



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

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

Board Members Absent: Jackie Lewis

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

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

Mr. McClanahan asked Ms. Carter for a report on the monthly financials along with the proposed amendments to the 2019 budget and proposed 2020 Operating and Capital Outlay Budget. Ms. Carter began with the October monthly financials. Ms. Carter reported that the District had monthly revenues of \$632,389.07 with total monthly expenditures of \$322,824.17, which resulted in \$309,564.90 in revenues over expenditures. She stated that as of October 31, 2019, the District had \$9,256,789.09 in Cash-in-Bank and Fixed Assets totaling \$37,280,347.24. Ms. Carter further stated that the District was within 6.35% of estimated anticipated revenue for 2019, with three months of revenue still to be received.

Ms. Carter reported that within the agenda package was a detailed narrative to the Board, which outlined proposed amendments to the 2019 Operating and Capital Outlay Budget for the District. Ms. Carter stated that the Budget/Investment Subcommittee had met on Monday, November 11, 2019 to review the proposed amendments, and that the subcommittee would be making formal recommendations to the Board at the December 3, 2019 Board Meeting. Ms. Carter stated that the Budget Subcommittee was comprised of Mr. McClanahan, Reverend Thomas, and Mr. Babineaux. She explained that Mr. Babineaux participated in the meeting via a conference call. Ms. Carter explained the revenue categories within the budget which were divided into three subcategories: revenue from wireline surcharge fees; revenue from wireless surcharge fees and miscellaneous revenue. She explained that since the 2019 Operating Budget was adopted in December 2018, there had been eight (8) wireless carriers and twelve (12) wireline carriers enter the

Caddo Parish market. She also stated that during this same time period, four (4) wireless carriers and seven (7) wireline carriers had exited the Caddo Parish market. She stated that it was important to note that because of this type of movement of carriers in and out of the Caddo Parish market, it was difficult to anticipate a full year's revenue without consistent remittances.

Ms. Carter stated the proposed revenue amendments would increase revenue projections by \$38,379 in 2019. She stated that when compared with actual/audited revenue posted for 2018, wireline revenue for 2019 may decrease by approximately 5% or \$70,975. Additionally, if wireless revenue actuals from 2018 were compared with projected wireless revenue for the year ending 2019, wireless revenue would increase by 3% or \$9,507 over 2019 actuals.

Ms. Carter stated that the System Enhancement section of the budget would be underspent by approximately \$3,949,487. Due to the delay of the radio system implementation, not all of the milestones, pursuant to the contract, were met for the project, and as a result payments were not issued to Motorola. Therefore, the balance of the contract fund for the radio project would be carried forward into the 2020 Operating and Capital Outlay Budget. Under the Other Revenue Category, there was an increase in anticipated revenue from local governmental users and public user agencies of the District's radio system, by approximately \$59,148. Ms. Carter explained that this increase was a direct result of the new P25 radio system not being implemented as originally planned by July 1, 2019. She stated that when the budget was adopted in December 2018, the two line items reflected only six months of anticipated radio user fees. With the delay of the radio project, contract payments were not made. As a result, the District had more idle funds to invest, which resulted in additional accrued interest earnings of approximately \$7,400.

Ms. Carter explained that the Personal Services section of the budget was prepared based upon the assumption that the Deputy Director position would be filled by March 31, 2019; however, the position was not filled until mid-September. As a result, the salary line item as well as the employment taxes and retirement line items associated with the employment of an additional staff member were underspent. Also, the delay in filling that position impacted the group insurance line item, which would be underspent by approximately \$18,773.

Ms. Carter stated by law, the District had to budget funds in anticipation that if an employee separates from the District's employment, there would be sufficient monies available to pay the employee for any accrued leave, such as unused vacation time. She explained that this line item was a calculation of unused accrued annual leave and anticipated overtime costs for the year, covering all District personnel. The overall Personal Service Category would be underspent by \$105,611.

Ms. Carter stated there was a decrease in anticipated expenditures by \$45,700 within the Contractual Services Category. Even though utility costs, for water and gas as well as general building operations were lower than anticipated, electricity expenses were estimated to be 12.6% higher than originally budgeted. She reported that the District's General Liability line item would experience an increase of approximately \$10,000 due to coverage changes. She stated that the engineering and project management fees for OMNICO Consulting Group would not be expended associated with the radio project, and the balance of the unused contract would be incorporated into the proposed 2020 Operating Budget.

