City of Stoughton

Additional Staffing Request Form

General Information

Date:	08/16/2023
Director:	Schimelpfenig
City Department:	EMS
Requested Position Title:	A-EMT
Status:	☐ 40 Hours ☐ 30 Hours ☐ 24 Hours ☐ 22.5 Hours ☒ Other _____

Directions:

Before adding a new position to our budget, we need to justify the significant additional expense. Increasing headcount is an important and expensive decision that can only be funded with anticipated increased productivity, expense reduction, and/or additional revenues.

The Employee Cost Summary will be completed by the Director of Human Resources & Risk Management once this form is received.

Justification

Give a specific explanation regarding why the proposed position is critical to the operation of your department: Attach proposed or existing position description and organizational chart.
Since 1976, SAEMS has served the city and surrounding townships through extraordinary volunteerism. 47 years. Unfortunately, the capacity to continue fully under this model is no longer feasible. The service is becoming stressed to provide 24/7/365 coverage.

Impact

If position is not approved, give specific departmental impact as well as impact to City services and other departments:
Unfortunatley, the end result of dimished staffing rescources will result in periods of primary ambulance unavailability (out of service).

Alternatives

List alternatives to filling this position: Give specific alternatives, i.e., restructure – attach additional documents, if necessary.
There are no alternatives. The department has recruited volunteers through a variety of methods and continues to do so. The climate of volunteerism has changed; though there are many significantly dedicated members, there are simply not enough of us.

Submitted By

Director:
Lisa Schimelpfenig

Signature:	Click here to enter text.	**Date:**

Stoughton Area EMS

Personnel Budget Request 2024 – For Context

Current Structure

The operations of SAEMS are dictated by WI Department of Health Services/EMS Division and dictated by State Statute 256 and DHS Administrative Rule 110.

SAEMS has provided volunteer service to the City of Stoughton and surrounding townships for 47 years. The climate of volunteerism has changed. Though there remains many significantly dedicated members of the service, there are simply not enough of us. I offer this description of our structure to help you understand the magnitude of our mission daily.

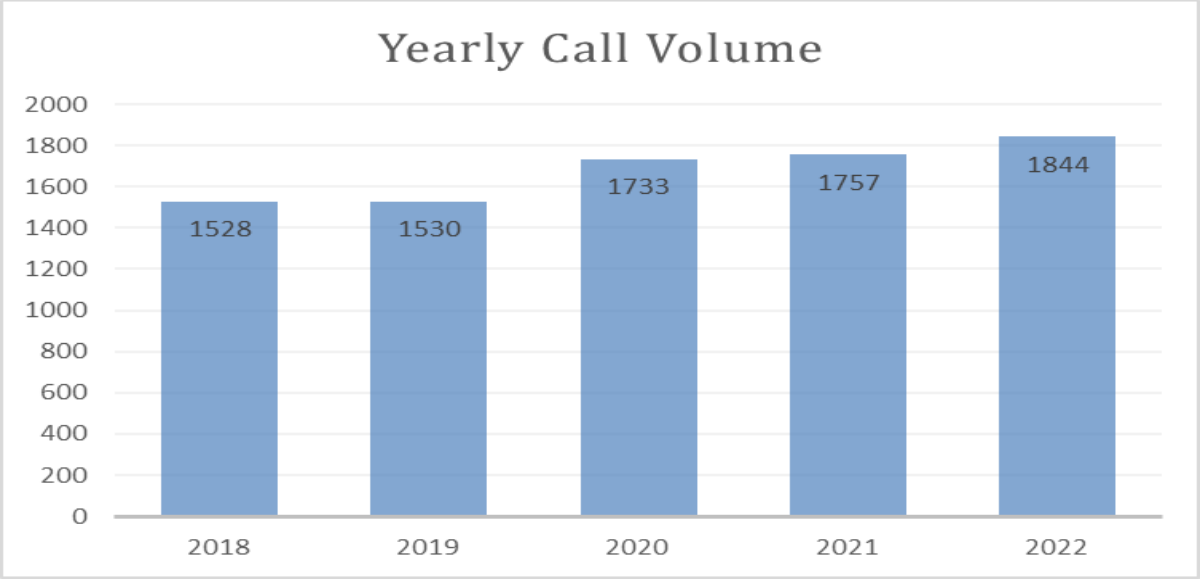
SAEMS staffs one (primary) ambulance (Rescue 88) 24/7/365 at the Advanced EMT (A-EMT) level. This ambulance is staffed by either three Emergency Medical Technicians or two Emergency Medical Technicians and a Driver. There are two levels of licensure providing staffing SAEMS, EMT-B and A-EMT. The latter requires additional training. There must be one A-EMT assigned to the primary ambulance at all times. Minimally, there must be two licensed EMT's (one must be an A-EMT) assigned to the primary ambulance at all times.

