

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

Date: ~~February 15, 2022~~ April 12, 2022

To: Marcelia Nicholson, Chairwoman, County Board of Supervisors

From: Cassandra Libal, Director, Office of Emergency Management

Subject: From the Director, Office of Emergency Management, requesting authorization to create two (2) Full-Time Emergency Medical Technician (EMT) to provide adequate staffing levels for medical operations at our contracted venues and also operate as part of the Community Oriented Regional EMS (CORE) Team.

File Type: Action Report

REQUEST

The Director of the Office of Emergency Management (OEM) respectfully requests adoption of this resolution for action of create two (2) Full-Time Emergency Medical Technicians (EMT) to provide adequate support for medical operations with our Community Oriented Regional EMS (CORE) Team.

BACKGROUND

The Office of Emergency Management – EMS Division provides medical coverage to support contracted venues within the county to provide on-site EMS response capabilities. The COVID-19 pandemic has created new opportunities for this team to engage and serve the community in alternative ways such as community testing, vaccinations and education while also providing coverage for the normally staffed venues.

The Full-Time EMT would be responsible for the following duties:

1. Ensure contractual obligations are being met while providing excellent customer service.
2. Support Paramedic providers in patient care within their scope of practice.
3. Assist in development of the program by providing input to leadership.
4. Respond to requests for assistance in a quickly and timely manner.
5. Function within the Incident Command System structure established by OEM-EMS Leadership.
6. Work with venue staff to address needs while ensuring proper medical coverage is anticipated.
7. Maintain licensure and credentials required to perform job duties.
8. Attend all required education and ensure current knowledge of treatment guidelines, SOGs and special working notices.
9. Complete annual LMS training that is compliant with county policies.

10. Complete documentation of medical events and special venue reporting as requested.
11. Inspect equipment prior to shift.
12. Participate in staff meetings to receive updates on venues, policies, etc.
13. Other duties/special projects deemed appropriate and necessary

RECOMMENDATION

The Office of Emergency Management – EMS Division recommends that two (2) Full-Time Emergency Medical Technicians (EMTs) be added to fulfill the increased needs of staffing and event coverage.

FISCAL IMPACT

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

Title	No. of Positions	Pay Grade	Org. Unit
<u>Emergency Medical Technicians (EMT)</u>	2	16-DC	4845

VIRTUAL MEETING INVITES

Cassandra Libal - cassandra.libal@milwaukeecountywi.gov
 Chris McGowan - christopher.mcgowan@milwaukeecountywi.gov
 Dan Pojar - dan.pojar@milwaukeecountywi.gov

PREPARED BY:

Dan Pojar, EMS Division Director, Office of Emergency Management

APPROVED BY:

Cassandra Libal, Director, Office of Emergency Management

ATTACHMENTS:

JOB EVALUATION QUESTIONNAIRE

[SBP REPORT](#)

[SBP RESOLUTION](#)

[SBP FISCAL NOTE](#)

cc: Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
 Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk
 Mary Paul, HR Business Partner, Department of Human Resources