

**ORLEANS PARISH COMMUNICATION DISTRICT  
BOARD OF COMMISSIONERS**

**REGULAR BOARD MEETING**

Tuesday, March 13, 2018, at 10:00 am  
Chief Warren McDaniels Board Room  
118 City Park Avenue  
New Orleans, LA 70119

**I. CALL TO ORDER**

OPCD Board Chair 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; Board Vice Chair Dr. Brobson Lutz; Lt. John Stelly (proxy for Capt. Donovan Archote); NOFD Supt. Timothy McConnell; NOPD Supt. Michael Harrison; NOEMS Director Dr. Jeffrey Elder; Dr. Joseph Kanter; Dr. Jim Aiken (proxy for Mr. William Masterton); Col. Daniel Bordelon (proxy for Major Glenn H. Curtis) and Mr. Ross Bourgeois (proxy for NOHSEP Director Mr. Aaron Miller). CAO Judy Reese Morse was absent.

**III. ADOPTION OF BOARD MINUTES FROM NOVEMBER 14, 2017**

Board Chair Ebbert asked for a motion to adopt the minutes from the Board of Commissioners meeting on November 14, 2017. The motion was made by Mr. Aaron Miller and seconded by Dr. Kanter. The Board unanimously approved the minutes.

**IV. FINANCIAL REPORT**

**A. 2017 Year-end Report**

Financial Officer Denise Clayville reported that OPCD is currently showing a deficit of \$151,000 for Operations (OPS) personnel costs. In 2017, OPCD contributed \$615,000 for OPS expenses and the remainder was paid by the City. Financial Officer Clayville advised that OPCD has already invoiced the City for the \$153,000 amount to cover 2017 overtime pay, holiday pay and terminal leave. OPCD did not contribute a specific payment of \$500,000 to the City's general Fund in 2017, as was done in previous years.

Overall, the annual OPCD revenue for 2017 was \$476,000 more than outflow. This is the preliminary accounting prior to the annual legislative audit. Mr. Wisby remarked that with the increase in revenue inflow in 2017, the Board can begin to repay the \$500,000 in reserve funds that were used to fund OPS in 2016.

Board Chair Ebbert thanked the OPCD staff and Mr. Wisby for their efforts in providing a clearer financial picture of OPCD's revenues and expenses to the Board.

#### **B. 2018 Budget**

Executive Director Stephen Gordon directed the Board to view the 2018 Budget Summary sheet that was distributed. The revenue projection totals \$15,557,280, and consists of: \$6,000,000 in 9-1-1 fees; the City consolidation contribution of \$9,476,780; and \$80,500 in miscellaneous income from interest, rent, etc.

OPCD's 2018 expenditures are projected as \$16,076,803, and consist of: \$1,560,915 for Administrative, Facility and Technology (AFT) personnel costs, \$10,681,046 for Operations personnel costs, \$2,870,842 for contracts, \$104,000 for supplies and \$860,000 for repayment of debt.

The variance is (\$519,523). The Board had previously approved funds to be used from OPCD reserves, so there is no projected deficient for 2018. There is no action required by the Board.

#### **C. Adoption of Resolution 18-02**

Mr. Gordon advised the Board that CRI, the financial accounting consultants are reviewing our financial policies. He introduced Ms. Amy Verberne from CRI, to give an overview of the process. Ms. Verberne, a partner at CRI, advised the Board that they have been reviewing the OPCD policies. They first reviewed existing policies to see how they conformed to statewide, agreed-upon procedures as required by the State legislative auditors. There were a few policies that were missing some information that was easily updated. Current policies that are in use appear to be in compliance with what the legislative auditors require. There are some policies that still require approval. CRI did discover some differences in opinion regarding who should perform the controls or implement that approval: OPS or AFT staff.

Ms. Verberne advised that in Phase I, existing policies are reviewed for compliance with legislative auditors and Government Finance Office (GFO) best practices. During Phase II, CRI proposes to create or rework policies which comply with the standards (legislative auditors and GFO). In Phase III, CFI proposes to define the policies and work out the differences so that both OPS and AFT know and agree with the policies. Where necessary, CFI can develop any forms that may be needed or offer training where needed.

