



CITY OF SUNRISE

# AGENDA ITEM REQUEST

ORIGINATING DEPARTMENT: PERSONNEL DEPARTMENT

ROUTING:

CITY MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY MANAGER APPROVAL TO BEGIN PROCEDURES.

SIGNATURE: \_\_\_\_\_

PURCHASING: \_\_\_\_\_ DATE: \_\_\_\_\_

PURCHASING APPROVAL: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

LEGISLATIVE AIDE: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY ATTORNEY: \_\_\_\_\_ DATE: \_\_\_\_\_

ITEM REQUEST:

A presentation of Employee of the Month for October, 2009 for Janice Clark, Dispatcher, in the Police Department.

FUNDING SOURCE:  
001-1601-513.49-07 EMPLOYEE APPRECIATION

AMOUNT: \$50.00

BUDGET APPROVAL  
SIGNATURE:

ATTACHED EXHIBITS:

APPROVED NOMINATION MEMORANDUM

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SUMMARY EXPLANATION/BACKGROUND INFORMATION/JUSTIFICATION:

The three-person Committee has reviewed the nominations submitted for Employee of the Month and has determined that the below named employee should receive the Employee of the Month Award. The employee will receive recognition at a City Commission meeting, be given a certificate and a \$100 U.S. Savings Bond.

Employee of the Month for October, 2009, Janice Clark, Dispatcher, in the Police Department.

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DEPARTMENT HEAD RECOMMENDATION:

APPROVAL

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PERSON WITH ADDITIONAL INFORMATION:

NAME: RICHARD J. FISCHER, PERSONNEL DIRECTOR

PHONE 954-838-4522

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

RICHARD J. FISCHER, PERSONNEL DIRECTOR

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CITY MANAGER RECOMMENDATIONS:

APPROVED FOR AGENDA PLACEMENT.

SIGNATURE: \_\_\_\_\_ (CITY MANAGER)



NOMINATION  
FOR  
EMPLOYEE OF THE  
MONTH

Janice Clark  
\_\_\_\_\_  
Employee Name

Dispatcher  
\_\_\_\_\_  
Job Title


Police/Communications  
\_\_\_\_\_  
Department/Division

Is hereby nominated for the Employee of the Month Award for the reasons stated below:

On a recent 911 call, Dispatcher Janice Clark was asked to assist in the case of a imminent childbirth.

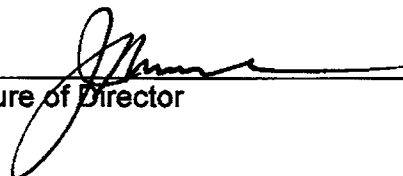
Experienced in using the City's Emergency Medical Dispatch (EMD) system, Dispatcher Clark asked the male caller questions in order to fully assess the situation. She instructed the caller to have the mother lay down. Upon learning that the mother had started to deliver the baby, Dispatcher Clark provided instructions to the caller, while keeping him calm and repeating the instructions to make sure he was following them. She continued to give instructions to the caller until the baby was delivered, and stayed on the line until the paramedics arrived. They confirmed the delivery of a healthy baby girl. Mother and baby were transported to Plantation General Hospital.

I would like to add that at no time was there any hesitation on Dispatcher Clark's part to assist with this call. Throughout the call she stayed calm, collected and professional. She gave pre-arrival instructions and illustrated how a certified dispatcher and the EMD system can make a difference. I request that this memo be placed in her personnel file and serve as a commendation for Dispatcher Clark, and that she be recognized for a job well done.

  
\_\_\_\_\_  
Signature of Nominator

09/29/09  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone#/Ext.

  
\_\_\_\_\_  
Signature of Director

9/29/09  
\_\_\_\_\_  
Date

3363  
\_\_\_\_\_  
Telephone#/Ext.