CADDO PARISH COMMUNICATIONS DISTRICT NUMBER ONE
Board of Commissioners

6:00 p.m. Tuesday
February 18, 2025

ECC Training Room
1144 Texas Avenue

Board Members Present:	Mike Irvin (Chairman), Jackie Lewis, Clarence Babineaux (Secretary), and Fred McClanahan
Board Members Absent:	John Robinson (Vice Chairman), Van Anderson, and Rev. Roy Thomas
Others Present:	Tommy Mazzone, Jan Horne, Morris Laichena, Beth Ann Carter, Richard Stewart, Huck Adkins, Wes Edge, Arthur Meacham (9-1-1 Staff), Zelda Tucker (Legal Counsel), and Martha Bryant (Director, Caddo Sheriff's Office)

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, January 21, 2025 meeting minutes. Mr. McClanahan moved to approve the meeting minutes, and the motion was seconded by Mr. Babineaux. The Board unanimously voted to approve the minutes.

Mr. Irvin asked Mr. Mazzone for an update on the financial reports for the month of January. Mr. Mazzone stated that the District had revenues of $501,560.76. Expenditures totaled $671,161.38. Expenditures exceeded revenues by $169,600.62. As of January 31, 2025, the District had $4,660,603.52 Cash-in-Bank and Fixed Assets increased by $694,924.00, totaling $33,565,259.65. Mr. Babineaux moved to accept the financial reports. The motion was seconded by Mr. McClanahan. The Board unanimously voted to accept the financials reports.

Mr. Irvin asked for the update on the January 2025 Phone and Radio Statistics. Mr. Mazzone stated that 99.6% of all 9-1-1 calls received were answered immediately or in less than 15 seconds. Of the 14,171 9-1-1 calls in January, the 262 abandoned calls comprised 1.8%. Activity for the month of January from the automated attendant system and seven-digit non-emergency telephone numbers were: SPD (10,577); SFD (38); CPSO (6,610). During January, the total number of CAD events registered for all agencies in the parish was 20,182. The District's parish-wide radio system experienced a total of 564,821 push to talk sequences. For SFD (including CFDs and area hospitals) 8:00 a.m. remains the busiest hour, and Friday the busiest day. For SPD, 6:00 p.m. was their busiest hour, and Friday the busiest day. And, CPSO (including the municipal PDs), shows 12:00 p.m. as the busiest hour, and Wednesday as their busiest day.

Mr. Irvin asked for an update on the Facility Refresh Project. Mr. Mazzone stated that the District, received two (2) bids by the established submission date from Hand Construction, LLC and Wieland-Davco Corporation. Both included a base bid and bids for each of the three (3) alternate portions of the project: 1. A new entry off Hope Street; 2. New fencing/gates for the rear parking area; 3. New fencing/security door on Texas Avenue. Both bids came in under the published budget amount. The total bid amounts for each (including the alternates) also came in under the published budget amount. The District's Facility Needs Subcommittee and Legal Counsel met on February 4, 2025 to discuss the two (2) submissions. After a discussion regarding the alternates, and review of the current statutes covering public bid law, the decision was made to accept the bid from Wieland-Davco Corporation, for the base project and all (3) alternates, totaling $1,558,400.00. Our partners at Newman Marchive, Inc. will issue the Notice of Award to Weiland, and we should begin seeing progress soon.

Mr. Irvin asked for an update on the CAD System Upgrade. Mr. Mazzone stated that the District's project funding was rolled over to 2025, to allow for the completion of the upgrade. We currently have a remaining value of $241,555.00, which is roughly 658 hours of support. This should be more than enough funding/time to complete this upgrade. The staff are working with public safety agency IT Departments to install the updated software. The license necessary to continually backup our archive date has been purchased as an annual subscription, and will allow us to immediately synchronize the data between our servers.

