



Livingston County

911 Central Dispatch



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Kecia Williams
Director

To: Livingston County Board of Commissioners

Fr: Kecia S. Williams, Director of 911

Date: December 12, 2024

Re: Resolution to Reorganize the Part-time Office Assistant Position and the Irregular Part-time Dispatcher Position

911 Central Dispatch has one (1) vacant office assistant position created in January 1995 to assist the Administrative Specialist position by helping with administrative tasks, which included completing FOIA requests.

This position was left unoccupied due to the retirement and subsequent hiring of a new Administrative Specialist who has been able to incorporate all the duties assigned to the office assistant into one job. Therefore, this position, which is budgeted yearly, has sat vacant for nearly three (3) years at a .6 FTE.

Although we currently have no need for the office assistant position, we do have need for additional assistance within the department for an Irregular Part-time Dispatcher who will be assigned to coordinate a Peer Support/Critical Incident Stress Management (CISM) program. This person would work with us temporarily to better our Peer Support/CISM team, through training and mentoring, while also helping to create a countywide public safety CISM team.

This new Irregular Part-time Dispatcher position would be a .5 FTE and the current Irregular Part-time Dispatcher position would change from a .6 FTE to a .5 FTE. Having both Irregular Part-Time Dispatcher positions at a .5 FTE would save 911 Central Dispatch \$32,000 a year because at a .6 FTE each position is required to pay \$16,000 into MERS, while .5 FTEs do not have a MERS requirement per Fiscal Services.

This request will not create any additional expense for the department, as both positions already exists and was budgeted for in 2024 and in the 2025 Budget cycle. In fact, changing the current Irregular Part-time Dispatcher position from a .6 FTE to a .5 FTE will serve to decrease expenses for 911 Central Dispatch while still allowing us to meet the needs of our staff without incurring additional costs such as full benefits and/or overtime.

“Building Excellence through Emergency Communications”

I am always available should you have any questions or comments.

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