



**Caddo Parish Communications District Number One Board of Commissioners  
Tuesday, October 15, 2019 Meeting Minutes**

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

**Board Members Absent: Reverend Thomas, Clarence Babineaux, Van Anderson**

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

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

**Mr. McClanahan appointed Mr. Irvin to serve as Acting Secretary in the absence of Secretary Babineaux.**

**Mr. McClanahan asked Ms. Carter to introduce the newest District Employee, Mr. Tommy Mazzone, who would be assuming the new position as Deputy Director. Ms. Carter introduced Mr. Mazzone to the Board and stated that Mr. Mazzone's first day of work was on September 16th. Mr. Mazzone thanked the Board for giving him the opportunity to work with them, Ms. Carter, and the 9-1-1 Staff.**

**Mr. McClanahan asked for consideration to approve the Tuesday, August 27, 2019, meeting minutes. Mr. Irvin moved to approve the minutes as submitted, and Mr. Robinson seconded the motion. The motion was unanimously approved.**

**Mr. McClanahan asked for a report on the August 31, 2019, and September 30, 2019, Compiled Financial Statements. Ms. Carter reported that included within the Board's agenda packages were copies of the Compiled Financial Statements as prepared by Cook & Morehart. For the month of August, the District had monthly revenues of \$228,527.63 with total monthly expenditures of \$236,418.64, which resulted in \$7,891.01 in expenditures over revenues. She stated that as of August 31, 2019, the District had \$11,454,240.89 in Cash-in-Bank, and Fixed Assets totaled \$37,280,347.24.**

**Ms. Carter stated that for the month of September, the District had monthly revenues of \$265,943.17 with total monthly expenditures of \$2,773,291.63, which resulted in \$2,507,348.46 in expenditures over revenues. She stated that it should be noted that the District had issued a payment to Motorola for \$2,595,512.19 out of the capital outlay project account from the**

issuance of certificates of indebtedness for the P25 radio system. Ms. Carter explained that the payment was based upon Motorola achieving a contract milestone of successful completion of the fixed network infrastructure and microwave system, which was 25 percent of the contract's value. Ms. Carter stated that out of the total monthly expenditures of \$2,773,291.63, operational expenses were \$177,779.44. She reported that the outstanding balance on the Motorola contract was \$1,798,392.77.

Ms. Carter further reported that as of September 30th, the District had \$8,947,031.46 in Cash-in-Bank and total Fixed Assets remained unchanged from August.

Mr. McClanahan asked for an update on the P25 Radio System Implementation. Ms. Carter stated that the Functional Acceptance Test Plan (FATP) had been successfully completed on Thursday, September 12th by Motorola, and was witnessed by District staff and the District's radio consulting engineer, Mr. Tim Barrentine. Ms. Carter explained the FATP was a series of tests conducted on the radio system's infrastructure to determine if the requirements of the design specification of the radio system had been met, and they included testing of trunking, the radio consoles, system reliability, geo-redundant site or back up site reliability, primary core failure, and radio management.

Ms. Carter explained that the Coverage Acceptance Test Plan (CATP) began on September 16th and was concluded on September 20th. She stated as discussed during the August meeting, the CATP consisted of two different types of coverage tests. One was an automated test, known as a Bit Error Rate (BER) test. She explained that the BER test was an objective, automated test that measured quality over signal strength in a digital transmission. The second test was the Delivered Audio Quality (DAQ) test. Ms. Carter stated that the DAQ test was subjective, and the audio quality was rated on a PASS/FAIL basis. Both tests were conducted by driving the parish, with the field tester, who was a Motorola representative, talking over the radio to a dispatcher on the console rating the transmission quality and a public safety representative or District staff witnessing the testing. She explained that six (6) vehicles were used with drivers from Shreveport Police, Caddo Parish Sheriff's Office and District staff for the DAQ testing and District staff for the BER test. She further explained that the parish had been divided into 1,767 tiles or grids, each measuring 0.667 miles by 0.667 miles. She stated that the number provided an allowance for grids that were inaccessible due to waterway restrictions, private land, wooded areas, etc.

