

**MOBILE COUNTY COMMUNICATIONS DISTRICT**  
**BOARD OF COMMISSIONERS**  
Minutes of May 12, 2016

***Commissioners Attending:***

Stephen Bowden	Cynthia Coleman	Trey Oliver
Richard Landolt	Jeff Reeves	Robert Adams

***Staff Attending:***

Charlie McNichol, Acting Director	Jeffery Hartley, Attorney
Dana Nelson, Administrative Assistant	

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REGULAR Board Meeting of the Board of Commissioners was held May 12, 2016, at the Mobile County Communications Center.

**Call to Order-** Chairman Bowden called the meeting to order at 08:04 am.

**Approval of Minutes-** Commissioner Adams brought before the Board a motion to approve the April 12, 2016 board meeting minutes. Commissioner Reeves seconded, all approved.

**Chairman Report-** No Report

**Treasurer Report-** Commissioner Coleman brought before the Board a motion for the approval of the claims list for April 2016. Motion was seconded by Commissioner Adams, all approved.

**Personnel-** Commissioner Oliver brought before the Board a motion to approve FMLA request for 9-1-1 Operator Frank Barragan. Commissioner Reeves seconded, all approved.  
Commissioner Oliver brought before the Board a motion to approve attendance of Ruben Robinson at the NENA National Conference, Indiana, IN. Commissioner Reeves seconded, all approved.  
Commissioner Oliver reported on the Annual Workplace Environment Survey. The Personnel Committee, with one member present at all times, made themselves available to employees at the District three to four times the week of May 2, 2016. In total the committee spoke with ten employees and received feedback from other employees via email. Excellent ideas were brought forward including the need for upgrading the restrooms and break rooms. In addition, it was brought to the committee's attention the need for a 'quiet room' for operators. Mr. McNichol is aware of this request and this information has been passed on to Commissioner Adams and the Building Committee.  
Commissioner Oliver spoke to Mr. Hartley regarding the Director vacancy. Mr. Hartley believes that it's appropriate for the Board to go into Executive Session. Commissioner Oliver recommended the Executive Session be moved to the end of the Regular Session, all agreed.

**Planning-** No Report

**Communications-** Commissioner Reeves asked Mr. Selvaratnam for a verbal account of the May Status Report on the P25, Phase II project.  
Chairman Bowden asked if Mr. Selvaratnam had figured out how many radios we actually need for the outside agencies. Mr. Selvaratnam responded by informing the Board that the agency's list for radio requests does not match the Mobile County Electronics list provided. The question has now become a radio for a radio or a radio per employee.

Mr. McNichol said that Mobile County Electronics' list is what was ordered for the project. The individual agency lists differ from this count. Mr. Selvaratnam and Mr. McNichol will continue to meet with the agencies until this issue is reconciled as M CCD wants to meet the agencies needs without radios ending up in a storeroom.

Commissioner Reeves brought before the Board a motion to provide specialized radio equipment for MPD's SWAT vehicle. Commissioner Reeves recommends the purchase as MPD's SWAT does respond outside the city limits as a 'mutual aid' agency and works in tandem with MCSO SWAT. Commissioner Landolt seconded the motion, all approved.

Commissioner Reeves provided each board member a copy of job requirements for a Radio System Administrator. Commissioner Reeves asked the Board to review the requirements and requested a discussion on the topic at the June meeting.

**Emergency Medical**- No Report

**Building/Configuration**- Commissioner Adams held a Building Committee meeting with Mr. McNichol to discuss building maintenance issues. Current maintenance issues are handled by the IT Department. More complicated issues by Mobile County. Costs and priority have become an issue for M CCD. Several options have been considered. M CCD could be hire a maintenance individual in-house or contract with a maintenance company that can give M CCD priority. Commissioner Adams has asked Mr. McNichol to investigate costs for all options and present his report to the Board at the June meeting.

Commissioner Adams requests that the Board turn over employee requests for upgrading restrooms, breakrooms and adding a quiet room to Mr. McNichol. Commissioner Adams asked Mr. McNichol to provide estimates on construction costs needed for these upgrades at the June meeting.

**Attorney**- Mr. Hartley met with representatives from M CCD and Mobile County at Mr. Ross' office. The purpose in meeting with Mobile County was to discuss the grant issue, inoperability between Mobile County and Baldwin County. It appears that everyone involved is in agreement that this issue needs to be resolved and all are eager to work in that direction. Mr. Hartley informed the Board that it is now up to M CCD to present a counter proposal to Mobile County.

