

CADDO PARISH COMMUNICATIONS DISTRICT NUMBER ONE  
Board of Commissioners

6:00 p.m. Tuesday  
February 20, 2024

ECC Training Room  
1144 Texas Avenue

Board Members Present: Mike Irvin, John Robinson, Clarence Babineaux,  
Van Anderson and Jackie Lewis

Board Members Absent: Rev. Roy Thomas and Fred McClanahan

Others Present: Tommy Mazzone, Jan Horne, Beth Ann Carter, Arthur Meacham,  
Huck Adkins, Wes Edge and Richard Stewart (9-1-1 Staff), Zeld  
Tucker (Legal Counsel), and Martha Bryant (Caddo Sheriff  
Director)

Mr. Irvin called the meeting to order, and asked Ms. Horne to please make note of those in attendance.

Mr. Irvin asked for a motion to approve the Tuesday, December 5, 2023 meeting minutes. Mr. Anderson moved to approve the meeting minutes, and the motion was seconded by Mr. Lewis. The Board unanimously voted to approve the minutes.

Mr. Irvin asked Mr. Mazzone for an update on the financial reports for the month of November. Mr. Mazzone stated that the District had revenues of \$320,878.65. Expenditures totaled \$285,199.41. Revenue exceed expenditures by \$35,679.24. As of November 30, 2023, the District had \$5,663,885.62 Cash-in-Bank, and Fixed Assets remained the same as the previous month, totaling \$32,870,335.65. For the month of December, the District had revenues of \$299,582.47. Expenditures totaled \$221,506.21 Revenue exceeded expenditures by \$78,076.26. As of December 31, 2023, the District has \$5,742,074.32 Cash-in-Bank, and Fixed Assets remained the same as the previous month. For the month of January, the District had revenues of \$468,846.51. Expenditures totaled \$459,773.24. Revenue exceeded expenditures by \$9,073.27. As of January 31, 2024, the District had \$5,751,277.39 Cash-in-Bank, and Fixed Assets remained the same as the previous month.

Mr. Irvin asked for an update on the Annual Call Volume Statistics for 2023. Mr. Mazzone highlighted several statistics to the Board, emphasizing that even under severe personnel constraints, public safety call takers accepted 299,939 calls, and created 262,321 dispatch events. Both of these numbers were an increase from 2022.

Mr. Irvin asked for an update on the AT&T Billing Issues. Mr. Mazzone stated that we received the rebate on the Sierra Wireless "On Site Training" and this item is now closed. Mr. Mazzone said that the District has also received a total retroactive credit of \$62,809.38 for the circuit disconnect request dating back from March of 2021. While there may be an additional credit

applied, this matter is now closed. Mr. Mazzone further stated that the District signed an agreement in July 2023 authorizing AT&T to run a new fiber line from the street to our remote site shelter located at 2890-2 Southland Park Drive. Per discussion with our AT&T representative, the \$5783.65 cost would be credited using an AT&T efficiency adjustment. Essentially, the line would be run for free. The District has not yet been invoiced for the line and we have also not had any further correspondence regarding the efficiency adjustment. We have asked for an update on this matter.

Mr. Irvin asked for an update on the Facility Refresh. Mr. Mazzone responded that the bids for our project were originally due on January 23, 2024 at 2:00 CST. Due to the severe weather event impacting most of the region, and on the advice of our architect, we extended the bid period to January 31, 2024 at 2:00 CST. Our architect accepted two (2) sealed bids by the deadline. The bidders were Hand Construction, LCC and McInnis Brothers Construction, Inc. Both bids were reviewed and read aloud by our architect. Both bids met the requirements as stated in the Request for Bids, however both bids were well over our projected budget. The low bid came from Hand Construction. By law, we have 30 days to review the bid before formally accepting it. Mr. Mazzone stated that he would be meeting with the architect to discuss our options. Once information is received, Mr. Mazzone will update the Facility Needs Subcommittee to allow them to weigh-in on the matter.

