

Coles-Moultrie County 911 ETSB

10500 State Hwy 16, Mattoon, IL 61938 Chairman: Dan Ensign

Coles-Moultrie County ETSB
10500 State Hwy 16
Mattoon, IL 61938

To all ETSB Members:

I would like to inform the ETSB that a management decision was made by Director Calvert, a contract signed and witnessed by myself for Assistant Director Williamson to work remote until December 31, 2021. At this time the contract will be evaluated and it would be my recommendation to Director Calvert and Director Calvert's recommendation to extend it until January 1, 2023 when the CAD and public safety suite is estimated to be complete.

July 2021 Assistant Director Williamson advised Director Calvert that her husband had accepted a position in Florida. At that time Director Calvert made the decision that it would be in the best interest of this department to allow Asst. Director Williamson to work remote. I was present for and witnessed this decision, and fully agree with this decision. There are many projects in progress that only Asst. Director Williamson has current knowledge of executing and completing. Asst. Director Williamson possess an extreme amount of knowledge when it comes to the department and it would be detrimental to the department to not have that knowledge during this time of acclimation for the new Director and the new upcoming Public Safety Suite implementation. Assistant Director Williamson reports directly to the Director and not to the ETSB. The Assistant Director position has always been this way and is defined within the SOP (see attached). This is not a discussion for the ETSB; this is a decision for her direct report, Director Calvert. This decision was made in the best interest of 9-1-1 being able to move forward and run efficiently.

Asst. Director Williamson will have access remotely to all things that are on her computer at the office as if she was present within the building. She will be able to execute her job in the same manner as if she were present within the office. She will maintain normal business hours as she does currently. She will hold Zoom meetings with Director Calvert 2 times daily (morning and afternoon). She will be present at all meetings via zoom. She will still remain on call for her staff after hours and on weekends as she is now. She will be available to her staff via Zoom to speak with them face-face. The only difference you will see is not being able to meet with her in person. She has also advised if something on the job requires her presences she will be available to fly back to IL. The contract that was signed between her and James states all of the above.

In short, I wanted to advise you of the management decision that was made by Director Calvert and witnessed by myself, and that this is not something that needs or warrants further discussion at an ETSB meeting. Director Calvert is doing his job well, managing his staff and keeping the Chairman of the ETSB informed. When the time comes for an extension to the contract this decision will be made by Director Calvert and witnessed by the Chairman of the ETSB.

Respectfully,

A handwritten signature in black ink that reads "Dan Ensign". The signature is written in a cursive, flowing style.

Dan Ensign

Coles-Moultrie County ETSB Chairman

SECTION: 104
TITLE: JOB DESCRIPTIONS/ASSISTANT DIRECTOR
EFFECTIVE DATE: MARCH 1, 2010_

ASSISTANT DIRECTOR

I. GENERAL DUTIES

- ◆ Assumes the Director's responsibilities in his/her absence
- ◆ Manages the overall dispatch operations
- ◆ Approves, oversees, develops the training programs and the CTO
- ◆ Issues Directives to Shift Leaders
- ◆ Takes the minutes, prepares the agenda and provides the stats for the ETSB meeting
- ◆ Councils, employees, issues corrective progressive discipline up to suspension
- ◆ Receives and investigates complaints from citizens, employees, and public safety personnel
- ◆ Maintains addressing and maps
- ◆ Prepares and submits payroll and FICA, IMRF statements
- ◆ Prepares the employee schedule and approves all benefit time
- ◆ On call after hours and on weekends for any employee call in's, equipment problems, or personnel issues
- ◆ Prepares a monthly benefit time report to employees and Director
- ◆ Represents the department on Police, Fire and EMS committees and meetings
- ◆ Maintains SOP and creates new policy and procedures for the SOP
- ◆ Provides departmental stats for the agencies and to the Director
- ◆ Oversee along with the Director new equipment implementation
- ◆ Represents the department at Moultrie County 911 Committee meetings along with the Director
- ◆ Sits on the union contract negotiation committee along with the Director and Chairman of the ETSB to negotiate union contracts and take notes
- ◆ Hiring, orientation, testing and retaining new employees – provides documentation to Director to validate termination
- ◆ Provides reports to the Director to execute the fiscal budget and provides budget reports
- ◆ Any other duties as assigned by the Director
- ◆ Directly reports to the Director