

**EAST BATON ROUGE PARISH COMMUNICATIONS DISTRICT
BOARD OF COMMISSIONERS**

**Meeting Minutes
January 26, 2021 – 2:00 p.m. CST**

Virtual Meeting via Zoom

The East Baton Rouge Communications District Board of Commissioners met virtually via Zoom at 2:00 pm on January 26, 2021, for a duly noticed regular meeting.

Chairman Sid Gautreaux called the meeting to order.

Director Jim Verlander called the roll:

Present: Chairman Sid Gautreaux, Mayor David Barrow, Mayor David Amrhein, Chief Ed Smith, and Mayor Darnell Waites

Absent: Deputy Chief Robert McGarner (Retired), Chad Guillot

The Chairman found that a quorum existed.

Others Present:

Director Jim Verlander, Todd Campbell, Legal Counsel Henry Olinde, Renee Navarre Cashio, Darryl Gissel, Mohit Vij, Jennifer Kimble, and numerous other participants via Zoom call-in.

APPROVAL OF MINUTES:

Mayor Waites moved to approve the proposed minutes of the September 2, 2020, and November 17, 2020, special meetings. Mayor Barrow seconded the motion. The motion unanimously passed.

OLD BUSINESS:

CAD Project Status, Issues, and Developments:

Director/Project Manager Report

Director Verlander presented orally to the BOC the status of the CAD project. He advised that the project is moving along nicely, and the CAD Committee has taken a leadership role in moving forward.

Director Verlander invited Jennifer Kimble of the BRFD to speak on behalf of the CAD Committee.

Jennifer described the CAD Committee's makeup and advised that they are getting ready to update the CAD software to a new version. She reported on the use of Trello to track changes, response code changes, and agencies' training.

RMS Project Status, Issues, and Developments including:

Director/Project Manager Report

Director Verlander presented orally to the BOC the status of the RMS project. He advised that the Go-live was January 1, 2021, and the system has been live since that time.

Director Verlander invited Mo Vij of 365 Labs to speak on the RMS project's progress. Mo described that this was five systems going live simultaneously. Mo gave details on how much more efficient the system is and how a task that previously took a week now happens in minutes. Mo advised that they migrated twenty years of agency's data into the new RMS. Mo stated that they are getting ready to launch phone app's for the system.

Mayor Amrhein noted that his assistant Police Chief is having trouble with the RMS and asked if Mo could speak to why he is hearing this. Mo reported that there are issues that they are working through, and some problems are feature requests that they are trying to implement.

Legal Updates

Henry Olinde stated that there were no new legal updates.

NEW BUSINESS:

Concerns from Stakeholders/Agencies

There were no concerns put forward by Stakeholders/Agencies.

Other recent developments

There were no recent developments.

ADMINISTRATIVE MATTERS:

Finance Report / Discussion of Financials presented by Director

Director Verlander presented orally to the BOC. Director Verlander stated that he and Todd Campbell met with Linda Hunt, the Finance Director for City/Parish. They had a very productive meeting, with topics like:

- The need to set up purchasing approval procedures for the Comm District.
- Setting up a Procurement Card for the Comm District.
- The potential use of Munis, the City/Parish finance system software.
- Using Munis will allow the Director to authorize or decline the use of Comm District funds.
- Linda agreed that it might be time to discuss the Comm District breaking away from City/Parish Finance and provide its own services.

Sheriff Gautreaux asked what would be the spending limit on the Procurement Card. Director Verlander advised that they were still creating policies and procedures for the use of the Procurement Card.

Mayor Amrhein also agreed to the need for policies and procedures to be in place for various purchasing methods.

Henry Olinde advised that due to state law, the limit should be less than \$10,000.

Chief Smith stated that he would like to see policies and procedures stating that an independent person, other than the person making the purchase, audits the procurement card expenditures.

The BOC and Henry Olinde agreed that the best direction would be to have an independent external service provider handle the Comm District's business office finances.

EMS Business Office personnel changes

Director Verlander presented orally to the BOC.

Director Verlander also met with Renee Cashio, the EMS Business Manager.

They had a very productive meeting, with topics like:

- The need for the Comm District breaking away from the EMS Business Office and provide its own services.
- Renee also suggested restructuring and streamlining the EMS Business Office employees to meet the Comm District needs while cutting \$30,249 annually from the Comm District budget.

Contract and Invoice Signing Authorization for Director

Director Verlander requested the Director position to be authorized to sign Purchase Orders, Contract, and Invoices.

Mayor Waites expressed concern about making sure procedures are in place to have business office support to verify purchases.

Renee Cashio then explained the business office workflow and how Director Verlander would work with the City/Parish system.

Mayor Waites made a motion to approve. Mayor Barrow seconded the motion. The motion unanimously passed.

MUNIS Security Authorization for Director

Henry Olinde provided the BOC with a copy of the City/Parish Munis Security Authorization form.

Director Verlander requested that the BOC approve the Chairman to sign the authorization form allowing the Director to have access to Munis.

Mayor Waites made a motion to approve. Mayor Barrow seconded the motion. The motion unanimously passed.

Account balances matters

Director Verlander presented orally to the BOC that he identified a few issues with the 2021 budget or account balances after meeting with Renee Cashio and Linda Hunt.

- The Director's salary was not fully funded, and Todd Campbell's position was not funded at all.
- Director Verlander and Todd Campbell are working with the CAD and RMS vendors to identify remaining project balances versus remaining in the

expense accounts for those projects. There appears to be some shortage, but will know more in a week or so.

- Carry-Forward funds are available, but the cut-off date for requesting carry-forward funds is this Friday, January 29. Requesting carry-forward funds require specific details.

Report on the operations of the district and any personnel matters.

None reported.

MOU with EBRSO; re: PSAP

Henry presented orally to the BOC that the Zachary PSAP has transferred its duties to the EBR Sheriff's Office. The Comm District will now reimburse funds for the Zachary PSAP to the EBR Sheriff's Office. The Comm District has created an MOU to detail the changes and new agreement with the EBR Sheriff's Office.

Mayor Amrhein made a motion to approve. Mayor Barrow seconded the motion. The motion unanimously passed.

End of Meeting Remarks

Director Verlander noted that next month's meeting would fall on February 17, during Mardi Gras week. Director Verlander asked the BOC if they would like to move the February meeting to February 24. The BOC agreed.

ADJOURNMENT

Mayor Amrhein moved to adjourn. Mayor Barrow seconded the motion. The motion unanimously passed.