Board Members: Jon Lord, Stevan Parsons, David Smith, Philip Green, Mark Sims, Darryl Tavel, Rocky Bell - JeffCoAl911.org

Board Meeting Minutes

November 18, 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, September 9, 2020:

Join URL Meeting: [h](https://us02web.zoom.us/j/84684640594?pwd=cUFuT0xYQWNZSDVvcDhGSGxqakxCUT09)[[https://us02web.zoom.us/j/84330680089?pwd=aUk0VXF1K3F5djRLcVRZTDQyN2lqZz09](https://us02web.zoom.us/j/84684640594?pwd=cUFuT0xYQWNZSDVvcDhGSGxqakxCUT09)](https://us02web.zoom.us/j/84330680089?pwd=aUk0VXF1K3F5djRLcVRZTDQyN2lqZz09)

Password: 800219

Chairman 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 Mark Sims. Pledge was conducted. Roll call was conducted by Steven Webb

Board Members in attendance: Absent:

Chair Jon Lord Stevan Parsons

Rocky Bell Vice Chair Darryl Tavel

Philip Green

David Smith

Mark Sims

Chair Jon Lord stated a quorum was present and opened the Zoom meeting at 1:07 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, I.T. Manager Scott Sharpton I.T. Support John Richardson and Logistics Manager Jeff Dempsey.

Attorney present: Jay Murrill

Approve Agenda:

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

October 2020 Minutes:

Rocky Bell made a motion to waive the reading of the Board Meeting minutes and approve them as written. Mark Sims seconded. Minutes approved by unanimous vote.

Financial / Revenue Expenditure Report:

* Review Financial Summary Report:

All Board members reviewed the financial reports summary for October 2020

**Review Expenditures/Bank Statements**:

* All Board members reviewed the Expenditures/ bank statements for October 2020.

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

Director’s Report:

Director Donnie West introduced our newest employee John Richardson. His role is I.T. Support. John greeted the Board Members and gave them a little bit of information about himself and stated that he was looking forward to working with the team here. Secondly Director West gave an update on the COVID-19 impact at our center. We currently have 6 employees off that are COVID positive, 4 employees out due to exposure, 1 employee has both Flu Type A and COVID. We have one employee who is now off for her second bout with COVID and this one is more severe that the original case. Thirdly, Director West informed the Board that we have received the first CARES Act Funding in the amount of $106k. We have filed for a second case in the amount of $260k that will essentially be a bug out system for our communications center. Lastly, Director West mentioned that we are now hosting the Trussville Police dispatch. This will take place over the next 2 weeks or so.

Logistics Report

Logistics Manager Jeff Dempsey reported on the call and dispatch statistics for October 2020. He also reported on the high peak on call volume, incident summaries, and gave an annual comparison of the totals. Jeff stated that we are running the average for the year in comparison with previous years. Jeff did a comparison on the Halloween calls this year vs. last year and our call volumes were down this year probably due to COVID-19 and people not getting out as much this year.

Training Report

Training Manager Bob Vanhooser. There was a total of 865 training hours for October 2020. Training hour’s totals have been impacted by COVID-19 and caused an overall decline, but we are climbing upward in our hours this month over the last few months. He stated that we have had several of our CTO’s that are out due to COVID cases.

Operation’s Report:

None at this time

IT Manager’s Report:

Scott Sharpton gave a Crew Force update to the Board members stating that Tyler Technologies will be doing some training this next week with Crew Force and that is going to benefit all of the users. He also mentioned that UAB has a pilot program that allows the hospital to view responding units and allow the hospital better use of time as it applies to Trauma Units and responding doctors.

Deputy Director’s Report:

Michael Lee gave an update on the UHF Back/up radio system. He was happy to report that all radios have been installed and have good connection. He is working on a Tower Monitoring system that will give up to date status on our repeater systems. He is looking for an encoder to do some programing in the near future and will keep the board members informed on how this progresses.

Unfinished Business:

None at this time

New Business:

Director West informed the Board that we are going to be getting a new roof on our building. The construction company stated that they plan on beginning the first week of December. Also, there is a software program that is called InSight that will give 9-1-1 personnel the ability to send a link to the caller and this will allow the Communication Center the ability to view what is going on in the field. This benefits the person processing the call and responding units.

Jay Murrill reminded the members that we DO NOT have a meeting in the month of December.

Other Business from Board Members

Mark Simms reminded everyone that even though this has been a very difficult year, we still have so much to be thankful for during this season.

There were no other comments and Mark Simms made a motion that we adjourn the meeting. All were in agreement and the meeting was adjourned

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Adjourn:

Chair Jon Lord entertained a motion to adjourn. Mark Sims seconded. Chair Jon Lord adjourned the meeting at 1:43 pm.

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

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