There are three positions related to an on duty ambulance. A Crew Chief, an EMT and a Driver. Each position has specific roles and responsibilities. "Full Crew" is defined as all three positions assigned. "Legal Crew" is defined as two licensed EMT's to cover all three positions. (Legal Crew is a common matrix in other communities that respond ALONG with a fire apparatus or other assigned EMS unit, thereby ensuring an appropriate number of personnel to safely move and treat the patient.) SAEMS structured response is with a Full Crew. This aids in minimizing the potential for responder injury when moving the ill/injured and allows two EMT's to tend to the patient during the treatment and transport phase.

So…onto the math…

1. 24/7/365 coverage a year results in 26,280 hours of required personnel hours to fully staff one ambulance. This does not include special events.
2. This is the equivalent of 12.63 full times positions.
3. We require a commitment of 90 hours/quarter for EMT's and 30 hours/quarter for Drivers.
4. This provides 12,840 hours of coverage a year. Equivalent of 6.17 full time positions.
5. The remaining 13,440 hours are covered by members <u>who give so very much more than the minimum requirements.</u> Though there are many reasons members make this magnitude of commitment to serve, overarching is a deep sense of responsibility to ensure the primary ambulance is staffed and able to respond. Equivalent of 6.46 full time positions.

Current membership is neither up nor down from a historic perspective. There are currently 34 EMT's and 5 Drivers. What has changed is the sheer volume of responses, burn out and the capacity of the volunteers past their full time employment, family and social obligations.



<u>Staffing Request</u>

I am requesting paid on call staffing for the 2024 budget cycle. This will slightly reduce the strain on Tuesday/Thursday day time coverage shortages and remove one 24 hour period/week, Saturday, from the volunteer scheduling load. Saturday is simply a historically difficult day to staff. Due to our structure, members are rotationally responsible for 72 hours of call every five weeks along with their 24 hours per week the remaining four weeks. This will relieve members of 24 out of 72 hours (Saturday) and I believe will be extremely beneficial in terms of retention.

