

Operations Manager



TO: Board of Directors
Mike Fletcher, Executive Director
FROM: Dannell Hooper, Operations Manager
SUBJECT: February 2022 Update

	Budgeted	Actual
Lead Dispatchers	2	1
Full-time Communications Specialist Currently In Training: 1	15	11
Part-time Communications Specialist	1	2 (2 PT = 1)
Total:	17	13

STAFFING:

- Hiring Update
 - Trainee signed off
 - New hire in final process, anticipating start date end of March
- Lead Promotional Process
 - Position will be filled mid March

INQUIRIES:

- External: 1 (Training)
- Internal: 1 (Pending)

MISC:

- Developing spring mandatory training curriculum
- Revamping our IHA
- Starting planning and preparation for Dispatcher week in April