

CADDO PARISH COMMUNICATIONS DISTRICT NUMBER ONE
Board of Commissioners

6:00 p.m. Tuesday
June 15, 2021

ECC Training Room
1144 Texas Avenue

Board Members Present: Fred McClanahan, Reverend Roy Thomas, Clarence Babineaux,
Van Anderson, and Mike Irvin

Board Members Absent: John Robinson and Jackie Lewis

Others Present: Martha Carter, Tommy Mazzone, Judy Rachal, Howard Adkins, Beth Ann Carter,
Mike Culbertson, Wes Edge, Arthur Meacham, Richard Stewart (9-1-1 Staff);
Charles Grubb (Retiring Legal Counsel). Zelda Tucker (New Legal Counsel for
District) and Director Martha Bryant (Caddo Sheriff's Office)

Mr. McClanahan called the meeting to order and asked Ms. Rachal to please make note of those in attendance. Mr. McClanahan welcomed guest: Director Bryant from the Caddo Parish Sheriff's Office

Mr. McClanahan then asked for a motion to approve the Tuesday, May 18, 2021 meeting minutes. Rev. Thomas moved to approve the minutes as submitted, and Mr. Babineaux seconded the motion. The minutes were unanimously approved.

Mr. McClanahan asked for a presentation of the May 31, 2021 compiled financial statements. Ms. Carter stated that the May financial statements reflected the budget amendments, which were adopted by the Board of Commissioners during the May 18, 2021, board meeting. She stated that for the month of May, the District had monthly revenues of \$359,935.86, with total monthly expenditures of \$581,839.93, which resulted in \$221,904.07 in expenditures over revenues. Ms. Carter reported that in anticipation of June 1st deadlines, the District issued two debt service payments totaling \$176,499.75, which were reflected in the May financials. As of May 31, 2021, the District had \$7,764,002.41 in Cash-in-Bank and fixed assets totaling \$40,252,811.21.

Mr. McClanahan asked for an update on the status of the P25 Radio System implementation. Ms. Carter stated that the project was transitioning from an implementation status into a warranty period within the P25 radio project. She reported that on Tuesday, June 8th a two-hour meeting was held with the Motorola Solutions Customer Support Manager and the System Maintenance group to discuss the Motorola support plan for the new radio system. Network and System monitoring services by Motorola's Centralized Management Support Operations (CMSO) center were discussed, as well as detailed trouble reporting procedures. Ms. Carter explained that with the advanced monitoring services that the District had contracted, the CMSO would be constantly monitoring the system for any technical problems. If a technical problem was detected by the system and the system did not self-correct or cannot be corrected remotely, she stated that the local Motorola Service Shop (Shreveport Communications) would be contacted/dispatched for on-premise support and resolution. Ms. Carter stated that the District staff's contact information would be provided to the Motorola web-based portal for inclusion into the Motorola Network monitoring system of any or all alarms. Ms. Carter further stated within the District's existing contract, the District's required the first system upgrade was scheduled to be completed prior to the end of the warranty period. She stated that the first upgrade had been tentatively scheduled for November 1 – 12, 2021. She explained that due to the difference in the software version on which the existing system was currently operating compared to the latest release by Motorola, the first upgrade would be performed at no cost to the District and would include a complete fork-lift or change out of radio electronics. She stated that once a Motorola project manager had been assigned, planning would begin with the Motorola team for the firmware/software upgrade.

Ms. Carter stated the next task to be completed prior to the project close out would be for a true up or reconciliation of the equipment that had been installed or distributed to agencies compared against the contracted amount of equipment with any change orders that had been issued. She stated that District needed to verify that the District had received all of the spare equipment as contracted, where the equipment was physically located, and compared to the final contract numbers. Ms. Carter reported that there may be some excess equipment that the District may want to purchase as spares for the system and agencies. She stated that according to the results of the preliminary review of equipment, the District may have a credit to the final contract amount, which could be used to acquire spare equipment at the discounted contract pricing. Ms. Carter stated that the final equipment reconciliation was due from Motorola the week of June 14th.

