



MOBILE COUNTY EMERGENCY MANAGEMENT AGENCY

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

EXECUTIVE COMMITTEE MINUTES

May 12, 2021

PRESENT:

Chief A. Shayne Lovitte, City of Saraland
Executive Director Lawrence Battiste, City of Mobile
Mr. Ronnie Adair, MCEMA
Mr. Mike Evans, MCEMA
Mr. Glen Brannan, MCEMA
Mrs. Diane Murphy, MCEMA
Mrs. Pamela Broadhead, MCEMA
Mrs. Renetta Thames, MCEMA

ABSENT:

Mr. Eddie Kerr, Mobile County

Chief Lovitte called the meeting to order at 1:30 p.m.

OATH OF OFFICE: Mr. Adair issued the Oath of Office to Director Lawrence Battiste as the City of Mobile's representative on the Authority and Executive Committee of Mobile County EMA.

APPROVAL OF APRIL 2021 MINUTES: Director Battiste made a motion to approve the April 2021 minutes; Chief Lovitte seconded the motion. The minutes were approved as presented.

APPROVAL OF APRIL 2021 CHECK REGISTERS: Director Battiste made a motion to approve the April check registers for the Operating and Payroll accounts; the motion was seconded by Chief Lovitte. The April check registers were approved.

APPROVAL OF APRIL 2021 FINANCIAL REPORTS: These reports reflect the transfer of \$530,000 into the Emergency Reserve checking account as approved in last month's meeting. Director Battiste made a motion to approve the April financial reports. This motion was seconded by Chief Lovitte. The April Financial Reports were approved. Mr. Evans discussed fixed assets and the expectation that numbers will change in the future once the McGregor Avenue EOC is turned over to MAWSS. Chief Lovitte requested a method be developed of tracking the pro-rata payments so it can be determined which municipalities are not paying their full amount.

OLD BUSINESS:

- COVID-19 Ongoing – Mr. Evans reported that testing is ongoing with some new cases but the numbers for Alabama are lower. Vaccinations are available for anyone who wants one. The Unified Command is not meeting weekly but the PIOs from each agency are working together to put out any necessary information.

- Museum Drive Armory Equipment Storage – Morgan County EMA is interested in the old CERT equipment.
- Emergency Notification Systems – We have settled on a script that will be used for the series of videos and the first installment has been paid. A professional actor has been hired for the bulk of the video then they will come back to the community volunteers who have a speaking role. Chief Lovitte stated the EMA app is working great.
- Hurricane Sally and Hurricane Zeta –HMGP Applications – Mr. Adair reported on correspondence from Alabama EMA and FEMA on both storms. There are five projects confirmed eligible for funding for Zeta but only two for Sally. The jurisdictions must now work on completing their applications.
- Pro Rata/Excess Funds – A draft letter which will accompany the refund checks was presented for discussion. It was agreed that both Mr. Adair and Chief Lovitte as Chairman will sign the letters. The current MCEMA Resolution states that any excess funds will be distributed. There was a discussion of the recent policy which states any checks issued over \$50,000 must have Executive Committee approval. It was agreed that the vote to distribute excess funds would be considered approval for the checks. As far as this first distribution, it should be completed by June 1st.

NEW BUSINESS:

- Distribution of Excess Funds – It was agreed that the end of the first quarter, December 31, would be enough time for payments to be received.
- Access to Emergency Reserve Funds/Procedure – An emergency meeting can be declared with 24 hours' notice according to the Open Meetings Act. If that is done, a conference call or Zoom meeting would be legal. It was agreed this would be the procedure for any future need to transfer funds.
- Operating Account Balance – As discussed earlier, the Resolution states anything above the approved budget would be considered excess.
- Legal Counsel – Chief Lovitte feels the Executive Committee should investigate having its own legal counsel. In the past, even in this meeting right now, we have some issues we could confer with legal counsel on. We do not have legal counsel attend our meetings. We do have access to legal counsel by Mobile County's attorney and he has helped us in the past. Chief Lovitte would like the staff to see what it would take to have official legal counsel for the Executive Committee, as well as the Agency as a whole. Recommendations will be discussed at next month's meeting.

ADJOURNMENT: With no further business to be discussed, the meeting was adjourned at 2:01 p.m. The next meeting will be held on June 9th at 1:30 p.m.

APPROVED AND SIGNED THIS 9th DAY OF June, 2021:








