

Operations Manager



TO: Board of Directors
Mike Fletcher, Executive Director
FROM: Dannell Hooper, Operations Manager
SUBJECT: August 2023 Update

	Budgeted	Actual
Lead Dispatchers	2	1
Full-time Communications Specialists Currently In Training: 0	14	11
Part-time Communications Specialists	1	0 (2 PT = 1)
Total:	17	12

STAFFING:

- Hiring Update
 - 2 applicants are in the final stages of entry level hiring.
 - Entry level hiring will open again this fall.
 - Lateral level hiring remains open.
- Staffing changes
 - Kirby started as Training and Certification Coordinator on July 31st and is off to a great start.
 - Alex is working with Kirby this month to bring her up to speed and ensure continuity in training and certification compliance.
 - Alex will return full-time as a Communications Specialist in September; bringing the dispatch staff total to 13.

Training:

- Trainees
 - None

MISC:

- Power DMS
- Planning for fall training in October
- Prepare Fair