



SPECIAL CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY MEETING AGENDA

**July 17, 2025
6:00 PM**

The Mission of the City of Coalinga is to provide for the preservation of the community character by delivering quality, responsive City services, in an efficient and cost-effective manner, and to develop, encourage, and promote a diversified economic base in order to ensure the future financial stability of the City for its citizens.

Notice is hereby given that the City Council will hold a Special Meeting, on July 17, 2025, in the City Council Chambers, 155 West Durian Avenue, Coalinga, CA. Persons with disabilities who may need assistance should contact the City Clerk at least 24 hours prior to the meeting at 935-1533 x130. Anyone interested in translation services should contact the City Clerk at least 24 hours prior to the meeting at 935-1533 x130.

The Special Meeting will begin at 6:00 p.m. and the Agenda will be as follows:

1. CALL TO ORDER

1. Pledge of Allegiance
2. Changes to the Agenda
3. Council's Approval of Agenda

2. AWARDS, PRESENTATIONS, APPOINTMENTS AND PROCLAMATIONS (NONE)

3. CITIZEN COMMENTS

This section of the agenda allows members of the public to address the City Council on any item within the jurisdiction of the Council. Members of the public, when recognized by the Mayor, should come forward to the lectern, identify themselves and use the microphone. Comments are normally limited to three (3) minutes. In accordance with State Open Meeting Laws, no action will be taken by the City Council this evening and all items will be referred to staff for follow up and a report.

Citizen Comments submitted in writing to the City Clerk by 5:00pm on the day of the City Council meeting shall be distributed to the City Council and included in the record,

however they will not be read.

4. PUBLIC HEARINGS (NONE)

5. CONSENT CALENDAR

1. City Council Approval of Resolution No. 4280, Approving the Public Safety Dispatcher-Clerk (Per Diem) Job Description

6. ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS (NONE)

7. ANNOUNCEMENTS

1. City Manager's Announcements
2. Councilmembers' Announcements/Reports
3. Mayor's Announcements

8. FUTURE AGENDA ITEMS

9. CLOSED SESSION (NONE)

10. CLOSED SESSION REPORT

Closed Session: A "Closed" or "Executive" Session of the City Council, Successor Agency, or Public Finance Authority may be held as required for items as follows: personnel matters; labor negotiations; security matters; providing instructions to real property negotiators; legal counsel regarding pending litigation; and protection of records exempt from public disclosure. Closed session will be held in the Administration Building at 155 W. Durian Avenue and any announcements or discussion will be held at the same location following Closed Session.

11. ADJOURNMENT

STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY

Subject: City Council Approval of Resolution No. 4280, Approving the Public Safety Dispatcher-Clerk (Per Diem) Job Description
Meeting Date: Thursday, July 17, 2025
From: Seam Brewer, Interim City Manager
Prepared by: Sean Brewer, Interim City Manager

I. RECOMMENDATION:

Staff recommends that the City Council approve the proposed job description for the position of Public Safety Dispatcher-Clerk (Per Diem) to support emergency communications operations within the Coalinga Police Department.

Approve Resolution No. 4280.

II. BACKGROUND:

The City of Coalinga is experiencing ongoing staffing shortages within its dispatch unit. In order to maintain adequate public safety communication services without over-relying on the Fresno County Sheriff's Office for dispatch support, the City is proposing the implementation of a per-diem dispatcher program.

The creation of the Public Safety Dispatcher-Clerk (Per Diem) classification provides the necessary flexibility to backfill existing full-time shifts with experienced part-time dispatchers at a competitive hourly rate, helping to stabilize operations while reducing long-term costs.

III. DISCUSSION:

This classification is designed for experienced, POST-certified public safety dispatchers who can step into the role with minimal training and provide coverage on an as-needed basis. Responsibilities include operating police and fire radio communications, answering 9-1-1 and non-emergency calls, providing clerical support, and maintaining accurate records and reports.

