

CADDO PARISH COMMUNICATIONS DISTRICT NUMBER ONE
Board of Commissioners

6:00 p.m. Tuesday
October 20, 2020

ECC Training Room
1144 Texas Avenue

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

Board Members Absent: Jackie Lewis

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

Mr. McClanahan called the meeting to order and asked Ms. Rachal to take roll. Mr. McClanahan then asked for a motion to approve the Tuesday, August 18, 2020 meeting minutes. Mr. Babineaux moved to approve the minutes as submitted, and Reverend Thomas seconded the motion. The motion was unanimously approved.

Mr. McClanahan asked for a report of the August and September 2020 compiled financial statements. Ms. Carter stated for the month of August the District had monthly revenues of \$12,125.02. Monthly expenditures for August totaled \$287,566.60. Expenditures exceeded revenues by \$275,441.58. Ms. Carter asked the Board to please note that due to the timing of the end of the month deposit, \$318,727.50 in revenues were not deposited until September 9, 2020, and they were not reflected in the August financial statements. As of August 31, 2020, the District had \$8,580,631.14 in cash-in-bank, and Fixed Assets totaled \$39,942,598.11.

Ms. Carter stated for the month of September, the District had monthly revenues of \$585,270.30. Monthly expenditures for the month totaled \$228,517.02. Revenues exceeded expenditures by \$356,753.28. As of September 30, 2020, the District had \$8,937,417.05 in cash-in-bank, and Fixed Assets for the month of September remained unchanged from August 2020.

Ms. Carter stated that a Budget Subcommittee meeting had been scheduled for November 6th to review the proposed 2020 Amended Budget and the proposed 2021 Operational Budget. Ms. Carter stated that Mr. Morehart had already reviewed the proposed budgets, and Ms. Carter reported that she was working on the detailed narratives for each of the budgets.

Mr. McClanahan asked Ms. Carter for a status update on the P25 radio system implementation. Ms. Carter stated that the radio project was becoming a reality. She stated that Phase I of the implementation plan was to migrate the local governments' radio operations to the new parish-wide P25 Phase 2 digital radio system had been completed on September 30, 2020. She stated that approximately 550 radios were migrated onto the new radio system. The user agencies included the departments of the Caddo Parish Commission, the Town of Blanchard, the Caddo-Bossier Port, the City of Shreveport Public Works' divisions such as Fleet Services, Streets and Drainage and Solid Waste. She explained that these local governmental radio users were a part of the 30-day, burn-in test period for the radio system. She stated that if there were no problems during that 30-day test period, the next step was to migrate all public safety radio users to the new P25 system on October 28, 2020. She reported that the system was working as designed.

Ms. Carter reported that all radio user training classes, as well as console training classes had been completed. She stated that there was a 70% participation rate by the agencies attending training classes. She stated that agencies that could not participate in the training were partnering with near-by agencies to complete their training. She reported that the radio equipment had been delivered to all of the public safety agencies, with the exception of a couple of small departments.

Ms. Carter further stated that during the inventory distribution process, the District was able to document the serial numbers and radio I.D.s assigned to every radio, which would create a good inventory of all the radios that belong to the District, which have been distributed for use by the public safety agencies. She stated that the public safety radio cutover would begin on Tuesday, October 27th with a technical meeting of Motorola System Technologists, Engineers and the District's radio team to review the cutover plan again in detail. She stated that after that meeting, a meeting would be held with the communications divisions' chiefs to discuss the migration of the radio consoles at the 9-1-1 center. She reported that an outline of the cut-over schedule had been included within the agenda package for the board members' review. She explained that the Motorola teams would start at 2:00 a.m. and would begin the process of moving cables from the old system to the new system. She stated that at 6:00 a.m. half of the radio consoles in each dispatch operations would migrate to the new P25 system. She stated that the agencies' radio dispatchers would continue to dispatch agencies on the existing system until the portable radios were cutover. She stated that at 8:00 a.m., all public safety radio users would migrate their radio operations to the new P25 radio system using portable radios only. Ms. Carter explained that from 8:00 a.m. to 10:00 a.m., the remaining radio consoles in each dispatch operation would go offline on the old system and would be cutover to the new P25 radio system. She stated that from 8:00 a.m. to 6:00 p.m., the radio teams would go to multiple locations to verify that each control station and fire alerting control stations had been migrated to the new P25 system at the Hospitals, CCC (Parish Jail), and each fire station in the parish and city. Ms. Carter stated that the migration of the mobile data system and the conventional back-up radio system would come later, as well as the decommissioning of the old system, equipment and return to Motorola for demolition.

