MOBILE COUNTY COMMUNICATIONS DISTRICT
BOARD OF COMMISSIONERS
Minutes of October 21, 2024

Commissioners Attending:

Pat Mitchell
Donnie Brown
Robert Adams
Timothy Hughes
Eric Linsley

Staff Attending:

Roy Hodge, Director
Hayley Clough, Recording Secretary
Ashley Carlisle, Comptroller
Jeffery Hartley, Attorney
Robert Jackson, Deputy Director

The REGULAR board meeting of the Board of Commissioners was held on October 21, 2024, at the Mobile County Communications Center.

Call to Order – Chairman Mitchell called the meeting to order at 9:00 AM.

Approval of Minutes – Commissioner Adams made a motion to approve the minutes from the September 20, 2024, meeting, seconded by Commissioner Brown, all approved.

Treasurer Report – Commissioner Brown made a motion to approve the September claims list and MCCD Budget-To-Actual, seconded by Commissioner Adams, all approved.

Personnel – No Report

Planning – No Report

Communications – Commissioner Hughes reported that the radio department has been busy for the last 4-6 weeks. The team was requested for assistance in North Carolina after Hurricane Helene. Deputy Director Robert Jackson and Cody Chinrock were deployed for roughly 10 days. There was no communication infrastructure in the location they were deployed to including no Telcom and no LTE. The mobile tower site was used for radio communication and Starlink was used also. They returned home and deployed just a few days later to Florida for Hurricane Milton. A video from a news article about the Florida deployment was played.

Commissioner Hughes reported that the core upgrade is moving forward. Gary Hand is with Harris and Communications International getting ready to cutover on Wednesday of this week.

Commissioner Hughes informed the board that Deputy Director Jackson reported that the Mack tractor trailer was a good purchase because the old truck wouldn't have been able to get to the places they were stationed in on both deployments.

Emergency Medical – No Report

Building/Configuration – No Report

Board Attorney – Mr. Hartley stated that the MOUs have started with the agencies for equipment. The agreements have gone to the legal counsel of Mt. Vernon and Prichard. He stated that we may be moving some of the agencies up on the list to execute MOUs to as the legal counsel for Mt. Vernon is the legal counsel for several other agencies as well so they will already be reviewing them.

Director – Director Hodge recommended the purchase of two vehicles: two F-250s. These F-250s would replace two F-150s in the fleet. Both are in good condition, but they have served their purpose. We have a lot of equipment that needs to be towed and the F-150s are not capable of moving the equipment. The vehicles are roughly $68,000 apiece and will be purchased off state contract. Director Hodge stated that he would like to list the F-150s on GovDeals after the purchase of the new vehicles. Commissioner Hughes asked if the District has a limit on age or mileage on vehicles? He stated that he has been doing some research and has found that vehicles have more resell value when they are at 100,000 miles or less and he would like to adopt a vehicle deadline policy. Commissioner Brown asked if an F-250 was a big enough vehicle to which Director Hodge stated that they should be plenty big enough as we don't currently have any plans to purchase bigger equipment to haul and Cliff Deakle has an F-350 already. Commissioner Adams made a motion to approve the purchase of the two F-250s and the listing of the two old F-150s on GovDeals, seconded by Commissioner Hughes, all approved. Commissioner Adams made a motion to have all vehicles reviewed and sold if needed at the 90,000-mile mark. This will be at the discretion of the Director. Director Hodge stated that we already have one vehicle that is beyond that point, and he would like to keep that one in reserve but would need to discuss the budget first before replacing it. Chairman Mitchell stated that he would like to table purchasing another vehicle until after a financial review. Commissioner Hughes seconded Commissioner Adams motion, all approved.

Director Hodge presented to the board a payment to Dell Technologies for computer equipment. Any amount over $50,000 must be presented to the board for approval. Chairman Mitchell made a motion to approve the payment, seconded by Commissioner Brown, all approved.

Director Hodge presented to the board a payment to Roy Lewis Construction for the warehouse project. Any amount over $50,000 must be presented to the board for approval. Commissioner Linsley made a motion to approve the payment, seconded by Commissioner Adams, all approved.

Director Hodge presented to the board a capital asset manual and purchasing manual. Comptroller Ashley Carlisle put together these procedures that we follow for purchasing and disposing of capital assets. He would like the board to adopt after they have had a chance to review them.

Director Hodge gave an update on the USA Mobile tower site project. We have received a quote in the range of $1,200,000 from Communications International for the equipment for the tower site. That amount will most likely go down due to a lot of the working being done by us. Mr. Hartley already has the MOU ready to be executed but USA Health is waiting on a power load report from us before that is done. They don't seem to be too worried about the power usage, they just want to ensure the load will not be too much to take on. As soon as we have that report, it will be presented to them, and we can move forward.

Director Hodge updated the board on the warehouse project. Cody Chinrock took some drone footage, and a video was shown to the board. There are 356 yards of concrete for the 80x120 warehouse.

Director Hodge updated the board on the building expansion project. We should have some updates from the architects soon. He also stated that he attended the EMA board meeting, and they would like to have a rendering of what the parking lot will look like when we start sharing with them and the architects are getting that ready as well.

Director Hodge informed the board that the State 9-1-1 Board requested assistance for 9-1-1 Centers in Georgia from Hurricane Helene. After seeing the aftermath of the storm, we identified that North Carolina had a greater need and decided to take up donations for those affected there. Ashley Carlisle, Jordan Morris, and Hayley Clough set up a donation drive and loaded an enclosed trailer full of donations for the Hurricane Helene victims. Hayley and Jordan were key in filling the trailer with the donations and accepting them from the community. They were both presented with certificates of recognition and service pins.

Director Hodge informed the board that we have an employee with a milestone year of service. Ryan Lanier has been with MCCD for 5 years this month. He was presented with a service pin.

Director Hodge informed the board that he had one thing that was not on the agenda that he wanted to present to the board. The State of Alabama Examiners of Public Accounts report was made available from our audit. The report was presented to the board, and everything checks out.

Old Business – No Report

New Business – Commissioner Linsley asked if the board could discuss the policy that any amount over $50,000 must be approved by the board. The current policy was adopted several years ago but he would like to change it. Occasionally, contractors and vendors need the funds quickly and cannot wait for the payment to be approved by the board for a check to be issued. Chairman Mitchell asked Ashley Carlisle if there were any issues with changing this policy to which she stated that the only issue would be that the State of Alabama Examiners of Public Accounts asked us to have a policy in place that states that any amount over $50,000 be placed before our board for approval. Commissioner Linsley would like to change the policy to have the board approve purchases over $50,000 prior to an invoice being received. Commissioner Linsley made a motion for the board to approve any purchase over $50,000 prior to placing the order, seconded by Commissioner Brown, all approved.

Announcement – Next board meeting to be held November 15, 2024.

Adjournment – Commissioner Adams made a motion to adjourn, seconded by Chairman Mitchell, all approved. The meeting adjourned by 9:39 AM.

Respectfully Submitted:

Pat Mitchell, Chairman

Hayley Clough, Recording Secretary