

MACON COUNTY COMMISSION
REGULAR MEETING
MONDAY, SEPTEMBER 10, 2018
6:00 P.M.

A G E N D A

- I. CALL TO ORDER
 - INVOCATION
 - PLEDGE OF ALLEGIANCE
 - ACKNOWLEDGEMENT
- II. SCHEDULED PUBLIC HEARING (S)
- III. PUBLIC COMMENTS FROM CITIZENS
(Limited to 3-minutes, no more than two speakers on the same subject)
- IV. PUBLIC COMMENTS FROM OTHER ELECTED OFFICIALS
- V. ROLL CALL to ESTABLISH QUORUM
 - HONORABLE MILES D. ROBINSON, DISTRICT ONE
 - HONORABLE EDWARD HUFFMAN, DISTRICT TWO
 - HONORABLE ANDREW D. THOMPSON JR, DISTRICT THREE
 - HONORABLE ROBERT M. BERRY, DISTRICT FOUR
- VI. ADOPTION OF AGENDA
- VII. AWARDS & PRESENTATION(S)
 - Employees of the Month (Proclamation)
 - o Gertrude Benjamin, MCC Central Office
- VIII. CONSENT AGENDA
 - ADOPTION OF MINUTES
 - August 31, 30, 28, 17, & 13, 2018
 - PAYMENT OF BILLS/INVOICES
 - August 2018
 - Overtime
- IX. NEW BUSINESS
 - PERSONNEL ACTION(S)
 - Mc Sheriff Dept
 - Hire Replacement (1)
 - Road & Bridge
 - Temporary Hire
 - MONTGOMERY FOOD BANK
 - ABC LICENSE APPLICATION
- X. OLD BUSINESS
 - BIDS (ANNUAL) Receive, Open, Award
 - Road Building Materials
 - RESOLUTION(S)
 - Retirees
 - BOARD APPOINTMENT(S)
 - M.C. HCA
 - At-Large
- X. REPORTS FROM CHAIRMAN & STAFF
 - CHAIRMAN
 - FINANCE DIRECTOR
 - COUNTY ENGINEER
 - COUNTY ATTORNEY
 - COMPLIANCE OFFICER
 - EMA DIRECTOR
 - RSVP DIRECTOR
 - COMMUNITY CORRECTION DIRECTOR
- XI. DISCUSSION ITEM(S) BY COMMISSIONERS
(Discussion Items May Only Be Acted upon by Affirmative Vote of All Commissioners in Attendance).
CONTINUATION MEETING - SEPTEMBER 17, 2018 @ 10:00 AM
- X. RECESS/ADJOURNMENT

(STATE OF ALABAMA)
(MACON COUNTY)

MACON COUNTY COMMISSION
Minutes

Meeting: CONTINUATION MEETING
Date: August 31, 2018
Time: 9:00 am
Location: Annex

Meeting Called to Order:

- The Honorable Louis Maxwell, Chairman

Offering of Prayer:

- The Honorable Edward Huffman, Commissioner District #2

Present Commissioners:

- The Honorable Miles D. Robinson, Commissioner District #1
- The Honorable Edward Huffman, Commissioner District #2
- The Honorable Andrew D. Thompson Jr., Commissioner District #3
- The Honorable Robert Berry, Commissioner District #4

Staff:

- Susan B. Thomas, Finance Director
- Bridgett Gray, Attorney
- Erika Collins, Administrative Secretary

Topics of Discussion:

1. Commissioner Thompson moved to approved the agenda as printed. The motion was seconded by Commissioner Huffman, and the motion carried by **unanimous vote in favor of the motion.**
2. Commissioner Berry moved to accept a One-month Contract Agreement with Care Ambulance Service for the month of September 2018 for an amount of \$25,000. The motion was seconded by Commissioner Thompson, and the motion carried by **unanimous vote in favor of the motion.**
3. Commissioner Thompson moved to adjourn @ 9:24am.

MACON COUNTY COMMISSION
Continuation Meeting
August 31, 2018



Honorable Louis Maxwell, Chairman



Honorable Miles Robinson, Dist. #1



Honorable Edward Huffman, Dist. #2



Honorable Andrew Thompson, Dist. #3



Honorable Robert M. Berry, Dist. #4

ATTEST: 

Erika Collins, Administrative Assistant

Meeting: CONTINUATION MEETING
Date: August 30, 2018
Time: 1:00 pm
Location: Annex

Meeting Called to Order:

- The Honorable Louis Maxwell, Chairman

Offering of Prayer:

- The Honorable Edward Huffman, Commissioner District #2

Present Commissioners:

- The Honorable Miles D. Robinson, Commissioner District #1
- The Honorable Edward Huffman, Commissioner District #2
- The Honorable Andrew D. Thompson Jr., Commissioner District #3
- The Honorable Robert Berry, Commissioner District #4

Staff:

- Susan B. Thomas, Finance Director
- Erika Collins, Administrative Secretary

Topics of Discussion:

1. Commissioner Robinson moved to approved the agenda as printed. The motion was seconded by Commissioner Thompson, and the motion carried by **unanimous vote in favor of the motion.**

NOTE: Let the record reflect, there was a discussion regarding ambulance service for Macon County. There was NO Action Taken

2. Commissioner Robinson moved to recess @ 2:09pm for a Continuation Meeting at 9:00am on Friday, August 31, 2018. The motion was seconded by Commissioner Huffman, and the motion carried by **unanimous vote in favor of the motion.**

MACON COUNTY COMMISSION
Continuation Meeting
August 30, 2018


Honorable Louis Maxwell, Chairman


Honorable Miles Robinson, Dist. #1


Honorable Edward Huffman, Dist. #2


Honorable Andrew Thompson, Dist. #3


Honorable Robert M. Berry, Dist. #4

ATTEST:


Erika Collins, Administrative Assistant

Meeting: CONTINUATION MEETING
Date: August 28, 2018
Time: 11:30 am
Location: Annex

Meeting Called to Order:

- The Honorable Louis Maxwell, Chairman

Offering of Prayer:

- The Honorable Edward Huffman, Commissioner District #2

Present Commissioners:

- The Honorable Miles D. Robinson, Commissioner District #1
- The Honorable Edward Huffman, Commissioner District #2
- The Honorable Andrew D. Thompson Jr., Commissioner District #3
- The Honorable Robert Berry, Commissioner District #4

Staff:

- Susan B. Thomas, Finance Director
- Attorney Bridgett Gray

Topics of Discussion:

1. Commissioner Berry moved to adopt the agenda as amended "Old Business" DHR Board Appointment. The motion was seconded by Commissioner Huffman, the motion carried by **unanimous vote in favor of the motion.**
2. Commissioner Robinson moved to appoint Deidre Duncan to the Department of Human Resources Board (DHR) representing District #1. The motion was seconded by Commissioner Huffman, the motion carried by **unanimous vote in favor of the motion.**


NOTE: Let the record reflect that we received NO Bids for Ambulance Service for Macon County.

3. Commissioner Thompson moved to declare a state of emergency for ambulance service. The motion was seconded by Commissioner Huffman, and the motion carried by **unanimous vote in favor of the motion.**
4. Commissioner Berry moved to authorize the Chairman to start the process of negotiation with Haynes Ambulance Service. The motion was seconded by Commissioner Robinson, and the motion carried by **unanimous vote in favor of the motion.**
5. Commissioner Robinson moved to recess @ 12:17pm for Continuation meeting at 1:00pm on Thursday, August 30, 2018. The motion was seconded by Commissioner Thompson, and the motion carried by **unanimous vote in favor of the motion.**

MACON COUNTY COMMISSION
Continuation Meeting
August 28, 2018


Honorable Louis Maxwell, Chairman


Honorable Miles Robinson, Dist. #1


Honorable Edward Huffman, Dist. #2


Honorable Andrew Thompson, Dist. #3


Honorable Robert M. Berry, Dist. #4

ATTEST:


Erika Collins, Administrative Assistant

(STATE OF ALABAMA)
(MACON COUNTY)

MACON COUNTY COMMISSION
Minutes

Meeting: CONTINUATION MEETING
Date: August 17, 2018
Time: 10:00 am
Location: Annex

Meeting Called to Order:

