

## **November 13, 2023, Minutes**

The Bossier Parish Communications District One Board convened in regular and legal session on November 13, 2023, at 5:30 pm at the Bossier Parish Communications District One Board room, located at 4601 Palmetto Road Benton, Louisiana.

Chairman Varnell called the meeting to order.

Mr. McAnn opened in prayer.

Mrs. Durbin called the roll with members present as follows:

Chairman Varnell, Mr. Ward, Mr. Holley, Mr. Robertson, Mr. Rogers, and Mr. Jordan

Absent: Mr. Marshall

Chairman Varnell introduced the minutes of the October 9, 2023, meeting for approval. Mr. Jordan made the motion, seconded by Mr. Ward, to dispense with the reading and approve the minutes as presented. Upon unanimous vote, the motion carried.

Mr. McAnn presented the Board with financial reports reflecting year-to-date balances and up-to-date income and expense reports for review. Mr. Rogers made a motion seconded by Mr. Holley to approve the financial report. Upon unanimous vote, the motion carried. Mr. McAnn also provided the Board with an updated list of the Districts of Certificates of Deposits.

### **Director Report:**

Mr. McAnn informed the board that Darla McDonald's officially retired on October 15<sup>th</sup>, 2023. Mr. McAnn reported to the board that Ms. Alayna Morrow had been hired full-time and will begin on November 15, 2023. Mr. McAnn also informed the board of a second person in training, and hopefully, They can be back to full staffing levels by January 1, 2024. Mr. McAnn stated that he attended the State APCO/NENA meeting in Mandeville on October 12, 2023. Mr. McAnn said the statewide ESINet project consultant was on track to be selected in early 2024. Mr. McAnn briefed the board on the ongoing radio project. He stated that Shreveport Communication should begin installing the tower equipment between now and the first of the year, and consoles should be installed after the first of the year. Mr. McAnn reminded the board members of the annual required ethics and sexual harassment training that needed to be completed by December 31st. Mr. McAnn informed the board that our annual Christmas party would be held on Monday, December 11, 2023, after our board meeting.

**Old:** None.

**New:**

Mr. McAnn presented and requested the board's consideration of a new Cooperative Endeavor Agreement with Caddo Parish Communications District for the reimbursement of surcharges for Bossier Parish residents living inside the city limits of Shreveport. The original agreement was established in 1995 and expired in 2005, but the yearly reimbursements have been made yearly. Mr. McAnn asked for approval of Resolution 1 of 2023 to allow him to execute the updated Cooperative Endeavor Agreement. Mr. McAnn explained to the Board that Caddo Communications District's legal counsel had prepared the agreement. Mr. Patrick Jackson, Parish Attorney for Bossier Parish, reviewed the document and concurred. Following discussion, the motion was made by Mr. Ward, seconded by Mr. Robertson, to accept the Cooperative Endeavor Agreement and approve Resolution 1 of 2023 authorizing Mr. McAnn to sign the updated agreement. Upon unanimous vote, the motion carried.

Mr. McAnn then introduced the proposed 2024 budget for review. Following discussion, Mr. Rogers made a motion, seconded by Mr. Ward, to accept the proposed budget as presented. Upon unanimous vote, the motion carried. Chairman Varnell entertained a motion to call for a public hearing on December 11, 2023, at 5:30 pm, for public comment before final approval of the 2024 budget. Mr. Jordan made the motion, seconded by Mr. Ward. Upon unanimous vote, the motion carried.

Mr. McAnn requested approval for the board to adjourn into executive session to discuss personnel matters. Mr. Ward made the motion, seconded by Mr. Holley. Upon unanimous vote, the motion carried. The board entered into executive session at 6:07 pm and returned to the regular session at 7:05 pm. The motion to re-enter into regular sessions and approve annual employee salary increases was made by Mr. Robertson and seconded by Mr. Ward. Upon unanimous vote, the motion carried.

With no further business to come before the board, a motion was made to adjourn the meeting by Mr. Ward, seconded by Mr. Rogers. Upon unanimous vote, the motion carried.

Charles Varnell  
Chairman

Andy Holley  
Secretary