

CADDO PARISH COMMUNICATIONS DISTRICT NUMBER ONE
Board of Commissioners

6:00 p.m. Tuesday
August 31, 2021

ECC Training Room
1144 Texas Avenue

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

Board Members Absent: Mike Irvin

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

Mr. McClanahan called the meeting to order and asked Ms. Rachal to please make note of those in attendance. Mr. McClanahan welcomed guest, Director Bryant from the Caddo Parish Sheriff's Office.

Mr. McClanahan then asked for a motion to approve the Tuesday, June 15, 2021, meeting minutes. Mr. Babineaux moved to approve the minutes as submitted, and Reverend Thomas seconded the motion. The Board unanimously voted to approve the minutes.

Mr. McClanahan asked for a presentation of the June 30, 2021, and July 31, 2021, compiled financial statements. Ms. Carter stated for the month of June, the District had monthly revenues of \$287,005.64, with total monthly expenditures of \$219,262.50, which resulted in \$67,743.14 in revenues over expenditures. As of June 30, 2021, the District had \$7,831,811.88 in Cash-in-Bank, and Fixed Assets totaled \$40,252,811.21.

For the month of July, Ms. Carter stated the District had monthly revenues of \$509,855.89, with total monthly expenditures of \$363,358.31, which resulted in \$146,497.58 in revenues over expenditures. Ms. Carter stated that the monthly expenditures included the purchase of property from the City of Shreveport, which was adjacent to the District's radio tower site, in the amount of \$115,000. She stated that the total purchase price including closing costs brought the total amount to \$118,875. Ms. Carter stated that \$125,000 had been budgeted. Ms. Carter stated that Ms. Tucker, the District's General Counsel, had delivered the deed of the newly acquired property prior to the Board meeting.

Ms. Carter stated as of July 31, 2021, the District had \$7,978,259.47 in Cash-in-Bank, and the Fixed Assets remained unchanged from the June totals. Ms. Carter further stated that it was important to note that the July totals reflected some revenue payments from communications carriers, who remit the 9-1-1 surcharge fees on a quarterly basis, such as Verizon and the Louisiana Department of Revenue for their prepaid wireless services.

Mr. McClanahan asked for a status update on the P25 radio system project closeout. Ms. Carter stated as a follow up to the June 15th Board briefing, the District's staff and Motorola had been able to finally reconcile all of the equipment contracted for, which included a review and comparison of the equipment order, equipment delivered, equipment installed and the equipment distributed against the District's contract. Ms. Carter explained the District expects a final change order by August 27th, which would include a credit of approximately \$27,000. She further explained that this credit would not be in the form of cash, but would be a credit, which would be deducted from the final payment due to Motorola when the project was closed out. She stated that Motorola had anticipated that the credit to the District's contract would be much larger; however, after a final review of all the equipment contracted for versus what had been installed and/or distributed, the credit that Motorola calculated included some equipment for which the District had originally contracted.

Ms. Carter reported that all the electrical grounding work at the Port and the Jail for the radio communications consoles had been completed and verified by the District staff. She stated that as of the board meeting, the removal of the old cabling and antennas had been completed, as well as the required labeling of cabling and components at all radio communications tower sites.

Ms. Carter reported that another outstanding item that needed to be completed was related to the development of an Application Programming Interface (API). She explained that this software interface would enable certain functions of the radio system and the District's CAD system to share data for GPS tracking of public safety portable radios. Ms. Carter explained that as part of the contract with Motorola, the District had purchased the radio system software, server and the API for this GPS data to be integrated into the District's CAD mapping system so that the communications officers could track the portable radio units within the CAD system. She stated that the District's CAD system's existing software version would not support this functionality; however, Ms. Carter stated that Mr. Meacham of the District's staff had been working directly with Motorola technical support to develop an interim interface solution that would enable communications personnel to manually enter a radio ID into the CAD system to obtain GPS location information of portable radios' locations. Ms. Carter stated getting this interface up and running would be one of the last items to be completed on the punch list.

Mr. McClanahan asked for a report on development of the Request for Proposals (RFP) for the purchase and implementation of a Next Generation 9-1-1 capable system. Mr. McClanahan stated that next generation 9-1-1 technology was fast approaching and along with it a whole new terminology of technical terms to be learned. Mr. McClanahan suggested that a tutorial be given by the District's communications consultant, Mr. Tim Barrentine of OCG, to help the Board understand this new technology.

Ms. Carter stated that during the April 20th Board meeting, an update had been provided to the Board on the development of the technical specifications for the design, purchase and implementation of a new Next Generation capable 9-1-1 system and network. Due to the complexity of the technical specifications and the timing of the APCO Conference that the release of the RFP had been postponed until September to provide the District staff additional opportunities to research 9-1-1 systems and network design.

Ms. Carter stated that the "front end" of the document, which was the Terms and Conditions of the RFP and the instructions to proposers, had been completed and reviewed by Ms. Tucker, the District's counsel, to make sure that the RFP was in compliance with the state procurement laws. Ms. Carter stated that OCG and the District staff were restructuring the technical section of the RFP. Originally the RFP had been divided into two sections: The first phase of the project would be to replace the existing call handling equipment and software, and 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. After discussions with other communications districts within the state, there was a desire to try to develop a state-wide ESInet through collective purchasing.

