

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: 9.17.2020
TO: Marcelia Nicholson, Chairwoman, County Board of Supervisors
FROM: Cassandra Libal, Director, Office of Emergency Management
SUBJECT: From the Director of the Office of Emergency Management (OEM), requesting authorization to reallocate ten (10) OEM Hourly Special Events Paramedics to Hourly EMS Lieutenant to provide adequate staffing levels for medical operations at our Community Oriented Regional EMS (CORE) Team.

REQUEST

The Director of the Office of Emergency Management (OEM) respectfully requests adoption of this resolution for action of abolish/create of ten (10) OEM Hourly Paramedic Trainer positions to Hourly EMS Lieutenant to provide adequate oversight 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 EMS Lieutenant would be responsible for the following duties:

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

11. Complete documentation of medical events and special venue reporting as requested.
12. Inspect equipment prior to shift.
13. 100% accountability for narcotic inventory audits/inspections and use
14. Participate in staff meetings to receive updates on venues, policies, etc.
15. Other duties/special projects deemed appropriate and necessary

RECOMMENDATION

The Office of Emergency Management – EMS Division recommends that 10 Hourly EMS Lieutenants 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	Title Code	Pay Grade	Org. Unit
EMS Lieutenant	10	TBD	22-DC	4803



Cassandra Libal
Director, Office of Emergency Management

Attachments: Job Evaluation Questionnaire

CC: David Crowley, County Executive
 Supervisor Jason Haas, Chair, Committee on Finance & Audit
 Supervisor Eddie Cullen, Chair, Committee on Personnel
 Finance & Audit Committee Members
 Personnel Committee Members
 Mary Jo Meyers, 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