Mr. Irvin asked for an update on the Next Generation 9-1-1 Call Handling System. Mr. Mazzone stated that in January 2024, AT&T confirmed that all required circuits were run and active. Motorola restarted our project schedule and had technicians onsite to test the circuits, update firmware and reconfigure workstations. Administrative and end user training is scheduled to begin the first week of March. Recently Motorola noted that a required circuit was not operating at the necessary level to ensure seamless communication in the event of a switch to the redundant equipment site (located at 2890-2 Southland Park Drive). Motorola had previously stated our current networking scheme was sufficient to provide the signal transfer, but after consistent delays at unacceptable levels. Motorola cannot recommend, or support, going live with the Layer 2 links in their current state. Motorola recommends the District purchase two (2) new Nokia routers which are known to provide the required fault propagation. The total cost of these routers is \$24,348.00. Mr. Mazzone further stated that he has requested a meeting to discuss who should be responsible for this cost. The current equipment package was reviewed and deemed to be a sound solution. It was not until very recently that we were told the routers currently in place would not support the necessary fault propagation. For nearly a year, the District was not involved in any discussion about changing the network solution. And, at no time did anyone bring up the notion that what we have in place would not work. In fact, we were told that the "Aviat (the current router supplier) stated they can support our needs." Mr. Mazzone informed the Motorola team that this should have been included during a previous change order, when it was explained that "this will get you where you need to be." As we wait to hear from Motorola, the routers are being sourced, but could have a long delay, which will delay our project yet again.

Mr. Irvin asked for a motion to add Resolution No. 1 of 2024 to the agenda, to approve a systems survey and compliance questionnaire as required of standards for audit of governmental organizations, programs, activities, and functions promulgated by the United States Comptroller General. A motion was made by Mr. Babineaux and seconded by Mr. Lewis. The motion was unanimously passed. Mr. Mazzone explained that in preparation of the District's annual external audit, the State of Louisiana requires this document be completed, presented and adopted by the Board of Commissioners, by formal resolution, during an open meeting. Upon approval, the completed questionnaire and signed resolution will be submitted to our auditing firm (Carr, Riggs & Ingram) who will then test the accuracy of the answers on the questionnaire for compliance during the course of our annual financial audit. Once the audit has been completed, a formal written report will be presented to the Board and then submitted to the Legislative Auditor. Field work for the District's external audit is scheduled for the first two weeks of April. A motion was made by Mr. Babineaux and seconded by Mr. Robinson. The motion was unanimously passed.

Mr. Irvin asked for a motion to add Resolution No. 2 of 2024 authorizing the engagement of Cook & Morehart, CPAs preparation of financial statements for the District for fiscal year January 1 through December 31, 2023 and January 1 through December 31, 2024. A motion was made by Mr. Babineaux and seconded by Mr. Lewis. Mr. Mazzone explained that this Resolution authorizes the engagement of the District's CPA to prepare our finances for the fiscal years of 2023 and 2024. A motion was made by Mr. Babineaux and seconded by Mr. Lewis. The motion was unanimously accepted.

Mr. Irvin asked for a motion to postpone Resolution No.3 of 2024, providing for the donation of surplus property by the District. A motion was made by Mr. Lewis and seconded by Mr. Robinson.

Mr. Irvin asked if there was any old business. Mr. Mazzone stated that there was no old business.

Mr. Irvin asked if there was any new business. Mr. Mazzone informed the Board of the upcoming Professional Development Public Safety Conferences. National Emergency Number Association (NENA) June 28-July 3, 2024 and Association of Public Safety Communication Officials (APCO) August 4-7, 2024. Each year there are two primary public safety communications conferences that the District staff and Board members attend. Board members are allowed to attend one of the two conferences, and all travel and conference registrations are paid by the District.

With no further business to be brought before the Board, Mr. Irvin asked for a motion to adjourn the meeting. Mr. Robinson made the motion and it was seconded by Mr. Lewis. The motion was accepted unanimously.