

**COUNTY OF MILWAUKEE**  
**INTEROFFICE COMMUNICATION**

Date: February 15, 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

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**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
EMT	2	16-DC	4845

**VIRTUAL MEETING INVITES**

Cassandra Libal - [cassandra.libal@milwaukeecountywi.gov](mailto:cassandra.libal@milwaukeecountywi.gov)  
 Chris McGowan - [christopher.mcgowan@milwaukeecountywi.gov](mailto:christopher.mcgowan@milwaukeecountywi.gov)  
 Dan Pojar - [dan.pojar@milwaukeecountywi.gov](mailto: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  
 RESOLUTION  
 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