CADDO PARISH COMMUNICATIONS DISTRICT NUMBER ONE
Board of Commissioners

6:00 p.m. Tuesday
June 16, 2026

ECC Training Room
1144 Texas Avenue

Board Members Present: Mike Irvin (Chairman), Tonya Reeves (Vice Chair), Clarence Babineaux (Secretary), and Jackie Lewis

Board Members Absent: Fred McClanahan

Others Present: Tommy Mazzone, Jan Horne, (9-1-1 Staff), Zelda Tucker (Legal Counsel), Deputy Martha Bryant (Director, Caddo Parish Sheriff's Office), and Mrs. Mary Irvin

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, May 19, 2026, meeting minutes. Mr. Babineaux moved to approve the meeting minutes and it was seconded by Mr. Lewis. 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 revenues of $391,109.41. Expenditures totaled $259,991.50. Revenue exceeded expenditures by $131.117.91. As of April 30, 2026, the District had $2,495,438.14 Cash-in-Bank, and Fixed Assets totaled $32,094,664.89. The amount remaining on the District's long term debt is $9,460,000.00. Mr. Lewis moved to accept the financial reports. The motion was seconded by Ms. Reeves. The Board unanimously voted to accept the financials.

Mr. Irvin asked for an update on the May Phone and Radio Statistics. Mr. Mazzone stated that for the month of May 98.9% of all 9-1-1 calls received were answered immediately or in less than 15 seconds. This is 0.1% less than last month. Of the 16,453 9-1-1 calls in May, the 337 abandoned calls comprised 2.0%. The average call answer time was 0:00.01 second. Automated Attendant activity for the month: SPD (11,572) and SFD (44), and the CPSO main line: (6,387). During May, the total number of CAD events registered for all agencies in the parish was 22,297. The District's parish-wide radio system experienced a total of 599,627 push to talk sequences.

Mr. Irvin asked for an update on the Facility Refresh. Mr. Mazzone stated that the contractor is working through the combined punch list. Some of the items require substantial work; therefore, the architect is still holding on to pay application #12 and the agreed-upon retainage. The biggest item on the punch list remains the swap of the access/call boxes at the entry gates. There appears to be an issue with the ordering of these boxes, and until they are installed, system issues are tweaked and training is accomplished, we will continue to recommend withholding final payment.

Mr. Irvin asked for an update on the Shreveport Fire Department Discussion. Mr. Mazzone stated that the District staff met with leadership and IT personnel from the Shreveport Fire Department, and the City of Shreveport IT Department to discuss SFD communications and concerns. Mr. Mazzone stated that the in-person meeting was much more productive than emailing one another.

Mr. Irvin asked for an explanation on Resolution Number 4 of 2026, to designate the Official Journal of the Caddo Parish Communications District Number One for the period of July 1, 2026, through June 30, 2027. Mr. Mazzone stated that based on distribution, readership and the frequency of publication, he recommended that the board select The Times as the District's official journal. Mr. Babineaux moved to accept the Resolution and the motion was seconded by Ms. Reeves. The Board voted unanimously to accept Resolution Number 4 of 2026.

Mr. Irvin asked if there was any Old Business. Mr. Mazzone informed the Board that the online auction for the District's 2004 Chevy van closed on May 29, 2026, with the winning bid accepted at $925.00, which was directly in line with estimates from online retailers and Kelly Blue Book. The payment has been received by the online auction site, and the vehicle was picked up on Friday, June 5th. The license plate has been removed and will be canceled, and we will remove the vehicle from our asset listing and insurance.

Mr. Irvin asked if there was any New Business. Mr. Mazzone informed the Board of the Legislative Session updates. Mr. Mazzone also informed the Board of the revisions to the District's Human Resources Policies and Procedures Manual and Employee Handbook. Mr. Mazzone will schedule a meeting of the Employee Rules and Regulations Subcommittee to go through the documents before proposing a resolution for the Board to accept them. Mr. Mazzone provided clarification about the firmware upgrades and the money that is already budgeted for Motorola. Motorola recommends that the District upgrade the microwave router systems at each site. Motorola will provide quotes and Mr. Mazzone will update the Board. Mr. Mazzone read a letter of appreciation from Bossier Parish Communications District for the help Mr. Huck Adkins provided when they lost all communications.

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