

February 10, 2025

The Bossier Parish Communications District One Board convened in a regular and legal session on February 10, 2025, 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.

Opening Prayer: Mr. McAnn

Mrs. Durbin called the roll with members present as follows:
Chairman Varnell, Mr. Holley, Mr. Robertson, Mr. Allen, and Mr. Rogers.

Absent: Mr. Ward and Mr. Jordan

Chairman Varnell introduced the December 9, 2024, meeting minutes for approval. Mr. Rogers 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. Allen made a motion, seconded by Mr. Holley, to approve the financial report. Upon unanimous vote, the motion carried.

Director Report:

Mr. McAnn advised the Board that Ms. Jessica Haakenson started on January 1st as a probationary Communications Officer. Mr. McAnn informed the board that audit prep work has begun and staff is working to complete the audit package quickly. Mr. McAnn briefed the board on the upcoming Barksdale Air Force Base airshow and the districts involvement, the airshow will take place on March 29th and 30th. Mr. McAnn stated he was working on the 2025 insurance renewals and the increase to annual premiums will be approximately six percent from 2024. Mr. McAnn updated the board of a recent meeting on January 28th concerning utilization of the old central library for a collocated communications center. Mr. McAnn informed the board of the upcoming statewide ESInet project meeting he would be attending in Monroe on February 11th. Mr. McAnn invited board members to the Veterans of Foreign Wars Post 4588 for their 2025 VFW Public Servant Awards banquet on February 20th at 6:30 pm. Operations Manager Elani Woods will be recognized for placing second in the state for communications officers. Mr. McAnn informed the board that he accepted Motorola proposal for additional equipment for issues with installation of the radio consoles and he also noted testing was beginning on the consoles. Lastly, Mr. McAnn updated the board on the AT&T call handling equipment lease. He is still working with AT&T to get the lease completed and documents ready for review. Mr. McAnn stated he was informed AT&T would be considering our current lease paid after the March 1st payment and only service payments would be required until the new equipment is installed and accepted.

Old: None.

New:

Mr. McAnn advised the board of the need to amend the 2025 budget to reflect the following changes: beginning fund balance amend the to reflect the true beginning balance on January 1, 2025, of \$250,000.

An adjustment was also needed to increase Dedicated Investments by \$82,387.37 for a new total of \$5,222,387.37 and Equipment- Operational Upgrade line item to be increased by \$132,387.37 for a new total of \$2,782,387.37, allowing for a balanced budget. Upon review, a motion was made by Mr. Rogers, seconded by Mr. Holley, to amend the 2025 budget. Upon unanimous vote, the motion carried.

Mr. McAnn reported that the district had received the annual Engagement Letters from Cook and Morehart CPA Firm for the 2024 audit. Mr. McAnn presented the letters to the board. A motion was made by Mr. Robertson, seconded by Mr. Holley, to accept as presented. Upon unanimous vote, the motion carried.

Mr. McAnn presented the Board with the Louisiana Compliance Questionnaire that is required each year by the State Legislative Auditors. Mr. Holley made a motion, seconded by Mr. Robertson, to approve the Louisiana Compliance Questionnaire and approve Chairman Varnell and Secretary Holley to sign the questionnaire. Upon unanimous vote, the motion carried.

Mr. McAnn presented to the board the quote and asked for consideration of replacing our existing Palo Alto firewalls. Mr. McAnn stated our current firewalls are 6 years old and current software services ends in May. Mr. McAnn stated the new proposed firewalls and services were on state contract. He presented a quote from NWN Carousel for four new firewalls that includes five years of maintenance and services. The quote was for \$40,205.00. He stated ATG consultants had given an estimate of \$6,000.00 for programming and installation. Mr. McAnn asked for approval of the quote and installation services. After discussion, a motion was made by Mr. Rogers, seconded by Mr. Allen to accept as presented. Upon unanimous vote, the motion carried.

Mr. McAnn requested approval for the board to adjourn into executive session to discuss personnel matters. Mr. Robertson made the motion, seconded by Mr. Allen. Upon unanimous vote, the motion carried. The board entered into executive session at 6:11 pm and returned to the regular session at 6:19 pm. The motion to re-enter into regular sessions was made by Mr. Rogers and seconded by Mr. Allen. Upon unanimous vote, the motion carried.

Mr. McAnn stated that Mr. Varnell and Mr. Ward have decided not to request reappointment to the board and allow their terms to expire. Mr. McAnn extended his gratitude for Mr. Varnell and Mr. Wards service, mentorship, and dedication to the board.

Mr. McAnn informed the board of the need for election of officers for the board for 2025. A nomination and motion were made by Mr. Holley to elect Mr. Rogers as Chairman, seconded by Mr. Allen. Upon unanimous vote, the motion carried. A nomination and motion were made by Mr. Rogers for Mr. Robertson to serve as Vice-Chairman, seconded by Mr. Allen. Upon unanimous vote, the motion carries. Lastly, Mr. Holley was asked to continue in his position as Secretary /Treasurer. A motion was made by Mr. Rogers, seconded by Mr. Roberson. 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. Rogers, seconded by Mr. Holley. Upon unanimous vote, the motion carried.

Minutes are subject to approval at the next stated Board Meeting.

Charles Varnell
Chairman

Andy Holley
Secretary