

CADDO PARISH COMMUNICATIONS DISTRICT NUMBER ONE
Board of Commissioners

6:00 p.m. Tuesday
November 19, 2024

ECC Training Room
1144 Texas Avenue

Board Members Present: Mike Irvin, John Robinson, Rev. Thomas, Jackie Lewis,
Fred McClanahan and Van Anderson

Board Members Absent: Clarence Babineaux

Others Present: Tommy Mazzone, Jan Horne, Morris Laichena, Arthur Meacham,
Richard Stewart, Huck Adkins, Wes Edge (9-1-1 Staff), Zeld
Tucker (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, October 15, 2024 meeting minutes. Mr. Lewis 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 October, 2024. Mr. Mazzone stated that the District had revenues of \$465,988.60. Expenditures totaled \$1,364,540.49. Expenditures exceeded revenue by \$898,541.89. Reasons for such high expenditures during the month are the District's annual debt service payment of \$860,182.50, and a payment of \$145,911.00 to Motorola for the P25 digital radio system annual service agreement. As of October 31, 2024, the District had \$5,292,654.14 Cash-in-Bank and Fixed Assets for the month remained at \$33,565,259.65. Mr. McClanahan moved to accept the financial reports, and the motion was seconded by Mr. Anderson. The Board unanimously voted to accept the financial reports.

Mr. Irvin asked for the update on the October 2024 Call and Radio Statistics. Mr. Mazzone stated that 99.1 % of all 9-1-1 calls received were answered immediately or in less than 15 seconds. Of the 15,822 9-1-1 calls in October, the 327 abandoned calls comprised 2.1%. Activity for the month of October from the automated attendant systems for SPD and SFD seven-digit non-emergency telephone numbers, and the main line for CPSO follow: SPD (12,329); SFD (0); CPSO (7,060). During October, the total number of Computer Aided Dispatches (CAD)/events registered for all agencies in the parish was 21,184. The District's parish-wide radio system experienced a total of 630,077 push to talk sequences, and a total of 436,458 conversations.

Mr. Irvin asked for an update on the CAD System Upgrade. Mr. Mazzone stated that District staff is nearly complete with the transition to the version 9.4 software, on the communications center

consoles. There are still some minor corrections to process efficiencies, and these are being corrected as they come up. The District is working with Hexagon to determine sticking points with data pulls from the updated records archive server. Mr. Meacham programmed the transfer of hundreds of thousands of records, going back to 1998, from an obsolete server to a newer one which is faster and has more operational capacity. The information is on the new server, however it is not accessible to view/print in the common chronology format. Hexagon has a resource dedicated to solving this issue. Until then, the old archive server is still online, and can provide records prior to the cutover on August 19, 2024. Records from that date reside on the "live" server and will remain until they can be moved and accessed on the new archive server. The District has started conversations with Hexagon to establish a new Statement of Work for the next portion of the upgrade. They will use the District's existing interface designs and build new interfaces for each of the public safety disciplines (Fire/EMS and Law Enforcement), to mimic the current builds as much as possible. Once these builds are tested and ready for deployment, District staff will work with the IT teams from each agency to load the upgrade.

Mr. Irvin asked for an update on the Facility Refresh Project. Mr. Mazzone stated that the District's architectural firm has received the revised drawings for the mechanical, electrical and plumbing systems, and they are now under review. They plan to be done with revisions no later than November 22, 2024, and have completed documents by the end of the month, ready for a second advertisement.

Mr. Irvin asked for an update on the Proposed Amendments to the 2024 Operating and Capital Outlay Budget. Mr. Mazzone stated that the Agenda Packages contained the proposed final amendments to the 2024 Operating and Capital Outlay Budget. The Budget/Investment Subcommittee met on Tuesday, November 12, 2024 to review these proposed amendments, and were prepared to make formal recommendations to the Board to consider adopting these changes at the December 10, 2024 Board Meeting. Some items of note include a projected decrease in 911 surcharge fee revenue of \$ 90,626. This is due to the reductions from the parish's portion of prepaid wireless revenue, and many carriers not remitting projected amounts. The District's overall expenditures are projected to be under the amount posted by \$360,000. This is due in part to several accounts not requiring as much funding as planned. Some of the projects planned for completion in 2024, will not be complete until 2025, therefore funds will rollover to the next year. This final 2024 Budget Amendment gives an estimated ending fund balance of \$5,057,542.56.

Mr. Irvin asked for an update on the Proposed 2025 Operating and Capital Outlay Budget. Mr. Mazzone stated that the Agenda Package contained the proposed 2025 Budget Message and Annual Operating and Capital Outlay Budget for the Caddo Parish Communications District. Mr. Mazzone reviewed the 2025 Budget Message, and there were no questions. The Budget/Investment Subcommittee met on Tuesday, November 12, 2024 to review this proposed budget, and were prepared to make formal recommendations to the Board to consider adopting this budget at the December 10, 2024 Board Meeting.

Mr. Irvin asked if there was any old business. Mr. Mazzone stated that there was none.

Mr. Irvin asked if there was any new business. Mr. Mazzone brought the discussion topic to increase 9-1-1 surcharge fees for Wireline Service. Mr. Mazzone provided copies of the Ordinances approved by the Board in 2016, which set the 9-1-1 surcharge fees for wireline services in Caddo Parish. These rates have not changed since then, however costs associated with the upkeep of technology and facility have risen dramatically. As established by state statutes, Communications Districts may impose fees not to exceed 5% of the current tariff rate. In 2016 the tariff rate for residential wireline service was \$25 per month, and \$114.00 per month for businesses. The Board elected instead to impose a flat fee for each (\$1.25 for residential and \$2.50 for businesses). Currently, according to the most recent AT&T General Exchange Guidebook, these rates are now \$47.00 and \$1530.00 respectively; 5% of which equates to \$2.35 and \$76.50 respectfully. Mr. Mazzone further stated that he would not recommend the Board adopt a flat 5% rate, and to instead determine a lower rate. He reminded the Board that as specified in the Budget Message, the District's financial health necessitates increasing the wireline fees to help offset the costs associated with our technology advancements and infrastructure requirements. Several board members asked questions about the proposed increase. This item remains open.

Mr. Mazzone also stated the annual training courses on Prevention of Sexual Harassment and Governmental Ethics are scheduled for Tuesday, December 10th at 4:30, prior to the next Board Meeting. Mr. Mazzone reminded the board that all training must be completed by December 31, 2024 or risk an audit finding.

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 Rev. Thomas. The motion was accepted unanimously.