



## MOBILE COUNTY EMERGENCY MANAGEMENT AGENCY

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

### EXECUTIVE COMMITTEE MINUTES

October 11, 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  
Mrs. Diane Murphy, MCEMA  
Mrs. Renetta Thames, MCEMA

Chief Lovitte called the meeting to order at 1:34 p.m.

**APPROVAL OF SEPTEMBER 2023 MINUTES:** Chief Lovitte made a motion to approve the September 2023 minutes, which was seconded by Director DeLapp. The minutes were approved as presented.

**APPROVAL OF SEPTEMBER 2023 CHECK REGISTERS:** Director DeLapp made a motion to approve, which was seconded by Chief Lovitte. The September check registers were approved. Mobile Area Water & Sewer Service has replaced the meter and will set up an app to monitor our usage.

**APPROVAL OF SEPTEMBER 2023 FINANCIAL REPORTS:** There was a general discussion of the final Budget vs. Actual report for FY2023. The expenses included the previous Director's retirement payout and the warehouse construction. The FY2024 budget is already getting tight, and it may be necessary to ask for an increase next year. Chief Lovitte stated this has been on his mind, as well as returning the Emergency Reserve account back to \$2 Million. Director DeLapp made a motion to approve the financial reports. The motion was seconded by Chief Lovitte and passed unanimously. Mr. Kerr arrived for the meeting here at 1:39 p.m.

#### **OLD BUSINESS:**



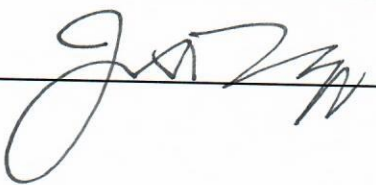
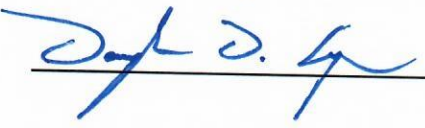
- Warehouse Construction Project – During the final walk-through with the general contractor, three issues were found. They are an uneven door that is causing a leak, the swell to the retention pond, and a small roof leak in the ridge gap. Director DeLapp mentioned there are no concrete bollards around the bottom of the outside columns. He suggested something be added in the future at least on the four corners. This will be discussed with the contractor. Director DeLapp made a motion to approve Pay Request #7 for \$32,215 from the Emergency Reserve account. The motion was seconded by Mr. Kerr.
- Personnel Update – The certification list for the Fiscal Services Manager position was received and all 10 candidates had a telephone interview. Five candidates will be interviewed tomorrow and maybe by Friday, a replacement will be determined. These five candidates are in the merit system.

**NEW BUSINESS:**

- Director's Update – The Fixed Assets should be completed in a couple of months. Mike Dillaber is working on a new inventory system which will be an asset during disaster recovery for sandbags and other supplies. Mr. Evans will be with the Joint Chiefs of Staff next week in McLean, VA for an anti-terrorism course. On November 8<sup>th</sup>, which is next month's meeting, Mr. Evans will be traveling back from the IAEM conference and may miss the meeting. If possible, he will call in or join via Microsoft Teams. He is the Chair of Region IV, so this is a longer trip.

**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 1:52 p.m. The next meeting will be held on November 8, 2023, at 1:30 p.m.

APPROVED AND SIGNED THIS 8 DAY OF Nov 2023:

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