

CADDO PARISH COMMUNICATIONS DISTRICT NUMBER ONE  
Board of Commissioners

6:00 p.m. Tuesday  
June 16, 2020

ECC Conference Room  
1144 Texas Avenue

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

Board Members Absent: Reverend Roy Thomas, Clarence Babineaux

Others Present: Martha Carter, Tommy Mazzone, Judy Rachal, (9-1-1 Staff); Charles Grubb (Legal Counsel); Guests: Director Martha Bryant (Caddo Parish Sheriff's Office)

Mr. McClanahan called the meeting to order and asked Ms. Rachal to take note of the members present.

Mr. McClanahan welcomed guest, Director Martha Bryant of the Caddo Parish Sheriff's Office.

Mr. McClanahan stated that prior to proceeding with the meeting's agenda, he wanted to make a statement for the public record concerning the past weeks' events affecting public safety. Mr. McClanahan stated: "I think I can speak for the Board and staff of the Caddo Parish Communications District Number One when I say that we have all been shocked and sickened by the events of the past days and weeks. Our hearts go out to everyone who has suffered loss and endured the pain of watching and living through the sadness that has become all too common in our country. Through all of this we remember that we are a public safety organization with a single overarching task - the solemn duty of ensuring that all citizens of Caddo Parish can always reach out for the help they need from Caddo Parish's Public Safety Agencies 24 hours a day, 7-days-a-week, 365-days-a-year. And - Just as we pledge our unwavering commitment to all the people of Caddo Parish, we pledge to do all in our power to maintain and expand the technological capabilities we provide to our public safety agencies so they can continue the connection we facilitated and bring help to those in need. We fervently hope and pray that the connection between citizens and public safety that often starts with a call to 9-1-1 will continue on to become a bond built on mutual trust and respect". Mr. McClanahan asked if any of the board members wanted to add any comments. No one did.

Mr. McClanahan asked Mr. Robinson if he would perform the duties of Acting Secretary in the absence of the Board's Secretary, Mr. Babineaux. Mr. Robinson agreed.

Mr. McClanahan asked for consideration of a motion to approve the Tuesday, May 19, 2020 meeting minutes. Mr. Irvin moved, and Mr. Lewis seconded the motion. The motion was then unanimously approved.

Mr. McClanahan asked Ms. Carter for a report of the May 31, 2020 compiled financials. Ms. Carter stated that the May compiled financial statements reflected the budget amendments that had been adopted by the Board during the May 19, 2020 board meeting. Ms. Carter stated that for the month of May, the District had monthly revenues of \$442,132.91, with total monthly expenditures of \$339,561.20, which resulted in \$102,571.71 in revenues over expenditures. Ms. Carter asked the Board to note that in anticipation of June 1<sup>st</sup> deadlines, the District had issued two debt service payments totaling \$187,663.00, which were reflected in the May financials. As of May 31, 2020, the District had \$8,554,597.86 in Cash-in-Bank, and the District's Fixed Assets totaled \$39,942,598.11.

Mr. McClanahan asked for a status update on the P25 radio system implementation. Ms. Carter stated that on May 27, 2020 a productive meeting was held with representatives from Motorola, Shreveport Communications, the District's radio engineering consultants and District staff to review all outstanding issues and finalize the implementation schedule. Ms. Carter stated that Motorola had promised to have a revised draft schedule to the District by June 19, 2020 for the District's review. A tentative cutover timeline was developed showing the Local Government cutover would start on Tuesday, September 1, 2020 with the Public Safety agencies cutover beginning after the 30-day burn in, tentatively on October 6, 2020. Prior to the Public Safety and Local Government cutover dates, dispatcher and APX portable radio training must be conducted and portables delivered to the District for

distribution to the agencies. Ms. Carter explained that the hospitals' and fire stations' alerting radios would be cutover first.

Ms. Carter stated that based upon the District's contract with Motorola, the system would have one refresh or upgrade free of charge prior to the end of the 12-month warranty expiration. Ms. Carter stated that she had asked Motorola if the upgrade could occur now, prior to the implementation of the new system. She stated that Motorola would have to research the request. Ms. Carter explained that within the contract it also stipulated that the upgrade had to be performed at the District's request when it was least inconvenient for the Public Safety agencies. Ms. Carter stated that it made more sense to perform the upgrade now instead of waiting until the system was operational. She explained that they were waiting to hear back from Motorola on what the upgrade entailed and whether the new hardware and software could be installed on the back-up system first and then on the primary system so that the upgrade would be seamless and not disruptive.

