



# Baldwin County Commission

## Legislation Text

---

**File #:** 19-0719, **Version:** 1

---

**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 2/19/2019  
**Item Status:** New  
**From:** Jessie Peacock, Interim EMA Director  
**Submitted by:** Danon Smith, Planning and Grants Coordinator

---

### **ITEM TITLE**

Memorandum of Agreement with the Baldwin County Fire Chiefs Association for the use of the Baldwin County EMA Mailing Address

### **STAFF RECOMMENDATION**

Approve the Memorandum of Agreement between the Baldwin County Commission, through the Baldwin County Emergency Management Agency (EMA), and the Baldwin County Fire Chiefs Association (BCFCA), to allow the BCFCA to utilize the physical mailing address of the Baldwin County EMA/Emergency Operations Center (EOC) to receive correspondence.

The Memorandum of Agreement (MOA) will be effective February 19, 2019, and will terminate February 19, 2022.

### **BACKGROUND INFORMATION**

**Previous Commission action/date:** 02/16/2016

**Background:** The Baldwin County Fire Chiefs Association has requested to continue the use of the physical mailing address of the Baldwin County EMA for receiving mail and correspondence. The BCFCA has no permanent mailing address due to the annual change in Presidency of the BCFCA. Mail will be collected by the BCFCA per the MOA and will not interfere with normal operations of the EOC facility or EMA Staff.

The current agreement in place was approved by the Baldwin County Commission on February 16, 2016 and will expire on February 16, 2019.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** N/A

**Budget line item(s) to be used:** N/A

If this is not a budgeted expenditure, does the recommendation create a need for funding? N/A

### LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?  
N/A.

Reviewed/approved by: N/A

Additional comments: This is a renewal of an existing agreement.

### ADVERTISING REQUIREMENTS

Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

### FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: N/A

Individual(s) responsible for follow up: EMA Staff, Administration

Action required (list contact persons/addresses if documents are to be mailed or emailed): EMA Staff will 1) obtain signature of the BCFCA authorized representatives on the agreement; 2) Send original agreement to Administration for processing; 3) Retain ONE copy of the fully executed MOA and provide ONE fully executed copy to BCFCA.

Administration: 1) Obtain the Chairman's signature on the original agreement; 2) Send one (1) copy of the fully executed MOA to EMA (Danon Smith) via courier. Administration will retain the original.

Additional instructions/notes: N/A