- The Honorable Louis Maxwell, Chairman

Offering of Prayer:

- The Honorable Edward Huffman, Commissioner District #2

Present Commissioners:

- The Honorable Miles D. Robinson, Commissioner District #1
- The Honorable Edward Huffman, Commissioner District #2
- The Honorable Andrew D. Thompson Jr., Commissioner District #3
- The Honorable Robert Berry, Commissioner District #4

Staff:

- Susan B. Thomas, Finance Director
- Gertrude S. Benjamin, Personnel Director/Treasurer

Topics of Discussion:

1. Commissioner Berry moved to adopt the agenda as amended under "New Business" Engineer's Report. The motion was seconded by Commissioner Huffman, the motion carried by **unanimous vote in favor of the motion.**
2. Commissioner Berry moved to authorize County to let bids for ambulance service by 08/28/2018 by 10:00 am, Prebid conference at 12 noon, Wednesday, 08/22/2018. The motion was seconded by Commissioner Huffman, the motion carried by **unanimous vote in favor of the motion.**
3. Commissioner Thompson moved to recess at 10:41 am until 08/28/18 at 11:30 am. The motion was seconded by Commissioner Robinson, and the motion carried by **unanimous vote in favor of the motion.**

MACON COUNTY COMMISSION
Continuation Meeting
August 17, 2018



Honorable Louis Maxwell, Chairman



Honorable Miles Robinson, Dist. #1



Honorable Edward Huffman, Dist. #2



Honorable Andrew Thompson, Dist. #3



Honorable Robert M. Berry, Dist. #4

ATTEST:



Erika Collins, Administrative Assistant

REQUEST FOR BIDS

Official Contacts Only:

This BID contained restrictions on contact with public officials, County consultants or others working on behalf of the County. Official contact policy found herein at Section 1: Submission, Evaluation and Award.

Violations of policy may lead to disqualification.

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- Form 2: Investigative Authorization – Individual
- Form 3: Investigative Authorization – Company
- Map of Macon County

Section 1: Submission, Evaluation and Award

1.1 Notice to Applicant

This (BIDS) does not commit the Macon County Commission to award a contract, to pay costs incurred in the preparation of a Bid responding to this request, or to procure a contract for service. The County reserves the right to accept or reject any or all Bid received as a result of this request and to cancel in part or in its entirety this BIDS process if the County deems such cancellation to be in its best interest to do so. This BIDS is not intended to be and shall not be construed to be a low bid process. The contract, if awarded, will be negotiated with the applicant who can best meet the County's needs as identified in the BIDS.

1.2 Pre-Bid Process

The pre-Bid conference will be held at 12:00 noon on August 22, 2018, in the Macon County Commissioner Chambers which is located at 205-B East Rosa Parks Ave., Tuskegee, Alabama. This will be the only opportunity for applicants to discuss the BIDS specifications and process with County representatives. Applicants should be prepared to submit, in writing, questions or recommended modifications to the BIDS at the beginning of the conference for discussion with all applicants.

County representatives will make every effort to provide answers to all questions during the conference; however, in the event a question requires significant time for the preparation of the response thereto, all attendees will receive the response in writing within five (5) business days.

Any amendments or clarifications to the BIDS made at the conference will be distributed in writing to all attendees.

1.3 Public Records Act

Any information submitted to Macon County for purposes of providing ambulatory services is subject to the terms and provisions of Alabama's Open Records Act, Code of Alabama, § 36-12-40 & 41 (1975), as last amended, including any statutorily or judicially recognized exceptions, provided that those exceptions are appropriately claimed by the applicant.

1.4 Submission, Receipt, Modification or Withdrawal of Bid

The applicant shall submit one original Bid, identified as the "MASTER" and containing original signatures, with eight (8) copies of the Bid no **later than 11:30 a.m., August 28, 2018**. To be considered, the Bid must be delivered either by the applicant's choice of mailing options via the United States Postal Service or by the applicant's selected courier service to the appropriate address found below:

Macon County Commission
101 East Rosa Parks Ave, Suite 106
Tuskegee, Alabama 36083

The County is not responsible for providing the applicant with verification of receipt of the Bid. The applicant is strongly encouraged to obtain such verification from the selected delivery entity.

The Bid shall be typewritten using a font of Times New Roman 12 point or equivalent and it shall be formatted to include sequential page numbers. The Bid shall include a table of contents which correctly outlines the Bid's contents and which is sequenced and numbered consistent with the requirements of this BIDS. Each major section of the Bid shall be tabbed and labeled in accordance with the sections and requirements of this BIDS. The "MASTER" shall remain unbound along every edge; however, the copies may be bound along the left edge in a neat manner that will facilitate review.

Bid must be submitted in the format described herein. The Macon County Commission will mark on the original Bid the time and date that the Bid is received therein and any Bid received after the submission deadline stated herein will be rejected and will not be considered.

Modifications to a submitted Bid may be made as long as the modification is received by the Commission no later than the deadline for submission of the original Bid. Errors must be crossed out and initialed by the original applicant. Corrections must be in ink or typed adjacent to the error and initialed in ink by the original applicant. In the event the errant information and/or the correction is of such a length as to render this method of amendment unfeasible, the original applicant may submit the modification in a separate writing, **clearly defining and describing** the section of the Bid being amended; the language contained therein that is being amended; and the method of amendment (e.g. substitution, insertion, deletion, etc.). Modifications received after the deadline for submission of the original Bid shall be rejected and shall not be considered.

A Bid may be withdrawn in person by the applicant or an authorized representative. For the applicant to withdraw a Bid, he/she must:

- produce a valid government-issued photo identification to establish his/her identity as the original applicant; and
- sign a receipt for the withdrawn Bid.

In the event a representative of the original applicant appears to withdraw a Bid, he/she must:

- produce a valid government-issued photo identification to establish his/her identity;
- present a notarized typewritten request for withdrawal and statement of agency from the original applicant; and
- sign a receipt for the withdrawn Bid.

1.5 Posting of Security

All applicants will be required to submit a security deposit in the amount of \$50,000 (Fifty Thousand Dollars). Security deposits must be made payable to the Macon County Commission in the form of a cashier's check. The successful applicant's Bid security deposit will be retained by the County to ensure execution of the agreement. Within 10 days following successful completion of the contract, the security deposit will be returned to the contractor. All deposits submitted by the unsuccessful candidate(s) will be returned within 10 days after award of the contract.

1.6 Rejection of Bid

The Macon County Commission reserves the right to reject any and all Bid for any reason, including, but not limited to, failure to adhere to the proposed process and/or requirements; substantive inadequacies in a Bid; or inaccuracy of any information supplied within a Bid.

1.7 Evaluation of Bid

Each Bid will be examined by the Bid Review Committee comprised of representatives from each participating governmental entity, (the City of Tuskegee, Tuskegee University, the Town of Franklin, the Town of Notasulga, the Town of Shorter, the Macon County Health Care Authority) and individuals appointed by the Macon County Commissioners. This committee will review the Bid and make a recommendation to the County Commissioners as to whether or not a contract should be awarded to an applicant and, if so, to which applicant.

General Requirements

- Credentials
- System Design/Integration
- Operations
- Personnel
- Quality/Performance
- Data and Reporting
- Financial and Administrative
- Community Education/Prevention

1.8 Waiver of Requirements

The County reserves the right to waive any BID requirement(s) it deems in the best interest of the County.

1.9 Protests

Protests to this award are not permissible. The County has authority to accept Bid, engage vendors directly, and extend a direct award for this procurement.

