

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: 12.20.2019
TO: Theodore Lipscomb, Sr., Chairman, County Board of Supervisors
FROM: Christine Westrich, Director, Office of Emergency Management
SUBJECT: From the Director of the Office of Emergency Management (OEM), requesting authorization to create one (1) Full Time EMS Supervisor to provide adequate oversight for medical operations at our Special Events venues.

REQUEST

The Director of the Office of Emergency Management (OEM) respectfully requests adoption of this resolution for the creation of (1) OEM Full Time EMS Supervisor to provide adequate oversight for medical operations at our Special Events venues, namely the Fiserv Forum.

BACKGROUND

The Office of Emergency Management – Emergency Medical Services (EMS) Division provides medical coverage to support contracted venues within the county to provide on-site Paramedic response capabilities, known as the Special Events Paramedics. The venues we serve are as follows: Milwaukee County Zoo, UWM Panther Arena – Admirals Hockey, and the Fiserv Forum. The Fiserv Forum is our newest contract and offers more than double the events than we had covered when previously working at the BMO Bradley Center. A full-time supervisor position is needed to ensure proper coverage and coordination of events due to this increase in event activity.

The OEM Full Time EMS Supervisor would be responsible for the following duties:

1. Ensure contractual obligations are being met while providing excellent customer service.
2. Organize standing meetings with partners who interact with our Special Events
3. Provide on-site supervision of Special Event EMS Providers according to Incident Command Structure standards
4. Recruit, retain and train qualified staff
5. Work with venue staff to address needs while ensuring proper medical coverage is anticipated
6. Schedule staff for events
7. Ensure staff are adequately equipped to perform job duties
8. Review timecards and produce HR reports for billing
9. 100% review of all patient encounters for accuracy and completion
10. Supply ordering and management to ensure supplies are accounted for and not expired
11. Inspect equipment and schedule routine maintenance

- 12. Narcotic inventory audits
- 13. Complete staff evaluations and ensure all mandatory training is completed
- 14. Lead staff meetings to provide updates on venues, policies, etc.
- 15. Attend leadership and EMS group meetings
- 16. Develop and maintain Standard Operating Guidelines that are interoperable with other contracted agencies – specifically the Milwaukee Fire Department
- 17. Host occasional training events for staff in cooperation with venues
- 18. Other duties/special projects deemed appropriate and necessary

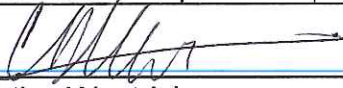
RECOMMENDATION

The Office of Emergency Management – EMS Division recommends that 1 Full Time EMS Supervisor be created to fulfill the increased needs of supervision and oversight.

FISCAL IMPACT

Wages, FICA and an administrative fee is billed directly to the venues, resulting in a revenue neutral position.

Title	No. of Positions	Title Code	Pay Grade	Org. Unit
Full Time EMS Supervisor	1	00054850	25M	4803



 Christine Westrich
 Director, Office of Emergency Management

Attachments: RESOLUTION
 FISCAL NOTE
 Job Evaluation Questionnaire

CC: Chris Abele, County Executive
 Supervisor James "Luigi" Schmitt, Chair, Committee on Finance & Audit
 Supervisor Eddie Cullen, Chair, Committee on Personnel
 Finance & Audit Committee Members
 Personnel Committee Members
 Raisa Koltun, Chief of Staff, Office of the County Executive
 Kelly Bablitch, Chief of Staff, County Board of Supervisors
 Joseph Lamers, Director, DAS-Performance, Strategy and Budget (DAS-PSB)
 Lindsey Shreves, Fiscal and Management Analyst, DAS-PSB
 Steve Cady, Research & Policy Director, Office of the Comptroller
 Janelle Jensen, Committee Clerk
 Shanin Brown, Committee Coordinator, Finance & Audit and Personnel Committees