

PUBLIC NOTICE

Jackson Parish Communication District E-911

Minutes: November 18, 2020

Board Members Roll Call: Present:

Jeff Carpenter, Chief Brandon Brown, Sheriff Andy Brown, Fred Tolar

Absent for roll call: David Brown, Sharon Satcher, Chief James Harris

Director present: Glen McBride

Contact: Billy Moore

1. CALL TO ORDER.

Chairman Sheriff Brown called meeting to order at 12:00. Roll call of Board members by Chairman. Board members David Brown and Chief James Harris absent. Chairman stated a Board quorum was present. Board member Sharon Satcher joined meeting at 12:08. No public comment.

2. READING AND APPROVAL OF PRIOR MEETING MINUTES.

Motion by Chief Brandon Brown, seconded by Jeff Carpenter and carried 4-0 to approve the minutes for the September 23, 2020 board meeting. No public comment.

3. TREASURER'S REPORT AND APPROVAL OF BILLS.

Glen McBride, 911 Director, gave the financial reports for October 31, 2020. Motion by Chief Brandon Brown, seconded by Jeff Carpenter, and carried 4-0 to approve the Treasurer's report for October 31, 2020, and to approve the September and October, 2020 payments. The cash balance of the District on October 31, 2020 is \$308,354.94 at Sabine State Bank, and the Certificate of Deposits were \$446,326.26 at Peoples Bank of Chatham. No public comment.

4. REPORT OF COMMITTEES.

No reports. No public comment.

5. COMMENTS –PRESENTATIONS BY OTHER AGENCIES OR PUBLIC BODIES.

No reports. No public comment.

6. UNFINISHED BUSINESS

- A. Discuss Director retirement and replacement. Director stated that he would work next year as Director if so desired by the Board and that he would submit a contract to the Chairman after the Director salary is determined. Board was in agreement that the Director Glen McBride remain as Director next year. Director discussed the duties that Billy Moore has been performing as a contractor for the Communication District and Director McBride recommended the Board hire Billy Moore as an employee of the District beginning January 1, 2020. Motion by Jeff Carpenter, second by Fred Tolar, and carried 5-0 to hire Billy Moore as employee with title of Administrative Assistant. No public comment. Director passed out a salary proposal worksheet for the Board members to review and to vote on salary amount for the Director and Administrative Assistant. Motion by Chief Brandon Brown, second by Fred Tolar, and carried 5-0 keep Director salary at same amount of \$2,000 a month and to set salary for Administrative Assistant at \$1,500 a month. No public comment.

- B. Discuss yard signs and address letters. Director passed out copies of the permit application and checklist to get building permit from Jackson Parish Police Jury. Director went over section on checklist that related to getting address letter from the Communication District. The director discussed that director office was confirming both new and old addresses are required by the checklist. No action by Board. No public comment.

7. NEW BUSINESS

- A. Discuss approval of official journal. Motion by Jeff Carpenter, second by Sharon Satcher, and carried 5-0 to name Jackson Times/Winn Enterprise as official journal for the Communication District.
- B. Discuss election of new officers. Motion by Jeff Carpenter, second by Chief Brandon Brown, and carried 5-0 electing Sheriff Andy Brown-Chairman, Fred Tolar-Treasurer, and Sharon Satcher-Secretary as Communication District officers for the year 2021. No public comment.
- C. Discuss 2020 amended budget and proposed 2021 budget. Director discussed the Communication District 2020 budget and that the 2020 budget did not require being amended as the projected revenue and expense for 2020 fell within the requirements of the Budget act. No action by Board on 2020 budget. The Director discussed the proposed Communication District 2021 budget and the major changes from the 2020 budget. Motion by Fred Tolar, second by Sharon Satcher, and carried 5-0 approving the Communication District 2021 budget. No public comment.
- D. Discuss Director contract. Motion by Chief Brandon Brown, second by Sharon Satcher, and carried 5-0 to authorize Chairman Sheriff Andy Brown to approve Director contract with agreed- on monthly salary. No public comment.
- E. Discuss approval of fiscal agent. Motion by Sharon Satcher, second by Jeff Carpenter, and carried 5-0 approving Sabine State Bank as fiscal agent for Communication District. No public comment.
- F. Discuss 2021 insurance. Director discussed that he had requested quote from district insurance carrier and invoice should come before the January, 2021 Board meeting. No action by Board. No public comment.
- G. Discuss CPA engagement agreement. Director discussed the auditor engagement agreement received from Kenneth D. Folden, C.P.A for preparation of the Communication District 2020 review report. Motion by Sharon Satcher, second by Chief Brandon Brown, and carried 5-0 authorizing Director to sign engagement agreement on behalf of Communication District. The Director also discussed the State Ethics training each Board member is required to complete in 2020, and the CPA questionnaire each Board member would need to complete when the 2020 CPA report is prepared. No public comment.

8.OTHER BUSINESS.

H. Board member comments. There were no comments.

9. NEXT MEETING: Noon Wednesday January 27, 2021.

Future meeting Dates:

March 24, 2021

May 26, 2021

July 28, 2021

September 22, 2021

November 17, 2021

10. ADJOURN.

Motion by Chief Brandon Brown, seconded by Fred Tolar, and carried 5-0 to adjourn.

Sheriff Andy Brown
Chairman

Sharon Satcher
Secretary

Copies to:

President, Jackson Parish Police Jury

Jackson Parish Times

Board Members