

## MORGAN COUNTY COMMISSION MEETING

The Morgan County Commission of Morgan County, Alabama, convened in a scheduled meeting on Tuesday, March 26, 2024, at 9:00 a.m. in the Conference Room of the Commission in the Morgan County Commission Office, Morgan County Courthouse, Decatur, Alabama. The following members were present: Chairman Ray Long; Commissioners Jeff Clark, Commissioner Randy Vest, Don Stisher, and Greg Abercrombie. Also present: Greg Bodley, County Engineer; Jessica Smith, Deputy Chief Administrative Officer; Mike Wetzel, Communications Director; Laura Vest, Business Services Coordinator. Absent: David Langston, County Attorney; Julie Reeves, Chief Administrative Officer. Mrs. Smith and Mrs. Vest acted as clerks of the Meeting. Mr. Vest offered the prayer and Pledge of Allegiance. Mrs. Smith called roll and stated that a quorum was present. Chairman Long declared the Meeting open for the transaction of business.

### VISITORS

Matthew Frost, Resident  
Erica Smith, Decatur Daily  
George Hill, Morgan County IT  
Zach Starnes, Harris, Caddell & Shanks  
Jeremy Nails, Morgan County Economic Development Association  
Pete Willis, Industrial Manufacturing Specialties

### PUBLIC HEARING:

**PUBLIC HEARING TO RECEIVE ORAL OR WRITTEN COMMENTS CONCERNING  
A PETITION TO VACATE FROM THE ADJOINING PROPERTY OWNERS, TO  
VACATE PORTIONS OF THE DRAINAGE & UTILITY EASEMENTS BETWEEN  
TRACTS 1 & 4 AND BETWEEN TRACTS 2 & 3, DISTRICT 4, MORGAN COUNTY,  
AL, AS RECORDED ON THE BORDEN SUBDIVISION PLAT IN THE MORGAN  
COUNTY PROBATE OFFICE PLAT BOOK 2023, PAGE 22.**

The Chairman brought to the attention of the Commission that this was the date and time advertised to hold a "Public Hearing" for the purpose of receiving citizen input concerning vacation of portions of the Drainage & Utility Easements between Tracts 1 & 4 and between Tracts 2 & 3, District 4, Morgan County, AL.

Greg Bodley, County Engineer, stated the County Engineer's office received no negative comments and the utility companies that responded had no issue with vacating easement. Mr. Bodley recommended its approval.

The Chairman declared the "Public Hearing" closed.

### AGENDA

The Agenda for the meeting of Tuesday, March 26, 2024, had been presented to the Commission for review.

After due consideration, it is therefore ordered by the Commission on motion of Mr. Don Stisher, seconded by Mr. Greg Abercrombie, and unanimously carried that there being no further additions or corrections to the above listed agenda; it is hereby approved.

### MINUTES

The Minutes of the meeting held on Tuesday, March 12, 2024, had been presented via email to the Commission for review.

After due consideration, it is therefore ordered by the Commission on motion of Mr. Randy Vest, seconded by Mr. Jeff Clark, and unanimously carried that there being no further additions or corrections to the above referenced Minutes; they are hereby approved.

**OLD BUSINESS:**

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT BID FROM SPARKMAN HEATING AND AIR AS LOWEST MOST RESPONSIVE BIDDER MEETING SPECIFICATIONS FOR HVAC UNITS FOR ENVIRONMENTAL SERVICES IN THE AMOUNT OF \$16,000.**

<u>VENDOR</u>	<u>AMOUNT</u>
COMFORT CONTROL	\$17,948
WHITE AND SON REFRIGERATION	\$17,188
J & J SERVICES	\$58,865
SPARKMAN HEATING AND AIR	\$16,000**
4 SEASONS HEATING & COOLING	\$16,400

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Jeff Clark, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 24-232**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to accept bid from Sparkman Heating and Air as lowest most responsive bidder meeting specifications for HVAC units for Environmental Services in the amount of \$16,000, this the 26th day of March 2024.

