



## MOBILE COUNTY EMERGENCY MANAGEMENT AGENCY

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

### EXECUTIVE COMMITTEE MINUTES

May 10, 2023

#### **PRESENT:**

Chief A. Shayne Lovitte, City of Saraland  
Executive Director Lawrence Battiste, City of Mobile  
Mr. Eddie Kerr, Mobile County  
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 APRIL 2023 MINUTES:** Director Battiste made a motion to approve the April 2023 minutes, which was seconded by Mr. Kerr. The minutes were approved as presented.

**APPROVAL OF APRIL 2023 CHECK REGISTERS:** Director Battiste made a motion to approve, which was seconded by Mr. Kerr. The April check registers were approved.

**APPROVAL OF APRIL 2023 FINANCIAL REPORTS:** Director Battiste made a motion to approve the financial reports. Mr. Kerr seconded the motion, and the April financial reports were approved.

#### **OLD BUSINESS:**

- Warehouse Construction Project – All materials to complete the building have been delivered on-site and the steel is going up now.
- Siren Removal Project – A total of 26 sirens have been removed and only 5 poles. Wrico Signs has subcontracted a tree company to remove the poles and expects to be completed by mid-June.
- NOAA Sidewalk Project – Mr. Evans received the Scope of Work from Lewis Construction with both projects included. One is the MCCD sidewalk with an awning and the second is the sidewalk to NOAA and awning. The contractor was told the sidewalks would be done first, with the awnings coming later. Our portion for the sidewalk to NOAA is approximately \$8,000. This work will be coordinated to complete both at the same time.
- Safer Places Initiative – We are working now to identify the top ten areas that may need a safer place based on substandard housing. When the list is completed, a meeting will be held with Commissioner Ludgood.

- Authority Annual Meeting (League of Municipalities) – Mayor Rubenstein has secured a place on June’s agenda for MCEMA to present a hurricane season update and then hold an Authority meeting. We do not have the date and location yet.
- Personnel Actions Update – The MCPB extended the Plans & Operation Officer I list, and Mr. Evans reported that Michael Dillaber has been selected and will begin work on May 22, 2023. Also, the position of Plans & Operations Director has been vacant for some time, and we would like to open it for internal promotion only. This is the job that runs the EOC and is a front-line manager for Plans & Operations.

Mr. Kerr mentioned he has been hearing good things about recent stakeholder meetings and confidence in our new hires.

Mr. Adair distributed a letter to the MCPB Director for review which requests the creation of a second Director position to hire and train a new Director before his retirement. Director Battiste asked if this will be an internal-only posting. Yes, it will be an internal promotion, and by job requirements, all Plans & Operations personnel can apply. Director Battiste supports the letter but thinks the transition should have an end date. Mr. Kerr stated the County Commission asks the retiring person to submit a letter giving notice of retirement. This letter is then submitted with the request for a second position. All three members agreed on this requirement. Mr. Kerr requested the motion be amended to both approve the position and to authorize filling with an internal promotion all in one letter. Chief Lovitte asked for a motion to create a second Director position and upon approval, hold an internal promotion. Director Battiste made the motion, and it was seconded by Mr. Kerr. The motion was approved unanimously. Chief Lovitte stated that, along with this letter, Mr. Adair’s letter of retirement will be sent at the same time.

#### **NEW BUSINESS:**



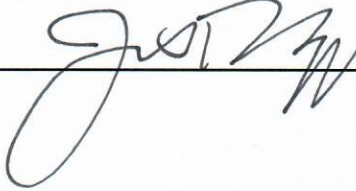

- LEPC Quarterly Report – Ms. Sherry Crush joined the meeting to give the LEPC quarterly report. It was agreed at the end of 2022, meetings would be held quarterly with sub-committees meeting in between. January 2023 had high attendance and a few people volunteered for sub-committees. April’s meeting had low participation. MCEMA may need to take a more active role in leadership and reach out to get names of people to fill the positions based on the by-laws. A quorum needs to be met and then start moving forward from there. It may even require major stakeholders to have an alternate. Doug Cooper and Jack Busby have a plan to reach out. Mr. Evans said we have been trying to get the LEPC going since the COVID shutdown.

Chief Lovitte asked if there have been any notable incidents or releases. Ms. Crush reviewed the dashboard and stated it was a long-term goal for activations. Chief Lovitte asked to be sent the link.

- FY2024 Budget Discussion – Mr. Adair asked for guidance for the 2024 budget and recommended level funding. Chief Lovitte recommended once the warehouse construction is completed, the emergency reserve fund be replenished to once again be at \$2 Million. We can research a set amount to rebuild and address any overages. Everyone agreed with the level-funded budget for FY 2024. Mr. Adair said Mark Chapman will be looking at our audit and will attend the July meeting.

**ADJOURNMENT:** With no further business to be discussed, Chief Lovitte made a motion to move into executive session for Mr. Adair's annual service rating and to adjourn immediately following. The motion was seconded by Director Battiste and the meeting went into executive session at 2:03 p.m. The next meeting will be held on June 14<sup>th</sup>, 2023, at 1:30 p.m.

APPROVED AND SIGNED THIS 14<sup>th</sup> DAY OF June 2023:

 _____	 _____
 _____	 _____