

CADDO PARISH COMMUNICATIONS DISTRICT NUMBER ONE  
Board of Commissioners

6:00 p.m. Tuesday  
December 10, 2024

ECC Training Room  
1144 Texas Avenue

Board Members Present: Mike Irvin (Chairman), John Robinson (Vice-Chairman), Jackie Lewis, Clarence Babineaux (Secretary), Fred McClanahan and Van Anderson

Board Members Absent: Rev. Roy Thomas

Others Present: Tommy Mazzone, Jan Horne, Morris Laichena, Beth Ann Carter, Richard Stewart, Huck Adkins, Wes Edge (9-1-1 Staff), Zeldia Tucker (Legal Counsel), and Travis Morehart (CPA)

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, November 19, 2024 meeting minutes. Mr. McClanahan moved to approve the meeting minutes, and the motion was seconded by Mr. Lewis. The Board unanimously voted to approve the minutes.

Mr. Irvin opened the Public Hearing for comments on the Proposed 2025 Operating and Capital Outlay Budget for Caddo Parish Communications District Number One. Mr. Mazzone informed the Board that a copy of the proposed budget had been available to the public since the day after the November 19, 2024 meeting, at the facility and online. The District received no inquiries. With there being no members of the public present, and no prior comments to address, a motion to close the Public Hearing by Mr. McClanahan moved and the motion was seconded by Mr. Lewis.

Mr. Irvin asked for the update on the November 2024 Phone and Radio Statistics. Mr. Mazzone stated that the following information captures the call volume statistics, computer aided dispatch (CAD) events and radio system statistics for month of November. 99.4 % of all 9-1-1 calls received were answered immediately or in less than 15 seconds. Of the 14,504 9-1-1 calls in November, the 307 abandoned calls comprised 2.1%. Activity for the month of November from the automated attendant system for SPD and SFD seven-digit non-emergency telephone numbers, and the main line for CPSO follow: SPD (10,106); SFD (0); CPSO (6,900). CAD dispatch information, includes all activity such as field-generated events, events from the agencies' seven-digit telephone numbers and 9-1-1 calls. During November, the total number of CAD dispatches/events registered for all agencies in the parish was 19,922. The District's parish-wide radio system experienced a total of 555,602 push to talk sequences. For SFD (including CFDs and area hospitals) 8:00 a.m. remains the busiest hour, and Thursday the busiest day. For SPD, 3:00 p.m. is still the busiest hour, and Friday the busiest day. And, CPSO (including the municipal PDs), shows 11:00 a.m. as the busiest hour, and Tuesday as their busiest day.

Mr. Irvin asked for an update on the CAD System Upgrade. Mr. Mazzone stated that the District has been working with Hexagon software engineers to provide the necessary requirements to build the new mobile public safety interface for units in the field. Hexagon has provided the initial build for the law enforcement units and District staff are reviewing it for any changes. Once this build is complete, tested and prepared for SPD and CSO, Hexagon will start work on the Fire/EMS build. On Friday, November 29, 2024, the District's "old server" archive for the CAD database crashed and in doing so, severed the link to the publicly-viewed active events webpage, as the database supporting that webpage was also hosted on the same server. Our CAD Administer had proactively transferred all the data (10.6 million records) which goes back to 1998, to a new server. This ensured all of the data remained accessible to query as we migrated from CAD version 9.2 to 9.4. The IT Department was able to build a link from the new archive server to the active events webpage, and bring it online much sooner than anticipated. Switching to this new server was always the plan, but the system failure forced us to make the transition sooner than expected.

Mr. Irvin asked for an update on the Facility Refresh Project. Mr. Mazzone stated that the District's architectural firm has prepared the documents for issuance. The plan is to advertise the request for bid for our facility refresh project in our Official Journal between December 15th and December 22nd and December 29th. Along with our partners at Newman Marchive, the District will host a mandatory pre-bid conference on the morning of January 6, 2025 at 10 a.m. at the Emergency Communications Center Training Room. All bids will be due no later than 10:00 a.m. on January 20, 2025.

Mr. Irvin asked for an update on the Website Refresh. Mr. Mazzone stated that because of the NG911 Call Handling System and CAD System upgrades, the planned website refresh was paused. During the last meeting with our partners at Hemingway West, the project manager tasked us with developing a page outline to define where certain information and links would be placed. As we have more time to devote to this project, we will resume our work and will provide regular updates. As a reminder, this is for the public website only, not the active events pages, which is hosted on a local server.

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 included the proposed amendments to the 2024 Operating and Capital Outlay Budget, which was previously presented during the Board Meeting on November 19, 2024. The Budget/Investment Subcommittee met on Tuesday, November 12, 2024, to review the proposed amendments. These proposed amendments are necessary so that the budget will more accurately reflect the District's actual revenues and expenditures for the year ending 2024. Pending further discussion, the Budget/Investment Subcommittee would like to recommend to the Board the proposed amendments be approved using the Resolution.

