



Huntsville, Alabama

308 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 3/23/2023

File ID: TMP-2709

Department: Fire and Rescue

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to enter into an Agreement between the City of Huntsville and Gerianne Boatright.

Type of Document: Resolution No.

Finance Information:

Account Number: 1000-42-42100-501010-00000000-

City Cost Amount: NTE \$37,000

Total Cost: NTE \$37,000

Special Circumstances: NA

Grant Funded: NA

Grant Title - CFDA or granting Agency: NA

Resolution #: NA

Location: (list below) NA

Address: NA

District: District 1 District 2 District 3 District 4 District 5

Additional Comments: NA

RESOLUTION NO. 23-____

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, that the Mayor be, and he is hereby authorized to enter into an Agreement by and between the City of Huntsville and Gerrienne Boatright, on behalf of the City of Huntsville, a municipal corporation in the State of Alabama, which said agreement is substantially in words and figures similar to that certain document attached hereto and identified as “Agreement Between the City of Huntsville and Gerrienne Boatright” consisting of two (2) pages plus four (4) additional pages consisting of Exhibit “A” and the date of March 23, 2023 appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, an executed copy of said document being permanently kept on file in the Office of the City Clerk-Treasurer of the City of Huntsville, Alabama.

ADOPTED this the 23rd day of March, 2023.

President of the City Council of
the City of Huntsville, Alabama

APPROVED this the 23rd day of March, 2023.

Mayor of the City of Huntsville,
Alabama

**SPECIAL EMPLOYEE AGREEMENT
BETWEEN THE CITY OF HUNTSVILLE
AND GERRIANNE BOATRIGHT**

STATE OF ALABAMA)
COUNTY OF MADISON)

THIS AGREEMENT is made and entered into on March 23, 2023, by and between Gerrienne Boatright, an individual, (“Boatright”) and the City of Huntsville, Alabama, a municipal corporation in the State of Alabama (“City”).

WITNESSETH:

In consideration of the mutual promises and covenants herein contained, the parties do hereby agree as follows, to wit:

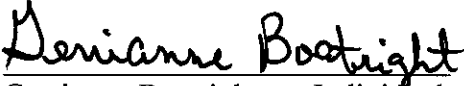
1. Boatright shall be employed by the City of Huntsville as a Public Safety Dispatcher and shall be classified as a “Special” employee under the City’s Personnel Policies and Procedures Manual.
2. The term of this contract shall be for a period of one (1) year commencing on March 27, 2023.
3. This contract may be terminated by either party upon thirty (30) days written notice being provided to the other party.
4. During the term of this contract, Boatright shall perform the duties and responsibilities of a Public Safety Dispatcher and shall be under the direct supervision of the Fire Communications Manager. Duties of the position of a Public Safety Dispatcher shall include all work described on Exhibit “A” attached hereto and incorporated by reference herein.

President of the City Council of
the City of Huntsville, Alabama

Date: March 23, 2023

5. In consideration of the services rendered hereunder, City shall pay to Boatright the rate of \$30.17 per hour not to exceed 29 hours per week with the total sum not to exceed \$37,000 per year which shall be paid bi-weekly in accordance with City's regular, payroll processing system. During the term of this agreement, Boatright shall not receive any cost of living adjustment approved by the City Council for all other employees of City. In addition, Boatright shall not receive any benefits available to any employee of the City except those benefits he receives as a result of being retired from regular employment with the City. Boatright shall have no authorization to incur any debt or obligation on behalf of the City.
6. Boatright must keep information she may receive during the performance of the work to be confidential in nature and not subject to disclosure unless approved by the Fire Chief or Deputy Fire Chief.
7. Except as specified herein, Boatright shall be subject to all policies applicable to part-time employees.
8. This agreement constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on March 7, 2023.


Gerianne Boatright, an Individual

CITY OF HUNTSVILLE, ALABAMA
a Municipal Corporation

BY: _____
Tommy Battle
ITS: Mayor

ATTEST:

BY: _____
Shaundrika Edwards
ITS: Interim City Clerk



Public Safety Dispatcher

Class Code:
4031

Bargaining Unit: Not Applicable

CITY OF HUNTSVILLE
Established Date: Sep 30, 2006
Revision Date: May 19, 2022

SALARY RANGE

\$17.78 - \$30.17 Hourly
\$1,422.40 - \$2,413.60 Biweekly
\$3,081.87 - \$5,229.47 Monthly
\$36,982.40 - \$62,753.60 Annually

NATURE OF WORK:

This is specialized communications work in receiving and dispatching accurate information on an assigned shift to appropriate personnel. Positions in this class are employed in both police and fire communications and dispatch personnel based on seven digit calls and 911 calls.

Work involves responsibility for operation of specialized radio utilizing multiple channels and frequencies in a communication center. Position requires fast, efficient, and accurate receiving, dispatching, and processing of calls and messages from and to appropriate vehicles and personnel. Employees work with considerable independence, subject to instructions or orders to meet special operating circumstances or emergencies.

