

ST. CLAIR COUNTY COMMISSION MEETING MARCH 13, 2018

The St. Clair County Commission met in regular session on March 13, 2018 in the County Commission Chambers of the St. Clair County Courthouse Annex #1 (Administrative Center) in Ashville, Alabama.

Members Present: Paul Manning, Chairman
Jeff Brown, Commissioner District One
Ricky Parker, Commissioner District Two
Tommy Bowers, Commissioner District Three

Members Absent: Jimmy Roberts, Commissioner District Four

Others Present: Laura Lawley, Administrator
Tina Morgan, Deputy Administrator
Donna Wood, CFO
Dan Dahlke, Engineer
Gary Hanner, St. Clair Times
James E. Hill, III, County Attorney
Lyman Lovejoy, Visitor
Rusty Jessup, Mayor of Riverside
Janet Smith, Public Transportation
Elizabeth Mealer, Retired Revenue Commissioner
Jason Roberts, EDC
Gentry Shows, Advanced Disposal
John Thweatt, Pastor First Baptist Church Pell City

Prior to calling the meeting to order, the St. Clair County Commission along with Gentry Shows of Advanced Disposal Services presented \$500.00 scholarships to 12 high school seniors.

CALL TO ORDER

Chairman Manning declared a quorum present at 9:33 a.m. and called the meeting to order.

APPROVAL OF AGENDA

On a motion by Commissioner Bowers, seconded by Commissioner Brown, with all voting aye, it was

RESOLVED, that the Agenda be approved as presented.

APPROVAL OF MINUTES

On a motion by Commissioner Brown, seconded by Commissioner Parker, with all voting aye, it was

RESOLVED, that the minutes of the regular meeting on February 27, 2018 be approved.

ENGINEER'S REPORT

The first item of the Engineer's report was an informational item updating the road crews.

The next item was to discuss the APPLE project through MPO (Metropolitan Planning Organization) to study the intersection of US 11, SR 174 and CR 9 in Springville. He said the MPO will pay up to \$60,000.00 for an engineering firm to do the study and the County would have to match it 20%. He thinks Springville would be willing to share in the match making it a cost of \$6,000.00 each. On a

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motion by Commissioner Parker, seconded by Commissioner Bowers, with all voting aye, it was

RESOLVED, that the APPLE Grant study be approved.

The next item was an informational item updating the CDBG Grant.

ADMINISTRATOR'S REPORT

The first item of the Administrator's report was to discuss travel requests. On a motion by Commissioner Parker, seconded by Commissioner Brown, with all voting aye, it was

RESOLVED, that the travel requests that were presented are approved. (List to be made part of the minutes as Attachment #1)

COUNTY ATTORNEY'S REPORT

The first item of the County Attorney's report was the recommendation of the approval of immunizations for jail employees and to the extent that we have certain employees that are not covered by health insurance, that the County bear the costs of those immunizations which would be Hepatitis B shots and Tuberculosis tests and if they prefer not to have those immunizations they be asked to sign a declination (which he presented to the Commission). On a motion by Commissioner Brown, seconded by Commissioner Parker, with all voting aye, it was

RESOLVED, that approval of immunizations (which includes Hepatitis B shots and Tuberculosis tests) for jail employees including jail employees not covered by health insurance be approved. Further, if they prefer not to have the immunizations, they be asked to sign a declination form. (Declination form to be made part of the minutes as Attachment #2)

The next item was to discuss approval of the EMA Director's updated job description including the requisite certifications which insure reimbursement to the County. The position is salaried; serves in a supervisory capacity; is exempt from the FLSA; and this person serves as a department head and the job description also contains the basic job requirements and qualifications. He requested approval of the job description and authorization for the job to be posted as a contract position. On a motion by Commissioner Bowers, seconded by Commissioner Brown, with all voting aye, it was

RESOLVED, that the EMA Directors updated job description including the requisite certifications which insure reimbursement for the County is approved. (Job Description to be made part of the minutes as Attachment #3)

OLD BUSINESS

There were no items of Old Business.

NEW BUSINESS

The first item of New Business was to discuss request of Janet Smith for approval of FY18 Certifications and Assurances for Federal Transit Administration Assistance. On a motion by Commissioner Parker, seconded by Commissioner Bowers, with all voting aye, it was

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RESOLVED, that the request of Janet Smith for approval of FY18 Certifications and Assurances for Federal Transit Administration Assistance is approved. (Form to be made part of the minutes as Attachment #4)

The next item was to discuss request of Lynn Crow to pay an invoice without a Purchase Order to St. Clair Lock & Key for \$27.85 for keys purchased for Pell City Courthouse. It was a weekend when a P.O. could not be obtained. On a motion by Commissioner Bowers, seconded by Commissioner Brown, with all voting aye, it was

RESOLVED, that the invoice from St. Clair Lock & Key for \$27.85 for keys purchased for Pell City Courthouse is approved as presented.

There were no board appointments.

The next item for discussion was to approve payment of the monthly bills. On a motion by Commissioner Bowers, seconded by Commissioner Brown, with all voting aye, it was

RESOLVED, that the monthly bills be approved for payment with the exception of those that are questioned by the Commission before the close of business today.

There being no further business, the meeting adjourned, subject to call, at approximately 9:47 a.m. on a motion by Commissioner Parker, seconded by Commissioner Brown, with all voting aye.

Paul Manning, Chairman

Jeff Brown, Commissioner

Ricky Parker, Commissioner

Tommy Bowers, Commissioner

ABSENT
Jimmy Roberts, Commissioner

TRAVEL REQUESTS for March 8th Work Session and March 13, 2018 Meeting

1. Request of Revenue Commissioner for Kyle Blakeley and Kay McGinnis to attend the Exemptions and Abatements Training on June 13th-15th, 2018 in Auburn, Alabama.

Registration = \$250/ea

Meals = \$180/ea

Lodging = \$330/ ea

Mileage = \$110/each

2. Request of Revenue Commissioner for Angela Torres to attend IAAO: Fundamentals of Real Property Appraisal August 27th-31st, 2018 in Foley.

Registration = \$550

Meals = \$300

Lodging = \$550

Mileage = \$325

Needed Book PAV = \$55

3. Request of Property Maintenance Supervisor Lynn Crow and any Commissioners that would like to attend Ethics for Public Officials & Employees June 20th -21st in Prattville.

Registration = \$190.00/ea

Meals = \$75/ea

Lodging = \$120.00/ea

Mileage = \$133/ea

4. Request of Revenue Commissioner for Bryan Price to attend the GIS Alabama (GISA) Conference on April 16-19, 2018 in Auburn, Alabama.

Registration = \$100

Meals = \$240

Lodging = \$440

Mileage = \$0

Total = \$780

5. Request of Judge Bowling for Johnnie Bagwell, Rebecca Watson, Kim Turner, Amy Free and him to attend the 2018 Alabama Probate Judges' Association Training Conference in Tuscaloosa, AL on April 19-20, 2018.

Registration = \$275/ea

Meals = \$85/ea

Lodging = \$165/ea

Mileage = \$109/

6. Request for Dan Dahlke and Clay Phillips to attend Southeastern Pavement Preservation Partnership Annual Meeting in Biloxi Mississippi May 14-16, 2018.

Registration = \$350.00/ea

Meals = \$40.00/ea

Lodging = \$140.00/night

Gas = \$75.00

DECLINATION OF IMMUNIZATION

As evidenced by my signature below, I _____, am willingly and knowingly refusing and declining to receive the Hepatitis B vaccine along with the Tuberculosis Test (collectively, the "Medical Provisions") being offered to me as a St. Clair County Sheriff's employee working at a St. Clair County, Alabama Jail.

In declining the Medical Provisions, I recognize the cost for the same would be borne entirely either by my medical insurance provider, the Sheriff's Department or the County Commission for St. Clair County, Alabama. I further recognize the Medical Provisions are being offered to me for my own health, safety and welfare and I am, nevertheless, willingly and knowingly declining the same.

I further agree to waive, release and discharge any claim I may have or may ever have hereafter resulting from my refusal to accept the Medical Provisions. This release shall be effective and binding as to myself along with my heirs, successors and assigns.

