

CADDO PARISH COMMUNICATIONS DISTRICT NUMBER ONE  
Board of Commissioners

6:00 p.m. Tuesday  
April 20, 2021

ECC Training Room  
1144 Texas Avenue

Board Members Present: Fred McClanahan, Mike Irvin, Reverend Roy Thomas, Clarence Babineaux, John Robinson

Board Members Absent: Jackie Lewis, Van Anderson

Others Present: Martha Carter, Tommy Mazzone, Judy Rachal, (9-1-1 Staff); Charles Grubb (Legal Counsel) Director Martha Bryant (Caddo Sheriff's Office)

Mr. McClanahan called the meeting to order and asked Ms. Rachal to take roll. Mr. McClanahan welcomed guest Director Bryant from the Caddo Parish Sheriff's Office.

Mr. McClanahan opened the meeting and asked that the Board consider postponing agenda item four for election of officers since two members were absent. The attending members agreed to postpone the election of officers.

Mr. McClanahan then asked for a motion to approve the Tuesday, January 19, 2021 meeting minutes. Mr. Irvin moved to approve the minutes as submitted, and Reverend Thomas seconded the motion. The minutes were unanimously approved.

Mr. McClanahan asked for a report of the January, February, and March 2021 compiled financial statements. Ms. Carter reported for the month of January, the District had monthly revenues of \$483,675.01. Monthly expenditures for January totaled \$559,299.22. Expenditures exceeded revenues by \$75,624.21. As of January 31, 2021, the District had \$8,328,509.49 in cash-in-bank, and Fixed Assets totaled \$39,942,598.11.

For the month of February, the District had monthly revenues of \$163,787.96. Monthly expenditures for February, totaled \$920,099.08, which resulted in \$756,311.12 in expenditures over revenues. Ms. Carter reminded the Board that a milestone payment was issued to Motorola relative to the new P25 radio system in the amount of \$678,433.25. As of February 28, 2021, She reported that the District had \$7,572,579.12 cash-in-the bank and fixed assets remained unchanged from January.

For the month of March, the District had monthly revenues of \$522,726.47, with total monthly expenditures of \$321,639.26. This resulted in \$201,087.21 in revenues over expenditures for the month of March. The March Financial Statement reflected an increase in the District's Fixed Assets to \$40,252,811.21. Ms. Carter stated that once the new P25 radio system had been officially accepted, modifications would have to be made to the Fixed Assets schedule to reflect the purchase of the new equipment and removal of the old analog 800 MHz radio system.

Ms. Carter reminded the Board that each year at this time, Cook and Morehart present the monthly financial records on a cash basis until the end of the year financials were received and audited. Unaudited figures reflected that the District had received \$627,086.40 in the first quarter of 2021, which was actually 2020 revenue.

Ms. Carter stated the field audit work with respect to the 2020 external financial audit had been completed on April 2<sup>nd</sup>. She stated that the external financial audit report would be presented to the Board of Commissioners during the May 18, 2021 Board meeting.

Mr. McClanahan asked for an update on the P25 Radio System Project. Ms. Carter reported even though the new P25 Phase 2 digital radio system had been implemented, there were several outstanding tasks that needed to be completed prior to the project being officially closed out. Motorola's tentative date for completion or close out of the project is July 26, 2021. Ms. Carter stated that an updated project schedule had been included within the agenda package for review, but many of those dates had already been changed. Ms. Carter reported in an email to the Board on March 31, 2021 that Motorola and Aviat had successfully migrated the mobile data system to the new microwave system. She stated that it had worked successfully for one day. On April 1<sup>st</sup> the system began to experience problems, whereby the units were not able to roam from tower site to tower site. The units were able to roam but the system was not disconnecting the unit from the originating tower when the unit roamed into a new coverage area. She stated that this created congestion problems when the units roamed into a new coverage area, which resulted in the units being affiliated with multiple towers. This resulted in the system not knowing where to send messages. Additionally, Aviat and District staff found a problem on April 1<sup>st</sup> whereby old network equipment had not been completely disconnected, and there was an incorrect version of software on the new Aviat router/firewall. In an effort to isolate the problem Motorola, Aviat, 9-1-1 District Staff, Tim Barrentine with OCG, as well as an engineer from DataRadio (the RF mobile data service provider) participated in a series of calls to look at the design of the new Aviat/Fortinet router/firewall. The bottom line was that Motorola/Aviat tried to make the Fortinet firewall perform the job as a router to emulate the function and capabilities of the old Cisco router on the old microwave system. On April 7<sup>th</sup> through the use of a network monitoring device, known as a Wireshark, the team was able to conduct a series of tests that enabled them to isolate the problem, which was a configuration setting in the Fortinet firewall. After the configuration modification, Ms. Carter stated that the system was operating like it should.

