

BE IT REMEMBERED that the Board of Supervisors of Clay County, Mississippi, met at the Courthouse in West Point, MS, on the 7th day of April, 2014, at 9 00 a m , and present were Lynn Horton, Luke Lummus, R B Davis, Shelton Deanes, and Floyd McKee, President Also present were Amy G Berry, Clerk of the Board, Bob Marshall, Board Attorney, and Ramirez Williams, Deputy Sheriff, when and where the following proceedings were as determined to wit,

NO _____

**IN THE MATTER OF ADOPTING AND AMENDING THE AGENDA FOR THE
BOARD OF SUPERVISORS MEETING HELD ON APRIL 7, 2014**

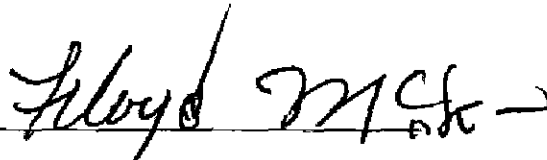
There came on this day for consideration the matter of adopting and amending the agenda for the Board of Supervisors meeting held on April 7, 2014

It appears to this Board there are additional items which need to be added to the agenda for further consideration and discussion by this Board, as follows

- Shelton Deanes - Request to go into Closed Session
- Dr Raspberry

After motion by Shelton Deanes and second by Lynn Horton the Board doth vote unanimously for such agenda to be adopted and for the additional items listed above to be added to the agenda and for the agenda to be approved as amended

SO ORDERED this the 7th day of April, 2014



President

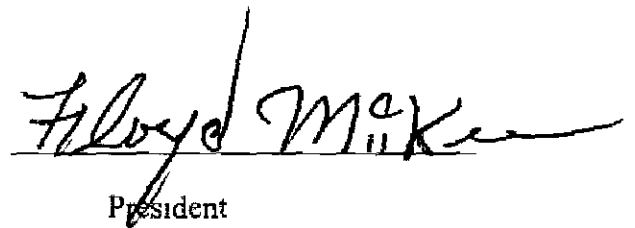
NO _____

IN THE MATTER OF APPROVING THE CLAIMS DOCKET

There came on this day for consideration the matter of approving the claims docket

After motion by Lynn Horton and second by Shelton Deanes this Board doth vote
unanimously to approve the said claims docket as attached hereto as Exhibit A

SO ORDERED this the 7th day of April, 2014


President

NO _____

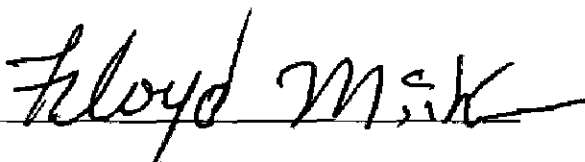
**IN THE MATTER OF AUTHORIZING PAYMENT TO THE CLAY COUNTY FLOOD
PLAIN COORDINATOR, RANDY JONES**

There came on this day for consideration the matter of authorizing payment to the Clay County Flood Plan Coordinator, Randy Jones

It appears to this Board an invoice has been received as attached hereto as Exhibit A for Flood Plan Coordinator services for the month of March 2014 in the amount of \$ 1,043 48

After motion by Lynn Horton and second by Shelton Deanes this Board doth vote unanimously to authorize to pay the invoice as attached hereto as Exhibit A to Randy Jones for Flood Plan Coordinator Services for the month of March in the amount of \$ 1,043 48

SO ORDERED this the 7th day of April, 2014



President

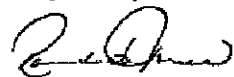
Invoice for Clay County Floodplain Administration
 March 4, 2014 – April 7 2014

Clay County Board of Supervisors
 Attn: The Honorable Floyd McKee, President
 P O Box 815, West Point, MS 39773

ITEM	HOURS	*MILEAGE	TOTAL
03/10/14 Conference research travel letter Christopher McGinnis, 2269 Ravimar Lane West Point, MS 39773	1 0 @ \$15 00=\$15 00 2 0 @ \$30 00=\$60 00	See Attachment	\$75 00
03/14/14 Conference research travel letter Kimberly Pepper (William Thompson) 8771 Palestine Road Cedar Bluff MS 39741	1 0 @ \$15 00=\$15 00 1 0 @ \$30 00=\$30 00	See Attachment	\$45 00
03/14/14 Conference research, travel letter Derek Ivy (Eddie Binder) 10021 CCC Line Road Prairie MS 39756	1 0 @ \$15 00=\$15 00 1 0 @ \$30 00=\$30 00	See Attachment	\$45 00
03/17/14 Conference, research travel letter Oliver Johnson (Charlie & Cheryl Young, Jr) 991 Young Road, West Point, MS 39773	1 0 @ \$15 00=\$15 00 1 0 @ \$30 00=\$30 00	See Attachment	\$45 00
03/17/14 Conference research travel letter John Bauer (Velma Walker) 28\ William Drive West Point, MS 39773	1 0 @ \$15 00=\$15 00 1 0 @ \$30 00=\$30 00	See Attachment	\$45 00
03/18/14 Conference research travel letter Nicole Collins 508 Converse Drive West Point, MS 39773	1 0 @ \$15 00=\$15 00 1 0 @ \$30 00=\$30 00	See Attachment	\$45 00
03/20/14 Conference, research travel, letter Douglas & Josephine Cox 4502 Melton Bottom Road, West Point, MS 39773	1 0 @ \$15 00=\$15 00 1 0 @ \$30 00=\$30 00	See Attachment	\$45 00
03/25/14 Conference, research travel letter Bradley Wilkerson (Eddie Carpenter Estate) Witherspoon Loop West Point, MS 39773	1 0 @ \$15 00=\$15 00 1 0 @ \$30 00=\$30 00	See Attachment	\$45 00
03/26/14 Conference research, travel letter Tabor Construction (MAC 3 Inc) 1160 Highway 45A South West Point, MS 39773	1 0 @ \$15 00=\$15 00 1 0 @ \$30 00=\$30 00	See Attachment	\$45 00
03/27/14 Conference research travel letter Whitney Holmes (Lynwood Prescott) Prescott Trail West Point, MS 39773	1 0 @ \$15 00=\$15 00 0 5 @ \$30 00=\$15 00	See Attachment	\$30 00
03/27/14 Conference research travel letter Weathers Construction (National West Point Alumni Association) 415 Fifth Street, West Point, MS 39773	1 0 @ \$15 00=\$15 00 1 0 @ \$30 00=\$30 00	See Attachment	\$45 00
03/27/14 Conference research travel letter Schmidt Construction (Jimmie & Demetria Martin) 1883 North Eshman Avenue West Point, MS 39773	1 0 @ \$15 00=\$15 00 1 0 @ \$30 00=\$30 00	See Attachment	\$45 00
03/28/14 Conference research travel, letter State Farm Insurance (Debra Lynn Doughty) 2294 Humphries Cove Road, West Point, MS 39773	1 0 @ \$15 00=\$15 00 1 0 @ \$30 00=\$30 00	See Attachment	\$45 00
04/01/14 Conference research, travel letter Maranta Randle (Martha Doss R B Road, Prairie, MS 39756	1 0 @ \$15 00=\$15 00 1 0 @ \$30 00=\$30 00	See Attachment	\$45 00
04/02/14 Conference, research, travel letter Gussie Mae Caldwell North Division Street, West Point, MS 39773	1 0 @ \$15 00=\$15 00 0 5 @ \$30 00=\$15 00	See Attachment	\$30 00
04/04/14 Conference research travel letter Marion Calvert (Henry & Josephine Bullard) 2375 Highway 46 Cedar Bluff MS 39741	1 0 @ \$15 00=\$15 00 1 0 @ \$30 00=\$30 00	See Attachment	\$45 00
04/04/14 Conference research travel letter Drew & Diana Lowmore (Michael & Sheila McPherson) 874 West Loop Drive West Point, MS 39773	1 0 @ \$15 00=\$15 00 1 0 @ \$30 00=\$30 00	See Attachment	\$45 00
04/04/14 Conference research travel letter Mary Elizabeth White (Nellie Hirter Estate) 1291 Sertz Street, West Point, MS 39773	1 0 @ \$15 00=\$15 00 0 5 @ \$30 00=\$15 00	See Attachment	\$30 00
04/04/14 Conference research travel letter Caldwell Banker (Ressie Chett) 885 Quince Street, West Point, MS 39773	1 0 @ \$15 00=\$15 00 0 5 @ \$30 00=\$15 00	See Attachment	\$30 00
03/07/14 – 04/07/14 Driving time, copies for Board of Supervisors, Tax Assessor Property Owners MEMA, preparation for CRS and prepare reports for Supervisors	3 8 @ \$15 00=\$57 00 4 0 @ \$30 00=\$120 00	103 7 @ \$0 40=\$41 48	\$218 48
TOTALS	\$1 002 00	\$41 48	\$1 043 48

¹ Driving time for county floodplain administration billed at half technical/research rate. Copies of correspondence, research, AFMM Renewal and letters are attached.

Respectfully Submitted



Randolph W. Jones, Manager
 RWJ Consulting LLC

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Thank You!

NO _____

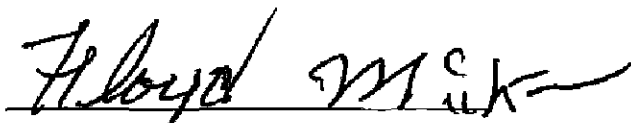
**IN THE MATTER OF APPROVING AND AUTHORIZING TO SPREAD ON THE
MINUTES THE FIRE RUN AND INCIDENT REPORT OF THE VOLUNTEER FIRE
DEPARTMENTS FOR THE FIRST QUARTER OF 2014**

There came on this day for consideration the matter of approving and authorizing to spread on the minutes the fire run and incident report of the volunteer fire departments for the first quarter of 2014

It appears to this Board B J McClenton, Volunteer Fire Coordinator of the County, is presenting to this Board a review of fire runs and incident reports of all the volunteer fire units for the first quarter of 2014 as attached hereto as Exhibit A

After motion by R B Davis and second by Lynn Horton this Board doth vote unanimously to authorize and approve the said report as attached hereto as Exhibit A to be spread on the minutes