<u>VENDOR</u>	<u>AMOUNT</u>
Comfort Control	\$17,948
White and Son Refrigeration	\$17,188
J & J Services	\$58,865
<b>Sparkman Heating and Air</b>	<b>\$16,000</b>
4 Seasons Heating & Cooling	\$16,400

**ADOPT RESOLUTION RESCINDING RESOLUTION 24-038 REQUESTING BID OF WASHERS AND DRYERS AT MORGAN COUNTY JAIL.**

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 24-233**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby rescind Resolution 24-038 requesting bid of washers and dryers at Morgan County Jail, this the 26th day of March 2024.

**NEW BUSINESS:**

**ADOPT RESOLUTION APPROVING VACATION OF PORTIONS OF THE DRAINAGE & UTILITY EASEMENTS BETWEEN TRACTS 1 & 4 AND BETWEEN TRACTS 2 & 3, DISTRICT 4, MORGAN COUNTY, AL, AS RECORDED ON THE BORDEN SUBDIVISION PLAT IN THE MORGAN COUNTY PROBATE OFFICE PLAT BOOK 2023, PAGE 22.**

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 24-234**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve vacation of portions of the Drainage & Utility Easements between Tracts 1 & 4 and between Tracts 2 & 3, District 4, Morgan County, AL, as recorded on the Borden Subdivision Plat in the Morgan County Probate Office Plat Book 2023, Page 22, this the 26th day of March 2024.



**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO SOLICIT SEALED BIDS FROM THE LOWEST MOST RESPONSIVE BIDDER MEETING SPECIFICATIONS FOR (6) CLOTHES WASHERS AND (6) CLOTHES DRYERS FOR THE MORGAN COUNTY JAIL AS REQUESTED BY SHERIFF RON PUCKETT.**

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 24-235**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to solicit sealed bids from the lowest most responsive bidders meeting specifications for (6) clothes washers and (6) clothes dryers for the Morgan County Jail as requested by Sheriff Ron Puckett, this the 26th day of March 2024.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO SOLICIT SEALED BIDS FROM THE LOWEST MOST RESPONSIVE BIDDER MEETING SPECIFICATIONS FOR USED AND PROGRAM VEHICLES.**

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 24-236**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to solicit sealed bids from the lowest most responsive bidders meeting specifications for used and program vehicles, this the 26th day of March 2024.

**ADOPT RESOLUTION AUTHORIZING THE COMMISSION TO GRANT TAX ABATEMENT TO INDUSTRIAL MANUFACTURING SPECIALTIES, INC., PRICEVILLE, AL, PURSUANT TO THE TAX INCENTIVE REFORM ACT OF 1992, SECTION 40-9B-1 ET SEQ., CODE OF ALABAMA 1975, FOR A PERIOD OF TEN (10) YEARS.**

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 24-237**

This Resolution is made this 26th day of March 2024, by the Morgan County Commission (the Granting Authority), to grant a tax abatement to Industrial Manufacturing Specialties, Inc. (the Company).

WHEREAS, the Company has announced plans for a (check one):

new project or  major addition to their existing facility (the Project), located within the jurisdiction of the Granting Authority; and

WHEREAS, pursuant to the Tax Incentive Reform Act of 1992 (Section 40-9B-1 et seq., Code of Alabama 1975) (the Act) the Company has requested from the Granting Authority an Abatement of (check all that apply):

all state and local noneducational property taxes,  
 all construction related transaction taxes, except those local construction related transaction taxes levied for educational purposes or for capital improvements for education, and/or  
 all mortgage and recording taxes; and

WHEREAS, the Company has requested that the abatement of state and local noneducational property taxes (if applicable) be extended for a period of (10) ten years, in accordance with the Act; and

WHEREAS, the Granting Authority has considered the request of the Company and the completed applications (copy attached) filed with the Granting Authority by the Company, in connection with its request; and



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WHEREAS, the Granting Authority has found the information contained in the Company's application to be sufficient to permit the Granting Authority to make a reasonable cost/benefit analysis of the proposed project and to determine the economic benefits to the community; and

WHEREAS, the construction of the project will involve a capital investment of \$ 2,682,00.00; and

WHEREAS, the Company is duly qualified to do business in the State of Alabama, and has powers to enter into, and to perform and observe the agreements and covenants on its part contained in the Tax Abatement Agreement; and

WHEREAS, the Granting Authority represents and warrants to the Company that it has power under that constitution and laws of the State of Alabama (including particularly the provisions of the Act) to carry out the provisions of the Tax Abatement Agreement;

NOW THEREFORE, be it resolved by the Granting Authority as follows:

Section 1. Approval is hereby given to the application of the Company and abatement is hereby granted of (check all that apply):

- all state and local noneducational property taxes,
- all construction related transaction taxes, except those local construction related transaction taxes levied for educational purposes or for capital improvements for education, and/or
- all mortgage and recording taxes

as the same may apply to the fullest extent permitted by the Act. The period of abatement for the noneducational property taxes (if applicable) shall extend for a period of (10) ten years measured as provided in Section 40-9B-3(a)(12) of the Act.

Section 2. The governing body of the Granting Authority is authorized to enter into an abatement agreement with the Company to provide for the abatement granted in Section 1.

Section 3. A certified copy of this resolution, with the application and abatement agreement, shall be forwarded to the Company to deliver to the appropriate local taxing authorities (if applicable) and to the Alabama Department of Revenue in accordance with the Act.

Section 4. The governing body of the Granting Authority is authorized to take any and all actions necessary or desirable to accomplish the purpose of the foregoing of this resolution.

I hereby certify that the above and foregoing was duly adopted by the Morgan County Commission at a meeting held on the 26th day of March 2024.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT THE CHANGE ORDER FROM GENESIS CONSTRUCTION IN THE AMOUNT OF \$16,800 FOR ADDITION OF A GRINDER PUMP SYSTEM TYING INTO EXISTING SEWER SYSTEM AT THE NEW SOUTH PARK CONCESSION STAND, AND AMEND BUDGET ACCORDINGLY.**

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 24-238**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to accept the change order from Genesis Construction in the amount of \$16,800 for addition of a grinder pump system tying into existing sewer system at the new South Park Concession stand, and amend budget accordingly, this the 26th day of March 2024.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT THE CHANGE ORDER FROM E TECH CONSTRUCTION IN THE AMOUNT OF \$987.50 FOR STORM SEWER PIPE AT THE JAIL MAINTENANCE BUILDING, AND AMEND BUDGET ACCORDINGLY.**

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Jeff Clark, it was put to a vote and unanimously adopted to wit:



**RESOLUTION 24-239**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to accept the change order from E Tech Construction in the amount of \$987.50 for storm sewer pipe at the Jail Maintenance building, and amend budget accordingly, this the 26th day of March 2024.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO RENEW EXTENDED WARRANTY CONTRACT WITH SOUTH WESTERN COMMUNICATIONS, INC., ON BEHALF OF SHERIFF RON PUCKETT, FOR THE ELECTRONIC SECURITY SYSTEM AT THE MORGAN COUNTY JAIL IN THE AMOUNT OF \$17,502.25 PER QUARTER, FOR A ONE (1) YEAR PERIOD BEGINNING MARCH 1, 2024 THROUGH FEBRUARY 28, 2025.**

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 24-240**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to renew Extended Warranty Contract with South Western Communications, Inc., on behalf of Sheriff Ron Puckett, for the electronic security system at the Morgan County Jail in the amount of \$17,502.25 per quarter, for a one (1) year period beginning March 1, 2024 through February 28, 2025, this the 26th day of March 2024.