The per-diem approach mirrors similar strategies successfully implemented in other public safety departments (e.g., per-diem EMTs), allowing the City to leverage qualified dispatchers without incurring full-time employment costs or long-term benefit obligations.

By utilizing per-diem employees to fill open shifts, the City can limit or potentially eliminate the need for contract dispatch support from the Fresno County Sheriff's Office, offering both operational control and cost savings.

IV. ALTERNATIVES:

Do not approve the Public Safety Dispatcher-Clerk (Per Diem) - staff does not recommend.

V. FISCAL IMPACT:

The anticipated cost for this program is approximately \$9,800 per month (@ \$30 per hour), based on the use of four (4) per-diem dispatchers to backfill current full-time shifts however, staff is not requesting a limitation on how many we can hire. Since this coverage does not represent an increase in overall shift hours, the City expects to realize a net savings by avoiding full-time wages and benefits while minimizing reliance on external agencies for dispatch support.

ATTACHMENTS:

File Name	Description
<input type="checkbox"/> RESO#4280_-_Approving_the_Public_Safety_Dispatcher-Clerk_(Per-Diem).doc	RESO#4280_Approving Public Safety Dispatcher-Clerk (Per-Diem) Job Description
<input type="checkbox"/> Public_Safety_Dispatcher-Clerk_(Per-Diem).doc	Public Safety Dispatcher-Clerk (Per-Diem) Job Description

RESOLUTION NO. 4280

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
APPROVING THE PUBLIC SAFETY DISPATCHER/CLERK (PER-DIEM) JOB DESCRIPTION**

WHEREAS, the City Manager and his/her staff have presented the City Council with a Public Safety Dispatcher-Clerk (Per-Diem) job description; and

WHEREAS, the Public Safety Dispatcher-Clerk (Per-Diem) Job Description has been reviewed by the City Council and the City Council has determined that the Job Description is adequate and necessary; and

WHEREAS, the City Council has determined to approve the Public Safety Dispatcher-Clerk (Per-Diem) Job Description.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Coalinga as follows:

1. The Public Safety Dispatcher-Clerk (Per-Diem) Job Description is hereby approved.
2. The City Manager and his/her designees are authorized to implement and carry out the provisions of the Public Safety Dispatcher-Clerk (Per-Diem) Job Description.

The foregoing resolution was approved and adopted at a special meeting of the City Council of the City of Coalinga held on the **17th day of July 2025**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor/Mayor Pro-Tem

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Public Safety Dispatcher/Clerk (Per Diem)

\$30.00 Hourly

FLSA Non-Exempt

DEFINITION

Under general supervision of the Chief of Police, maintains communications between the Police Department and Police, Fire, Public Works, Animal Control, the public, and other law enforcement and fire agencies. Coordinates emergency and non-emergency response of police, fire and medical services to the community; receives and reports information by radio, computer, and telephone; logs and maintains all activity from field units in the computer aided dispatch system; screens calls to determine priority and dispatches the appropriate equipment based on policy and procedures. Makes entries and inquiries into the nationwide computer; performs clerical duties related to documenting, maintaining and controlling police records, case files, statistics, etc.; and performs other duties as assigned.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Receives and responds to routine and emergency calls and dispatches communications by means of telecommunication, computer, and radio equipment; logs all departmental activities.
- Obtains, interprets, classifies, and prioritizes pertinent information regarding complaints, reports, and inquiries from the public by telephone and/or in the Police Department lobby.
- Inputs calls-for-service into the Computer Aided Dispatch (CAD) System; updates the system with status of Police or Fire units and records activities during calls; issues report/incident numbers to requesting field units.
- During emergency calls, secures and records information as to exact location; uses voice radio to dispatch necessary police, fire or ambulance units; monitors status of units and vehicles using multiple radio channels, video terminals, and telephone equipment; keeps officers on duty informed of the situation and dispatches additional units when so advised.
- Expeditiously provides information to Police and Fire personnel; interprets and/or clarifies coded responses from various systems; and contacts other agencies to coordinate public safety and/or mutual aid operations.

