



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 4/4/2017 Meeting Date: 4/20/2017

Name: Tom Brazil Department: Combined Emergency Communications Center

Division Manager's Signature:

Ben Scott

1. Nature and purpose of agenda item:

Approval of supplemental pay for Alternate Terminal Agency Coordinator (TAC) of \$.50 per hour.

2. Recommended Motion/Action:

There is no recommended motion or action.

3. Fiscal impact on current budget.

This item is currently budgeted. The account number to be charged is 001-2510-525.10-12



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MEMORANDUM

DATE: April 13, 2017

TO: Ben Scott County Manager

FR: Thomas W. Brazil Director 911 Coordinator

RE: Alternate Terminal Agency Coordinator (TAC) Position

From our meeting this week I believe we need to readdress the issue of the Alternate TAC position at the Combined Communications Center. Shift Supervisor Jessica Milton, the current designated Alternate TAC, has made overtures that she is actively seeking other employment. In addition, she has expressed that she no longer wants the duties or responsibility of being the Alternate TAC and has been less than zealous lately in carrying those duties.

Insuring accuracy in FCIC entries is a critical FDLE requirement and a significant issue for the Center. Additionally have a designated Alternate TAC is a requirement of FDLE. We do all FCIC entries for the Sheriff's Office with the exception of warrants and writs, all of which must verified for accuracy. Additionally we are responsible validations of all Domestic Protection Orders. In the years I have been Director this workload has done nothing but increase exponentially. Recently we learned that we process roughly the same volume of Domestic Protection Orders per month as Alachua County and they have four Alternate TAC's in their Center. FDLE is becoming more and more diligent and stringent in their entry audits. Additionally having a second individual fully trained a capable to step into a specialized function such as TAC is only prudent.

Public Safety Telecommunicator (PST) Jason Rosenfeld has expressed interest in assuming the duties of the Alternate TAC and has even attended the FDLE TAC training on his own time. As PST Rosenfeld is not a supervisor, I believe it only proper that we compensate him for assuming these additional ancillary duties. Currently that TAC position salary is \$16.21 per hour and PST Rosenfeld's salary is \$14.23. Therefore I would like to designate PST Rosenfeld as the Alternate TAC and compensate him \$.50 per hour, (\$1,040.00 annually) bringing his hourly rate to \$14.57 as "supplemental pay" for assuming these ancillary duties. This supplemental pay would still keep PST Rosenfeld within the salary range as approved in the 2016-17 salary scale by the BOCC as listed below. It is understood that the supplemental pay for the Alternate TAC position is not a pay raise nor promotion; rather it is based on assignment. Should PST Rosenfeld be removed from or relinquish the Alternate TAC position he would immediately lose this supplemental pay.

Thank you for your attention in this matter.

COLUMBIA COUNTY
BOARD OF COUNTY COMMISSIONERS
CENTRAL COMMUNICATIONS PAY GRADE SCHEDULE

POSITION TITLE	EXEMPT STATUS	PAY GRADE	MINIMUM / OVERTIME	MAXIMUM / OVERTIME
PRN TELECOMMUNICATOR	N	201	12.77 W/CERTS	13.72/17.00
911 PUBLIC SAFETY TELECOMMUNICATOR	N	202	10.52/15.78	15.78/23.67
UPON COMPLETION OF PROBATION			.50	.50
DEPARTMENT OF HEALTH CERTIFICATION			.50	.50
EMD CERTIFICATION			.50	.50
EFD CERTIFICATION			.50	.50
APCO CERTIFICATION			.25	.25
CPR CERTIFICATION			.25	.25
FDLE CERTIFICATION			.25	.25
COMPLETE CERTIFICATION			13.27/19.91	18.53/27.80
ANNUAL SALARY			\$30,362	\$42,397
911 P.S. TELECOMMUNICATOR SUPERVISOR	N	205	14.00/21.00	19.50/29.25
ANNUAL SALARY			\$32,032	\$44,616
ANNUAL SALARIES FOR THE ABOVE PAY GRADES ARE CALCULATED ON 1976 REGULAR HOURS AND 208 OVERTIME HOURS ANNUALLY				
TERMINAL AGENCY COORDINATOR	EA	206	32,680	48,010
TRAINING QA COORDINATOR	EA		32,680	48,010
ASSISTANT 911 COMMUNICATIONS CENTER MGR	EA	207	19.76	29.16
			41,100	60,653
911 COMMUNICATIONS CENTER MANAGER	EE		NEGOTIABLE	
<u>Supplement: Alternate Terminal Agency Coordinator</u> <u>\$.50 (hourly)</u> Employee will only be eligible for increases at the time, and not prior to, the County Board of County Commissioners Human Resources Department receiving required State certifications as stipulated. It is the employee's responsibility to provide the required state certifications. No retro-activity pay will be paid relative to the payment of supplements.				