Mr. Gordon requested a motion to approve Resolution 18-02 for the reallocation of \$15,000 from OPCD's reserve funds to cover additional costs for CRI to continue the work. There was a short discussion regarding the reserve funds. Mr. Aaron Miller motioned to adopt the resolution, and it was second by Dr. Aiken; the resolution was unanimously adopted.

#### **D. Adoption of Resolution 18-01**

Financial Officer Clayville advised the Board of the yearly Louisiana compliance questionnaire required by the Legislative auditors. It does require Board approval. The questionnaire documents OPCD's operation under best practices. It was moved for adoption by Dr. Lutz and second by Mr. Aaron Miller; the resolution was unanimously adopted.

#### **V. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Stephen Gordon advised that the auditors noted in the CEA agreement the notation of OPCD's payment to the City (which has been waived), but no formal documentation of that waiver exists. The CAO's office and Mr. Wisby have been working on this document for year 2017, and is being created which will formally waive the fee. Mr. Wisby advised that he is waiting on the City's final signature for approval.

#### **VI. OPERATION DIRECTOR'S REPORT**

Mr. Tyrell Morris, Deputy Director of Operations, gave an overview of Mardi Gras. He advised that 30,000 calls were processed during Mardi Gras and 99.39% of those calls were answered within 15 seconds. OPCD OPS went beyond the national call answering standard, which is 95%. In the last quarter, OPS released eight (8) newly trained police, fire and EMS dispatchers to work on the communications floor. A new-hire class began in February; OPS had fourteen (14) new hires. He summarized new features and updates to be implemented with Priority Dispatch call processing protocols. Mr. Morris advised the Board that OPCD has been with Priority Dispatch for two (2) years, and OPS is currently in the process of re-certifying their personnel to keep them current. He reported that OPS is in Phase I of the Commission on Accreditation for Law Enforcement Commission (CALEA) Certification process for the PSAP. One OPS member was sent to the APCO CALEA class to learn more about the process. The Board will get more communication once that information has been processed.

Board Chair Ebbert asked for update on relationship with the Real Time Crime Center and 9-1-1 Operations. A short discussion occurred concluding that it is a win for all entities involved.

OPS Director Haynes added that consolidation is working as planned. She reported that out of 295 applicants, only fourteen (14) have been hired because they have raised the bar. Personnel cross training has resulted in more personnel capacity and less overtime costs.

Supt. Harrison asked about the possibility of moving dispatch staff from shared district channels to individual districts having one (1) dispatcher. OPS Director Haynes admitted that it is the first time she is hearing of this problem. She relayed there would need to be physical changes to the floor to make that happen, and it would result in some channels that would be very slow. OPS Director Haynes agreed to further investigate to review the feasibility.

#### **VII. OLD BUISNESS**

Dr. Aiken asked for an update on the back-up center. Systems Manager Karl Fasold reported that we are waiting for the generator to be installed before moving our equipment over to the

Real Time Crime Center (RTCC). Once that is done, OPCD Tech will move all backup equipment from OPCD to the RTCC. Beyond that, there is nothing established in the OPCD budget to go further in the allocation of an independent facility. Mr. Miller relayed there is no restriction from the City on using the RTCC building for a 9-1-1 backup facility. Mr. Miller remarked that a feasibility study should be completed to determine the next step in this process. Dr. Aiken asked who the point person on this project is; Executive Director Stephen Gordon reported that he was the point person.

### VIII. NEW BUISNESS

Mr. Aaron Miller invited OPCD Board members to visit the RTCC. It is now operating 24-7, with four (4) shifts. He has hosted a variety of public safety partners and a site visit would give the Board members insight on the RTCC operations and its relationship with 9-1-1. Last year, they did fund CAD updates with OPCD, and took off \$500,000 from OPCD expenditures. They have purchased all new radios, updates on hardware and all Police, Fire and EMS will have push-to-talk; future plans will include all radios having GPS capability. Mr. Miller announced that OPCD portable radios were not upgraded and he has requisitioned for that to occur and upgrading radio encryption for OPCD consoles.

Board Chair Ebbert thanked Mr. Miller for his service to the City and the OPCD and wished him much success as he leaves city service.

### IX. ADJOURN

Board Chair Terry Ebbert called for a motion to adjourn the meeting. A motion was made by Dr. Kanter and second by Dr. Elder. The meeting adjourned at 10:56 am.

Respectfully Submitted,



Stephen J. Gordon  
Executive Director