



**Caddo Parish Communications District Number One Board of Commissioners
Tuesday, August 27, 2019 Meeting Minutes**

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

Board Members Absent: None

Others Present: Martha Carter, Howard Adkins, Judy Rachal, Arthur Meacham, Mike Culbertson, Beth Ann Carter, and Richard Stewart (9-1-1 Staff); Charles Grubb (Legal Counsel) Guest: Alderwoman Josephine Robinson – Town of Greenwood

Mr. McClanahan called the meeting to order and welcomed guest, Alderwoman Josephine Robinson with the Town of Greenwood.

Mr. McClanahan asked for consideration to approve the Tuesday, July 16, 2019 meeting minutes. Reverend Thomas moved to approve the minutes as submitted, and Mr. Babineaux seconded the motion. The motion was unanimously approved.

Mr. McClanahan asked for a report on the July 31, 2019 Compiled Financial Statements. Ms. Carter reported that included within the Board's agenda packages were copies of the Compiled Financial Statements as prepared by Cook & Morehart. Ms. Carter reported for the month of July, the District had monthly revenues of \$638,096.12 with total monthly expenditures of \$213,922.20, which resulted in \$424,173.92 in revenues over expenditures.

Ms. Carter stated as of July 31, 2019 the District had \$11,462,092.26 in Cash-on-Hand and Fixed Assets total \$37,280,347.24.

Mr. McClanahan asked for a status update on the P25 radio system implementation. Ms. Carter stated that within the agenda package, a tentative schedule relative to the Functional Acceptance Test Plan (FATP) and next steps relative to the radio coverage testing had been included for the board's review. She stated that three frequencies had been taken from the District's existing trunking system and one from the District's conventional back up system to use in the testing of the new P25 system. She explained that one of the concerns was by reducing the number of channels and frequencies for the agencies to use, there was a possibility that the radio users could receive a busy signal. Ms. Carter reported that that as of the meeting date, no busy conditions had been reported. She stated that Motorola had been on-site to do a dry run of the acceptance test plan on the infrastructure before the District's radio engineers arrive. Ms. Carter explained that there were still some items on the punch list for Motorola to complete prior to commencing the FATP. She stated that the FATP was a test to determine if the

requirements of the design specification of the radio system had been met. She explained that the FATP was a series of tests that would be conducted on the radio system infrastructure, which consisted of testing all aspects of the radio system infrastructure such as trunking, the radio consoles, system reliability, geo-redundant site or back up site reliability, primary core failure, radio management and a host of other functions.

Ms. Carter further explained that for the week of September 3 – 6 Motorola Engineers would be here to perform another dry run and make sure there were no outstanding issues prior to the official FATP. She stated that on September 9 – 13th Motorola would conduct their official tests, and these would be witnessed by the District's radio consulting engineers from Omnicom and District personnel. She stated that the next milestone was the radio Coverage Acceptance Testing, which was scheduled for September 16-21, 2019. She explained that the coverage test must be conducted prior to October to ensure that there was full foliage available.

Ms. Carter explained 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 stated that the BER test was an 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 a subjective test, where the audio quality would be rated on a pass/fail or 1 or 5 rating with 1 being unusable and 5 being perfect. She stated that this test would be conducted by driving the parish, with the field tester talking over the radio to a tester on the console rating the transmission quality. She explained that the District would need at least 5 vehicles (3 DAQ and 2 BER vehicles) with drivers that would start on September 16th and work for 5 days 8:00 a.m. to 5:00 p.m. with one hour for lunch to cover 1,767 grids of the parish. The same vehicles would have to be used throughout the testing. Ms. Carter stated that she had contacted the public safety agencies to determine if any would be willing to use their vehicles to participate in the testing. She stated that the testing would be performed by using portable radios.

Ms. Carter reported the replacement antenna had been ordered for the Vivian tower site and was due to arrive on September 25th. She stated that only one antenna was needed for the coverage testing. She stated that once the replacement antenna had been installed, it would also be tested.

Ms. Carter stated that mobile radio units had been installed in all of the parish's small municipal police departments. She reported that on July 30th a meeting was held with the Shreveport Police Department to discuss the installation of the new P25 mobile radios in their vehicles. She stated that the Shreveport Police had agreed that the majority of the mobile radio units would be installed at the Shreveport Communications' service shop with a goal of 8 – 10 units being installed each day. She also reported that SPD had six different types of vehicles and SPD would send a sampling of vehicles to help determine a better time frame on installations. She stated that all of those sample vehicles had been installed, and that the District was waiting a final installation schedule for the balance of the units. She reported that once all SPD vehicles had been installed, a schedule would be developed for the Caddo Parish Sheriff's Office.

Ms. Carter stated that the same process would also be done for each of the base stations housed at the emergency rooms of each of the local hospitals. She explained that the radios in the hospitals were used for doctors to communicate directly with the EMS units for patient care. Ms. Carter stated that September 20th would be the last date for installations of these radios.