Mr. Irvin asked for an update on the ESINet Project. Mr. Mazzone stated that in November 2022, the Board received an update on the desire for about 35 Communications Districts to develop a statewide Emergency Services IP Network (ESINet) call delivery system which would take the place of the obsolete analog 911 call delivery system. Resolution No. 15 of 2022, authorized the Executive Director to enter into a multi-parish Cooperative Endeavor Agreement to secure the services of a professional communications engineering firm to develop the technical specifications for a Request for Proposal. This has been a joint effort of the Louisiana 9-1-1 Directors' Consortium Legislative and Next Generation 9-1-1 Committees, and builds upon the work done in the development of the Louisiana NG 9-1-1 Transition Plan that was adopted in April 2021. The group received two (2) responses for consulting services for the creation of a NG 911 ESINet and NG-911 Core Services RFP. The responding firms were Mission Critical Partners at $146,174 and 911 Authority at $169,950. After a review and scoring discussion, the group selected Mission Critical Partners to develop the RFP. Our District originally budgeted $17,417.60 for our share of hiring the consulting firm. After the bid was accepted, the amount was raised by $1,132.00, totaling $18,549.60. This was due to some parishes pulling out. In October 2024, the group issued a notice to proceed and a kickoff meeting was held in December 2024. Along with Mission Critical Partners, the group is in the data-gathering stage and expects to begin vendor due diligence sessions in March or April.

Mr. Irvin asked for an update on SR 178 Text to 911. Mr. Mazzone stated on June 21, 2024, the President of the Louisiana 911 Directors Consortium received a copy of Senate Resolution 178. The resolution was introduced by Senator Mizell, urging and requesting that each communications district that does not already have the capability to receive text to 911 messages

to do so by December 31, 2024. It further requested that the Consortium report back to the Senate Commerce Committee by February 1, 2025, with a list of communications districts that are unable to receive text messages along with a summary of obstacles and challenges facing such districts to implement the technology necessary to receive text messages. This only gave the districts six (6) months to comply with the intent of the resolution. In January, Mr. Mazzone worked with the Consortium to present the requested report to the Senate Commerce Committee. As of December 31, 2024, there were thirty-one (31) parishes using text-to911 technology. There were currently twenty-three (23) parishes in the process of implementing text messaging in their respective jurisdictions; including Caddo Parish. The remaining ten (10) parishes have not begun the implementation process. The District has received a quote from AT&T to set up text-to-911 service on 25 consoles and provide service for five (5) years, for $104,009.95. This quote is being reviewed and we expect to move forward soon.

Mr. Irvin asked the Board to consider a Resolution to approve a Systems Survey and Compliance Questionnaire as required by standards for audit of governmental organizations, program, activities, and functions promulgated by the United States Comptroller General. In preparation of the District's annual external financial audit, the State of Louisiana requires that a Systems Survey and Compliance Questionnaire be completed, presented and adopted by the Board of Commissioners, by formal resolution, during an open meeting. Upon approval, the completed questionnaire and signed resolution will be submitted to our auditing firm (Carr, Riggs & Ingram), who will then test the accuracy of the answers on the questionnaire for compliance during the course of our annual financial audit. Once the audit has been completed, a formal written report will be presented to the Board and then submitted to the Legislative Auditor. Field work for the District's external audit is scheduled for March 10-28, 2025. A motion was made by Mr. Lewis and seconded by Mr. Babineaux. The motion was unanimously passed.

Mr. Irvin asked if there was any old business. Mr. Mazzone updated the Board on the flooding that took place on the wood floor in the foyer a few months ago. A flooring contractor came to take a look at it and it was determined that the exact match was no longer available. After running fans for a few days, the floors dried and there appears to be no noticeable damage. Mr. Mazzone also informed the Board that the District is still waiting to hear back on the status of the Louisiana Department of Revenue on the Prepaid Audit. The current status is they are still in discussions with providers.

Mr. Irvin asked if there was any new business. Mr. Mazzone stated that later this year the EOC/Training Room will be getting an update. A portion of the cost will be on the District and the other potion will be on the Sheriff's Office of Homeland Security & Emergency Preparedness.

With no further business to be brought before the Board, Mr. Irvin 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.