Ms. Carter stated that the schedule for decommissioning the old 800 MHz trunked analog radio system was ahead of schedule. Motorola and Aviat began the removal of the old system Monday, April 19<sup>th</sup> with the 9-1-1 dispatch area and then would move to each tower site. Motorola began the removal of the old radio equipment in the Sheriff's area, and then they moved into the Fire and Police Department areas. She explained that they were not only removing the old equipment, but taking the opportunity to straighten out the wiring maze and making sure that all cables were labeled correctly. She stated that once the team had completed work in the Fire Department area, the team would begin dismantling the racks of equipment and remove all equipment associated with the old 800 MHz trunked analog system. Ms. Carter reported that during the week of May 4<sup>th</sup> the R-56 Audit would begin. She explained that a R-56 audit was the standard which detailed the requirements and guidelines for the installation of communications infrastructure and facilities at all subsites and Dispatch areas. Ms. Carter stated that Motorola was working on a final equipment reconciliation which would provide detail as to what equipment had actually been installed versus what had been ordered and that a final change order would be issued to reflect any changes. Ms. Carter stated that soon after contract execution, a large change order had been issued to decrease the amount of equipment that was originally contracted for and reduced the contract by over \$750,000. She stated that a final change order would be issued once the true up or reconciliation of the equipment had been completed to verify final equipment amounts compared against the contracted amount of equipment.

Ms. Carter stated after a final walk through and system sign off has been completed, the system would transition from an implementation period to a warranty period. She stated that the warranty period would not start until after final system acceptance. She stated that the District's contract provided for a one-year warranty period for the radio infrastructure and a three-year warranty period for the subscriber units. She explained that although the agencies have had use of the equipment since the Fall of 2020, the warranty period has not started.

Ms. Carter stated that a walk through/site visit by Omnicom Consulting Group, the Motorola team, and District staff had been scheduled to verify that outstanding punch list items have been corrected and/or completed. After all outstanding items have been resolved or completed, the District will sign a Final System Acceptance Certificate, and a final payment will be issued pursuant to contract terms.

Mr. McClanahan asked for a report on the request for proposals for Next Generation 9-1-1 System. Ms. Carter replied that on January 21, 2020, the Board authorized Ms. Carter to execute an agreement with Omnicom

Consulting Group, Inc. (OCG) for the development of technical specifications and project management services for the design, purchase and implementation of a new Next Generation capable 9-1-1 system and network. She stated that a series of meeting with AT&T had been held with District staff and Tim Barrentine with OCG to perform a review of the District's existing 9-1-1 network. In October meetings were held with AT&T to review the District's existing network's billing and to develop a comparison of cost between the existing network and the transitional network. She stated that for every 9-1-1 system there were two pieces. The actual consoles and software that take a 9-1-1 call and the second piece was the network that connects to all of the telephone companies and the switching location that routes 9-1-1 calls to the District's 9-1-1 center. Since that time, the District's staff has been conducting an internal audit of all the telephone circuits and phone lines that terminate in the 9-1-1 facility. Ms. Carter stated that a tentative schedule of May was established as the RFP advertisement date. With the upcoming APCO Conference in August where all of the major equipment providers would will be in one place, Ms. Carter was re-thinking release of the RFP until the end of August or first of September to actually move into the RFP process. She stated that the District has to replace the legacy E9-1-1 system. She reported that the equipment was thirteen years old and needed to be replaced. She explained that the replacement of the 9-1-1 system would be divided into phases. The first phase of the project would be to replace the existing Positron Power 9-1-1 system and Centrex services provided by AT&T with new geo-diverse Customer Premises Equipment (CPE) hardware and software solution and Centralized Automatic Message Accounting (CAMA) trunks. The second phase of the project would be optional and included the migration from the CAMA trunks provided in Phase 1 to an Emergency Services IP Network (ESInet) capable of delivering voice, text and data calls to the Emergency Communications Center.

