



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: June 21, 2018

Staff Contact: Sean Slamon, Fire Chief

Agenda Title: For Possible Action: To approve a minor reorganization of the Fire Department's Administration.

Staff Summary: The reorganization of the Fire Department's Administration includes the addition of one Emergency Medical Services Manager position and the elimination of the existing Deputy Emergency Manager position. The Emergency Management section will be administered through a responsibility change with an existing Battalion Chief's position. The reorganization will be at no additional costs and can be managed within the existing Fire Department budget.

Agenda Action: Formal Action/Motion

Time Requested: 10 minutes

Proposed Motion

I move to approve the minor reorganization of the Fire Department's Administration, which includes the addition of one Emergency Medical Services Manager position and the elimination of the existing Deputy Emergency Manager position.

Board's Strategic Goal

Safety

Previous Action

N/A

Background/Issues & Analysis

Emergency Medical Responses make up over 80% of the Fire Department's total call volume. With the consistent increase in medical calls and the constantly changing health care and emergency medical services delivery platform, the Department recognizes the need for an Emergency Medical Services Manager to ensure we continue to operate in compliance with the numerous laws and requirements as well as seeking future opportunities and partnerships that are available for Emergency Medical Services providers. In an effort to keep the change cost neutral, the Fire Chief recommends eliminating the Deputy Emergency Manager position. The current Battalion Chief who oversees the EMS and Training Divisions will be reassigned to Emergency Management responsibilities. This Battalion Chief position will remain on a 40 hour work week. If approved, the total Fire Department FTE's will remain unchanged and there will be no additional impact to the budget.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: The Deputy Emergency Manager position is currently budgeted for fiscal year 2019 and would be replaced by the Emergency Medical Services Manager. Total salary and benefits for the current Deputy Emergency Manager is \$130,380. Total estimated salary and benefits for the Emergency Medical Services Manager is \$130,380.

The current EMS Battalion Chief salary and benefits budgeted for fiscal year 2019 is \$217,099. The total estimated salary and benefits for the new Battalion Chief/Emergency Management position is \$187,864. There will be an initial cost savings of \$29,235 in the reorganization of the EMS Battalion Chief's position due to step difference. The current EMS Battalion Chief, who is retiring, is topped out at Step 4 and all prospective replacements to the Battalion Chief/Emergency Management position will start as a Step 2.

The Current Emergency Management Performance Grant (EMPG), which covers approximately \$62,986 of the Deputy Emergency Manager's salary, would be applied towards the Battalion Chief/Emergency Management position.

Alternatives

If this request is denied, there will be no changes in the Fire Department's organizational structure.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

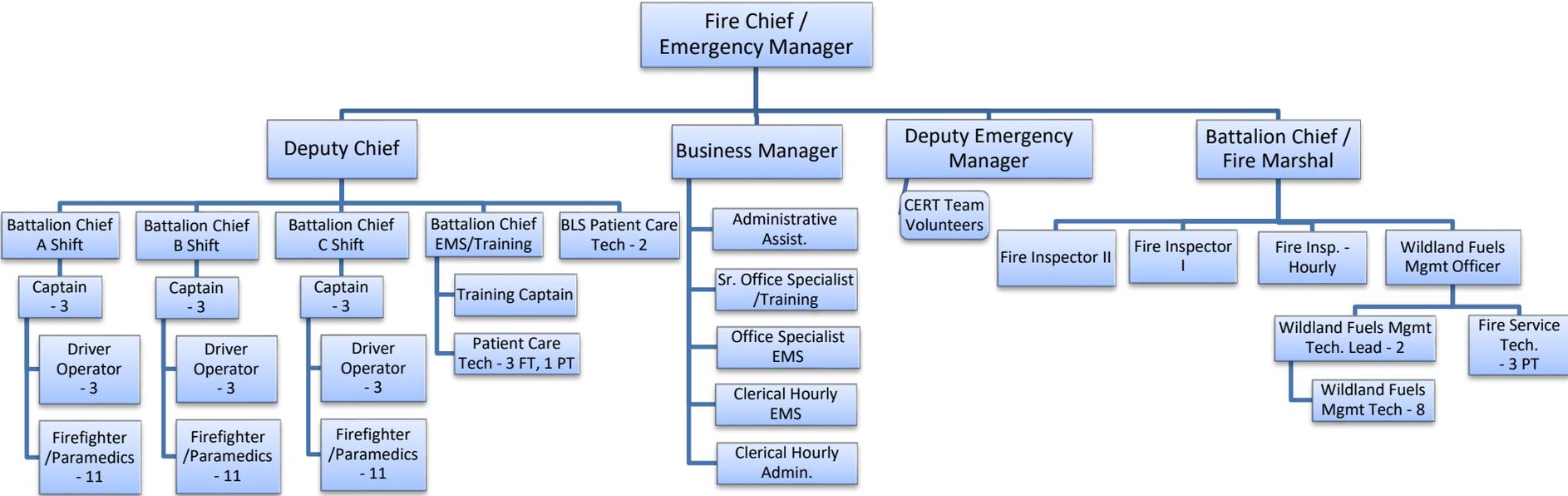
(Vote Recorded By)