**ADOPT RESOLUTION APPROVING THE LINEV SYSTEMS US, INC. (FORMERLY ADANI SYSTEMS, INC.) SERVICE CONTRACT FOR ONE (1) BODY SCANNER AND ONE (1) BAGGAGE SCANNER LOCATED AT THE MORGAN COUNTY JAIL AND TWO (2) BAGGAGE SCANNER UNITS FOR THE MORGAN COUNTY COURTHOUSE FOR A 12-MONTH PERIOD EXPIRING MARCH 26, 2025, AT A COST OF \$29,954.96, AND AMEND BUDGET ACCORDINGLY.**

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 24-241**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve the LINEV Systems US, Inc. (formerly ADANI Systems, Inc.) Service Contract for one (1) body scanner and one (1) baggage scanner located at the Morgan County Jail and two (2) baggage scanner units for the Morgan County Courthouse for a 12-month period expiring March 26, 2025, at a cost of \$29,954.96, and amend budget accordingly, this the 26th day of March 2024.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN, ON BEHALF OF GEORGE HILL, IT DIRECTOR, TO ENTER INTO AGREEMENT WITH CGI DIGITAL FOR VIDEO CONTENT FOR THE MORGAN COUNTY WEBSITE FOR A PERIOD OF THREE (3) YEARS BEGINNING MARCH 26, 2024 THROUGH MARCH 25, 2027, AT NO COST TO THE COUNTY.**

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Jeff Clark, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 24-242**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman, on behalf of George Hill, IT Director, to enter into agreement with CGI Digital for video content for the Morgan County website for a period of three (3) years beginning March 26, 2024 through March 25, 2027, at no cost to the county, this the 26th day of March 2024.

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**ADOPT RESOLUTIONS APPROVING SUBDIVISION PLATS LOCATED WITHIN  
MORGAN COUNTY FOR THE FOLLOWING:**

- **SMYTH PLAT  
APPLE GROVE ROAD AND J CRAWFORD ROAD, DISTRICT 4**
- **A RESUBDIVISION OF BORDEN SUBDIVISION  
TELEPHONE TOWER ROAD AND BUSTER OWEN ROAD, DISTRICT 4**

Mr. Greg Abercrombie, member of the Commission, offered the following resolutions and moved for their adoption. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 24-243**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve Subdivision Plat located within Morgan County for the following:

- **Smyth Plat  
Apple Grove Road and J Crawford Road, District 4**

this the 26th day of March 2024.

**RESOLUTION 24-244**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve Subdivision Plat located within Morgan County for the following:

- **A Resubdivision of Borden Subdivision  
Telephone Tower Road and Buster Owen Road, District 4**

this the 26th day of March 2024.

**ADOPT RESOLUTION AUTHORIZING THE APPROPRIATE ELECTED  
OFFICIAL/DEPARTMENT HEAD TO FILL THE FOLLOWING POSITIONS:**

- **PERSONAL PROPERTY APPRAISER II, GRADE A04 (\$19,01-\$24.47)  
– REVENUE**
- **ASSESSMENT CLERK, GRADE A01 (\$14.88-\$19.16) - LICENSE**

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Jeff Clark, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 24-245**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the appropriate elected official/department head to fill the following positions:

- **Personal Property Appraiser II, Grade A04 (\$19,01-\$24.47) – Revenue**
- **Assessment Clerk, Grade A01 (\$14.88-\$19.16) - License**

this the 26th day of March 2024.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO AMEND THE JOB  
TITLES FOR THE FOLLOWING JOB CLASS CODES:**

- **1501 TO CHIEF INFORMATION OFFICER**
- **3000 TO CHIEF CLERK REVENUE**

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:



**RESOLUTION 24-246**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to amend the job titles for the following job class codes:

- 1501 to Chief Information Officer
- 3000 to Chief Clerk Revenue

this the 26th day of March 2024.

