

STATE OF ALABAMA)
)
FRANKLIN COUNTY)

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CITY OF RED BAY

MINUTES OF A REGULAR SCHEDULED MEETING
RED BAY CITY COUNCIL
December 15, 2008

The City Council of Red Bay met in a regular scheduled meeting December 15, 2008, 7:00 p.m. The meeting was held in the Red Bay City Hall Council Room, 203 4th Ave. S.E., Red Bay, AL

Present and presiding was Mayor Bobby Forsythe. Council members present were Mike Kennedy, Mike Stockton, David Tiffin, Charlene Fancher, and Brad M. Bolton.

Also present were Police Chief Pat Creel, Fire Chief Bud Strickland, City Attorney Senator Roger Bedford, and Street and Sanitation Supervisor Wayne Sims.

Sergeant at Arms was Officer Eddie Chandler.

Linda B. Holcomb, City Clerk, was present and recording.

Charlene Fancher led the Invocation.

Mike Kennedy led the Allegiance to the Flag.

The Red Bay Garden Club Streetscape Committee was represented by Rosalyn Fabianke and Olivia Wright King. Rosalyn addressed the Council and then presented awards for the 2008 Fall Streetscape Project.

The Red Bay Youth Basketball Association was represented by Shawn Faulkner. Shawn addressed the Council and requested a donation. Mike Stockton made a motion to donate five hundred dollars (\$500.00) to the organization with the funds to be paid from the City of Red Bay Occupational Tax Fund. Charlene Fancher seconded the motion. Voting **for** were Mike Kennedy, Mike Stockton, David Tiffin, and Charlene Fancher. Brad M. Bolton **abstained**. Senator Roger Bedford pledged matching funds of five hundred dollars (\$500.00).

Charlene Fancher made a motion to enter into **Executive Session** for the purpose of discussing good name and character. Brad M. Bolton seconded the motion, unanimously passed. Mayor Bobby Forsythe stated that the time of return would be in approximately ten minutes. The time was 7:23 p.m.

At 7:33 p.m. the Mayor and Council returned. Mayor Bobby Forsythe called for a motion to return to **Regular Session**; David Tiffin made the motion, seconded by Charlene Fancher, unanimously passed.

Mayor Bobby Forsythe announced that during **Executive Session** no decisions were made and no business was transacted.

David Tiffin made a motion to appoint Judy Bullen to serve the unexpired term of Alan Bostick on the Red Bay Water and Gas Board. Mike Kennedy seconded the motion. Voting **for** were Mike Kennedy, Mike Stockton, David Tiffin, and Brad M. Bolton. Charlene Fancher **abstained**. This is a six-year term expiring November 6, 2009.

Mike Stockton made a motion to reduce the number of members on the Red Bay Little League Board from seven members to five members. David Tiffin seconded the motion, unanimously passed.

Mike Kennedy made a motion to appoint Anthony Pounds, Joey Allen, Heath Glover, and Anthony Lindley to serve on the Red Bay Little League Board. Brad M. Bolton seconded the motion, unanimously passed. Each term is a one-year term expiring August 1, 2009.

Charlene Fancher made a motion to appoint Brad M. Bolton to the Red Bay Little League Board as a City Council Representative. Mike Kennedy seconded the motion, voting **for** were Mike Kennedy, Mike Stockton, David Tiffin, and Charlene Fancher. Brad M. Bolton **abstained**. This is a one-year term expiring August 1, 2009.

Mayor Bobby Forsythe presented the Council with a job description for the position of Chief of Police for the City of Red Bay. Brad M. Bolton made a motion to adopt the job description as presented; Mike Kennedy seconded the motion, unanimously passed. **Attachment A**

Brad M. Bolton made a motion to reappoint Pat Creel to the position of Chief of Police as an employee at will, at the current salary to follow the job description as adopted. The motion was seconded by Mike Stockton, unanimously passed.

Brad M. Bolton made a motion to approve the bills, seconded by Charlene Fancher. David Tiffin abstained from approving invoices submitted by Tiffin Supply and City Auto Parts; all other members approved the Tiffin Supply and City Auto Parts invoices for payment. All other bills were unanimously approved for payment.

