

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
SPECIAL COMMITTEE MEETING MINUTES  
DECEMBER 3, 2018**

**PRESENT:**

**GENE BAILEY, CHAIRMAN  
CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER  
CHELSEA SNOWDEN, PROJECTS AND GRANTS COORDINATOR  
ADAM JOHNSON, INTERIM EMERGENCY MANAGEMENT DIRECTOR**

**SARAH WILLIAMS, CLERK ADMINISTRATIVE ASSISTANT**

The meeting was called to order at 10:00 A.M., CT.

Ms. Snowden stated the selection committee for a Disaster Recovery Services Consultant consists of herself, Clerk Hand, Adam Johnson, Gene Bailey, and Angie Smith who was unable to attend due to sickness, but her ranking sheets have been submitted.

Chairman Bailey stated his primary question is what does the County want or need in making the selection for a Disaster Recovery consultant. Chairman Bailey stated he noticed many of the applications spoke a lot about debris and flooding. Chairman Bailey stated the State has taken care of the debris and there was no flooding, and that the County would need more help with buildings, bidding, making sure procurement policies are followed, and making sure the County does not spend money they do not have to spend. Chairman Bailey stated he does not want the County to have to borrow any more money than necessary to get through this time. Chairman Bailey stated he noticed one proposal came in at a cap of \$800,000, and does not see where the County could afford to front this amount of money and wait to be reimbursed in a couple years. Clerk Hand stated the County has parks that are not insured, but for the most part the Florida League Insurance, other than the deductible, would pay for the building repairs and hopes the consultant would only earn money on the portion requested from FEMA, which would be the deductible. Clerk Hand stated after selection, the Board could inform the company that their scope would be limited. Ms. Snowden stated in moving forward with contract negotiations a more defined scope of work than was noticed in the Request for Proposals could be detailed. Ms. Snowden stated the County would not only need someone who could provide what was requested in the Request for Proposals, but also someone who could point out other things the County may need moving forward since we have not dealt with anything like this before. Ms. Snowden stated all proposers were very qualified, but she noted most in her evaluations were management and evaluation plans and how they would approach the County as a whole. Chairman Bailey stated he did not see a contract in any of the proposals he would be willing to sign, and saw a lot of language he would like to see inserted to define what the company would do for the County instead of a broader definition of the scope of work.

Ms. Snowden stated as a committee member, she does not feel she should be the person to tally the ranking sheets, and requested an independent reviewer tally the sheets prior to the Special Board Meeting at 2:00 pm. Clerk Hand stated Ms. Kathy Stewart could tally the sheets.

Chairman Bailey listed his ranking for the six (6) proposers as follows: 1. Innovative Emergency Management, 2. Integrity Group/Blue Sky, 3. Tetra Tech, 4. Rostan, 5. Witt O'Brien's, 6. Integrated Solutions Consulting.

Ms. Snowden listed her ranking for the six (6) proposers as follows: 1. Rostan, 2. Integrity Group/Blue Sky, 3. Witt O'Brien's, 4. Tetra Tech, 5. Innovative Emergency Management, 6. Integrated Solutions Consulting.

Ms. Snowden listed Ms. Smith's ranking for the six (6) proposers as follows: 1. Rostan, 2. Integrity Group/Blue Sky, 3. Innovative Emergency Management, 4. Witt O'Brien's, 5. Integrated Solutions Consulting, 6. Tetra Tech.

Clerk Hand listed her ranking for the six (6) proposers as follows: 1. Rostan, 2. Witt O'Brien's, 3. a tie between Integrity Group/Blue Sky and Innovative Emergency Management, 4. a tie between Integrated Solutions Consulting and Tetra Tech.

Mr. Johnson listed his ranking for the six (6) proposers as follows: 1. Rostan, 2. Integrity Group/Blue Sky, 3. Integrated Solutions Consulting, 4. a tie between Innovative Emergency Management and Tetra Tech, 5. Witt O'Brien's.

Chairman Bailey stated the number one (1) ranked firm based upon the rankings of each committee member is Rostan, followed by Integrity Group/Blue Sky.

There was further discussion about the proposers.

Ms. Snowden recommended Ms. Kathy Stewart tally the rankings, and then present the final rankings at the Special Board Meeting at 2:00 P.M., CT in the EOC.

There being no further business, the meeting adjourned at 10:35 A.M., CT.

  
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GENE BAILEY, CHAIRMAN

ATTEST:

  
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CARLA A. HAND, CLERK