Ms. Carter stated the next task was the completion of the punch list or list of outstanding tasks that were discovered during the R56 audit. Mr. Tim Barrentine, the District's Radio Engineer with Omnicom Consulting Group, (OCG) arrived on site, June 7th to begin the towers' inspections with the Motorola project manager. The District's staff, Tim Barrentine and representatives with Motorola met to review the results of the tower sites' inspections. The majority of issues found by OCG were related to cable clean up and labeling. The inspection of each site did reveal that additional grounding was recommended under the raised floor in the communications center for the radio consoles, as well as at the Port, which serves as the backup communications center. Additional grounding was also recommended at the Caddo Correctional Center for their dispatch consoles. Ms. Carter reported that the grounding work for the Port and Jail was the responsibility of Motorola. The additional grounding at the dispatch center would be the responsibility of the District and could be conducted at a future date.

Ms. Carter stated the last task that needed to be completed prior to project closeout was the final sign-off of a certificate of completion for the system once the punch list had been deemed complete by OCG. She stated that after the outstanding items had been resolved or completed, the District would sign a Final System Acceptance Certificate and a final payment would be issued pursuant to contract terms. The projected Final Project Acceptance had been scheduled for July 2, 2021, but due to the amount of outstanding work that had to be accomplished, that date may be delayed.

Mr. McClanahan asked for a report on the proposed intergovernmental agreement between the District and Caddo Parish Fire District 1 relative to Fire Records Management Software. Ms. Carter gave a historical overview of how the existing Fire Records Management system was implemented. Ms. Carter stated that in March, 1991 intergovernmental agreements were executed between the District, the City of Shreveport and each of the Caddo Parish Fire Districts, relative to the provisioning of 9-1-1 services, centralized call receipt of 9-1-1 calls and dispatching services for the parishes' fire departments and emergency medical services. Additionally, within those agreements the District agreed to provide communications systems' enhancements to all of the agencies as funding became available and if the communications services benefited all of the agencies. In 1998, the District implemented a parish-wide Computer-Aided-Dispatch (CAD) system, and in 1999, the District implemented a parish-wide Records Management System (RMS) for all of the fire departments in the parish. The Shreveport Police and Caddo Parish Sheriff's Office elected not to participate and purchased their own RMS systems. The District implemented interfaces that would enable CAD data to be transferred into their respective records management systems. These systems were acquired through a competitive procurement process with the District paying annual software subscription fees for the on-going maintenance of the software and interfaces insuring that the District can receive the latest software updates when available.

Ms. Carter stated approximately three years ago, some of the fire departments approached her requesting that the District fund a new fire reporting system for them, but they wanted a specific vendor's product known as (ESO). Ms. Carter explained that if the District were to undertake such a project, formal technical specifications would have to be developed and Request for Proposals (RFPs) would have to be issued due to the estimated cost of a new RMS system. She further explained that at the same time, there were a few fire departments that were using ESO for the emergency medical reporting software, and the District was providing an interface from the District's CAD system to the ESO medical billing software. Ms. Carter suggested that they consider collective purchasing, and since some of the fire departments were existing ESO customers, that they amend

an existing ESO agreement to allow for the purchase of the software outside of a formal RFP and then adopt intergovernmental agreements. Mr. Grubb assisted in the original ESO proposed contract and met with the District staff to discuss contract terms.

Ms. Carter stated all Caddo Parish Fire Districts Chiefs agreed that Caddo Parish Fire District 1 would amend their existing agreement with ESO, and through intergovernmental agreements, Fire District 1 would be the contract holder with ESO for all of the Fire Departments. Some of the proposed contract provisions were onerous, and most were able to be resolved, with the exception of one. ESO's requirement that all one-time fees and recurring or annual subscription fees be paid within 15 days after contract execution. Ms. Carter requested that up-front payment requirements be tied to meeting projected milestones, which would trigger payments upon completion of certain milestones. ESO refused, but agreed to quarterly payments. It was stressed by Ms. Carter to the fire departments that it was not a good business practice to pay annual software subscription fees in advance of a system being implemented until after a warranty period had been successfully achieved. The Board of Commissioners to Caddo Parish Fire District 1 adopted a resolution authorizing Chief Cotten to execute agreements with each of the parish's fire departments for the purchase of new ESO fire reporting software and to serve as the contract holder for each of the fire departments' software purchases with ESO.

