



**Caddo Parish Communications District Number One Board of Commissioners
Tuesday, February 19, 2019 Meeting Minutes**

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

Board Members Absent: Roy L. Thomas

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: Director Martha Bryant - Caddo Parish Sheriff's Office

Mr. McClanahan called the meeting to order and welcomed guest, Director Martha Bryant with the Caddo Parish Sheriff's Department and introduced the newest member to the Board of Commissioners – Mr. Clarence A. "Jackie" Lewis.

Mr. McClanahan asked the Board for their consideration to add an item to the agenda for the swearing in of Mr. Lewis. Mr. Babineaux made a motion to add an item to the agenda and Mr. Irvin seconded. The motion was unanimously approved. Mr. Grubb then advised Mr. Lewis to raise his right hand, and proceeded to read the oath of office as Mr. Lewis repeated the oath after him.

Mr. McClanahan asked for consideration to approve the Tuesday, January 15, 2019 meeting minutes. Mr. Anderson moved to approve the minutes as submitted and Mr. Irvin seconded the motion. The motion was unanimously approved.

Mr. McClanahan asked for a report on the December 31, 2018 and the January 31, 2019 Compiled Financial Statements. Mr. Carter reported that included within the Board's agenda packages were draft copies of the December 31, 2018 and January 31, 2019 Compiled Financial Statements as prepared by Cook & Morehart. These are considered draft reports, because the end-of-the-year financials had not been completed. Ms. Carter stated as of December 31, 2018, the District had monthly revenues of \$229,688.49 and that monthly expenditures for December totaled \$245,799.44. She stated that expenditures exceeded revenues by \$16,110.95. She reported that as of December 31, 2018, the District had \$10,753,970.67 in cash on hand, and Fixed Assets totaled \$29,606,620.74.

Ms. Carter stated that for the month of January, the District had monthly revenues of \$614,139.23, and the District's monthly expenditures were \$566,909.12. She stated that as a result, the District had \$47,230.11 in revenues over expenditures. As of January 31, 2019, the District had \$10,792,064.65 in cash-in-bank, and fixed assets remained unchanged from the previous month.

Ms. Carter reminded the Board that each year at this time, Cook and Morehart present the monthly financial records on a cash basis until the end of the year financials were received and audited. She stated that the financials would continue to be reported on a cash basis until all account receivables and account payables for 2018 had been received and posted. Ms. Carter explained that by state statute, service providers could remit revenue payments to the District on a quarterly basis and were required to submit the revenues within 60 days of the close of the quarter. She stated that most of the service providers remitted payments on a monthly basis, one month in arrears; however, some remitted revenue on a quarterly basis. As a result, the end of the year financials would not be completed until March, 2019 to insure that all revenue for 2018 had been received and posted. Ms. Carter reminded the Board that the District's external financial audit had been scheduled for the first week in April.

Mr. McClanahan asked for a status report on the installation and implementation of parish-wide P25 radio communications system. Ms. Carter stated since the last board meeting, the mobile radio Train-the Trainer classes were conducted on January 24th with all of the parish's fire departments and EMS agencies participating. She stated that within the agenda package an installation schedule had been included, with the first agency beginning on February 19th. The installation schedule begins with Fire District 8 in the northern part of the parish with the installation teams working south, ending with the Shreveport Fire Department mobile apparatus May 24th.

Ms. Carter explained that these new mobile radios would be programmed with the existing 800 MHz SmartNet system with each agencies' existing radio templates, as well as a second profile associated with the new digital P25 Phase 2 radio system. The second profile, which would not be operational yet, would enable Motorola to access the radios remotely and perform over-the-air programming of each of the agencies' new radio templates, prior to the new system going on-line.

Ms. Carter further explained that Shreveport Communications, working as a subcontractor for Motorola, would be performing the installation work at each of the fire districts' main stations. She stated that Motorola was estimating that the team would be able to install seven units per day. She explained that the Shreveport Fire Department's Maintenance Garage on Mansfield Road would be the installation site for the Shreveport Fire Department's various apparatus. She also stated that Motorola was still working on a law enforcement installation schedule due to the large number of units that had to be installed.

Ms. Carter stated the Acceptance Test Plan (ATP) for the new microwave system had not signed off on by the District. Aviat, the subcontractor to Motorola for the microwave system, was on premise to perform the ATP for the new microwave system. Aviat in turn had subcontracted to another company to perform the tests and did not have a formalized written ATP test plan. She explained that without the formal test plan, the District could not accept the system and a punch list of outstanding items was developed. She stated that a plan for conducting the next test would have to be finalized prior to scheduling Aviat to return to perform the testing.

