve the minutes of the January 23, 2018 Commission meeting as written. A motion was made by Commissioner Atteridge, and seconded by Commissioner Paige. Roll call vote was recorded as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; Chris Paige, YES, JOHN WYNN, YES, and Rick Nowlin, YES. ABSENT: Victor Jones. Motion Passed**

FINANCIAL REPORT – Chairman Dove asked Rebecca Jones of JTC to provide the financial report for the period ended January 31, 2018. Following the report, Commissioner McCain inquired as to why no revenues had been posted for the period, to which Ms. Jones responded that all of the revenues received in January are “booked” in 2017 and not 2018. Motion by Commissioner Paige, second by Commissioner John Nicholas to accept the report. Roll call vote recorded as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; Chris Paige, YES, JOHN WYNN, YES, and Rick Nowlin, YES. ABSENT: Victor Jones. Motion Passed**

9-1-1 DIRECTORS REPORT: Carter reported on the following: **RESOLUTION NUMBER 5 OF 2018**, passed during last month’s meeting, however held pending legal consult regarding terminology and clarity. The issue of a need for two resolutions regarding audit engagement was determined to be mute. The final audit engagement was released to Dees CPA on Friday, February 12, 2018. **EWS MALFUNCTION** – We received an Anonymous report by phone of a malfunction of the East Fifth street EWS site on February 12th. Dispatched Kay Radio for a status evaluation. The technician reported all clear and functional; **RADIO INSTALLATION IN NATCOM** - Held a

discussion with Dale at Kay Radio regarding radio antenna installation and radio configuration at the NATCOM facility. Dale advised that he would direct his technician to recommend the appropriate configuration since both the NPSO and the NPD use two separate but redundant Motorola base control stations. Combining the two may conserve resources and provide spare modules for expansion; **DATA SERVICES AT NATCOM** - Had a brief discussion with Steve Hightower regarding potentially sharing server resources after the move to the NATCOM facility. Our position remains that all of the agencies should explore sharing of resources where appropriate. This would include the sharing of one voice logger unit (Higher Ground) after the addition of a channel cards to expand capacity. No firm decisions; **ADDRESS APPLICATION SCHEDULE** – As the result of Ms. Wallace’s prolonged absence, we have initiated scheduling adjustments within our office processes which will allow us to more efficiently schedule the “addressing” work load. This revised scheduling calls for the discontinuation of our routine practice of accepting 9-1-1 Address Applications on a “walk in” basis at any time during the workday. Beginning on January 29, 2018, Address Applications, and 9-1-1 addressing query’s, will be processed **without appointment** at our offices located at 716 Second Street in Natchitoches on **TUESDAY’s** and **THURSDAY’s, 8:30 a.m. - 11:30 a.m.** Customers may also **schedule an appointment** for addressing services by calling our offices at **318-357-8300**. Carter went on to say that staff would make special arrangements for addressing upon request and need. Chairman Dove asked for a Motion to accept the Directors Report. Motion by Commissioner Nicholas, seconded by Commissioner Atteridge. A Roll call vote to accept was recorded as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; Chris Paige, YES, John Wynn, YES, and Rick Nowlin, YES. ABSENT: Victor Jones. Motion Passed**

BANK CARD ACCOUNT ACTIVITY REPORT- Chairman Dove asked for a Motion to accept the Bank Card Account Activity Report. Motion by Commissioner Paige, seconded by Commissioner Wynn. A Roll call vote to accept was recorded as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; Chris Paige, YES, JOHN WYNN, YES, and Rick Nowlin, YES. ABSENT: Victor Jones. Motion Passed**

Resolution Number 3 of 2018 - A RESOLUTION APPROVING THE CREATION OF THE JOINT OPERATIONS EXECUTIVE MANAGEMENT STANDING SUB-COMMITTEE, A FORMAL OPERATIONAL POLICY MAKING GROUP MADE UP OF EXECUTIVE MANAGEMENT LEVEL PERSONNEL OF PUBLIC SAFETY PROVIDER SERVICES; AND OTHERWISE PROVIDING WITH RESPECT THERETO: Chairman Dove asked for a Motion to approve Resolution Number 3 of 2018. Motion by Commissioner McCain, seconded by Commissioner Nowlin. A Roll call vote to approve was recorded as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; John Wynn, YES, and Rick Nowlin, YES. Chris Paige, NO, ABSENT: Victor Jones. Motion Passed**

