



County of Frederick

Paula A. Nofsinger
Director of Human Resources

(540) 665-5668
Fax: (540) 665-5669
pnofsinger@co.frederick.va.us

TO: Human Resources Committee and Board of Supervisors
FROM: Paula Nofsinger, HR Director *Paula Nofsinger*
DATE: February 3, 2014
SUBJECT: HR Committee Agenda

The HR Committee will meet in the First Floor Conference Room at 107 North Kent Street on Friday, February 7, at 8:00a.m. The agenda for the meeting is as follows:

1. Presentation from our County Attorney, Rod Williams, on the County Attorney's Office.
2. Employee of the Month award approval.



County of Frederick Employee of the Month Nomination Form

Outstanding service can be demonstrated in many ways, but it always involves more than just good job performance. An employee can be outstanding for suggesting improvements that result in greater efficiency, improved service, or cost savings; for leadership in departmental activities, for the department's goals or for the goals of the county as a whole. Outstanding service includes job performance that clearly exceeds requirements.

The Board of Supervisors must discount generalities not supported by specific examples of activities which support the nomination. Remember, there is no way to know whether specifics are missing by accident or because they do not exist. If you believe an employee has made an outstanding contribution, give specific examples of what they have done.

Nominations are not judged on how well you write. However, they are judged on the facts presented.

Employee Name : Shannon Fultz

Department: Public Safety Communication

Nomination Submitted By: Pam Baber

Department: Public Safety Communication

Nominator's Signature: Pam Baber

Date: 01/22/2014

Reason for Nomination (please be specific, precise, and definite):

In 2013 Shannon was 100% compliant in the area of Emergency Medical Dispatch. This is not an easy achievement and she is the only communications personnel to ever do so. This means that in all her emergency medical calls that were evaluated for the year, Shannon followed the protocols exactly. She asked every question correctly and gave every appropriate instruction, including many potentially life-saving CPR and pre-arrival instructions. Her attitude and customer service is exceptional when handling emergencies as well. She truly believes in the EMD system and makes it work to help those in need. Shannon also assists in scoring medical calls for other personnel and provides feedback to help them improve. Beyond EMD she assists with training and helps to fill the work schedule when possible. Even after many years in the job she is still excited by it and can be counted on to perform effectively and professionally. Her compliance and dedication truly make a difference.

HR Section: Received: 1/22/14

Emailed to HR Committee: Feb