Section 2: Credentials

2.1 Overview

Credentials shall be evaluated using the applicant's analogous experience in areas/communities currently served in order for the Review Committee to gain an understanding of the applicant's existing clinical capabilities and business practices. To that end, as the applicant prepares the Bid, the applicant shall address, as is relevant and appropriate to the section of the Bid being prepared, the following evaluation criteria as each criterion relates to the applicant's experience managing an emergency ALS service in a community with a population of at least 35,000 in two (2) of the past five (5) years:

- **Response-time Performance**
- **Clinical Performance**
- **Medical Communications Center Operations**
- **Customer Service**
- **Effective Risk Management**
- **Vehicle and Equipment Maintenance**
- **Community Service**
- **Accounts Receivable Management**
- **Qualifications of Personnel**
- **Management Strength**
- **Financial Strength**

2.2 Content of Credentials

To meet the minimum requirements of this section, the applicant must provide the following information related to the organization's internal structure, its business and legal history, and its experience in providing emergency and advanced life support ambulance service:

1. As related to applicant's structure, composition and history, please provide:
 - a. Applicant's name, address, telephone number(s) and relationship to organization;
 - b. Name of organization, address and telephone number(s);
 - c. Legal business status of organization (i.e., sole proprietorship, partnership, corporation, etc.);
 - d. Length of organization's existence;
 - e. Name, address and telephone number(s) of each partner, officer, member or director of the organization;
 - f. Other or prior business names for the applicant and for the organization;
 - g. Whether individual applicant holds controlling interest or is controlled by other individual(s) and/or organization(s). If controlled by other individual(s) and/or other organizations, list the name(s), legal address and telephone number(s);
 - h. Applicant's financial interest in any related business(es);
 - i. Business partners in the last five (5) years;
 - j. Whether or not the applicant or any other named associated individual(s) have ever been convicted of any federal or state crime, or a violation of any ordinance, as well as the disposition of same and place of conviction; and
 - k. Whether or not the applicant or any other named associated individuals have any claims or judgments against them for damages resulting from the negligent operation of an ambulance, or any other vehicle, the disposition of same and place of claim or judgment.
2. Provide a list or table of every area/community your organization currently serves and every area/community it has previously served. Indicate:
 - a. Type and level of service provided, including the population served;
 - b. The contract period;
 - c. Whether the contract was competitively awarded;
 - d. Remaining term of any emergency or non-emergency transport contract(s) to which your organization is currently a party;
 - e. Circumstances under which any contracts were terminated, including, but not limited to, circumstances of failure to complete and allegations of deficient service, if applicable; and
 - f. Describe any previous or pending litigation related to performance of any emergency or non-emergency transport contracts.

3. Document your organization's experience providing emergency and advanced life support ambulance services meeting independently verifiable maximum response times using only fractile response time measurement. Present examples of compliance for at least a two-year period using, if possible, response times in areas similar in population, composition and size to Macon County, Alabama.
4. Describe your organization's experience in integrated EMS systems involving fire service.
5. Verifiably document your organization's current net worth and the form of that net worth, including its capacity to convert non-liquid assets into cash if needed.
6. Provide an audited financial statement of assets and liabilities for the past two (2) years, said statement being provided by a professional, licensed, accredited independent accountant.
7. Document your organization's access to working capital, including the finance of equipment needed to service a system such as the one in Macon County.
8. Provide verified evidence of the amount of current reserve borrowing power for your organization.
9. List commitments or potential commitments (including, but not limited to, any vehicles prospected for purchase to meet the obligations of any contract which may result from this BIDS) which may impact assets, lines of credit, guarantor letters, or which may otherwise affect your abilities to fully fulfill the requirements and terms of a contract awarded pursuant to this BIDS.
10. Describe the circumstances of any bankruptcy filings or terminations of emergency ambulance service involving your organization or any of its principal agents or officers within the past five (5) years.
11. List all litigation in the past five (5) years involving your organization or any principal agents or officers in connection with any contract for similar services, regardless of whether the organization or the individuals were plaintiffs or defendants. Include the style of the case and the case number, court of jurisdiction, current status and, if applicable, the disposition, including any financial award ordered by the Court.
12. List all business and professional licenses or certificates held by your organization which are required for your organization to provide the services proposed.

Section 3: Bid

3.0 Term and General Nature of Contract

The applicant selected by the Macon County Commission will be offered a contract to provide ambulance service pursuant to the terms of its Bid, the BIDS and governing law for one year. The agreement may be renewed at the approval of the Macon County Commission with the consent of the Contractor for an additional one-year period (up to 2 years) after the initial one-year period under the following conditions:

1. both parties give notice of their intent to renew at least six months before the end of the contract term; and
2. the Contractor has been in substantial compliance with the terms of the contract for the most recent one-year period of the contract.

3.1 Documents to Accompany Bid

In addition to any supplemental documents provided by the applicant, the Bid shall be accompanied by the following documents, all to be fully completed and appropriately executed:

1. Bid identification page;
2. Standard Terms and Conditions;
3. Statement of Intent and Affirmation (see Form 1);
4. Consent for background investigation of applicant as well as each officer, member, partner, or director of the entity (see Form 2);
5. Consent for background investigation of the entity as a whole (see Form 3).

3.2 Minimum Operations Requirements

Each applicant shall submit a Bid for:

1. Provision of emergency medical services, said services utilizing all appropriate and necessary treatment protocols, within Macon County where ALS average response time to 90% of all calls each month shall be achieved within fifteen (15) minutes or less, within the corporate City limits of Tuskegee. Maximum response for a call, within any area within the County of Macon but outside of the corporate City limits of Tuskegee, shall be thirty (30) minutes or less. Any response time exceeding thirty (30) minutes must be explained to the Managing Board of Directors.

3.3 System Design

The Bid shall include a description of the applicant's System Design, which shall detail:

1. Applicant's method and manner of meeting the minimum operations requirements;
2. Description of any enhancement or Bid for exceeding the minimum operations requirements;
3. Details of the management of service implementation and start-up by October 1, 2018, including a statement of how applicant will satisfy fleet, equipment, and personnel needs; and
4. Applicant's initial deployment plan, to include:
 - a. specific proposed locations of ambulances and number of vehicles to be deployed during each hour of each day of the week;
 - b. description of 24-hour system status management strategies;
 - c. description of mechanisms in place to meet the demand for emergency ambulance response needs during peak periods;
 - d. description of mechanisms (move up and cover) in place to meet the demand for emergency ambulance response needs during unexpected periods of unusually high call volume;
 - e. a map identifying proposed ambulance station(s) or post location(s) and identifying those geographic areas capable of being served within the required response times;
 - f. specific anticipated average response times to the outermost areas within the County based upon variable deployment patterns;
 - g. description of the full-time and part-time work force necessary to fully staff the ambulances identified in the deployment plan;
 - h. description of all planned uses of on-call crews;

- i. description of any mandatory overtime requirements;
- j. description of how the personnel workload shall be monitored for those employees assigned to 24-hour units;
- k. description of record-keeping and statistical analyses to be used to identify and correct response time performance problems; and
- l. description of any other strategies to enhance system performance and/or efficiency through improved deployment/redeployment practices.

3.4 Operations

The Bid shall contain a statement of the applicant's intended method and manner of organization operation which will assure the meeting of minimum operations requirements established herein. Additionally, applicant shall submit a description of any enhancement or Bid for exceeding said requirements.

3.5 Response Time Standards

1. The Bid shall contain supporting documentation to demonstrate the applicant's ability to meet the minimum response time performance standards established herein. Such documentation shall contain, but not be limited to, procedures, including monitoring and verification procedures, to be used to record and analyze response time statistics.
2. Each Bid shall contain, if applicable, a list of the applicant's recommendations for response time exceptions. These recommendations shall not become part of any final contract unless specifically agreed to by the County. Mere recital of them in the applicant's Bid does not make them a material term of any contract which may result from the Bid.
3. Response times shall be calculated from the hour, minute and second the call is dispatched by the EMS Dispatch Center to the hour, minute and second the contractor's ALS or transport unit arrives on scene. A call is considered "dispatched" at the time of initial radio and/or pager toning as automatically captured via the Computer Aided Dispatch (CAD) System.
4. Response time standards shall be applicable to all emergency calls. ALS response times and transport response times will be calculated and monitored separately. Each incident shall be counted as a single response regardless of the number of first responders or ambulances actually utilized and only the first arriving ambulance's time shall be applicable.

3.6 Dispatch Requirements

1. Applicant shall state in its Bid its willingness and ability to contract with the designated EMS Dispatch Center for the dispatch and logging of all calls it received, whether dispatched through said EMS Dispatch Center or received by private call.
2. At all times during the period covered by any resulting contract, applicant shall agree to provide and shall provide and maintain in good operating condition communication equipment compatible with that used by the EMS Dispatch Center and as specified by Macon County. Applicant shall maintain fire service communications when fire service personnel are involved in the response.
3. At all times during the period covered by any resulting contract, applicant shall agree to provide and shall provide and maintain in good operating condition an automatic vehicle location system as specified by the EMS Dispatch Center.

