

## **November 14, 2022, Minutes**

The Bossier Parish Communications District One Board in regular and legal session convened on November 14, 2022, 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.

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

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

Via-Phone: Mr. Rogers

Absent: Mr. Marshall

Chairman Varnell introduced the minutes of the October 10, 2022, meeting for approval. Mr. Ward made the motion, seconded by Mr. Holley, 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. Jordan made a motion seconded by Mr. Ward to approve the financial report. Upon unanimous vote, the motion carried.

### **Director Report:**

Mr. McAnn informed the board that our annual meeting for open enrollment for health insurance would occur on November 17, 2022, at 3:30 pm. Mr. McAnn briefed the board that we have recently received the latest aerial imagery of Bossier Parish from NLCOG. These aerials are much more detailed than in the past and create challenges for uploading to the mapping software utilized by our phone and CAD maps due to the file size. Mr. Gould and Mr. Rhodes are actively working to resolve these issues and feel quite confident they will be able to integrate the new imagery shortly. Mr. McAnn stated that he and Mr. Dean attended the State APCO/NENA meeting on October 20, 2022, in Natchitoches. Mr. McAnn said one of the primary topics discussed was the planned selection of a consultant for the statewide ESINet project in early 2023. Mr. McAnn stated the expansion project at the Back-Up center was still waiting on a third quote. Mr. McAnn informed the board that our updated AT&T contract for fiber connectivity and internet should be installed by the first of the year. Mr. McAnn then updated the board on the quotes for additional covered parking. Out of several contractors contacted, only three were interested in quoting the project, and he was waiting for their quotes.

**Old:**

Mr. McAnn informed the board that all the required documentation to proceed with the radio infrastructure and console upgrade had been submitted. He also stated he discussed the project with the district's auditors before executing the documents to ensure all legal requirements were met.

**New:**

Mr. McAnn briefed the board that the obstruction light on the Cycle Plant tower is no longer functional and needs replacement. He has received three quotes for replacement. Shreveport Communications submitted the lowest bid at \$14,960.00. Mr. Holley made a motion, seconded by Mr. Ward, to approve the replacement of the obstruction light by Shreveport Communications. Upon unanimous vote, the motion carried.

Mr. McAnn informed the board of the need to amend the 2022 budget. The amendment is necessary to correct an error in the budget line item Dedicated Investments. The error occurred due to a renewal of a certificate of deposit during budget preparation for 2022. After discussion and explanation of how the mistake was made, Mr. Holley made a motion, seconded by Mr. Robertson, and upon unanimous vote, the motion carried to amend the 2022 budget.

Mr. McAnn introduced the proposed 2023 budget for review. Following discussion, the motion was made by Mr. Jordan, seconded by Mr. Holley, to accept the proposed budget as presented. Upon unanimous vote, the motion carried. Chairman Varnell entertained a motion to call for a public hearing to be held on December 12, 2022, for final approval of the 2023 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 6:08 pm and returned to regular session at 6:45 pm. The motion to re-enter into regular sessions and approve annual employee incentives was made by Mr. Holley and seconded by Mr. Ward. Upon unanimous vote, the motion carried.

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

Charles Varnell  
Chairman

Andy Holley  
Secretary