Charlene Fancher made a motion to approve the workshop minutes and regular scheduled council meeting minutes for December 1, 2008. Mike Kennedy seconded the motion. Voting **for** were Mike Kennedy, Mike Stockton, Charlene Fancher, and Brad M. Bolton. David Tiffin **abstained**.

Mike Kennedy made a motion to approve the minutes for a called meeting held on December 1, 2008, 8:00 a.m. Brad M. Bolton seconded the motion. Voting **for** were Mike Kennedy, Mike Stockton, Charlene Fancher, and Brad M. Bolton. David Tiffin **abstained**.

Mayor Bobby Forsythe made the following announcements:

- The next regular scheduled meeting will be Monday, January 5, 2009, Red Bay City Hall, 203 4th Ave S.E., Red Bay, AL
- Brad M. Bolton has resigned his position with the Franklin County Water Board due to being elected to the Red Bay City Council. This position is filled by appointment of the mayor. All interested person will need to come by city hall and sign the list before 4:00 p.m., December 29, 2008. Mayor Forsythe will announce the name of the person appointed at the regular scheduled council meeting on January 5, 2009.
- All unlit street lights should be reported to city hall.
- Please consider using "Merry Christmas" as the greeting on all signs and advertisements this holiday season.
- Franklin County will be installing culverts supplied by the City of Red Bay on Highway 11 North to build an access road to the city's lagoon.
- The police department is soon to be equipped with a computer aided dispatch mapping program (CAD). All residences should display prominent house numbers in order for personnel to be able to respond promptly in case of an emergency.

Brad M. Bolton made a motion to adjourn seconded by Charlene Fancher, unanimously passed.

Time of Adjournment: 8:03 p.m.



Bobby Forsythe
Mayor



Linda Holcomb, CMC
City Clerk

Attachment A: 4 pages

CITY OF RED BAY

JOB DESCRIPTION

Effective Date: _____

Title: Chief of Police
Dept: Police

Job Analysis Conducted:

Note: Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

RELATIONSHIPS

Reports to: Mayor

Subordinate staff: All Police Department Personnel

Other internal contacts: Other City Departments

External Contacts: Members of Other Law Enforcement Agencies;
Court Personnel; News Media; Drug Task Force;
Emergency Management; State and Federal Agencies;
Businesses; General Public; School Officials

JOB SUMMARY

Under the administrative direction of Mayor, the employee plans and coordinates all law enforcement activities in the City of Red Bay. Develops department rules and regulations and oversees budgets. Recommends applicants to fill vacant positions and develops goals for the department. Initiates special investigations. Reviews reports of subordinate personnel and insures that department reports and records are properly completed. Approves departmental purchases and controls expenditures. Oversees subordinate activities in the areas of investigation, patrol, court, dispatch and jail duties. Promotes good public relations.

JOB DOMAINS

(*Indicates essential functions in accordance with the ADA)

- A. PLANNING AND ADMINISTRATION**
1. *Plans and coordinates all law enforcement activities for the City of Red Bay, AL.
 2. *Plans programs for the department such as training programs and special events with approval of Red Bay City Council.
 3. *Prepares police department expenditures for establishing annual budget.

4. *Monitors operating budget on monthly basis, and reports to Council on any deviation.
5. *Develops department rules and policies, with approval of Red Bay City Council
6. *Prepares and posts regular and special assignments.
7. *Coordinates activities to insure the department is working together.
8. *Exchanges information with other law enforcement agencies.
9. *Plans and executes internal and external special investigations.
10. *Oversees maintenance of all department equipment and vehicles.
11. *Develops goals and objectives for the department.
12. *Oversees street and traffic sign maintenance.

B. STAFFING/PERONNEL MANAGEMENT

1. *Delivers reprimands and administers disciplinary procedures.
2. *Maintains employee morale and discipline.
3. Makes assignments to investigative division.
4. *Receives and investigates complaints from officers and the general public and reports to Mayor.
5. *Evaluates and reviews evaluations of employees' performance to determine manpower and training needs, with concurrence of Red Bay City Council.
6. *Responsible for training and development of all department personnel (city council approval).
7. *Schedules employees to attend schools, seminars, and workshops (city council approval).
8. *INSURE ALL EMPLOYEES ARE TREATED EQUALLY AND FAIRLY.

C. CONTROLLING AND REPORTING

1. Reviews reports from department personnel.
2. *Insures all department records, reports, and files are properly completed and maintained.
3. *Approves and makes departmental purchases; controls expenditures.
4. *Conducts staff meetings.
5. *Maintains traffic sign replacement records.
6. *Maintains records of all weapons and gear issued to department personnel.
7. *Maintains department inventory.

D. INVESTIGATION AND ENFORCEMENT

1. *Oversees and responds to serious crime scenes; performs investigation, assists motorist, investigates burglaries and thefts.
2. Provides escorts for businesses.
3. Investigates traffic accidents.
4. Approves bonds on subjects in jail.
5. *Receives and responds to citizen complaints regarding public safety or police personnel, and reports to Mayor.

E. MUNICIPAL COURT

1. Prepares case files for testimony in criminal cases.
2. *Testifies in court as required
3. *Schedules and provides officers for court room security.

F. GENERAL LAW ENFORCEMENT

1. *Assist officers and provides backup support for patrol and law enforcement functions.
2. Serves subpoenas.
3. Executes search and arrest warrants.
4. *Provides traffic control..
5. Provides escorts for funerals, banks and other businesses.
6. Assists stranded motorists.
7. Issues traffic citations and arrests.
8. Works accidents and notifies ambulance, fire department, etc. Notifies next of kin as required.
9. Inspects businesses for city privilege licenses and ordinance violations.

G. CITY JAIL OPERATIONS

1. *Supervises and ensures prisoner care.
2. *Oversees and insures maintenance and cleanliness of jail facilities.
3. *Appoints trustees as required.

H. PUBLIC RELATIONS

1. *Promotes good safety habits in the community.
2. *Presents safety and drug awareness and prevention programs to schools, churches, and civic groups.
3. *Attends schools, seminars and workshops (city council approval).
4. *Represents the City in matters pertaining to crime prevention and law enforcement.
5. *Prepares news releases and submits to media (Mayor concurrence).
6. *Attends city council meetings and provides information pertaining to municipal public safety issues.
7. *Maintains effective working relationships with the district attorney's office, other police departments, and the public.
8. *Attends public functions as required.
9. Establishes and maintains a friendly relationship with business owners, general public, and city officials.

KNOWLEDGE, SKILLS, ABILITIES

(Any item with an asterisk will be taught on the job)

1. Verbal skills to communicate effectively with co-workers, supervisors, general public, court personnel, and city officials.
2. Writing skills to compose letters and write case records; to complete records, reports and files.
3. Reading skills to understand and interpret law directives, written reports and complaints, rules, regulations and policies.
4. Basic knowledge of math and budgeting.
5. Planning skills to plan budget, programs, schedules, etc.
6. Supervisory skills to motivate, lead, train, discipline and evaluate employees.
7. Interviewing skills to obtain statements from complainants, and witnesses and to question witnesses.
8. Driving skills to safely operate a vehicle under adverse conditions.
9. Ability to operate a two-way radio.
10. Ability to use investigative equipment, lift fingerprints, photograph crime scene, etc.
11. Knowledge of the city, its buildings and road system.
12. Knowledge of city, state, and federal laws and court procedures (criminal justice system).
13. Knowledge of first aid.
14. Knowledge of disaster and emergency procedures.
15. Extensive knowledge of modern law enforcement and investigation principles, methods and procedures.
16. Extensive knowledge of department rules, regulations, policies and procedures.
17. Knowledge of maintenance and safe use of firearms.
18. Ability to analyze situations and adopt quick, effective and reasonable courses of action.
19. Knowledge of civil and criminal law and procedures.

PHYSICAL CHARACTERISTICS

1. Ability to safely fire a weapon.
2. Ability to see in dimly lit areas.
3. Ability to address groups of three or more, to testify in court.
4. Ability to subdue a belligerent individual and to restrain prisoners.
5. Mobility to pursue and detain a fleeing individual as well as to bend, crouch, stretch, walk and run.