



ADMINISTRATIVE AND PERSONNEL COMMITTEE AGENDA
January 21, 2026 * 2:30 PM * Park View Room
13600 Juneau Boulevard, Elm Grove, WI 53122

- 1. Call Meeting to Order**
- 2. Review and Act on Meeting Minutes dated December 4, 2025**

Documents:

[*2025-12-04 AP DRAFT Minutes.pdf*](#)

- 3. Discussion and Possible Action on the Creation of a Part-Time Dispatcher Position with a Staffing Limit of Two (2) Employees**

Documents:

[*Chief Hennen Memo.pdf*](#)

[*Part-Time Dispatcher Job Description \(DRAFT\).pdf*](#)

- 4. Discussion and Possible Action on Firefighter Compensation: Implementation of a \$30 Training Incentive and Increase to Unassigned Shift Pay.**

Documents:

[*Fire Chief Naylor - Memo.pdf*](#)

- 5. Motion to Reconvene into Open Session**
- 6. Other Business**
- 7. Adjourn**

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires that the meeting or materials for the meeting has to be in an accessible location or format must contact the Village Clerk at 262-782-6700 or 13600 Juneau Boulevard by 3:00 PM Friday prior to the meeting so that any necessary arrangements can be made to accommodate your request.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.

**ADMINISTRATIVE AND PERSONNEL COMMITTEE
MEETING MINUTES
Thursday, December 4, 2025**

Meeting was called to order at 8:37 A.M. by Chairperson Stuckert.

1. Call Meeting to Order.

Present: Chairperson Stuckert, Trustee Sayas, Trustee Castile, Trustee Olson (Zoom), and Trustee Hillmann (Zoom)

Also Present: Village Manager Tom Harrigan, Finance Director Brian Lahey

2. Announcement of Closed Session pursuant to Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. More Specifically, to conduct the annual performance review of the Village Manager.

Chairperson Stuckert read aloud the announcement of closed session.

3. Review and Act on Meeting Minutes Dated October 21, 2025.

TRUSTEE SAYAS MOTIONED TO APPROVE THE MEETING MINUTES DATED OCTOBER 21, 2025. TRUSTEE CASTILE SECONDED. MOTION CARRIED 5-0.

4. Closed Session

Motion made to convene into closed session pursuant to Wis. Stat. Sec. 19.85 (1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. More Specifically, to conduct the annual performance review of the Village Manager.

TRUSTEE CASTILE MOTIONED TO CONVELE INTO CLOSED SESSION. TRUSTEE SAYAS SECONDED. MOTION CARRIED 5-0.

5. May convene into open session to take action on any closed session items.

Meeting convened into open session at 9:23 A.M. No action taken.

5. Adjourn.

TRUSTEE SAYAS MOTIONED TO ADJOURN. TRUSTEE HILLMANN SECONDED. MOTION CARRIED 5-0.

Meeting adjourned at 9:25 A.M.

Respectfully Submitted,
Finance Director Brian Lahey



To: Administrative and Personnel Committee
From: Jason Hennen, Chief of Police
Date: January 14, 2026
Re: Establishment of Part-Time Dispatcher Position for Staffing Continuity

Dear Members of the Administrative and Personnel Committee,

I am writing to request authorization to establish and maintain a part-time dispatcher position as a long-term operational resource to support staffing continuity and address ongoing staffing needs within the Police Department's Communications Unit.

The Police Department's dispatch operation is a critical, continuous function that requires fully trained and independently functioning staff. When a dispatcher resigns, retires, or is promoted, the Department experiences a staffing gap while a replacement is recruited, hired, trained, and cleared to work independently. This transition process can extend for several months and occurs periodically as part of normal workforce turnover.

Historically, these vacancies have been managed through overtime, shift extensions, and schedule adjustments for existing full-time dispatchers, which has increased fatigue, overtime expenditures, operational costs associated with shift vacancies, and negatively impacted morale. In addition to vacancy-related impacts, the Department also experiences periodic staffing shortages due to leave usage, training obligations, and unforeseen absences. These shortages similarly require overtime or schedule disruptions to maintain minimum staffing levels.

