CADDO PARISH COMMUNICATIONS DISTRICT NUMBER ONE
Board of Commissioners

6:00 p.m. Tuesday
December 9, 2025

ECC Training Room
1144 Texas Avenue

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

Others Present: Tommy Mazzone, Jan Horne, Arthur Meacham, Beth Ann Carter, Morris Laichena, Wes Edge, Huck Adkins & Richard Stewart (9-1-1 Staff) and Zelda Tucker (Legal Counsel)

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 18, 2025, meeting minutes. Mr. Lewis moved to approve the meeting minutes and it was seconded by Ms. Reeves. The Board unanimously voted to approve the minutes.

Mr. Irvin opened the floor to Public Hearing on the Proposed 2026 Operating and Capital Outlay Budget for Caddo Parish Communications District Number One. Mr. Mazzone stated that the District posted the Budget Message and Proposed Budget in accordance with established guidelines and did not have any inquiries to view the budget online or in person. With no public in attendance, Mr. Mazzone recommended that the Public Hearing be closed.

Mr. Irvin asked the Board for nominations for the election of a Vice-Chairman. Mr. Babineaux nominated Ms. Reeves. Mr. Lewis moved to approve the nomination and it was seconded by Mr. McClanahan. The Board unanimously voted to accept the nomination of Ms. Reeves for Vice-Chairman. Mr. Mazzone stated that were Sub Committee Assignments that needed to be filled. The Board decided to add Ms. Reeves to the Communication Systems Enhancement Committee, Mr. Lewis to the Budget/Investment Committee and Mr. Irvin to the Facility Needs Committee. The Chairman of the Board approved all additions to the Sub Committees.

Mr. Irvin asked for an update on the November Phone and Radio Statistics. Mr. Mazzone stated that for the month of November 99.3% of all 9-1-1 calls received were answered immediately or in less than 15 seconds. Of the 14,413 9-1-1 calls in November the 234 abandoned calls comprised 1.6%. The average call answer time was 0:00.01 second. Automated Attendant activity for SPD and SFD and the Sheriff's office main line were SPD: (10,128); SFD: (50); CPSO: (5998). During November, the total number of Computer Aided Dispatch events registered for all agencies in the parish was 19,733. The District's parish-wide radio system experienced a total of 535,115 push to talk sequences.

Mr. Irvin asked for an update on the Facility Refresh. Mr. Mazzone stated that the large hallway restrooms continue to be an issue as several small items need to be corrected. The new perimeter fencing is being installed and the contractor should begin installing the new gates and delivery door soon. The water tank was delivered and placed, and once the pump house arrives, the plumbers will complete installation, fill the tank and test the system. The new rear awning is complete and the drain system is working as scoped. The added concrete work along the front of Texas Avenue will begin next week, removing the need for continual landscape maintenance. After review, the District accepted the bid on the additional scope to add the new training lab and repurpose the current location as an over watch room for the emergency operations center.

Mr. Irvin asked for an update on the Proposed Amendment to the 2025 Operating and Capital Outlay Budget. Mr. Mazzone stated that there were no changes from our previous meeting and the final 2025 budget amendment gives an estimated ending fund balance of $2,485,174.79.

Mr. Irvin asked for update on the Proposed 2026 Operating and Capital Outlay Budget. Mr. Mazzone stated that there were no changes from our previous meeting and reminded the board that the new budget format refines the account codes and categories vendors/services to help track the annual funding.

Mr. Mazzone asked the Board to consider approving Resolution No.7 of 2025, Approving the Amendments to the 2025 Operating and Capital Outlay Budget for the Caddo Communications District Number One. A motion to approve was made by Mr. McClanahan and was seconded by Mr. Lewis. The motion was accepted unanimously.

Mr. Mazzone asked the Board to consider adopting Resolution No. 8 of 2025, Adopting the Proposed Operating and Capital Outlay Budget for the period beginning January 1, 2026 and ending with December 31, 2026, for the Caddo Parish Communications District Number One. A motion to approve was made by Mr. Lewis moved to accept the Resolution and was seconded by Mr. McClanahan. The motion was accepted unanimously.

Mr. Mazzone asked the Board to consider adopting Resolution No. 9 of 2025, Authorizing the Executive Director to execute Engagement Letters with Carr, Riggs and Ingram, LLC to perform an External Audit of the Caddo Parish Communications District Number One for the year ended December 31, 2025 and to perform a review of the Louisiana Legislative Auditor’s statewide Agreed-Upon Procedures. A motion was made to approve by Mr. McClanahan was seconded by Mr. Lewis. The motion was accepted unanimously.

Mr. Irvin asked if there is any Old Business. There was none.

Mr. Irvin asked if there is any New Business. There was none.

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