



# Jefferson County 9-1-1 Emergency Communications District, Inc.

P.O. Box 9700 - Birmingham, Alabama 35220

**Director:** *Donnie P. West Jr.*

**Deputy Director:** *Michael G. Lee*

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Board Members: Jon Lord, Stevan Parsons, David Smith, Philip Green, Mark Sims, Darryl Tavel, Rocky Bell - JeffCoAI911.org

## **Board Meeting Minutes August 12, 2020**

The monthly meeting of the Jefferson County 911 Emergency Communications District, Inc. (JC911ECD) was held remotely on Zoom through the following website on Wednesday, June 8, 2020:

Join URL

Meeting: <https://us02web.zoom.us/j/85063626043?pwd=U0NKWnM0VURPYVZJZHJxNFlnbVV0QT09>

Password: 049921

Vice Chair Darryl Tavel stated the meeting was advertised in compliance with the Alabama Open Meetings Act. Meeting was advertised in compliance with Alabama open meetings act and pursuant to Governor Kay Ivey's March 18, 2020 Proclamation related to COVID-19 and the Open Meetings Act. Invocation was performed by Mark Sims. No pledge was conducted. Roll call was conducted by Inez Oden.

### **Board Members in attendance:**

Chair Jon Lord

Vice Chair Darryl Tavel

Rocky Bell

Philip Green

David Smith

Mark Sims

### **Absent:**

Stevan Parsons

**Vice Chair Darryl Tavel stated a quorum was present and opened the Zoom meeting at 1:00 p.m.**

**Staff members in attendance remotely:** Director Donnie West, Deputy Director Michael Lee, Chief of Operations Officer Lee Gaither, Chief Administrative Officer Steven Webb, Logistics Manager Jeff Dempsey, Training Coordinator Robert Vanhooser, and Human Resources Manager Inez Oden

**Attorney present:** Jay Murrill

### **Approve Agenda:**

Rocky Bell made a motion to approve the agenda. Mark Sims seconded. Motion passed by unanimous vote.

### **July 2020 Minutes:**

Rocky Bell made a motion to waive the reading of the Board Meeting minutes and approve them as written.

Philip Green seconded. Minutes approved by unanimous vote.

### **Financial / Revenue Expenditure Report:**

- **Review Financial Summary Report:**

All Board members reviewed the financial reports summary for July 2020

### **Review Expenditures/Bank Statements:**

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- All Board members reviewed the Expenditures/ bank statements for July 2020.

**Vote to approve Finance Report and Expenditures:** Rocky Bell made a motion to approve the financial report and expenditures as emailed David Smith seconded. Motion passed by unanimous vote to approve financial report as written.

### **Director's Report:**

Director Donnie West reported the status of the facility's progress CAD technology and phone system, IT updates, and dispatch totals. He updated the Board on the activity status and the impact of COVID-19 on the operations of the center. He stated that the County Commission has approved Jefferson County 9-1-1 ECD for 106,000 under the CARES ACT. The partition shielding separation's for consoles will be installed next Monday. Today we have electricians and engineers working alongside Logistics Manager Jeff Dempsey installing UPS backup system. Director West also stated we received the PPE supplies from the County Warehouse. Vice Chair Tavel asked that we submit another order in a month for additional supplies. Director West stated that we are also looking submitting an amended proposal under the CARES ACT for thermal imaging and UV lighting. Director West then reported that we had our exit conference for the State Audit 9-1-1 audit today and there were no findings or comments.

### **Logistics Report**

Logistics Manager Jeff Dempsey reported on the call and dispatch statistics for July 2020. He also reported on the high peak on call volume, incident summaries, and gave an annual comparison of the totals.

### **Training Report**

Logistics Manager Jeff Dempsey reported for Training Manager Bob Vanhooser. There was a total of 203 training hours for July 2020. Training hour's totals have been impacted by COVID-19 and caused an overall decline. He reminded employees that view webinars in lieu of onsite training to turn in certificates upon completion.

### **Operation's Report:**

None at this time

### **Unfinished Business:**

None at this time

### **New Business:**

Submission of 2020-2021 Budget: Administrative Officer Steven Webb gave an overview of the new 2020-2021 budget and offered individual review and evaluation to Board Members.

### **Other Business from Board Members**

No comments from Board Members at this time.

### **Adjourn:**

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Vice Chair Tavel entertained a motion to adjourn. Rocky Bell made a motion to adjourn. Mark Sims seconded. Vice Chair Tavel adjourned the meeting at 1:22pm.

**Recorded By:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_