



MOBILE COUNTY EMERGENCY MANAGEMENT AGENCY

7350 Zeigler Boulevard
Mobile, Alabama 36608
(251) 460-8000

EXECUTIVE COMMITTEE MINUTES

March 10, 2021

PRESENT:

Chief A. Shayne Lovitte, City of Saraland
Mr. Eddie Kerr, Mobile County
Mr. Ronnie Adair, MCEMA
Mr. Mike Evans, MCEMA
Mr. Glen Brannan, MCEMA
Mrs. Diane Murphy, MCEMA
Mrs. Pamela Broadhead, MCEMA

ABSENT:

Mr. James Barber, City of Mobile

Chief Lovitte called the meeting to order at 1:31 p.m.

APPROVAL OF FEBRUARY 2021 MINUTES:

Mr. Kerr made a motion to approve the February 2021 minutes; Chief Lovitte seconded the motion. The minutes were approved as presented.

APPROVAL OF FEBRUARY 2021 CHECKING AND PAYROLL CHECK REGISTERS:

Mr. Kerr made a motion to approve the February checking and payroll registers; motion was seconded by Chief Lovitte. The February check registers were approved.

APPROVAL OF FEBRUARY 2021 FINANCIAL REPORTS:

Mr. Kerr made a motion to approve the financial reports for February, which was seconded by Chief Lovitte. The February Financial Reports were approved.

OLD BUSINESS:

- COVID-19 Ongoing – Mr. Evans reported that the vaccine clinics are ongoing with more places to get vaccinated. The vaccine shipments are easier to get now. Testing is also ongoing and easier to get appointments. All Mobile County infections numbers are trending down. At tomorrow's Incident Command meeting, there will be a discussion whether it is time to end the weekly meetings and return to individual incident command.
- Museum Drive Armory Equipment Storage – Mr. Brannan reported the armory is vacated except for some CERT equipment the MFRD is sorting through. The MFRD is pretty much out of the building. MPD is getting a place at Brookley but it is currently under renovations.

We are 90% out of the old McGregor Avenue location with a couple of items that someone needs to look at first. On March 18th, there is a meeting with Charles Hyland and Bud McCrory at that location to begin the transferring process to MAWSS.

- Emergency Notification Systems – Our focus right now is on the series of citizen education videos that have been previously discussed. The production cost estimate for 17 full days of work is \$28,050. This should be considered Professional Services and therefore not subject to Alabama bid laws. The project will include one main video 4-6 minutes in length, a series of shorter “tip” videos and PSA TV spots. Full HD and smaller web versions of each video are also included. Chief Lovitte likes this and is ready to move ahead on a lump sum basis. This is our part instead of purchasing sirens and it is a minimal amount we can spend to make the public more aware of the applications available. Mr. Kerr made a motion to authorize a Professional Services contact as proposed for a lump sum cost of \$28,050. The motion was seconded by Chief Lovitte and approved. Chief Lovitte requested that it be completed by hurricane season if possible.
- Hurricane Sally and Hurricane Zeta – Hazard Mitigation is ongoing for both Sally and Zeta. The information has been distributed for the Applicant Briefing for Hurricane Zeta and the deadline to receive the Letter of Intent (LOI) for Hurricane Sally is March 15th. The HMGP Planning Committee will meet on March 19th to prioritize projects and submit to AEMA by March 26th.
- BDA Project – The contractor will return for one more test/review of systems before completion.

NEW BUSINESS:

- Generators for Traffic Signals – Since Mr. Barber is absent, we can move to table this until the next meeting. Mr. Kerr agreed that it needs more discussion as the County does not see the need the same as the City does. One of the things Mr. Kerr was tasked with was to eventually go back to look at the money beyond the emergency reserve balance. He would like to consider for the next meeting seeing what that breakdown would be on an agency-by-agency basis and let the Committee consider whether that funding could be reimbursed back to the agencies. Chief Lovitte asked if this would be a reimbursement process and not changing their payments? Mr. Kerr does not think we need to confuse reimbursements with budgeted annual payments. There was a discussion of various ways to determine reimbursements. At the next meeting, recommendations will be presented on how to handle reimbursements to the municipalities.
- HMGP Applications – This was discussed under old business.
- Personnel – Leola Chaney has returned from medical leave and Renetta Thames starts on March 15th. Mrs. Thames will replace Pamela Broadhead who is retiring June 1st. We have received the approval from RSA on the Tier 2 conversion.
- Commercial Hot Water Heater – The 80-gallon hot water heater was just replaced at a cost of \$10,787.92. The bottom was rusted out and the warranty was expired. It was an older model and required a total replacement.
- 2022 Budget Thoughts – Mr. Adair recommended another year of level funding in planning next year’s budget. Mr. Kerr agrees that is a good starting point as we should not ask for an increase with excess funds and it is never a good idea to decrease a budget. A draft will be reviewed at the next meeting. Any proposals for large projects or items needed will also be presented.
- Merit Increase – Mr. Adair requested a 5% merit increase for the agency. There was an increase calculated in the 2020-2021 budget year. Chief Lovitte suggested that at the next meeting we look at the budget with a raise included, as well as the excess funds and method of reimbursement.

ADJOURNMENT: With no further business to be discussed, Mr. Kerr made a motion to adjourn; motion was seconded by Chief Lovitte. The meeting was adjourned at 2:20 p.m. The next meeting will be held April 14th at 1:30 p.m.

APPROVED AND SIGNED THIS 14th DAY OF April, 2021:

JMM

E Kerr

A. Lovitte

JOB