Ms. Carter explained the Capital Outlay Category of the Operating Budget would be underspent by approximately \$3,949,487. She further explained that monies had been designated for the implementation fees associated with the software upgrade of the District's Intergraph CAD system, replacement of CAD workstations and servers necessary to the CAD software upgrades. Additionally, funds had been designated for the implementation of a Next Generation 9-1-1 system to replace the existing 10 year old system. Due to the

time constraints and availability of staff to work on simultaneous projects, those projects were placed on hold and those funds would be incorporated into the projected 2020 Capital Budget. The Mobile Data Infrastructure Upgrade line item had been reduced due to the timing of the migration from the District's existing mobile data RF system to the new public safety broadband network. The Board authorized the implementation of the project, whereby the initial purchase would be for 108 units for five different public safety agencies, with additional units being purchased in 2020. She stated that the funds to purchase the balance of the wireless router/antenna systems would also be carried forward into the 2020 budget.

Ms. Carter stated that as reported during the October 15, 2019 board meeting, under the ECC Facility Refresh line item, the amount had been grossly under budgeted for what was needed to clean all HVAC air handlers as well as the ductwork and vents throughout, replacement of all the acoustical ceiling tiles in the communications center, cleaning and repainting of the outside doors and cleaning of the canopy at the rear entrance of the facility. She reported that the District had received four proposals ranging from \$82,053 to \$146,000. All proposals were rejected due to the fact that all of the proposals received exceeded the budget allowed for the project and as result, she stated that the line item would be reduced to zero, and the funds would be carried forward into 2020 with a more reasonable budgeted amount.

Ms. Carter stated that a new line item, Land Acquisition, had been added to the proposed budget for the possibility of the District purchasing property, where the District's tower site was located at 2890 Southland Park Drive in Shreveport. The Board had authorized Ms. Carter to pursue negotiations with the City for purchase of this property at the February 19, 2019 board meeting. She stated that an updated appraisal had been received and a meeting had been scheduled with City Administration to discuss the updated appraisal and the City's intention. She explained that two appraisals had been commissioned by the City, but there were inconsistencies in both appraisals. She reported that during the meeting with the City, it was agreed that a third appraisal would be performed by an appraiser selected by the District with the District's outlined parameters. Ms. Carter stated that the City was informed they could be a part of setting the appraiser's parameters if they wanted.

Mr. Babineaux made a motion, on a not to exceed basis of \$6,000, to fund the commission of a new appraisal of the property located at 2890 Southland Park Drive, Shreveport, LA. Reverend Thomas seconded the motion. The motion was unanimously approved.

Ms. Carter explained that this third appraisal may have to go before the City Council for their approval and more than likely would not be approved in the 2019 budget year. She stated that the funds to acquire the property may have to be moved into the 2020 budget year.

Ms. Carter explained that the proposed amendments would be presented during the December 3, 2019 board meeting for the Board's final approval during the Public Hearing. Ms. Carter asked if the Board members had any additional questions to please feel free to contact her prior to the December 3rd meeting.

Ms. Carter began the discussion for the proposed 2020 Operating Budget. Ms. Carter stated that total anticipated revenues for 2020, including the fund balance or operating reserves, would be approximately \$12,886,369. She stated that the revenue projections proposed within the 2020 budget did not include any anticipated growth in wireline or wireless service providers or subscribers. She stated that the projections were based upon actual revenue received in September, 2019. She explained that the Radio System Local Government Usage Fees only reflect three months of anticipated revenue from non-public safety agencies for the use of the District's existing 800 MHz radio system. She stated since the new radio system was estimated to become operational April 1, 2020 and the radios were purchased with a three year warranty, only three months of maintenance reimbursement fees had been budgeted.

Ms. Carter stated that the District would receive an 8% increase from two of the District's existing tower rental agreements if renewed. She stated that the District had current agreements with Cingular/BellSouth Cellular Corp. (\$78,820), Verizon (\$42,068) if they chose to stay on the two District towers at Fire Station #17 and Ellerbe Road sites.

Ms. Carter stated that the projected Interest Earnings of \$36,000 were based upon the premise that the District would maintain the current monthly balance in the money market checking account and the monthly income and operating expenditures would be maintained as budgeted with idle funds being invested in government approved investment instruments.

