

November 12, 2024, Minutes

The Bossier Parish Communications District One Board convened in regular and legal session on November 12, 2024, 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. Holley, Mr. Robertson, and Mr. Jordan

Absent: Mr. Ward and Mr. Rogers

Chairman Varnell introduced the minutes of the October 14, 2024, meeting for approval. Mr. Holley made the motion, seconded by Mr. Allen, 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. McAnn also provided an update on prepaid wireless funding. Mr. Allen made a motion seconded by Mr. Jordan 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 reported to the board that Ms. Alexis Goodwin had been hired full-time and began on November 1st, 2024. Mr. McAnn informed the board that Mrs. Durbin had completed a class with the Louisiana Legislative Auditors. Mr. McAnn briefed the board that two communications officers were enrolled in training certification courses and gave a brief on recent meetings he has attended. Mr. McAnn updated the board on the ongoing radio project. He stated that Shreveport Communications has most antennas, microwaves, and repeaters installed for the infrastructure upgrade. Mr. McAnn informed the board of his meeting with Motorola on October 30th concerning the console issues. 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 9, 2024, after our board meeting.

Old: Mr. McAnn informed the board that the lease renewal with AT&T had been submitted, and ATT was drafting the lease contract. The lease contract should be completed before the end of 2024. No payment will be made until after installation and acceptance.

New:

Mr. McAnn presented the board with a request for chairs for dispatch. Three quotes were obtained and presented. The current chairs were purchased in 2018. After discussing the options offered, Mr. Robertson made a motion, seconded by Mr. Holley, to purchase the chairs from Office Barn in Tyler, Texas, for \$7429.00 for four chairs. Upon unanimous vote, the motion carried.

Mr. McAnn then introduced the proposed 2025 budget for review. Following discussion, Mr. Holley made a motion, seconded by Mr. Allen, 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 9, 2024, at 5:30 pm, for public comment before final approval of the 2025 budget. Mr. Holley made the motion, seconded by Mr. Allen. Upon unanimous vote, the motion carried.

Mr. McAnn requested approval for the board to adjourn into executive session to discuss personnel matters. Mr. Holley made the motion, seconded by Mr. Robertson. Upon unanimous vote, the motion carried. The board entered into executive session at 6:11 pm and returned to regular session at 6:55 pm. Mr. Robertson motioned to re-enter regular sessions, which Mr. Allen seconded. Upon unanimous vote, the motion carried. A motion was made by Mr. Allen, seconded by Mr. Holley, to approve annual employee salary increases. Upon unanimous vote, the motion carried.

With no further business before the board, Mr. Holley motioned to adjourn the meeting, seconded by Mr. Jordan. Upon a unanimous vote, the motion carried.

Charles Varnell
Chairman

Andy Holley
Secretary