Ms. Carter answered questions from the Board concerning how long the new system would be viable. She stated that the current system served the agencies for over 19 years, and she felt that the new system would serve the agencies at least twenty years. She stated that repairs of the portable and mobile radios, after the initial three-year warranty period expired, would be paid for by the Agencies.

Mr. McClanahan asked for a report on the acquisition of parcels of property from the City of Shreveport. Ms. Carter asked the board for its consideration of a resolution for her to execute on behalf of the District all documents necessary for the acquisition of property from the City of Shreveport. Ms. Carter stated the 9-1-1 District entered into a 99-year lease agreement with the City of Shreveport on September 1, 1999 for use of a portion of City property located at Southland Park Drive, which was Fire Station #17, for a tower site. The District constructed a 250' self-supporting tower at the rear of the property, which was a part of the District's existing radio system's infrastructure. The City later obtained funds to construct a new Fire Station 17 at a separate location. In January 2019, the City approved an ordinance to advertise for and solicit sealed bids to sell, surplus property commonly referred to as the former Fire Station 17. During the February 2019 Board Meeting, Ms. Carter asked the Board to consider the benefits of purchasing the property adjacent to the District's leased property tower site, which included controlled access to the tower site, as well as future uses of the old fire station's bays for storage and possible site of a back-up communications center.

Ms. Carter explained the first appraisal commissioned by the City stated the value of the property was \$260,000; the second appraisal commissioned by the City, reflected the value of the property at \$430,000. After meeting with City Administration on November 19, 2019, outlining the inconsistencies and inaccuracies between the first two appraisals, the City agreed to allow the District to commission a third independent appraisal, at the District's expense. In January 2020, the District received the appraisal report from MAI appraiser, Mr. David Volentine, at \$115,000. The appraisal was sent to the City Attorney, the City's Chief Administrative Officer, the Fire Chief and Director of SPAR. A follow up email was sent to the Director of SPAR on May 8, 2020 asking for an update. On October 6, 2020 notification was received from the City that they were ready to move forward with the sale of the property to the District for the appraised value of \$115,000.

Ms. Carter answered questions from the Board concerning if maintenance was continuing to be performed by the City on this property. Ms. Carter stated the grass was being mowed, but a tree had blown down during Hurricane Laura. Mr. McClanahan stated the housing part of the station was not in good shape, but the bay

area of the station was adequate to be used as storage. Mr. Grubb answered questions concerning steps the City needs to take for selling the property and the likelihood of property closeout by the end of the year.

Mr. McClanahan asked for a motion to consider the adoption of the resolution authorizing Ms. Carter to execute on behalf of the District all documents necessary for the acquisition of parcels of property from the City of Shreveport. Mr. Irvin moved and Mr. Anderson seconded the motion. The resolution was unanimously approved.

Mr. McClanahan asked about the acquisition of the property next to the 9-1-1 facility located at 1144 Texas Avenue. Ms. Carter reminded the Board that when the District was going before the Caddo Parish Commission to get their approval for their radio system intergovernmental agreement, the abandoned building next door to the 9-1-1 center was set on fire. She reported that this was not the first time that the building had been set on fire. She stated that she wrote a letter to the City asking for the building to be demolished; however, there was no reply from the City. She stated that when working with the City on obtaining the Fire Station 17 property, she asked the City if they would be interested in selling the property next door to the 9-1-1 facility to help with upgrade the security of the front entrance into the current building and reminded them that the abandoned building was a fire hazard. She stated that there has been no reply from the City regarding her inquiry.

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