Date: _____

Signed

Witness

Printed

ST. CLAIR COUNTY

JOB DESCRIPTION

JOB TITLE EMA DIRECTOR

DEPARTMENT:	EMERGENCY MANAGEMENT	JOB CODE: 150
REPORTS TO:	COUNTY ADMINISTRATOR	PAY GRADE: 26
APPROVED BY:	ST. CLAIR COUNTY COMMISSION	DATE:

SUMMARY: Execute principals and practices of emergency management as defined within the Code of Alabama and Code of Federal Regulations (CFR44). Performs and directs all operations and administrative work in planning, organizing, training and exercising, directing and controlling emergency management activities for St. Clair County. Oversees the totality of the operation of the EMA Program, including hiring and supervising other employees and volunteers, managing and maintain the Emergency Operation Center. The EMA Director is exempt from the provisions of the Fair Labor Standards Act.

PROGRAMS: Directly responsible for assistance/support to the following:

1. St. Clair County Emergency Management Program;
2. Multi Hazard Emergency Plan (Emergency Operation Plan-EOP);
3. St. Clair County's Strategic National Stockpile Program (SNS);
4. FEMA's Safe Shelter Grant Program;
5. Hazard Mitigation Grade Program (HMGP);
6. St. Clair County HazMat Team;
7. St. Clair County Homeland Security (Point of Contact to ADHS);
8. St. Clair County's role in the Waste Isolation Pilot Program (WIPP);
9. Local Emergency Planning Committee (LEPC);
10. St. Clair County Emergency Operation Center (EOC).

ESSENTIAL DUTIES AND PRESRESPONSIBILITIES

1. Duties and responsibilities must be performed in accordance with established policies and procedures and applicable laws and regulations in regard to county government administration, as well as State and Federal guidelines related to Emergency Management.
2. Utilize the county Emergency Operation Plan (EOP) procedures and staffing for the proficient use of an Emergency Operations Center (EOC) and establish/maintain the facility during daily operations and emergency situations.

3. Develop/maintain the EOP for an efficient countywide emergency management program. Assist all local emergency response agencies, departments and industries in preparing emergency operations plans to meet their specific requirements.
4. Hire, or recommend for hire, and supervise all EMA staff, EOC staff and support all other field responders in any given emergency situation where the EMA services and coordination efforts are required.
5. Must ensure that the Emergency Management services, staff, and /or EOC be made available in preparation for or in response to emergency situations or disasters.
6. Establish/maintain budget requirements for the operation of the local emergency management program as determined by county government and where possible, Alabama Emergency Management specifications.
7. Secure additional funding for the local EMA program through all approved state and federal emergency management funding programs.
8. Establish/maintain a Local Emergency Planning Committee (LEPC) involving all emergency response agencies and industries within the county.
9. Establish/maintain working relationships with elected officials within the county and cities and establish a means of keeping officials informed/trained on emergency management procedures. Counsel and advise officials during emergency situations.
10. Support emergency response training by coordinating training opportunities for all emergency response agencies within the county, both professional and volunteer.
11. Coordinate/establish annual disaster exercise that will test and evaluate emergency response agencies in response to all hazards (natural and manmade) that could affect the county.
12. Establish/Maintain procedures with broadcast media for the effective local operation of the Emergency Alert System (EAS).
13. Establish/Maintain emergency public information procedures with all local media to disseminate press releases to the public during both normal and emergency operations.
14. Establish/maintain a public education program designed to facilitate individual and business/industry emergency preparedness.
15. Ensure that all public inquires with regard to the Emergency Management Program and related programs are answered.
16. Coordinate the efforts to establish an effective shelter program, according to the Alabama EOP and the Emergency Support Function #6 in the Federal Response Plan, within the county involving EMA, ARC, DHR, DPH and local officials.
17. Establish/Maintain both a pre-disaster and an emergency working relationship with all emergency response agencies/departments within the county. Development/maintain a

means of emergency response agencies/department within the county. Develop/maintain a means of emergency communications with those agencies/departments.

