

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: November 16, 2023

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: Cassandra Libal, Director, Office of Emergency Management

Subject: From the Director, Office of Emergency Management requesting authorization to abolish 1.0 FTE EMS Lieutenant, Pay Grade 23M and create 1.0 FTE Data Systems Coordinator, Pay Grade 28M.

File Type: Action Report

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**REQUEST**

Office of Emergency Management requests to abolish 1.0 FTE EMS Lieutenant, Pay Grade 23M and create 1.0 FTE Data Systems Coordinator, Pay Grade 28M

**BACKGROUND**

The EMS division in the office of Emergency Management is responsible for the data collection of all patient care encounters in the EMS system. A large part of that responsibility is the design and maintenance of the electronic patient care reporting form that is made available to the EMS providers in the field. Over the past year and a half all fire departments have migrated onto the county provided software platform and there has been a very large increase in demand for customizations to fields, data report generation, referral processes, and ensuring data integrity.

**ALIGNMENT TO STRATEGIC PLAN**

Describe how the item aligns to the objectives in the [strategic plan](#):

- 1A: Reflect the full diversity of the County at every level of County government
- 1B: Create and nurture an inclusive culture across County government
- 1C: Increase the number of County contracts awarded to minority and women-owned businesses
- 2A: Determine what, where, and how we deliver services to advance health equity
- 2B: Break down silos across County government to maximize access to and quality of services offered
- 2C: Apply a racial equity lens to all decisions
- 3A: Invest “upstream” to address root causes of health disparities
- 3B: Enhance the County’s fiscal health and sustainability
- 3C: Dismantle barriers to diverse and inclusive communities

This position will help us to capture data and impact categories 2A, 2B, 2C, and 3A as we will better understand the demand and service utilizers of the EMS system.

**FISCAL EFFECT**

This will be absorbed within the operating budget of the Office of Emergency Management.

**POSITION INFORMATION**

| <u>Action</u> | <u>Title</u>             | <u>Pay Range</u> | <u>Annual Salary Range – 2088 Hours</u> |
|---------------|--------------------------|------------------|---|
| Abolish       | EMS Lieutenant           | 23M              | \$53,955.20 - \$61,942.40               |
| Create        | Data Systems Coordinator | 28M              | \$64,376.00 - \$74,776.00               |

**VIRTUAL/HYBRID MEETING INVITES**

Cassandra Libal  
Christopher McGowan  
Dan Pojar

**PREPARED BY:**

Dan Pojar, EMS Division Director, Office of Emergency Management

**APPROVED BY:**

Cassandra Libal, Director, Office of Emergency Management

**ATTACHMENTS:**

Resolution  
Fiscal Note  
DHR Report  
SBP Report  
Job Evaluation Questionnaire

cc: Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors  
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk