



Dale County Commission

Commission Meeting Minutes – January 26, 2021

The Dale County Commission convened in a regular session Tuesday, January 26, 2021. The following members were present: Chairman Steve McKinnon; District One Commissioner Chris Carroll; District Three Commissioner Charles W. Gary; and District Four Commissioner Frankie Wilson. Absent: District Two Commissioner Donald O. Grantham

Chairman McKinnon called the meeting to order at 10:00am. Commissioner Gary opened with the Pledge of Allegiance. Commissioner Carroll followed with prayer.

APPROVED – AGENDA

Commissioner Carroll made a motion to approve the agenda.

Commissioner Gary seconded the motion, all voted aye. Motion carried.

APPROVED – MEMORANDUM OF WARRANTS

Commissioner Gary made a motion to approve the following Memorandum of Warrants:

- Accounts Payable Check Numbers 89054-89129.
- Payroll Check Numbers: -none-.
- Direct Deposit Check Numbers: 37154-37297.

Commissioner Carroll seconded the motion, all voted aye. Motion carried.

APPROVED – JANUARY 12, 2021 MINUTES

Commissioner Gary made a motion to approve the Minutes of the Commission Meeting on January 12, 2021.

Commissioner Carroll seconded the motion, all voted aye. Motion carried.

APPROVED – PERSONNEL

Commissioner Carroll made a motion to approve the following personnel changes:

- Justin Chadwick – Transfer – Sheriff's Office - Deputy to Ariton - \$16.33 /hr.
- Bryce Woodham – Promotion to Investigator – Sheriff's Office \$16.48/hr.

Commissioner Gary seconded the motion, all voted aye. Motion carried.

APPROVED – PERSONNEL - JAIL

Commissioner Gary made a motion to approve the following personnel changes for the Jail:

- Job description - Jail Sergeant – Dale County Jail added to Dale County Commission and Classification Pay Plan.
- Posting - Job opening for Jail Sergeant.
- Budget Amendment for Jail personnel, \$21,000.00.
- Delete a full-time Jailer Position.

Commissioner Wilson seconded the motion, all voted aye. Motion carried.

APPROVED – EMA DIRECTOR POSITION

Commissioner Gary made a motion to accept the following recommendation of County Attorneys.

Director McDaniel agreed to resign last week and it was accepted by the Chairman. McDaniel's attorney and the Dale County attorneys negotiated the terms leading to his resignation. They are:

1. Commission would waive further collection of his debt to the Commission in the approximate amount of \$1,400.00.
2. Commission would donate his County cellphone to him at no charge.
3. McDaniel agreed that this ends his employment with Dale County and it is final with no appeals or reconsideration.
4. He returns all County property.
5. He transfers control of the County web/Facebook page back to the County.

Therefore, it is the recommendation of the County attorneys to:

1. Ratify the acceptance of the resignation by Chairman and the terms of the resignation.
2. Satisfy his promissory note and waive any further collection of his debt.
3. Surplus his cellphone and convey it to McDaniel at no charge.

Commissioner Carroll seconded the motion, all voted aye. Motion carried.

APPROVED – EMA DIRECTOR POSITION (CONTINUED)

A second motion was made by Commissioner Gary to post the job opening for EMA Director. See Exhibit 1.

Commissioner Wilson seconded the motion, all voted aye. Motion carried.

APPROVED – EMS DISTRIBUTION – OCTOBER-DECEMBER, 2020

Commissioner Gary made a motion to approve the Emergency Medical Services (EMS) for the quarter of October-December, 2020. See Exhibit 2.

Commissioner Wilson seconded the motion, all voted aye. Motion carried.

ANNOUNCEMENT – NEXT REGULAR MEETING

Chairman McKinnon announced that the next regular meeting of the Dale County Commission will be Tuesday, February 9, 2021 at 10:00am.

ADJOURNMENT: CONFIRMATORY STATEMENT

Commissioner Gary made a motion to adjourn the meeting. Commissioner Carroll seconded the motion. All voted aye. Motion carried.

It is hereby ordered the foregoing documents, resolutions, etc., be duly confirmed and entered into the minutes of the Dale County Commission as its official actions.



Steve McKinnon, Chairman

Emergency Management Agency (EMA) Director

Division	Department	Location
Commission	Emergency Management	Dale County Commission

Reports To
Chairman

Job Summary

Plans and administers county emergency preparedness plans. Coordinates county wide activities of county emergency response personnel. Participates in various training programs to maintain professional proficiency. Establishes training requirements, coordinates development plans, and offers training programs to groups. Prepares annual budget and submits it to the County Commission and staff agencies.

Duties and Responsibilities

Develops county emergency plans for all contingencies including relocation of evacuees from high risk areas. Coordinates plans with adjacent counties and municipalities as well as the State. Prepares state EMA reports showing planned program activities and/or accomplishments.

Prepares annual budget and submits for local, state, and federal approval.

Establishes and maintains warning systems. Ensures that weather watch and warnings are received by the general public.

Plans and implements all training programs for the general public, volunteers, emergency response personnel, civic groups, and students. Various training duties as required.

Responsible for informing public of the general function of the Emergency Management Agency by using all available resources, which often includes distribution of information pamphlets, and public speaking.

Participates in professional training and development courses as required to stay abreast of news, information, and technologies as they relate to emergency planning.

Prepares a list of all county personnel and resources that can be used to cope with a disaster. Coordinates the resources of local response groups, medical, law, public works, and volunteer fire and rescue to perform effectively in an emergency situation.

Prepares and staffs Emergency Operations Center (EOC) in an emergency situation. Responsible for keeping officials current as to the status of the situation.

Tests and maintains all equipment and supplies for the EOC including maintaining map and chart inventories for use by emergency personnel. Familiarizes operators of the EOC with necessary procedures.

Other duties as required.

Emergency Management Agency (EMA) Director

Supervisory Responsibilities

Physical Demands

Standing

Up to 33%

Walking

33 - 66%

Sitting

33 - 66%

Stooping, Kneeling, Crouching,

Up to 33%

Climbing or Balancing

Up to 33%

Use Hands to Finger, Handle,

33 - 66%

Reaching with Hands and Arms

Up to 33%

Tasting or

Up to 33%

Talking or Hearing

More than 66%

Lifting

Up to 10lbs

33 - 66%

Up to 25lbs

33 - 66%

Up to 50lbs

33 - 66%

Up to 100lbs

Up to 33%

More than

Up to 33%

Vision

Close Vision

Distance Vision

Depth Perception

Ability to Adjust

Color Vision

Peripheral Vision

No Special Vision Requirements

Specific physical duties

Must be able to read all types of information. Needs mobility and strength to search debris fields looking for signs of life. Must be able to use binoculars and night vision equipment and be able to spot disaster areas from the air if necessary. Needs the strength and endurance to remain active for several days at a time in emergency situations.

Noise

Very Quiet

Quiet

Moderate

Loud Noise

Very Loud Noise

Specific Noise Duties

Exposure to almost any environment during an emergency situation.

Comments

Must be willing to travel, wear appropriate attire, and work non-standard hours including 24-hour coverage when necessary.

Emergency Management Agency (EMA) Director

Job Specifications

Education

Satisfactory completion of 2 years of college level education.
200 hours of course work in emergency management as established by the Director of the Alabama Emergency Management Agency.

Work Experience

At least 3 years of experience in the area of emergency response, emergency management, or qualified military service.

Licenses

Valid driver's license. Must be insurable.

Preferences

Certification in Hazardous Materials, Radiological Monitoring, and Hazardous Weather Response. Any additional classes dealing with hurricanes, tornadoes, severe storms, hazardous materials, bio-terrorism, etc.

Good oral and written communication skills required. Requires the ability to solve problems, make decisions, and supervise personnel during an emergency situation.

Approved 07/24/2018