Mr. McClanahan asked Ms. Carter for a report on the new Information Technology Specialists Position. Ms. Carter reported the Board had approved the creation of a new blended Information Technology (IT) position description in June of 2020. The new position was developed to assist in the planning and implementation of proposed communications projects. The position was also designed to serve as a transitional position in the event that one or more of the District's IT employees separate from the District's employment. The job description was developed based upon the premise that most communications systems were moving to IP-based technology platforms, which are a blend of software and networks. The position was advertised for one month beginning July 1 – 31, 2020 in the Times, in print and digital outlets such as Careerbuilder.com, websites and USA Today. The District received 40 submissions, which were reviewed and ranked by the technical team. Out of the 40, 26 did not meet the basic minimum qualifications, 10 may have had some computer training; and only 4 appeared to have any of the qualifications that would be needed to fill this position. Tentative interviews were scheduled to begin in late September, 2020, but due to the COVID-19 pandemic and the implementation of the parish-wide new P25 radio system, the interview process was suspended. Ms. Carter stated that the District would be moving forward with re-advertisement of the new job position in the next few weeks. She explained that the District would be broadening the outreach to a more web-based environment in hopes to reach a larger pool of qualified applicants. Ms. Carter stated she would be notify the previous top four candidates that the District had suspended the applicant process, but would be re-opening the application process again shortly.

Mr. McClanahan asked Ms. Carter for a report on new representation for general counsel for the District. Ms. Carter stated Mr. Grubb had given written notice to Mr. McClanahan and herself on March 18, 2021 that he would be retiring from practicing law and requested a new general counsel ready to present to the Board prior to the end of May, 2021. She stated that Mr. Grubb had served as general counsel to the District since 2013. Through the search in 2013, the District had received letters of interest/responses from attorneys, who had very diverse legal expertise, but few had governmental law experience which was vastly different than criminal, civil or family law. Because of this past search experience, instead of placing an employment advertisement, Mr. Grubb was asked to provide a list of potential candidates that he felt could meet the District's needs based upon his knowledge of the legal work required by the District, but who would not have a conflict of interest representing the District due to other clients that may have an intergovernmental agreement with the District.

Ms. Carter stated during the week of March 29<sup>th</sup>, four attorneys were interviewed by Ms. Carter, Mr. Grubb, and Mr. Tommy Mazzone, who had government/municipal law experience and/or legislative experience and were very interesting in serving as the District's general counsel. Based upon the interviews, a review of their

legal work experience, qualifications and reputation, Ms. Carter would like to respectfully submit to the Board for consideration that Ms. Zelda Tucker be selected as the District's General Counsel effective June 1, 2021. Ms. Carter stated that Ms. Tucker had the governmental law experience, and expressed a willingness to learn about the communications industry as a part of the position as legal counsel. Ms. Carter reported that Ms. Tucker had a contract with the City of Shreveport as Chief Litigator but would be leaving that position at the end of April. Mr. Grubb was asked to give his assessment of Ms. Tucker's qualifications. Mr. Grubb stated he had known Ms. Tucker for most of his professional career. He stated that Ms. Tucker held the title of Deputy City Attorney and believed that she was well qualified, as well as being a fine person. Mr. Grubb stated that she had a private practice on Line Avenue, as well as being engaged in the community. He stated that Ms. Tucker serves on the Law Institute Counsel, which reviews laws that are being created in the legislature to make sure they are correct. Ms. Carter made a proposal to invite her to the May board meeting so that the Board could meet Ms. Tucker and ask any questions that they may have. She stated that for the May Board meeting, a resolution to retain Ms. Tucker would be prepared, as well as a retainer agreement to begin June 1, 2021.

