

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

**Meeting Minutes
February 24, 2021 – 2:00 p.m. CST**

Virtual Meeting via Zoom

The East Baton Rouge Communications District Board of Commissioners (“BOC” or “Board”) met virtually via Zoom at 2:00 pm on February 24, 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 Chad Guillot, and Mayor Darnell Waites, Deputy Chief Myron Daniels

Absent: Chief Ed Smith

The Chairman found that a quorum existed.

Others Present:

Director Jim Verlander, Todd Campbell, Legal Counsel Henry Olinde, Bassam Harb, Jennifer Kimble, Frederick Lee, Marshall Walters, and numerous other participants via Zoom call-in.

APPROVAL OF MINUTES:

Mayor David Amrhein moved to approve the proposed minutes of the January 26, 2021 meeting. Mayor Barrow seconded the motion. The motion unanimously passed.

Oath of Office for Deputy Chief Myron Daniels:

On February 10, 2021, under item number 71, EBR Metro Council appointed Baton Rouge Police Department Deputy Chief Myron Daniels, to replace Robert McGarner who retired, to the EBRP Communications District BOC. Legal Advisor Henry Olinde administered the Oath of Office to Baton Rouge Police Department Deputy Chief Myron Daniels.

OLD BUSINESS:

CAD Project Status, Issues, and Developments:

Director Verlander advised that he just received CentralSquare contract reconciliation with the remaining milestones and balances. Director Verlander also advised that he is reviewing it with the EMS Business Office to verify the final amounts to close out the project. Director Verlander is also getting with all agencies to make sure all outstanding contractual agreements are met.

Director Verlander invited Jennifer Kimble of the BRFD to address the Board on behalf of the CAD Committee. Jennifer advised that the CAD team successfully launched the CAD update, updating the CAD software to a new version. She reported on the new agencies' CAD Admin training for Airport Police, Southern University Police, LSU Police, and the Constable's Office, and she is in the process of scheduling CAD user training for those agencies.

RMS Project Status, Issues, and Developments

365 Labs Comments

Director Verlander invited Mohit Vij of 365 Labs to speak on the RMS project's progress, but he could not attend the meeting. Mo requested that Director Verlander pass along stats that 365 Labs has collect since the go-live on January 1, 2021.

26,258 new reports (that are LIBRS validated) have been written in the NEW 365 System. (UCR or LIBRS validation previously occurred in Records Divisions or Crime Stat Divisions and would require a redo or scoring of each report - so now agencies are saving effort by this happening when the report is written)

2,538 New Warrants have been created in the 365 Warrants System (This is using automation to create, whereas the data was previously manually entered)

813 New Warrant Request have been processed electronically by Judges

478 Arrests Electronically Processed. (When new JMS goes live, these will automatically be converted into Booking records)

2,336 Crash Reports handled by 365 Labs applications. (Agencies that previously used the stand-alone La Crash system now have a single system to write Criminal and Crash Reports.)

Over 8,000 old warrants with arbitrary data were cleaned up by 365 Team, and agencies are cleaning the remaining 1,200.

All 20+ years of data from the old ADSI report databases are now in a single system, including Crash Reports.

As users learn the new system, the number of issues has significantly decreased. On the weekly RMS committee calls, fewer and fewer problems are being reported.

As with the new CentralSquare CAD system, there were lots of issues and complaints when the RMS system first went live, but as the second month of using the new RMS comes to an end, Director Verlander reported that he was very pleased with the RMS progress to date.

Chairman Gautreaux noted that EBRSO deputies are having issues with the RMS warrants system and traffic crash system.

Director Verlander advised the Chairman that he would look into these issues during the RMS Teams' weekly calls.

Director/Project Manager Report

Director Verlander advised that he was recently asked when maintenance for RMS will start. Director Verlander advised The Comm District will be able to pay the SAS (Software As a Service) cost for 2021 for the original contract covering BRPD, EBRSO, Baker, Zachary, and Central. Those agencies will, however, need to plan to pay RMS costs starting in 2022. He will contact those agencies and discuss what those costs will be.

Additionally, other parish law enforcement agencies have submitted requests to participate in the Comm District RMS. BRPD Chief Murphy Paul contacted Director Verlander and expressed the importance of having the other agencies, like the Constable's Office, participate in the RMS project. These other agencies have requested assistance in paying for the RMS.

For all the participating agencies, the Comm District will be able to pay for RMS base cost in 2021. Going forward, it appears that the Comm District may be able to reimburse these agencies for up to 50% of the RMS base cost. All participating agencies will pay for any additional modules they chose to purchase on their own.

The other agencies would include the Constable's Office, ABC, Arson Investigators, LSU PD, Southern PD, and Airport Police. Those agencies would have their own direct contracts with 365 Labs.