Ms. Carter stated within the Expenditure category a 2% Cost of Living (COL) raise was being proposed. She stated that other governmental entities had been surveyed to determine what percentages of COL increases were being given, and the range was from 1% to 3%. She reported that healthcare costs had steadily increased with this year's premiums increasing by 14.9% due to the reinstatement of the Health Insurance Tax to cover tax liability. She reported that the budgetary impact for healthcare costs would be approximately \$203,000. She stated that the premium increase also reflected the fact that the District employed nine (9) staff members as opposed to eight (8) in 2019.

Ms. Carter explained that the 2019/2020 General Liability and Premise Insurance costs would increase slightly from \$78,713.06 to \$82,389.90. The District's basic FEMA Flood Insurance premium increased due to an additional flood insurance policy purchase to provide \$1,000,000 in expanded coverage. Ms. Carter reported that in July of each year, quotations were solicited for policy renewals for the District's general liability and premise insurance coverage for the following year. The assets covered include the towers, shelters, generators, the radio infrastructure, microwave system and all computer equipment located off-premise and all equipment located at the 9-1-1 Center and the 9-1-1 facility itself. She reported that this year the District received only one quotation from The Hartford Company, the District's current provider.

Under the Debt Services line item, Ms. Carter explained that provisions had been made for the District's debt service payments for the 2011 Series of Certificates of Indebtedness and the 2017 Series of Certificates of Indebtedness. Total debt service payments for 2020 would be \$1,140,326. She reported that the 2011 Series Certificates of Indebtedness, which were issued to fund a facility expansion project, would be retired in 2021.

In summation, Ms. Carter stated total expenditures for 2020 would be approximately \$9,112,435. She stated that if the District expended all monies as budgeted, the District would have an ending fund balance of approximately \$3,773,934 in the Operating Budget.

Ms. Carter reminded the Board that the next meeting would be on Tuesday, December 3, 2019 at which time the Public Hearing would be conducted prior to final consideration and approval of the 2020 Operating Budget by the Board. She also reminded the Board that it must adopt a budget no later than fifteen days prior to the end of the fiscal year with the required proposed budget advertised at least ten days prior to the public hearing date. The notice must state the date, time, and place of hearing.

Mr. McClanahan asked for a status update on the P25 Radio System Implementation. Ms. Carter stated that since the last board meeting, Motorola had been concentrating its efforts on identifying and insulating the transmission problem at the Vivian tower site. She reported that additional monitoring equipment had been installed to listen to radio traffic on the analog channels of the existing system. She stated that the raw data collected had been captured and sent to Motorola engineers for analysis. She stated that the District was waiting on those results. She stated that Motorola's team would return on December 6th to re-test the Vivian tower site's coverage area.

and that coverage testing would be performed on both antennas since there was a 15db loss difference identified between the two antennas. She stated that the radio system would not be accepted without the problem being fixed.

Ms. Carter stated the installation of the mobile radio units into Shreveport Police Department (SPD) vehicles continued and approximately 40 units per week were being installed. She stated that at this rate, SPD vehicles should be completed by mid to late December. She stated that once the installation for SPD had been completed, they would begin work on the development of a schedule for the Caddo Parish Sheriff's Office units.

Ms. Carter stated a contract for the new voice logging system for the City of Shreveport's Police and Fire Communications Divisions and the Caddo Parish Sheriff's Office had been awarded to Motorola. She stated that four months had been built into the schedule for the installation of the new voice logging system upon contract execution. She stated that if the contract was executed soon, the system conversion date of March, 2020 would still be on target. She stated that all agencies were aware that the new radio system cannot become operational if the voice logging system was not in place.

Ms. Carter reported that on Friday, November 1st, new fire station alerting equipment had been installed at Shreveport Fire Department's Fire Station #17 as a trial to determine how much time should be allotted for the equipment installation in each city and parish fire station. She stated that the installation went well, and a schedule had been developed for all city fire stations initially, and then a schedule would be developed for the parish fire districts' stations.

Ms. Carter stated that the District staff had attended the first microwave training course on Monday, November 4th through Friday, November 8th. She stated that the final microwave course had been scheduled for December 3rd through December 5th.

Mr. McClanahan asked for a report on the security and resiliency assessment of the 9-1-1 Center by the Cybersecurity and Infrastructure Security Agency (CISA) Department of Homeland Security.