To address both transitional vacancies and ongoing staffing shortages, the Police Department proposes establishing a standing part-time dispatcher position as a long-term staffing strategy. This position would provide flexibility to maintain service levels while reducing reliance on overtime and minimizing disruptions to established schedules.

The part-time dispatcher would be utilized, when possible, to backfill shifts during periods of resignation, retirement, or internal promotion; provide coverage for ongoing staffing shortages in lieu of overtime or shift changes when feasible; support staffing needs while newly hired dispatchers complete training; and improve overall operational continuity without increasing full-time staffing levels.

While the concept of a part-time dispatcher is referenced within existing departmental materials, a formal Standard Operating Policy governing the position is not currently in place. Upon approval, the Police Department will develop and implement a clear SOPP outlining the role, scope of duties, scheduling parameters, supervision, and usage guidelines to ensure appropriate oversight and consistency with Village personnel practices.

The establishment and use of a part-time dispatcher position is consistent with Village personnel classifications. No changes to employee classification, benefits, or collective bargaining agreements are required. Compensation would

be limited to hours worked, and the position would not include fringe benefits unless otherwise authorized by the Village Board.

From a fiscal perspective, maintaining a part-time dispatcher as a long-term resource is expected to be cost-neutral to favorable. Utilizing part-time staffing to address both vacancies and routine shortages provides a lower-cost alternative to overtime and extended shifts, while also reducing indirect operational costs associated with fatigue, burnout, and turnover. All staffing costs would be managed within the Police Department's approved personnel budget and subject to standard fiscal oversight.

I respectfully request the Personnel & Finance Committee's support for the long-term establishment and use of a part-time dispatcher position as an ongoing staffing resource. This approach provides a sustainable and fiscally responsible solution while supporting employee well-being and ensuring uninterrupted public safety services for the Village.

Thank you for your consideration. Please feel free to contact me if additional information or discussion would be helpful.

A handwritten signature in cursive script that reads "Jason Hennen".

Jason Hennen
Chief of Police

Standard Operations Policies and Procedures Manual

Elm Grove Police Department, Wisconsin

SOPP 10.01.093 JOB DESCRIPTION - PART-TIME DISPATCHER

Date Approved:	Date Issued:	Effective Date: 6/1/2006	Issued By: Chief of Police
Revised Policy:	Amends:	New Policy:	Reviewed By:

STAFFING

JOB DESCRIPTION- PART-TIME DISPATCHER

NOTICE: This description is not intended as a complete listing of the specific duties and responsibilities of this position. It does not limit or modify the right of the employing authority to assign, direct, and/or control the work of employees under their supervision. Nothing contained herein is intended or should be construed to create or constitute a contract of employment between any employee or group of employees. The employing authority retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems in its judgment to be needed and proper.

POSITION DESCRIPTION

Division: Administrative
Status: Non-exempt
Supervision Received: Dispatch Supervisor
Supervises: None
Civil Service Status: N/A
Probation: N/A
Employment Status: Part-time and At-Will
Work Hours: Varied

NON-EXCLUSIVE LISTING OF ESSENTIAL FUNCTIONS

With or without accommodations, member must be able to:

1. Get along well with others.
2. Have regular and predictable attendance.
3. Exercise rational judgment.
4. Maintain the confidence and trust of the Chief of Police, superiors, Department members, and general citizenry.
5. Be able to work independent of direct supervision.

DUTIES AND RESPONSIBILITIES

Receive requests for emergency and non-emergency services (requests may be in person, via telephone, via radio network or via teletype). Obtain sufficient information to determine the appropriate agency, and if emergency or administrative action needs to be taken.

Dispatch and direct emergency personnel, consider call priority, availability and the number and types of personnel needed.

Monitor and coordinate departmental and inter-agency activities.

Operate, maintain, and validate data in local, state, national, and international computerized criminal justice data bases.

Solicit informational responses, coordinate and communicate responses and monitor on-going activities to upgrade information received by field units as well as to enhance officer safety.

Organize, catalog, maintain, and tabulate Departmental files and records.

Perform collateral duties and special assignments at the direction or request of Departmental Supervisors.