ESSENTIAL AND MARGINAL FUNCTIONS OF WORK:

Receives and prioritizes calls and complaints from the public concerning crimes, fires and emergencies; questions the caller to determine the nature of the problem; enters information into CAD System verifying the location and determining the appropriate responder.

Dispatches personnel and appropriate equipment to scene of emergency while maintaining radio contact, scans status charts and computer screen to determine units available; dispatches appropriate equipment in response for services and in accordance with established procedures.

Broadcasts orders to police and other emergency units in vicinity to investigate complaints and

relay instructions or questions from other units; determines type and nature of personnel and equipment needed; maintains verbal contact with caller for the purpose of updating in-progress calls and continually updates responding units.

Maintains contact with units on assignments and those not on assignments; maintains status and location of all units using a computer aided dispatch system.

Enters, updates, and retrieves information from computer systems; monitors multiple radio frequencies simultaneously; answers non-emergency calls for assistance; provides assistance in receiving and processing 911 emergency calls for all other fire, medical, and law enforcement agencies within Madison County.

Maintains log of all radio transmissions as to time, duration, and message; relays general information to the public and refers callers to proper offices; performs follow-up on dispatches.

Maintains contact with units on assignment as well as those not on assignments; maintains status and locations of all units using a computer aided dispatch system. Enters, updates and retrieves information from computer systems.

Monitors multiple radio frequencies simultaneously; answers non-emergency calls for assistance.

Performs historical data and background searches in order to safeguard the responding emergency personnel and citizens.

Performs call taker duties consisting of receiving detailed information from citizens requesting police or other emergency service, entering this information into the CAD system, processing this information, and giving any applicable instructions to the citizen.

Performs demonstrations and provide explanations for visiting dignitaries, citizen groups, and potential customers of the CAD System.

Uses a wide variety of resource materials to aid police officers and firefighters in the field such as city and telephone directories, law enforcement directory, street location guide and hazardous materials chemical book.

Operates a variety of computerized communications equipment including radio console, telephones and dispatch system; provides assistance in receiving and processing 911 emergency calls for all other fire, medical and law enforcement agencies within Madison County.

Requires regular and prompt attendance plus the ability to work well with others and work well as a team.

MARGINAL FUNCTIONS OF WORK:

Relays administration messages.

Enters run reports for monthly computerized summary report.

Works in a call taking capacity.

Provides pre-arrival instructions as needed for medical calls, using EMD flip charts.

May provide on-the-job training for new employees.

Fills out trouble reports for computer and radio problems.

Runs case/accident reports.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of geographic features, and names and general location of principal streets and buildings of the City of Huntsville and surrounding area.

Some knowledge of the types, staffing requirements, and general uses of firefighting apparatus and rescue equipment.

Some knowledge of the operation of telephone, radio, computer assisted dispatch and other communications equipment.

Ability to learn the use of a multi-functional dispatch console with an integrated assortment of communications equipment including a digital playback unit, integrated multi-functional radio/telephone system and the Intergraph computer aided dispatch system (CAD).

Ability to multi-task, speak clearly and concisely in a well-modulated voice and to use good diction.

Ability to listen and fully understand what a caller is saying as well as differentiate and note background noises (i.e., gun shots, yelling, and/or screaming).

Ability to effectively communicate with and elicit information from upset and irate citizens.

Ability to understand callers and to differentiate and note background noises.

Ability to work in a fast-paced harried work atmosphere, confronted by disturbing or stressful call situations.

Ability to speak and comprehend the police phonetic alphabet and ten codes.

Ability to learn applicable FCC rules and regulations.

Ability to think and act quickly, calmly, and accurately in an emergency and under stress.

Ability to effectively communicate with and elicit information from upset and irate citizens.

Ability to spell accurately.

Ability to type 35 wpm.

Skill in the operation of a video display computer terminal.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

High school diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education or GED certificate issued by the appropriate state agency and some experience in operating communications equipment and basic computers.

WORKING ENVIRONMENT:

Work is performed in a communications center building without windows.

PHYSICAL DEMANDS:

Work is essentially sedentary with occasional walking, bending, lifting of objects under 25 pounds, or minimal physical activities. Work requires the ability to sit for extended periods of time, to operate personal computers and transmitter/receivers and to perceive and or discriminate colors, sounds, depth, and texture. Work requires continuous repetitive arm/hand movement.

NECESSARY SPECIAL REQUIREMENTS:

Must possess and maintain a valid driver's license.

Certification in Emergency Medical Dispatch (EMD), Emergency Fire Dispatch (EFD) and CPR.

All Fire & Rescue Public Safety Dispatchers shall be required to attend three (3) courses through the International Academy of Emergency Dispatch (IAED) to obtain certification as EFD, EMD and EPD. These certifications must be obtained within 12 months after hire and/or promotion date subject to class availability and funding.

All Police Public Safety Dispatchers must successfully complete a pre-employment polygraph.