4. In addition to these minimum requirements, the Bid shall detail the communication equipment currently in use by each vehicle in the applicant's fleet and its current dispatch center; the length of time the organization has been utilizing such technology; the abilities and training of personnel in the use of said equipment; and the organization's maintenance schedule for said equipment.

3.7 Vehicles, Equipment and Supplies

1. Two (2) ALS ambulances with appropriate staffing, as required by law, shall be made available by the applicant for use under any resulting contract and shall be a Type I, II, or III; shall be presented and maintained in good condition; and shall meet or exceed the current Federal standards at the time of the vehicle's original manufacture, except where such standards conflict with State of Alabama standards, in which case the State standards shall prevail. Each ambulance shall also meet or exceed the equipment standards of the State of Alabama.
2. Include a list of proposed ambulances and/or specifications for new vehicles to be purchased, detailing:
 - a. each ambulance's compliance with the above-listed requirements;
 - b. the class, size, and design of each vehicle; and
 - c. the color scheme, insignia, name, monogram or other distinguishing characteristics to be used to designate applicant's vehicles.
 - d. copy of the most recent state inspection report

The Bid shall also list any specifications developed to improve reliability and any standard modifications to be made to new vehicles prior to placing them in service.

3. Describe your proposed fleet size in relation to peak load coverage requirements and fleet standardization policies.
4. Describe in detail your vehicle maintenance program, including information about its design, implementation, and location.
5. Provide a detailed list of equipment (including communications equipment) and supplies, including quantities and brand names, to be carried on each ambulance.
6. Describe in detail how equipment is selected for use and the procedures that ensure such equipment is properly maintained.
7. Applicant shall submit qualifications of maintenance personnel to be utilized, including maintenance program managers.
8. Describe proposed automated or manual maintenance program record keeping system. The system should track both scheduled and unscheduled maintenance (by vehicle and by fleet) and shall track equipment failures during ambulance responses.
9. Document your previous three-year vehicle failure rate, including units enroute, at scene or with a patient on board.
10. Describe your proposed policies regarding timing of equipment replacement and maintenance incentive programs.

11. Describe your proposed policies and procedures for implementing and maintaining a twelve-lead ECG program that includes coordination with local hospitals to receive twelve-lead patient information; your plan for providing appropriate monitoring equipment necessary for the participation of first responders in the program; and any past or current experience your organization has had in the implementation of such a program.

3.8 Mass Casualty

1. Describe your plan for the immediate recall of personnel to staff units during multi-casualty situations, times of peak overload, or declared disaster situations. This plan shall include a discussion of applicant's ability to page and alert off-duty personnel.
2. Describe your organization's history of participation in training programs and exercises designed to upgrade, evaluate, and maintain readiness to respond in a disaster or multi-casualty event.
3. Provide mutual aid agreements with surrounding counties that are in place or if not currently in place, how will you secure the same.

3.9 Personnel

1. The Bid shall include the job description and compensation/benefit package for all full-time and part-time personnel positions within the applicant's organization, including, but not limited to:
 - a. General Manager
 - b. Key Emergency Personnel, including, but not limited to:
 - 1) EMT-B;
 - 2) Paramedic; and
 - 3) Driver
2. The Bid shall also include a description of the applicant's method or manner of meeting the minimum response time requirements and criteria as related to, and impacted by, the quality and quantity of personnel.
3. The Bid shall include a description of any enhancements applicant may employ in order to exceed the minimum requirements or criteria.
4. The Bid shall detail applicant's means of constantly staffing each ambulance with at least two (2) persons who are duly and currently licensed as emergency medical technicians in the State of Alabama, at least one (1) of which shall be accredited as an Emergency Paramedic and one EVOC Driver. This portion of the Bid shall also include a detailed discussion of applicant's use of reasonable work schedules and shift assignments to provide reasonable working conditions for ambulance personnel.
5. Applicant shall also detail its means of ensuring that at least one (1) field supervisor with emergency medical experience shall be on-duty or on-call at all times to oversee and provide support to field personnel.
6. In preparing this portion of the Bid, applicant should bear in mind that at least 51% of the personnel staffing its ambulances shall be full-time employees.

7. Applicant shall demonstrate in its Bid that its compensation program provides sufficient incentive to attract and retain skilled and motivated employees. Additionally, please describe your three-year compensation package history, outlining any improvements made to attract employees of the highest quality and experience.
8. Provide your current OSHA-compliant Communicable Disease Policy, the date of its enactment, and your method of distribution to personnel. Also provide a listing (including dates and percentage of employees in attendance) of all training personnel have received in the prevention of exposure to communicable diseases and in the disposal of medical waste.
9. Provide a written copy of your current Critical Incident Stress Management program for all personnel and the date of its implementation and distribution to employees. If your organization currently employs any other stress mitigation programs or policies, please provide copies of those as well.
10. Provide your current in-house drug screening program for all employees and, in general terms without usage of any privileged or confidential information, a summary of its implementation and effectiveness over the last three (3) years.

3.10 Community Quality and Performance Assessment

Describe in detail your inquiry and complaint management system. Include the cycle timeline for in-process measures (i.e., length of time from initial call to time of contacting complainant, etc.).

3.11 Data and Reporting

Describe your organization's data and document retention policies, including, but not limited to, your procedures for retention of documentation reflecting:

1. number of emergency responses and transports;
2. equipment failure reports;
3. equipment and vehicle maintenance reports;
4. patient billing and account documentation;
5. Continuous Quality Improvement program reports;
6. complete listing of all service complaints received and their disposition/resolution;
7. all contracts (including union contracts);
8. invoices;
9. materials;
10. payrolls;
11. inventory records;
12. records of all personnel (with the exception of confidential personnel records);
13. daily logs;
14. conditions of employment;
15. excerpts of transcripts from such records; and
16. all other data related to the services proposed to be provided herein.

3.12 Budget and Revenue Stream

The applicant shall provide complete information on the complete costs of its proposed service. Information shall include the applicant's ambulance system operational budgets for the first year of operation under the terms of this BIDS. Additionally, the applicant shall provide complete information on its projected revenue from ambulance service billing for the first year. If revenue from ambulance service billing is not projected to cover costs of operations, the applicant shall document its projected source of revenue to offset such loss and shall detail the applicant's projected timeframe to recoup losses.

3.13 Bonding and Insurance

1. Prior to commencement of operations, the successful applicant (then deemed the "Contractor") shall obtain, and subsequently maintain throughout the term of the contract, performance security in the amount of \$50,000 (Fifty Thousand Dollars) in one of the following methods acceptable to the County:
 - a. A performance bond issued by an admitted surety licensed in the State of Alabama, provided that the language of such performance bond shall recognize and accept the contract's requirements for immediate release of funds to the County upon determination by the County that the contractor is in major breach and that the nature of the breach is such that the public health and safety are endangered, and recognizing that any legal dispute by the contractor or the bonding company shall be initiated and resolved only after release of the performance security funds to the County; or
 - b. An irrevocable letter of credit issued by a bank or other financial institution approved by the County in a form acceptable to the County which shall recognize and accept the contract's requirements for immediate payment of funds to the County upon determination by the County that the contractor is in major breach and that the nature of the breach is such that the public health and safety are endangered, and recognizing that any legal dispute by the contractor or the creditor shall be initiated and resolved only after release of the performance security funds to the County; or
 - c. A combination of the above methods that is acceptable to the County. The performance bond or irrevocable letter of credit furnished by the contractor in fulfillment of this requirement shall provide that such bond or letter of credit shall not be cancelled for any reason except upon thirty (30) calendar days written notice to the County of the intention to cancel said bond or letter of credit. The contractor shall, not later than twenty (20) days following the commencement of the thirty-day notice period, provide the County with replacement security in a form acceptable to the County. In the event that the guarantor/surety is placed into liquidation or conservatorship proceedings, the contractor shall provide replacement security acceptable to County within twenty (20) days of such occurrence.
2. Failure of the successful applicant to meet these performance security requirements after being selected, but prior to the contract start date, shall result in forfeiture of the award.
3. Applicant shall provide verified proof of insurance or of insurability from an insurance carrier licensed to conduct business in the State of Alabama, said proof to address, at a minimum, the following coverage's carrying, as appropriate, the County of Macon, Alabama, as its primary insured:

- a. Worker's Compensation insurance in the minimum statutorily required coverage amounts;
- b. Automobile Liability insurance for each of the contractor's vehicles used in the performance of the contract, including owned, non-owned (e.g., owned by contractor's employees), leased or hired vehicles, in the minimum amount of \$1,000,000 combined single limit per occurrence for bodily injury and property damage;
- c. Comprehensive or Commercial General Liability insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for:
 1. bodily injury;
 2. personal injury;
 3. broad form property damage;
 4. contractual liability;
 5. cross-liability.
- d. Professional Liability insurance on all personnel employed, whether full-time or part-time, in the minimum amount of \$1,000,000 combined single limit.

