



**Caddo Parish Communications District Number One Board of Commissioners
Tuesday, April 16, 2019 Meeting Minutes**

Board Members Present: Fred McClanahan, Van Anderson, Clarence Babineaux, Rev. Roy Thomas, John Robinson, and Jackie Lewis

Board Members Absent: Mike Irvin

Others Present: Martha Carter, Howard Adkins, Judy Rachal, Arthur Meacham, Mike Culbertson, Beth Ann Carter, Wes Edge, and Richard Stewart (9-1-1 Staff); Charles Grubb (Legal Counsel) Guest: Director Martha Bryant - Caddo Parish Sheriff's Office

Mr. McClanahan called the meeting to order and welcomed guest, Director Martha Bryant with the Caddo Parish Sheriff's Department.

Mr. McClanahan asked for consideration to approve the Tuesday, February 19, 2019 meeting minutes. Reverend Thomas moved to approve the minutes as submitted and Mr. Anderson seconded the motion. The motion was unanimously approved.

Mr. McClanahan asked for a report on the February 28, 2019 and March 31, 2019 Compiled Financial Statements. Mr. Carter reported that included within the Board's agenda packages were draft copies of the Compiled Financial Statements as prepared by Cook & Morehart. She stated that they were considered draft reports, and on a cash basis until the end of the year financials had been audited and presented to the Board. Ms. Carter reported that the District had received \$591,376.48 in accounts receivable in the first quarter of 2019 that would be recorded as 2018 revenue.

Ms. Carter stated for the month of February, 2019, the District had monthly revenues of \$200,446.46 with monthly operational expenditures of \$175,407.20, which resulted in \$25,039.26 in revenues over expenditures.

Ms. Carter reported Cash on Hand as of February 28, 2019 was \$10,817,183.77. Total Fixed Assets were \$29,606,620.74.

Ms. Carter further reported for the month of March 2019, the District had monthly revenues of \$261,233.69, with monthly operational expenditure of \$253,502.47, which resulted in \$7,731.22 in revenues over expenditures. As of March 31, 2019, the District had \$10,823,607.85 in Cash-in-Bank, with Fixed Assets totaling \$37,280,347.24. Ms. Carter asked the Board to note that the fixed asset total had been adjusted to match the results of the end of the year audited numbers, which reflected an increase due to the partial installation of the new P25 Radio System.

Ms. Carter stated the District's external financial audit's field work began on Monday, April 1st and concluded on Wednesday, April 3rd, and the results of the audit would be presented at the District's May Board meeting. She reported that in 2017, the Louisiana Legislative Auditor implemented Statewide Agreed-upon Procedures (SAUPs) that required a more comprehensive review of the District's internal controls and policies and procedures. In 2018, the Legislative Auditor amended the SAUPs again, which resulted in the reduction in the number of SAUPs by approximately 55-60% of what was done in 2017. She stated that the results of the review of the Statewide Agreed-upon Procedures would be presented separately in addition to the results of the external financial audit at the May meeting.

Mr. McClanahan asked for a status report on the implementation of P25 radio system. Ms. Carter reported that since the February Board meeting, progress had been made with regard to the installation of the new mobile radio units into all of the parish's fire districts fire and EMS apparatus. She stated that the mobile radio installation work had been completed for the parish's seven independent fire districts, as well as at the North Caddo Hospital Ambulance District. She reported that Shreveport Communications, Motorola's subcontractor for the installation work, had begun work on the installation for the Shreveport Fire Department's apparatus on April 16th and the work was scheduled to be completed on May 24, 2019.

Ms. Carter further stated on March 26th, a Motorola System Technician had met with the Shreveport Police, Fire, and the Caddo Parish Sheriff's Office communications divisions' heads to review the agencies' existing radio console layouts and to confirm with each communications divisions on how the new consoles' talk groups would be configured on the new P25 radio system. She reported that the installation of the radio consoles at the Caddo-Bossier Port's Regional Commerce Center had begun the week of March 25th and was expected to take two weeks to complete the wiring and installation. She stated that once the installation of the consoles at the Port had been completed, installation work for the new console at the Caddo Parish Correctional Center would begin. She estimated that this work would take approximately two weeks to complete.