**ADOPT RESOLUTION APPROVING JOB DESCRIPTIONS FOR THE FOLLOWING  
JOB CLASS CODES, EFFECTIVE MARCH 26, 2024:**

- **1611 - EMERGENCY MANAGEMENT OFFICER, GRADE A04**
- **9979 - PRE-TRIAL RELEASE COORDINATOR, GRADE A07**

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Jeff Clark, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 24-247**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve job descriptions for the following job class codes, effective March 26, 2024, this the 26th day of March 2024:

- 1611 - Emergency Management Officer, Grade A04
- 9979 - Pre-Trial Release Coordinator, Grade A07

**Classification Title:****Emergency Management Officer 1611****PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform functions associated with planning and coordinating emergency/disaster preparation, response, and recovery.

**STATEMENT OF PRIORITY**

The primary role and responsibility of the employees of the Morgan County Emergency Management Agency is to coordinate/direct or support actions to lessen the affects or impacts of disasters or emergencies. Employees will have responsibilities that may be different from normal work hours.

**ESSENTIAL FUNCTIONS**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responsible for/assists in operating and maintaining the Emergency Operations Center as a point from which senior officials can control operations, respond to emergency operations, and assist in recovery from emergencies.
- Responsible for/assists in developing, reviewing, and maintaining a comprehensive county-wide Emergency Operations Plan which assigns emergency responsibilities, incorporates federal response plans into county plans, and conducts annual plan reviews.
- Responsible for/assists in developing Standard Operating Procedures to support the Emergency Operations Plan, coordinates organization, preparation, and annual reviews of procedures with employees, other departments, and outside agencies.
- Responsible for/assists in establishing and maintaining adequate warning systems to warn the public in the event of emergency situations.
- Responsible for/assists in establishing and maintaining adequate communication systems to alert key officials in the event of emergency situations and to provide for an emergency communications network.
- Responsible for/assists in identifying potential hazards; conducts annual hazard/vulnerability analysis; works to eliminate hazards or mitigate consequences and works closely with the National Weather Service. Responsible for/assists in planning, directing, coordinating, and evaluating drills and exercises to test emergency response to various situations; identifies areas of deficiencies and assists in the elimination of deficiencies.



