



MOBILE COUNTY EMERGENCY MANAGEMENT AGENCY

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

EXECUTIVE COMMITTEE MINUTES

September 13, 2023

PRESENT:

Chief A. Shayne Lovitte, City of Saraland
Executive Director James DeLapp, City of Mobile
Mr. Eddie Kerr, Mobile County Commission
Mr. Mike Evans, MCEMA
Mr. Doug Cooper, MCEMA
Ms. Sherry Crush, MCEMA
Mrs. Diane Murphy, MCEMA
Mrs. Renetta Thames, MCEMA

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

APPROVAL OF AUGUST 2023 MINUTES: Director DeLapp made a motion to approve the August 2023 minutes, which was seconded by Mr. Kerr. The minutes were approved as presented.

APPROVAL OF AUGUST 2023 CHECK REGISTERS: Director DeLapp made a motion to approve, which was seconded by Mr. Kerr. The August check registers were approved.

APPROVAL OF AUGUST 2023 FINANCIAL REPORTS: Director DeLapp made a motion to approve the financial reports. The motion was seconded by Mr. Kerr and passed unanimously.

OLD BUSINESS:

- Warehouse Construction Project/Pay Request #6 – Mr. Evans stated that this pay request for \$126,380 would be the last big payment. The final payment should be approximately \$20,000. The sod will go in next week and the last remaining item is the final walk-through, including the sidewalk project. Director DeLapp made a motion to approve the pay request, which was seconded by Mr. Kerr.
- NOAA Sidewalk Project Update – Mr. Cooper gave the update on the sidewalks, which are completed. The landscaping crew will return for some clean-up and to lay sod in the area on our side of the fence.
- Safer Places Initiative – Mr. Evans was recently in a meeting with Commissioner Ludgood and gave her an update on the Safer Places Initiative. He will follow up with a phone call later to discuss any gaps in coverage. This will be a continuing program. The hurricane shelters are with the public school system. The Safer Places are for other events, such as a cold weather event. Director DeLapp mentioned staffing issues with City-owned facilities during such events.

- Employee Health Insurance – Hybrid Option – Mr. Evans distributed the hybrid option, which is a combination of Options #2 and #4 modified. The new insurance coverage with LGHIP is effective October 1, 2023, and the 2024 premium has a 3.5% increase, which has been calculated into the payroll budget. The hybrid option contains a 10% share from employees and is 100% paid by MCEMA for retirees. Chief Lovitte asked for a motion to approve the hybrid option for employee health insurance. Mr. Kerr made a motion to approve, which was seconded by Director DeLapp. The motion passed unanimously.
- Personnel Update – Diane Murphy is retiring on January 1, 2024, and Mr. Evans discussed posting the Fiscal Services Manager position and having someone in place to be trained by Mrs. Murphy before the end of the year. The Personnel Board has been contacted to post the position as open competitive and the application closing date is September 20th. Mr. Evans also mentioned that someone in a Plans & Operation Officer I position should be ready to be promoted to a Plans & Operations Officer II position within the next few months.
- Balance Sheet – Mark Chapman removed the old Fixed Assets from McGregor Avenue and added the new Zeigler Blvd EOC. The next step is to add all the Fixed Assets purchased since relocating in September 2018. Mr. Chapman suggested increasing the asset amount from \$750 as stated in the Authority By-Laws to at least \$1,000. Mr. Kerr suggested it could even be as high as \$5,000. The By-Laws will be revised and brought to the next annual meeting of the MCEMA Authority for approval.

NEW BUSINESS:

- Executive Committee Notification Procedures – There was a lengthy discussion of our current meeting notification steps as they relate to the Alabama Open Meetings legislation. It was agreed that the preliminary agenda be emailed to the Executive Committee one week prior to the meeting and only after receiving approval from them will the preliminary agenda be posted according to the current procedures.
- 2024 COLA Raise – Mr. Evans asked for permission to get ready to move forward with the 5% raise contingent upon the Mobile County Commission's approval of their 5% raise on September 25. Our first October pay period would begin October 7, 2023. After discussion, Chief Lovitte asked for a motion to approve a 5% COLA increase contingent upon the Mobile County Commission's approval of a 5% COLA increase for FY 2024. Mr. Kerr made a motion to approve, which was seconded by Director DeLapp. A 5% COLA increase was approved for all MCEMA employees for FY 2024.

ADJOURNMENT: With no further business to be discussed, Chief Lovitte made a motion to adjourn. Director DeLapp seconded the motion and the meeting adjourned at 2:12 p.m. The next meeting will be held on October 11, 2023, at 1:30 p.m. Chief Lovitte requested the Dashboard be available for the next meeting.

APPROVED AND SIGNED THIS 11th DAY OF October 2023:

A. Luss

Eddaker

JATM

Mark DeLapp