SO ORDERED this the 7th day of April, 2014



President

Summary By Incident Type

Report Period From 01/01/2014 to 03/31/2014

All Selected Fire Departments

Calls By Incident Type

	Frequency	Percent Of Total Calls	Mutual Aid None	Mutual Aid Given	Mutual Aid Received	Other Aid Given	Invalid Aid Flag	Exposures	Total Incidents
FIRES									
Structure Fires (110-118 120 123)	3	13.64 %	2	0	1	0	0	0	3
Vehicle Fires (130 138)	1	4.55 %	1	0	0	0	0	0	1
Other Fires (100 140 173)	9	40.91 %	7	0	2	0	0	0	9
Total Fires	13	59.09 %	10	0	3	0	0	0	13
Pressure Ruptures Explosion Overheat (200 251)	0	0.00 %	0	0	0	0	0	0	0
RESCUE CALLS									
Emergency Medical Treatment (300-323)	4	18.18 %	4	0	0	0	0	0	4
All Others (331-381)	1	4.55 %	1	0	0	0	0	0	1
Total Rescue Calls	5	22.73 %	5	0	0	0	0	0	5
Hazardous Condition Calls (400-482)	0	0.00 %	0	0	0	0	0	0	0
Service Calls (500 571)	1	4.55 %	1	0	0	0	0	0	1
Good Intent Calls (600-671)	3	13.64 %	3	2	0	0	0	0	5
Severe Weather or Natural Disaster Calls (800-815)	0	0.00 %	0	0	0	0	0	0	0
Special Incident Calls (900-911)	0	0.00 %	0	0	0	0	0	0	0
Unknown Incident Type (UUU)	0	0.00 %	0	0	0	0	0	0	0
FALSE CALLS									
Malicious Calls (710 715, 751)	0	0.00 %	0	0	0	0	0	0	0
Other False Calls (700 721 746)	0	0.00 %	0	0	0	0	0	0	0
Total False Calls	0	0.00 %	0	0	0	0	0	0	0
TOTAL CALLS	22	100.00 %	19	2	3	0	0	0	24

Total Incidents With Exposure Fires	0	Total Fire Dollar Loss	\$ 25 000 00
Total Exposure Fires	0	Total Dollar Loss	\$ 25 000 00
Casualty Summary			
	Civilian	Fire Service	
Fire Related Injuries	0	0	
Non-Fire Injuries	0	0	
Fire Related Deaths	0	0	
Non-Fire Deaths	0	0	

Monthly Incident Counts

Report Period 2014

FDID	FD Name			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
13001	Central Clay Co.#600 VFD															
Count	7	2	0	0	0	0	0	0	0	0	0	0	0	0	0	9
Exposures	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
No Activity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aid Given	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13006	Clay Co.#200 Tibbee VFD															
Count	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Exposures	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
No Activity	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	3
Aid Given	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13007	Clay Co.#400 Una VFD															
Count	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	4
Exposures	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
No Activity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aid Given	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13003	N. E. Clay Co.#100 VFD															
Count	3	5	1	0	0	0	0	0	0	0	0	0	0	0	0	9
Exposures	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
No Activity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aid Given	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2

Grand Totals													
Count	13	8	1	0	0	0	0	0	0	0	0	0	22
Exposures	0	0	0	0	0	0	0	0	0	0	0	0	0
No Activity	1	1	1	0	0	0	0	0	0	0	0	0	3
Aid Given	2	0	0	0	0	0	0	0	0	0	0	0	2

OID Incident Type Summary

Report Period: From 01/01/2014 to 03/31/2014

State MS

Clay Co (13)

FDID	Fire Department	100	200	300	400	500	600	700	800	900	UUU	N/A	Total
13001	Central Clay Co/#600 VFD	8	0	1	0	0	0	0	0	0	0	0	9
13006	Clay Co.#200 Tibbee VFD	0	0	0	0	0	0	0	0	0	0	0	0
13002	Clay Co.#300 Montpelie VFD	0	0	0	0	0	0	0	0	0	0	0	0
13007	Clay Co.#400 Una VFD	2	0	2	0	0	0	0	0	0	0	0	4
13004	Clay Co.#500 Pheba VFD	0	0	0	0	0	0	0	0	0	0	0	0
13003	N E Clay Co.#100 VFD	3	0	2	0	1	5	0	0	0	0	0	11
13005	S E Clay Co.#700 VFD	0	0	0	0	0	0	0	0	0	0	0	0

FDID Incident Type Summary

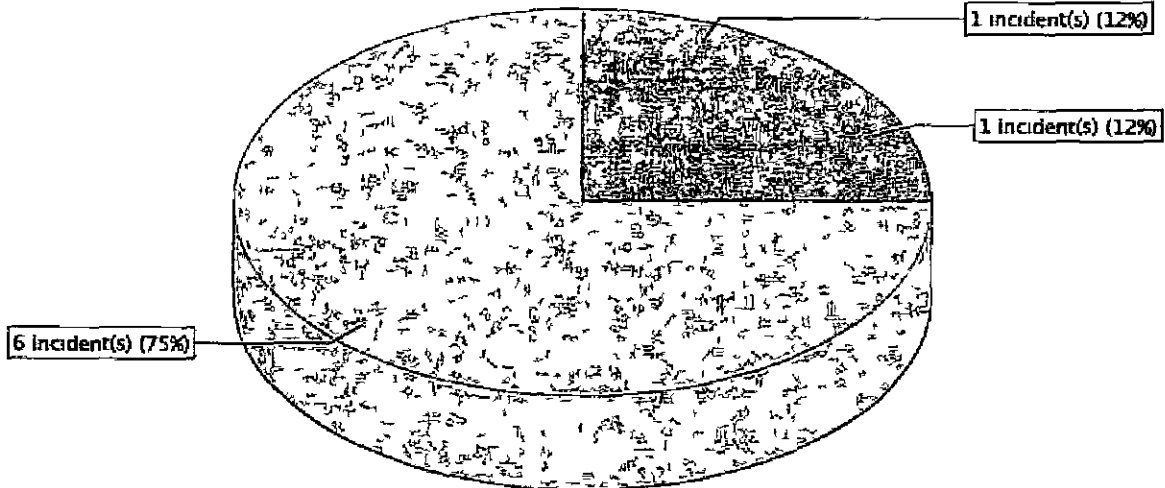
Report Period From 01/01/2014 to 03/31/2014

	100	200	300	400	500	600	700	800	900	LIJU	N/A	Total
Grand Totals	13	0	5	0	1	5	0	0	0	0	0	24

Fire Report By FDID

Report Period: From 01/01/2014 to 03/31/2014

FDID/FD Name	Fire Incident Type	# of Fires	% of Fires	Group Fires	% of Group
13001	Structure Fires (110 - 123)	1	12.50 %	3	23.08 %
	Vehicle Fires (130 - 138)	1	12.50 %	1	7.69 %
Central Clay Co/#600 VFD	Outside Fires (140 - 173)	6	75.00 %	9	69.23 %
	All Other Fires (100)	0	0.00 %	0	0.00 %
Total Fires		8	100.00 %	13	100.00 %



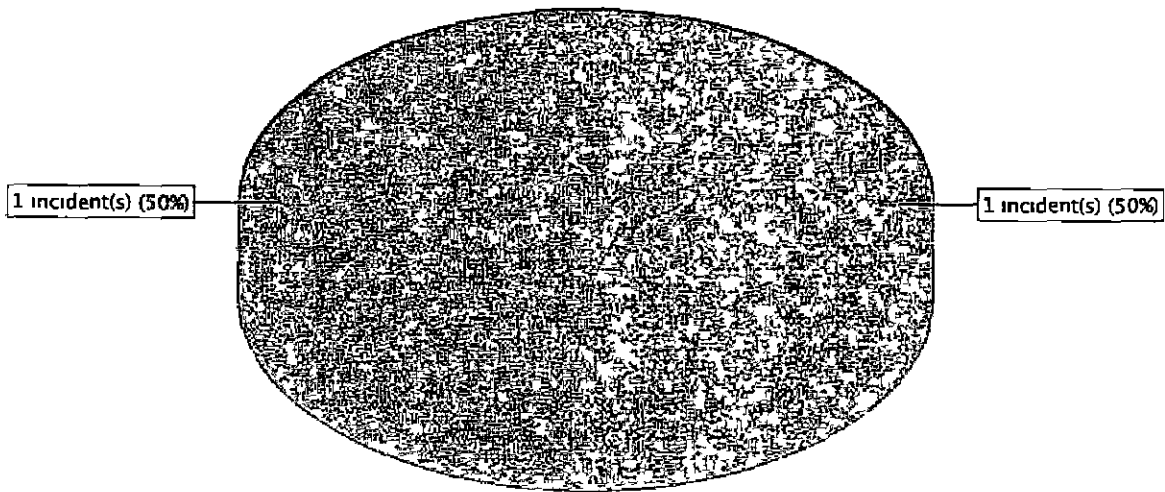
● 12 - Fire in mobile property used as a fixed structure ● 13 - Mobile property (vehicle) fire ☉ 14 - Natural vegetation fire

Legend shows Incident Type followed by Description (description shortened to 25 characters)

Fire Report By FDID

Report Period From 01/01/2014 to 03/31/2014

FDID/FD Name	Fire Incident Type	# of Fires	% of Fires	Group Fires	% of Group
13007	Structure Fires (110 - 123)	1	50.00 %	3	23.08 %
	Vehicle Fires (130 - 138)	0	0.00 %	1	7.69 %
Clay Co.#400 Una VFD	Outside Fires (140 - 173)	1	50.00 %	9	69.23 %
	All Other Fires (100)	0	0.00 %	0	0.00 %
Total Fires		2	100.00 %	13	100.00 %



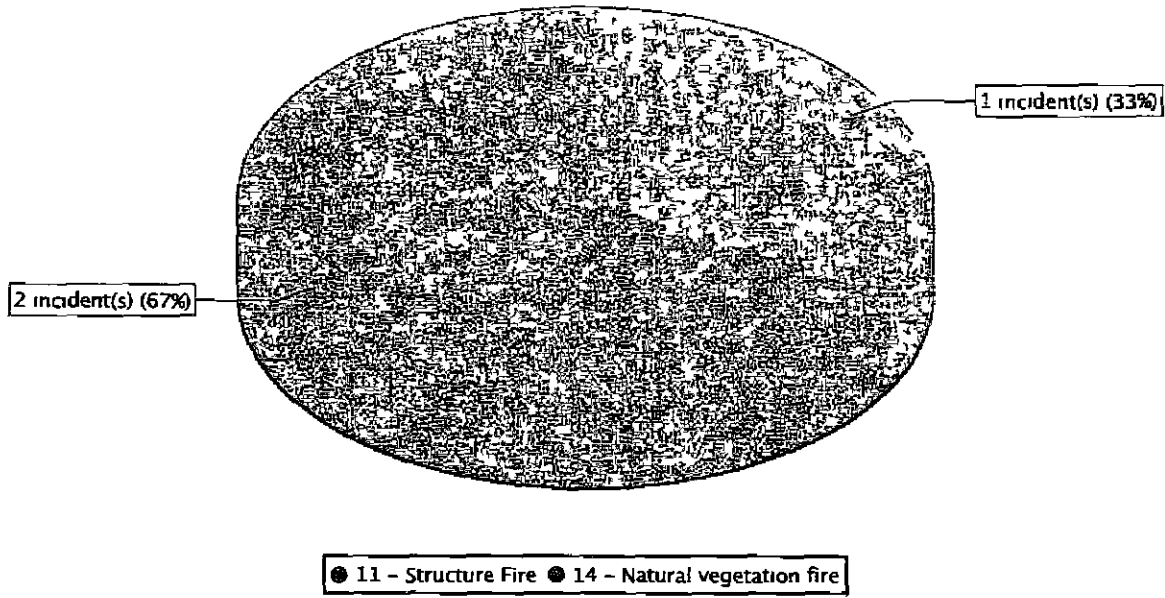
⊙ 12 - Fire in mobile property used as a fixed structure ⊙ 14 - Natural vegetation fire