Ms. Carter reported that Ms. Tucker, Mr. Mazzone and she had attended a 9-1-1 Directors' meeting, on July 19th in Alexandria, LA. Legal counsels from Caddo, Calcasieu, Rapides and Ouachita 9-1-1 Districts met to explore ways in which districts could possibly collectively purchase NG9-1-1 services through: 1) The development of a master contract such as the State's OTM (Office of Telecommunications Management) or through the Louisiana Municipal Association (LMA); 2) Purchase from another communications district's contract that was secured through a competitively procured process; and/or 3) Develop or brainstorm for other possible cost sharing methods.

Ms. Carter stated it was determined at the meeting that the communications districts could collectively purchase or purchase from another entity's contract, if the agencies entered into intergovernmental agreements. As a result of the meeting, there were some districts that would like to pursue the joint development of an RFP for ESInet services. Because the implementation of an ESInet would have to occur after the District had replaced the existing 9-1-1 system, Ms. Carter asked for the Board to remove Phase 2 as an optional item from the District's RFP to try to coordinate the development of a regional or state-wide approach to migrating to NG911 ESInet. She stated that if multiple communications districts were not able to

move forward with the development of a regional or shared ESInet, the District would move forward independently.

Ms. Carter outlined the proposed schedule for the RFP. On September 28th the RFP would be released. October 19th was the scheduled mandatory pre-proposal conference. Ms. Carter suggested that this may be the perfect time for the Board to come and learn about the equipment that was being proposed, plus providing the Board with the opportunity to hear the questions asked by the vendors. She stated that site visits would also take place during this time. She stated that November 2nd would be the deadline for written questions, which would give the District two weeks to respond to any written requests. She stated that December 7th was the deadline for submission of the responses to the RFP. Mr. McClanahan encouraged the Board members to attend the October 19th pre-proposal conference.

Mr. McClanahan asked for a report on the hiring of a person to fill the position of Information Technology Specialists. Ms. Carter reported that there were 87 applications; 40 of which were reviewed for qualifications and ranked for the possible scheduling of interviews. The evaluation of the applicants was being performed by the District's CAD System Administrator, the Information Technology Technician, the Deputy Director, and herself. She stated that applications were being reviewed for qualifications, experience, and education. She stated that the final review process would be completed by September 3rd and in-person interviews would be scheduled for September 7th and September 10th. Ms. Carter stated that Ms. Rachal had begun the process of scheduling the first eight applicants for interviews. She reported that her goal was to have someone hired by the end of October.

Under Old Business of the agenda, Mr. McClanahan called for the Election of Officers. He stated there were those on the Board now that were not aware how many times that Mr. Babineaux and he had each served as Chairman due to the number of years they have served on the Board. Mr. McClanahan mentioned the absence of Mr. Irvin, who was home recovering from a recent illness. Mr. McClanahan stated that he had talked with Mr. Irvin earlier, and that he was willing to accept the position as Chairman if nominated. Mr. McClanahan asked Mr. Robinson if he would be willing to move into the position of Vice Chairman. Mr. Robinson asked about the job duties. Mr. McClanahan explained the responsibilities of Vice Chairman. Mr. Robinson then agreed to serve if nominated. Reverend Thomas nominated Mr. Irvin as Chairman. Mr. Lewis seconded the nomination. Mr. Babineaux nominated Mr. Robinson for Vice-Chairman. Mr. Lewis seconded the motion. Reverend Thomas made the motion to have Mr. Babineaux retain the office of Secretary. Mr. Robinson seconded the motion. Mr. McClanahan stated that the Board had motions and seconds for the offices of Chairman, Vice Chairman and Secretary and asked if there were any other nominations. There being none, Mr. McClanahan closed the nominations. Mr. McClanahan called for a vote for Mr. Irvin as Chairman, Mr. Robinson as Vice Chairman, and Mr. Babineaux as Secretary. The Board unanimously voted in the affirmative to elect the list of officers as nominated.

Mr. McClanahan asked if there was any New Business. Ms. Carter stated she had no New Business, but would like to give the Board an update on the proposed Facility Refresh Project. Ms. Carter began that the Facility Needs Subcommittee would be meeting on September 9th, Chaired by Mr. Babineaux along with members Mr. Anderson, and Mr. Lewis with the architect, Mr. Mike Newman of Newman, Marchive Architects to review the scope of the project and review the proposed budget. Ms. Carter stated that the District had recently received an estimated budget of what the facility refresh would cost. She stated that the scope of the project had been expanded beyond the upgrade of the District's ventilation system, the cleaning of the HVAC systems and a general refresh to incorporate recommendations of the Office of Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA), such as the need to replace and upgrade the facility's security. After review of the budget, she anticipates that the subcommittee would come back to the full board with their recommendations. Ms. Carter stated the Board had already given approval for the development of an RFP for the original facility refresh project; however, since the time of approval, the scope of the project had changed, and the amount of funds needed had changed. Ms. Carter stated that since property was purchased from the City of Shreveport for the old Fire Station 17 property, upon review she felt that the building needed to be demolished. She stated that she had asked the architects to include the demolition of the building into the Facility Refresh Project as well. Also, included would be the environmental

study to check for asbestos prior to demolition. Ms. Carter stated that by the next Board meeting, the Board should have a complete report from the Facility Needs Subcommittee.

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