

Enrolled 9
~~PROPOSED ORDINANCE 156-9~~

CREATE RADIO DISPATCH CENTER MANAGER

WHEREAS the Waukesha County Sheriff=s Department is participating with the Lakes Area Communications (LACS), Incorporated to consolidate their dispatch functions and operations into a new quasi-governmental dispatch agency, and

WHEREAS this new agency will provide integrated dispatch services for the police, fire, and other customers of both the Sheriff=s Department and LACS, and

WHEREAS it is necessary to have someone undertake the management and leadership role of coordinating the consolidation between these two dispatch operations to assure continued quality service and public safety, and

WHEREAS it is necessary to provide the new agency with some funding for startup costs, and

WHEREAS the municipalities establishing the new dispatch agency will reimburse their proportionate share of the startup costs and those costs incurred by the County in creating the position, and

WHEREAS the final approval and the filling of this position is dependent on a general agreement covering the governance and cost sharing, and

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA DOES ORDAIN that one regular full-time position of Radio Dispatch Center Manager, (2001 salary Open Range 12 - \$57,891 - \$71,171) be created in the Waukesha County Sheriff=s Department effective upon final approval of this ordinance.

BE IT FURTHER ORDAINED THAT this position will be abolished following the creation and implementation of the joint dispatch functions within the new quasi-governmental agency.

BE IT FURTHER ORDAINED THAT the County and Lakes Area Communications (LACS) will share equally in any costs associated with the creation and abolishment of this position including any organizational start-up cost, if the new dispatch agency is not created.

BE IT FURTHER ORDAINED THAT the classification specification for Radio Dispatch Center Manager on file in the County Clerk=s Office and Human Resources Division is adopted.

BE IT FURTHER ORDAINED THAT the County provide \$50,000 in startup funding for the new dispatch agency with the requirement that this sum shall be reimbursed to the County once the new agency is created and in operation.

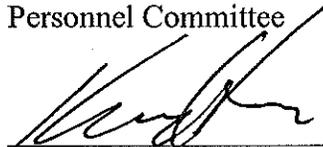
BE IT FURTHER ORDAINED THAT the sum of \$82,000 be transferred from the 2001 Contingency Fund to the appropriate accounts in the Sheriff Department 2001 budget for the purpose of funding the new position and start-up costs.