Legend shows Incident Type followed by Description (description shortened to 25 characters)

Fire Report By FDID

Report Period: From 01/01/2014 to 03/31/2014

FDID/FD Name	Fire Incident Type	# of Fires	% of Fires	Group Fires	% of Group
13003	Structure Fires (110 - 123)	1	33.33 %	3	23.08 %
	Vehicle Fires (130 - 138)	0	0.00 %	1	7.69 %
N E Clay Co.#100 VFD	Outside Fires (140 - 173)	2	66.67 %	9	69.23 %
	All Other Fires (100)	0	0.00 %	0	0.00 %
Total Fires		3	100.00 %	13	100.00 %



Legend shows Incident Type followed by Description (description shortened to 25 characters)

**CLAY COUNTY E911
INCIDENT COUNT REPORT - 2014**

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>Y-T-D TOTAL</u>
CCF100	15	14	19										48
CCF200	4	2	7										13
CCF300	9	7	7										23
CCF400	7	7	9										23
CCF500	9	5	19										33
CCF600	18	14	19										51
CCF700	14	10	15										39
CCSO	804	747	931										2482
CONST													0
E911	171	142	187										500
WPAS	189	183	169										541
FORESTRY			1										1
FW	3		1										4
MBN		1	1										2
MDOC	1	1	3										5
MDOT	2	2	1										5
ME	13	17	4										34
OTHER	11	11	12										34
MHP	16	6	14										36
UTIL	79	22	25										126
WPF	26	18	29										73
WPPD	875	800	1112										2787
Monthly Total	2266	2009	2585	0	0	0	0	0	0	0	0	0	6860
<u>Call Volume</u>													
Inbound	4246	3991	4543										12780
Outbound	1785	2013	2016										5814

230

472

NO _____

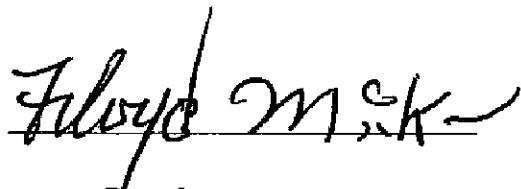
**IN THE MATTER OF AUTHORIZING PAYMENT FOR THE TUITION FREE
GUARANTEE PROGRAM**

There came on this day for consideration the matter of authorizing payment for the Tuition Free Guarantee Program

It appears to this Board funds were budgeted in fund #013, Utilization Fund, in the amount of \$37,500 for Clay County's commitment to participate in the Tuition Free Guarantee Program remitted through the Golden Triangle Planning and Development to East Mississippi Community College Junior College

After motion by Lynn Horton and second by Shelton Deanes this Board doth vote unanimously to authorize payment for the Tuition Free Guarantee Program for year 2013

SO ORDERED this the 7th day of April, 2014


President

At the April 7, 2014, meeting of the Clay County Board of Supervisors, there came on for consideration the purchase of property which adjoins the existing parking area of the Clay County Courthouse. Supervisor moved for the adoption of the following resolution, to-wit

**A RESOLUTION OF THE CLAY COUNTY, MISSISSIPPI,
BOARD OF SUPERVISORS AUTHORIZING THE PURCHASE OF
PROPERTY LOCATED AT 113 EAST BROAD STREET
IN THE CITY OF WEST POINT, MISSISSIPPI**

WHEREAS, the Clay County Board of Supervisors recognizes the dire need for expanded parking area near the Clay County Courthouse to accommodate the public during terms of Court held at the courthouse and at other times, and

WHEREAS, Calvert Funeral Home, Inc owns two lots located at 113 East Broad Street in the City of West Point, Mississippi, which adjoin the current parking area of the courthouse, said lots being generally described as Lots 6 and 7 of Block 4, Ward 3 of the A. L. Goodman map and survey of the City of West Point, Mississippi, and

WHEREAS, the Clay County Board of Supervisors desires to purchase such lots to expand the parking area of the courthouse, and

WHEREAS, an appraisal determined the value of such property to be the sum of \$30,000.00, and by letter dated March 31, 2014, such amount was offered by Clay County, Mississippi, to Calvert Funeral Home, Inc for the purchase of such lots, and

WHEREAS, Calvert Funeral Home, Inc rejected such offer and by letter dated April 1, 2014, advised the County that the minimum price for such lots is the sum of \$40,000.00 with the further condition that Calvert Funeral Home, Inc maintain possession of a storage building located on such property for a period of 120 days following closing, and

WHEREAS, no other suitable property is available near the courthouse for such purposes, and the Clay County Board of Supervisors believes it to be in the best interest of the public to purchase such lots for the sum of \$40,000.00 for the future benefit of parking for the courthouse or for such other purposes as may be in the best interest of the public. Further, that the use of the possession of the storage building by Calvert Funeral Home, Inc will not interfere with the immediate plans of the County for the use of the property,

THEREFORE, BE IT RESOLVED that the Clay County Board of Supervisors finds and determines that reasonable negotiations to purchase such property at the appraised value thereof have failed. Further, that it is reasonable, prudent and in the best interests of the public that the County purchase such property for the sum of \$40,000.00 as an administrative settlement pursuant to the terms of §43-37-3 (c)(11) of the Mississippi Code of 1972, as amended.

FURTHER RESOLVED that as a condition of the purchase and part of the purchase price, Calvert Funeral Home, Inc shall be allowed to retain occupancy of the storage building located on one of the lots for a period of 120 days following the closing of the purchase

The motion was seconded by Supervisor Deanes Thereafter, a vote was taken with votes as follows

Supervisor Lynn Horton voted aye

Supervisor Luke Lummus voted aye


Supervisor R B Davis voted aye

Supervisor Shelton Deanes voted aye

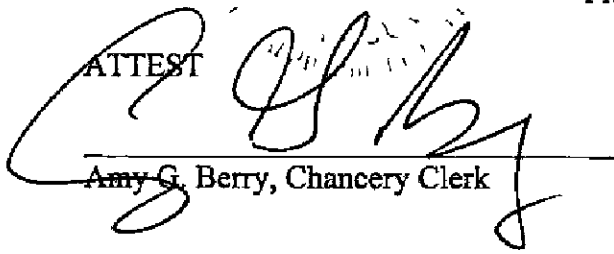
Supervisor Floyd McKee voted aye

The resolution was therefore unanimously adopted on this the 7th day of April, 2014

SO ORDERED on this the 7th day of April, 2014


Floyd McKee, President

ATTEST


Amy G. Berry, Chancery Clerk

EDWARDS, STOREY, MARSHALL, HELVESTON & EASTERLING, LLP

ATTORNEYS AT LAW

A.M. EDWARDS JR.
1926-2007

PO BOX 835 103 E BROAD STREET
WEST POINT MS 39773

PHONE: (662) 494-5184 FAX: (662) 494-4836
E-MAIL esmhe@esmhe.net
WEBSITE [http //www.esmhe.net](http://www.esmhe.net)

THOMAS B STOREY JR.
ROBERT B MARSHALL, JR.
JAMES C HELVESTON
MICHELLE D EASTERLING

March 31, 2014

Mr E Scott Allen, President
Calvert Funeral Home, Inc
P O Box 1304
West Point, MS 39773

Dear Scotty

Per our previous discussions, Clay County is interested in purchasing the lots of the former Calvert Funeral Home which adjoin the courthouse property. The lots are described generally as Lots 6 and 7 of Block 4 Ward 3 of the A. L. Goodman Map and Survey of the City of West Point, Mississippi. The appraised value as determined by the appraiser is \$30,000.00. Please accept this amount as the offer of Clay County for the purchase of these lots.

With best regards, I am

Yours truly,



Robert B Marshall, Jr
RBM/vjr

MEMORANDUM OF AGREEMENT

This agreement made and entered into by and between the Board of Supervisors of Clay County, Mississippi, hereinafter referred to as "County" and the Siloam Water Association, Inc, hereinafter referred to as "Association" is as follows

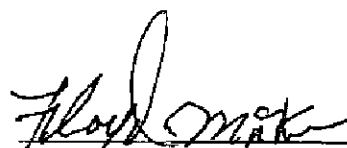
WHEREAS, the County is applying for a Community Development Block Grant (CDBG) for and on behalf of the Association for water system infrastructure, and

WHEREAS, the County and Association are required to enter into a written agreement specifying the terms and conditions of the relationship of the County and Association,

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are acknowledged, the County and Association agrees as follows

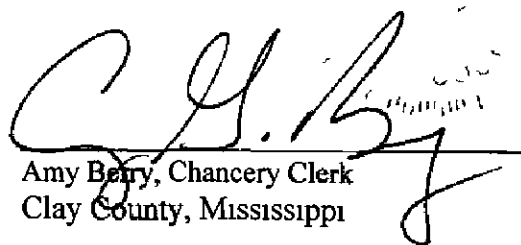
- 1 The County's responsibilities shall be the following
 - a) The County agrees to abide by all rules, regulations, terms, and conditions of the CDBG Program
 - b) The County agrees to prepare and submit an application for CDBG funds on behalf of the Association
 - c) The County will maintain files and adequate bookkeeping records related to the project
- 2 The Association's responsibilities shall be the following
 - a) The Association agrees to abide by all rules, regulations, terms, and conditions of the CDBG Program
 - b) The Association will maintain files and adequate bookkeeping records related to the project
 - c) Following the completion of the project activities, the Association agrees to operate and maintain the water system infrastructure associated with the project
- 3 If for any reason whatsoever, the Association does not adhere to the commitments as contemplated in this agreement, the County's sole remedy, and the limit of the County's liability under this agreement, will be for the Association to reimburse the County the amount contemplated by this agreement
- 4 Terms of this agreement shall be effective and binding upon approval and award of a grant to the County by the Mississippi Development Authority of the State of Mississippi

IN WITNESS THEREOF, the Recipient and the Company have executed this Agreement this the 7th day of April, 2014



 Floyd McKee, President
 Board of Supervisors
 Clay County, Mississippi

 Ida Orr, President
 Siloam Water Association
 Clay County, Mississippi



 Amy Berry, Chancery Clerk
 Clay County, Mississippi

 Attest
 Siloam Water Association

NO _____

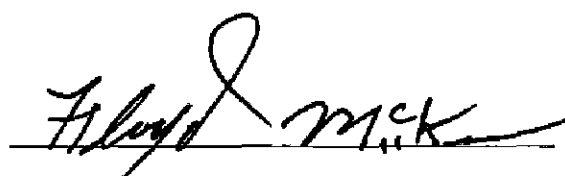
**IN THE MATTER OF ADOPTING THE STANDARD OPERATING GUIDE (SOG)
PROCEDURES FOR THE WEST POINT/CLAY COUNTY INCIDENT MANAGEMENT
SYSTEM (IMS)**

There came on this day for consideration the matter of adopting the Standard Operating Guide (SOG) Procedures for the West Point/Clay County Incident Management System (IMS)

It appears to this Board the Standard Operating Guide (SOG) as attached hereto as Exhibit A contains the general procedures to be used by all emergency response organizations in the county and should be used and followed for all training, exercises, and actual emergency response operations in the County

After motion by Luke Lummus and second by Shelton Deanes this Board doth vote unanimously to adopt and approve the Standard Operating Guide (SOG) procedures for the West Point/Clay County Incident Management System (IMS) as the standard procedures to be followed by all emergency response organizations in this County

SO ORDERED this the 7th day of April, 2014



President

079

**Standard Operating Guide
(SOG)**

**West Point/Clay County
Mississippi**

**Incident Management System
(IMS)**

August 18, 2004

STANDARD OPERATING GUIDE (SOG)
CLAY COUNTY, MISSISSIPPI
INCIDENT MANAGEMENT SYSTEM (IMS)

August 18, 2004

STANDARD OPERATING GUIDE (SOG)
Clay County, Mississippi
INCIDENT MANAGEMENT SYSTEM (IMS)

FOREWORD

This Standard Operating Guide (SOG) contains the general procedures to be used by all emergency response organizations in the county and will be used for training, exercises, and actual emergency response operations. Volunteer and contractor firms participating in such emergencies are encouraged to train on conducting their operations within the framework of this SOG and in cooperation with Incident Commanders (ICs).