Mr. Irvin asked for an update on the Proposed 2025 Operating and Capital Outlay Budget. Mr. Mazzone stated that pursuant to the Louisiana Local Government Budget Act [Louisiana revised Statute (R.S.) 39:1301-1315], specifically 39:1305 (C)(2)(a), the District must provide a statement

for the general fund and each special revenue fund showing the estimate fund balance at the beginning of the year; estimate of all receipt and revenues to be received: revenues itemized by source; recommended expenditures itemized by agency, department, function, and character; other financing sources and uses by source and use; the estimated fund balance at the end of the fund balance at the end of the fiscal year. This statement must be presented and adopted. Mr. Mazzone stated that the agenda packages included the Proposed 2025 Operating and Capital Outlay Budget, which was previously presented during the Board Meeting on November 19, 2024. The Budget/Investment Subcommittee met on Tuesday, November 12, 2024 to review this product. Pending no further discussion, the Subcommittee would like to recommend to the Board for their consideration that the Proposed 2025 Operating and Capital Outlay Budget be adopted as submitted, using the prepared Resolution.

Mr. Mazzone asked the Board to consider adopting Resolution No. 7 of 2024, Approving Amendments to the 2024 Operating and Capital Outlay Budget for the Caddo Parish Communications District Number One. A motion to approve was made by Mr. McClanahan and seconded by Mr. Lewis. The motion was accepted unanimously.

Mr. Mazzone asked the Board to consider adopting Resolution No. 8 of 2024, Adopting the Proposed Operating and Capital Outlay Budget for the Period Beginning January 1, 2025 and Ending December 31, 2025, for the Caddo Parish Communications District Number One. A motion to approve was made by Mr. Lewis and seconded by Mr. McClanahan. The motion was accepted unanimously.

Mr. Mazzone asked the Board to consider adopting Resolution No. 9 of 2024, Authorizing the Executive Director to execute Engagement Letters with Carr, Riggs and Ingram, LLC to perform an External Financial Audit of the Caddo Parish Communications District Number One for the year ended December 31, 2024 and to perform a review of the Louisiana Legislative Auditor's Statewide Agreed-Upon Procedures. Mr. Mazzone stated that within the Agenda Packages were letters of Engagement from our auditing firm, Carr, Riggs and Ingram, LLC. The District's financial records are audited annually in accordance with LA R.S. 24:513 and the Louisiana Governmental Audit Guide. Pursuant to T.S. 24:513 I (iv), the District must have an external financial audit performed annually, because the District receives five hundred thousand dollars or more in revenues and other sources in any one fiscal year. As a result, each year prior to December 31st, the District is required to submit to the State Legislative Auditor, a signed letter of engagement with a certified public accountant to perform an annual external financial audit of the District's records to ensure compliance with all of the provisions of R.S. 24:513. Within this engagement letter, it specifies the scope of work. Upon execution of both engagement letters with a qualified certified public accountant, the District will submit both to the State Legislative Auditor for approval. Upon approval by the State Legislative Auditor, the engagement letters will be returned to the District for filing. A motion to approve was made by Mr. McClanahan and seconded by Mr. Lewis. The motion was accepted unanimously.

Mr. Irvin asked if there was any old business. Mr. Mazzone reminded the Board of a Proposal to increase 9-1-1 Surcharge Fees for Wireline Service that was discussed last Board Meeting. 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 2016, however costs associated with upkeep of technology and facility infrastructure 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 for residential service, 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 stated that he would never recommend raising our wireline surcharge fees to those levels, but he does believe our financial health necessitates raising the flat rate of each to help offset the costs associated with our technology advancements and infrastructure requirements. Wireline surcharge fees are at the discretion of the Communications Districts, while wireless fees are established by the state legislature. There is a plan to engage the state legislature in the future, but best estimates put this in 2026. The District's needs are immediate, and raising surcharge fees will help. Included in the agenda packages for review is a spreadsheet which provides estimates on increased rates, at various levels. On Tuesday, November 12, 2024, the Budget/Investment Subcommittee met to review budget amendments and the proposed 2025 annual operating and capital outlay budget. During that meeting, and with a strong emphasis from the District's accounting firm, the Subcommittee agreed that this discussion should be brought to the full board. A motion was made by Mr. McClanahan to draft ordinances to update wireline remittance increase and seconded by Mr. Babineaux. That information will be presented to the Budget/Investment Subcommittee and then to the full Board.

Mr. Irvin asked if there was any new business. Mr. Mazzone stated that on Thursday, December 12, 2024, the water was left on in the Janitor's closet and water ran under the walls into several areas of the building and has caused damage to our wood flooring. The janitorial company has been called, they came to look it over and they are going to pay for the damages. We have also had a company come out to measure so that we could get a quote on replacement of the floors.

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. Lewis. The motion was accepted unanimously.