



Agenda Statement

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Title: Discussion Item: 2020 Budget Personnel Request

Sponsors:

Indexes:

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Attachments: 1. Training EMS Coordinator draft, 2. 2020 FTE Request Estimated Cost for Training Officer/EMS Coordinator, 3. Emergency Manager Draft Job Description, 4. 2019 Approved FTE Requests

Date	Ver.	Action By	Action	Result
10/1/2019	1	City Council	received and filed	

ITEM TITLE:

Discussion Item: 2020 Budget Personnel Request Update

SUBMITTED BY: Rhea Cragun, Human Resource Director

FISCAL NOTES:

Expenditure Required: N/A
Unencumbered Balance: N/A
Funding Source: N/A

RECOMMENDATION:

Discussion Item

SUMMARY STATEMENT:

For the 2020 budget there are three personnel requests:

1. Training Officer/EMS Coordinator, Reporting to the Fire Department

This is a full time (1.00 FTE) non FLSA exempt position; Salary Range 18; reporting directly to the Fire Chief.

Estimated overall cost: \$221,025

Summary of anticipated duties (See attached draft Job Description):

Will oversee and direct the department's training and EMS programs. Acts as department safety officer and infectious control officer. Analyzes, plans, designs, implements and administers Emergency Medical Services (EMS) programs as well as other department-wide and community oriented programs, including Advanced Life Support (ALS), Basic Life Support (BLS), Continuous Quality Improvement (CQI).

Justification:

- The ability to deliver standardized and effective training across all shifts and to all the volunteer members.
- Ability to achieve a higher level of Emergency Medical Services (EMS) care as well as management of the overall program.
- In 2019, the State of Alaska Department of Health and Social Services adopted new regulations relating to EMS certification levels, which includes:
 - New training requirements,
 - Standing orders for the delivery of EMS,
 - Expanded scope of medical practices,
 - Requirements for Medical Directors,
- These new regulations are being implemented over the next four years; begin in September of 2019.
- It is critical that we have a qualified person involved throughout this process that can oversee the changes, while establishing new standing orders and expanded scope ensuring our compliance at every level
- Ongoing EMS training will ensure:
 - Meet the requirements for applicable Federal Grants
 - Maintain State EMS Certification
 - Standardized performance to reduce risk of injury or other harm during an event.
- Redistributes Training Officer and the EMS Coordinator duties and responsibilities to a single point of contact rather than dispersed among the Captains and Chief thus improving constancy of training and performance.

2. Emergency Manager, Administration recommends a one-year full-time contract for this position, which will help with informing any future determinations about the position.

Estimated cost: \$200,000

Summary of anticipated duties (See attached draft Job Description):

The Emergency Manager will direct emergency preparedness activities, ensure procedures and policies are current, and make evacuation decisions during an emergency in the absence of the facility manager.

Justification:

- This position will oversee the creation, implementation, and training of the City's continuity plan.
- Will direct emergency preparedness activities, ensure procedures and policies are current.
- Reviews and analyzes existing emergency preparedness and evacuation plans; makes recommendations for modifications to improve safety, efficiency, and effectiveness the plans.
- Identifies various potential hazards and risks that may arise in the event of an emergency; develops plans to mitigate or manage those risks.
- Plans, coordinates, and facilitates safety and evacuation meetings and drills as required.

3. Increase .80 FTE to 1.0 FTE: FD Administrative Assistant.

Estimated overall cost: \$15,315

\$11,781 Salary/Wages

\$3,534 Benefits

This is an increase of 0.20. Bringing this position to a full FTE

Justification:

A 1.0 FTE is needed to meet the needs of the department. Currently at .80 the Administrative Assistant does not have sufficient bandwidth to meet the expectations and requirements expected of the position. Additionally, this small increase meets the city-wide standard for administrative support, as almost all city departments have a 1.0 FTE to perform required administrative functions.

2019 Budget discussion question:

In 2019 there were 5 approved FTEs (see attached document). All five of the positions have been filled.