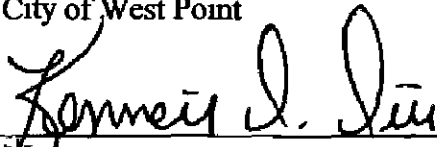
These procedures are consistent with the State of Mississippi Comprehensive Emergency Management Plan (CEMP) and the West Point/Clay County Emergency Management Plan (CEMP), and will be used during emergency operations as provided for in the Occupational Safety and Health Administration (OSHA) Regulation 1910.120. Users of the SOG are assumed to be familiar with the Incident Command System (ICS) and general emergency operational practices. Supervisors must ensure their personnel have the opportunity to gain proper ICS training.

Each emergency response organization in the county should develop and use supplemental procedures, job aids, and other checklists to carry out their emergency operations. Copies of such procedures will be provided to the County Emergency Management Agency to ensure compatibility between plans and procedures involving emergency response activities.

This SOG should reflect changes that occur based on improvements, capabilities, equipment, and the maturation of the Regional Response Team (RRT) concept. Changes should be posted on the "Record of Changes." Any reproduction of this SOG should be recorded to ensure subsequent changes are distributed to all holders of this original document. Suggestions to improve this SOG are encouraged. Suggested changes should be submitted to the Director of Emergency Management Agency, West Point/Clay County.




City Administrator
City of West Point



Mayor
City of West Point



President, Clay County Board of Supervisors
Clay County



Director of Emergency Management Agency
West Point/Clay County

**STANDARD OPERATING GUIDE (SOG)
Clay County, Mississippi
INCIDENT MANAGEMENT SYSTEM (IMS)
RECORD OF CHANGES**

Change Number	Date Entered	Posted By

**STANDARD OPERATING GUIDE (SOG)
Clay County, Mississippi
INCIDENT MANAGEMENT SYSTEM (IMS)**

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(Note Additional checklists for individual jurisdictions may need to be added)	

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Distribution:

- County Sheriff's Department
- City of West Point (Fire Department, Police Department, Public Works)
- City of West Point (Fire Department, Police Department, Public Works)
- City of West Point (Fire Department, Police Department, Public Works)
- County Fire Association
- All City-County Volunteer Fire Departments
- Local Emergency Planning Committee (LEPC)
- County Emergency Management Agency

STANDARD OPERATING GUIDE (SOG) Clay County, Mississippi INCIDENT MANAGEMENT SYSTEM (IMS)

A. Overview

1 Introduction and Purpose

- a. **Introduction** This Incident Management System (IMS) Standard Operating Guide (SOG) implements the Incident Command System (ICS) in this county. The NIMS, ICS is to be used throughout Mississippi and local jurisdictions under the Governor's Executive Order 851 and as outlined in the Mississippi Comprehensive Emergency Management Plan (CEMP) and the County Emergency Management Plan (CEMP). The SOG conforms with the provisions of the U.S. Homeland Security Presidential Directive-5 (HSPD-5), requiring a National Incident Management System (NIMS).
- b. **Purpose** Several departments in all jurisdictions in this county respond to a range of emergency incidents. To effectively manage personnel and resources and to provide for the safety and welfare of personnel, we must operate within the ICS at the incident scene. The SOG outlines the management system and assigns responsibilities for the successful resolution of an incident.

2. **Scope** These procedures apply to all emergency response organizations operating within the county. Volunteer organizations and commercial service organizations chartered to work within the county are also expected to follow these procedures.

3. **Organizational Structure** The organizational structure of a typical ICS is shown in Attachment 1, though the size depends on the magnitude of the emergency incident. Most emergencies evolve from the initial event and the arrival of a first responder, often a law enforcement unit, into a multiple responder situation. As the incident grows in scope, additional organizations arrive on the scene and the event may grow into a complex operation involving multiple response organizations from several levels of government. In those settings, the operation transitions to the Unified Command system requiring accommodation for Federal, State, county, and city organizations. A typical Unified Command system configuration is shown in Attachment 2.

4. **Concept of Operations** Field operations are based on the policy and concepts outlined in the county CEMP. For the purposes of ICS, in a single site emergency, the government body with jurisdiction will respond to the scene. The on-scene management will fall under the jurisdiction of the local department best qualified to conduct the rescue, recovery, and control operations. The department's senior representative at the scene becomes the Incident Commander (IC) and will be responsible for the overall response operations. ICs are local officials, usually fire or police officers. The local coordination and commitment authority for local resources is retained by local elected officials and delegated as appropriate. When an incident overwhelms the capabilities of the jurisdiction, the IC may request mutual-aid support.

and/or activation of the county Emergency Operations Center (EOC) to support incident operations as provided for in the CEMP

5 Responsibilities

a. **Priorities** The IC is responsible for all on-scene operations. These objectives remain paramount during an incident and are listed in order of priority

- i Life safety
- ii Incident stabilization.
- iii Property conservation.

b. The IC is responsible for and helps the command structure reach the organizational needs of the incident to complete the tactical objectives. Responsibilities at the incident are the following

1. **Command** The IC is responsible for the management of all incident operations, including the development and implementation of strategic decisions and approving the ordering and releasing of resources. Responsibilities are as follows

(1) Upon arrival

- (a) Establish command
- (b) Transmit a brief radio report, include present situation, radio net to be used, and location of command post.
- (c) Evaluate (size up) the situation
- (d) Develop a plan and set goals for the incident.
- (e) Assign resources as required.

(2) During operations

- (a) Provide continuing overall command progress reports within the framework of this and other procedures of the department
- (b) Assign ICS positions and track organizational needs, consistent with this procedure
- (c) Review, evaluate, and document tactical efforts and revise the plan as needed.
- (d) Request and assign additional units as necessary
- (e) Maintain communications with assigned personnel
- (f) Return resources to service, document actions, and terminate command

ii Section Chiefs

- (1) Section chiefs will be responsible for all assigned functions within their section.
- (2) Specific responsibilities include the following
 - (a) Monitor welfare and safety of section personnel
 - (b) Identify tactics to accomplish IC objectives and supervise section operations
 - (c) Evaluate section activities and adjust actions as required.
 - (d) Request additional resources as needed.
 - (e) Communicate with IC, as necessary, to advise of situation status, changing conditions, progress, and exception reports
 - (f) Integrate and coordinate actions with other sections as required
 - (g) Release resources as operations are completed
 - (h) Keep IC informed of section conditions through regular progress reports Advise command immediately of significant changes in section conditions, particularly those involving the ability to complete a mission, hazardous conditions, accidents, collapse, etc
 - (i) Be sufficiently mobile to be able to supervise the work of their assigned units
 - (j) Be readily identifiable and maintaining a visible position as much as possible -

iii Directors, Supervisors, Leaders (e.g., company officers and squad leaders)

- (1) Unit supervisors will directly supervise the operation of their company
- (2) Specific responsibilities include the following
 - (a) Maintain unit integrity, control, and accountability of personnel
 - (b) Keep section chief informed of position progress and needs
 - (c) Place safety of personnel first in all operations
 - (d) Operate at level of experience and not overextend self or resource personnel

- (e) Keep radio traffic to a minimum and use runners when possible

iv Individual personnel

- (1) Should operate within assignment and maintain unit integrity
- (2) Should keep superior informed of developments
- (3) Should operate only to level of experience and not overextend themselves in difficult situations

6 **Definitions.** Common terms used in IC operations are as follows. A complete list of ICS terms is found in the NIIMS Incident Command System National Training Curriculum, ICS Glossary dated October 1994

- a. **Hot Zone** An area in which appropriate full protective equipment will be worn. The zone will be identified by command.
- b. **Incident Command Post** The location at which the primary command functions are executed.
- c. **Incident Commander** The individual responsible for the management of all incident operations at the incident site. He is selected by qualifications and experience.
- d. **Freelancing** The taking of action by an individual or company without being assigned by command.
- e. **Base** The location at which primary logistics functions for an incident are coordinated and administered. There is only one base per incident (incident name or other designator will be added to the term base). The Incident Command Post may be collocated with the base.
- f. **Camp** A geographical site, within the incident area and separate from the Incident Base, where crews can go for rest, nourishment, comfort, and medical evaluation.
- g. **Staging Area.** Locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.
- h. **Unit** The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.
- i. **Resources** Personnel and equipment available, or potentially available, for assignment to incidents. Resources are described by kind and type, e.g., ground, water, air, etc., and may be used in tactical support or overhead capacities at an incident.

