

MINUTES OF THE REGULAR MEETING  
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT  
2:00 p.m. TUESDAY, OCTOBER, 19, 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, October, 19, 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-** Mayor Williams offer the Prayer. Commissioner Eric Keel lead the Pledge of Allegiance.

**INTRODUCTION OF GUEST/PUBLIC COMMENTS-** Rebecca Jones, Mark Begnaud, LaQuita Collins, Mayor Williams, Betty Sawyer. Chairman Wynn thanked everyone for coming. There were no comments.

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

**RECOGNITION/ WELCOME OF NEWLY ELECTED BOARD MEMBER-** Chief of Police Nikeo Collins and EMS representative, Eric Keel.

**SWEARING IN OF COMMISSIONERS BY DAVID STAMEY-** Commissioner Calvin Braxton, Commissioner Nikeo Collins, Commissioner Mary Jones, Commissioner Chris Paige, Commissioner Stuart Wright.

**APPROVAL OF THE AGENDA-** Chairman Wynn asked for a motion to approve the Agenda for October 19, board meeting. Motion by Commissioner Chris Paige, seconded by Commissioner Mary Jones. Roll call vote recorded as follows: Calvin Braxton, YES; Nikeo Collins, YES; Mary Jones, YES; Eric Keel, YES; Chris Paige, YES; John Richmond, YES; John Wynn, YES; Stuart Wright, YES. Motion Passed

**APPROVAL OF MINUTES-** Chairman Wynn asked for a motion to approve the minutes of the August 17, 2021 meeting. Motion by Commissioner John Richmond, seconded by Commissioner Eric Keel. Roll call vote recorded as follows: **Calvin Braxton, YES; Nikeo Collins, YES; Mary Jones, YES; Eric keel, YES; Chris Paige, YES; John Richmond, YES; John Wynn, YES; Stuart Wright, YES; Motion Passed**

**FINANCIAL REPORT-** Rebecca Jones presented the Financial Report for the period ending September 30, 2021. After presenting the report Chairman Wynn asked for a motion to accept the Financial Report as presented. Motion by Commissioner Mary Jones, seconded by Commissioner Calvin Braxton. Roll call vote recorded as follows: Calvin Braxton, YES; Nikeo Collins, YES; Mary Jones, YES; Eric Keel, YES; Chris Paige, YES; John Richmond, YES; John Wynn, YES; Stuart Wright, YES; Motion Passed

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

In September of each year, the 9-1-1 Director begins the development of amendments to the current budget year as well as an outline of the operating budget for the following year. Budgetary data is

prepared based upon prior year actual operating revenues and expenditures. The budget document is structured such that revenues are budgeted by source and appropriations are budgeted by function and by object. The District's policy is that expenditures may not legally exceed appropriations on a functional basis.

**CALL VOLUME REPORT-** Call Center Activity 9-1-1 calls answered by NPSO for the months of August- 1925 -September -1807. 9-1-1 calls answered by the NPD for the months of August-432-September 395. Total calls answered for Sheriff's Office for the months of August 7063 -September-7029. Total calls answered for the Police Office August-4988 -September- 5145.

**DEAF CALLERS-** Bernice received a call from a young lady at the Clerk's Office. She stated she had called the Sheriff's office dispatch and spoke with Kim Green about finding out information for a friend of hers that was deaf. She was referred to Executive Director Kim Tolliver for further information. Being that she is deaf and could not speak to the dispatchers to let them know what was going on. Kim Tolliver went into action and informed Christine Stackhouse about an App that was on the phone that she could turn on which Kim Tolliver did it on her phone. Director Tolliver then got with Kim Green, Brenda Henderson and Christine Stackhouse to test the app which worked, enabling these ladies to have a mini training session. Executive Tolliver advised Chief of Police Collins that Supervisor Christine Stackhouse went above and beyond the call of duty in this situation. She made a visit to the deaf lady's house to show her how to set up the App on her phone and all went well. Special Thanks to Christine Stackhouse-NPD, Brenda Henderson-NPD, and Kim Green-NPSO.

