

CADDO PARISH COMMUNICATIONS DISTRICT NUMBER ONE
Board of Commissioners

6:00 p.m. Tuesday
June 18, 2024

ECC Training Room
1144 Texas Avenue

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

Board Members Absent: Rev. Roy Thomas and Jackie Lewis

Others Present: Tommy Mazzone, Beth Ann Carter, Arthur Meacham, Huck Adkins, Richard Stewart, Wes Edge and Morris Laichena (9-1-1 Staff), Zelda Tucker (Legal Counsel), and Martha Bryant (Caddo Sheriff Director)

Mr. Irvin called the meeting to order, and asked Mr. Mazzone to please make note of those in attendance.

Mr. Irvin asked for a motion to approve the Tuesday, May 21, 2024 meeting minutes. Mr. Babineaux moved to approve the meeting minutes, and the motion was seconded by Mr. McClanahan. The Board unanimously voted to approve the minutes.

Mr. Irvin asked Mr. Mazzone for an update on the financial reports for the month of May. Mr. Mazzone stated that the District had revenue of \$294,597.53. Expenditures totaled \$295,898.39. Expenditures exceeded revenue by \$1,300.86. As of May 31, 2024, the District had \$6,062,232.72 Cash-in-Bank, and Fixed Assets remained at \$33,565,259.65.

Mr. Irvin asked for the update on the May 2024 Call Statistics. Mr. Mazzone stated the total number of 911 calls for May 2024 was 25,021. He also stated that the National Emergency Number Association (NENA) Standard for 91-1-1 Call Processing (NENA-STA-020.1-2020), directs that Ninety percent (90%) of all 9-1-1 calls arriving at the PSAP SHALL be answered within (\leq) fifteen (15) seconds, and ninety-five (95%) of all 9-1-1 calls SHOULD be answered within (\leq) twenty (20) seconds. In May 2024, the Caddo Parish's 9-1-1 system is designed with a forced call answer feature, which means that the 9-1-1 call is automatically presented to the console that has been idle for the longest period of time. As a result of this system configuration, in May 2024, 96.99% of all 9-1-1 calls received were answered immediately or in less than one (1) second. 2.85% of all 9-1-1 calls were answered between 0.001 and 15 seconds, which is a cumulative total of 99.84%. Abandoned calls comprised 2.9% of the total number 9-1-1 calls in May. These are 9-1-1 calls that are registered by the system, however the caller disconnects prior to the communications officers' ability to answer. In addition to call volume information, there is also Computer Aided Dispatch information. During May, the total number of CAD events registered for all agencies in the parish was 22,836.

Mr. Irvin asked for an update on the Next Generation 9-1-1 Call Handling System. Mr. Mazzone informed the Board that on Wednesday, June 5, 2024 at 10:00 am the District, along with our partners from Motorola, successfully transitioned the parish's emergency number call handling system from the analog Positron Enhanced 911 system to the digital Vesta Next Generation 911 system. The Shreveport Fire Department answered the first call using the new system, at 12:39:05 pm. Since that time, the team has been resolving minor issues stemming from the porting of numbers from one system to another, internal call routing, additional hardware installation, and ensuring compatibility with existing peripheral systems. The District is in a 30-day period allowing for a "shake down" of the system, and the completion of any additional punch list items. In July, Motorola will send someone to provide training for the analytics module which will allow the District to continue providing detailed call data. Pending any large-scale issues, we look to close out the transition portion of this project in mid-July, sign final acceptance and begin the service and maintenance portion.

Mr. Irvin asked for an update on the Facility Refresh. Mr. Mazzone responded that our architectural firm is updating the drawings to ensure the security and electrical systems are current with the scope of the project. They plan to have this complete within the next three (3) weeks. The District has provided the three (3) alternates for possible inclusion in the new bids; these include the Texas Street Fencing/Entrance, Hope Street Entrance, and the Sheriff's Communications Center Remodel. We expect to initiate the bid process within 4-6 weeks.

Mr. Irvin asked for an update on the CAD upgrade project. Mr. Mazzone responded that the District has been working with a remote team from Hexagon to ensure this software and hardware upgrade goes as smoothly as possible. This project has involved a majority of our staff, and about 90% of the work has been completed by the District team, with remote support provided as needed. A training lab has been set up in the conference room, and our CAD Administrator has designed the new user interface and provided training to the supervisors and trainers from each of the public safety agencies. The agencies will have access to this lab through July, to train their personnel across all shifts. We plan to cut over to the upgraded version the week of August 12, 2024.

