MOBILE COUNTY COMMUNICATIONS DISTRICT
BOARD OF COMMISSIONERS
Minutes of December 20, 2024

Commissioners Attending:

Eric Linsley
Donnie Brown
Timothy Hughes
Chris McLean

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 December 20, 2024, at the Mobile County Communications Center.

Call to Order – Commissioner Linsley called the meeting to order at 8:56 AM. Commissioner Hughes opened the meeting in prayer.

Approval of Minutes – Commissioner Brown made a motion to approve the minutes from the November 15, 2024, meeting, seconded by Commissioner McLean, all approved.

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

Personnel – Commissioner McLean reported that we will now have a Deputy Director position open as Robert Jackson is leaving. Commissioner McLean thanked Deputy Director Jackson for all his work and shared how much he has learned from him about 9-1-1 and the radio system. From Deputy Director Jackson's first day at MCCD he got to work on the radio system. He stated that he has always felt like we need a second in command here and that the Director needs to have the right person for the job. Commissioner McLean made a motion to open the position of Deputy Director, seconded by Commissioner Brown. Commissioner Hughes opened discussion and stated that we need to be articulate and particular on the job description because this is a high-level position. He would like to review the job description before advertising for the position. Commissioner McLean agreed and would like to review a revamped job description at the next meeting. Director Hodge stated that waiting to advertise was fine with him but stated that we really need a Radio System Administrator as that is more crucial than a Deputy Director at the moment. Commissioner Brown asked if this would be two separate positions to which Director Hodge replied yes, as Deputy Director Jackson was doing both. Director Hodge stated that Deputy Director Jackson created a system to alert him of any issues with the radio system and that is one of the things that is leaving with him. He asked the board if they would allow Deputy Director Jackson to stay involved part time. Commissioner Hughes congratulated Deputy Director Jackson on his new position and stated that to his understanding, we would have to have a maintenance agreement with Harris for roughly $1,000,000 for the radio system so having him on part tune would be beneficial. Director Hodge stated that we do so much work in house so this would be very beneficial. Commissioner McLean asked if we could do something like this to which Mr. Hartley stated yes. We have had several contracts with other people and can have a contract now. He asked the board to allow him the flexibility to discuss with Deputy Director Jackson and Director Hodge for the contract. Deputy Director Jackson stated that if he was a part time employee, he could still be on the insurance policies for equipment but could not if he was on a contract. Mr. Hartley stated that we could probably add a rider onto our insurance, but he will start working on it. Director Hodge stated that if we retain Deputy Director Jackson, we will not need a Radio System Administrator only a Deputy Director. Commissioner Brown stated that the Deputy Director position is an administrative position, so no radio experience is necessary. Commissioner McLean stated that it would be ideal if the person had radio knowledge. Commissioner McLean made a motion to have an updated Deputy Director job description reviewed at the next

meeting, seconded by Commissioner Brown, all approved. Commissioner Hughes asked if a motion was needed for Mr. Hartley to which he responded that he has been authorized to work on it.

Planning – No Report

Communications – Commissioner Hughes reported that the radio department completed a new grounding project at the Bayou la Batre tower site. The guys did the work themselves and saved roughly $29,000.

Emergency Medical – No Report

Building/Configuration – Director Hodge stated that the warehouse project is still underway. Fire hydrants are currently being installed and the lay down yard has been cleared. It should be completed by Mardi Gras.

Director Hodge stated that the owner-architect agreement for the new addition has been signed and we are waiting for the official meeting to take place.

Board Attorney – Mr. Hartley stated that he has received an acknowledgement letter from the request for an AG's opinion on December 4th.

Director – Director Hodge recommended approval of a payment to CMA for the Rubrik Backup Hardware in the amount of $265,040. 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 Hughes, all approved.

Director Hodge recommended approval of a payment to Law and Order Technology for 21 MDT's for USAPD in the amount of $105,886.20 now that they are on the CAD system. Any amount over $50,000 must be presented to the board for approval. Commissioner McLean made a motion to approve the payment, seconded by Commissioner Brown, all approved.

Director Hodge recommended approval of a payment to Roy Lewis Construction for the warehouse project in the amount of $81,760.80. Any amount over $50,000 must be presented to the board for approval. Commissioner Brown made a motion to approve the payment, seconded by Commissioner McLean, all approved.

Director Hodge recommended approval of the annual maintenance agreement with RPSS in the amount of $122,430. Commissioner McLean made a motion to approve the agreement, seconded by Commissioner Hughes, all approved.

Director Hodge recommended approval of the annual contract with 911Consult, Inc. in the amount of $1,750 per month. Commissioner Brown made a motion to approve the contract, seconded by Commissioner McLean, all approved.

Director Hodge recommended the purchase of a 2024 John Deere 5067E. This is an upgrade to a bigger tractor with a cab from our current tractor. The current tractor will be traded in and the quote for the trade in and purchase of the new one was included in the packet. The remaining cost after trade in will be roughly $24,000. Commissioner Brown made a motion to approve the purchase, seconded by Commissioner Hughes, all approved.

Director Hodge informed the board that we have an employee with a milestone year of service. Tamara Gaynor has been with MCCD for 25 years this month. He stated that we are here because of people like Tamara and that she is a shift supervisor currently working on the 9-1-1 call floor. He presented her with a service pin.

Director Hodge updated the board on the USA Mobile Tower site project. He stated that we are close to building. Deputy Director Jackson stated that the final quote for the materials is being finalized and should be submitted soon. Mr. Hartley asked if they were good with the power usage report and insurance to which Deputy Director Jackson stated yes, they were fine with the power usage report, but insurance has not been discussed.

Director Hodge gave the board an in depth look at the grounding project at the Bayou la Batre tower site that happened in November. He showed a picture of the tower site and explained where the grounding ring was and all the work that was completed. He stated that this was a very complex project, and everything is grounded now. He stated that unfortunately copper wire attracts people to steal it, and this is what happened at the tower site to create this project. This has been an issue at our other tower sites as well. We usually would pay someone to come in and do the work to ground the tower site again but the last time we did, it cost over $29,000. The decision was made to complete it in house this time and it cost roughly $10,000. Typically, copper wire is buried 12 inches underground, this copper wire is now buried 3 feet underground. Cliff Deakle also had the great idea of burying a ground wire so that the copper wire cannot be pulled out. They also attached a wire to the copper wire that will send an alert if the wire is cut. Other deterrents like high intensity lights and an alarm that will sound when that wire is cut are also going to be installed. Unfortunately, we found out this week that the Seven Hills tower site has been hit for the copper as well so this project will be happening at that location soon.

Director Hodge wanted to recognize and commend the radio department for their hard work on this project and the out of the box thinking to try and prevent this from happening again. They were all presented with a service pin.

Old Business – No Report

New Business – No Report

Announcement –Next board meeting to be held January 16, 2025.

Adjournment – The meeting adjourned by 9:36 AM.

Respectfully Submitted:

Pat Mitchell, Chairman

Hayley Clough, Recording Secretary