Ms. Carter stated that Shreveport Communications was currently working on the installation of new radio consoles at unmanned consoles within each of the communications divisions. She reported that the consoles in the training lab had been installed as well as in SPD communications operations. She stated that the console installation at the Port had not been started and neither had work at the Jail. She explained that due to the delay in installation of consoles, this placed the installation work at least 5 weeks behind schedule.

Ms. Carter reported that the 9-1-1 District had entered into a 99-year lease agreement with the City of Shreveport on September 1, 1999 for a portion of City property located at 2890 Southland Park Drive, which was Fire Station #17, for the purpose of constructing a radio communications tower. She explained that the District constructed a 250' self-supporting tower at the rear of the property, which was a part of the District's existing radio system's infrastructure. On January 8, 2019, the Shreveport City Council voted to adopt an ordinance to advertise for and solicit sealed bids to sell the property and improvements at the former Fire Station 17. Ms. Carter explained that upon learning about the adoption of this ordinance, she had asked Mr. Grubb to contact the City to ensure that the current City Administration was aware of the lease agreement that had been executed 20 years ago and to verify that the leased portion of the tower site had not been included in the property description that the City intended to sell. Mr. Grubb made contact with City officials and City leadership related that the leased portion of the property had not been included within the advertisement; however there became a question of ownership by City leadership of the leased site according to tax assessor records. Ms. Carter explained that as a result, she instructed Mr. Grubb to contact a title attorney to research and verify property ownership.

Ms. Carter stated that based upon the results of the title search, it was determined that the City does in fact own all of the property in question, including the property that the District is leasing; however, the section of property that the District currently had under lease, had been included in the description of the property the City Council authorized to be sold. After the title search findings were shared with the City, Mr. Grubb was notified that the City was not going to advertise for bids or do anything else to sell its property until a revised property description could be drafted that excluded the property under lease to the City and provided an access easement to enable the District and its service providers to access the tower and associated equipment. Ms. Carter explained that because the City had to reappraise the property to take into account the tower's placement on the property, she asked Mr. Grubb to contact the City to determine if they would entertain the possibility of selling the property to the District. She stated that the purchase of the property by the District would remove any accessibility issues to the District's tower site. She stated that the City notified Mr. Grubb that they would be open to selling the property to the District and were working to get the property description corrected and an updated appraisal, which would not include the tower leased site and required easements. Ms. Carter asked the City officials to verify that there were no environmental issues associated with the building which had housed the sleeping quarters for the Fire Department. The City Administration responded that there were no known environmental issues. Ms. Carter stated that she would recommend an environmental assessment of the building and property site be performed. She stated that once an updated appraisal on the value of the property had been received from the City, she would provide an update to the Board; however, prior to moving forward with any further possible negotiations, Ms. Carter wanted to receive the Board's guidance and approval to pursue the purchase of the property.

Ms. Carter also stated that due to a reduction of the inventory purchased for the agencies associated with the radio system's contract would be reduced by over \$800,000 from the original contracted amount of \$12,658,967. She proposed that a portion of the funds from the reduced contract could possibly be used to fund the purchase of the property.

Ms. Carter respectfully requested from the board, consideration to authorize her on behalf of the District to pursue negotiations with the City for purchase of the property. The Board was in agreement to authorize Ms. Carter on behalf of the District to pursue negotiations with the City for purchase of the proposed property.

Mr. McClanahan asked Ms. Carter for her report on Senate Study Resolution No. 161 of 2018. Ms. Carter reported that during the March 20 2018 board meeting, she had briefed the Board on Senate Bill 264 of 2018 authored by Senator Carter on behalf of the American Heart Association. She explained that the bill had become law, and the intent of the bill was to mandate that all public safety telecommunicators be trained in providing telephone cardiopulmonary resuscitation (CPR) to callers. Ms. Carter explained that the District funded and implemented an emergency medical dispatch program, which included T-CPR, and that the EMD program exceeded the requirements of the law. She stated that the Bureau of EMS was responsible for the development of the rules as outlined in the ACT 578 of 2018 and was required to identify all public and private agencies, institutions and individuals that were or may be engaged in T-CPR training and establish minimum standards for course approval. She stated that the Bureau of EMS must also implement an efficient mechanism for the Bureau to maintain the names of public safety telecommunicators and receive certificates of completion for the training course. She reported that the three public safety communications agencies within the Caddo Parish 9-1-1 Center had all submitted copies of evidence of training to the Bureau of EMS to be in compliance with the law.