- j Single Resource An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

7 Policy

- a. On-scene response to emergencies will follow the concept of the ICS
- b. The person in charge at the incident is the on-scene IC, who is responsible for the management of all incident operations at the incident site
- c. Upon arriving at an incident scene, the IC is responsible to assess the situation, determine incident goals and objectives (tasks to be done) and strategy, establish an ICP and appropriate organizations, ensure adequate safety and personnel protective measures, develop an Incident Action Plan (IAP), coordinate with first responders, key people and officials. In coordination with the EOC, if activated, the IC should contact appropriate agencies or personnel with expertise and capability to support the (IAP)
- d. When more than one agency is involved at an incident scene, responding agencies (Federal, State, or local) shall work together under a Unified Command posture to ensure each agency's objectives are identified and coordinated.
- e. Team problem solving should facilitate effective response. Other agency personnel working in support of the IC will maintain their regular chain of command, but will be under control of the on-scene IC
- f. Depending on the severity and magnitude of the emergency or disaster, the IC and Emergency Management Agency (EMA) director will coordinate and determine the need to activate the EOC and the appropriate level of staffing needed to support the incident.
- g. The on-scene IC may designate an Information Officer to work with the media at the incident. This may include coordinating agency media releases and arranging contacts between the media and response agencies. There is only one Information Officer per incident. He may have assistants
- h. The IC will control all emergency scene communication and ensure continuous two-way communication is maintained. All sections will be kept aware of operational objectives and changes affecting their area of responsibility
- i. All requests for additional resources will be channeled through the IC and the ICP
- j. All communications must be short, clear, concise, and task-oriented
- k. "Emergency Signal" is the activation of vehicle air horns or other devices. Upon activation of the emergency signal, all operations cease and personnel evacuate to positions of safety outside the Hot Zone. When the emergency

signal is sounded, the IC will ensure communications broadcast the evacuation alert over the primary channel

- 1 Status reporting within the scene and external reports to the EOC or other officials will be timely and include operating positions, progress in achieving assigned objectives, and present and future support needs

B. Procedures

These procedures are supported by the attached checklists for the primary ICS functions and positions (see Attachments 1 through 10) Procedures generally follow the development of the incident including transfer of command, structure, and the levels of operation

- 1 Upon arrival, the individual assuming command will establish the command post and operate in the command mode The individual will transmit an initial report and identify the command location by including a street or major landmark name with the "Command" designation, (e g , West Main Command or Stadium Command)
- 2 The command will issue a brief initial report to include the following
 - a. Unit identification at the scene and confirming assumption of command This will be through identification of the command location
 - b. Description of the emergency incident (e g , building or event location, affected population, size, arrangement, construction and address, type rescue being faced), including the following
 - 1 Obvious conditions
 - 11 Initial actions taken or in progress
- 3 The transfer of command will be performed using the following guidelines
 - a. The arriving individual who will assume command will meet face-to-face with the present IC
 - b. The IC being relieved will brief the IC assuming command on the following situational status
 - 1 Situation status
 - 11 Objectives and priorities
 - 111 Current organization
 - 1111 Resource assignment.
 - 11111 Facilities established.
 - 111111 Communications plan
 - 1111111 Prognosis, concerns, related issues

- c A higher authority does not automatically assume command when arriving on the scene. The IC will follow the formal procedure to transfer command. In cases where command is effectively handling a tactical situation, the higher authority may forgo assuming command and may simply assume a supportive role in the overall command function.
- 4 Command will develop an organizational structure (see Attachment 1) of the size and complexity necessary to control a particular incident. The structure will operate on the following three levels
- Strategic Level – Command
 - Tactical Level – Operational Sections
 - Task Level – Divisions, Groups, Branches, Units
- a. At the strategic level, the overall plan of action and tactical objectives are developed and revised as needed with emergency scene operations being coordinated at this level. The operating location for this level is the ICP
 - b. The tactical level is where it is determined who and what will be done to meet the assigned objectives. This is most often performed at the section chief level
 - i. Operating positions for this level are highly visible positions in the assigned sections
 - ii. Personnel include the Operations, Planning, Logistics, and Finance Sections Chiefs
 - iii. Once assigned, the section chief will use the radio designation that identifies his section.
 - c. The task level is where it is determined how to meet assigned objectives
 - i. Decisions are made by directors, supervisors, or leaders
 - ii. Operating position for this level will be with their resource
 - iii. Status reports for the section command will be provided regularly, especially when the achievement of the assigned task is either delayed or unable to be completed

C Requesting External Support and Resources

When additional and external teams, personnel, and equipment are required to support the incident, the IC will initiate the request using established procedures and the following processes

1. **Internal to the Jurisdiction.** When support is required from organizations within the jurisdiction, the request will be made directly to the agency or through the EOC, if activated, according to the County CEMP, memorandums of understanding (MOUs) and associated procedures. *(Note County should expand this section as necessary before finalizing the SOG)*

- 2 **External Support.** When local resources are unavailable to support the incident, the IC will request assistance from the county-city EOC, if activated, using procedures outlined in the county CEMP. The EOC director or the authority having jurisdiction will then process the request using the State of Mississippi Statewide Mutual Aid Compact (SMAC) and/or following other unique processes as outlined in the Mississippi CEMP.

D Situation Status and Reporting

Timely and accurate reporting of the situation at the scene of major incidents is important to allow the county-city EOC to prepare and forward Situation Reports (SITREPs) to the Mississippi Emergency Management Agency (MEMA) and other agencies and officials. Reporting allows MEMA and other State organizations to mobilize actual or anticipated support, make reports or requests for various Federal resources, and support our county-city emergencies. *(Expand this paragraph with instructions on how and who makes reports concerning general emergencies, chemical spills (Emergency Planning and Community Right-to-Know Act [EPCRA]), and summarize any reporting that is unique to the location. The reports section should also address local protocols on when the IC begins coordinating through the EOC)*

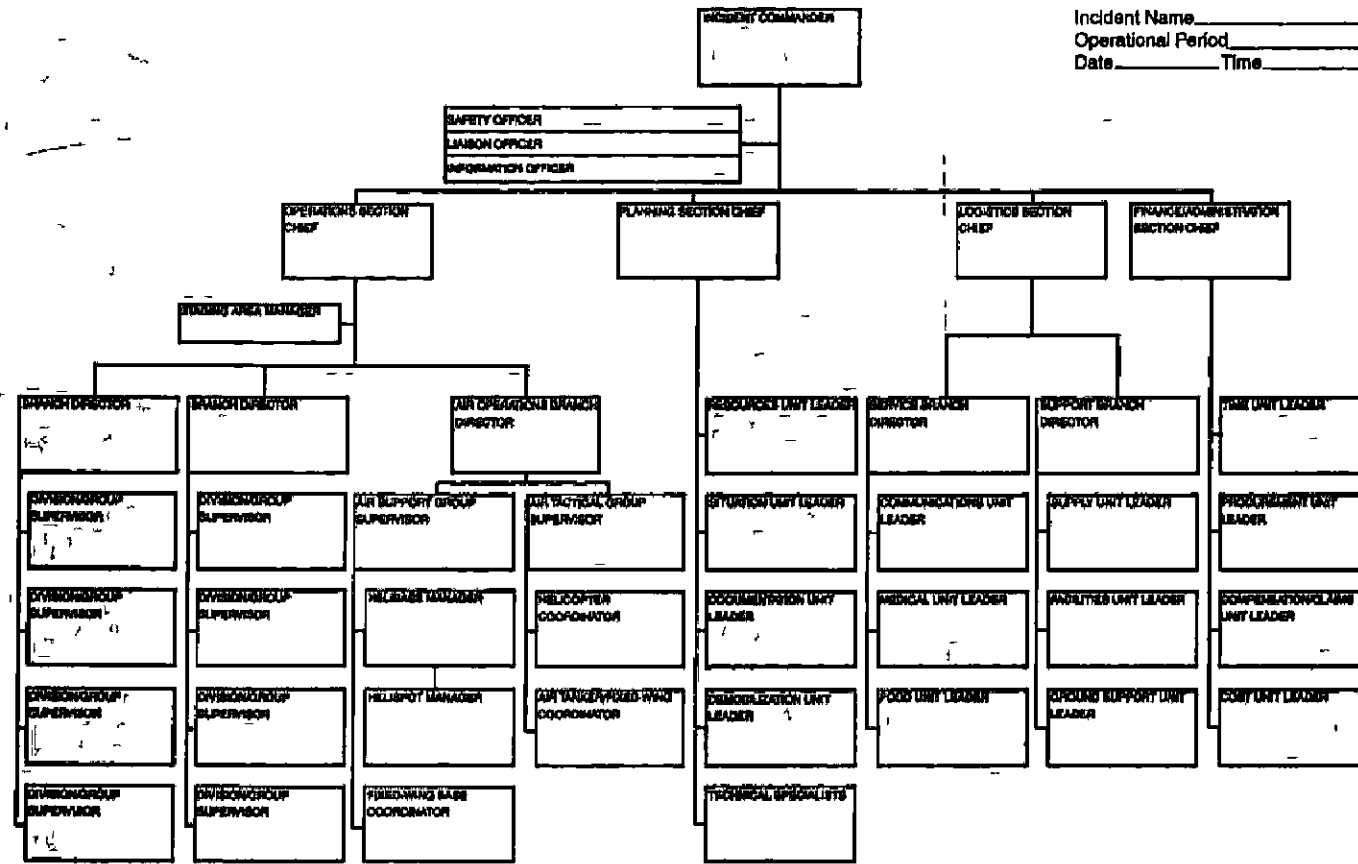
E Superseded Procedures

This SOG supersedes all interim procedures previously promulgated concerning county-wide use of the ICS. *(Cite any specific procedures or checklists this SOG replaces.)*

Attachments

- 1 Typical ICS Organizational Structure
- 2 Typical Unified Command Structure
- 3 Incident Commander Checklist
- 4 Liaison Officer Checklist
- 5 Safety Officer Checklist
- 6 Information Officer Checklist
- 7 Operations Section Chief Checklist
- 8 Planning Section Chief Checklist
- 9 Finance/Administration Section Chief Checklist
- 10 Logistics Section Chief Checklist
- 11 *(Add others that are unique to the jurisdiction.)*

ATTACHMENT 1 TYPICAL ICS ORGANIZATIONAL STRUCTURE



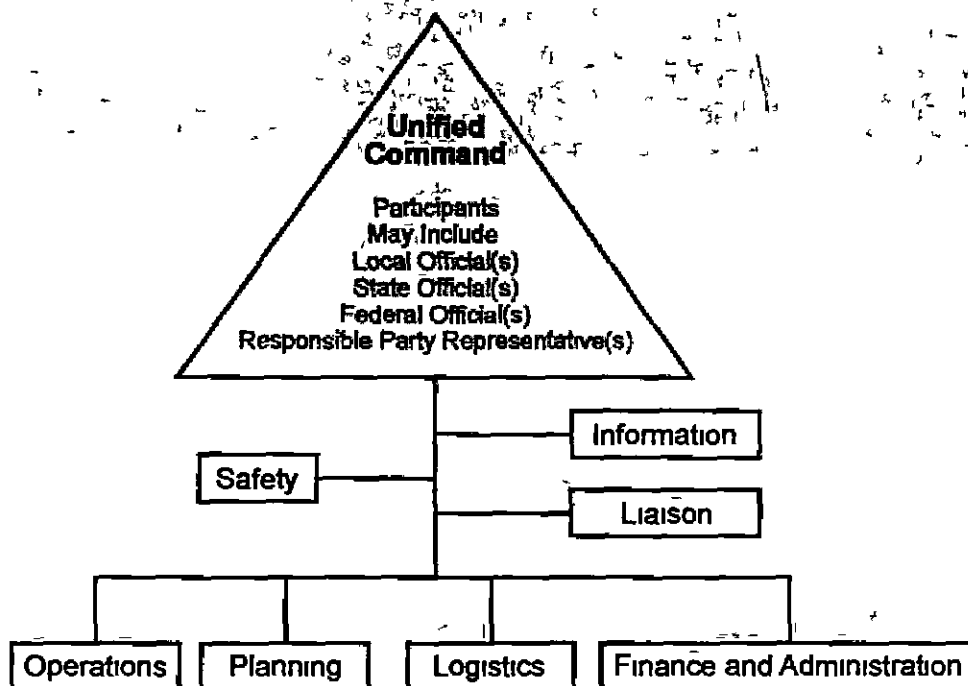
Incident Name _____
 Operational Period _____
 Date _____ Time _____

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NFPA 1500

NFPA 1500

**ATTACHMENT 2.
TYPICAL UNIFIED COMMAND STRUCTURE**



Typical Unified Command Structure

The decision to include a Unified Command will be based in large part upon the level of the response and the need for additional resources to respond effectively. It is important to remember that Incident Command System (ICS)/Unified Command should be viewed as a response tool, not a response rule. The ICS/Unified Command organization adheres to a "form follows function" philosophy. In other words, the organization at any given time should reflect only what is required to meet planned tactical objectives. The ICS/Unified Command response management structure does not attempt to prescribe a specific item-by-item functional description of where particular organizations or individuals fit within a single response structure for a given response. Along those lines, the establishment and administration of an ICS/Unified Command should never detract from response efforts. In the early stages of a response, it may be necessary to commit the limited number of response personnel to field operations and scale back less critical ICS/Unified Command administration procedures until more assets and resources become available. Ideally, an ICS/Unified Command should allow for information sharing both horizontally and vertically throughout the response organization, allowing a multijurisdictional response to be conducted effectively.