Mr. Irvin asked for the Board to consider Approval of Resolution #4 of 2024, designating the official journal of the Caddo Parish Communications District Number One for the period of July 1, 2024 through June 30, 2025. Pursuant to LSA – R.S. 43:171, the Caddo Parish Communications District Number One is required to have its proceedings (minutes, legal ads, resolutions, job openings, etc.) published in a newspaper it selects as its Official Journal. Last year, *The Times* was selected as our Official Journal. From July 1, 2023 to date, the District has spent \$2,351.58 with *The Times*, including publication of the monthly meeting minutes, the operating and capital budgets, bids, and proof of publications or affidavits, etc. The District requested quotations on May 3, 2024 from the following area publications: *The Shreveport Sun*, *The Caddo Citizen*, *The Times*, and *The Inquisitor*. Within the request for quotations, we asked that each publication provide information on the cost per agate line, as well as total readership, distribution and the costs associated with providing Proof of Publications or Affidavits. The deadline for submissions was Thursday, May 30, 2024 at 5:00 p.m. The District received three (3) quotations: *The Times*, *The Inquisitor* and *The Caddo Citizen*. *The Times* quoted \$0.33 per agate line, *The Inquisitor*

quoted \$0.33 per agate line, and the *Caddo Citizen* quoted \$0.25. The cost for Proof of Publications or Affidavits from *The Times* is \$20, and *The Inquisitor* provides these at no charge. *The Citizen* will also include one (1) proof of publication at no expense. *The Times'* distribution and readership are substantially larger than *The Inquisitor*, and *The Caddo Citizen* did not supply that information. *The Inquisitor* publishes weekly, where *The Times* publishes daily. Again, *The Caddo Citizen* did not provide that information. A motion to make *The Times*, the official journal was made by Fred McClanahan and seconded by Van Anderson. The Board voted unanimously to accept this resolution.

Mr. Irvin asked for the Board to consider Approval of Resolution #5 of 2024, providing for the donation of surplus property (FireRMS Server) by the Caddo Parish Communications District Number One to the City of Shreveport and Shreveport Fire Department. In January 2022, the District entered into a cooperative endeavor agreement with Caddo Fire District One, to reimburse that agency for the initial cost to purchase the ESO software and services and to fund the software maintenance subscription fees for an additional four (4) years. This agreement is part of a master agreement between Caddo Fire District One, the other Caddo Fire Districts, and the Shreveport Fire Department. This new software essentially took the place of the existing and antiquated records management system known as FireRMS. Once the Fire Districts and the Shreveport Fire Department confirmed their agencies were utilizing ESO, and no longer needed direct connection with FireRMS, we disconnected the server, and furnished ten (10) years of data to each agency. Since then, the Shreveport Fire Department has found a need for additional information stored on this server. After discussing the situation with our CAD Systems Administrator and our IT Department, our solution is to donate the physical server to the City of Shreveport, and Shreveport Fire Department so they may access any and all necessary data. Any future maintenance or associated fees will be the responsibility of the Shreveport Fire Department Communications Division. As this piece of equipment is over 12 years old, and nearly obsolete, it has been depreciated to zero dollars. A motion to donate this surplus equipment was made by Fred McClanahan and seconded by Clarence Babineaux. The Board voted to unanimously accept this resolution.

Mr. Irvin asked for the Board to consider Approval of Resolution #6 of 2024, providing for the donation of surplus property (MP-70) Mobile Broadband Routers by the Caddo Parish Communications District Number One to the City of Shreveport. District personnel have worked with the City of Shreveport's Chief Technology Officer (CTO) to develop a rapid, effective and lasting solution for the network connectivity of security cameras to enhance public safety and security in the areas surrounding the city's fire stations. The District's current network architecture to each fire station uses circuits which are increasingly expensive, and ultimately costing the District and the City tens of thousands of dollars annually. We plan to disconnect them in the near future, after coordinating with the Shreveport Fire Department and Parish Fire Districts. Using the IT expertise of both our organizations, our combined team determined that installing Sierra Wireless (MP-70) mobile broadband routers at each fire station (identical to the routers already installed in City and Parish public safety vehicles), would provide more than enough bandwidth to push camera footage for real-time monitoring. The CTO stated the City's need is 21 routers. The District currently has a surplus of these MP-70 routers (new-in the box),

and with the concurrence of the board, the District will donate 22 of these surplus routers to the City, specifically for the purpose of fulfilling this urgent need (21 for installation plus an additional one (1) as a spare). These devices would become the property of the City and could therefore be integrated into the City's network architecture without interference or congestion by the District's regular public safety data flow. A motion to donate this equipment was made by Fred McClanahan and seconded by Clarence Babineaux. The Board voted to unanimously accept this resolution.

Mr. Irvin asked if there was any old business. There was no old business.

Mr. Irvin asked if there was any new business. Mr. Mazzone informed the Board that the District has received quotes to conduct vegetation control near the guy wires at the Ellerbe Road Tower Site, and should begin that work in the near future.

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. Anderson. The motion was accepted unanimously.