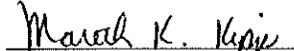
CREATE RADIO DISPATCH CENTER MANAGER

Presented by:
Personnel Committee

Approved by: Judiciary &
Law Enforcement Committee

Approved by:
Finance Committee


Kenneth C. Herro, Chair


Mareth K. Kipp, Chair


Duane Stamsta, Chair

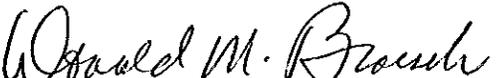

Genia C. Bruce

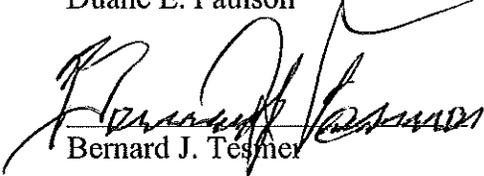

Kathleen M. Cummings

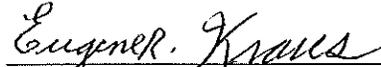

James R. Behrend


Duane E. Paulson

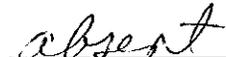

Peter L. Gundrum


Donald M. Broesch

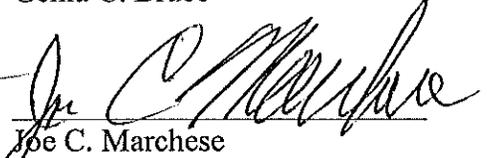

Bernard J. Tesmer

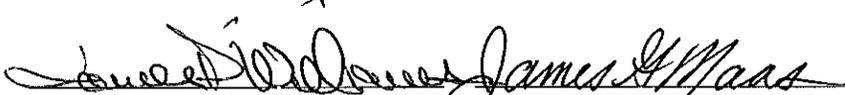

Eugene R. Kraus


Genia C. Bruce

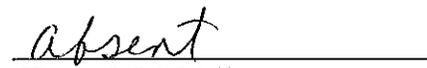

Matt Thomas

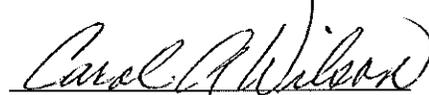

Joseph C. LaPorte


Joe C. Marchese


James D. Williams


James G. Maas

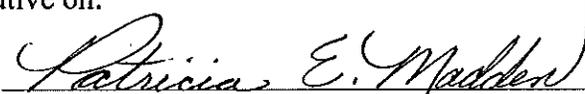

Karen J. McNelly


Carol A. Wilson


David W. Swan

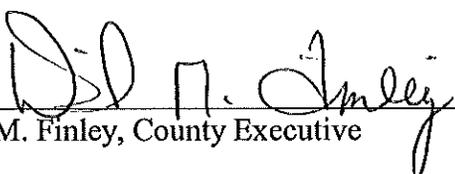

Ronald V. Rydberg

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, was presented to the County Executive on:

Date: May 11, 2001, 
Patricia E. Madden, County Clerk

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, is hereby:

Approved: ✓
Vetoed: _____

Date: 5-11-01, 
Daniel M. Finley, County Executive

NEW POSITION REQUEST FORM

Budget

Year: 2001 Department: Sheriff Organization: Operations Division: Dispatch

Classification Requested: Radio Dispatch Center Manager Priority 1 of 1

Regular Full -Time Requested: 1

Regular Part-Time Requested _____

WORK TO BE PERFORMED:

Responsible for the overall management of the consolidated Waukesha County Sheriff's Department/Lakes Area Communication Systems (LACS) Dispatch Center Operations. This position will be responsible for working with Sheriff's Department and LACS representatives along with their respective municipal customers to design, develop, and implement the technology, fiscal, and administrative operations needed to function as a consolidated dispatch center organization.

JUSTIFICATION:

The creation of the position in the Sheriff's Department will enable the Dispatch Center Manager to begin working on the design, development, and implementation of operational issues in advance of the new consolidated dispatch operations beginning. The creation of this position will allow the business functions such as payroll, accounting, and budget to be established along with the wage and benefit structure for the staffing in the new organization. In addition, the creation of this position will allow the consolidated dispatch organization to begin its operations with clearly established standard operating procedures and have appropriate training designed, developed, and provided to staff in advance of the consolidated dispatch function beginning its operations. This position is sunsetted; it will be abolished upon the creation of the new dispatch organization.

ALTERNATIVES CONSIDERED:

An alternative would be to wait to create this position until the new consolidated dispatch agency has been created and funded. This alternative will result in either the start up of the new operations being delayed until all of these core business elements can be established or having the operations begin without the benefit of having done the preplanning, design, and development work. Another alternative would be to hire a consultant. This would be at a higher cost and would not enable the organization to have continuity and develop efficiently.

MEASUREMENT:

IS THIS WORK CURRENTLY BEING PERFORMED? IF SO, HOW AND BY WHOM?

Work is not currently being done.

IS WORK SPACE AND EQUIPMENT AVAILABLE FOR THIS POSITION? IF NOT, EXPLAIN WHAT NEEDS TO BE DONE TO PROVIDE SUCH.

Yes, a work area and equipment is available within the Waukesha County Sheriff's Department.

Request Prepared By: [Signature] Date 4/20/01
Department Head: [Signature] Date 4-20-01

RADIO DISPATCH CENTER MANAGER

FUNCTION OF THE JOB

To be responsible for the overall management, development, and coordination of the financial, technological, and administrative operations associated with a multi-jurisdictional emergency dispatch center; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Plans, directs, and manages all functions and operations of a multi-jurisdiction emergency dispatch center.
2. Directs and manages the dispatch center general business functions including financial management, budgeting, human resources, records management, payroll, information systems, and general administrative policies and procedures.
3. Directs the selection, orientation, supervision, and evaluation of staff, handles personnel issues including grievances and determines what actions should be taken.
4. Develops and prepares detailed annual reports and operational budgets including projections of expenditures and revenues, analysis of alternative funding sources, analysis of program and operating costs; the development of fee schedules and service rates, and preparation and presentations of detailed justifications.
5. Researches, develops, and implements policies and procedures and general administrative functions including, payroll, records management, purchasing, and human resources.
6. Represents the Dispatch Agency to local governments and private entities, works with various committees, officials, agencies, and the general public; and furnishes information regarding the operations of the dispatch functions.
7. Responsible for the operation of the communication center including the investigation and evaluation of system complaints, development of recommendations for solutions when necessary to insure the quality, reliability, and timeliness of services provided.
8. Coordinates and directs the initial and in service training for communication center staff and approves appropriate training materials and methods.
9. Serves as the dispatch agency liaison to police, fire, and emergency medical service user groups in developing and implementing policies and procedures relating to the dispatch of their services.
10. Analyzes telecommunication and business services automation needs; researches and evaluates alternatives and new technologies, makes appropriate recommendations, and procures needed equipment or software.
11. Obtains and analyzes a wide variety of detailed and complex data regarding operational and financial performance; analyzes trends; recommends appropriate changes; and develops or supervises the preparation of detailed and complex financial and statistical reports.
12. Stays abreast of federal and state statutes and regulations related to public safety dispatch operations and recommends changes to the Board of Directors and participating agencies as necessary.
13. Establishes and maintains effective working relations with staff, vendors, dispatch user groups, and the general public.
14. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of standard operating procedures for law enforcement, fire service, and emergency medical communication centers, including the operation and capabilities of radio, telephone, and other radio, telephone and data equipment.

FISCAL NOTE

CREATE RADIO DISPATCH CENTER MANAGER

This ordinance creates a new full time Radio Dispatch Center Manager within the Sheriff's Department, which will be abolished following the creation of a separate quasi-governmental dispatch agency. The ordinance also provides \$50,000 in startup funding over and above the cost of the new position.

Assuming a start date of August 1, 2001, the total cost of salaries and benefits for the position for the remainder of the year is estimated at \$32,000. Adding the \$50,000 for initial operating expenses brings the total 2001 fiscal impact to \$82,000. This ordinance makes that amount available through a transfer from the Contingency Fund, which currently has a balance of \$1,150,000.

The ordinance also directs that the costs associated with the creation of the position and the startup costs will be allocated back to the participating municipalities (including Waukesha County) and reimbursed to the County by the new agency after its creation. If for any reason the new agency is not established, Waukesha County and the Lakes Area Communication System will bear the costs equally.



Lawrence M. Dahl
Accounting Services Manager

LMD
4/16/01
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156-0-008

WAUKESHA COUNTY BOARD OF SUPERVISORS

V

DATE-05/08/01

(ORD) NUMBER-1560008

- 1 K. HERRO.....AYE
- 3 D. STAMSTA.....AYE
- 5 J. MARCHESE.....AYE
- 7 J. JESKEWITZ.....AYE
- 9 S. WOLFF.....AYE
- 11 B. TESMER.....AYE
- 13 E. LA MONTE.....NAY
- 15 D. SWAN.....
- 17 J. BEHREND.....AYE
- 19 C. SEITZ.....AYE
- 21 W. KOLB.....NAY
- 23 E. KRAUS.....AYE
- 25 K. CUMMINGS.....AYE
- 27 D. PAULSON.....AYE
- 29 ~~J. MAAS~~.....AYE
- 31 V. STROUD.....AYE
- 33 P. GUNDRUM.....AYE
- 35 K. MCNELLY.....AYE

- 2 ~~C. WILSON~~.....AYE
- 4 D. MEISSNER.....AYE
- 6 D. BROESCH.....AYE
- 8 J. DWYER.....AYE
- 10 P. HAUKOHL.....AYE
- 12 J. WILLIAMS.....AYE
- 14 J. LA PORTE.....AYE
- 16 R. MANKE.....AYE
- 18 J. ARNDT.....AYE
- 20 M. KIPP.....AYE
- 22 G. BRUCE.....AYE
- 24 R. RYDBERG.....AYE
- 26 P. VRAKAS.....AYE
- 28 P. JASKE.....AYE
- 30 M. THOMAS.....
- 32 C. WICHGERS.....
- 34 R. SINGERT.....AYE

TOTAL AYES-30

TOTAL NAYS-02

CARRIED X

DEFEATED _____

UNANIMOUS _____

TOTAL VOTES-32