Ms. Carter explained to the Board that a group of 9-1-1 Directors had met with Senator Carver and asked that he consider the introduction of a study resolution as opposed to moving forward with his proposed bill. Senator Carver disagreed and moved forward with not only Senate Bill 264, but also introduced a Senate Study Resolution 161, which was adopted. The Senate Resolution called for the convening of a working group to study the delivery of 9-1-1 emergency medical services throughout the state and report findings and recommendations regarding 9-1-1 emergency call takers to the Senate Committee on Health and Welfare on or before February 1, 2019. Ms. Carter stated that the scope of the study resolution was also expanded to include, that the working group study and make recommendations to the legislature on the organization, funding structure and qualifications of 9-1-1 emergency call takers in Louisiana, including any recommendations for state licensure and regulation of 9-1-1 call takers. Ms. Carter stated that a significant portion of the attached report had been written by 9-1-1 directors, and it was the 9-1-1 directors' hope that the Senate Committee on Health and Welfare would consider the recommendations of the working group and allow for the working group to continue, especially to suggest amendments to Act 578 to clarify and improve the overall effectiveness of the new law.

Ms. Carter further explained the study resolution by itself was not a huge concern, but tied back to the strong desire and push that the 9-1-1 Districts had encountered during the 2016 legislative session for the State to develop a state office of 9-1-1 to provide oversight and governance to the communications districts.

Ms. Carter reported to the board in October, 2018, the Next Generation 9-1-1 Advancement Act of 2012, a grant program, which had been established by the federal government, for approximately \$110 million to assist the 6,000 PSAPs nationwide to transition to Next Generation 9-1-1 systems. She stated that this Act continued to generate significant political interest at the state level. She stated that the 9-1-1 districts believed that this interest was driven by the potential to generate funds for the state in grand administration fees.

Ms. Carter stated that with the help of Mr. Grubb, the District's Legal Counsel, the 9-1-1 Directors continued to research ways that the 9-1-1 districts could work together to protect the local jurisdictional control, while at the same time develop a mechanism to apply for the federal funding, to prepare for NG-9-1-1 for Louisiana, without involvement of the State of Louisiana.

Ms. Carter reported that she had attended a meeting on February 14, 2019, between Mr. Kevin James, Deputy Director of the Interoperability Division of GOHSEP, some members of the LWIN SIEC and a few representatives of the 9-1-1 Districts within the state, to discuss the development of a plan to assist GOHSEP during times of major disasters should their offices receive emergency calls for assistance such as a fire, medical emergency or crime in progress that should be redirected to a 9-1-1 center outside of GOHSEP's jurisdiction or responsibilities.

During this meeting, Mr. James outlined a problem with GOHSEP offices receiving emergency requests for assistance during the floods of 2016 in Baton Rouge. Ms. Carter relayed that Mr. James felt that this event had identified a problem, whereby their offices received emergency services requests for other jurisdictions, and they did not know the best way to relay pertinent information back to the affected jurisdiction. Additionally, it highlighted that some of the GOHSEP employees, who were answering these types of calls, were not adequately trained to perform emergency call taker functions. As a result of these problems, Mr. James had convened a brainstorming session to try to develop a plan for in the future that should their offices receive calls from local jurisdictions that are involved in a local major emergency or natural disaster, there would be a procedure in place to relay information back to that affected 9-1-1 center for dispatch by local first responders.

As a result of this meeting, Mr. James developed teams/study groups comprised of the state's homeland security regions with Ms. Carter being a co-team leader of 30 parishes. She explained that the study groups would interview every Homeland Security Director and every 9-1-1 Director to determine how they interact on a daily basis and during a major event and will compile best practices. She stated that then the best practices would be presented to help the GOHSEP. She stated that hopefully these best practices would be used as an opportunity to educate some parishes that may be struggling.

Mr. McClanahan asked if there was any old business. Ms. Carter stated now that the District had a full slate of board members, she wanted to remind the newest members of the Board that annual Sexual Harassment Prevention Training was required and that she would be emailing them with some possible dates for their consideration for them to attend training, possibly over lunch period for their convenience. Ms. Carter also asked Mr. Robinson if he had taken the Ethics Training on-line. Mr. Robinson replied he hadn't yet, but would try to do so immediately. Ms. Carter stated that she would email him a website link for the one hour Ethics Training course.

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

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