MOBILE COUNTY COMMUNICATIONS DISTRICT
BOARD OF COMMISSIONERS
Minutes of February 20, 2025

Commissioners Attending:

Pat Mitchell	Robert Adams	Eric Linsley
Donnie Brown	Timothy Hughes	Chris McLean

Staff Attending:

Roy Hodge, Director
Hayley Clough, Recording Secretary
Ashley Carlisle, Comptroller
Robert Jackson, Radio System Administrator
Katrina Brewer, Communications Center Manager

The REGULAR board meeting of the Board of Commissioners was held on February 20, 2025, at the Mobile County Communications Center.

Call to Order – Chairman Mitchell called the meeting to order at 8:59 AM. Commissioner Linsley opened the meeting in prayer.

Approval of Minutes – Commissioner McLean made a motion to approve the minutes from the January 16, 2025, meeting, seconded by Commissioner Brown, all approved.

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

Personnel – Commissioner McLean stated that qualifications for the Deputy Director position are still being reviewed. He will present to the board when he is satisfied with the description.

Planning – Commissioner Brown deferred to Director Hodge to report on the Saraland Fire Department Locution project. He stated that Locution is a station alerting system that we purchased for the fire departments. Fire stations used to have a firefighter on watch for calls but the system we purchased runs on radios and as soon as a dispatch call comes in for that station, the lights come on, doors open, and an alarm sounds. The system is very complex, and we have been working on it for almost 2 years now. When the radio core was upgraded a few months back, it created a problem with the alerting of the system. We have reached out to Locution for a resolution and the last correspondence from them stated that they were working on it. We are hoping to have them up and running by the end of March and will be able to turn on all the other fire stations also. Commissioner Brown stated that he appreciates the explanation and asked if Director Hodge would keep Saraland Fire Department informed to which he responded yes, and that Saraland Fire Department was priority to have the system working. Chairman Mitchell asked if the City of Mobile had this system to which Cody Chinrock stated yes, they have had it for 12 years. Commissioner Linsley asked if they had any issues with it to which Cody responded no, they have only had to update their PCs to newer ones.

Communications – Commissioner Hughes deferred to Director Hodge for an update on the USA Mobile Tower site. He stated that we are currently waiting on their legal team to review the MOU drafted by Mr. Hartley. As soon as we get the MOU back, we can issue a purchase order for the equipment that was approved for purchase at the last meeting.

Commissioner Hughes asked how we were on obtaining XG75 radios to which Robert Jackson responded that we can still get parts for the radios, but that model has been discontinued.

Emergency Medical – No Report

Building/Configuration – No Report

Board Attorney – No Report

Director – Director Hodge recommended approval of a payment to Roy Lewis Construction for the warehouse project in the amount of $204,726.95. 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 recommended approval of a payment to Hexagon for milestone payments for the OnCall Project in the amount of $329,934.62. 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 Adams, all approved.

Director Hodge recommended approval of a quote from Communications International for 25 portable radios in the amount of $98,100.25. He stated that these radios are for Saraland Fire Department to replace their legacy radios. Commissioner Adams made a motion to approve the quote, seconded by Commissioner Brown, all approved.

Director Hodge recommended approval of a quote from Communications International for radio parts in the amount of $140,112.56. He stated that these radio parts are used to maintain all agencies we provide radios for. Commissioner McLean made a motion to approve the quote, seconded by Commissioner Adams, all approved.

Director Hodge recommended approval of a quote from CDW for cameras for the tower sites in the amount of $60,116.00. Commissioner Linsley asked if this quote was just for parts, or did it include labor also to which Director Hodge responded that it is just for parts as the IT Department will handle installation. Commissioner Brown made a motion to approve, seconded by Commissioner Adams, all approved.

Director Hodge recommended approval of a change order from Roy Lewis Construction for the warehouse project in the amount of $66,634.22. He stated that the change order was for widening the entrance to the warehouse to 35 feet from 24 feet. This will make backing the tractor trailer into the warehouse easier. Commissioner McLean made a motion to approve the change order, seconded by Commissioner Hughes, all approved.

Director Hodge updated the board on the CALEA Accreditation process. He stated that each board member has a proposed handbook in front of them. Updating the MCCD employee handbook is part of our quest to obtain accreditation and if and when we do, we will be the first ECD in the state to accomplish this. We have tentatively set a date in June for them to come on site for an assessment, but the handbook does need to be approved to move forward. Chairman Mitchell made a motion to table the handbook approval until next meeting so that it can be reviewed, seconded by Commissioner Brown, all approved. Commissioner Brown asked how the discipline was and if there was an appeals process to which Director Hodge responded that we follow progressive discipline and there is an appeals process. Commissioner Adams stated that he would like any supervisors to review the whole thing and have employees initial that they have reviewed it. Director Hodge stated that we will be doing that through a system called PowerDMS. We can assign tasks to individuals and have them acknowledge through the system.

Director Hodge updated the board on the warehouse project. He is hoping it will be complete by the March board meeting.

Director Hodge updated the board on a change with our operating account. A few months back, Ashley Carlisle was approached by Regions Bank with a better interest rate on our operating account. She then reached out to our current bank about the offer, and they agreed to match the rate and it will be a fixed rate.

Old Business – Commissioner Linsley asked where we were with the audit to which Ashley responded that the auditors requested a GASB 75 report that needed to be updated. We have submitted it to them, and they are still reviewing.

New Business – Commissioner Linsley stated that he would like the board to go tour a tower site and look at all the equipment. He would like the board, attorney, and any staff to go to the tower site. Commissioner Linsley made a motion to go on the tower site tour after the March board meeting, weather permitting. Director Hodge asked if that need to be an extension of the board meeting to which Commissioner Linsley responded no, we could finish business beforehand and then go. Chairman Mitchell stated that he believes there can only be a certain number of board members present at one time. Commissioner Brown stated yes, the sunshine law. Chairman Mitchell stated that we may need to hear from Mr. Hartley about this before planning but maybe we could go in smaller groups. Commissioner Linsley rescinded his motion.

Announcement –Next board meeting to be held March 20, 2025. Commissioner Brown stated that the Senior Bowl wanted to thank MCCD for letting them use radios for the event.

Commissioner Mitchell asked Director Hodge if he had heard anything about the AG's opinion to which he responded not yet. Commissioner Linsley stated that Mr. Hartley had received an acknowledgement of receipt.

Commissioner Adams thanked MCCD for providing a trailer that was used as a dressing room for the Nutcracker for the Mobile Ballet.

Adjournment – Chairman Mitchell made a motion to adjourn, seconded by Commissioner Adams, all approved. The meeting adjourned by 9:27 AM.

Respectfully Submitted:

Pat Mitchell, Chairman

Hayley Clough, Recording Secretary