Ms. Carter stated over the next few weeks, installation of radios in the area's hospitals' emergency rooms would begin, but a firm date had not been finalized. Due to a few differences in the operation of the new P25 radios, the District had asked Motorola to conduct a training orientation session with the hospitals on the new radios.

Ms. Carter stated that within the agenda package she had reported that the Acceptance Test Plan (ATP) for the new microwave system had still not been finalized by Aviat, Motorola's subcontractor for microwave system. She stated as of April 15th, an ATP plan had been received, reviewed and approved and that Aviat would be on premise the week of April 22nd with Aviat running through each of the tests prior to Motorola and OCG's engineer, Tim Barrentine being on premise the week of April 29th to witness and grade the testing. Ms. Carter stated that Aviat had reduced the number of outstanding punchlist items down to five (5) and that Aviat would be spending the week of April 22nd working on the outstanding punchlist items prior to the official test on during the week of April 29th. Ms. Carter stated that after the ATP for the microwave system had been completed, the next step would be the coverage testing of the radio system itself. She reported that there would be two (2) different types of coverage tests. One would be an automated test, known as a BER test, which was Bit Error Rate test. She explained that the BER test was objective, automated test that measures quality over signal strength in a digital transmission. The second test would be a DAQ test, Delivered Audio Quality test, which was subjective, where the audio quality would be rated from 1 to 5, with 1 being unusable and 5 being perfect. This test was conducting by driving the parish after a grid map had been developed, and the field tester talking over the radio to a tester on the console rating the transmission quality. She

reported that it would require approximately 50 hours to conduct the two tests. She stated that once the coverage test had been scheduled, she would provide an update to the board.

Mr. McClanahan asked for a report on Act 590 of 2016 – Legislative Reporting Process. Ms. Carter reported that pursuant to Act 590 of 2016, additional reporting requirements were enacted that stipulated that no later than the May first of each year, the state's 9-1-1 districts shall submit a consolidated report of statewide 9-1-1 communication activity to both the House Committee on Commerce and the State Committee on Commerce, Consumer Protection and Internal Affairs of the Louisiana Legislature. She stated that the report must include all following from the previous calendar year: all 9-1-1 fees and revenues received by each district and all 9-1-1 fees and revenues received statewide. Fees and revenues would be categorized in the report in the amounts that were collected pursuant to land-line services, billed wireless services, and prepaid wireless services. She stated that all expenditures for each 9-1-1 district and all expenditures statewide had to be included. All projects, either planned or underway including expected completion dates, would be provided including the development of next generation wireless 9-1-1 capability and any opportunities for neighboring parishes to either cooperate in joint projects or to share resources in next generation 9-1-1 development.

Ms. Carter stated that the introductory, background and history sections of the annual report had been completed, as well as the sections regarding the organizational structures of the state's 9-1-1 districts. She explained that a new section had been added concerning Collaborative or Coordinated Efforts between the 9-1-1 districts regarding NG911 discussions. Ms. Carter stated she would provide the Board with a copy of the final report.

Mr. McClanahan asked for a report on the LSA R. S. 42:1124.2.1 – Tier 2.1 Personal Financial Disclosure Statement. Ms. Carter stated that all District employees and the Board of Commissioners were governed by the Louisiana State Code of Governmental Ethics. She explained that the code of ethics was designed to prevent the use of public employment for private gain and to preserve the integrity of governmental employment. During the 1st Extraordinary 2008 Session of the Louisiana Legislature, Act 682 had been adopted, which amended certain provisions of the Code of Governmental Ethics enacting new requirements on members of board of commissions to file certain disclosures, as well as participation in certain transactions involving the governmental entity and recusal from voting during meetings. Ms. Carter explained that within the agenda package was the form that must be completed by each board member and returned to the Louisiana Board of Ethics May 15h of each year. The Form was a Tier 2.1 Financial Disclosure (Annual) Disclosure Form 417 and was fillable from the online form. Ms. Carter stated that to insure that the District, as well as each of the board members had a record of the completed form, she asked if any of the Board members would like the District's staff to mail the completed forms by certified mail. She asked the board that if they chose to have District staff mail the forms on their behalf to please have the completed forms to Ms. Rachal by Wednesday, May 8, 2019.

