



**Caddo Parish Communications District Number One Board of Commissioners
Tuesday, July 16, 2019 Meeting Minutes**

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

Board Members Absent: None

Others Present: Martha Carter, Howard Adkins, Judy Rachal, Arthur Meacham, Mike Culbertson, and Richard Stewart (9-1-1 Staff); Charles Grubb (Legal Counsel) Guests: Alderwoman Josephine Robinson – Town of Greenwood; Martha Bryant - Caddo Parish Sheriff's Office

Mr. McClanahan called the meeting to order and welcomed guests, Alderwoman Josephine Robinson with the Town of Greenwood and Director Martha Bryant with the Caddo Parish Sheriff's Office.

Mr. McClanahan asked for consideration of a motion to approve the Tuesday, May 14, 2019 meeting minutes. Mr. Irvin moved to approve the minutes as submitted, and Mr. Babineaux seconded the motion. The motion was unanimously approved.

Mr. McClanahan asked for a report of the monthly financials for the months of May and June. Ms. Carter stated for the month of May, the District had monthly revenues of \$298,624.25 with total monthly expenditures of \$459,042.01, which resulted in \$160,417.76 in expenditures over revenues. Ms. Carter asked the Board to please note that in anticipation of June 1st deadlines, the District issued two debt service payments totaling \$198,530.50, which were reflected in the May financials.

As of May 31, 2019, Ms. Carter reported the District had \$11,077,927.42 in Cash-on-Hand and Fixed Assets total \$37,280,347.24.

For the month of June, Ms. Carter reported the District had monthly revenues of \$235,156.15 with total monthly expenditures of \$284,218.20, which resulted in \$49,062.05 in expenditures over revenues. As of June 30th the District had \$11,037,924.99 in Cash-on-Hand and the District's Fixed Assets remained unchanged from May's totals.

Mr. McClanahan asked if there were any questions concerning the financial statements. Mr. Babineaux asked if the revenue was lower than usual because the District was waiting on the quarterly remittance. Ms. Carter explained that the carriers can remit on a quarterly basis and up to 60 days after the close of the quarter. She stated that the July revenue deposits should

reflect larger amounts than what was deposited in May and June based upon quarterly deposits. With no other questions, Mr. McClanahan asked Ms. Carter for a status update report on the P25 radio system implementation.

Ms. Carter stated the Functional Acceptance Test Plan (FATP) development by Motorola had been accepted by the District's engineers. She explained that the FATP was a test conducted to determine if the requirements of the design specification of the radio system were met. She stated that the FATP was a series of tests that would be conducted on the radio system infrastructure, which consisted of testing all aspects of the radio system infrastructure, such as trunking, the radio consoles, system reliability, geo-redundant site or backup site reliability, primary core failure, radio management and a host of other functions. Ms. Carter further explained that for this functional test Motorola would program and configure three of the District's existing radio frequencies to use on the new P25 system. She stated that this would involve moving the existing antenna system from the existing SmartNet combiner to the P25 combiner. Ms. Carter stated that although the FATP had been approved, the actual testing could not be scheduled until a punch list of outstanding items had been completed by Motorola as well as resolution of some transmission noise or transmission quality issues had been resolved. Ms. Carter reported that Motorola had begun to replace all of the radio antennas on each of the tower sites and the existing old SmartNet system was now operating on the new antenna system. Due to the new design, placement and or tilt of the antennas, it was possible that the antennas were out of alignment and were creating the transmission noise. She reported that the District staff had been collecting data on the transmission noise and sent the data to Motorola. As a result, Motorola engineers would be arriving on site the week of July 17th to perform additional testing to determine if the new antennas were not properly aligned or whether it is was a bad antenna. Ms. Carter stated that once the noise issue had been resolved and the punch list items completed, the acceptance test would be scheduled. She stated that once the FATP had been completed the parishwide transmission and audio coverage testing could be scheduled.

Ms. Carter stated the mobile radio installation schedule for the small municipal police had been finalized and the first of those installations would start next Tuesday with Oil City and work from the northern part of the parish and work down. She reported that three different microwave troubleshooting and operation training courses had been scheduled for the District staff to commence August 20 – 22nd and August 26 – 30th.

Ms. Carter referenced the April 16, 2019 meeting whereby the board adopted a resolution authorizing her to execute a cooperative endeavor agreement on behalf of the District and the City of Shreveport for the use and operation of the District's parishwide P25 Phase 2 radio system and to use this agreement as the base document for subsequent cooperative endeavor agreements with all of the public safety agencies and local governmental entities that utilize or plan to utilize the District's radio communications system. Ms. Carter reported that since that time, the District had drafted 28 agreements and had received 14 executed agreements. She stated that the proposed agreement with the City had been introduced for consideration to the City Council on Tuesday, July 9th and final consideration for approval should occur on July 23rd.

Finally, Ms. Carter stated that the District still had not yet established a firm implementation date; however, Motorola was making progress.

Mr. McClanahan stated that each year the District was required by law to select an official journal for publication of the District's meeting notices and legal proceedings and asked Ms. Carter for a report on this agenda item.

Ms. Carter reported that the District requested quotations on May 23rd from the area publications for the period beginning July 1, 2019 and ending June 30, 2020. The deadline for submissions of quotations to the District was Friday, June 7th at 5:00 p.m. Ms. Carter stated that the District had received only one quotation, which was from The Times. She stated that The Times quoted the same price as the last two years. As a result of that proposal from The Times, its distribution, readership and frequency of publication, Ms. Carter asked the Board for their consideration that the Board select The Times as the Official Journal for the District beginning July 1, 2019 to June 30, 2020. Reverend Thomas moved to adopt Resolution No. 4 of 2019. Mr. Anderson seconded the motion. The motion was then unanimously approved. Ms. Carter stated that this designation would be submitted to the Office of the Secretary of State.

Mr. McClanahan stated that Mr. Grubb was leaving the room so that Ms. Carter can address the next agenda item regarding a proposed resolution adjusting the compensation of the Caddo Parish Communications District Number One's general counsel. Ms. Carter explained that Mr. Grubb had served as General Counsel to the District since September 1, 2013. She stated that since that time, Mr. Grubb had not requested an increase in his hourly compensation. She stated that within the agenda package, there was a copy of a new proposed retainer agreement between the District and Mr. Grubb, which reflected the proposed increase in his hourly rate from \$185 to \$210, which equated to a 2% increase each year over the past 6 years. Ms. Carter respectfully requested the Board's favorable consideration of the resolution and retainer agreement. Ms. Carter stated the retainer agreement was identical to the one that the Board authorized execution of on December 18, 2013. Mr. Irvin moved to adopt Resolution No. 5 of 2019. Mr. Anderson seconded the motion. The motion was unanimously approved. Mr. Grubb returned to the meeting.

Mr. McClanahan asked if there was any old business. Ms. Carter replied that she had one item to share with the Board. Ms. Carter stated she had conducted eleven interviews for the position of Deputy Director. She stated that she had three promising applicants: two were from out of state and one was local. She stated that telephone interviews had been conducted with those applicants that were located out of state. Ms. Carter informed the Board that she may be conducting face-to-face interviews with those from out of state and should have sufficient travel funds within the current budget to pay for an over-night stay. The interviews were held with individuals, who were currently a Deputy Director or similar position.

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

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