



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*

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

Board Meeting Minutes July 8, 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:

ZOOM JEFFCO 911 BOARD MEETING FOR June 8, 2020

Join URL: <https://us02web.zoom.us/j/84428312018?pwd=cXlZL1NmRjFFdkdQeUYyOWtOWDF4dz09>

Password: 314136

Chair Jon Lord 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 Philip Green. No pledge was conducted. Roll call was conducted by Inez Oden.

Board Members in attendance:

Chair Jon Lord
Rocky Bell
Philip Green
David Smith

Absent:

Mark Sims
Stevan Parsons
Darryl Tavel

Chair Jon Lord 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 Operation's 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. David Smith seconded. Motion passed by unanimous vote.

June 2020 Minutes:

Rocky Bell made a motion to waive the reading of the Board Meeting minutes and approve them as written with the exception adding his name to the Board Member's in attendance. 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 June 2020

Review Expenditures/Bank Statements:

"Excellence in Emergency Communications through Dedication and Pride"

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

Vote to approve Finance Report and Expenditures: Rocky Bell made a motion to approve the financial report and expenditures as emailed Philip Green seconded. Motion passed by unanimous vote to approve financial report as written and move forward to the Director's Report.

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. Director West explained to the Board that the employees that were quarantined were back at work from being exposed to family members or friends that tested positive. However, we have not had any employees to test positive. He stated that in an effort to maintain social distancing, we have ordered partition shielding that should arrive in the near future. He also stated that the State Auditor came on yesterday and started our audit for FY 17-19. On last month we filed a claim for the UPS damages. They will start repairing these damages in a week. Director West stated that we are actively working on the 2020-2021 budget. We will possibly be adding 2-3 employees for Fire Dispatch and 1 employee to assist in IT.

Logistics Report

Logistics Manager Jeff Dempsey reported on the call and dispatch statistics for June 2020. He also reported on the high peak on holiday call volume and gave an annual comparison to the totals.

Training Report

Logistics Manager Jeff Dempsey reported for Training Manager Bob Vanhooser. There was a total of 156 training hours for June 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:

Chief of Operations Lee Gaither recognized Telecommunicator Brittany Richardson and Telecommunicator Gloria Burrell for going above and beyond and exceeding the expectations of newly hired employees. Both Telecommunicator Richardson and Telecommunicator Burrell thanked the Board and Jefferson County 9-1-1 for the opportunity to serve their communities.

Unfinished Business:

None at this time

New Business:

Future Board Meetings: Jefferson County 9-1-1 ECD will hold Board meetings via Zoom until further notice.

Other Business from Board Members

No comments from Board Members at this time.

Adjourn:

"Excellence in Emergency Communications through Dedication and Pride"

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Chair Jon Lord entertained a motion to adjourn. Rocky Bell made a motion to adjourn Philip Green seconded. Chair Jon Lord adjourned the meeting at 1:26pm.

Recorded By: _____

Approved By: _____