3.14 Billing and Collection System

1. Describe your billing and collection system.
2. Provide a sample of your standard late notice.
3. Describe how your organization evaluates and improves the billing and collection system regularly. Give at least one (1) example of system improvement in the past year.

3.15 Community Education/Prevention

1. Describe your current rule in Public Information and Education in the areas/communities currently being served or those areas/communities you have served in the past two (2) years.
2. Identify your future Public Information and Education plan for Macon County, including timeline and measurements, should you be the successful applicant and be awarded any contract resulting from this BIDS.

3.16 Special Events

Several special events are held during the year to include football games, Homecoming and graduations, as well as other activities throughout the county. Describe in detail how EMS coverage will be provided during each event.

Section 4: Attachments

- Form 1: Statement of Intent and Affirmation
- Form 2: Investigative Authorization – Individual
- Form 3: Investigative Authorization – Company
- Map of Macon County

FORM 1: STATEMENT OF INTENT AND AFFIRMATION

By submitting this Bid, the applicant hereby affirms its full understanding of all terms set forth in the Request for Bid (BIDS). Further, applicant certifies the completeness and accuracy of all information contained in this response to the BIDS and supplied to Macon County during the Request for Bid process.

The applicant's Bid constitutes a firm and binding offer by the applicant to perform the services as stated. Applicant further affirms that it will meet or exceed all BIDS specification unless exceptions have been specifically noted in the Bid.

Done this ____ day of August, 2018.

Name of Applicant (entity)

By: _____ Its: _____
Authorized Representative (signature) Title

STATE OF Alabama §
 §
COUNTY OF Macon §

I, the undersigned authority, a Notary Public in and for said County in said State, hereby certify that _____, whose name is signed to the foregoing instrument, and who is known to me, acknowledged before me, on this day, that being informed of the contents of the instrument, s/he executed the same voluntarily on the day the same bears date.

Given under my hand this the ____ day of August 2018.

Notary Public

FORM 2: INVESTIGATIVE AUTHORIZATION – INDIVIDUAL

The undersigned individual, as _____ (title) for _____ (Company), an entity which is submitting a response to the Request for Bid issued by Macon County, Alabama, for the provision of emergency and advanced life support ambulance service, recognizes that public health and safety require assurance of safe, reliable and cost-efficient ambulance service. In order to evaluate this Bid, it is necessary that the County inquire into matters deemed relevant, such as, but not limited to, the character, reputation, and competence of the company's owners and key employees.

The undersigned specifically acknowledges that such inquiry may involve an investigation of his or her personal work experience, educational qualifications, moral character, financial stability, and general background, and specifically agrees that the Macon County Commission, or its agents, may undertake a personal investigation of the undersigned for the purpose stated.

This authorization shall expire six (6) months from the date of signature.

AUTHORIZATION FOR SUCH INVESTIGATION IS HEREBY EXPRESSLY GIVEN THIS ____ DAY OF August, 2018.

By: _____
Authorized Representative (signature)

Its: _____
Title

STATE OF Alabama §

§

COUNTY OF Macon §

§

I, the undersigned authority, a Notary Public in and for said County, in said State, hereby certify that _____, whose name is signed to the foregoing instrument, and who is known to me, acknowledged before me, on this day, that being informed of the contents of the instrument, s/he executed the same voluntarily on the day the same bears date.

Given under my hand this the ____ day of August, 2018.

Notary Public

FORM 3: INVESTIGATIVE AUTHORIZATION – COMPANY

The undersigned entity and its authorized representative, as a prospective applicant to provide emergency advanced life support ambulance service for Macon County, Alabama, recognize the public health and safety require assurance of safe, reliable, cost-efficient ambulance service. That assurance will require inquiry into aspects of the entity's operations deemed relevant by the Macon County Commission or its agents. The entity, through its official representative identified herein below, specifically agrees that the Macon County Commission and/or its agents may conduct an investigation into, but not limited to, the following matters:

1. The financial stability of the entity, including its agents, directors, owners, members, and/or officers; any information regarding potential conflicts of interests; past problems in dealing with other clients or cities where the entity has rendered similar service; or any other aspect of the entity's operations or its structure, ownership, or key personnel which might reasonably be expected to influence the Macon County Commission's selection decision.
2. The entity's current business practices, including, but not limited to, employee compensation and benefits arrangements; pricing practices; billing and collections practices; equipment replacement and maintenance practices; in-service training programs; means of competing with other companies; employee discipline practices; public relations efforts; current and potential obligations to other entities, whether public or private; and general internal personnel relations.
3. The attitude of current and previous customers of the entity toward the entity's services and general business practices, including patients or families of patients served by the entity, physicians or other health care professionals knowledgeable of the entity's past work, as well as other units of local government with which the entity has dealt in the past.
4. Other businesses in which the owners and/or other key personnel of the entity currently have a business and/or financial interest.
5. The accuracy and truthfulness of any information submitted by the entity in connection with such evaluation.

This authorization shall expire six (6) months from the date of the signature.
AUTHORIZATION FOR SUCH INVESTIGATION IS HEREBY EXPRESSLY GIVEN THIS ____ DAY OF August, 2018, FOR

Name of Applicant Entity

By: _____
Signature of Authorized Representative

Its: _____
Title

STATE OF Alabama §
 §
COUNTY OF Macon §

I, the undersigned authority, a Notary Public in and for said County, in said State, hereby certify that _____, whose name is signed to the foregoing instrument, and who is known to me, acknowledged before me, on this day, that being informed of the contents of the instrument, s/he executed the same voluntarily on the day the same bears date.
Given under my hand this the ____ day of August, 2018__.

Notary Public

PLEASE CONTACT

Mr. Benjamin Rackley
334 724-7586

With all questions

Meeting: REGULAR MEETING
Date: August 13, 2018
Time: 6:00 pm
Location: Annex

Meeting Called to Order:

- The Honorable Louis Maxwell, Chairman

Offering of Prayer:

- The Honorable Iverson Gandy, Jr., Revenue Commissioner

Present Commissioners:

- The Honorable Miles D. Robinson, Commissioner District #1
- The Honorable Edward Huffman, Commissioner District #2
- The Honorable Andrew D. Thompson Jr., Commissioner District #3
- The Honorable Robert Berry, Commissioner District #4

Staff:

- Susan B. Thomas, Finance Director
- Gertrude S. Benjamin, Personnel Director/Treasurer
- Erika Collins, Administrative Assistant

Topics of Discussion:

1. Commissioner Berry moved to adopt the agenda as printed. The motion was seconded by Commissioner Robinson, the motion carried by **unanimous vote in favor of the motion.**
2. Commissioner Robinson moved to adopt a Proclamation honoring the Employee of the Month Kelly Bass, Revenue Commission for August 2018. The motion was seconded by Commissioner Huffman, the motion carried by **unanimous vote in favor of the motion.**
3. Commissioner Robinson moved to adopt the minutes for 07/09/2018 & 08/06/2018 with any necessary corrections if there be any. The motion was seconded by Commissioner Huffman, and the motion carried by **unanimous vote in favor of the motion.**
4. Commissioner Robinson moved to approve payment of bills and invoices for the month of July 2018, contingent upon review and signatures of the Commissioners. The motion was seconded by Commissioner Huffman, and the motion carried by **unanimous vote in favor of the motion.**
5. Commissioner Berry moved to approve the payment of all Budgeted Overtime for General Funds & Gasoline Funds for the month of August 2018 upon review and signatures of the Commissioners. The motion was seconded by Commissioner Robinson, the motion carried by **unanimous vote in favor of the motion.**
6. Commissioner Robinson moved to authorize the Chairman & Engineer to prepare a resolution to purchase new equipment through USDA. The motion was seconded by Commissioner Huffman, the motion carried by **unanimous vote in favor of the motion.**
7. Commissioner Berry moved to authorize the recommended salary adjustments for **Clay Bass, Sr.** for completed probation at a rate of \$9.40 to \$10.40 with the Sheriff's Department, effective 08/31/2018. The motion was seconded by Commissioner Robinson, the motion carried by **unanimous vote in favor of the motion.**
8. Commissioner Robinson moved to authorize hire of **Johnny Potts, III**, for the replacement of (Steven B. Sistruck, Capt.) effective 08/03/2018 at a rate of \$16.00 to the Sheriff's Department. The motion was seconded by Commissioner Berry, the motion carried by **unanimous vote in favor of the motion.**

9. Commissioner Berry moved to reappoint Joyce Threadgill to the Star Mindingall Water Authority. The motion was seconded by Commissioner Robinson, the motion carried by **unanimous vote in favor of the motion.**
10. Commissioner Berry moved to approval the renewal of tire recycling with ADEM. The motion was seconded by Commissioner Robinson, the motion carried by unanimous vote in favor of the motion.
11. Commissioner Berry moved to approve the application renewal to dispose of garbage by recycling solid waste for Frank Dillman. The motion was seconded by Commissioner Huffman, the motion carried by unanimous vote in favor of the motion.
12. Commissioner Berry moved to receive bids for #18-003 - Concrete Pipe (2). The motion was seconded by Commissioner Robinson, the motion carried by unanimous vote in favor of the motion.
13. Commissioner Robinson moved to receive bids for #18-013 – Herbicide Treatment. The motion was seconded by Commissioner Huffman, the motion carried by unanimous vote in favor of the motion.
14. Commissioner Berry moved to recommend split bid for Concrete Pipe. The motion was seconded by Commissioner Huffman, the motion carried by unanimous vote in favor of the motion.
15. Commissioner Robinson moved to approve bids for Herbicide Treatment. The motion was seconded by Commissioner Huffman, the motion carried by unanimous vote in favor of the motion.
16. Commissioner Robinson moved to re-let bids for Road Building Materials to be received at the September 10, 2018, regular meeting, Cotton Valley Center-Dist #1. The motion was seconded by Commissioner Berry, the motion carried by unanimous vote in favor of the motion.

NOTE: Report: Engineer's, (Copy of Report on File)

17. Commissioner Robinson moved to accept the Engineer's written report. The motion was seconded by Commissioner Huffman, the motion carried by **unanimous vote in favor of the motion.**

NOTE: Report: EMA Director's, (Copy of Report on File)

18. Commissioner Berry moved to accept the EMA Director's written report. The motion was seconded by Commissioner Huffman, the motion carried by **unanimous vote in favor of the motion.**

NOTE: Report: Attorney's, (Copy of Oral Report)

19. Commissioner Robinson moved to accept the Attorney's, Oral report. The motion was seconded by Commissioner Huffman, the motion carried by **unanimous vote in favor of the motion.**

NOTE: Report: RSVP Director's, (Copy of Report on File)

20. Commissioner Robinson moved to accept the RSVP Director's written report. The motion was seconded by Commissioner Huffman, the motion carried by **unanimous vote in favor of the motion.**

NOTE: Report: Community Correction's, (Copy of Report on File)

21. Commissioner Berry moved to accept the Community Correction's written report. The motion was seconded by Commissioner Huffman, the motion carried by **unanimous vote in favor of the motion.**

NOTE: Report: Finance Director's, (Copy of Report on File)

22. Commissioner Robinson moved to accept the Finance Director's written report. The motion was seconded by Commissioner Huffman, the motion carried by **unanimous vote in favor of the motion.**

NOTE: Report: Chairman's, (Copy of Oral Report)

23. Commissioner Berry moved to accept the Chairman's, Oral report. The motion was seconded by Commissioner Huffman, the motion carried by **unanimous vote in favor of the motion.**

NOTE: Report: Compliance Officer's, (Copy of Report on File)

24. Commissioner Robinson moved to accept the Compliance Officer's written report. The motion was seconded by Commissioner Huffman, the motion carried by **unanimous vote in favor of the motion.**
25. Commissioner Robinson moved to recess @ 7:00pm until Friday, August 17, 2018 @ 10:00am. The motion was seconded by Commissioner Huffman, the motion carried by **unanimous vote in favor of the motion.**

**MACON COUNTY COMMISSION
Regular Meeting
August 13, 2018**



Honorable Louis Maxwell, Chairman



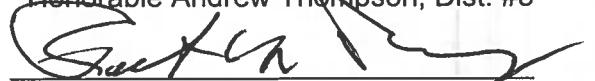
Honorable Miles Robinson, Dist. #1



Honorable Edward Huffman, Dist. #2



Honorable Andrew Thompson, Dist. #3



Honorable Robert M. Berry, Dist. #4

ATTEST:


Erika Collins, Administrative Assistant

PROCLAMATION

In Recognition of
Kelly Bass
"Employee of the Month"
August 2018

WHEREAS, Macon County Commission is the governing body which here and hereafter represents the citizens of its domain of the County of Macon and State of Alabama; and

WHEREAS, it is the duty and privilege of the Macon County Commission to serve the residents of Macon County, to recognize special events pertaining to the residents of the county and contributions of its citizens; and

WHEREAS, the employees of the Macon County Commission nominated from among their peers a co-worker whom they feel is worthy of the designation *Employee of the Month*; and

WHEREAS, ***Kelly Bass***, County Administrator provides leadership with a sense of passion and enthusiasm by being a trail blazer, who has a vested interest in making sure that the citizens in Macon County are being afforded services that are second to none, her collaborative leadership style cultivates a clear customer services focus that centers on every citizens; and

WHEREAS, ***Kelly Bass***, *Employee of the Month* recipient will be honored during the month of *August 2018* by her peers; and

WHEREAS, ***Kelly Bass***, relentless giving of herself to, County Government, and to the Macon County Community is worthy of recognition, congratulations and expressions of gratitude and appreciation; and

WHEREAS, it is with a sense of great pride that the Macon County Commission joins the Macon County employees and the Macon County Community in celebrating this accomplishments and public service contributions of ***Kelly Bass***, *Employee of the Month*.

NOW, THEREFORE, I, Louis Maxwell, Chairman along with the honorable Commissioners and all the citizens of Macon County hereby formally acknowledge

"Kelly Bass"
"Employee of the Month"

in recognition and appreciation for her dedicated services to humanity and to the citizens of Macon County.


IN FURTHER RECOGNITION THEREFORE, I, Louis Maxwell, Chairman, and on behalf of the Macon County Commission, do hereby proclaim the month of August, *2018* as

"EMPLOYEE OF THE MONTH APPRECIATION RECOGNITION"

in Macon County, Alabama, and encourage all Macon Countians to come forward and join in paying tribute to this individual.

In Witness Whereof, I Have Hereunto Set My Hand and Caused the Great Seal of Macon County to Be Affixed Thereto, on this the *1ST* Day of ***August, 2018***.

ATTEST:


Erika Collins, Administrative Assistant




Louis Maxwell, Chairman



STAR MINDINGALLWATER AUTHORITY

3240 Franklin Road
Tuskegee, Alabama 36083
Phone (334) 727- 5000
Fax (334) 727- 5014
E-mail: hkingstar@aol.com

BOARD OF DIRECTORS:

Luella S. Knight, Chairman
Mrs. Joyce M. Threadgill, Vice Chairman
Hattie P. King, Secretary/Treasurer

July 12, 2018

**Honorable Chairman Louis Maxwell
Macon County Commission
Macon County Courthouse
101 East Rosa Parks Avenue
Tuskegee, Alabama 36083**

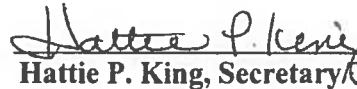
Dear Chairman Maxwell:

This letter comes as a request that Mrs. Joyce M. Threadgill, Vice Chairman of the Star Mindingall Water Authority Board of Directors, be re-appointed to the Board for another six (6) year term, beginning March 1, 2019 through March 1, 2025.

