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

Board Meeting Minutes

September 9, 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: <https://us02web.zoom.us/j/84684640594?pwd=cUFuT0xYQWNZSDVvcDhGSGxqakxCUT09>

Password: 103724

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

Vice Chair Darryl Tavel

Rocky Bell

Philip Green

David Smith

Mark Sims

Stevan Parsons

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 Operations Officer Lee Gaither, Chief Administrative Officer Steven Webb, I.T. Manager Scott Sharpton and Logistics Manager Jeff Dempsey. Center Point Fire Chief Gene Coleman was also in attendance through Zoom.

Attorney present: Jay Murrill

Approve Agenda:

Darryl Tavel made a motion to approve the agenda. Stevan Parsons seconded. Motion passed by unanimous vote.

August 2020 Minutes:

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

Financial / Revenue Expenditure Report:

* Review Financial Summary Report:

All Board members reviewed the financial reports summary for August 2020

**Review Expenditures/Bank Statements**:

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

Vote to approve Finance Report and Expenditures: Darryl Tavel made a motion to approve the financial report and expenditures as emailed Stevan Parsons seconded. Motion passed by unanimous vote to approve financial report as written.

Director’s Report:

Director Donnie West informed the Board that partitions were installed during the month of August in the Communications Center and all employees have returned from the Board Room upstairs and are currently operating on the Communications floor. The 9-1-1 Center purchased a fumigation system to sanitize the building in order to maintain a healthy working environment. The Director stated that we have also been using UV Lighting to keep a clean & healthy atmosphere in the work areas. West stated that being safe is our #1 priority. Lastly, Director West reminded the board that he had emailed all of the Administrative Monthly Activity Reports to everyone and encouraged them to look at that and see the activities of the personnel this month.

Logistics Report

Logistics Manager Jeff Dempsey reported on the call and dispatch statistics for August 2020. He also reported on the high peak on call volume, incident summaries, and gave an annual comparison of the totals. Jeff also gave the “holiday call” volume for this year in comparison with 2019.

Training Report

Logistics Manager Jeff Dempsey reported for Training Manager Bob Vanhooser. There was a total of 367 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:

There was little discussion regarding the 2020-2021 Budget: Administrative Officer Steven Webb was available for questions throughout the month and present today at the meeting. The Board congratulated the efforts and hard work of getting the budget prepared and ready for approval. Darryl Tavel made the motion to approve 2020-2021 budget and Steven Parsons seconded. The motion passed by unanimous vote.

Other Business from Board Members

No comments from Board Members at this time.

Adjourn:

Chair Jon Lord entertained a motion to adjourn. Mark Sims seconded. Chair Jon Lord adjourned the meeting at 1:31pm.

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

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