**9-1-1 ADDRESS COORDINATOR REPORT-** During the months of August and September, 2021, the addressing office processed (17) new addresses for residence and (0) updates in the Parish in Natchitoches Parish. The activity resulted in (613.2) miles being traveled throughout the Parish consuming some (29) 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 and (3) names plates for the Parish of Natchitoches. Chairman Wynn asked for a motion to accept the Director's report as presented. Motion by Commissioner Nikeo Collins, seconded by Commissioner Eric Keel. Roll call vote recorded as follows: Calvin Braxton, YES; Nikeo Collins, YES; Mary Jones, YES; Eric Keel, YES; Chis Paige, YES; John Richmond, YES; John Wynn, YES; Stuart Wright, YES; Motion Passed

**BUDGET/FINANCE COMMITTEE REPORT-** The Budget Committee met on Monday, October 11, 2021. Discussed decreases in wireline revenue. Also discussed looking into a way to audit the cell phones companies ensuring they are remitting. There were recommendations made during the budget meeting. First motion was the recommendation to order UPS (Uninterrupted Power Supply) batteries for NATCOM totaling \$6400. Also, a motion was made to accept the amended 2021 budget and upcoming 2022 budget along with accepting a sense of purpose of the 9-1-1 board. Chairman Wynn asked for motion to accept the report and have the board to purchase batteries for the NATCOM facility. Motion by Commissioner Chris Paige, seconded by Commissioner Nikeo Collins. Roll call vote recorded as follows: Calvin Braxton, YES; Nikeo Collins, YES; Mary Jones, YES; Eric Keel, YES; Chris Paige, YES; John Richmond, YES; John Wynn, YES; Stuart Wright, YES; Motion Passed

## **OLD BUSINESS**

**AUDIT/BUDGET QUESTION-**Commissioner Braxton: There may have been some confusion last evening during the Commission meeting regarding the "cash" difference between 2020 revenues compared for 2020 as reported during the 2020 Audit presentation. For the record, the district "cash"

position at the end of 2020 was that we revenues which exceeded our expenses by \$183,507.00. I confirmed this number this morning with our accounting firm.

CORRECTED VERSION WITHOUT THE TYPO.... The “cash” difference between 2020 revenues compared to expenses for 2020 as reported during the 2020 Audit presentation. For the record, the districts “cash” position for 2020 at the end of 2020 was that we had revenues which exceeded our expenses by \$184,824.00. I confirmed this number this morning with our accounting firm.

**MEDICAL BOARD REPRESENTATIVE-** Commissioner Richmond stated that he was waiting on more applications. No Action taken:

#### **NEW BUSINESS**

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

**BOARD VACANCIES-** Commissioner Paige nominated Commissioner John Richmond as the Board’s Vice-Chairman: Commissioner Braxton motion to close the nominations: Motion by Commissioner Paige, seconded by Commissioner Braxton: Hearing no other nominations, a roll call vote was recorded as follows: Calvin Braxton, YES; Nikeo Collins, YES; Mary Jones, YES; Eric Keel, YES; Chris Paige, YES; John Wynn, YES; Stuart Wright, YES; Motion Passed

#### **ELECTION OF BUDGET SUB-COMMITTEE MEMBER/CHAIR**

Commissioner Calvin Braxton was elected as the Budget Sub-Committee Chairman.

#### **CHANGE OF RECORDS OFFICER DESIGNATION**

The Records Officer acts as a liaison between your agency and State Archives on all relating to records management, including developing your agency’s retention schedule and submitting disposal request: Motion to Change the Records Management Officer from Willis Carter to Kim Tolliver. Motion by Commissioner Wright, seconded by Commissioner Richmond. Roll call vote recorded as follows: Calvin Braxton, YES; Nikeo Collins, YES: Mary Jones, YES; Eric Keel, YES: Chris Paige, YES; John Richmond, YES; John Wynn, YES; Stuart Wright, YES; Motion Passed

**NEW VEHICLE PURCHASE-** Commissioner Braxton spoke briefly to the board about the purchase of new vehicle for the district. The board was told that monies have been budgeted for this purchase when the time comes.

**GOOD OF THE ORDER-** Executive Director Kim Tolliver inform the board that she would be going out of town to Baton Rouge for an APCO-NENA Chapter Meeting.

Commissioner Braxton announce that the City would be cutting grass.

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