- Responsible for/assists in coordinating with various community organizations to plan emergency procedures; coordinating with medical personnel to develop emergency medical plans and capabilities; coordinating with welfare services and voluntary groups to develop plans to care for people needing mass care; coordinating with local industry officials to develop industrial plans/capabilities in support of local government emergency plans.
- Responsible for/assists in developing and maintaining mutual aid agreements with adjacent jurisdictions outside of the county.
- Responsible for/assists in developing, operating, coordinating, and administering all components of the county emergency management program in compliance with applicable federal, state, and local laws.
- Responsible for/assists in planning, coordinating, and directing programs/activities associated with preparation for, response to, and recovery from any disaster or emergency affecting the health, safety, and welfare of county citizens (e.g., natural disasters, flooding, water accidents, airplane crashes, train wrecks, major transportation accidents, major fires, hazardous materials incidents, enemy attacks, civil uprisings, lost person searches, etc.)
- Responsible for/assists in maintaining an emergency public information system.
- Responsible for/assists in establishing and maintaining a shelter system.
- Responsible for/assists in evaluating and prioritizing incidents and resources during emergency response and recovery.
- Makes recommendations of equipment/systems needed to effectively respond to or recover from emergency situations; oversees equipment procurement/implementation, training, and development of operational procedures.
- Responsible for/assists in directing/coordinating resource management activities (i.e., equipment, staffing, funding, etc.); developing unique skills, capabilities, or resources currently unavailable in existing government departments; maintains listing of available equipment, volunteers, mutual aid and resources, etc., for use in case of an emergency.
- Responsible for/assists in coordinating the recruitment of volunteer personnel for emergency management and related activities; organizes and directs recruits. Responsible for/assists in preparing, directing, and conducting training/educational programs for staff, other agencies, or others concerning emergency management response in compliance with federal/state mandates.
- Maintains continuous and frequent communications with fire, law enforcements, hospitals, and ambulance services for liaison and interpretation of emergency management response in compliance with federal/state mandates.
- May act as a liaison with federal, state, and local agencies.
- Initiates actions to obtain federal assistance by requesting that the community be declared a disaster area following large-scale disasters.
- Responsible for/assists in advising, communicating, and/or disseminating information to officials, staff members, media, agencies, organizations, the public, or others as appropriate.
- Assists with providing educational information to the public regarding emergency management functions, roles and responsibilities by conducting presentations, speeches, public training courses, etc.; provides teaching aides, materials, and resource speakers to schools, civic organizations, and local businesses.
- Participates and contributes to state/federal legislative/regulatory processes in relation to emergency management.
- Prepares/submitting various legal/technical reports in compliance with state/federal requirements.
- Assists in developing departmental budget, monitoring expenditures, and preparing/submitting applications for federal finding as appropriate.
- Responsible for/assists in developing multi-year development plan for long-term project budgeting.
- Prepares and/or generates routine correspondence, forms, reports, charts, and other documents via computer or any other means.
- Receives various documentation: reviews, processes, responds, forwards, maintains, and/or takes other actions as appropriate.
- Responsible for/assists in departmental records.
- Maintains inventory of departmental equipment and supplies; ensures that equipment is maintained in good working condition; initiates requests for new or replacement materials. Answers the telephone, provides information, guidance, and assistance; takes and relays messages and /or directs calls to appropriate personnel; returns calls as necessary.
- Responds to routine requests for information or assistance from officials, members of the staff, the public or other individuals.
- Participates on various committee's; coordinates committee activities; attends meetings as appropriate.
- Provides emergency response on a twenty-four-hour basis as needed.
- Uses knowledge of various software programs to operate information technologies in an effective and efficient manner.



- Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of trends/advances in the profession; reads professional literature and maintains professional affiliations; attends workshops and training session as appropriate.
- Acts as a point of contact for the Local Emergency Planning Committee.
- Responsible for/assists with all aspects regarding nuclear power plant emergencies and/or TVA planning.
- Responsible for/assists in establishing, maintaining, and executing county logistics plans, policies, and procedures.
- Responsible for/assists with preparation for incident support needs, including maintaining current Memorandums of Understanding/Agreement with outside agencies who provide incident support needs (e.g., facilities, transportation, communication, supplies, etc.)
- Responsible for/assist in reviewing county emergency plans and procedures to incorporate data pertaining to nuclear power plant emergencies, including radiation protection.
- Responsible for/ assist in developing, operating, coordinating and/or administering components of the county emergency management program pertaining to nuclear power plant emergencies, in compliance with applicable federal, state, and local laws.
- Responsible for/assists with coordination of office correspondence and communications.
- Responsible for/assists with coordinating the grant efforts for the agency, including researching potential state, federal, private grants, and other opportunities to benefit county preparedness and response capabilities; responsible for administration of all awarded grants, including coordinating with outside agencies and vendors, tracking progress and/or procurement, quarterly and other reporting, and closure.

#### **ADDITIONAL FUNCTIONS**

- Performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

Degree in Emergency Management, Business Administration, Public Administration or related field, or a two-year degree and five years of progressive management experience in emergency management or a related field.

Must possess and maintain an Alabama Driver's License.

#### **FUNCTIONS MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB**

**PHYSICAL REQUIREMENTS:** Must be able to operate a variety of automated equipment, including a computer, printer, copy machine, fax machine, calculator, telephone, radio communications equipment, breathing apparatus, personal protective equipment, and various emergency equipment. Physical demand requirements are at levels of those for medium to heavy work.

**DATA COMPREHENSION:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include legal code books or guidelines, procedural manuals, operational manuals, reference manuals, charts and diagrams.

