MOBILE COUNTY COMMUNICATIONS DISTRICT
BOARD OF COMMISSIONERS
Minutes of November 9, 2017

Commissioners Attending:
Trey Oliver          Chris McLean
Stephen Bowden      Roy Hodge

Staff Attending:
Charlie McNichol, Director          Jeff Hartley, Attorney
Hayley Clough, Administrative Assistant

The REGULAR board meeting of the Board of Commissioners was held November 9, 2017, at the Mobile County Communications Center.

Call to Order – Commissioner Bowden called the meeting to order at 08:07 A.M and welcomed newly appointed board member Commissioner Roy Hodge.

Approval of Minutes – Commissioner McLean made a motion to approve the minutes from the September 28, 2017 meeting, seconded by Commissioner Oliver, all approved.

Emergency Medical – No Report

Treasurer Report – Commissioner Oliver made a motion to approve the September Claims list, seconded by Commissioner McLean, all approved. Commissioner Oliver made a motion to approve the October Claims list, seconded by Commissioner McLean, all approved. Commissioner Oliver made a motion to authorize the transfer of $612,522 from the Operating Account to the Debt Service Account for the month of November, seconded by Commissioner McLean, all approved.

Personnel – Director McNichol introduced Jordan de Villiers to the Board. She is the new Administrative Assistant in the front office.

Planning – No Report

Communications – Director McNichol updated the Board on the radio project. The project is moving at a fast pace with Hurricane, Harris, and MCCD working well together. Nick Tusa from Tusa Consulting presented a report on the radio system. The system is currently in a 30 day “burn period” meaning it is undergoing aggressive testing. They will identify any issues that arise and fix them immediately. Mr. Tusa reminded the Board that while the radio system is in its 1 year warranty phase, they need to be considering a future plan for preventative maintenance. Director McNichol informed the Board that a rolling cutover is being performed on the agencies. Some agencies are already using the new system with the final two agencies being cutover next week. MPD and the City of Mobile will be personally programming 1,200 radios in 6 days. Commissioner Bowden asked about the radio system cost report he requested in the last meeting. Director McNichol referred to a handout in the board packet of projected costs, actual costs, and any additional payments outside of the contract. Commissioner Oliver asked about the inventory of radios to which Robert Jackson responded that inventory changes from week to week but there are about 320+ radios and 145+ portables. The inventory changes as the outlying agencies undergo programming. Some agencies may have outdated radios that are not compatible with the new system. In that case, they can switch out the outdated radio with a new compatible one easily at no cost. Director McNichol added that these radios are all from the original contract. When the radio system project started, the radios were miscounted. Therefore, there are many extra radios. Commissioner Bowden asked about GPS and data on the new radios. Commissioner Hodge said they are not GPS or data
capable. There would be too much data coming through the radios for this to happen. When Open-Sky was dropped from the contract, that took away a lot of data or GPS features. Open-Sky was dropped from the contract because it was extremely slow. Harris has another faster option for these features if MCCD would like to add them after the radio system is completed. Commissioner Hodge informed the board that MPD has AVL’s on air-cards in their cars but that is the only data they have. Commissioner Bowden would like a data option available for Emergency Medical to be able to transmit EKGs before arrival. Commissioner Bowden also thanked everyone for their team work and dedication.

**Building/Configuration** – No Report

**Board Attorney** – Mr. Hartley presented to the Board a deed and other documents for the sale of land to the City of Mobile. Mr. Hartley asked the Board to authorize Director McNichol to execute this. Commissioner McLean made a motion to approve, seconded by Commissioner Hodge, all approved. Mr. Hartley presented to the Board an Engagement Letter from Russell, Thompson, Butler, & Houston for the FY 2017 Audit. Mr. Hartley asked the Board to authorize Director McNichol to sign the letter. Commissioner McLean made a motion to approved, seconded by Commissioner Hodge, all approved.

**Director** – Director McNichol presented to the Board MCCD’s Employee of the Quarter for the third quarter, Kassandra Cravens. Kacee has been with MCCD for almost 5 years.

Director McNichol requested a waiver for an employee’s leave. In the handbook, it states that an employee must not have over 480 hours of vacation to roll over into the new year. This employee has over that amount but is unable to take enough leave to meet the requirement. Director McNichol asked the Board to waive this policy for this specific employee. Commissioner Bowden asked if this is something we will be doing often to which Director McNichol replied no. The policy has not been previously enforced so this is the only situation that has excessive time. The employee’s time will be paid back once they retire.

Director McNichol informed the Board that the final payment to Ryan Public Safety is due after the phone system upgrade. The payment is in the amount of $61,969.20. Any amount over $50,000 must be approved by the board. Commissioner McLean made a motion to authorize the payment, seconded by Commissioner Hodge, all approved.

Director McNichol informed the Board of the accelerated programming with Harris. There will be a no-cost change order for this. Director McNichol asked if the Board would make a motion to authorize him to sign this after legal review. Commissioner Oliver made a motion to approve, seconded by Commissioner McLean, all approved.

**Old Business** – No report

**New Business** – Commissioner Hodge asked for discussion on what is going to happen in the future to help keep up with the radio system. Keeping diesel in the generators, a vehicle to transport it, and a portable generator among other things are items that will be needed to maintain the system. During Hurricane Nate, 3 of the tower sites were on the backup generators because of the loss of grid power. Depending on the load, the generators can power the towers for 4-7 days before needing fuel but if a more serious storm were to come through, we may lose power for longer than that and would need to refuel. Commissioner Hodge mentioned to the Board some of the supplies the Radio System Administrator needs to maintain the tower sites and generators including a truck and diesel tanks. Director McNichol explained to the Board that MCCD really needs to be prepared for the worst-case scenario at any time. MCCD has all the responsibility now that we own the radio system. In the December meeting, Director McNichol will be bringing the board an amended budget to be able to accommodate the Radio System Administrator’s needs. Commissioner Hodge recommended the Board take the offered field trip with Robert to the tower sites. They will see that as things move forward, we may need
more of a team than individual to handle all the tower sites and maintenance. Commissioner Hodge commended Robert for all the hard work he has done so far and for being committed to MCCD.

Commissioner Oliver asked Director McNichol if he considered an annual meeting. Director McNichol responded by saying the by-laws state an annual meeting is to be held in September, but it has historically been held in later months. Director McNichol informed the board that Commissioner Bowden asked if the annual meeting could be held off until December.

Commissioner Oliver then asked Director McNichol about the Board vacancy to which he responded that the County Commission is going to reappoint the board member. Mr. Hartley says any issues will be cleared up when he is reappointed.

*Announcement* – Next board meeting to be held December 14, 2017

*Adjournment* – Meeting adjourned at 8:52 A.M.

Respectfully Submitted:

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Stephen Bowden, Chairman

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Hayley Clough, Recording Secretary