

CADDO PARISH COMMUNICATIONS DISTRICT NUMBER ONE
Board of Commissioners

6:00 p.m. Tuesday
August 18, 2020

ECC Conference Room
1144 Texas Avenue

Board Members Present: Fred McClanahan, Mike Irvin, Jackie Lewis, Clarence Babineaux,
Van Anderson, John Robinson, and Reverend Roy Thomas

Board Members Absent: None

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

Mr. McClanahan called the meeting to order and asked Ms. Rachal to take an official roll call. Ms. Rachal began the attendance roll call with Mr. Fred McClanahan – replied present; Mr. Mike Irvin – replied present; Mr. Clarence Babineaux – replied present; Mr. Van Anderson – replied present; Mr. John Robinson – replied present; Mr. Jackie Lewis – replied present, Roy Thomas – replied present.

Mr. McClanahan recognized the guest from the Caddo Parish Sheriff's Office, Director Martha Bryant.

Mr. McClanahan asked if there were any comments from the public, who may have chosen to join the meeting via teleconference. No one joined the meeting via teleconference. Mr. McClanahan stated that no one had electronically submitted comments or questions prior to the meeting. With no comments being made, Mr. McClanahan closed the public comment section of the meeting.

Mr. McClanahan instructed the board members they would need to identify themselves if they make a motion and a roll call vote will be taken for the record.

Mr. McClanahan asked for a motion to approve the Tuesday, June 16, 2020 meeting minutes. Reverend Thomas identified himself and moved to approve the minutes as submitted. Mr. Irvin identified himself and seconded the motion. The motion was unanimously approved via a roll call vote.

Mr. McClanahan asked for a report of the June and July 2020 compiled financial statements. Ms. Carter reported for the month of June, the District had monthly revenues of \$280,496.42. She stated that monthly expenditures for June totaled \$245,806.46 and revenues exceeded expenditures by \$34,689.96.

Ms. Carter stated that as of June 30, 2020, the District had \$8,589,339.51 in cash-in-bank, and Fixed Assets totaled \$39,942,598.11.

Ms. Carter stated for the month of July, the District had monthly revenues of \$502,162.06 and monthly expenditures for the month totaled \$235,393.48. She reported that revenues exceeded expenditures by \$266,768.58. As of July 31, 2020, the District had \$8,856,103.60 in cash-in-bank, and Fixed Assets for the month of July remain unchanged from June, 2020.

Mr. McClanahan asked Ms. Carter for a status update on the P25 Radio System Implementation. Ms. Carter stated she was pleased to report to the Board that it appeared that Motorola had resolved the problems associated with the new P25 radio system's primary and backup system cores remaining in sync and functioning as designed. She reported that Motorola had discovered that there were also physical hardware problems with the servers. She stated that if the system remained stable, without any alarms or problems until August 30, 2020, the system would be considered stable.

Ms. Carter stated that included within the agenda packages was a copy of the cutover plan. She reported that implementation and planning meetings had been scheduled for August 19th and 20th with all the local governmental radio users as well as the public safety users. She stated that for many of these agencies, this would be their first experience with a new radio system conversion. Ms. Carter stated that the implementation meetings attendance would be limited to 12 attendees per meeting for spatial separation of six feet in an effort to minimize the spread of the COVID-19 virus. She explained that during these meetings they would discuss the implementation plan, timeline for the system conversion, portable radio train-the-trainer courses and distribution of new radio equipment. Ms. Carter explained it was the District's intent for local governmental radio users to migrate onto the system first and be a part of the 30-day burn-in. She stated that these agencies included the departments of the Caddo Parish Commission, such as Animal Control, Roadway, Building and Grounds, Administration, the Town of Blanchard, the Caddo-Bossier Port Commission, the City of Shreveport Public Works' divisions such as Fleet Services, Traffic Engineering, Streets and Drainage and Solid Waste. Ms. Carter stated that if the 30-day burn-in period was a success, the next step would be to migrate all public safety radio users to the P25 system on October 28, 2020.

Ms. Carter reported that the Train-the-Trainer classes had been scheduled. She explained that these classes would be taught by a Motorola instructor, leading the classes virtually, with a Motorola proctor being in the classroom to answer any questions that the students may have, but to also show examples of the radio equipment, which includes portables, batteries, speaker mics, and chargers. She stated that Non-Public Safety Agencies would attend Train-the-Trainer classes on September 3rd and 4th, 2020 and Public Safety Agencies' Train-the-Trainer classes had been scheduled for September 15th thru 18th, 2020.

Mr. McClanahan asked Ms. Carter to report on the consideration of a resolution authorizing the Executive Director to execute an agreement on behalf of the District for architectural services related to a refresh of the Emergency Communications Center. Ms. Carter stated that included within the agenda package was a standard agreement for architectural services between the District and Newman Marchive, Inc. for professional services associated with the proposed facility refresh of the Emergency Communications Center. Ms. Carter reminded the Board that during the May 19, 2020 meeting, the Board voted to move forward with securing the services of an architectural firm to assist the District in the development of construction bids that would incorporate recommendations of CISA, the Office of Homeland Security's Cybersecurity and Infrastructure Security Agency, as well as an upgrade to the District's ventilation system, the cleaning of the HVAC systems and facility refresh. She reported that the facility refresh included the replacement of ceiling tiles in the communications center, cleaning of the exterior of the facility and painting of the exterior of the building.

Ms. Carter explained the proposed fees for this contract would be calculated using the State of Louisiana architectural state fee schedule, which was a percentage of the final construction contract amount. The State of Louisiana formula recognized that architects do not have as much work to do proportionately on larger projects as they do on smaller projects so the fee percentage of the construction costs gets smaller as the cost of the project becomes larger. She stated that once the scope of the construction project had been developed and a project budget established, formal construction bids would be received with construction costs, and the Board would be advised as to what the final architectural fees would be associated with the proposed project. Ms. Carter stated that Mr. Babineaux, as Chair of the Facility Needs Subcommittee, and the District's General Legal Counsel, had reviewed the proposed contract and that neither expressed any concerns over the agreement.

Ms. Carter respectfully requested the Board adopt the resolution authorizing her to execute the agreement on behalf of the District so that we can proceed with the development of the project.

Mr. Babineaux made a motion to authorize the Executive Director to execute an agreement on behalf of the District for Architectural Services related to a refresh of the Emergency Communications Center. Mr. Robinson seconded the motion. The motion was unanimously approved per a roll call vote.

Mr. McClanahan asked Ms. Carter if she had any old business. Ms. Carter stated she did not. She was then asked by Mr. McClanahan if she had any new business. Ms. Carter said she did not. With no further business to be brought before the Board, Mr. McClanahan adjourned the meeting.