

MOBILE COUNTY COMMUNICATIONS DISTRICT

BOARD OF COMMISSIONERS

Minutes of January 9, 2020

Commissioners Attending:

Roy Hodge
Chris McLean

Cynthia Coleman
Glenn Hodge

Jeff Reeves

Staff Attending:

Charlie McNichol, Director
Hayley Clough, Recording Secretary
Ashley Carlisle, Comptroller

Jeffery Hartley, Attorney
Ruben Robinson, IT Director
Katrina Brewer, Communications Center Manager

The REGULAR board meeting of the Board of Commissioners was held January 9, 2020 at the Mobile County Communications Center.

Call to Order – Commissioner R. Hodge called the meeting to order at 8:03 A.M.

Approval of Minutes – Commissioner McLean made a motion to approve the minutes from the December 12, 2019 meeting, seconded by Commissioner Reeves, all approved.

Treasurer Report – Commissioner McLean made a motion to authorize the transfer of \$317,000 from the Operating Account to the Debt Service Account for the month of January, seconded by Commissioner Reeves, all approved.

Commissioner McLean made a motion to authorize a wire transfer from the Debt Service Account to Key Equipment finance in the amount of \$51,301.53 for the interest requirements due on the Series 2013 Bond Issue seconded by Commissioner G. Hodge, all approved.

Personnel – Commissioner McLean recommended reclassifying the Radio System Administrator position. Director McNichol stated that the job description for the position was created 2 years ago when MCCD took over the P-25 radio system. In these last 2 years, we have learned more about what the position entails and the duties involved. Director McNichol asked the board to consider reclassifying the position from a Grade 23 to a Grade 25. This position's job description needs to be updated to reflect the responsibilities and duties the radio system administrator currently does as well as raise the pay. Commissioner McLean made a motion to approve the reclassification, seconded by Commissioner Reeves, all approved.

Planning – Director McNichol stated he will be compiling the short and long term plans he has for MCCD and will present them to the board in the March meeting.

Communications – Robert Jackson thanked the board for his reclassification. He also stated that the Chatom project is progressing and is in the long process of approvals. Robert informed the board that some of the towers are about to be repainted and gave an update on the UPS system upgrade. The upgrade is still ongoing with the new battery backups being installed this week. The UPS system is used to go between the power source and the generator power so there is never a loss of power.

Emergency Medical – No Report

Building/Configuration – Director McNichol stated we are expecting to move into the multi-purpose building within the next month. The equipment has been staged but the contractors have more work to complete.

Board Attorney – Mr. Hartley reported that there has been no discovery by the plaintiff and the trial had to be rescheduled due to a conflict. There have been trial dates set but those dates are also conflicting. Mr. Hartley will keep the board informed on when the trial is rescheduled.

Director – Director McNichol presented to the board a payment to Reed-Hays Construction, LLC for work on the multi-purpose building. Any amount over \$50,000 must be presented to the board. Commissioner McLean made a motion to approve the payment, seconded by Commissioner G. Hodge, all approved

Director McNichol presented to the board a payment to Harris. Any amount over \$50,000 must be presented to the board. Commissioner McLean made a motion to approve the payment, seconded by Commissioner G. Hodge, all approved

Director McNichol presented a letter from EMA regarding the 9-1-1 backup center. The old EMA building is currently used as both MCCD's and EMA's backup center. The letter outlines the costs to keep the facility running. The location currently has backup phones and radios but most of the equipment will be moved to the Burns tower site. The tower site has storage, it is secure, and the A/C and generator power were recently updated. Director McNichol stated he wants to do what is best for MCCD and that may be to look at other options.

Director McNichol presented a grant request from EMA for a BDA system. The BDA is a signal booster for cell phones and radios. MCCD recently had a BDA system installed but have had problems with it. The grant is requesting the same BDA system we currently have, and Director McNichol would like to get our own problems worked out before we approve a grant for the same system for them.

Old Business – Commissioner McLean asked about the progress of the command truck. Robert stated it is approximately 60 percent complete. He will be traveling to Excellence soon to oversee the electronics installation.

New Business – Commissioner Reeves asked to discuss a performance evaluation for Director McNichol. He stated Director McNichol was promoted to Director in July 2016. He proposed a 10 percent merit increase for Director McNichol this year and that he falls in line with the MCCD handbook of 2.5 percent every year with a satisfactory evaluation. This is to be retroactive to January 1, 2020. Commissioner R. Hodge asked if there was discussion to which no one answered. He then asked if everyone agreed and all board members agreed.

Announcement – Next board meeting to be held February 13, 2020. Director McNichol stated he may be going to Washington D.C. that week but has not decided. If he does, he requests the board meeting be moved up a week to February 6th. He will email the board as soon as his plans are solid to let them know.

Adjournment – Commissioner R. Hodge made a motion to adjourn. Meeting adjourned at 8:36 A.M.

Respectfully Submitted:

Roy Hodge, Vice Chairman

Hayley Clough, Recording Secretary