



Alabama Security Regulatory Board
2777 Zelda Road
Montgomery, AL 36106
(334) 269-9990
Fax (334) 263-6115
www.asrb.alabama.gov

MINUTES
Board Meeting
Thursday, August 6, 2020

The Alabama Security Regulatory Board met on Thursday, August 6, 2020, at its office located at 2777 Zelda Road, Montgomery, Alabama, to conduct business. The meeting was held virtually during the COVID 19 State of Emergency, and the following Board members were in attendance on the call: Mr. Kevin Murphy (Chair), Mr. Burke Swearingen (Vice Chair), Ms. Debra Davis (member), Sheriff Ben Bates (member) and Mr. Harold Stamps (member). Also attending virtually was Mr. Cameron McEwen (General Counsel). Mr. Keith Warren (Executive Director), Mr. Dennis Trammell (Investigator) and Ms. Renee' Reames (recording secretary) were present onsite. Chairman Murphy called the meeting to order at 1:33p.m. Board roll was called by Mr. Warren and confirming a quorum was present, Chairman Murphy proceeded with the business meeting.

The regularly scheduled Board meeting was advertised on the Board's web site, www.asrb.alabama.gov, and the Secretary of State's website, www.sos.alabama.gov, in accordance with requirements of the Alabama Open Meetings Act.

Chairman Murphy presented, for the Board's approval, the minutes from the May 7, 2020 regular meeting. A copy of the minutes provided to the Board members prior to the meeting for their review. Mr. Swearingen made a motion to approve the May meeting minutes as presented. The motion was seconded by Sheriff Bates and unanimously approved by the Board.

Mr. Warren presented the Executive Director's Report (report on file in the official Book of Minutes). The report included the financial activities of the Board for the period ending July 31, 2020, along with a line-item summary of expenses. He also reported on the total number of active licensees and the number of complaints received in FY 2020, noting that late applications fees had been suspended by the Board under the State of Emergency.

Sheriff Bates made a motion to approve the financial report as presented. The motion was seconded by Ms. Davis and unanimously approved by the Board.

Mr. Warren also presented the Administrator's Report on activities performed by the staff since the last regular Board meeting held in May (report on file in the official Book of Minutes). He reported that company inspections were continuing and presented a list of

Minutes). He reported that company inspections were continuing and presented a list of inspection performed in FY 2020. He reminded the Board that the office had not closed during the current State of Emergency and services were continuing; however, the office was not accessible to the public. Mr. Warren indicated that electronic communications with the staff was encouraged.

Mr. McEwen report that he had no new information to present for the Legal Counsel's report.

Ms. Davis, chairperson of the Minimum Standards Committee, reported that the Committee has presented for the Board's consideration two recommendations in the form of an unarmed training syllabus: one for an 8-hour program and one 12-hour program and the conversation about use of force training. She explained that any inconsistencies in the syllabuses (syllabi) are being corrected, as discussed at the last Board meeting. Ms. Davis reported that feedback from Committee members and others indicates interest in an 8-hour program or a video added to the 12-hour program. Sheriff Bates made the motion to defer action in considering changes to the training requirements to allow time for further review and consideration and discussed at a future meeting. The motion was seconded by Mr. Swearingen and unanimously approved by the Board.

Ms. Davis also presented information about a virtual academy training option. This online training could be structured based on needs and had accountability of participation. She commented on other organizations that are considering this program and format and reported that a video was available for the members to review. The members discussed the potential cost for developing a written script, recording, and video ownership arrangements. Also discussed was State requirements for bidding or RFPs specifications. Ms. Davis made a motion to authorize the Executive Director to begin the process of developing specifications, with consultation with the Minimum Standards Committee as needed. The motion was seconded by Sheriff Bates and unanimously approved by the Board.

Mr. Warren presented information about developing a new online database through iGov Solutions and estimated the cost to be \$5000-\$6000 per month. He explained that applications could be completed online, user accounts established by applicants/licensees and document upload, along with online payments of licensing fees. Sheriff Bates made the motion to authorize the Executive Director to proceed with the licensee database services and approve the contract with iGOV Solutions. The motion was seconded by Mr. Swearingen and unanimously approved by the Board.

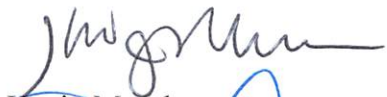
Mr. Warren presented for the Board's approval the annual renewal of the Administrative Services Contract, with an increase in management fees. He commented on the maintenance fees associated with the licensee database and future projects. Ms. Davis made the motion to approve the Administrative Services Contract with Warren & Company for another year, with a 5% increase in management fees. The motion was seconded by Sheriff Bates and unanimously approved by the Board.

Chairman Murphy called for comments from the public to address the Board and there were none.


Chairman Murphy reported that the next meeting of the Board was scheduled Thursday, November 5, 2020 at 1:30 p.m.

There being no further business of the Board, Sheriff Bates made a motion to adjourn the meeting. The motion was seconded by Ms. Davis and unanimously approved by the Board. Chairman Murphy adjourned the meeting at 2:38 p.m.

Respectfully Submitted,



Kevin Murphy
Board Chair



Keith E. Warren
Executive Director

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