



Baldwin County Commission  
Special Meeting Minutes

Tuesday, January 7, 2020  
9:00 AM

Baldwin County Administration Building, County Commission Conference Room  
322 Courthouse Square, Bay Minette, Alabama 36507

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**Commissioners present:**

District 1 – Commissioner James E. Ball  
District 2 – Commissioner Joe Davis, III  
District 3 – Commissioner Billie Jo Underwood  
District 4 – Commissioner Charles F. Gruber

**Commissioners absent:**

None.

**Staff present:**

Anu Gary, Administrative Services Manager  
Monica English, Assistant Administrative Services Manager

Joey Nunnally, County Engineer (for interview portion only)  
Ron Cink, Budget Director (for interview portion only)  
Zach Hood, Emergency Management Agency (EMA) Director (for interview portion only)  
Brian Peacock, Communications/Information Systems (CIS) Director (for interview portion only)  
Cian Harrison, Clerk/Treasurer (for interview portion only)  
Ron Ballard, Juvenile Detention Center (JDC) Director (for interview portion only)  
Wayne Dyess, County Administrator (for interview portion only)  
Deidra Hanak, Personnel Director (for interview portion only)

**Staff present via teleconference:**

None.

**Also present:**

Guy Busby, Gulf Coast News Media

In accordance with Section 11-3-8 (b) of the Code of Alabama (1975), a special meeting was called by a majority of members of the Baldwin County Commission for January 7, 2020, at 9:00 a.m., at the Baldwin County Administration Building, County Commission Conference Room, located at 322 Courthouse Square, Bay Minette, Alabama, in order for the Baldwin County Commission to take the following actions, to-wit:

[1] Annual Performance Evaluations for Appointed Contract Employees

The Chairman called the meeting to order at 9:17 a.m. After the Invocation by Commissioner Joe Davis, III, and the Pledge of Allegiance led by Commissioner James E. Ball, the Commission transacted the following business to-wit:

## **GENERAL**

### **Insert Special Meeting Call Letter into the Record**

Motion by Commissioner Gruber, seconded by Commissioner Ball, to insert the **January 7, 2020, Baldwin County Commission Special Meeting Call Letter** into the record.

The motion passed by the following vote:

**Aye:** 4 - James E. Ball, Joe Davis III, Billie Jo Underwood, and Charles F. Gruber

**Nay:** 0

**Absent:** 0

**Abstain:** 0

### **Annual Performance Evaluation for Joey Nunnally, County Engineer**

Joey Nunnally, County Engineer, arrived at the meeting at 9:17 a.m. and gave a summary of his self-evaluation which he had provided to the Commissioners prior to the meeting.

The Commissioners provided their performance evaluations for Mr. Nunnally for the year 2019.

Mr. Nunnally left the meeting at 9:41 a.m.

### **Annual Performance Evaluation for Ron Cink, Budget Director**

Ron Cink, Budget Director, arrived at the meeting at 9:42 a.m. and gave a summary of his self-evaluation which he had provided to the Commissioners prior to the meeting.

The Commissioners provided their performance evaluations for Mr. Cink for the year 2019.

Mr. Cink left the meeting at 10:12 a.m.

### **Annual Performance Evaluation for Zach Hood, Emergency Management Agency Director**

Zach Hood, Emergency Management Agency (EMA) Director, arrived at the meeting at 10:12 a.m. and gave a summary of his self-evaluation which he had provided to the Commissioners prior to the meeting.

The Commissioners provided their performance evaluations for Mr. Hood for the year 2019.

Mr. Hood provided a **PowerPoint printout of the EMA's activities** and left the meeting at 10:35 a.m.

### **Annual Performance Evaluation for Brian Peacock, Communications/Information Systems Director**

Brian Peacock, Communications/Information Systems (CIS) Director, arrived at the meeting at 10:36 a.m. and gave a summary of his self-evaluation which he had provided to the Commissioners prior to the meeting.

The Commissioners provided their performance evaluations for Mr. Peacock for the year 2019.

Mr. Peacock left the meeting at 10:59 a.m.

**Annual Performance Evaluation for Cian Harrison, Clerk/Treasurer**

Cian Harrison, Clerk/Treasurer, arrived at the meeting at 10:59 a.m. and gave a summary of her self-evaluation which she had provided to the Commissioners prior to the meeting.

The Commissioners provided their performance evaluations for Ms. Harrison for the year 2019.

Ms. Harrison left the meeting at 11:25 a.m.

**Annual Performance Evaluation for Ron Ballard, Juvenile Detention Center Director**

Ron Ballard, Juvenile Detention Center (JDC) Director, arrived at the meeting at 11:25 a.m. and gave a summary of his self-evaluation which he had provided to the Commissioners prior to the meeting.

The Commissioners provided their performance evaluations for Mr. Ballard for the year 2019.

Mr. Ballard left the meeting at 11:36 a.m.

**RECESS**

The Chairman recessed the meeting at 11:36 a.m.

The meeting reconvened at 11:41 a.m.

**Annual Performance Evaluation for Wayne Dyess, County Administrator**

Wayne Dyess, County Administrator, arrived at the meeting at 11:41 a.m. and gave a summary of his self-evaluation which he had provided to the Commissioners prior to the meeting.

The Commissioners provided their performance evaluations for Mr. Dyess for the year 2019.

Mr. Dyess left the meeting at 12:27 p.m.

**Annual Performance Evaluation for Deidra Hanak, Personnel Director**

Deidra Hanak, Personnel Director, arrived at the meeting 12:27 a.m. and gave a summary of her self-evaluation which she had provided to the Commissioners prior to the meeting.

The Commissioners provided their performance evaluations for Ms. Hanak for the year 2019.

Ms. Hanak left the meeting at 12:42 a.m.

**ADDENDA**

None.

**PUBLIC COMMENT**

None.

**PRESS QUESTIONS**

None.

**COMMISSIONER COMMENTS**

None.

**W ADJOURNMENT**

Motion by Commissioner James E. Ball, seconded by Commissioner Joe Davis, III, to adjourn the January 7, 2020, Baldwin County Commission Special Meeting at 12:42 p.m.

The motion passed by the following vote:

**Aye:** 4 - James E. Ball, Joe Davis III, Billie Jo Underwood, and Charles F. Gruber

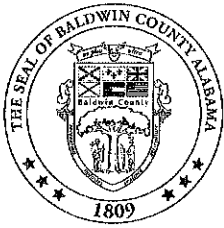
**Nay:** 0

**Absent:** 0

**Abstain:** 0

Chairman Underwood said the January 7, 2020, Baldwin County Commission Special (Annual Performance Evaluation) meeting is adjourned at 12:42 p.m.

A handwritten signature in black ink that reads "Billie Jo Underwood". The signature is written in a cursive, flowing style.



## COUNTY COMMISSION

BALDWIN COUNTY  
312 Courthouse Square, Suite 12  
BAY MINETTE, ALABAMA 36507  
(251) 937-0264  
Fax (251) 580-2500  
[www.baldwincounty.al.gov](http://www.baldwincounty.al.gov)

MEMBERS  
DISTRICT 1. JAMES E. BALL  
2. JOE DAVIS, III  
3. BILLIE JO UNDERWOOD  
4. CHARLES F. GRUBER

December 10, 2019

Mr. Wayne Dyess  
County Administrator  
Baldwin County Commission  
312 Courthouse Square, Suite 12  
Bay Minette, Alabama 36507

Dear Mr. Dyess:

Pursuant to Section 11-3-8 (b), Code of Alabama 1975, "A county commission may schedule a special meeting [of the Baldwin County Commission] when determined necessary in writing by a majority of the members of the commission, or in the case of an emergency, upon call of the chair."

Therefore, taking into account the aforementioned, coupled with the fact that this request is not styled an emergency, please be advised that a majority of members of the Baldwin County Commission have determined in writing and by this instrument that it is necessary to conduct a Special Meeting of the Baldwin County Commission for the date/time/place as follows:

**Tuesday, January 7, 2020**

**9:00 a.m.**



Baldwin County Administration Building  
County Commission Conference Room  
322 Courthouse Square  
Bay Minette, Alabama 36507

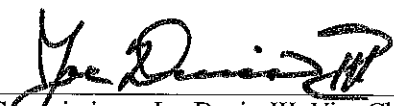

Purpose for Special Meeting:

[1] Annual Performance Evaluations for Appointed Contract Employees.

Please make the necessary arrangements for the conduct of the Special Meeting.

Sincerely,

  
\_\_\_\_\_  
Commissioner Billie Jo Underwood, Chairman  
  
\_\_\_\_\_  
Commissioner James E. Ball

  
\_\_\_\_\_  
Commissioner Joe Davis, III, Vice Chairman  
  
\_\_\_\_\_  
Commissioner Charles F. Gruber

Handout from  
Zach Hood

## Baldwin County Emergency Management Agency

FISCAL YEAR 2020 Quarter 1



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## EMA Reporting and Dispatching

- ❖ Number of National Response Center (NRC) Reports - 11
- ❖ 911 Dispatch to EMA for assistance - 4
- ❖ Operational Reports to State EMA (AEMA) - 5
- ❖ Weather Events - 12



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## EDUCATION OUTREACH



- ❖ Number of education outreach events attended: 7
- ❖ Number of citizens reached: 2993



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## EDUCATION OUTREACH .2



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## Emergency Operations Center Facility Usage and Visitors

