

MINUTES OF THE REGULAR MEETING  
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT  
2:00 p.m. TUESDAY, JUNE 21,2022  
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, June 21, 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 Paige offered the Prayer. Commissioner Collins led the Pledge of Allegiance.

**INTRODUCTION OF GUEST/PUBLIC COMMENTS.** Erica Cedars, Rebecca Jones, Lamar McGaskey. 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, John Wynn Absent: Michael Sesevold, Mary Jones and Stuart Wright.

**APPROVAL OF THE AGENDA-** Chairman Wynn asked for a motion to approve the Agenda for June 21, 2022, board meeting. Motion by Commissioner Richmond, 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; John Wynn, YES; Absent: Calvin Braxton and Mary Jones. Motion Passed

**APPROVAL OF MINUTES-** Chairman Wynn asked for a motion to approve the minutes of the May 17, 2022 meeting. 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; John Wynn, YES; Absent: Mary Jones, Michael Sesevold and Stuart Wright. Motion Passed

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

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

**CALL VOLUME REPORT-**

Natchitoches Police for the month of May: Total 9-1-1 Calls – 332. Abandoned calls (4), Abandoned % 1.20%. Inbound Administrative Calls -2774. Abandoned 45, Total 3770. Avg Call Duration 73.3. Total calls 4102.

Natchitoches Parish Sheriff's for the month of May: Total 9-1-1 Calls 1269. Abandoned calls (72), Abandoned %- 5.67%. Inbound Administrative Calls - 2115. Abandoned 25. Avg call Duration 74.4, Total calls- 5341.

**9-1-1 ADDRESS COORDINATOR REPORT-** During the month of May, 2022, the addressing office processed (15) new addresses for residence and (0) updates in the Parish in Natchitoches Parish. The activity resulted in (535.3) miles being traveled throughout the Parish consuming some (35) 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 (0) road signs.

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

**OLD BUSINESS - NONE**

**NEW BUSINESS**

**CREDIT CARD ACTIVITY REPORT-** Chairman Wynn asked for a motion to approve the credit card activity report as presented. 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; John Wynn, YES; Absent: Mary Jones, Michael Sesevold and Calvin Braxton. Motion Passed

**MEETINGS AT NATCOM-** Director Tolliver stated that there was a VCATS meeting here at the NATCOM Center which was only supposed to have been 25-30 people. NATCOM had over 100 people that actually came. We welcome different Agencies to meet up at this facility at any time. However, NATCOM cannot accommodate that large amount of people.

**SEWER LIFT STATION/BEEES AT NATCOM-** Director Tolliver stated the sewer lift station floaters were bad. Rutledge Plumbing replaced them. Bees were found in large quantities on the property. Beekeeper called out to retrieve.

**AUDIT/POLICIES AND PROCEDURES-** We are in the process of our annual Legislative Audit. Director Tolliver had to create 5 to 6 different Policies for the Communications District. We also had to post our Sexual Harassment and Fraud Polices on the District's web site. June is the official month to select an Official Journal. Natchitoches Times was selected. There will be a letter sent to the Secretary of State as official notification that the Natchitoches Parish Communication District has selected the Natchitoches Times Newspaper as it's Official Journal for the period beginning July 1, 2022 and ending June 30, 2023.

**RESOLUTION NUMBER 6 OF 2022 DESIGNATING THE OFFICIAL JOURNAL OF THE NATCHITOCHE PARISH COMMUNICATIONS DISTRICT AND OTHERWISE PROVIDING WITH RESPECT THERETO:** Chairman Wynn asked for a motion to approve Resolution Number 6 of 2022. 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; John Wynn, YES; Absent: Mary Jones, Michael Sesevold and Stuart Wright. Motion Passed

**RESOLUTION NUMBER 7 OF 2022 AUTHORIZING A SALARY ADJUSTMENT FOR BERNICE WALLACE, SERVING IN THE POSITION ADDRESS COORDINATOR/ADMINISTRATIVE ASSISTANT AND OTHERWISE PROVIDING WITH RESPECT THERETO:** Chairman Wynn asked for a motion to approve Resolution Number 7 of 2022. Motion by Commissioner Calvin 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; John Wynn, YES; Absent: Mary Jones, Michael Sesevold and Stuart Wright. Motion Passed.

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

**Meeting adjourned @ 3:15**