LSU PD Marshall Walters asked Director Verlander whether there would be an MOU between LSUPD and the Comm District. Director Verlander advised that a written MOU's with each agency is what is currently being contemplated. Director Verlander also reported that he has been in contact with 365 Labs to help set up contracts and pricing for all agencies in this project.

Chairman Gautreaux recalled that the BOC previously discussed the importance of bringing all of these law enforcement agencies into RMS. He strongly believes that this universal participation will enhance the services provided to the public.

Legal Updates

Legal counsel, Henry Olinde, advised that there were no new legal updates. Mr. Olinde did advise that he will have to assist Director Verlander with some pending items, including some contract negotiations for the Communications District.

NEW BUSINESS:

Parish wide emergency notification system

Director Verlander advised the BOC of following:

The current notification system has been in place for approx. 10 yrs.

The current Intrado bill is \$23,108 annually.

The Comm District has never used this system. BRPD has used it for internal department notifications, and that was only three times last year. There may be a different resource available for BRPD using the CAD notification system linked to call types.

Director Verlander is presently in talks with MOHSEP Director Clay Rives and IS Director Eric Romero about possible options of a better system that would probably be "app notification based" rather than "call based."

Director Verlander just received the Intrado invoice for 2021 and needs to decide on whether or not the Comm District will renew the contract for 2021 and pay the \$23,108. He would like to cancel the Intrado notification system and direct the Comm District's resources toward a new and better solution.

Commissioner Chad Guillot advised that he believed the only other agency that has used the notification system is the Baton Rouge Fire Department, and no one from the Fire Department was present to speak on the issue.

Mayor Waites made a motion not to renew the contract with Intrado for the notification system and to find better alternatives. Mayor Barrow seconded the motion. The motion unanimously passed.

Concerns from Stakeholders/Agencies

Chairman Gautreaux indicated that it was time to move back to in-person BOC meetings, with mandatory masks and social distancing. All present board members agreed. Sheriff Gautreaux also suggested that the next meeting, with lunch provided, should be held at St. George Fire Protection District Headquarters.

St. George Fire Chief Gerard Tarleton agreed.

Other recent developments

There were no recent developments.

ADMINISTRATIVE MATTERS:

Finance Report / Discussion of Financials presented by Director

Director Verlander advised that he has been working with Renee Cashio of the EMS Business Office. Renee has been accommodating.

Unfortunately, the City/Parish Purchasing division has not been as helpful. A discussion of the unpaid 2019 Invoice for \$31,270 from CentralSquare was held. Director Verlander believes that, after getting the Comm District's legal counsel involved, that invoices in the process of being paid.

MUNIS Security Authorization for Director Update

Director Verlander advised that

IS is working on setting up his MUNIS account. Problems and issues have arisen during this process, but all parties are trying to work through them.

Carry-forward funds

Director Verlander advised that, on January 29, 2021, the following carry-forward funds were requested.

Intrado / 911 phone system - \$522,000 (These funds will cover the Front Room Upgrade.)

CentralSquare / CAD - \$180,000 (These funds will cover the remaining contractual payments if needed.)

365 Labs / RMS - \$300,000 (Additional funds to the RMS project are requested due to project expansion.)

Telephone Service Provider Audit - \$100,000 (He will use these funds to contract with a consultant, Winbourne Consulting, to provide services that include the auditing of the telephone service providers regarding emergency telephone service charges and collections.)

Mayor David Amrhein made a motion to approve these carry-forward fund requests. Mayor Darnell Waites seconded the motion. The motion unanimously passed.

Workers Comp Update

Director Verlander advised that the Comm District's workers' compensation policy is being reviewed and updated to reflect current employees.

911 call review

Director advised that an article in The Advocate newspaper (February 8) stated that a person called 911 six times with no answer. That claim investigated through technical means inside the 911 call system.

Website and insignia

Director Verlander advised that he was working with a vendor, Trendsic, on the Comm District website and presented a copy of several proposed designed insignias for the EBRP Communications District.

Mayor Darnell Waites made a motion to approve insignia Option #1 and the website agreement with Trendsic. Mayor David Amrhein seconded the motion.

Commissioner Myron Daniels requested clarification on the motion.

Legal counsel clarified that he understood the motion to be one approving Option #1 of the presented insignia and the Trendsic contract to move forward with the Comm District website.

Mayor Darnell Waites clarified his motion adopted the comments of legal counsel and the clarification was seconded by Mayor Amrhein. The motion unanimously passed.

2021 Monthly Meeting Schedule

Director Verlander provided the 2021 monthly regular meeting schedule was provided to the BOC.

Legal counsel advised the BOC that the open meetings law required that a regular meeting schedule needs to be adopted and posted every year.

Deputy Chief Myron Daniels made a motion to adopt the monthly meeting schedule, and Mayor David Amrhein seconded the motion. The motion unanimously passed.

End of Meeting Remarks

Chairman Gautreaux advised Director Verlander that he would like to have a report on the Radio Shop at the next monthly meeting.

ADJOURNMENT

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