

CADDO PARISH COMMUNICATIONS DISTRICT NUMBER ONE
Board of Commissioners

6:00 p.m. Tuesday
September 19, 2023

ECC Training Room
1144 Texas Avenue

Board Members Present: John Robinson, Jackie Lewis, Clarence Babineaux, Fred McClanahan and Van Anderson

Board Members Absent: Mike Irvin and Rev. Roy Thomas

Others Present: Tommy Mazzone, Jan Horne, Huck Adkins, Beth Ann Carter, Morris Laichena, and Richard Stewart (9-1-1 Staff), Zelda Tucker (Legal Counsel), Martha Bryant (Caddo Sheriff Director), and Travis Morehart (CPA, Cook & Morehart)

Mr. Robinson called the meeting to order, and asked Ms. Horne to please make note of those in attendance.

Mr. Robinson asked for a motion to approve the Tuesday, July 18, 2023 meeting minutes. Mr. Babineaux moved to approve the meeting minutes, and the motion was seconded by Mr. Lewis. The Board unanimously voted to approve the minutes.

Mr. Robinson asked Mr. Mazzone for an update on the financial reports for the month of July. Mr. Mazzone responded that for the month of July, the District had monthly revenues of \$480,831.16. Monthly expenditures totaled \$257,855.95. Revenues exceeded expenditures by \$222,945.21. As of July 31, 2023, the District had \$6,649,452.36 Cash-in-Bank, and Fixed Assets remained at \$32,870,335.65. For the month of August, the District had revenues of \$279,915.43. Monthly expenditures totaled \$500,441.93. Expenditures exceeded revenues by \$220,526.50. The reason for this substantial overage is the payment of \$254,966.16 to Dell for the workstations, monitors and servers for our CAD upgrade project. As of August 31, 2023, the District had \$6,429,220.34 Cash-in-Bank and Fixed Assets at \$32,870,335.65.

Mr. Robinson asked for an update on the P25 Digital Radio System Audio Quality Concerns. Mr. Mazzone stated that the District's Radio Systems Manager coordinated a meeting with our Motorola account representative to identify a possible issue noted by a user agency. Motorola suggested the District use its test/tune equipment to verify the radios had the correct settings. Our account representative is sending "next generation" portable radios to compare against our current radios. Mr. Edge made necessary adjustments of the "test" radios and it was reported that both radios operated normally, receiving all transmissions. Mr. Edge has since re-tuned 422 radios. The next generation radios are on site for a "side-by-side" comparison.

Mr. Robinson asked for an update on AT&T Billing Concerns. Mr. Mazzone responded after many attempts to solve several issues with AT&T, which financially affect the District; he

updated our new account representative and asked that she focus on these seven (7) concerns. We have since closed three (3) of these issues and are confident the remaining four (4) are close to resolution.

Mr. Robinson asked for an update on the Ellerbe Remote Tower Site. Mr. Mazzone stated that after the severe storms in mid-June, our Radio Manager noted a lot of damage to our remote tower site property located off Ellerbe Road. This site is embedded in a thick wooded area, and was greatly impacted by falling trees because of the weather. Mr. Edge coordinated for the removal of trees on and around the guyed wires and recently scheduled an inspection of the tower and guyed wires. The tower is “plumb” and appears physically solid; the guyed wires are out of tension and must be re-tightened to ensure the structural integrity of the site. The cleanup of this site is a priority as we have two (2) partners leasing space on the tower, and both are awaiting clearance to make modifications to their equipment packages. The District is scheduling a tree service to remove the debris in the affected area, and create a “clear zone” to alleviate this concern in the future. We will also seek repairs to our perimeter fence, and work with our insurance consultant to file a claim for reimbursement.

Mr. Robinson asked for an update on the Facility Refresh Project. Mr. Mazzone responded that the architect assigned to this project notified the District that our permits have been applied for and during the process, it was noted that our facility is listed in a historic district. As such, any modifications to the exterior must go through a review and approval by the Shreveport Historic Preservation Commission (HPC). The HPC voted to approve our modifications on September 19, 2023. The next step is to advertise the bid for a general contractor.

Mr. Robinson asked for an update on the Proposals Received for a 2023 External Audit. Mr. Mazzone reminded the Board of the significant increase in the costs associated with the District's 2022 external audit, and that the Board decided the District would seek proposals for services prior to engaging in the 2023 audit. In August, a request for quotes was sent to two (2) firms: our current firm and another local, reputable firm. We received proposals from both firms prior to the established deadline. After reviewing both proposals, a motion was made by Mr. Babineaux and seconded by Mr. Lewis to enter into an engagement with Carr, Riggs & Ingram for the 2023 External Audit. The Board unanimously voted to approve using a new auditing firm.

Mr. Mazzone asked the Board to consider a Resolution to provide for donation or sale by public auction surplus property by the District. After the retirement of the District's previous Executive Director, certain items of office décor (no longer required) were noted on Fixed Assets log. These items were purchased on December 14, 1989 at total of \$1828.00 with a current value of \$0.00 based upon the District's Fixed Asset Management depreciation schedule of 34 years. A motion was made to accept this Resolution by Mr. McClanahan and seconded by Mr. Anderson. The Board's vote was unanimous.

Mr. Robinson asked if there was any old business. There was none.

Mr. Robinson asked if there was any new business. Mr. Mazzone stated that the District's P25 digital radio system warranty period had ended. Motorola invoiced the District incorrectly for our annual Maintenance Agreement. Our Motorola Representative is finding a solution. Beginning in October, the District will begin invoicing each agency \$5.00 per radio and this will ultimately cover the cost of the annual system maintenance agreement and our costs for radio repairs.

With no further business to be brought before the Board, Mr. Robinson asked for a motion to adjourn the meeting. Mr. Babineaux made the motion and it was seconded by Mr. Lewis. The motion was accepted unanimously.