

MOBILE COUNTY COMMUNICATIONS DISTRICT  
BOARD OF COMMISSIONERS  
Minutes of November 12, 2015

*Commissioners Attending:*

Stephen Bowden	Rusty Holloway
Trey Oliver	Cynthia Coleman

*Staff Attending:*

Gary Tanner, Director	Jeff Hartley, Attorney
Charlie McNichol, Deputy Director	Nancy Lowery, HR Coordinator

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The REGULAR Board Meeting of the Board of Commissioners was held November 12, 2015, at the Mobile County Communications Center.

*Call to Order-*Chairman Bowden called the meeting to order at 08:09 A.M.

*Approval of Minutes-* Commissioner Holloway made a motion to approve the minutes from the September 10, 2015 Annual meeting, seconded by Commissioner Oliver, all approved.  
Commissioner Holloway made a motion to approve the minutes from the September 24, 2015 Special meeting, seconded by Commissioner Oliver, all approved.

**\*\*There were no minutes for October-there was no meeting due to lack of a quorum.**

*Chairman Report-* No Report

*Treasurer Report-* Chairman Bowden asked about the thirty laptops purchased on the claims list. Ruben Robinson explained that these laptops are necessary for the agencies to use at our backup site at EMA. Commissioner Holloway made a motion to approve the September 2015 Claims List, seconded by Commissioner Oliver, all approved. Commissioner Holloway made a motion to approve the October 2015 Claims List, seconded by Commissioner Oliver, all approved.

*Personnel-* Commissioner Oliver made a motion to ratify FMLA for PST II Elaine Payne-White, seconded by Commissioner Holloway, all approved.  
Commissioner Oliver made a motion to ratify attendance at the Gulf Coast NENA Conference for Gary Tanner, Charlie McNichol, Ruben Robinson, Melinda Harmon, Dawn Jeter, Linda Casoria-Scott, and Tamara Gaynor, seconded by Commissioner Holloway, all approved.  
Commissioner Oliver made a motion to ratify a merit increase for Deputy Director Charlie McNichol, seconded by Commissioner Holloway, all approved.  
Commissioner Oliver made a motion to approve a merit increase for IT Director Ruben Robinson, seconded by Commissioner Holloway, all approved.  
Commissioner Oliver made a motion to approve the 2015-2016 Holiday Calendar, seconded by Commissioner Holloway, all approved.

*Building/Configuration-* Commissioner Coleman deferred to Ruben Robinson who discussed an RFP for the Administration and MCCD 911 Telephone System. Mr. Robinson stated that our admin lines and PSAP have been in place since 2008 and they are working with Lee Moore, consultant, to upgrade those lines. One of the goals of the new system is to separate the admin lines from the PSAP lines, which are all on one system now and can be problematic when vendors are trying troubleshoot issues with the system. One of the companies that can provide the upgrade is ITS, Information Transport System, the other is Teklinks, both on state contract. Mr. Robinson stated that we are hoping to upgrade our 911 lines sometime within the next year. The estimated cost of the upgrade is between \$900,000 and \$1.2 million. Mr. Robinson expects the RFP to go out December 1 and

the first bid proposal will be due February 9, 2016, with a bid opening on February 10, 2016. It will then be presented to the Board at the March 10, 2016 board meeting and make the award to the vendor the next day.

Communications- No Report. Commissioner Holloway asked about the progress of the towers and Mr. Tanner said all the work is back on track. Jeya reported that all equipment has been shipped and is being installed. Commissioner Holloway asked if all the towers have fencing around them and Jeya said no, that is something that is being addressed.

Emergency Medical- No Report

Planning- No Report

Deputy Director- Deputy Director McNichol reported on the calltaker training, such as the NENA conference. He stated that the training sessions are very beneficial. He also stated that the Personnel Handbook is outdated and that he met with Webb and Eli regarding an agreement to update the handbook. The cost will be approximately five thousand dollars to update the handbook. Jeff Hartley stated that Webb and Eli are a great firm and updating our handbook would be money well spent. Commissioner Holloway made a motion to allow Webb & Eli to update the MCCD Personnel Handbook, seconded by Commissioner Oliver, all approved.

Director- Director Tanner made the following recommendations for officers:

Commissioner Bowden for Chairman

Commissioner Stringer for Vice Chairman

Commissioner Coleman for Treasurer

Commissioner Holloway made a motion to approve the Director's recommendations, seconded by Commissioner Oliver, all approved.

Director Tanner presented to the Board an amended Grant Request by EMS for AVL's. He stated that the MCCD attorney has reviewed the request and it is ready for a recommendation to the Board. Mark Turner from EMS stated that the low bidder on the original request did not include software. The low bidder on the updated grant request is Sierra Wireless at \$19,675. Commissioner Holloway made a motion to approve the Grant Request, seconded by Commissioner Oliver, all approved. Chairman Bowden abstained.


New Business- No Report

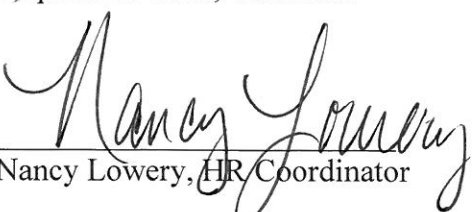
Old Business- No Report

Announcement- Next Board Meeting will be December 10, 2015.

Adjournment- Meeting adjourned at 8:45 am.

Respectfully Submitted:

  
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Stephen Bowden, Chairman

  
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Nancy Lowery, HR Coordinator