

CADDO PARISH COMMUNICATIONS DISTRICT NUMBER ONE
Board of Commissioners

6:00 p.m. Tuesday
February 21, 2023

ECC Training Room
1144 Texas Avenue

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

Board Members Absent: Reverend Roy Thomas

Others Present: Tommy Mazzone, Jan Horne, Wes Edge, Huck Adkins, Beth Ann Carter, Mike Culbertson and Richard Stewart (9-1-1 Staff), Zelda Tucker (Legal Counsel), 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, January 17, 2023 meeting minutes. Mr. Anderson moved to approve the meeting minutes, and the motion was seconded by Mr. Babineaux. The Board unanimously voted to approve the minutes.

Mr. Irvin asked Mr. Mazzone for an update on the financial report for the month of January. Mr. Mazzone responded that for the month of January, the District had monthly revenues of \$496,453.72. Monthly expenditures for January totaled \$296,493.57. Revenue exceeded expenditures by \$199,960.15. As of January 31, 2023, the District had \$7,112,950.44 Cash-in-Bank, and Fixed Assets for the month of December remained the same as the previous month, totaling \$32,329,816.09.

Mr. Irvin asked for an update on the remote site HVAC Replacement Project. Mr. Mazzone reminded the Board this is a multi-year project to replace HAVC units at our six remote tower sites, two per year over three years. He stated that both sites scheduled for replacement (Old Fire Station 17 Tower and Vivian Tower) have been completed and are operational. With a sound preventative maintenance schedule the District should be able to keep these systems running smoothly for the next decade. For this year, this project is under budget.

Mr. Mazzone updated the Board on the NG 9-1-1 Call Handling System. All of the CAT-6 cabling to consoles and office phone locations has been laid. On February 6, 2023, Motorola began sending technicians to configure the new workstations and will be on site for the next few months setting up the system. We have two District staff members attending a virtual Installation and Maintenance Training Course from March 29 through April 7, 2023. As Motorola deems this mutually beneficial, this course is no cost to the District. We are having weekly update meetings with Motorola and AT&T, and both are confident we will go live this summer as planned.

Mr. Mazzone asked the Board to consider Resolution 1 of 2023, Approving a Systems Survey and Compliance Questionnaire as Required of Standards for Audit of Governmental Organizations, Programs, Activities and Functions. He stated that in preparation for the annual external financial audit, the State of Louisiana requires this completed questionnaire. Upon approval, we will send the completed questionnaire and signed resolution to Heard, McElroy & Vestal, who will then test the accuracy of the answers for compliance. Field work for the audit is scheduled to commence on Monday, March 20, 2023. When completed, a formal written report will be presented to the Board and then submitted to the Legislative Auditor. Mr. Irvin asked for a motion to approve the Resolution. Mr. Lewis made a motion to approve, and Mr. McClanahan seconded the motion. The Board unanimously voted to approve the Systems Survey and Compliance Questionnaire.

Mr. Mazzone asked the Board to consider Resolution 2 of 2023, Amending the District's Fixed Asset Management Policy. He reminded the Board that on October 15, 1991, they adopted Resolution No. 4 of 1991, which established a written Fixed Assets Management Policy for the proper recording and documenting of purchases made by the District. The Board adopted Resolution No. 2 of 2002, amending the policy to require tracking the inventories of purchases over the amount of \$1500.00 from the original amount of \$100.00. In order to update the District's policy to the generally accepted threshold, and to assist in the record keeping of fixed assets, without having to maintain accounting of smaller items with little to no depreciation value, the resolution proposes to increase the tracked inventory amount to \$5000.00. Raising the dollar limit will not preclude the District from tracking any property that may be located off premise. Mr. Irvin asked for a motion to approve the Fixed Asset Management Policy. Mr. Babineaux made a motion to approve, and Mr. McClanahan seconded the motion. The Board unanimously voted to approve amending the District's Fixed Asset Management Policy.

Mr. Irvin asked if there was any old business. Mr. Mazzone provided quick updates on the ESO project, the District's efforts to update firmware in portable and mobile radios, and our facility refresh project.

Mr. Irvin asked if there was any new business. Mr. Mazzone informed the Board that our administrative phone and computer aided dispatch upgrades are moving forward. The District is reviewing the statements of work and contracts for both upgrades. Mr. Mazzone also stated the District is preparing to send notices to public safety and local government agencies to remind them of radio maintenance fee billing that will begin soon, per Cooperative Endeavor Agreements.

With no further business to be brought before the Board, Mr. Irvin asked for a motion to adjourn the meeting. Mr. Babineaux made the motion and it was seconded by Mr. McClanahan.