**ATTACHMENT 3
INCIDENT COMMANDER CHECKLIST**

INITIAL ACTIONS		
Put on identifying IC position vest		
Assume and declare command		
Announce location		
Perform initial incident sizeup		
	Collect data regarding the following	
	Type of incident	
	Product/hazard/weapon involved	
	Location	
	Type of venue	
	Population involved	
	Number of victims	
	Container size, shape condition	
	Current and projected weather	
	Wind direction	
	Assess terrain and topography	
Identify vulnerable geography, populations		
Make required/necessary notifications		
Project vulnerability over time		
Establish incident priorities		
Select initial strategic objectives		
Determine resource needs		
Order resources		
Verify appropriateness of strategic goals		
Begin Incident Command System (ICS) 201 Incident Briefing Form		
Begin ICS 202 Incident Objectives Form		
COMMAND TRANSITION		
Conduct briefing with outgoing Incident Commander (IC)		
Assume and declare transition of command		
INCIDENT MANAGEMENT ACTIVITIES		
Appoint operations section chief		
Appoint safety officer		
	Consider safety and environmental issues	
Review ICS 201 and 202 forms		
Identify information gaps to be resolved		

Attachment 3-1

INCIDENT COMMANDER CHECKLIST (continued)

Complete ICS 201 and 202 forms	
Maintain appropriate span of control	
Prepare Incident Action Plan (IAP) that addresses at least the following	
	Hazard and risk assessment
	Strategic goals
	Tactical objectives
	Control objectives
	Assignments
	General safety messages
	Weather conditions
	Communications plan
	Medical plan
	Site diagram
Review IAP with operations section chief	
Appoint remaining general staff positions	
	Logistics section officer
	Planning section officer
	Finance/administration section officer
Appoint remaining command staff positions	
	Liaison officer
	Information officer (IO)
Assess incident dynamic (Is incident stable? Growing? Shrinking?)	
Evaluate the need for Unified Command	
Evaluate the need for Emergency Operations Center (EOC) activation	
Evaluate need for Mobile Command Post	
Transition to Unified Command	
Assemble agency commanders	
Hold Unified Command meeting	
	Identify agency concerns
	Identify strategic compatibilities
	Resolve strategic conflicts/incompatibilities
	Develop incident objectives
	Develop long-range strategy
	Develop decision-making protocols and procedures
	Ensure use of accountability system
	Stress safety

Attachment 3-2

INCIDENT COMMANDER CHECKLIST (continued)

SAFETY		
Meet with safety officer		
	Establish safety considerations for incident	
	Hazardous material	
	Weapons of mass destruction (WMD)	
	Isolation distances	
	Protection zones	
	Protective clothing	
	Rehabilitation	
	Critical incident stress	
Review Incident Safety Plan—approve or reject		
Sign off on Incident Safety Plan		
INCIDENT MANAGEMENT REVIEW ACTIVITIES		
Review incident objectives		
Review incident strategies		
Review resource needs		
Develop operational period timeframes		
Develop operational period objectives		
Evaluate staffing needs		
Review IAP		
Adjust IAP as necessary		
Conduct regular incident briefings		
	Receive situation status reports	
	Review organizational structure	
	List current actions	
	Assess resource status	
	Review safety issues	
Monitor incident activities		
Ensure accomplishment of objectives		
Meet with IO		
Review press release		
	Ensure timeliness and accuracy	
	Approve or reject	
Reassess incident status		

INCIDENT COMMANDER CHECKLIST (continued)

Adjust response as necessary, considering the following		
	Selected objectives	
	Selected strategies	
	IAP elements	
	Need for Unified Command	
	Organizational size and structure	
DEMOBILIZATION		
	Initiate demobilization process	
	Establish realistic release priorities	
	Meet with Planning Unit	
	Review Demobilization Plan—approve or reject	
	Review Demobilization Plan with command and general staff	
	Debrief command and general staff	
	Receive situation status reports	
	Transfer command to relieving IC or to responsible agency/party	
	Forward command post documentation to planning unit	

**ATTACHMENT 4
LIAISON OFFICER CHECKLIST**

INITIAL ACTIONS		
Put on identifying position vest		
Report to Incident Commander (IC)		
Obtain Incident Command System (ICS) 214 Unit Log		
Obtain copy of prepared ICS 201 Incident Briefing Form from IC		
Verify the following		
	Incident name	
	Location	
	Reporting time	
	IC's name	
	Current resource commitments	
	Current incident situation	
	Expected duration of incident	
Obtain blank ICS Form 214s Unit Log for distribution		
Survey incident scene—identify safe areas		
Determine/identify location to meet incoming units		
Announce/broadcast location of meeting area		
INCIDENT ACTIVITIES		
Obtain periodic status reports from IC		
Attend incident briefings and planning meetings		
Maintain appropriate span of control		
Determine cooperating agency information, including the following		
	Contact person	
	Telephone number	
	Radio frequencies	
	Equipment type/capability	
	Number of personnel on board	
	Agency constraints/limitations	
Receive/meet incoming units		
Issue ICS 214 Unit Logs to each arriving unit—instruct in use		
Maintain communications with assisting units		
Resolve problems assisting units may encounter		
Update IC		

LIAISON OFFICER CHECKLIST (continued)

DEMOBILIZATION		
Select/identify cooperating units to be relieved		
For departing units:		
	Collect Unit Log	
	Debrief	
	Conduct hazardous communications briefing	
Record departure time and demobilization issues		
Submit all liaison section documents to Planning Unit		
Complete demobilization process		

**ATTACHMENT 5
SAFETY OFFICER CHECKLIST**

INITIAL ACTIONS		
Put on identifying position vests		
Report to Incident Commander (IC)		
Obtain Incident Command System (ICS) 214 Unit Log		
Obtain copy of prepared ICS 201 Incident Briefing Form from IC		
Verify the following		
	Incident name	
	Location	
	Reporting time	
	IC's name	
	Current resource commitments	
	Current incident situation	
	Expected duration of incident	
Obtain blank ICS Form 214 Unit Log		
Obtain blank ICS Form 208 Site Safety and Control		
Notify all command and staff positions of your presence		
Update IC		
INCIDENT ACTIVITIES		
Survey incident scene		
Develop safety plan		
Identify hazards and risks		
Take action to mitigate immediate dangers		
Assign hazard and risk monitoring for incident duration		
Identify hazardous operations		
	Institute preventive measures	
Stop hazardous operations occurring outside of agency standard operating procedures (SOPs)		
Prepare safety message for IC's Incident Action Plan (IAP)		
Assign assistant safety officers as needed		
Maintain appropriate span of control		
Conduct regular safety briefings		
Monitor Aircraft Operations		
Monitor food services		
Monitor sanitation services		
Inspect potable water supplies		
Monitor rehabilitation efforts		

Attachment 5-1

SAFETY OFFICER CHECKLIST (continued)

Maintain injury list	
Monitor use of power tools and equipment	
Monitor personal protective equipment (PPE) needs	
Inspect incident facilities	
Review Medical Plan—approve or reject	
Monitor operational period length	
Monitor personnel well-being	
Monitor weather forecasts	
Attend command post briefings	
Conduct accident investigations	
Update IC	
DEMOBILIZATION	
Review Demobilization Plan	
Debrief IC on incident safety issues	
Accidents	
Injuries	
Hazards	
Corrective actions taken	
Submit all safety section documents to planning unit	
Complete demobilization	

**ATTACHMENT 6
INFORMATION OFFICER CHECKLIST**

INITIAL ACTIONS		
Put on identifying position vest		
Report to Incident Commander (IC)		
Obtain Incident Command System (ICS) 214 Unit Log		
Obtain copy of prepared ICS 201 Incident Briefing form from IC		
Obtain information from dispatch		
Verify the following		
	Incident name	
	Location	
	Reporting time	
	IC's name	
	Current resource commitments	
	Current incident situation	
	Expected duration of incident	
Receive verbal briefing from IC and ensure required notifications are made		
Review Incident Action Plan (IAP) (if available)		
Review incident organization chart		
Discuss/develop communication strategy with IC		
Request resources		
INCIDENT ACTIVITIES		
Prepare fact sheet—review with IC		
Initiate media contact		
Respond to media inquiries		
Conduct regularly scheduled information staff briefings		
Announce scheduled briefing times and conduct regularly scheduled information media briefings		
Maintain appropriate span of control		
Establish information center		
	Control collection and dissemination of incident information	
	Update fact sheets	
	Prepare briefings for IC	
	Serve as spokesperson for media	
	Monitor media coverage for accuracy and timeliness	
	Document contacts and events	
Provide safe site access to media		
Brief media on safety issues		

Attachment 6-1

INFORMATION OFFICER CHECKLIST (continued)

Ensure media personnel use proper personal protective equipment (PPE)	
Prepare information for distribution to incident personnel	
Prepare information for distribution to VIPs, elected officials	
Update briefing material routinely	
Respond to special information needs	
Consult IC	
Assign subordinate information officer to situation	
Supervise preparation of special incident briefing	
Assign and supervise subordinate information officers to off-site locations (e.g., hospitals)	
Update IC	
DEMOBILIZATION	
Conduct final media briefing	
Submit all information section documentation to planning unit	
Complete demobilization process	

**ATTACHMENT 7
OPERATIONS SECTION CHIEF CHECKLIST**

INITIAL ACTIONS		
Put on identifying position vest		
Report to Incident Commander (IC)		
Obtain Incident Command System (ICS) 214 Unit Log		
Obtain copy of prepared ICS 201 Incident Briefing form from IC		
Obtain updated/additional information from dispatch		
Verify the following		
	Incident name	
	Location	
	Reporting time	
	IC's name	
	Current resource commitments	
	Current incident situation	
	Expected duration of incident	
Obtain blank ICS Form 214 Unit Log		
Obtain briefing from IC		
	Incident priorities	
	Situation status	
Evaluate current situation		
	Will current plan of action meet incident objectives	
	Identify problems/conflicts	
	Evaluate resource status	
	Evaluate tactical needs	
	Weather	
	Communications	
	Environmental impact	
INCIDENT ACTIVITIES		
Oversee all tactical operations		
Determine resource needs		
Assist IC with preparation of Incident Action Plan (IAP)		
	Determine tactical priorities	
	Determine tactics for next operational period	
	Advise on current capabilities and limitations	
	Advise on resource needs	

