

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: \_\_\_\_\_

Meeting Type: Regular

Meeting Date: Feb 25, 2016

Action Requested By: Administration

Agenda Type: Resolution

Subject Matter:

Appointment of EMA Director.

Exact Wording for the Agenda:

Resolution to appoint Jeff Birdwell as the Director of the Huntsville-Madison County Emergency Management Agency at the salary rate of Grade 20, Step 12.

**Note: If amendment, Please state title and number of the original**

Item to be considered for: Action

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what council action will provide, allow and accomplish and; any other information that might be helpful.

Associated Cost: \_\_\_\_\_

Budgeted Item: Yes

MAYOR RECOMMENDS OR CONCURS: Yes

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

**RESOLUTION No. 16-\_\_\_\_\_**

**WHEREAS**, the Huntsville-Madison County Emergency Management Board, on February 18, 2016, voted to appoint Mr. Jeff Birdwell as the Director of the Huntsville-Madison County Emergency Management Agency as indicated by the Board's minutes of that meeting as attached hereto as Attachment "A"

**BE IT RESOLVED** by the City Council of the City of Huntsville, Alabama, that the appointment of Mr. Jeff Birdwell by the Huntsville-Madison County Emergency Management Board on February 18, 2016, to the position of the Director of the Huntsville-Madison County Emergency Management Agency, effective March 7, 2016, at the salary rate of Grade 20, Step 12 of the City of Huntsville's salary schedule, is hereby confirmed and approved, subject to the confirmation and approval of the Madison County Commission.

**ADOPTED** this the 25<sup>th</sup> day of February, 2016.

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President or President Pro Tem  
of the Council of the City of  
Huntsville, Alabama

**APPROVED** this the 25<sup>th</sup> day of February, 2016

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Mayor of the City of Huntsville,  
Alabama

**MINUTES**  
**HUNTSVILLE-MADISON COUNTY EMERGENCY MANAGEMENT BOARD**  
**February 18, 2016**

The regular monthly meeting of the Huntsville-Madison County Emergency Management Board was called to order at 12:00 noon on February 18, 2016 by Don Webster at the Huntsville-Madison County Emergency Management Agency's EOC.

**BOARD MEMBERS PRESENT:**

Mr. Frank Caprio, Secretary  
Mr. Ralph Cobb, Member  
Mr. Don Webster, Member  
Mr. Stuart Sharp, Member

**STAFF PRESENT:**

Mr. Jim Pockrus, Interim Director  
Mr. Jared Cassidy, Emergency Plans Coordinator  
Mr. Bill Sizemore, Accountant  
Mr. Scott Worsham, EM Officer  
Mr. Chris Reed, EM Officer  
Ms. Candy Sumlin, EM Officer  
Mrs. Emy Roberts, Secretary

**GUESTS:**

Jeff Birdwell, EMA Director in process

The meeting was called to order by Don Webster. The minutes from January 2016 were approved.

**OLD BUSINESS**

Mr. Pockrus gave an update on the tornado sirens. He stated that installation for the sirens is complete.

**NEW BUSINESS**

Mr. Cobb stated that the Director Search committee would like to make a recommendation to the board that Jeff Birdwell will be named as the Emergency Management Agency Director. Mr. Caprio made a second to the motion.

Mr. Webster stated that he and Mr. Cobb have discussed the decision with the Mayors of Huntsville and Madison, and also the County Commissioner. He advised that they are all on board with the decision and that Mr. Birdwell has communicated with the City of Huntsville's Human Resources Department.

Mr. Webster called for a vote from the board members to appoint Mr. Birdwell as the Director of the Huntsville-Madison County Emergency Management Agency. All four members of the board that were present voted yes. Mr. Webster congratulated Mr. Birdwell on his new position.

Mr. Cobb stated that in the next two to three meeting range that he would like to have put in place a nominal set of by-laws for the board. He advised that they should contain rules of order, how the board elects, etc. Mr. Cobb gave this task to the new Director, Mr. Birdwell.

**PUBLIC COMMENT**

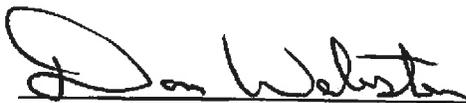
**FLOOR OPEN FOR DISCUSSION**

**NEXT SCHEDULED BOARD MEETING**

The next regularly scheduled meeting is March 17, 2016.

**ADJOURNMENT**

The meeting was adjourned.

  
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Chairman

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Secretary