The business operation of the Star Mindingall Water Authority is structured under a "Board- Based Management Plan." Because of her distinguished character, integrity, and outstanding stewardship as a member of the Star Mindingall Water Authority Board of Directors, we the undersigned, unanimously commend her service and fully support her re-appointment.

Respectfully,


Luella S. Knight, Chairman


Hattie P. King, Secretary/Treasurer

**cc: Quinton Harris, Area Director - USDA Rural Development
Commissioner Robert "Mike" Berry, District # 4**

LANCE R. LEFLEUR
DIRECTOR



KAY IVEY
GOVERNOR

Alabama Department of Environmental Management
adem.alabama.gov

1400 Coliseum Blvd. 36110-2400 ■ Post Office Box 301463
Montgomery, Alabama 36130-1463
(334) 271-7700 ■ FAX (334) 271-7950

July 23, 2018

CERTIFIED MAIL 91 7199 9991 7034 1852 5270
RETURN RECEIPT REQUESTED

Louis Maxwell
Chairman of Macon County Commission
2914 McFadden Drive
Tuskegee, AL 36088

RE: Interagency Cooperative Agreement / Right of Way Cleanup Program
Remediation of Discarded Scrap Tires within Macon County, Alabama

Dear Chairman Maxwell:

The interagency cooperative agreement between the Alabama Department of Environmental Management (Department) and the Macon County Commission will expire on September 30, 2018. If Macon County would like to continue utilizing this program for the reimbursement of expenses related to the cleanup of scrap tires along its county right-of-ways, please complete the attached form and return it to:

Alabama Department of Environmental Management
Land Division, Removals and Response Unit
1400 Coliseum Boulevard
Montgomery, AL 36110-2400
Attention: Mr. David Deyton

Upon receipt of the completed form, the Department will prepare a new contract agreement and send it to the Macon County Commission for signature. Should your County choose to continue its participation in the Right of Way Cleanup Program, the new agreement will be in effect from October 1, 2018 through September 30, 2021, with a total available reimbursement of up to \$150,000 to help offset the costs of cleaning up scrap tires and scrap tire materials during the duration of the contract. To ensure the uninterrupted reimbursement of expenses related to scrap tire cleanups along your county's right-of-way, please submit the enclosed form as soon as possible. If you have any questions regarding this matter, please contact Mr. David Deyton at (334) 271-7840 or by email at david.deyton@adem.alabama.gov.

Birmingham Branch
110 Vulcan Road
Birmingham, AL 35209-4702
(205) 942-6168
(205) 941-1603 (FAX)

Decatur Branch
2715 Sandlin Road, S.W.
Decatur, AL 35603-1333
(256) 353-1713
(256) 340-9359 (FAX)



Mobile Branch
2204 Perimeter Road
Mobile, AL 36615-1131
(251) 450-3400
(251) 479-2593 (FAX)

Mobile-Coastal
3664 Dauphin Street, Suite B
Mobile, AL 36608
(251) 304-1176
(251) 304-1189 (FAX)

July 23, 2018
Chairman Maxwell
Interagency Cooperative Agreement
Page 2 of 2

Sincerely,

A handwritten signature in dark ink, appearing to read "Michael J. Cruise", with a stylized flourish at the end.

Michael J. Cruise, Chief
Removals and Response Unit
Environmental Services Branch
Land Division

MJC/dkd

Enclosure



Scrap Tire Right of Way Program

Contract Facts & Updates

- Existing County Scrap Tire right-of-way contracts expire September 30, 2018
- The new contract agreement will extend from October 1, 2018 to September 30, 2021 with a total available reimbursement of up to \$150,000 for the duration of new contract
- Eligible reimbursements will be limited the expenses associated with scrap tire collection, management, and disposal / reuse
- Scrap tire manifest are required for all payment requests
- Up-to-date documentation of equipment rates required for all payment requests submitted for equipment use reimbursement

To ensure timely expense reimbursements for the current contract, invoices for work completed prior to September 30, 2018, must be submitted by December 31, 2018.

How to Enroll

If your County would like to enroll, please complete the attached form and return it to:

Alabama Department of Environmental Management
Land Division, Removals and Response Unit
1400 Coliseum Boulevard
Montgomery, AL 36110-2400
ATTENTION: Mr. David Deyton

Upon receipt of your completed form, the Department will prepare a new contract agreement and send it to your County Commission for signature. All signed contracts received after October 1, 2018 will be prorated accordingly.

If you have any questions regarding the program or upcoming changes, please contact Mr. David Deyton at (334) 271-7840 or by email at david.deyton@adem.alabama.gov.



**INTERAGENCY COOPERATIVE AGREEMENT
(Scrap Tire Right-of-Way Program Contract Information Form)**

County:	
Federal ID No.:	
Address:	
City, State, Zip:	
Person Designated to Sign Contract:	
Designee's Title:	
Project Contact:	
Project Contact's Title:	
Project Contact's Phone No.:	
Project Contact's Email:	

Franklin R. Dillman
2273 County Road 54 West
Notasulga, AL 36866

August 13, 2018

Chairman Louis Maxwell
Macon County Commission
Tuskegee, AL 36083

Dear Chairman Maxwell,

I am applying for another annual exemption from Macon County mandatory garbage pickup services as required by 420-3-5.07. My current annual exemption expires on 31Sep2016.

I have been an avid recycler since 1986, when I retired from the US Navy, and have been exempt from county mandatory garbage collection since FY2009. I have been the only person to handle my garbage since my Navy retirement because of my beliefs and practices. Prior to living in Macon County, I was exempt from mandatory garbage collection in Volusia County, Florida.

My plan for being responsible for my household garbage includes:

- Continue to wash un-recyclable and recyclable items of food residue.
- Continue to recycle our plastics, aluminum and metal cans, cardboard, clear and colored glass, office paper, magazines, household batteries, and newspaper through the City of Auburn's recycling center on Donahue Avenue.
- I recycle unwanted electric appliances and electronics through Lee County and Opelika E-Days.
- The un-recyclable portion of our household garbage are transported in my pickup truck in covered and secured containers every quarter in compliance with the Alabama Health Department.

Stone's Throw Landfill of Tallassee has granted me written permission to use their facilities over the next decade.

I remain proud of my accomplishments protecting our sensitive environment and I look forward to the opportunity to continue to do so.

Respectfully,



Franklin R. Dillman

MACON COUNTY ROAD AND BRIDGE
Report for the County Commission
August 13, 2018 Meeting



- FHWA/ALDOT Projects
 - County Road 9/Calebee Creek guardrail is complete, waiting inspection from ALDOT
- FEMA Projects
 - County Road 32: waiting on Gas Line to be moved
 - Red Creek Road: Obligated as Pre-Disaster
 - Radar Station Road: Obligated as Pre-Disaster, submitted Scope of Work to meet codes and standards waiting AEMA review and FEMA preliminary review
 - County Road 67 East Bridge: Sent Hydraulic Study to AEMA for review
 - County Road 67 West Bridge: Sent Hydraulic Study to AEMA for reveiw
- Operational Item
 - Review of annual bids for department

Macon County Emergency Management Agency Director's Report

August 13, 2018

Frank H. Lee, Director

As we well into well into the 2018Tornado Season, our office has begun to disseminate information in regard to preparedness, as we normally execute during this season for preparedness. The use of both electronic and print media, hasbeen executed.

During this departing period, we have meet with several local church, civic and community organizations in an effort to further engage active community and organizational emergency preparedness.

Our office is continued to respond and document our emergency preparedness partners in our county.

We furthermore have attended continuing education seminars with the Federal Emergency Management Agency, The Alabama Emergency Management Agency and several private and public pipeline and electrical cooperatives to enhance our ability to promote emergency preparedness.

The state EMA has recently upgraded its digital reporting system to better serve all of its statewide Emergency Management Offices, establishing an upgrade and revamping our method of documenting and quickly reporting emergency incidents. This new system will afford Macon County to partner with surrounding counties cooperatively in necessitating our emergency obligations.