Ms. Carter explained to the Board that during the May 27<sup>th</sup> meeting, Motorola reported that the core sync issue had been resolved; however, she stated that over the weekend of June 6, 2020 the new system had experienced a failure and the primary core did not fall back to the backup system, and the new system actually lost radio transmission capability. She stated that had the new system been operational, when this failure occurred, the public safety agencies' communications officers would not have been able to transmit or talk to field personnel. She stated that District staff had been told that the core sync problem was due to a memory leak problem that Motorola had known about for three months, and apparently this information had not been shared with all of Motorola's technicians. She stated that until this problem was resolved, the District would not be converting to the new system.

Ms. Carter reported that during the weekly conference call on June 15, 2020 with Motorola's project manager and his supervisor, Shreveport Communications, the staff's Radio System Manager, and consultant with Omnicom, Ms. Carter made it clear to the group that she had lost confidence with Motorola's staff and their ability to get the radio system up and running in a timely manner.

At that time, Motorola promised a team of technicians would be on-premise the following week to perform a thorough review of the system. Ms. Carter stated that once the core sync issue had been resolved a new implementation time line would be developed contingent upon the system being stable for 30 days. Once that timeline had been finalized, Ms. Carter stated that the District could then begin hosting meetings with all of the user agencies to discuss the time line and cutover plan.

Mr. McClanahan asked Ms. Carter for an update from the Employee Benefits/Enhancements Subcommittee report on the proposed creation of the new job description for an Information Technology Specialist.

Ms. Carter stated that within the agenda package, a proposed new blended Information Technology (IT) position description for the 9-1-1 District had been provided for the Board's review. She reported that the Employee Benefits/Enhancements Subcommittee members, Mr. Travis Morehart, Mr. Clarence Babineaux, Mr. Mike Irvin, and Mr. Fred McClanahan, had met via a teleconference on Tuesday, June 9, 2020 to discuss the proposed new position. She stated that this proposed new position would be necessary to assist in the planning and implementation of the proposed projects the District currently had budgeted. Ms. Carter further explained that the position could serve as a possible transitional position in the event that one or more of the District's IT employees separate from the District's employment. She explained that the job description was developed based upon the premise that most communications systems were moving to IP-based technology platforms, which was a blend of software and networks. Ms. Carter reminded the Board that the District was in the development stage of a request for proposal for a next generation 9-1-1 system and network, and was continuing the migration of the parish's Public Safety agencies off of the District's existing radio frequency network for the District's mobile data system to the commercially provided Public Safety Broadband Network (PSBN) or FirstNet. She stated that once this migration to the PSBN had been completed, the District would be in a position to move forward with the upgrade of the District's existing Computer Aided Dispatch system's software version, which will require the upgrade of servers and console workstations.

Ms. Carter stated the Subcommittee discussed the District's stable financial position and the hiring process timeline before the end of the year.

Ms. Carter stated the Subcommittee was in agreement to the creation of the new position and would like to submit the job description for favorable consideration by the Board of Commissioners.

Mr. Lewis made a motion to approve going forward with the proposed creation of a new job description for an Information Technology Specialist. Mr. Robinson seconded the motion, which was unanimously approved.

Mr. McClanahan asked Ms. Carter to report on the proposed resolution designating the Official Journal of the Caddo Parish Communications District Number One for the period beginning July 1, 2020 and ending June 30, 2021. Ms. Carter explained that pursuant to LSA – R.S. 43:171, the Caddo Parish Communications District Number One was required to have its proceedings (minutes, legal ads, resolutions, bids, job openings, etc.) published in a newspaper it selected as the District's Official Journal. She stated that from July 2019 to date, the District had spent \$3,256.95 with *The Times*. She explained that the District had requested quotations on May 26, 2020 from area publications: *The Shreveport Sun*, *The Caddo Citizen*, *The Times*, and *The Inquisitor*. Deadline for submissions of quotations was Friday, June 5, 2020 at 5:00 pm. The District received two quotations: one from *The Times* and one from *The Inquisitor*. Ms. Carter stated *The Times* distribution and readership were substantially larger than *The Inquisitor*, and *The Inquisitor* was a weekly publication, which meant that it would not provide the flexibility of easily scheduling advertisements as a daily publication. Based upon the proposal received from *The Times*, its distribution, readership and frequency of publication, Ms. Carter stated she would like to submit to the Board for their consideration the selection of *The Times* as the Official Journal for the District beginning July 1, 2020 through June 30, 2021.

Mr. Anderson made a motion to adopt Resolution No. 4 of 2020 naming *The Times* as the District's Official Journal, and Mr. Lewis seconded the motion. The motion was unanimously approved.

Mr. McClanahan asked Ms. Carter if she had any old business. Ms. Carter stated she did not. Mr. McClanahan asked if she had any new business. Ms. Carter stated she did not. With no further business to be brought before the Board, Mr. McClanahan adjourned the meeting.