**Acting Director**- Mr. McNichol recommended that M CCD host Business Intelligence (BI) Training through our CAD provider, Intergraph/Hexagon, for all CAD users. The training is 32 hours, in house, for 12-15 individuals from MFRD, MCEMS, M CCD, MCSO, MPD and the City of Mobile at a cost of \$12,252.00. Commissioner Adams brought before the Board a motion to approve the BI training. Commissioner Reeves seconded, all approved.

Mr. McNichol recommended an Administrative Phone System since the current phone system is at end-of-life. M CCD needs to replace the phones in-house and add 9-1-1 phones to our outlying agencies. This system will provide 9-1-1 features to agencies in the county that they currently do not have. The list price for this Cisco system is \$143,728.00, after applied discounts the price is \$93,330.00 including warranty and training. Commissioner Reeves brought before the Board a motion to approve the Administrative Phone System. Commissioner Adams seconded, all approved.

Mr. McNichol recommended award of contract for the fire suppression system modifications to S&S Sprinkler Company, LLC. S&S Sprinkler Company, LLC cost for the modifications is \$183,000.00. Commissioner Adams brought a motion before the Board to approve the award of contract to S&S Sprinkler Company, LLC. Commissioner Reeves seconded, all approved.

Mr. McNichol requested that June and July board meeting dates be moved to accommodate his Emergency Management Class Certification. The Board agreed and Mr. McNichol will get with the Board via email on possible dates for the June and July meetings.

Mr. McNichol recognized 911 Operator Supervisor Dawn Jeter and her 10 years of service at M CCD. Mrs. Jeter is an exemplary employee. Floor supervisors from all agencies are now encouraged, when call volume is low and they are fully staffed, to attend the monthly board meetings. In turn they can filter the information to their employees.

**Old Business-** No Report

**New Business-** Mr. Ross was recognized in the audience. He was asked about the appointment of MCCD's sixth board member. The issue was not on the agenda for the Mobile County Commissioners at the April 25, 2016 meeting, however Mr. Ross is optimistic that it will be on the agenda for May's meeting. Commissioner Adams volunteered as liaison, channel of communication, between MCCD and the Mobile County Commission. Commissioner Adams will attend Mobile County Commission meetings and keep the commission informed regarding MCCD.

**Announcement-** Commissioner Landolt informed the Board that he attended a one-day seminar hosted by Motorola on their product items compatible with the P25, Phase I & Phase II systems. Feedback from first responders was positive and we should consider Motorola in the future.

Commissioner Adams requested that during training sessions participants are given a brief survey to complete in an effort to insure that training is beneficial. Commissioner Oliver asked if Ruben Robinson would give the Board a report on the Business Intelligence training provided by Intergraph/Hexagon.

Mr. Hartley reminded the Board that Executive Session requires a motion and a vote. The Regular Session will re-convene. Commissioner Oliver brought before the Board a motion to enter Executive Session. Commissioner Landolt seconded, all approved.

Commissioner Coleman	Aye
Commissioner Oliver	Aye
Commissioner Landolt	Aye
Commissioner Adams	Aye
Commissioner Reeves	Aye
Chairman Bowden	Aye

Executive Session began at 8:50 and Regular Session re-convened at 9:25.

Commissioner Oliver and the Personnel Committee submitted their finding and the top three candidates, for the Director's position, to the full Board.

Chairman Bowden stated that there had been a discussion regarding the candidates in the Executive Session and he asked if anyone had anything to add.

Commissioner Adams brought before the Board a motion to approve Mr. Charles McNichol as Executive Director of Mobile County Communications District. Commissioner Reeves seconded.

Chairman Bowden takes a roll-call vote:

Commissioner Adams	Aye
Commissioner Reeves	Aye
Commissioner Landolt	Nae
Commissioner Oliver	Abstain
Commissioner Coleman	Aye
Chairman Bowden	Aye

The motion passed, Mr. Charles McNichol is named Director. This position becomes effective on July 1, 2016 and comes with a one year probation period. Mr. McNichol will remain Acting Director until such time.

Mr. McNichol requested that the Board appoint a Policy and Procedure Committee.

Next board meeting to be held June 22, 2016

**Adjournment**- Meeting adjourned at 9:37 am.

Respectfully Submitted:

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Stephen Bowden, Chairman

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Dana Nelson, Recording Secretary