

**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 add forty (40) OEM Hourly Paramedic Trainers to provide adequate staffing levels 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 addition of forty (40) OEM Hourly Paramedic Trainers to provide adequate staffing levels for medical operations at our Special Events venues, namely the Fiserv Forum.

BACKGROUND

The Office of Emergency Management – 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. This significant increase in demand and tempo is leaving the EMS Division with frequent staffing shortages.

The OEM Hourly Paramedic Trainer would be responsible for the following duties:

1. Ensure contractual obligations are being met while providing excellent customer service.
2. Respond to requests for assistance in a quickly and timely manner.
3. Function within the Incident Command System structure established by OEM Leadership
4. Work with venue staff to address needs while ensuring proper medical coverage is anticipated
5. Maintain licensure and credentials required to perform job duties
6. Attend all required education and ensure current knowledge of treatment guidelines, SOGs and special working notices.
7. Complete annual LMS training that is compliant with county policies.
8. Complete documentation of medical events and special venue reporting as requested.
9. Inspect equipment prior to shift.
10. 100% accountability for narcotic inventory audits/inspections and use

- 11. Participate in staff meetings to receive updates on venues, policies, etc.
- 12. Other duties/special projects deemed appropriate and necessary

RECOMMENDATION

The Office of Emergency Management – EMS Division recommends that 40 Hourly Paramedic Trainers 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
Hourly Paramedic Trainer	40	00054810	18-DC	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 Peterson, Fiscal and Management Analyst, DAS-PSB
 Steve Cady, Research & Policy Director, Office of the Comptroller
 Janelle Jensen, Committee Clerk
 Shanin Brown, Committee Coordinator