

CADDO PARISH COMMUNICATIONS DISTRICT NUMBER ONE
Board of Commissioners

6:00 p.m. Tuesday
October 17, 2023

ECC Training Room
1144 Texas Avenue

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

Board Members Absent: Jackie Lewis and Rev. Roy Thomas

Others Present: Tommy Mazzone, Jan Horne, Beth Ann Carter, Morris Laichena, Arthur Meacham, and Richard Stewart (9-1-1 Staff), Emmanuel Billy (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, September 19, 2023 meeting minutes. Mr. McClanahan moved to approve the meeting minutes, and the motion was seconded by Mr. Anderson. The Board unanimously voted to approve the minutes.

Mr. Irvin asked Mr. Mazzone for an update on the financial reports for the month of September. Mr. Mazzone responded that the District had monthly revenues of \$329,852.74. Expenditures totaled \$210,534.68. Revenues exceeded expenditures by \$119,318.06. Additionally, our regular AT&T circuit invoice was not received in time for a September payment, which would be approximately \$40,000.00 making our revenue excess about \$80,000.00. As of September 30, 2023, the District had \$6,547,996.97 Cash-in-Bank, and Fixed Assets remained at \$32,870,335.65.

Mr. Irvin asked for an update on the Administrative Phone System Upgrade Project. Mr. Mazzone stated our contract was finalized and signed by both parties. We expect to have our new phone system installed and activated by the end of November 2023. This contract supplies the District with 50 lines, and associated equipment for five (5) years, and will greatly enhance user capabilities. As a reminder, once we have migrated to this new VoIP system, we expect to cancel our long distance, as this new system will accept "10-digit dialing". Doing so will effectively pay for the annual service agreement of the new phone system.

Mr. Irvin asked for an update on AT&T Billing Concerns. Mr. Mazzone stated that the District is still waiting for the \$8250.00 credit for the 2-day Sierra Wireless Training as well as the retroactive credit from AT&T from March of 2021. Our account representative has been asked again to look into this.

Mr. Irvin asked for an update on the Facility Refresh Project. Mr. Mazzone stated the District's architectural firm is preparing our Bid for advertisement and should have it to us by October 20, 2023. Once our review is complete, it will be advertised in accordance with applicable State statutes. The demolition of the real property located at 2890 Southland Park Drive, is a separate piece of the project, which does not meet the \$250,000.00 threshold for public bid. The architectural firm is putting together a list of contractors for our review. Once we have selected a contractor, that portion of the project can begin immediately.

Mr. Irvin asked for an update on the Website Refresh Project. Mr. Mazzone stated that we would be meeting with the team from Hemingway West to begin planning the design and coordinate new photos. Until we can determine a way to update the Active Events Page, that product will remain as is.

Mr. Mazzone asked the Board to consider adopting Resolution No. 6 to authorize the Executive Director to execute an Engagement Letter with Carr, Riggs & Ingram, LLC to perform an External Financial Audit of the Caddo Parish Communications District Number One for the year ending December 31, 2023. A motion was made by Mr. Babineaux and seconded by Mr. McClanahan. The Board voted to unanimously accept the resolution.

Mr. Irvin asked if there was any old business. Mr. Mazzone updated the Board on how pleased Caddo Parish Fire District # 1 is with the radio retuning. So far, District staff have retuned 487 radios for several agencies.

Mr. Irvin asked if there was any new business. Mr. Mazzone responded that the District was going to focus on winterizing plans for the facility. Mr. Mazzone also mentioned to the Board the Central Fire Station just received a new roof and damage occurred to the antenna system in the process. The roofing contractor will pay for the repairs, which have already been scheduled.

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. Robinson. The motion was accepted unanimously.