Ms. Carter stated that some of the fire departments would not have sufficient funds to pay for their portion of the upfront monies for their software packages, and as a result, Chief Scott Wolverton of the Shreveport Fire Department, submitted a request to the Caddo Parish Commission on behalf of all of the fire departments within the parish, to fund each of the fire departments' initial cost of the software. On May 5, 2021, the Caddo Parish Commission adopted an ordinance to give the fire departments \$100,000 for the purchase and implementation of the new fire reporting software. Ms. Carter stated that an intergovernmental agreement was being drafted between the Caddo Parish Commission and Caddo Parish Fire Districts regarding the transferring of funds for the fire reporting project and then each fire department would enter into a separate agreement with Fire District 1 for the purchase of their respective departments' software packages.

Ms. Carter proposed the District enter into an intergovernmental agreement with Caddo Parish Fire District 1 reimbursing them after one year of successful operation of the new RMS. She reported that currently, the District paid \$94,599.60 through its annual software maintenance subscription fee to Intergraph/Hexagon for the existing Fire RMS software. She explained the benefits of entering into this agreement would mean that District Staff resources would no longer have to be allocated in support of a Fire RMS, which included trouble shooting, report generation and reporting requirements to the National Fire Incident Reporting Systems (NFIRS). She state that this would free up staff for other projects.

Ms. Carter stated the Caddo Parish Fire District 1 was in the process of drafting an intergovernmental agreement for the District's review, but it had not been received. Ms. Carter stated she wanted to provide the Board with the background information prior to bringing the proposed agreement forward for their consideration.

Mr. McClanahan asked for a report on designating the official journal of the District for the period beginning July 1, 2021 and ending June 30, 2022. Ms. Carter stated per state statute, the District was required to have its proceedings (minutes, legal ads, resolutions, job openings, etc.) published in a newspaper it selects as its Official Journal. Ms. Carter reported that last year, the District spent \$3,241.67 with *The Times*. The District requested quotations on May 19, 2021 from *The Shreveport Sun*, *The Caddo Citizen*, *The Times*, and *The Inquisitor*. The publications were asked to provide cost information on the cost per agate line, as well as information on total readership, distribution and the costs associated with providing proof of publications or affidavits. The deadline for submissions of quotations was Friday, June 4th. Ms. Carter stated that the District received three quotations: one from *The Times*, one from *The Inquisitor* and one from *the Caddo Citizen*. *The Times* quoted \$0.33 per agate line; *The Inquisitor* quoted \$0.30 per agate line, and *The Caddo Citizen* quoted \$3.36 per column inch as opposed to agate line. The cost or Proof of Publications or Affidavits from *The Times* is \$20.00; however, *The Inquisitor* and *The Caddo Citizen* provide the affidavits at no charge. She stated that *The Times* distribution and readership were substantially larger and the newspaper was published daily versus

a once-a-week publication. Ms. Carter stated that in her opinion, that the utilization of a newspaper, which published only once-a-week, did not provide the flexibility of easily scheduling advertisements as a daily publishing schedule.

Ms. Carter stated based upon the proposal received from *The Times*, its distribution, readership and frequency of publication, asked for consideration that the Board select *The Times* as the Official Journal for the Caddo Parish Communications District Number One for the period beginning July 1, 2021 to June 30, 2022. Reverend Thomas moved and Mr. Anderson seconded the motion. The motion was unanimously approved.

Mr. McClanahan addressed the Board with the reading into the record *"a resolution of recognition for Mr. Charles C. Grubb for service to the Caddo Parish Communications District Number One for his many years of service with distinction as General Counsel to the District and whereas, Mr. Grubb will be retiring from the practice of law; and to formally recognize Mr. Grubb for his hard work, commitment, and deep knowledge and abilities related to legal matters, which has proven invaluable to the District during his tenure. The Board of Commissioners wishes Mr. Grubb continued success in all his endeavors and expresses our hope for his continued health, happiness and prosperity and that a copy of this resolution be presented to Mr. Grubb as a token of our respect"*. Mr. Grubb expressed his thanks to the Board and stated that he had spent 45 years practicing law, but had never worked around a Board and Staff that worked together like the District did to get the work done. He stated that the District would not miss him once they got to know and work with Ms. Tucker.

Ms. Carter gave him several items representative of his service with the District; none of which worked or had any monetary value to the District.

Ms. Tucker also presented Mr. Grubb with a hat, which had Mr. Grubb's four digit bar roll association number on it, so he would be able to tell by his low bar number how long he had been practicing law.

With no further business to be brought before the Board, Mr. McClanahan adjourned the meeting.