

**February 12, 2024**

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

Opening Prayer: Mr. McAnn

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

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

Absent: None.

Chairman Varnell introduced the December 11, 2023, meeting minutes for approval. Mr. McAnn noted that the error on the date of the draft minutes had been corrected. Mr. Holley made the motion, seconded by Mr. Rogers, 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. Holley made a motion, seconded by Mr. Robertson, to approve the financial report. Upon unanimous vote, the motion carried.

**Director Report:**

Mr. McAnn advised the Board of a lightning strike at the North Bossier tower site that caused damage to the point-to-point microwave system on January 12, 2024. The system was able to be repaired before the winter weather occurred. Mr. McAnn stated he was working with the police jury to explore options to better ground the tower. Mr. McAnn briefed the Board on the operations during the winter storm and complimented the staff on their performance. Mr. McAnn advised the Board that the repairs on the 2018 Dodge Durango were complete, and a water heater for the administrative side had been replaced. Mr. McAnn briefed he was working on the 2024 insurance renewals and looking at adding additional coverage to better cover the district. Mr. McAnn stated he would ask Mr. Rogers to review the renewal and any additions before binding the coverage. Mr. McAnn discussed discussions at the January 25, 2024, State APCO/NENA meeting. Mr. McAnn informed the Board the 2024 State APCO/NENA Symposium will be held in Bossier City from April 29- May 1, 2024. If any Board Member would like to attend, please let him know. Mr. McAnn stated the police jury was working on filling the vacancy on the Board created by Mr. Marshall's resignation. Finally, Mr. McAnn gave an update on the radio and console upgrades, the statewide ESINet, the carport projects, and an upcoming meeting to discuss the renewal of the ATT lease for the 911 phone system.

**Old:** None.

**New:**

Mr. McAnn advised the board of the need to amend the 2024 budget to reflect the following changes: amend the beginning fund balance to reflect the true beginning balance of \$1,711,906.08. An adjustment was made to the Equipment- Operational Upgrade and the General Operating Reserve line items, allowing for a balanced budget. The Equipment- Operational Upgrade line item was increased to \$2,500,000.00, and the General Operating Reserve line item was increased to \$ 1,876,190.08. Upon review, a motion was made by Mr. Rogers, seconded by Mr. Ward, to amend the 2024 budget. Upon unanimous vote, the motion carried.

Mr. McAnn reported that the District had received the Engagement Letter from Cook and Morehart CPA Firm for the annual 2023 audit. The agreement reflects an approximate 8 to 10 percent increase from the prior year. A motion was made by Mr. Ward, seconded by Mr. Rogers, 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. Ward made a motion, seconded by Mr. Holley, to approve the Louisiana Compliance Questionnaire and approve Chairman Varnell and Secretary Holley to sign the questionnaire. 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. Ward. Upon unanimous vote, the motion carried.

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

Charles Varnell  
Chairman

Andy Holley  
Secretary