



Tony Bueno
Director

Annemarie Domurat
Deputy Director

Anna Zizzo
HR Administrator

Samantha Mejia
Finance Manager

January 28, 2026

To the Honorable
The Board of Fire and Police Commissioners
200 East Wells Street, Room 705
Milwaukee, Wisconsin 53202

Dear Commissioners,

Pursuant to FPC Rule XI, Section (10) I respectfully request approval to promote Communication Facilities Coordinator Clovens Herrera to the role of Emergency Communications System Administrator (Pay Range 2MN) within the Department of Emergency Communications, effective February 15, 2026.

This promotion is essential to maintaining stable and effective operations, ensuring the Department has dedicated staff to manage and support the Computer Aided Dispatch (CAD) system. The EC Systems Administrator is responsible for system configuration, user access management, and the development and oversight of business workflows that uphold CAD reliability, usability, and compliance with operational and technical standards.

Mr. Herrera has 15+ years' experience leading, coordinating, and delivering complex technology projects within law enforcement and emergency communications. He currently leads and coordinate Telecommunication system projects, involving:

- installation, repair, maintenance, and recovery of Data public safety operations.
- Serves as technical point of contact for 911 Telecommunications needs, coordinating systems changes, troubleshooting efforts, and user support.
- Oversee basic TCP/IP network maintenance, including device configuration, system patching, and software updates on servers and applications.
- Track Issues, risks, and dependencies: perform root cause analysis and implement corrective actions to minimize service disruptions
- Develop and maintain project documentation, configuration records, maintenance logs, and status reports for leadership and audit support
- Create training materials and lead user training sessions to support new system rollouts and technology

The Department of Employee Relations has reviewed this request and confirmed that Mr. Herrera meets the qualifications for promotion to the Emergency Communications System Administrator position. The department has been authorized to use the AUX program to allow for training overlap with the current incumbent until the position becomes vacant. Mr. Herrera will be promoted directly into the position once the vacancy occurs. This vacancy is scheduled to appear on the Finance and Personnel agenda on February 4, 2026.

Respectfully,

A handwritten signature in blue ink that reads "Tony Bueno".

Tony Bueno
Director

Approved by the BOARD OF FIRE AND POLICE COMMISSIONERS

Executive Director

Date: _____