Ms. Carter reported that on October 29, 2019, Mr. Jeff McKee arrived at the ECC and spent over six hours with Deputy Director, Tommy Mazzone and members of the staff working through a structured and thorough checklist of the District's physical and cyber infrastructures. After an interior walkthrough of the communications center and administrative offices, the team spent the remainder of the day engaged in a comprehensive discussion concerning the resiliency of the ECC's physical and virtual infrastructure, personnel, continuity of operations and security processes. She stated that even though she felt confident that the District had good processes in place, of which Mr. McKee noted several commendable items, she believed that there were areas for improvement. She stated that Mr. McKee would provide the District with tools to aid the District in preventing/combating cyber threats, and provide the templates to assist in framing any new guidance/plans. She stated recommendations would be incorporated into his final report, which he expected to submit to the District within a few weeks.

Mr. McClanahan called upon Ms. Carter to update the Board on the Rave Panic Button program for all Louisiana K-12 schools. Ms. Carter explained that on August 30, 2019, Governor Edwards announced a \$4,000,000 grant and partnership between Louisiana State Police and Rave Mobile Safety, offering this smart phone application to all K-12 districts and schools across the state. She stated that the grant was being funded for one year, and the grant began on September 1, 2019. She stated that according to Rave Mobile Safety, the Rave Panic Button application was designed to speed emergency response by alerting authorities when there was a medical emergency, a fire, an active shooter or another crisis on school campuses. When the app is activated by a teacher, administrator or staff

member, it can simultaneously place a call to 9-1-1 while delivering notification of the type and location of the emergency to other school employees via a mobile app to pre-determined or designated school employees' phones.

Ms. Carter stated that the state's 9-1-1 Directors were made aware of the new program on August 26th prior to the announcement; a month after the contract had been signed. Ms. Carter stated that she had contacted the Caddo Parish School System's Security Director, Mr. Roy Murry to inquire if they knew about the program and to determine their intent to participate. According to Mr. Murry, the Caddo Parish School System's Superintendent, Dr. Gorlee, nor the Director of Security knew about the program. Ms. Carter and Mr. Mazzone attended a meeting on October 10th in Metairie, LA where Ms. Ihaza, Statewide Grant Coordinator Louisiana State Police/Crisis Response/EOC and COPS Stop School Violence Prevention Program, made a presentation to the state's 9-1-1 Directors regarding the Rave Panic Button application. It was apparent that only a few 9-1-1 Directors had knowledge of the program. Ms. Carter contacted Mr. Murray afterward to coordinate a meeting to discuss the Rave program. Ms. Carter explained that the Rave Panic Button activation generates and delivers a notification to authorized on-site employees and security personnel. The automated functionality allows the school employees to take immediate action during a crisis, such as locking down, evacuating the facility, or responding with an automated external defibrillator. Each school campus would be geo-fenced, and information regarding the school's personnel and cell phone numbers would be entered into a database, so that when an event occurs on the campus, an alert would be sent to all of the wireless phones in the database by depressing one of four icons on the smart phone. If the icon was depressed and held down for 1 ½ seconds, a 9-1-1 call would be generated and the call would be received at the ECC just as any other 9-1-1 call.

Ms. Carter reported that Mr. Mazzone facilitated a meeting between the Caddo School System's Security Director, Rave, AT&T, the Shreveport Fire and Police Communications Divisions, the Caddo Parish Sheriff's Communications Division, and the Caddo Parish Office of Homeland Security to discuss the Rave Panic Button application and integration into the school system's campuses and impact to 9-1-1. Ms. Carter stated the impact to the school system would require possibly 3 – 5 personnel (as recommended by Rave) per campus to act as administrators for the app/system to keep the database updated as to any changes in personnel and phone numbers. Then if the State of Louisiana chose not to fund the program for 2020-2021, it would require the school system to absorb the annual subscription/software licensing fees of approximately \$1,300 per campus or \$79,200 annually. Mr. Murry stated he would follow up with the District once he briefed the superintendent and had more direction.

Mr. McClanahan asked Ms. Carter for a report on training in Sexual Harassment Prevention and on the Code of Governmental Ethics for the Board and 9-1-1 Staff. Ms. Carter stated the Sexual Harassment Prevention training, being taught by Mr. Grubb would begin at 3:00 pm on December 3, 2019. The class for The Louisiana Code of Governmental Ethics would begin at 4:00 pm prior to the board meeting. Ms. Carter provided the link to the Ethics class if the Board members chose to take it on-line and asked if they took the class on line to please print out the certificate for the District's files. Ms. Carter reminded the Board that a City Council member had approached Ms. Carter regarding the possibility of City Council members being able to attend the Ethics Training Class and that it was possible that some may attend the class.

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

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