Mr. McClanahan asked for a report on the ECC Facility Refresh Project. Ms. Carter stated the scope of work had been identified for the facility refresh and some of the recommendations from the Office of Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA), had been incorporated as well as an upgrade to the District's ventilation system. Ms. Carter reported that last year the Board had authorized the execution of an agreement for architectural services from Newman Marchive, Inc. Part of the facility's refresh redesign was to investigate how a new front entrance could be created, while expanding the facility's perimeter to bolster security. Ms. Carter stated in an effort to acquire more property, she contacted the City of Shreveport (Police Department) on January 4, 2021 to determine their intent regarding the use of their property, which is located adjacent and northeast of our facility. The Police Department's Property and Evidence Facility, with a long-term goal of constructing a Police Dept. Property and Evidence Facility was not willing to sell the property to the District or consider a property swap. With this option eliminated, the team from Newman Marchive, Inc. began a series of meetings with District staff. On January 26, 2021, the architectural team conducted an in-depth walk-through, detailing all of the needed changes/additions inside and outside the facility. Ms. Carter stated on March 25, 2021, measurements were taken for a new perimeter fence along Texas Avenue and entry way from Hope Street, as well as photos related to other portions of the project, including (but not limited to): a new walkway overhang to the rear entrance, upgraded security doors at the front entrance, upgraded security camera system, a new office and storage area in the Caddo Parish Sheriff Communications area.

Ms. Carter said she expected to receive an estimated construction budget from Newman Marchive, Inc., within the next few weeks based upon the shopping list of things that were requested for the facility refresh. She stated that from there, the Facility Enhancement Subcommittee would review the scope and budget and present that information to the Board for approval prior to moving forward with the construction bid documents.

Under old business, Mr. McClanahan asked for a report on filling out the annual required Tier 2.1 Personal Financial Disclosure Statement. Ms. Carter reminded the Board that each Board Member was required to fill it out a financial disclosure form annually and returned to the Louisiana Board of Ethics by May 15<sup>th</sup>. The link to the reporting form was included for download in the agenda package. Ms. Carter offered to the Board that Ms. Rachal could pull their old forms and type up with any changes that needed to be made. Then all that was needed was for them to review and sign. Ms. Rachal would then mail the completed forms certified to the Board of Ethics. Ms. Carter asked the Board members to please have the completed form to Ms. Rachal by Monday, May 10, 2021, if they wanted her to mail their forms for them.

Mr. McClanahan asked for a report on the purchase of the former Fire Station #17. Ms. Carter asked Mr. Grubb to respond. Mr. Grubb stated that during the February 16<sup>th</sup> winter storm, the property experienced severe water damage due to the pipes freezing and then bursting. He reported that the City had hired an estimator, who inspected the property and the City's insurance carrier reviewed the property on March 10<sup>th</sup>. It was determined that the City did not have insurance on the unoccupied building, and there were no monies available to make necessary repairs to the building. Mr. Grubb followed up with Ms. Shelly Ragle, Director of

Shreveport Public Assembly & Recreation (SPAR), if they concur, we would update the current property appraisal documenting the storm damaged areas. Mr. Grubb reported that he had not received a response back from Ms. Ragle. Ms. Carter stated, she, Mr. Mazzone, and City leadership met and toured the former fire station on March 25, 2021 and reported that the residential area of the fire station was a total loss and would need to be demolished; however the fire station's truck bays were in fairly good shape. The intent to purchase the building was to be in control of access to the District's tower site as well as for possible storage. She stated that she was hoping to hear back from the City shortly to see if they were still interested in going forward with the sale of the property. She explained that a new appraisal would be needed since the building and property appraisal was over a year old and did not reflect the storm damage. She stated that an environmental study would also need to be performed before closing on the property.

Mr. McClanahan asked for a report on the Professional Development Public Safety Communications Conferences. Ms. Carter said each there were two primary public safety communications conferences that the District staff and Board members attended. She stated that Board members were allowed to attend one of the two conferences, and all travel and conference registrations were paid by the District. Ms. Carter reported that the NENA – National Emergency Number Association was scheduled for July 24 – 29<sup>th</sup> in Columbus, Ohio and APCO – Association of Public Safety Communications Officials was scheduled for August 15 – 18, 2021 in San Antonio, TX. She explained that the official conference brochures had not been mailed yet, but information was available on the websites. She stated that if any Board members would like to attend to please let Ms. Rachal know so that travel and registration arrangements could be made. Ms. Carter stated she and Mr. Mazzone would be attending the APCO Conference and that she would like to ask Ms. Tucker to attend as well. Ms. Carter stated that she felt that this would be a good opportunity for her to see the various communications products and services in one place.

With no further business to be brought before the Board, Mr. McClanahan adjourned the meeting.