

## MINUTES OF THE REGULAR MEETING

NATCHITOCHE PARISH COMMUNICATIONS DISTRICT  
2:00 p.m. TUESDAY April 16,2024  
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, April 16,2024 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 Jones offered the Prayer. Commissioner Keel led the Pledge of Allegiance.

### INTRODUCTION OF GUEST/PUBLIC COMMENTS

Laquita Collins, Mark Roberts, Lamar McGaskey, Billy Meziere, DiQuan Johnson and Carl Sias. 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. Absent: Mark Kerry, John Salter and Michael Sesevold.*

### APPROVAL OF AGENDA

Chairman Wynn asked for a motion to approve the agenda. Motion by Commissioner Braxton, seconded by Commissioner Keel. Roll call vote recorded as follows:

*Calvin Braxton, YES; Mary Jones, YES; Eric Keel, YES; Stuart Wright, YES; John Wynn, YES; Absent: Mark Kerry, John Salter and Michael Sesevold. Motion Passed*

### APPROVAL OF MINUTES

Chairman Wynn asked for a motion to approve the minutes of our last meeting. Motion by Commissioner Braxton, 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; Absent: Mark Kerry, John Salter and Michael Sesevold. 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 Braxton, 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; Absent: Mark Kerry, John Salter and Michael Sesevold. Motion Passed*

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

### CALL VOLUME REPORTS

**NPSO** for the month of March, had 1435/ 911 calls, of which 54 were abandoned, giving them an actual total of 1381 911 calls taken. Abounded rate of 3.76%. They took 2070 inbound calls on their Administrative lines, of which 9 of those were abounded. They made 2410 outbound calls for a total of 4489 calls, giving a total 911 calls of 5924.

**NPD** for the month of March had 413/911 calls, of which 5 were abandoned at 1.20% rate. Giving them a total of 318/ 911 calls actually taken. On the Administrative lines they had a total of 2480 inbound calls/ 767 outbound calls with 36 calls abandoned. for a total of 3286 calls on the Administrative lines, giving them an overall total of 3704 calls taken for the month.

### **CITIZEN COMPLAINT/RIGHT OF WAY**

Right of ways cannot be addressed. It's not a dedicated street. Right of ways usually owned by more than one person.

### **SEXUAL HARASSMENT/ETHICS**

Just a reminder to all Commissioner to take these training and submit your certificates.

**9-1-1 ADDRESS COORDINATOR REPORT-** During the month of March, 2024, the addressing office processed (11) new addresses for residence and (3) updates in the Parish in Natchitoches Parish. The activity resulted in (323.6) miles being traveled throughout the Parish consuming some (24.5) 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 (0) road signs. Chairman Wynn asked for a motion to accept the Director's report as presented. Motion by Commissioner Wright, seconded by Commissioner Keel. Roll vote recorded as follows:

*Calvin Braxton, YES; Mary Jones, YES; Eric Keel, YES; Stuart Wright, YES; John Wynn, YES; Absent: Mark Kerry, John Salter, and Michael Sesvold. Motion Passed*

### **OLD BUSINESS**

#### **NSU-FOLLOW UP**

Just to touch base on the last information for NSU Police. We have all of the land line switch to our 911 system.

#### **HONDA**

They have started remitting now. We got our 1<sup>st</sup> check last month.

### **NEW BUSINESS**

#### **CREDIT 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 Jones. Roll call vote recorded as follows:

*Calvin Braxton, YES; Nikeo Collins, YES; Mary Jones, YES; Eric Keel, YES; Stuart Wright, YES; John Wynn, YES; Absent: Mark Kerry, John Salter and Michael Sesvold. Motion Passed*

#### **ANNEXATION/COMMON PLACE NAMES IN CAD**

We are not being notified of the city's annexation when they annex an address into the city from parish. There are no common place names for the entire by-pass. We need more information for our CAD.

## **SEWER LIFT STATION**

Executive Director Tolliver stated to the board that we are still having problems with the lift station. Pump#2 has to be replaced which is going to cost \$9250.00 and that does not include labor to install the pump.

### **RESOLUTION NO.1 OF 2024-RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN AN ENGAGEMENT LETTER WITH DEES GARDNER, CERTIFIED PUBLIC ACCOUNTANTS, LLC., TO PERFORM FINANCIAL AUDIT FOR PERIOD ENDING DECEMBER 31, 2023; AND OTHERWISE PROVIDING WITH RESPECT THERETO:**

Chairman Wynn asked for a motion to accept Resolution No. 1 of 2024. Motion by Commissioner Jones, seconded by Commissioner Stuart Wright. Roll call vote recorded as follows:

*Calvin Braxton, YES; Nikeo Collins, YES; Mary Jones, YES; Eric Keel, Yes; Stuart Wright, YES; John Wynn, YES; Absent: Mark Kerry, John Salter and Michael Sesvold. Motion Passed.*

### **RESOLUTION NO. 2 OF 2024-A RESOLUTION TO SPONSOR FOUR COMMUNICATIONS OFFICERS TO ATTEND THE 2024 APCO/NENA ANNUAL TRAINING SYMPOSIUM AND OTHERWISE PROVIDING WITH RESPECT THERETO:**

Chairman Wynn asked for a motion to accept Resolution no. 2 of 2024. 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; Stuart Wright, YES; John Wynn, YES; Absent: Mark Kerry, John Salter and Michael Sesvold. 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 Braxton, seconded by Commissioner Sesvold. Roll call vote as follows:

*Calvin Braxton, YES; Nikeo Collins, YES; Mary Jones, YES; Eric Keel, YES; Stuart Wright, YES; John Wynn, YES; Absent: Mark Kerry, John Salter and Mark Kerry. Motion Passed.*

Meeting adjourned @ 2:41 pm