

**ORLEANS PARISH COMMUNICATION DISTRICT  
BOARD OF COMMISSIONERS**

**Regular Board Meeting**

Tuesday, March 8, 2016, at 10:00 am  
Administrative Conference Room, OPCD Administrative Building  
118 City Park Avenue  
New Orleans, LA 70119

**I. CALL TO ORDER**

OPCD Board Chair Col. Terry Ebbert called the meeting to order at 10:00 am.

**II. ROLL CALL**

Ms. Ausetua AmorAmenkum called the roll. The following Board members were present:

Board Chair Col. Terry Ebbert; Vice Chair Dr. Brobson Lutz; Lt. John Stelly (proxy for Capt. Donovan Archote); Dr. Jim Aiken (proxy for Mr. Greg Feirn); Lt. Col. Timothy Chastain (proxy for Major Glenn H. Curtis); NOFD Supt. Timothy McConnell; NOPD Supt. Michael Harrison; NOEMS Director Dr. Jeffrey Elder; NOHSEP Interim Director Mr. Aaron Miller; and Department of Health Director Ms. Charlotte Parent. Deputy Mayor and CAO Mr. Andy Kopplin was absent.

**III. ADOPTION OF SPECIAL BOARD MINUTES FROM FEBRUARY 16, 2016**

Board Chair Terry Ebbert called for the adoption of the minutes from the OPCD Special Board meeting held February 16, 2016. Lt. Col. Chastain motioned to adopt the minutes as submitted, and Dr. Aiken seconded the motion. Board members unanimously adopted the minutes.

**IV. QUARTERLY FINANCIAL REPORT**

Board Chair Col. Ebbert recognized Director of Finance Ms. Denise Clayville. Ms. Clayville referred Board members to the quarterly financial report in their packets, which was for the last quarter in 2015. Ms. Clayville reported that 9-1-1 revenue was over budget by four percent. Professional services expenditures were 54 percent less than budgeted, because the revenue true up was not done. Repairs and maintenance expenditures were up by 40 percent because more upkeep is needed on the 9-1-1 Center. Overall, OPCD spent \$553,000 more than we took in. Dr. Elder motioned to accept the Quarterly Financial Report, which was seconded by Lt. Col. Chastain. Board members unanimously accepted the report.

**V. ADOPT RESOLUTION 16-03, AUDIT COMPLIANCE QUESTIONNAIRE**

Board Chair Ebbert recognized Ms. Clayville, who referred Board members to Resolution 16-03 in their packets. She reminded Board members that this was a housekeeping matter, because it is required by the State Legislative Auditor's Office as part of OPCD's annual audit. The

purpose of the resolution is to certify that OPCD complies with state laws and regulations. Mr. Aaron Miller motioned to adopt the resolution, and Lt. Stelly seconded the motion. Board members unanimously adopted Resolution 16-03.

#### **VI. ADOPT RESOLUTION 16-04, to Amend FY 2016 Annual Budget**

Board Chair Ebbert recognized Ms. Clayville. Ms. Clayville informed Board members that OPCD spent less than the budgeted amount with respect to the City's allocation. As a result, about \$97,624 needs to be rolled over into the 2016 budget. The rollover will increase the 2016 allocation from \$443,500 to \$541,124. Ms. Clayville stated that Resolution 16-04 documents the change. Mr. Aaron Miller motioned to adopt Resolution 16-04, and Dr. Elder seconded. Board members unanimously adopted Resolution 16-04.

#### **VII. Executive Director's Report**

##### **A. Statewide 9-1-1 Legislation**

Executive Director Stephen Gordon advised the Board that the Louisiana APCO and NENA Chapters have organized to raise 911 fees statewide. There will be two bills; one will raise prepaid wireless charges from two percent to four percent (of retail sale), and the other will raise the wireless fee from 85 cents to \$1.25. The second bill will also address how lines are counted, and will clarify that the 9-1-1 fees are on any device that can connect to 9-1-1. Mr. Gordon reported that the prepaid bill requires a two-thirds vote to pass, while the postpaid wireless fee requires only a simple majority. Rep. Thomas Carmody from Caddo Parish has agreed to author the prepaid bill. Rep. Chris Broad from Tangipahoa Parish has agreed to author the postpaid wireless bill. A white paper will be developed to distribute throughout the state including the OPCD Board to clarify that this is a surcharge fee and not a tax.

Board members asked Ms. Clayville what OPCD would expect to see. Ms. Clayville reported that if the legislation passes as submitted, pre-paid revenue would increase by about \$450,000, and postpaid revenue would increase by about \$950,000; total revenue would increase by \$1.4 million. Board Chair Col. Ebbert reminded Board members that if the legislation passes, it will be some time before the increase is implemented and remitted to OPCD. Further, OPCD has been operating at a \$500,000 deficit; everyone needs to be aware that because of the deficit, net revenue will be only \$800,000.

##### **B. Adopt Resolution 16-05, to Support Statewide 9-1-1 Legislation**

Mr. Gordon referred Board members to Resolution 16-05 in their packets. This resolution gives formal support of the legislation from the OPCD Board. Dr. Lutz moved to adopt the resolution and Lt. Col. Chastain seconded the motion. Board members unanimously adopted Resolution 16-05.

##### **C. Fitness Room**

Deputy Director Frith Malin reported that the Fitness Room was finally open to all 9-1-1 employees. Once an employee received orientation and signed all the necessary forms, he or she will have access to the room 24/7. There are two treadmills; two elliptical

machines; two stationary bicycles; a rowing machine; a KRANKcycle; a universal weight machine; free weights; and a stretching center.

**D. MARCO Advertising**

Executive Director Gordon advised the Board that an agreement has been reached with Amtrak to erect the billboard. He estimates that we should receive about \$68,000 a year for the two-sided billboard, which rotates about every seven seconds. OPCD will split those funds with the New Orleans Building Corporation. During emergency evacuations, we will get free use of both sides of the billboard at no charge. The District will also receive free advertising space when available.

**VIII. SPECIAL PRESENTATIONS—9-1-1 CALL ANSWERING TIMES**

Deputy Director Frith Malin distributed handouts on call answering times. She informed Board members that the Center continues not meeting the national standard of 95 percent of all calls answered within 20 seconds. Ms. Malin reported that there has been a decrease in the number of abandoned calls. As we increase staff, we will see a drop in abandoned calls before we start seeing a noticeable improvement in call answer times.

**IX. OLD BUSINESS**

**A. Final Approval of Personnel Pay Structure (revised)**

Board Chair Col. Ebbert recognized Mr. Eric Melancon. Mr. Melancon reminded Board members that at the February special meeting, concerns were expressed regarding the Telecommunicator I base pay rate of \$35,000 for NOPD Dispatchers. Mr. Melancon said that due to budget constraints, the City could not raise the base pay for NOPD employees without affecting all of the base pay for NOFD and NOEMS employees. However, the City was able to raise the base pay by an additional \$500, to \$35,500. With the new base pay, the salary increase from Telecommunicator to Telecommunicator I is \$4,500; from Telecommunicator I to II is \$5,000; Telecommunicator II to III is \$6,000. After further discussion, Lt. Stelly motioned to approve the personnel pay structure, and Dr. Elder seconded the motion. Board members unanimously approved the motion.

Dr. Aiken asked about state supplemental pay for Fire employees. Mr. Melancon advised that those Fire employees who currently receive state pay will be allowed to retain this benefit. Mr. Melancon said that state supplemental pay will put Fire employees under Telecommunicator II status, which will offset their loss of millage.

**B. Approval of HR Policies**

Board Chair Ebbert recognized Lt. Col. Sneed, who provided Board members with a status update on the HR policies. Deputy Director Frith Malin added that minor changes were made to ensure consistency between sections within the policy. Lt. Sneed stated that the final policy will be completed soon and will be sent to Board members once it is complete.

### **C. Other Consolidation Matters**

Board Chair Col. Ebbert recognized Lt. Col. Sneed, who reported the following:

- The first Priority Dispatch/ProQA training class is going on and appears to be going well.
- Employees attending the class have great attitudes and are eager to learn.
- HR Manager Ms. Jeanne Hobson is working with employees to show them what their proposed new pay will be with consolidation.
- The process for selecting supervisors has begun and Ms. Shinar Haynes, Training & QA/QC Coordinator has scheduled to special supervisory classes the next two Saturdays.
- Everyone has agreed on a new floor configuration, which will be done in phases to avoid disruptions to operations.

Dr. Aiken asked about the general timeline for declaring that we have consolidated. Mr. Melancon replied that all employees will undergo a procedural layoff. In order to transfer to OPCD they can voluntarily leave or undergo a layoff process, which allows them to be placed on preferential re-employment registers for two years. By following this process, employees will be eligible for re-employment. The last day of City employment for Fire and EMS employees will be April 23, and April 30 for Police employees.

### **X. NEW BUSINESS**

There was no new business to discuss.

### **XI. ANNOUNCEMENTS**

Board Chair Ebbert recognized Public Education Coordinator Ms. Ausetua AmorAmenkum. She informed Board members that the 9-1-1 posters were available and that the Telecommunicator of the Year Luncheon is April 21, 2016.

### **XII. ADJOURN**

Chair Ebbert then called for a motion to adjourn. Vice Chair Dr. Brobson Lutz motioned to adjourn the meeting, and Dr. Elder seconded the motion. Chair Ebbert adjourned the meeting at 10:40 am.

Respectfully Submitted,



Stephen J. Gordon  
Executive Director