

CADDO PARISH COMMUNICATIONS DISTRICT NUMBER ONE  
Board of Commissioners

6:00 p.m. Tuesday  
July 18, 2023

ECC Training Room  
1144 Texas Avenue

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

Board Members Absent: John Robinson and Rev. Roy Thomas

Others Present: Tommy Mazzone, Jan Horne, Huck Adkins, Beth Ann Carter, Morris Laichena, Wes Edge, Arthur Meacham and Richard Stewart (9-1-1 Staff), Zelda 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, June 20, 2023 meeting minutes. Mr. McClanahan 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 June. Mr. Mazzone responded that for the month of June, the District had monthly revenues of \$292,312.41. Monthly expenditures for June totaled \$259,225.02. Revenues exceeded expenditures by \$33,087.39. As of June 30, 2023, the District had \$6,426,476.78 Cash-in-Bank, and Fixed Assets for the month of June remained at \$32,870,335.65.

Mr. Irvin asked for an update on the Next Generation 9-1-1 Call Handling System Project. Mr. Mazzone stated that the District is still waiting for AT&T to run fiber to our B-site. AT&T recently negotiated a discounted rate of \$5783.65, for a special construction crew to dig a new fiber connection from their main line to our B-site. This price is discounted approximately \$6,000.00 and it will be applied as an "offsetting credit" once the circuit is installed. Essentially, the District will incur no cost for the new fiber line. We received the counter-signed agreement on July 12, 2023 with a note that "construction should start soon." Additionally, the District received a request for payment from Motorola for Milestone 4: "20% upon installation of system hardware at customer site." Mr. Mazzone has pushed back on this invoice, as Motorola has not completed the installation of hardware. There appears to be some confusion regarding industry standard for hardware installation. We currently have most networking hardware installed at our primary and B-site locations, but have no way of testing that hardware due to AT&T's inability to run and activate the required fiber lines. In addition, none of the console workstations have been installed. After a discussion with our project manager, we have agreed to consider Milestone 4 complete once all networking hardware is installed and testing with AT&T is accomplished.

Mr. Irvin asked for an update on P25 Digital Radio System Audio Quality Concerns. Mr. Mazzone responded that due to recent severe storms and prolonged power loss throughout the parish, the District Radio Team is rescheduling portable and mobile radio firmware updates for Caddo Fire District Six. The District's Radio Systems Manager is coordinating with Motorola to reschedule a technician and test equipment to gather some more information about our system, and to identify a possible issue noted at Caddo Fire District One.

Mr. Irvin asked Mr. Mazzone to update the Board on AT&T Billing Concerns. Mr. Mazzone stated that for several years the District leadership has had a strained relationship with AT&T. We rely on AT&T to provide our primary telephone and networking connections, allowing our 9-1-1 system to work for the parish's citizens and visitors. The District's former Director, Ms. Carter, and Mr. Mazzone have worked through five (5) account representatives over the previous five (5) years. When it seems we are making headway to solve issues, the District gets a new account representative. This constant cycle is due to internal restructuring, retirements, etc. Each time, the District has to explain where we are with current projects, concerns and billing disputes. In January 2023, we were assigned another account representative, who was familiar with our operations but was not current. After spending a lot of time attempting to find resolutions to several issues and speaking with various levels of AT&T leadership, Mr. Mazzone asked our account representative to start again. Mr. Mazzone has sent seven (7) concerns, and has requested acknowledgements of each, along with regular updates. These concerns range from requested circuit disconnects over two (2) years ago, to rebates for costs associated with training which District personnel did not receive. As each of these issues are resolved, the Board will be updated.

Mr. Irvin asked for an update on the District's Insurance Safety Survey. Mr. Mazzone responded that each year the District's various insurance policies are reviewed for coverage and rates. As we prepare for the 2023 review, a consultant working for EXL Risk Control, which conducts safety surveys for insurance companies, contacted the District. Hartford Insurance, which carries and is quoting our Property, Workers Compensation, General Liability and Auto Liability coverages asked this firm to conduct a site survey for these coverages. On July 11, 2023, the District participated in a survey that consisted of a general review of operations, a discussion about employee, fleet and general safety programs, and a loss review, as well as an assessment of our fire suppression and sprinkler system, followed by a tour of the facility. The instant feedback was very positive. However, there are areas for improvement-specifically fleet management and driver safety. As we address these issues, the Board updated.

Mr. Mazzone asked the Board to consider a motion authorizing the Executive Director to purchase an upgraded temperature control system. During the last facility remodel and refresh project, the District installed a temperature control interface system which allows administrative and maintenance personnel the ability to monitor all thermostats in the facility. We use this system to run programmed routines during our weekly generator tests. This system is twelve (12) years old and operates using an obsolete programming script, which is incompatible with our workstations and operating software. If this system fails, we still have manual control of the

air-handling units, but our operations are greatly impacted. To ensure compliance and relevance with modern operating systems, there is an update, which uses HTML5 to provide several features. As we continue to enhance the reliability of our technological systems the District must also ensure we do the same for our physical and environmental systems. We have asked our current environmental services vendor to submit a proposal to update the control system. The proposal includes this new system, 25 device licenses, conversion of the database to the Niagara N4 Database, custom graphics and all required wiring. The quoted cost for this upgrade is \$8500.00. Mr. Mazzone recommends that the Board vote in favor of this proposal. Mr. Babineaux moved to make a motion and it was seconded by Mr. Lewis. The Board unanimously voted to approve the purchase.

Mr. Irvin asked if there was any old business. Mr. McClanahan asked for an update on the District's Website Redesign. Mr. Mazzone responded that the District is working with our legal counsel to get the contract signed and submitted for the website redesign. Mr. Babineaux asked for an update on the Facility Refresh Project. Mr. Mazzone stated that the documents should about to go out for bid in early fall.

Mr. Irvin asked if there was any new business. Mr. Mazzone updated the Board that Mr. Mike Culbertson is planning to retire from the District effective July 31st. The staff is planning a lunch for him to celebrate his retirement. Additionally, the plan is to leave the position open until 2024. On May 24, 2022, the Shreveport City Council approved Resolution 78 sponsored by Councilman Boucher to dedicate the 1100 block of Texas Avenue to Ms. Martha K. Carter for her 33 years of service to the citizens of Caddo Parish and Caddo Communications District Number One. A dedication ceremony will take place on July 26th at 3:00 p.m. Finally, on June 16, 2023 we lost many trees at our Ellerbe Road Tower Site. The District had Asplundh come out to clear trees from guy wires. The next step will be to have a tree service company come out to dispose of all the debris. Additionally the District will need to have approximately 200 feet of fence replaced due to fallen trees, and is researching an insurance claim for the damage and associated clean-up costs.

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