

**MINUTES OF THE REGULAR MEETING
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT
2:00 p.m. TUESDAY DECEMBER 19,2023
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, December 19, 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 Keel led the Pledge of Allegiance.

INTRODUCTION OF GUEST/PUBLIC COMMENTS. Laquita Collins, Mark Roberts, Rebecca Jones, Lamar McGaskey. Chairman Wynn thanked everyone for coming. No comments.

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

APPROVAL OF THE AGENDA- Chairman Wynn asked for a motion to approve the Agenda for December 19, 2023, board meeting. Motion by Commissioner Paige, seconded by Commissioner 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; Stuart Wright, YES; John Wynn, YES; Absent: Michael Sesvold. Motion Passed

APPROVAL OF MINUTES- Chairman Wynn asked for a motion to approve the minutes of our previous meeting. Motion by Commissioner Paige, seconded by Commissioner 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; Stuart Wright, YES; John Wynn Absent: Michael Sesvold. 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 Paige, 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; Stuart Wright, YES; John Wynn, YES; Absent: Michael Sesvold. Motion Passed

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

CALL VOLUME REPORTS –

NPSO for the month of November, 2023-had 1445 911 calls, of which 49 were abandoned at a 3.39% abounded rate, giving them an actual total of 1396 911 calls taken. On the Administrative lines They took 2180 inbound/2633 outbound calls, for a total of 4813 calls, giving an overall total of 6258 calls taken for the month.

NPD for the month of November, 2023 had 345/911 calls of which 4 were abandoned at 1.13% rate. Giving them a total of 350--911 calls actually taken. On the Administrative lines they had a total of

2624 inbound calls, 981 outbound calls with 33 calls abandoned. for a total of 3638 call, giving them an overall total of 3992 calls taken for the month.

Sheriff's office took 3 call from the call box. Police took 89 calls form the call box.

NATCOM – Executive Director met both lead Supervisors of each agency, DiQuan Johnson and LaQuita Collins, other personnel present (Cpt. Susan Johnson and Sgt. Hicks). This meeting was for those housed here at the District. Page out NFD on all initial BOMB calls with the city. The District is completing it is Operational Manual for NATCOM to be dispersed to both Agencies regarding the NATCOM facility policy. It will consist of all agencies etc. to be notified in case of an emergency. Policies should be consistent on both sides and should be handled solely by the jurisdiction in which the incident is in with secondary assistance from the adjoining agency. Email groups should be set up on all notifications to be made. Department heads needs to understand these types of incidents may be flooded with 9-1-1 calls and there at times may be one call taker on Police side due to their 1 hour and ½ lunch break, life is still happening, so please be mindful of this when asking dispatchers to call and update you. If the caller hung up there isn't any further information to get but they need to start a trace immediately. So be understanding and patience with them because I guarantee you know what they know.

9-1-1 ADDRESS COORDINATOR REPORT- During the month of November, 2023, the addressing office processed (7) new addresses for residence and (1) updates in the Parish in Natchitoches Parish. The activity resulted in (270.8) miles being traveled throughout the Parish consuming some (14.5) hours of personnel time while conducting site surveys and collections of GPS data. We made (1) adjustments or updates to AT&T 9-1-1 database during this period. Ordered (21) road signs. Chairman Wynn asked for a motion to accept the Director's report as presented. Motion by Commissioner Collins, seconded by Commissioner Richmond. **Roll vote recorded as follows: Calvin Braxton, YES; Nikeo Collins, YES; Mary Jones, YES; Eric Keel, YES; Chris Paige, YES; John Richmond, YES; Stuart Wright, YES; John Wynn, YES; Absent: Michael Sesevold. 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 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; Stuart Wright, YES; John Wynn, YES; Absent: Michael Sesevold. Motion Passed**

BUDGET CALCULATION ERROR CORRECTION: Amended the budget calculation due to an oversight, which has been corrected to match our actual operating budget.

RESOLUTION NO 9 OF 2023- A RESOLUTION ESTABLISHING THE 2024 DISTRICT EMPLOYEE HOLIDAY SCHEDULE AND OTHERWISE WITH RESPECT THERETO: Chairman Wynn as for a motion to approve NATCOM'S 2024 holiday schedule. Motion by Commissioner Braxton, seconded by Commissioner 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 Stuart Wright, YES; John Wynn, YES; Absent: Michael Sesevold. Motion Carried**

RESOLUTION NO 10 OF 2023- A RESOLUTION ESTABLISHING THE 2024 COMMISSION MEETING SCHEDULE FOR THE NATCHITOCHE PARISH COMMUNICATIONS DISTRICT AND OTHERWISE PROVIDING WITH RESPECT THERTO: - Chairman Wynn ask for a motion to approve

NATCOM'S 2024 board meetings schedule. Motion by Commissioner Braxton, seconded by Commissioner 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; Stuart Wright, YES; John Wynn, YES; Absent: Michael Sesvold. Motion Carried**

GOOD OF THE ORDER- Happy Birthday to Chairman John Wynn.

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; Mary Jones, YES; Chris Paige, YES; John Richmond, YES; Stuart Wright, YES; John Wynn, YES; Absent: Michael Sesvold. Motion Passed.**

Meeting adjourned @ 14:39 pm