**INTERPERSONAL COMMUNICATIONS:** Requires the ability to speak with and/or signal people to convey or exchange financial, legal, technical, engineering, emergency medical, law enforcement, firefighting, and radio communications information, including giving assignments and/or directions to co-workers or assistants, as well as, communicating with officials and the general public.

**LANGUAGE ABILITY:** Requires the ability to read a variety of financial, legal, technical, engineering, emergency medical, law enforcement, firefighting and radio communication documentation, directions, instructions, and methods and procedures. Requires the ability to write reports, forms, and job-related documentation with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice such as in public speaking situations.

**INTELLIGENCE:** Requires the ability to learn and understand relatively complex financial, legal, technical, engineering, emergency medical, law enforcement, firefighting, radio communications principles and techniques, to understand departmental policies and procedures; to make independent judgements in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

**VERBAL APTITUDE:** Requires the ability to record and deliver information, such as in public speaking situation, to explain procedures, and to follow verbal and written instructions.

**NUMERICAL APTITUDE:** Requires the ability to add and subtract; multiply and divide totals; determine percentages; determine time and weight; interpret graphs; utilize mathematical formulas; and interpret statistical data.

**FORM/SPATIAL APTITUDE:** Requires the ability to visually inspect items for proper length, width, and shape using job related equipment which may include drafting instruments and artist's instruments.



**MOTOR COORDINATION:** Requires the ability to have hand and eyes in using job related equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, job related requirement, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye, hand, and foot coordination.

**COLOR DIFFERENTIATION:** Requires the ability to discern color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under considerable stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk, express, and/or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

**Classification Title:**

**Pre-Trial Release Coordinator 9979**

**PURPOSE OF CLASSIFICATION**

The Pre-trial Release Coordinator plays a critical role in the Community Corrections Program by facilitating the pre-trial release process for individuals involved in the criminal justice system. This position is responsible for assessing defendants' eligibility for pre-trial release, developing supervision plans, coordinating services, and ensuring compliance with court-ordered conditions. The Pre-trial Release Coordinator works closely with defendants, attorneys, court personnel, and community agencies to support successful pre-trial outcomes and promote public safety.

**ESSENTIAL FUNCTIONS**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

**Case Assessment and Eligibility:**

- Must be certified in NCIC.
- Conduct comprehensive assessments of defendants to determine their suitability for pre-trial release.
- Evaluate risk factors, criminal history, ties to the community, and other relevant factors.
- Make recommendations to the court regarding pre-trial release conditions and supervision levels.

**Supervision and Monitoring:**

- Develop individualized supervision plans for defendants released pre-trial, including conditions of release, and required services.
- Monitor defendants' compliance with court-ordered conditions, including drug testing, curfews, electronic and treatment programs.
- Conduct regular check-ins with defendants to assess progress and address any issues or concerns.
- Resource Coordination
- Coordinate access to services and resources for defendants, including substance abuse treatment, mental health counseling, housing assistance, and employment programs.
- Collaborate with community agencies and service providers to ensure defendants receive appropriate support during the pre-trial period.

**Court Liaison:**

- Serve as a liaison between defendants, defense attorneys, prosecutors, and the court.
- Attend court hearings to provide relevant information and recommendations to judges regarding pre-trial release decisions.
- Risk Management.
- Utilize validated risk assessment tools to assess defendants' risk levels and inform supervision strategies.
- Implement strategies to mitigate risk and promote public safety while defendants are on pre-trial release.

**Data Management and Reporting:**

- Maintain accurate and up-to-date records of all pre-trial cases, assessments, and interventions.
- Generate reports and statistics as required by the Director and other stakeholders.

**Crisis Intervention and Support:**

- Respond to emergencies and crises involving defendants on pre-trial release, providing immediate assistance and support as needed.
- Offer guidance and support to defendants and their families throughout the pre-trial process.