**ATTACHMENT 8
PLANNING SECTION CHIEF CHECKLIST**

INITIAL ACTIONS		
Put on identifying position vest		
Report to Incident Commander (IC)		
Obtain Incident Command System (ICS) 214 Unit Log		
Obtain copy of prepared ICS 201 Incident Briefing form from IC		
Verify the following		
	Incident name	
	Location	
	Reporting time	
	IC's name	
	Current resource commitments	
	Current incident situation	
	Expected duration of incident	
Receive verbal briefing from IC		
Review Incident Action Plan (IAP) (if available)		
INCIDENT ACTIVITIES		
Supervise planning section		
Meet with IC		
	Learn priorities	
	Learn timeframes for objectives	
	Obtain status of incident and assigned resources	
Determine if present plans meet operational objectives		
Determine and anticipate problems/conflicts		
Advise IC on problem resolution		
Establish and maintain incident planning cycle		
	Publish and post schedule	
	Distribute to command and general staff	
Conduct planning meetings		
	Define objectives, agenda time	
	Reaffirm incident objectives	
	Present current situation report	
	Present current resource status	
	Present operation section's priorities	
	Identify operational tactics resources needed	

PLANNING SECTION CHIEF CHECKLIST (continued)

	Resolve concerns/conflicts	
	Identify elements of the IAP required from other sections by the planning section (e.g., safety message, medical plan, communications plan)	
Develop IAP		
	Assemble collected elements into IAP	
	Ensure IAP meets incident objectives	
	Include contingency plans	
	Obtain IC approval of plan	
	Produce copies of IAP and distribute to command and general staff	
	Maintain appropriate span of control	
	Participate in operations section briefings	
	Interact with command and general staff	
	Monitor incident status	
	Assist in development of demobilization plan	
	Collect and review all incident documentation	
	Collate and file all records	
	Update IC	
DEMOBILIZATION		
	Debrief planning unit	
	Complete demobilization process	

**ATTACHMENT 9
LOGISTICS SECTION CHIEF CHECKLIST**

INITIAL ACTIONS		
Put on identifying position vest		
Report to Incident Commander (IC)		
Obtain Incident Command System (ICS) 214 Unit Log		
Obtain copy of prepared ICS 201 Incident Briefing form from IC		
Verify the following:		
	Incident name	
	Location	
	Reporting time	
	IC's name	
	Current resource commitments	
	Current incident situation	
	Expected duration of incident	
Receive verbal briefing from IC		
Review Incident Action Plan (IAP) (if available)		
Determine immediate needs and actions		
Request resources for immediate period		
INCIDENT ACTIVITIES		
Manage logistics section		
Determine resource status		
	Assigned	
	En route	
	On scene	
Meet with IC		
	Learn priorities	
	Learn timeframes for objectives	
Identify units to be activated		
Coordinate unit delivery		
Brief unit leader		
	Summary of incident	
	Current activity	
	Expected unit activity	
Determine logistics section current capabilities and limitations		
	Available equipment	
	Ordering timeline	

LOGISTICS SECTION CHIEF CHECKLIST (continued)

Maintain appropriate span of control	
Participate in IAP development	
Provide input to and review Communications Plan, Medical Plan and Traffic Plan	
Conduct logistics section meetings	
Participate in operations section briefings	
Interact with command and general staff	
Update IC	
DEMOBILIZATION	
Identify excess resources and release	
Assist in development of demobilization plan	
Complete demobilization process	
Submit all logistics section documentation to planning unit	

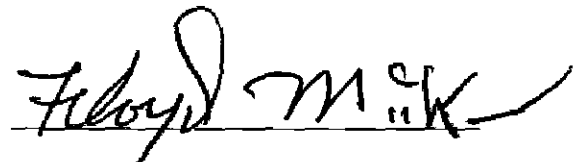
NO _____

**IN THE MATTER OF APPROVING TO SPREAD ON THE MINUTES THE JAIL
INSPECTION REPORT AS ISSUED BY THE MS DEPARTMENT OF HEALTH**

There came on this day for consideration the matter of approving to spread on the minutes the jail inspection report as issued by the MS Department of Health

After motion by Shelton Deanes and second by Luke Lummus this Board doth vote unanimously to approve to spread on the minutes the Jail Inspection report as issued by the MS Department of Health as attached hereto as Exhibit A and further orders the Clerk to submit to the Building Maintenance and Grounds department for the said exceptions to be repaired and corrected

SO ORDERED this the 7th day of April, 2014



President



MISSISSIPPI STATE DEPARTMENT OF HEALTH

March 21, 2014

Jail Admin Anthony Cummings
Clay County Jail
350 Broad Street
West Point, MS 39973

RE Clay County Jail
West Point, MS 38635

Dear Mr Cummings

Attached is the recently-conducted inspection report of the above referenced inspection jail. Please submit your corrective action plans to me within 60 days after receipt of the written report.

If you have any questions, comments, or concerns, I can be reached at 601-576-7007. You may email your corrective action to me at mwashington@msdh.state.ms.us

Very truly yours,

MacArthur Washington

MacArthur Washington, Director
Institutional Sanitation Branch

Attachment

MW dgw

pc Ronald Welch, P A
President Board of Supervisors ✓
Commissioner of Corrections
Attorney General
Board Attorney
File Copy

570 East Woodrow Wilson, Ste O-300 • Post Office Box 1700 • Jackson MS 39215-1700
601-576-7689 • Fax 601-576-7632 • www.HealthyMS.com

Equal Opportunity in Employment/Services



MISSISSIPPI STATE DEPARTMENT OF HEALTH

March 21, 2014

Sheriff Eddie Scott
Clay County Jail
350 Broad Street
West Point, MS 39973

RE Clay County Jail
West Point, MS 38635

Dear Sheriff Scott

Attached is the recently-conducted inspection report of the above referenced inspection jail. Please submit your corrective action plans to me within 60 days after receipt of the written report.

If you have any questions, comments, or concerns, I can be reached at 601-576-7007. You may email your corrective action to me at mwashington@msdh.state.ms.us

Very truly yours,

MacArthur Washington

MacArthur Washington, Director
Institutional Sanitation Branch

Attachment

MW dgw

pc Ronald Welch, P A
President Board of Supervisors
Commissioner of Corrections
Attorney General
Board Attorney
File Copy

570 East Woodrow Wilson, Ste O-300 • Post Office Box 1700 • Jackson MS 39215-1700
601-576-7689 • Fax 601-576-7632 • www.HealthyMS.com

Equal Opportunity in Employment/Services

MISSISSIPPI STATE DEPARTMENT OF HEALTH
SANITATION INSPECTION REPORT

Facility Name & Address
Clay County Jail
350 Broad Street
West Point, MS 39973

Date of Inspection
3/19/2014

I ENVIRONMENTAL SANITATION

A Deficiencies Identified This Inspection

- 1 Shower is leaking at bottom - cell # 12 South
 - 2 Commode is out of order - cell # 9 and 11 South
 - 3 Lavatory sink is out of order - cell # 9 and 11 South
 - 4 Low hot water pressure at lavatory sink - cell # 7 South
 - 5 Observed rust in shower - cell # 8 South, cell # 6, 7, 5 North
- (CONTINUED ON NEXT PAGE)

B Deficiencies Not Corrected Since Last Inspection

- 1 No plastic covering on mattress on bed - cell # 12 South
- 2

II HOUSEKEEPING

A Deficiencies Identified This Inspection

- 1 None
- 2

B Deficiencies Not Corrected Since Last Inspection

- 1 None
- 2

III FOOD SERVICE SANITATION

A Deficiencies Identified This Inspection

- 1 None
- 2

B Deficiencies Not Corrected Since Last Inspection

- 1 None
- 2

C Comments One repeat violation from previous inspections

INSPECTED BY: *[Signature]*
INSTITUTIONAL SERVICES
P.O. BOX 1700
JACKSON, MISSISSIPPI 39217-1700
PHONE 601-576-7691

MISSISSIPPI STATE DEPARTMENT OF HEALTH

SANITATION INSPECTION REPORT

Facility Name & Address
Clay County Jail
350 Broad Street
West Point, MS 39973

Date of Inspection
3/19/2014

I ENVIRONMENTAL SANITATION

A Deficiencies Identified This Inspection

- 6 Low water pressure at lavatory sink (hot and cold) – cell # 3 South
- 7 No light in cell Medical South
- 8 No plastic covering on the mattress - medical South, cell # 1 3, 12 South
- 9 Observed torn mattress on bed – County Trustee 1 cell # 7 South, cell # 2 North
- 10 Light is out in bathroom – Room # 3 South Trustee

B Deficiencies Not Corrected Since Last Inspection

- 1
- 2

II HOUSEKEEPING

A Deficiencies Identified This Inspection

- 1
- 2

B Deficiencies Not Corrected Since Last Inspection

- 1
- 2

III FOOD SERVICE SANITATION

A Deficiencies Identified This Inspection

- 1
- 2

B Deficiencies Not Corrected Since Last Inspection

- 1
- 2

C Comments,

INSPECTED BY:

Wanda L. Washburn

INSTITUTIONAL SERVICES
P. O. BOX 1700
JACKSON, MISSISSIPPI 39215-1700
PHONE 601/576-7641

NO _____

**IN THE MATTER OF DELETING AN ASSET FROM THE COUNTY'S FIXED ASSET
LEDGER**

There came on this day for consideration the matter of deleting an asset from the County's Fixed Asset Ledger

It appears to this Board a deletion request has been presented to this Board to delete TX003, Desk, from the Tax Assessor/Collector's Inventory which is no longer useful to assisting the Tax Assessor/Collector's Office in performing the duty of the office

After motion by Lynn Horton and second by Luke Lummus this Board doth vote unanimously to authorize to delete the said asset and to have the desk destroyed since it is no longer useful to the operations of the Tax Assessor/Collector

SO ORDERED this the 7th day of April, 2014

President



Clay County Tax Assessor/Collector
Paige Lamkin
P O Box 795
West Point, MS 39773
Phone (662) 494-3432 or (662) 494-2724
Fax (662) 494-7452

March 14, 2014

I, Paige Lamkin, request that the following items be deleted from the Clay County Tax Assessor/Collectors Inventory List due to the items no longer working

TX003 Desk

Paige Lamkin, Tax Assessor/Collector



NO _____

IN THE MATTER OF AUTHORIZING TRAVEL

There came on this day for consideration the matter of authorizing travel

It appears to this Board the Justice Court Clerk, Harriett Bragg is requesting authority to travel to Tunica, MS on May 7 – 9, 2014 for the Justice Court Clerks meeting and is requesting for reimbursement on any expenses she incurs for the said travel of County business

After motion by Lynn Horton and second by Shelton Deanes this Board doth vote unanimously to approve the said travel as attached hereto as Exhibit A

SO ORDERED this the 7th day of April, 2014

President

Clay County, MS
Travel Request Form

Date of Request March 28, 2014

To the Board of Supervisors of Clay County, MS

Destination of Travel Tunica, Ms
Dates of Travel May 7 - May 9th
Cost of Travel 0 -
Nature of Official Business Justice Court clerks mandatory

Harriett Bragg

Printed Name of Official/
Requesting Authority to Travel

Harriett Bragg

Official or Employee Requesting
Authority to Travel

The above form must be completed and signed prior to travel. Additionally, it must be filed with the Clerk of the Board of Supervisors to be presented to the Board for authority to travel as per Section 25-3-41 of the *Mississippi Code 1972*. This form must be received prior to a Board meeting to be presented to the Board of Supervisors. **The Board meets as follows.** First Monday of the month, First Thursday following the First Monday, and The Fourth Thursday of the month.

