

FIRE DEPARTMENT

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February 10, 2015

Joan Francoeur, Chairperson
Human Resources Committee
201 N. Comanche Lane
Waukesha, WI 53188

**SUBJECT: FIRE DEPARTMENT REQUEST TO SPLIT THE DUTIES OF THE
EMS EDUCATOR INTO TWO SEPARATE PART-TIME POSITIONS
OF EMS EDUCATOR AND EMS QUALITY ASSURANCE COORDINATOR**

Dear Chairperson Francoeur:

The Department is seeking permission to split the current part-time position of EMS Educator into two positions – EMS Educator and EMS Quality Assurance Coordinator.

The Department is currently authorized for a part-time position at 20 hours per week. This position was funded in the 2015 operating budget and has been confirmed by Rich Abbott, the Finance Director. The Department is seeking to increase the number of authorized positions by two, leaving the full-time equivalent at .5 positions. The required change will not increase the total authorized part-time hours and will be budget neutral. The EMS Quality Assurance Coordinator position would be categorized as .375 position, equating to approximately 15 hours per week (a total of 780 hours per year). The EMS Educator position would be categorized as .125 position, equating to approximately 22 hours per month (a total of 260 hours per year).

When the vacant EMS Educator position was advertised in 2014, we were unsuccessful in recruiting a candidate who could provide both EMS education and quality assurance services. Throughout 2014, in the interim, the Department utilized a Battalion Chief assigned to light duty, a temporary person, and shared training with the City of Pewaukee Fire Department to meet our needs. This arrangement was not sustainable. Therefore, beginning in the fall of 2014, a limited term employee was brought on to provide EMS Quality Assurance. This proved to be a very successful method to meet our needs to ensure quality EMS services for the community, provide data analysis, summary reports and valuable insights on lessons learned during our responses. At this time, we feel that the Department would be better served by splitting the responsibilities of quality assurance and education into two (2) separate part-time positions.

The Department has provided the Human Resources Department with updated JAQ surveys and job descriptions for these positions. We have found that splitting the education responsibilities from the quality assurance responsibilities has been very valuable and will allow us to recruit persons with specific skills and abilities for these separate, but related functions. I have also had an opportunity to meet with the City Administrator regarding this issue, and he has reviewed our proposal for splitting the position into two part-time opportunities.



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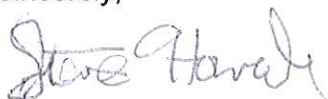
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With this information, we feel that a possible motion would be to separately list the EMS Educator position (FTE Funded at .125) and the EMS Quality Assurance Coordinator (FTE Funded at .375). Our total FTE Funded would remain at 102.5 as stated in existing policy.

Representatives of the Fire Department staff will be present during the Human Resources Committee meeting to provide additional information and answer any questions. If you have any questions prior to the meeting, please do not hesitate to contact me at (262) 524-3649.

Sincerely,



Steve Howard, Acting Chief

cc: Kevin Lahner, City Administrator
Mayor Shawn Reilly
Donna Whalen, Human Resources Manager



Department/Position	Salary Grade	Authorized # of Positions 2012/2013	Authorized # of Positions 2014	FTE Funded 2012/2013	FTE Funded 2014	FTE Unfunded 2014	Change
FIRE DEPARTMENT							
Fire Chief	28	1	1	1.00	1.00		
Assistant Fire Chief	25	2	1	2.00	1.00		Position eliminated.
Battalion Fire Chief	23	3	3	3.00	3.00		
Deputy Fire Chief-EMS/Training	24	1	1	1.00	1.00		
Lieutenant/Lieutenant Paramedic	15	15	15	15.00	15.00		
Fire Protection Engineer	16	1	1	1.00	1.00	1.00	Position merged with Fire Marshall.
Fire Marshall	20	1	1	1.00	1.00		
Inspector	U	1	1	1.00	1.00		
Code Enforcement Inspector	U	1	1	1.00	1.00		
Firefighter/Para Med/Equip Op.	U	78	78	76.00	75.00	3.00	Additional position unfunded.
Administrative Assistant II	12	1	1	1.00	1.00		
Accounting Clerk IV	U5	1	1	1.00	1.00		
Clerk Steno III	U4	1	1	1.00	1.00		
EMS Trainer (Part Time)	17	1	1	0.50	0.50		Not previously listed.
Total:		108	106	104.50	102.50	4.00	