In lieu of increasing our resources, it will offer assistance, should we require it, almost instantly, in times of an emergency.

Currently, we are exploring the cost to equip our mobile communications and networking software to allow us mobile field connectivity.

A statewide network will allow is immediate awareness and the ability to provide and receive equipment.

Our office has been involved in the finalization of preconstruction of the District One Safe room.

We have provided the consultant with all the requested information as promised.

Our Safe Room project, according to Consultant, Eddie Culpeper, is on schedule.

I was informed that the most recent documents have been forwarded to our administrative office for the needed approval and assuming all action has been taken to move this project to pre-construction

Again the project is scheduled to reach post construction, around year end.

Our Safe Room locations (all of them) are in need of routine maintenance.

Our monthly inspections have again reflected the immediate need for some paint work and general cleaning. I am again requesting that we take the needed steps get those concerns addressed.

I am suggesting that our office be authorized to at least be assured that these repairs and general maintenance be done as soon as possible.

Furthermore, as state and federal funds become available, we will advise our commission on the possibility of increasing our Safe rooms in additional communities in our county.

Our office will sponsor another weather radio awareness day in conjunction with an area media outlet, as soon as we can get a date confirmed.

Weather radios and community sirens are our best friends in assuring our citizens emergency awareness in conjunction with area media outlets.

WUBZ, 100.7 has proven to be our best electronic broadcast partner in conjunction with the Tuskegee News, as our print media outlet.

Social media also has increased our awareness efforts as well.

Finally , during last month's, our office in conjunction with our Sheriff's Office and public safety partners , continued our moot drills in preparing for real time emergencies and conducted active shooter scenarios in conjunction with our school district.

Our efforts to further the process of providing our ambulance service is ongoing and am requesting that the commission resend bid out to assure we cover all areas of concern , or simply negotiate those services with responsible vendors.

We will plan to continue these and other emergency drills and exercises to allow our agencies to coordinate, cooperative responding incidents.

Please feel free to contact me our office, should you need additional information or have any questions in regard to emergency preparedness.

We as always are striving daily to elevate our office in better assuring and preparing for effective Emergency Management.

We are always are open for your suggestions and feedback.

Frank H. Lee, Director

Macon County Emergency Management Agency

334-724-2626



**Report of Mary L. Harris
Director, Macon County Retired and Senior Volunteer Program
Macon County Commission Meeting
August 13, 2018**

RSVP staff continues to prepare for its next three-year grant period.

RSVP staff attended the 2018 National Senior Corps Convening and it was very educational. We have obtained additional knowledge that we will share with the senior volunteers to make their lives healthier and more productive.

We are still recruiting senior volunteers age 55 years old and older for the Chisholm Community Center, Central Alabama Veterans Health Care Systems (Tuskegee Campus), and the Tuskegee History Center, to name a few. For more information, you may contact the RSVP Office at (334) 724-2606 or come by the office at the Courthouse Annex, 210 North Elm Street, Tuskegee, AL. You may be semi-retired or retired to volunteer on this program.

RSVP staff thanks you for your continued support!

Respectfully submitted,

Mary L. Harris

MARY L. HARRIS



**JONATHAN DAVIS
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COMMUNITY CORRECTIONS
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Governing Body of Macon County

Louis Maxwell, Chairman

Miles D. Robinson,

District 1 Commissioner

Edward Huffman,

District 2 Commissioner

Andrew D. Thompson, Jr.,

District 3 Commissioner

Robert M. Berry,

District 4 Commissioner

To: Louis Maxwell; Chairman, Macon County Commission and Commissioners

From: Jonathan Davis; Director, Macon County Community Corrections

Re: Monthly Report, July 2018

August 13, 2018

The Macon County Community Corrections Program is continuing to grow. The program is continually developing and refining case management to meet the needs of its 19 clients. We are constantly collaborating and developing good working relationships with the community, law enforcement, mental health agencies, adult education providers and several companies and employment agencies which are essential in addressing the needs of our clients and reducing recidivism.

There are 8 pending applicants for whom paperwork is being processed and over 15 potential applicants who need to be assessed. Through court hearings slated for later this month we could see an increase of 5-10 clients through court orders.

As it is our mission to rehabilitate and reduce recidivism, analysis using experience-based assessment tools and practices will be continuously utilized to assess, implement and update the caseloads of all clients referred.

Jonathan Davis
Director
Community Corrections

Finance Director's Report

August 10, 2018

- I am currently posting the Bank Reconciliations for June, 2018, afterwards the Month-End-Clos-Out will follow.
- **Revenues are still extremely slow.**
- Business Licenses collected from October, 2012 through September, 2013 totaled **\$185,230.12** and **\$145,756.07** was collected from October, 2013 through September 30, 2014 for Business Licenses.

Business Licenses collected from October, 2014 through September 2015 totaled **\$167,455.27.**

Revenues collected for Business Licenses from October, 2015 through September, 2016 totaled **\$128,998.09.**

Revenues collected from Business Licenses were \$64,787.35 for October, 2016 thru September, 2017 which totaled **\$157,928.02.**

Revenues collect for Business Licenses for October, 2017 was \$62,134.40; \$40,671.23 for November, 2017; \$10,970.45 for December, 2017; \$3,588.95 for January, 2018; \$13,282.35 for February, 2018; \$8,145.68 for March, 2018; \$ 34,426.20 for April, 2018 and \$48,705.91 for May, 2018 which totaled **\$190,925.17.**

- The 2012 Gas Tax Bond had a Cash balance of **\$24,277.17** at May 31, 2018.
- **Gasoline taxes collected from RDS** were \$2,693.13 for November, 2015; \$2,896.63 for December, 2015; \$6,163.94 for January, 2016; \$7,449.61 for February, 2016; \$17,595.50 for March, 2016; \$8,035.71 for April, 2016; \$7,940.36 for May, 2016; \$7,862.98 for June, 2016; \$7,571.21 for July, 2016; \$7,498.87 for August, 2016; and \$7,933.30 for September, 2016; \$7,805.20 for October, 2016; \$6,760.68 for November, 2016; \$38,778.47 for December, 2016; \$22,045.92 in January, 2017; \$15,544.74 for February, 2017; \$27,792.19 for March, 2017; \$7,952.18 for April, 2017; \$32,119.41 for May, 2017; \$31,270.93 for June, 2017; \$23,084.19 for July, 2017; \$24,580.12 for August, 2017;

\$24,527.06 for September, 2017; \$23,468.53 for October, 2017; \$24,825.32 for November, 2017; \$19,153.30 for December, 2017; \$26,291.32 for January, 2018; \$19,391.78 for February, 2018; \$23,179.76 for March, 2018; \$24,373.10 for April, 2018; \$22,828.48 for May, 2018 and \$21,986.61 for June, 2018 which totaled \$551,400.53. A check for \$228,255.00 has was paid to Midsouth Paving, Inc. for work done on Co. Roads 40 & 30. On July 16, 2018, a check was done for \$222,015.00 to East Alabama Paving Company, Inc. for Resurfacing County Roads 24B and 33. This leaves a balance of \$101,130.53.

MACON COUNTY COMPLIANCE OFFICE

MONTHLY REPORT

August 13, 2018

Business License: Ongoing visits to local businesses door to door in the city and county on a daily basis about noncompliance for mandatory business license for Macon County 2018.

SOLID WASTE: Currently working on five (5) illegal dumps sites with (ADEM). One (1) of the site has become a major illegal dumping site in Macon County on county road 32. We have contacted the owner to discuss strategies on how the process work to get it cleaned up. Investigation is still ongoing. Projects are still in progress.

3rd Saturday pickup

The 3rd Saturday pickup for the month of **August 17, 2018**

- District #1 Recreation Center – County Road 69 - **There will be a 3rd Saturday pickup this month.**
- District #3 Shop – Hwy. 80 West
- District #4 Shop on Lori Lane – Notasulga, Alabama

Animal Control: The calls and complaints are still coming in on a daily basis.

Mobile Home permit: Ongoing visits to residents who are living in mobile homes and have failed to obtain and/or correctly display a manufactured home decal.

Are there any questions?

Brian Ware

Compliance Officer