18. Maintain a database of resource and directory listings required for daily operations as well as emergency response.
19. Recruit and oversee training for as many volunteers as needed to augment the activities of a well staffed EOC.
20. Assist schools, day cares, nursing homes, churches and business with any information needed to support their emergency plans. Give presentations where/when required.
21. Attend necessary training sessions, meetings and conferences to obtain updated knowledge and training on all emergency management practices and procedures. Obtain and maintain at least the minimum standards as established by the AEMA and AAEM including but not limited to "Certified Local Emergency Manager ("CLEM") Designation."
22. Be an active and participating member of the AAEM and any other organization that furthers the goals of emergency management.
23. Promote awareness of the local emergency management program through attendance and/or by providing information to: county commission meetings, city council meetings, and associations within the county, including but not limited to: Fire & EMS Association, Red Cross Advisory Committee, St. Clair County Public Health meetings, County Extension meetings, etc.
24. As a liaison between local government agencies, the State of Alabama Emergency Management Agency (AEMA), and the Federal Emergency Management Agency (FEMA) during normal and emergency response operation.
25. Serve as the County's Point of Contact (POC) for Presidential Disaster Declarations.
26. Serve as the County's POC for Homeland Security. Satisfy all Alabama Department of Homeland Security request and mandates.

The above is not intended as an exhaustive listing of duties and responsibilities but, rather, is intended to provide specific examples of duties and responsibilities that are consistent with the general obligations of the position overseeing the Emergency Management Agency.

SUPERVISORY RESPONSIBILITIES:

Will supervise all personnel of the EMA and EOC.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed are representative of the knowledge, skill and ability required but does not constitute an exhaustive list of requirements. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the job.

Employer would prefer employee to have knowledge / experience of EMA matters. Must have knowledge of and be proficient in the area of computer usage and must have experience in specific, applicable programs utilized by the EMA. Must be a proficient typist and have a state of Alabama driver's license and must be physically capable of moving about for field work under a variety of weather conditions and adverse conditions. The employee must have the ability to communicate effectively verbally and in writing.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed mostly in office settings. Some outdoor work is required for inspection and field checks. Hand eye coordination is necessary to operate computers, vehicles, drafting equipment and various pieces of office equipment while performing the duties of this job. The employee will frequently be required to walk, sit, stand, talk, use hands and fingers. The employee will be required occasionally be required to lift or move up to twenty-five (25) pounds.

EDUCATIONAL REQUIREMENTS:

Minimum of an Associates Level Degree.

The Employee must be and remain CLEM certified.

Employer would prefer employee to have completed higher education that the minimum set forth above in a field complimentary to the responsibilities and duties required by the position. Additional education/training provided by the AEMA and the AAEM or like organization is preferred.

The duties listed above are intended only as illustrations and examples of the various types of work that may be required of the employee. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES
FEDERAL FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES FOR
FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

Name of Applicant: St. Clair County Commission

The Applicant agrees to comply with applicable provisions of Categories 01 – 21: X

OR

The Applicant agrees to comply with applicable provisions of the categories it has selected:

<u>Category</u>	<u>Description</u>	
01.	Required Certifications and Assurances for Each Applicant.	_____
02.	Lobbying.	_____
03.	Private Sector Protections.	_____
04.	Rolling Stock Reviews and Bus Testing.	_____
05.	Demand Responsive Service.	_____
06.	Intelligent Transportation Systems.	_____
07.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	_____
08.	Transit Asset Management Plan, Public Transportation Safety Program, and State Safety Oversight Requirements.	_____
09.	Alcohol and Controlled Substances Testing.	_____
10.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity Improvement).	_____
11.	State of Good Repair Program.	_____
12.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.	_____
13.	Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program.	_____
14.	Enhanced Mobility of Seniors and Individuals with Disabilities Programs.	_____
15.	Rural Areas and Appalachian Development Programs.	_____
16.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).	_____
17.	State Safety Oversight Grant Program.	_____
18.	Public Transportation Emergency Relief Program.	_____
19.	Expedited Project Delivery Pilot Program.	_____
20.	Infrastructure Finance Programs.	_____
21.	Construction Hiring Preferences.	_____

FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2018 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2018)

AFFIRMATION OF APPLICANT

Name of the Applicant: St. Clair County Commission

Name and Relationship of the Authorized Representative: Paul Manning, Chairman

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2018, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2018.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 et seq., and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature Paul Manning Date: 3-13-18

Name Paul Manning
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): St. Clair County Commission

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature James E. Hill Date: 3-13-18

Name James E. Hill
Attorney for Applicant