RESOLUTION NUMBER 6 OF 2018 –A RESOLUTION APPROVING ONE MODIFICATION TO THE BOARD OF COMMISSIONERS BY-LAWS SPECIFICALLY ADDRESSING THE ADDITION OF A STANDING SUB-COMMITTEE WITH THE TITLE OF: JOINT OPERATIONS EXECUTIVE MANAGEMENT COMMITTEE; AND OTHERWISE PROVIDING WITH RESPECT THERETO : Chairman Dove asked for a Motion to accept Resolution Number 6 of 2018. Motion by Commissioner Atteridge, seconded by Commissioner McCain. A Roll call vote to approve was recorded as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; Chris Paige, YES, John Wynn, YES, and Rick Nowlin, YES. ABSENT: Victor Jones. Motion Passed**

RESOLUTION NUMBER 7 OF 2018 – A RESOLUTION APPROVING AMENDMENT TO THE 2018 OPERATING BUDGET OF THE NATCHITOCHE PARISH COMMUNICATIONS DISTRICT AND OTHERWISE PROVIDING WITH RESPECT THERETO: Chairman Dove asked for a Motion to

accept Resolution Number 7 of 2018. A Roll call vote to approve was recorded as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; Chris Paige, YES, John Wynn, YES, and Rick Nowlin, YES. ABSENT: Victor Jones. Motion Passed**

RESOLUTION NUMBER 8 OF 2018 – APPROVE THE EXPENDITURE OF IDLE FUNDS NOT TO EXCEED \$315,300.00 TO BE USED IN SUPPORT OF CONSTRUCTION OF THE NATCOM FACILITY, AND OTHERWISE PROVIDING WITH RESPECT THERETO Chairman Dove asked for a Motion to approve Resolution Number 8 of 2018. A Roll call vote to approve was recorded as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; Chris Paige, YES, JOHN WYNN, YES, and Rick Nowlin, YES. ABSENT: Victor Jones. Motion Passed**

NATCOM PROJECT REPORT- Minturn reported that masonry work is nearing completion. The building is not enclosed at this point, as of today the glass subcontractor has not been on site, the plumber has performed pressure testing and is currently correcting some issues that resulted. Commissioner Nowlin asked if the roof was complete to which Minturn replied that is primarily complete. Carter asked if the water meters have been installed to which Minturn replied no. Commissioner Atteridge ask if bad weather will continue to stall the project. Minturn stated that not after the glass is installed and the building is water tight. He went on to say that there had been delays in getting the glass framework causing delays. Commissioner Nowlin inquired as to who the glass provider is and the response was Cain River Glass services. Minturn has received a request for rain days which he is currently verifying as it will require a change order and approval from the State Facility Planning and Control Office. The number of authorized rain days could also impact “performance” criteria contained in the contract. Commissioner Nicholas stated that he had observed some of the discussions on the site and he wanted to thank Mr. Minturn for ensuring that issues were corrected as needed. Chairman Dove inquired if the issue with the glass provider is being followed up on at the weekly construction meetings and Mr. Minturn stated that the general contractor is pushing the issue. Revised substantial completion date is April 15, 2018. End of report....

Commissioner Jack McCain asked about the wellbeing of Address Coordinator Bernice Wallace to which Carter replied that had been informed by workman compensation personnel that she had been released by her doctor for return to duty, but that he had not been provided an effective date for her return. Having no further Business to come before the Communications District Board of Commissioners, Chairman Dove called for a motion to adjourn until it's next scheduled meeting date. Motion by Commissioner Afterimage, seconded by Commissioner Paige. Roll call vote recorded as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; Chris Paige, YES, JOHN WYNN, YES, and Rick Nowlin, YES. ABSENT: Victor Jones. Motion Passed**

MEETING ADJOURNED 2:45 p.m.