It is your responsibility to make sure I received this form. If you leave the form and I am not here, please be sure to follow up with a phone call to confirm I received your request to present to the Board.

If you should have any questions, please do not hesitate to call me. Thanks!

~~Robbie Robinson~~
Chancery Clerk

NO _____

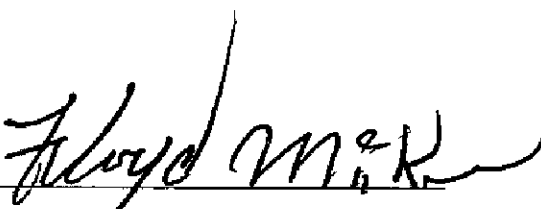
**IN THE MATTER OF ACCEPTING THE BID OF TWIN MOTORS OF WEST POINT
INC**

There came on this day for consideration the matter of accepting the bid of Twin Motors of West Point, Inc

It appears to this Board Notice has been given as attached hereto as Exhibit A to the public of the Sheriff taking sealed bids for the sale of Seized/Forfeited Weapons as ordered by the Circuit Court Judge and on March 27, 2014 the sealed bids were opened and taken under advisement by this Board for further review by the Board attorney

After motion by Lynn Horton and second by Luke Lummus this Board doth vote unanimously to accept and award the bid to Twin Motors of West Point Inc for the sale of the Seized Weapons in the amount of \$5,001 00 as attached hereto as Exhibit A and as ordered by the Circuit Court Judge

SO ORDERED this the 7th day of April, 2014



President

Gary's Pawn and Gun

1030 Hwy 45 South

West Point, MS 39773

Phone 662-494-4279

Fax 662-494-1773

**Please accept this bid from Gary's Pawn & Gun,
for the confiscated firearms from the
Clay County Sheriff Department.**

Total of 63 firearms

Bid = \$5001.00

NOTICE OF SALE

Notice is hereby given that the Clay County Board of Supervisors will receive sealed bids for the highest and best bid until 9 00 o'clock a m on the 27th day of March, 2014 at the Clay County Chancery Clerk's office located on 205 Court Street, West Point, MS 39773, for the sale of the following Seized/Forfeited Weapons

Seventy-One (71) Rifles, Shotguns, and Pistols of various makes and models

The said sale shall be without warranty as to conditions The forfeited and surplus firearms may be examined by calling Deputy Sheriff, Investigator, Brad Pettit, at (662) 295-5150, any time prior to the time set for bids to be received All bidders must be licensed gun dealers A copy of the FFL License must be included in the bid package The guns will be sold as a lot not individually All bids shall remain good for 30 days from the bid date Settlement shall be in full by both parties, in advance of receiving said equipment

The Board of Supervisors reserves the right to accept and reject any and all bids received and to waive any and all formalities with the acceptance and rejection of the bids

For further questions and injuries call Deputy Sheriff Investigator, Brad Pettit at (662) 295-5150

Publish by order of the Board of Supervisors, this the 5th day of December, 2013

_____/s/ Amy G Berry_____

Amy G Berry
Chancery Clerk

Publication Dates

3/5/2014

3/12/14

3/19/14

AFFP

Affidavit of Publication

STATE OF MISSISSIPPI} SS
COUNTY OF CLAY}

Cindy Cannon being duly sworn, says

That she is Classified Clerk of the Daily Times Leader, a daily newspaper of general circulation, printed and published in West Point, Clay County, Mississippi, that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates

March 5, 2014

March 12, 2014

March 19, 2014

That said newspaper was regularly issued and circulated on those dates
SIGNED

Cindy Cannon
Classified Clerk

Subscribed to and sworn to me this 20th day of March, 2014

Amy S Berry
Deborah Myers



Chancery Clerk & Ex Officio Notary Public
My Commission Expires Jan 4, 2016

NOTICE OF SALE

Notice is hereby given that the Clay County Board of Supervisors will receive sealed bids for the highest and best bid until 1:00 p.m. on the 27th day of March 2014 at the Clay County Courthouse, 205 Court Street, New Port News 20713 for the sale of the following Seized/Forfeited Weapons.

Seizure One (71) Rifles, Shot guns, and Pistol, of various makes and models.

The said sale shall be without warranty as to condition. The lot failed and surplus (as herein may be described by calling specially thereon) investigation, Good Faith, at (904) 292-5130 any time prior to the time set for bids (p. 00) or over. All bidders must be in person gun dealer. A copy of the FBI License must be included in the bid package. The bidders will be solicited a log not individually. All bids shall remain good for 30 days from the end date. Sealed bids shall be submitted by both parties in advance of receiving said equipment.

The Board of Supervisors reserves the right to accept and reject any and all bids, accepted and or with any and all formalities with the acceptance and rejection of the bids.

For further questions and inquiries, call Deputy Sheriff Investigator Brad Butler at (904) 292-5130. Publish by order of the Board of Supervisors on the 5th day of December, 2013.

Walter G. Berry
Army G. Berry
Counseley Clerk

Application Dates
26/2014
28/2014
31/2014
04/2014

NO _____

IN THE MATTER OF GOING INTO CLOSED SESSION

There came on this day for consideration the matter of going into closed session

After motion by Shelton Deanes and second by Lynn Horton this Board doth vote unanimously to go into closed session.

SO ORDERED this the 7th day of April, 2014

President

**IN THE MATTER OF GOING FROM CLOSED SESSION TO EXECUTIVE SESSION
TO DISCUSS A POTENTIAL INDUSTRIAL DEVELOPMENT PROSPECT AS
ALLOWED UNDER SECTION 25-41-7**

There came on this day for consideration the matter of going from closed session to executive session to discuss a potential industrial development prospect as allowed under Section 25-41-7

After motion by Luke Lummus and second by Lynn Horton this Board doth vote unanimously to go from closed session to executive session as allowed under Section 25-41-7 of the *Mississippi Code* to discuss a potential industrial development prospect

SO ORDERED this the 7th day of April 2014



President

3

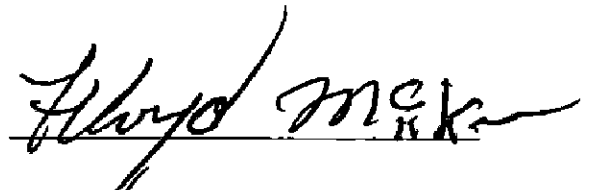
NO _____

IN THE MATTER OF COMING OUT OF EXECUTIVE SESSION

There came on this day for consideration the matter of coming out of Executive Session

After motion by Luke Lummus and second by Shelton Deanes this Board doth vote
unanimously to come out of Executive Session

SO ORDERED this the 7th day of April, 2014



President

NO _____

IN THE MATTER OF AMENDING THE HEAVY HAULING ORDINANCE

There came on this day for consideration the matter of amending the Heavy Hauling Ordinance

It appears to this Board the Board currently has a Heavy Hauling Ordinance in place requiring anyone hauling over 50,000 lbs to notify the Board of Supervisors of the said hauling and allows the Supervisor of the district in which they are hauling in to use their discretion as to require the hauler to furnish proof of General Liability or to post a Bond, and,

It appears to this Board in an effort to make the ordinance consistent and the same in all Districts and due to most of the General Liability policies excluding coverage on any damage to road beds, that the companies or individuals contracted to perform the hauling, should be required to post a surety bond in the amount of \$35,000

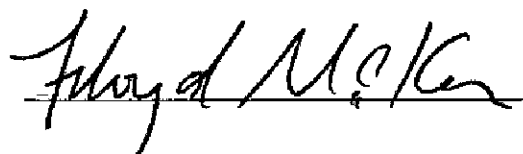
After motion by Luke Lummus and second by Shelton Deanes with the President calling for a vote as follows

Lynn Horton	NAY
Luke Lummus	AYE
R B Davis	NAY
Shelton Deanes	AYE
Floyd McKee	NAY

THEREFORE, due to the lack of majority vote and further discussion the motion dies on the issue of requiring the companies or individuals contracted by landowners to perform the hauling to post a surety bond in the amount of \$35,000 and the Board further instructs the Board Attorney to look into the matter further for this Board to be able to come to a consensus

SO ORDERED this the 7th day of April, 2014

528



President

NO _____

**IN THE MATTER OF SUPSENDING THE NIGHT MEETINGS UNTIL OCTOBER 23,
2014 AT 6 00 P M**

There came on this day for consideration the matter of suspending the night meeting until October 23, 2014 at 6 00 p m

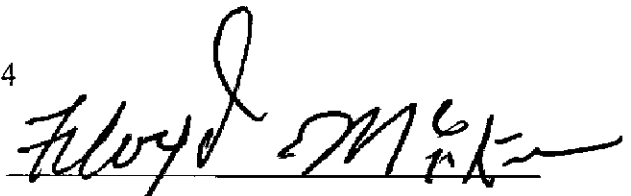
It appears to this Board Supervisor Deanes is requesting this Board to reconsider having the next remaining four fourth Thursday meetings at night that he would like for the Board to consider having two night meetings a year or a night meeting once a quarter

After further discussion, Shelton Deanes makes a motion for the next night meeting to be held on Thursday, October 23, 2014, at 6 00 p m and to suspend the next four fourth Thursday meetings at 6 00 p m The motion was seconded by Luke Lummus with the said vote being as follows

Supervisor Horton	AYE
Supervisor Lummus	AYE
Supervisor Davis	AYE
Supervisor Deanes	AYE
Supervisor McKee	NAY

WHEREAS, being the majority vote carries, the motion carries to suspend the next four fourth Thursday night meetings and for the next night meeting to be held on Thursday, October 23, 2014 at 6 00 p m

SO ORDERED this the 7th day of April, 2014



President

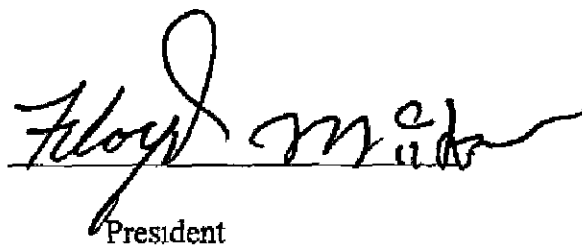
NO _____

IN THE MATTER OF RECESSING

There came on this day for consideration the matter of recessing

After motion by Lynn Horton and second by R. B. Davis this Board doth vote
unanimously to recess until Thursday, April 10 2013, at 9 00 a m

SO ORDERED this the 7th day of April, 2014


President