- ❖ Trainings facilitated at EOC: 7
  - # of attendees: 121
- ❖ Meetings facilitated at EOC: 17
  - # of attendees: 160
- ❖ Exercises facilitated at EOC: 4
  - # of attendees: 187
- ❖ # of other visitors at EOC: 101

Total # of events facilitated: 28  
Total # of attendees/visitors: 569



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## IAEM

International Association of Emergency Managers



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## Governmental Relations

- ❖ Alabama Coastal Chamber - First Friday Forum
- ❖ Crisis Communications / Media Relations - Dr. Joe Trahan
- ❖ Local Emergency Planning Committee Meetings
- ❖ Hazardous Material Planning Committee Meetings
- ❖ 2020 Census KickOff Meeting
- ❖ Board of Education Superintendent's Breakfast
- ❖ National Weather Service Seasonal Review / Winter Wx Exercise
- ❖ Alabama Bicentennial 200 - Baldwin County

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## GRANTS

- ❖ FY 2020 Alabama Department of Public Health SNS Grant: \$10,000.00
  - Supports Strategic National Stockpile Activities in Public Health Southwest District (10 Counties total) through the Regional Distribution Site (RDS) in Baldwin County.
- ❖ FY 2019 Emergency Management Performance Grant Federal and State Share Agreements: \$65,451.00 and \$4,334.00, respectively
- ❖ FY 2019 Homeland Security Grant - Mass Notification System: \$49,481.00
- ❖ Assisting BRATS - Managing DR-4349 - Hazard Mitigation Grant Program: \$65,310.00 (BRATS Generator)
- ❖ Assisting Purchasing & Budget with 2006 Local Law Enforcement Block Grant (LLEBG) Daphne Search and Rescue Boat Disposal

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## MASS NOTIFICATION SYSTEM

Mass Notification Systems, like Everbridge, protect & inform citizens, businesses, and employees, and can be used to facilitate messaging and alerts for both emergencies and disasters, as well as large public events. Intelligent messaging, via email, text, voice, and social media is activated by public service officials, like emergency managers, to disseminate imperative information on behalf of community leaders, law enforcement, fire and EMS, emergency management, and public health staff to ensure the maximum number of recipients is reached with public information, health, and safety messaging.

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## *Intelligent Messaging and Delivery*

The implementation of a mass notification system will ensure Baldwin County the Commission and its Emergency Management Agency will have the most advanced and versatile methods available to reach residents and visitors with vital and relevant information and alerts.

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## BCEMA MISSION STATEMENT



Our mission is to provide a comprehensive and integrated emergency management system that coordinates resources to protect lives, property, and the environment through mitigation, preparedness, response, and recovery from all threats and hazards that affect Baldwin County.

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## BCEMA VISION



The vision of the Baldwin County Emergency Management Agency is to successfully integrate a comprehensive, innovative program which seeks to prepare and mitigate disasters using social, technical, and strategic methods which will protect life, minimize property damage, coordinate assistance, and expedite recovery processes in order to preserve and advance our community.

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**Zachary M. Hood, Director EMA**  
**PERSONNEL APPRAISAL ATTACHMENT**

**1) What is our best accomplishment by our department?**

The EMA reached several milestones in the short time that I have been Director. We launched the first Baldwin County Emergency Preparedness Expo designed to help educate residents about preparedness. Citizens are also connected to local resources and providers that may assist in planning for all hazards that may impact our community. Additionally, we created a Disaster Preparedness Guide that is a resource for Baldwin County residents, businesses and other stakeholders. The publication is also available online:

<http://www.mirabelsmagazinecentral.com/digitaledition/index.html?id=54d983ab-e579-4484-b408-3e1cfcbb7a34>

We now have a shared vision and expectations are clear within the agency and collaboration is taking off with other departments.

Finally, the Alabama Association of Emergency Managers have engaged our agency in partnership opportunities. This is a great example of how the direction we have been going is being recognized within Baldwin County and beyond.

**2) What do we need to do more of/do better?**

- A more robust risk communication policy is needed for Baldwin County.
- We must incorporate EOC specific training for Baldwin County leadership.

**3) What is next (in technology, growth, training, new goals, etc.)?**

- Secure the mass-notification Everbridge software. I am asked the same questions repeatedly about tornado sirens and shelters. The Everbridge notification software is relatively inexpensive compared to the installation, maintenance and upkeep of sirens. In fact, this type of software will be presented to the Alabama State Legislature at the beginning of the year with a request for funding and implementation for all Alabama EMAs in FY21.
- Our next step is to prioritize the most critical items for EMA operation. The Emergency Operation Plan revision and evacuation study are both due to be rewritten and renewed in 2020. The Census will be very important as the data will be used to calculate clearance times.
- There is an urgent need to provide EOC specific training to Baldwin County staff that are considered key/essential and report to the EMA during an activation.