Ms. Carter reported that the Shreveport City Council authorized the execution of the Cooperative Endeavor Agreement between the City and the District relative to the radio system of July 23rd. The Caddo Parish Commission approved the authorization of the Cooperative Endeavor Agreement between the Parish and the District on August 8th. She stated that the District had received 23 executed agreements out of the 28 agreements.

Mr. McClanahan introduced agenda item number 6 for the Board's consideration authorizing the Executive Director to execute an agreement on behalf of the District with AT&T for the purchase and implementation of a Public Safety Broadband Network to support the migration of the District's existing radio frequency mobile data infrastructure to a wireless network. Mr. McClanahan reminded the Board that all monies had already been authorized.

Ms. Carter stated that within the agenda package historical background information had been provided associated with the migration of the District's existing mobile data infrastructure to a wireless network to support the implementation of a parish-wide public safety broadband network. Ms. Carter reminded the Board that the Commissioners adopted the 2019 Operating and Capital Outlay Budget, which budgeted \$960,000 for the purchase of wireless routers and antennas to support the migration of the District's existing mobile data infrastructure. Ms. Carter stated that over the past 12 years, the demands for data and remote accessibility to multiple databases had increased, and the existing mobile data radio network could no longer keep pace with the demands due to the bandwidth or throughput of the radio network. Additionally, due to the bandwidth limitations, the District could not upgrade the existing Computer-Aided-Dispatch (CAD) system to the latest software version that the District utilized to send incident information to the first responders in the field, nor can the District upgrade to the latest version of mobile data software that was utilized in the first responders' vehicles. She explained that the newest version of mobile data software was not designed to operate on a RF network, so if the District moved forward with upgrading the CAD system using the existing RF network, there would be an incompatibility between the software versions, which could cause the system not to perform efficiently and result in loss of features and functionalities.

Ms. Carter stated that the equipment replacement would be done gradually, allowing the agencies time to budget for the air time costs. She explained that some of the existing mobile data user agencies had agreed to migrating a few of their units in 2019, and had sufficient budgets to absorb the airtime costs now, and that they would be budgeting additional airtime costs for the 2020 budget for the migration of the balance of their units currently operating on the existing mobile data system after the first of the 2020 year. Ms. Carter stated the proposed resolution authorized her to execute the agreement on behalf of the District in the amount of \$163,048.78 for equipment and project management services. Ms. Carter stated the equipment pricing was based upon the state of Louisiana contract with no expected price changes in the next two to three years.

Mr. McClanahan asked for a motion for consideration of the Resolution authorizing Ms. Carter to Execute an Agreement on behalf of the District with AT&T for the purchase and implementation of a Public Safety Broadband Network to support the migration of the District's existing Radio Frequency mobile data infrastructure to a wireless network.

Mr. Irvin moved authorizing Ms. Carter to execute the agreement and Mr. Babineaux seconded the motion. The motion was unanimously approved.

Mr. McClanahan asked Ms. Carter under the Old Business agenda item on how the APCO Conference went in Baltimore. Ms. Carter stated that the APCO Conference was a great success. She reported that there were over 5,500 attendees to the

conference with 300 vendors. Ms. Carter further stated that the end of the conference, marked her transitioning off of the executive committee of the APCO International board, and she thanked the Board of Commissioners for allowing her the opportunity to serve. Ms. Carter stated she hoped that she had brought recognition to the District and that she was proud to have a Board that allowed the District to grow and evolve into what the District had become.

Mr. Irvin asked if the City of Shreveport's proposed bond issue passed, what role would the District play in getting these new Fire Department buildings up and running. Ms. Carter stated that the District would only have a consulting role in equipment placement and the ordering of data circuits for the new buildings.

Ms. Carter asked if the Board had seen her email updates concerning the solution for the replacement of the automated attendant system for non-emergency calls. The District researched 4 different solutions and was able to secure a cloud-based, hosted solution from AT&T, Office@Hand. She stated that the cost would be \$239.20 per month on a month-to-month basis, and this cost would be offset due to the fact that the District paid for eight phone lines that were associated with the old automated attendant, which would be disconnected. Securing this product on a month-to-month basis, would provide the District with the flexibility to discontinue the service at any time. She stated that this may become critical as the District begins to plan for the upgrade of the existing 9-1-1 system to next generation technologies, some of which incorporate automated attendant or call routing features for non-emergency telephone calls so a separate system would not be necessary. She reported that staff had already begun the planning and working with the agencies on what numbers and to which departments they want their calls routed, and that the system should be operational within six weeks.

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

[History of Caddo 9-1-1](#) | [Emergency? Now What?](#) | [Caddo Parish 9-1-1 Facts](#)

[Tips When Calling 9-1-1](#) | [Meeting Minutes](#)

[How to Get an Address](#) | [9-1-1 Call Statistics](#) | [Job Opportunities](#)

[9-1-1 Staff & Board](#) | [Caddo Public Safety](#) | [Public Safety Links](#)

[Telephone Service Provider Surcharge Information](#) | [Home](#)