Carson Fire Position Reorganization
Add Emergency Medical Services Manager Position, Eliminate Deputy Emergency Manager Position

					Current Cost	Reorganization Cost
Deputy Emergency Manager	Wage	Wages	Benefits	Total		
Total Wage	42.6414	88,694	41,686	130,380	130,380	
Emergency Medical Services Manager	Wage	Wages	Benefits	Total		
Total Wage	42.6414	88,694	41,686	130,380		130,380
BC Step 4 Current EMS Battalion Chief	Wage	Wages	Benefits	Total		
Total Wage	65.2342	135,687	81,412.28	217,099	217,099	
BC Step 2 Battalion Chief / Emergency Management	Wage	Wages	Benefits	Total		
Total Wage	56.4495	117,415	70,449	187,864		187,864
Emergency Management Performance Grant (EMPG) Grant				Total		
				62,986	(62,986)	(62,986)
					284,493	255,258

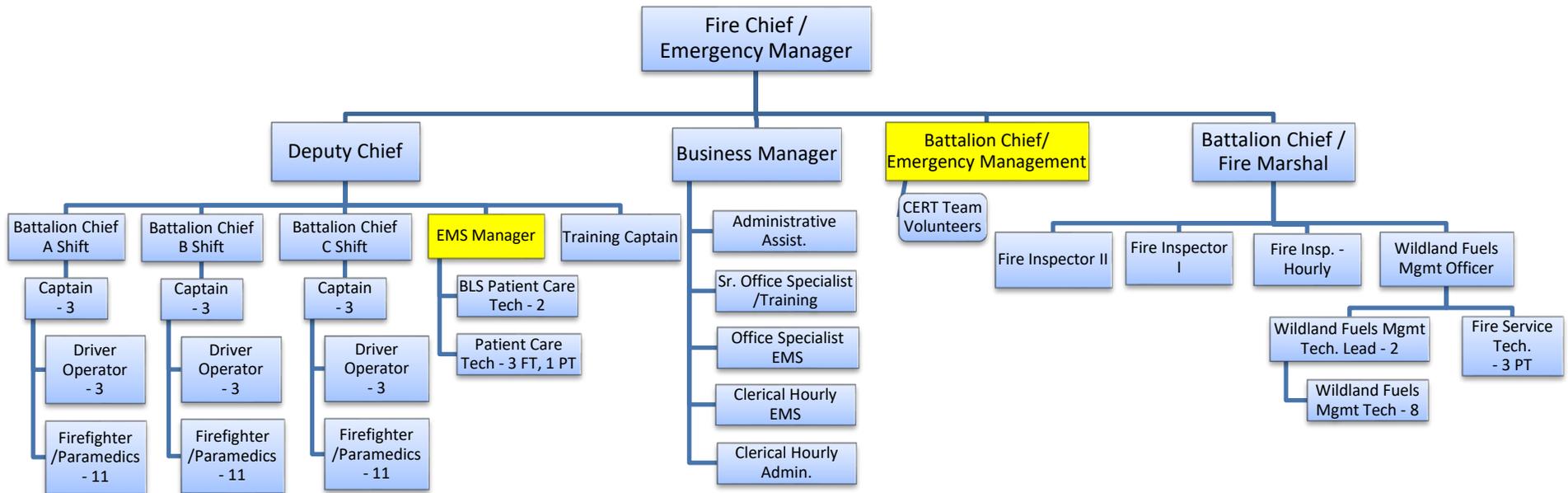
CARSON CITY FIRE DEPARTMENT ORGANIZATIONAL CHART

Current 6/11/18





CARSON CITY FIRE DEPARTMENT PROPOSED ORGANIZATIONAL CHART





JOB DESCRIPTION

JOB TITLE: Emergency Medical Services (EMS) Manager
DEPARTMENT: Fire
REPORTS TO: Fire Chief/Deputy Fire Chief

FLSA: Exempt
GRADE: M1
DATE: June, 2018

SUMMARY OF JOB PURPOSE:

This is a mid-management position which is a part of the Fire Department Management Team and reports directly to and receives general and specific direction from the Fire Chief or Deputy Fire Chief. The EMS Manager is responsible for supervising, planning, coordinating, and monitoring the activities in the Emergency Medical Services Division. Other responsibilities include coordinating activities with other divisions, outside agencies, and the general public; developing and maintaining division's budget; providing staff assistance to other divisions; exercising supervision over specified line and staff personnel; and establishing and accomplishing the goals and objectives for the division in support of the Department's mission.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Plans, organizes, administers, directs and supervises the delivery of care in the pre-hospital system and specialty care system and the associated billing; insure that all EMS activities, including the ALS services, are performed according to Department standards and State policy; monitor activities and evaluates performance of the Department's emergency medical service providers and recommends changes in performance, if necessary to the Chiefs; maintain and manage the Department's job related certifications. Ensure all medical information is kept confidential and HIPAA compliant;
- Develops and implements goals, objectives, policies, procedures and work standards for the emergency services programs; prepares and administers the program's budget.
- Manages and administers programs, such as, but not limited to: maintenance of EMS equipment, EMS inventory, EMS budgeting, ambulance design and specifications, and EMS training; coordinate ambulance inspections with the Nevada State EMS Department and serves as the liaison. Coordinates activities and the preparation of funding applications and grants; audits grant programs and prepares reports and other documentation required for federal and other funding sources; manage and report on EMS quality assurance programs.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- Responsible for developing methods and techniques for the improvement of EMS services. Administers and coordinates EMS education and training programs within the Department as well as in conjunction with other providers, such as the college; acts as a preceptor for EMT and paramedic students; operates and oversees the CPR program; provides current EMS information to all EMS personnel in the Department and insures that all members are informed and understand all Department EMS operations, programs and policies. Serves as the Department liaison with the hospital, the Department Medical Director and other EMS agencies and providers; establishes and maintains effective public relations. Manage and administer the Department's infectious control responsibilities and the Department's EMS quality control. Confers with and represents the City in meetings with various public and private organizations.
- Contributes to the overall quality of the program's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Monitors legislation and other developments in emergency medical services; evaluates alternatives and recommends policy, staffing and procedural changes to meet defined needs.
- Maintains or directs the maintenance of accurate records and files related to the programs.
- Provides information to the public and others regarding emergency medical services.
- Drives a motor vehicle in order to attend off-site meetings and visit various work locations.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, public, and staff; acts in a manner that promotes a harmonious and effective workplace environment.
- At times may be required to work outside normal business hours and work extended hours to accomplish requirements of the position.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Associates of Science degree; AND two (2) years of experience working in emergency medicine or a related field; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver's license
- Certificates in ICS 100-400, IS-700, and IS-800 must be obtained within the first year of employment
- Valid Nevada State Paramedic license or a registered nurses license
- CPR and first aid certification

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- ACLS, PALS, ITLS, certifications (ACLS, PALS, ITLS instructor certificates preferred)

Required Knowledge and Skills

Knowledge of:

- Principles and practices of developing and administering an effective emergency management services program.
- Principles and practices of the Department's rules, regulations, and policies.
- Local geography and emergency resources.
- Functions, resources and limitations of various public and private organizations within the emergency management area.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the supervision of employees.
- Principles and practices of budget development and administration.
- Federal, state and local laws related to the development and implementation of emergency management services.
- Health Insurance Portability and Accountability Act (HIPAA)
- Computer applications related to the work.
- Office administrative practices and procedures.
- Safety principles, practices and equipment related to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- Principles and techniques of making effective oral presentations.
- Principles and techniques of preparing effective written informational or educational materials.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others; developing and implementing goals, objectives, policies, procedures and work standards.
- Maintaining accurate records and files related to the work of the programs.
- Representing the programs and the City effectively in meetings with various departments and other public and private organizations.
- Developing and conducting analytical projects and studies.
- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment in emergency situations.
- Preparing clear and concise reports, correspondence and other written materials.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.
- Operating all Advanced Life Support equipment

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and an emergency scene, use standard office equipment, sit for extended periods of time, and serve as on-scene emergency coordinator; strength to exert up to 50 pounds of force occasionally and up to 20 pounds frequently to lift, carry, push, pull or move objects; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions, smoke, inclement weather conditions and human body fluids.

CONDITIONS OF EMPLOYMENT:

1. *Unclassified employees are “At Will” and as such may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
4. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
5. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$52.25 and a drug/alcohol screen which costs \$36.50. Employment is contingent upon passing the background and the drug/alcohol screen.*
6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.*
7. *Carson City is an Equal Opportunity Employer.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

“Carson City is an Equal Opportunity Employer”