Mr. McClanahan asked for a report for consideration of a resolution approving and authorizing the Executive Director to execute a Cooperative Endeavor Agreement on behalf of the Caddo Parish Communications District Number One and the City of Shreveport for use and operation of the District's Parishwide P25 Phase 2 Radio System. Ms. Carter stated that currently the District had intergovernmental agreements with the City of Shreveport for the Shreveport Fire and Shreveport Police Departments, the Caddo Parish Sheriff's Office, the seven independent rural fire districts, the 10 small municipal police departments, EMS providers, relative to the provisioning of 9-1-1 services, the parishwide mobile data system and the existing 800 MHz analog trunked radio system. Additionally, she explained that the District had intergovernmental agreements with the

Caddo Parish Commission, and several other smaller local governmental entities relative to the existing radio system. Ms. Carter explained that within the agenda package a proposed agreement, drafted by Mr. Grubb, had been included for consideration between the District and the City of Shreveport relative to the District's new radio system. Ms. Carter proposed that this document serve as the model agreement that would be modified/customized for use between the District and all entities that would be migrating to the new parishwide P25 Phase 2 radio system.

Ms. Carter further explained that the draft document was very similar to the existing agreements and Mr. Grubb felt that it would be simpler and cleaner to have a new separate agreement as opposed to drafting an addendum to existing agreements. Ms. Carter stated that the agreement had provisions related to inventory counts, ownership of the system, distribution, implementation and maintenance of the system, training, and mutual indemnification. She stated that key points of the agreement included: the District would purchase all radios for public safety agencies and ancillary equipment at no cost to the agencies. The pricing included a 3-year warranty. She stated that during the 3-year warranty period, there would be no monthly user fees for radio system maintenance as currently outlined within the existing agreement. Upon expiration of system's and radio units' warranties, the agencies would agree to pay the District \$5.00 per month per radio to offset the District's expense in on-going maintenance of the radio system. There would be a \$2.00 increase from \$3.00 per month per radio negotiated in 2001 to \$5.00 per month per radio.

Ms. Carter stated for non-public safety departments, the City would agree to reimburse the District for the costs of these radios that were purchased through a contracted price over a period of 36 months at a rate of \$30.00 per month per portable radio and \$53.00 per month for mobile radios. Some departments had indicated they wanted to pay over time; others wanted to be invoiced immediately for the full amount of purchased radios and accessories. She stated that the pricing included a 3-year warranty that begins at radio system by the District. During the 3-year warranty period, she stated that there would be no monthly user fees for radio system maintenance as currently outlined within the existing agreement.

Ms. Carter explained that the proposed resolution approved and authorized her to execute not only this agreement on behalf of the District with the City of Shreveport, but authorized her to execute agreements which would be substantially in accordance with this draft with all entities that were migrating onto the District's new radio system. Ms. Carter respectfully requested favorable consideration of this resolution and approval of the agreement so that she could move forward with submitting this agreement to the City of Shreveport and all other governmental entities for their review, negotiation and execution.

Mr. Babineaux moved and Reverend Thomas seconded to approve and authorize the Executive Director to execute a Cooperative Endeavor Agreement on behalf of the District for the use and operation of the District's Parishwide P25 Phase 2 Radio System. The motion was unanimously approved.

Mr. McClanahan asked if there was any old business. Ms. Carter stated there was no old business.

Mr. McClanahan asked if there was any new business. Ms. Carter asked for consideration of rescheduling the District's Tuesday, May 21, 2019 board meeting to Tuesday, May 14, 2019. The Board agreed that at this time there were no scheduling conflicts and Ms. Carter could move forward with changing the meeting date.

Ms. Carter reported that within the agenda package there was information regarding the upcoming public safety communications conferences – National Emergency Number Association Conference (NENA), which was scheduled for June 16-19, 2019 and Association of Public Safety Communications Officials (APCO) August 11 – 14, 2019. Ms. Carter explained that each year there were two primary public safety conferences that the District staff and Board members could attend. She explained that Board members were allowed to attend one of the two conferences and that travel and registrations would be paid by the District. Ms. Carter asked the Board after review of the brochures or viewing their official web-sites to please let Ms. Rachal know if they wanted to attend so that she could submit their conference registration and the District receive benefit of the early registration discounts.

Mr. McClanahan asked if there was any additional business to be brought before the Board. With no additional business, the meeting was adjourned.

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