- Uses established Emergency Medical Dispatch (EMD) to provide pre-arrival instructions to citizens reporting medical emergencies.
- Inputs information into and researches systems, manuals, maps and other source documents, such as the Records Management System (RMS), Criminal Justice Information System (CJIS), and National Crime Information Center (NCIC); provides information to employees and the public in accordance with prescribed policies and regulations.
- Compiles, codes, records and summarizes a variety of police record data and documents; updates information sources; distributes data and documents to appropriate personnel.
- Operates computer terminals and printers to type, enter, modify and retrieve a wide variety of police reports and records, letters and other material.
- Answers non-emergency telephone calls and greets the public at the counter. Provides general information; refers callers to appropriate agencies, receives messages for department staff and relays to proper person; receives complaints; receives calls for service and dispatches Public Works personnel during non-business hours; takes fingerprints; and may assist in processing prisoners, and/or receiving bail money.
- Operates and maintains a variety of communications equipment including radio consoles, data communication terminals, telephones and telephone switchboards including 911-Emergency and Telephone Device for the Deaf (TDD) systems; maintains workstation area and Communications Center; reports equipment malfunctions as needed.
- Contacts and cooperates with other law enforcement agencies. Attends seminars and training; may perform special projects and assignments; and/or may act as liaison with courts, criminal justice, community, business, and educational agencies.
- Performs a variety of clerical work, which may include typing of officer reports, traffic accident reports, filing, preparing file cards, etc
- Performs other tasks as assigned.

DESIRED QUALIFICATIONS

NOTE: *The specifications listed below outline the desired qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

Education: Equivalent to completion of the twelfth grade.

Experience: Must possess a POST Public Safety Dispatcher Certification
Three years of experience as a Public Safety Dispatcher/Clerk or equivalent
Experience with Mark43 preferred

Licenses: Valid California State Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs

Other: Must be 18-years of age or older; a U.S. citizen or permanent resident alien who is eligible for and has applied for citizenship; pass a thorough background investigation

with no disqualifying criminal history; a physical examination with drug test; and a psychological evaluation.

NOTE: *It is the employee's responsibility to renew all applicable license(s)/certification(s). The City will reimburse the employee for any required training expenses.*

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KAS's necessary to perform essential tasks of the position.*

Knowledge of: Modern office practices and procedures; proper English usage, grammar, spelling, and punctuation; alphabetical, chronological, and numerical filing systems, effective communication techniques; community resources; map reading; and personal computer operating systems and software applications.

Skill and Ability to: Read, interpret, and apply rules, regulations, codes, and ordinances; work with minimal supervision; and multi-task with speed and accuracy. Operate radio, telephone and teletype equipment; perform clerical work of moderate difficulty; keep detailed records; prepare reports/correspondence. Analyze situations accurately and make quick decisions during emergencies; manage conflicting priorities; work under stress, remember details, and think clearly. Work rotating shifts (including days, swings, cover, and nights), weekends, holidays, callback and overtime; establish and maintain cooperative and effective working relationships; speak and enunciate clearly; read computer monitors and fine print; and hear and understand radio transmissions.

ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: *The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.*

Work is in an indoor office environment; sit and wear headset for extended periods; have hand/finger dexterity sufficient to handle, feel or operate office equipment, touch screens, telephones, computer keyboards; bend and reach to place or retrieve files, office supplies, binders and other reference materials. Communicate clearly and concisely when transmitting information over telephones and radios; hearing within normal range to exchange information and assist during emergency situations; vision sufficient to look up codes in required manuals, read written materials, including small print, maps, documents and computer monitors. Must have the mental capability to interpret people and situations, perform multiple concurrent tasks, respond to emergencies; work under pressure and in potentially stressful conditions; superb interpersonal skills; and maintain unquestionable integrity,

excellent attendance and be punctual.

Approved by: _____
Sean Brewer, City Manager Date