



## MOBILE COUNTY EMERGENCY MANAGEMENT AGENCY

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

### EXECUTIVE COMMITTEE MINUTES

January 11, 2023

#### **PRESENT:**

Chief A. Shayne Lovitte, City of Saraland  
Mr. Eddie Kerr, Mobile County  
Executive Director Lawrence Battiste, City of Mobile  
Mr. Ronnie Adair, MCEMA  
Mr. Mike Evans, MCEMA  
Mrs. Diane Murphy, MCEMA  
Mrs. Renetta Thames, MCEMA

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

**APPROVAL OF DECEMBER 2022 MINUTES:** Director Battiste made a motion to approve the December 2022 minutes; Mr. Kerr seconded the motion. The minutes were approved as presented.

**APPROVAL OF DECEMBER 2022 CHECK REGISTERS:** Mr. Kerr made a motion to approve, which was seconded by Director Battiste. The December check registers were approved.

**APPROVAL OF DECEMBER 2022 FINANCIAL REPORTS:** Mr. Kerr made a motion to approve the financial reports. Director Battiste seconded the motion, and the December financial reports were approved.

#### **OLD BUSINESS:**


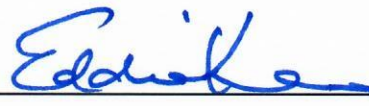
- Warehouse Construction Project – The site work preparation is scheduled to begin next week.
- Siren Removal Project – The down payment has been made and Wrico will start phase one next week. They expect to finish within thirty days. Wrico will be handling all details, including removal and disposal.
- NOAA Sidewalk Project – Mr. Evans has confirmed that this project will meet the Public Works guidelines for bid projects. He has asked for someone to give us an estimate and if the project is under \$50,000, no bid is required. The project should start within a few weeks.
- Personnel Actions – This is a continuation of last month when Diane Murphy announced her May 1<sup>st</sup> retirement. There have been several discussions with the Personnel Board about the best fit for this agency. Several job classifications are assigned to this agency, and they recommended opening an internal promotion for the Fiscal Services Manager. There was a discussion of the areas of special merit versus promotion, budget costs, other staff who may qualify for the position, and the need for admin positions. In the future when Mrs. Murphy does retire, her replacement should be a Fiscal Services Manager. It was agreed this would be the best solution with the understanding that another Secretarial position will not be filled during this budget cycle.


**NEW BUSINESS:**

- EOP Release – The EOP is ready to go, and the promulgation page needs signatures. In the past, there have been two signatures: the Director of Mobile County EMA and the President of the Mobile County Commission. There was a discussion of each Mayor signing or the members of the Executive Committee as their representatives. Once the promulgation page is signed, the EOP will be uploaded to our website and you will receive a link for viewing. Chief Lovitte would like to see Mr. Adair, the Commission President, and the Executive Committee members. Mr. Evans will have the page ready for signature at the February meeting and then Commissioner Hudson's signature will be obtained.
- Winter Weather – Director Battiste thanked EMA for their help with warming stations during the recent winter weather over the holidays. He appreciated that it went better than the previous year.

**ADJOURNMENT:** The next meeting will be held on February 8<sup>th</sup>, 2023, at 1:30 p.m. With no further business to be discussed, Chief Lovitte made a motion to adjourn the meeting. The motion was seconded by Director Battiste and the meeting adjourned at 1:58 p.m.

APPROVED AND SIGNED THIS 8<sup>th</sup> DAY OF February, 2023:

  
\_\_\_\_\_  
  
\_\_\_\_\_

  
\_\_\_\_\_  
\_\_\_\_\_