Ms. Carter stated there were four different tests conducted and maps were included within the agenda package reflecting the results. She explained that Test 1 – BER simulated portable in-building coverage with a reliability goal of 52% - results of this test was 71.50%. Test 2 – BER to simulate portable outdoor coverage with a reliability goal of 96% - results of this test was 96.40%. Test 3 – DAQ to simulate portable in-building coverage with a reliability goal of 52% - results of this test was 9.49%. Test 4 – DAQ to simulate portable outdoor coverage with a reliability goal of 96% - results of this test was 98.98%. Ms. Carter reported that both the BER and DAQ coverage testing results had met or exceeded the requirements of the contract, and the in-building DAQ test results far exceeded the contract's requirements. She stated that it was important to note that the BER test was a much more conservative and less forgiving test of radio performance. She stated that from a functional and operational perspective, the DAQ test was more indicative of how the system would perform for radio users.

Ms. Carter reported that a replacement antenna had been installed on the Vivian Tower, on Friday, October 4th, to try to resolve a transmission problem with that site. She stated that it appeared that there was a significant performance difference between the two 800 MHz transmit antennas at that location. She stated that sometimes when a radio was keyed, the transmission was

clear and working fine; the next time a user may transmit from the exact spot, and the transmission would not be clear or could not be heard. She stated that the replacement antenna did not resolve the issue, and that Mr. Barrentine, the District's radio engineering consultant, would be following up with Motorola engineers to discuss the next steps to identify the problem and what corrective action Motorola would take.

Ms. Carter stated that installation of mobile radios for the Shreveport Police Department (SPD) began on Monday, October 14, 2019. She further stated that Shreveport Communications, working as a subcontractor for Motorola, would be performing the installation work at their radio shop, as opposed to going to the SPD's location due to the close proximity to SPD maintenance facility. She explained that based upon the number of mobile radios that SPD had, it was estimated that it would take approximately 52 days or until mid-December to complete the mobile radio installations. She stated that upon completion of the radio units for SPD, an installation schedule would be developed with the Caddo Parish Sheriff's Office.

Ms. Carter further stated that based upon the number of remaining radio units to install, this placed the radio system conversion date to be in March, 2020. Ms. Carter stated that another outstanding item that could impact the radio system conversion dates was the acquisition of a new logging or audio recording system that was being purchased collectively by the Shreveport Police and Fire Departments and the Caddo Parish Sheriff's Office. She reported that responses to the RFP for the new voice recording system had been received on August 27th; however, the evaluations had not been finalized and a recommendation had not been made yet to the City's Purchasing Department. She explained that the District had inserted an estimated timeline of four (4) months into the overall radio project to incorporate the installation of the new system, but that timeframe was dependent upon the contract actually being awarded and the contract negotiated.

Mr. McClanahan asked for a report on the risk assessment of the Emergency Communications Center (ECC). Ms. Carter stated that after September 11, 2001, the District had performed a facility risk assessment and developed and implemented security processes for the Caddo Parish Communications District's ECC. Ms. Carter explained that a policy manual had been developed to provide a guideline for the communications agencies to control and minimize potential effects on the ECC and communications personnel when threat conditions were identified. She stated that these threat conditions included terrorists' activity, bomb threats and internal security threats. Ms. Carter stated that she had contacted Mr. Robert Jump of the Caddo Office of Homeland Security and Emergency Preparedness and asked him for his assistance in identifying resources that could be available to the District to assist in performing a risk assessment for not only the physical security, but resiliency for continuity of operations and cybersecurity. Ms. Carter explained that the existing policy had not been updated in years, and as such, needed to be expanded to include other threats such as an active shooter scenario and to protect physical and cyber assets from intentional or unintentional harm. Ms. Carter further stated that on Monday, October 7, 2019, Mr. Mazzone and Ms. Carter had participated on a telephone conference call with Mr. Jeff McKee with the Cybersecurity and Infrastructure Security Agency (CISA) Department of Homeland Security to discuss services that CISA could provide to the District relative to a security and resiliency assessment. Mr. McKee stated that CISA provided this assessment service fee of charge to governmental agencies, and the assessment process would identify vulnerabilities of the facility and infrastructure. She stated that once the assessment had been completed, a report would be provided to the District, which would provide options to improve or mitigate the vulnerabilities. She stated that Mr. McKee stated that CISA would also share data by providing a comparative analysis, from other agencies on that they were doing. She reported that the on-site assessment had been scheduled for Tuesday, October 29, 2019.

Mr. McClanahan asked for a report on consideration of a resolution providing for the donation of surplus property by the Caddo Parish Communications District Number One to Caddo Parish public safety agencies. Ms. Carter stated that during the February 19, 2001, Board Meeting, the Board adopted a resolution amending the District's fixed asset policy that had been originally established in 1991. She explained that the Louisiana Revised Statutes 38:2319.21 enabled the District to donate certain unused, damaged or no longer used/equipment/fixed assets to other public safety agencies. She reported that over the past 15 years, the District had donated surplus fixed assets to various Caddo Parish Fire Districts and to the Caddo Parish Sheriff's Office. Ms. Carter further stated within the approved 2019 Operating Budget, funds were designated in the Furniture/Fixtures line item for the replacement of chairs for the communications operations areas. She stated that new chairs had been purchased, and the existing ones had been retired. She stated that the bulk of the items listed for donation, were the chairs that had been purchased in 2011 for approximately \$9,451.20 with a book value of \$0.00 after depreciation. She stated that all other items listed had been purchased prior to 2010 and had a value of \$0.00 after depreciation as well. Ms. Carter explained that based upon the resolution adopted in 2002, the District had established procedures for the management and removal of these assets from the District's records for fixed asset management requirements. Ms. Carter asked for the Board's consideration to authorize that the referenced fixed assets be deemed surplus, so that donations could be made to parish public safety agencies.

Mr. Robinson moved and Mr. Irvin seconded the motion for providing for the donation of surplus property by the District to Caddo Parish public safety agencies. The motion was unanimously approved.

Mr. McClanahan asked for a report under New Business on the ECC refresh project. Ms. Carter stated within the 2019 Operating and Capital Outlay Budget, the Board of Commissioners had approved funds for a facility refresh, which included the cleaning of all HVAC air handlers, as well as the ductwork and vents throughout the facility, replacement of all the acoustical ceiling tiles in the communications center, which included required electrical work and water sprinkler modifications to the tiles, the cleaning and repainting of the outside doors and cleaning of the canopy at the rear entrance of the facility. She stated that \$81,000 had been budgeted based upon preliminary estimates received: \$68,000 for the refresh work and \$13,000 for HVAC cleaning. Ms. Carter reported that in July 2019, a scope of work had been sent to area contractors with the intent to have the HVAC units and ductwork cleaned after the replacement of the ceiling tiles and that work had not been included with the scope of work. She stated that the District received four (4) proposals, all of which exceeded the total budgeted amount of \$68,000. The proposals ranged from \$82,053 to \$146,000. Ms. Carter stated that she had sent a letter on September 13th to all contractors rejecting all proposals due to the fact that all of the proposals received had exceeded the budget allowed for the project.

Ms. Carter further stated as a result of the wide range in costs between the proposals received, she proposed to rework the Scope of Work into a standardized format to help ensure that the tasks were clearly delineated, so that the District could easily perform a cost comparison. As a result, Ms. Carter stated she would be submitting for the Board's consideration a budget amendment to delete these funds from the 2019 budget and carry them forward into the 2020 budget.

Mr. McClanahan asked for any additional business. Ms. Carter stated that Mr. Grubb had been certified to teach the required annual Sexual Harassment Prevention Training, as well as Ethics Training. She stated that time had been set aside to have these two required courses taught before the Board Meeting scheduled for December 3, 2019. She reported that she had received an inquiry from a city council member asking if he could attend the training, and Ms. Carter wanted to confirm that

the Board did not have any concerns with offering the classes to outside governmental agencies. The Board members stated that they were welcome to attend. Ms. Carter asked the Board to put these classes on their calendars and that reminders would be sent out prior to the training.

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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