

Alpena County Office of Emergency Management & E911 Services

720 W. Chisholm Street, Suite #13

Alpena, MI 49707

(989) 354-9821



September 6, 2022

To: Alpena County Finance, Ways & Means Committee

Re: Increase Part-Time Scheduled Hours for Assistant Director Position

Chairman Peterson and Members of the Finance, Ways & Means Committee,

On May 10, 2022, the Board of Commissioners approved (Board Action 051022.08, attached) to hire a part-time Assistant Director for the Office of Emergency Management and E911 Services at a pay rate of \$19.79 per hour for 20 hours per week.

One applicant has exceeded our recruiting expectations and we have made a conditional offer of employment. Upon discussion, the candidate is requesting an increase to 29 hours per week, maintaining the position as part-time while providing him additional work hours. As the position has been vacant, budget funds are available to cover this expense for the remainder of the year, 50% each from existing 2022 budget line items as follows, each having a current balance of \$5,058.00:

911 budget line item #261-325-704

EM budget line item #101-426-704.001.

Commissioner Osbourne (Chairman of Courts & Public Safety Committee) and Commissioner Thomson (Chairman of Personnel Committee) have both granted approval for this item to be presented directly to this Committee to avoid an extra month's delay in moving the recruiting process forward.

Of note, I will be in attendance at the Michigan 911 Emerging Technology Forum and unable to join your meeting in person; however, I plan to join by phone via Zoom to answer any questions you may have.

Pending approval of this request, a start date of October 3, 2022 has been agreed upon with 2022 wages amounting to \$7,460.83, with \$10,116.00 currently available in the 2022 budget, as above. Of course, for 2023 forward, this item would be subject to the standard budget process

Thank you for your consideration.

Respectfully Submitted,

Kim Elkie
Director

ALPENA COUNTY BOARD OF COMMISSIONERS

BOARD ACTION #08

TO: County Clerk, County Treasurer, Emergency Services
FROM: Alpena County Board of Commissioners
SUBJECT: Compensation Approval for Director & Assistant Director of EM & E911

BOARD ACTION:

ACTION ITEM #PC-3: The Committee recommends approval of the following compensation for Director and Assistant Director of the Office of Emergency Management and E911 Services as follows:

Director at \$59,000 annually with the following split for E911 & EM equally between line item #101-426-703 (EM) and line item #261-325-703 (E911)

Assistant Director at \$19.79 per hour at 20 hours per week (non-union/non-benefited) at \$10,117 for FY2022 with the following split for E911 & EM equally between line item #101-426-704 (EM) and line item #261-325-704 (E911)

***Note: General Fund appropriation of \$10,000 was already budgeted and will be unspent for Administrative Assistant as part of the Emergency Management Budget.**

Moved by Commissioner Karschnick and supported by Commissioner Osbourne to approve the Consent Calendar which includes actions as listed above and filing of all reports. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Osbourne, Thomson, Gilmet, Peterson, and Adrian. NAYS: Commissioner Kozlowski. Motion carried.

This action was XXAPPROVED DISAPPROVED

BY: Ayes: 7 Nays: 1 Excused: 0 Absent: 0 Abstaining: 0

Alpena County Board Chairman's Signature: Robert Adrian

Alpena County Board Vice-Chairman's Signature: _____

Date of the Board Meeting: May 10, 2022