Operate and provide first line maintenance and perform preliminary diagnostics on all telecommunications and office equipment located in the Dispatch Center.

Provide on-the-job training for new tele-communicators and other departmental personnel designated for training.

Exercise discretion in a manner consistent with Departmental Policy and Procedures.

Responsible to and accountable for compliance with Departmental Rules & Regulations, orders, and directives.

Access cash register and receive fines and fees, validate checks, and make change as required.

Receives and transmits emergency and non-emergency calls.

MINIMUM QUALIFICATIONS

- A. Possess a valid Wisconsin driver's license.
- B. Must be able to pass a background check.
- C. Ability to pass a physical exam and drug test.
- D. Ability to write clear and concise logs.
- E. Ability to prepare and maintain records and reports.
- F. Ability to effectively work and communicate with coworkers, the general public and public officials.
- G. Willingness to work in hazardous conditions in the pursuit of duties.
- H. Ability to type 40 words per minute.
- I. Ability to calmly handle emergency situations.
- J. General knowledge of computers with the ability to store and retrieve data.
- K. Willingness to work shifts, holidays, weekends and be on call 24/7.

LICENSE, EDUCATION, AND CERTIFICATION REQUIREMENTS

Valid Wisconsin driver's license;
High School degree or equivalent.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

The incumbent is expected to have, and develop, knowledge of: bookkeeping; inventory control; purchasing; Department computer operations; two-way radio operations; data processing techniques and procedures; word processing and related software; Department practices, policies and procedures; law enforcement administration, structure and process; public relations; legal terminology; English grammar and spelling; records management; judicial processes and jurisdictional limitations; workplace safety.

Skills

The incumbent must be able to perform: transcription; typing 45+ WPM; data entry; word processing; computer operation; use of modern Department equipment.

Abilities

The incumbent must be able to: carry out simple instructions; interpret a variety of instructions in written, oral, picture, or schedule form; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; maintain records according to established procedures; handle sensitive or technical inquiries from and contacts with officials and general public; develop and maintain effective working relationships; operate clerical equipment; operate a two-way radio to receive and transmit messages; perform duties in a professional manner.

WORKING CONDITIONS

Work is performed indoors in standard office environment with an occasional requirement of lifting heavy objects (e.g., Department supplies, records, etc.).

In addition to standard office environment, the incumbent has:

1. Exposure to firearms.
2. Exposure to crowds.
3. Exposure to potentially violent or emotionally distraught persons.
4. Exposure to life-threatening situations.
5. Necessity for frequent sitting for extended periods of time.
6. Exposure to close contact with computer monitors.

CAUSE FOR REMOVAL

The incumbent may be removed with or without fault. Economic conditions that cause reductions in work force, the member's inability to attend regularly to work, and a failure to perform competently on any of the essential functions of the position or consistently fail to perform competently on regular tasks are among the major reasons for job removal without fault. Failure to support the mission, uphold the oath of office, behave in a manner that supports the Law Enforcement Officer's Code of Ethics, continually comply with preconditions for original employment, or display due regard for the civil liberties of any persons; or accruing atypical amounts of dysfunctional work time and/or requiring atypical amounts of Supervisory counseling or remedial training will lead to removal.



To: Village Board Trustees

From: Brian Naylor, Fire Chief

Date: January 16, 2026

Re: Action Required: Formal Approval of Paid-on-Call Incentive & Training Pay Policy

Dear Members of the Administrative and Personnel Committee,

Paid on call for active-duty company members will include participation and performance incentives. The increase of taking an unassigned shift opening to ensure staffing will increase to \$35.00 per shift From \$25.00 per shift. Trainings are now being proposed at \$30.00 per training. Previously, there was no compensation for training attendance. During the 2026 budgeting process, these performance incentives were projected to cost \$35,000 to the paid-on call budget line item.

This incentive program is being proposed in effort for the Elm Grove Fire Department to improve participation and membership activity. Although the funding for this incentive program was approved in the 2026 operating budget the administrative and personnel committees being asked to take formal action to memorialize this new policy.

I appreciate your consideration.

Brian Naylor
Fire Chief