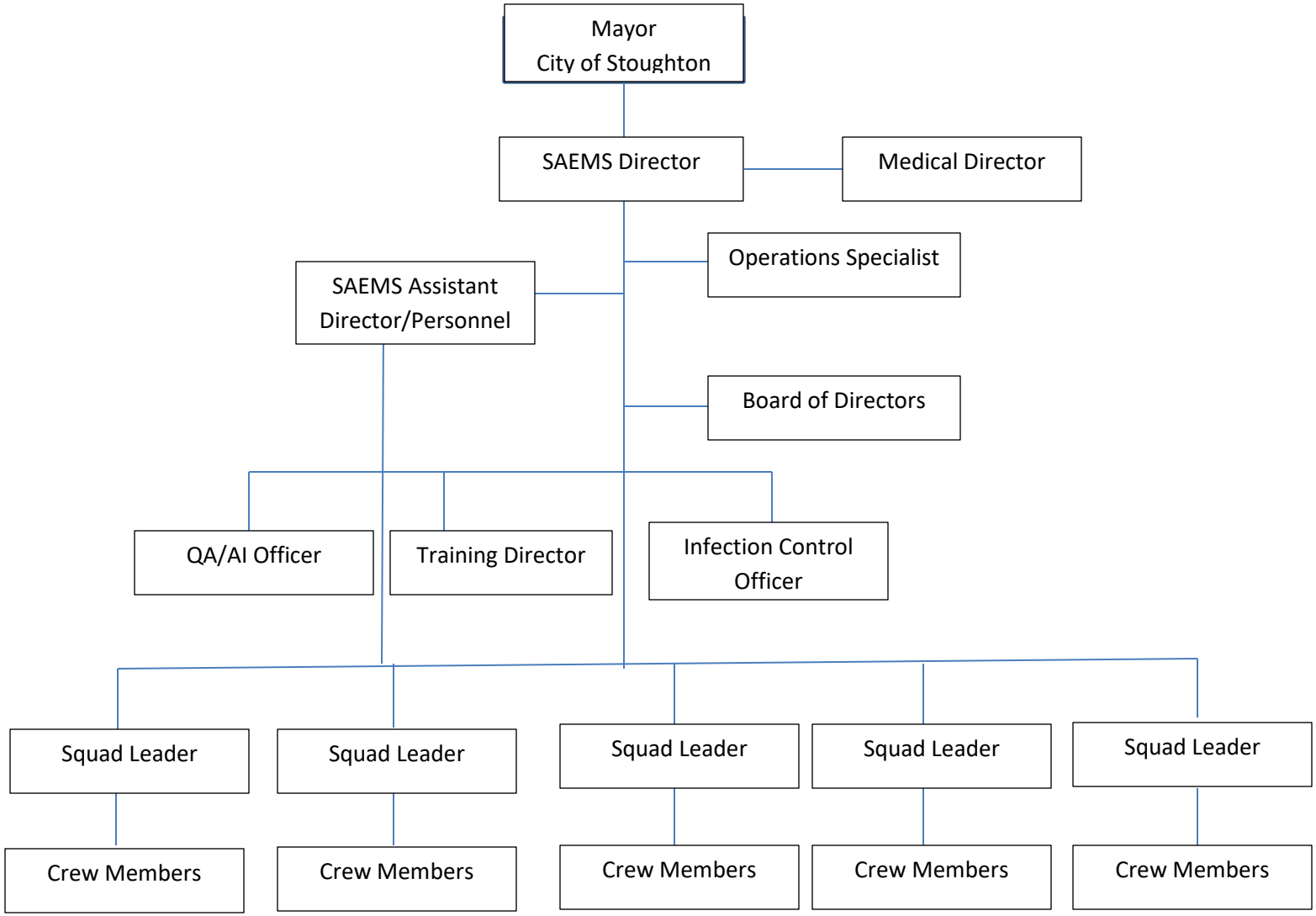
This request affords coverage of 312 hours monthly, 3744 hours annually. Coverage of

This has an estimated annual fiscal impact of $108,576 (benefitted) at the hourly rate of $20 and should they qualify, an estimated benefitted rate of $29 (remains to be H/R calculated based on hours/eligibility/allowed benefits).

Please Note – This request is in support of the PRIMARY ambulance and does not support secondary ambulance scheduling.

See Attachments: Excel 2024 Paid on Call Staff Request, Staffing From, Dept. Structure, Position Description

Lisa Schimelpfenig
Director SAEMS


Mayor
City of Stoughton
SAEMS Director
Medical Director
Operations Specialist
SAEMS Assistant Director/Personnel
Board of Directors
QA/AI Officer
Training Director
Infection Control Officer
Squad Leader
Squad Leader
Squad Leader
Squad Leader
Squad Leader
Crew Members
Crew Members
Crew Members
Crew Members
Crew Members

City of Stoughton
Position Description

Department: EMS

Position Title: A-Emergency Medical Technician **Pay Grade:** Paid On Call

Date: August 2023 **Reports To:** Squad Leader

Purpose of Position

The purpose of this position is to provide and administer both emergency and non-emergency care, extrication/rescue, and transportation for sick and/or injured persons, based on State of Wisconsin training standards and licensure requirements as set forth in Wisconsin Statutes/Administrative Rules.

Essential Functions:

- Ensure personal safety as well as the safety of other ambulance personnel, patients and the general public.
- Respond without controllable delay when paged.
- Receive, comprehend and act appropriately on information received from dispatch.
- Communicate with fellow/crew members, other medical personnel, family members, bystanders and the patient (when patient is able) to obtain all necessary information for providing the most appropriate patient care.
- Render emergency care as appropriate for level of licensure.
- Understand function of, and demonstrate skill proficiency with, SAEMS authorized equipment, supplies and medication administration.
- Understand and application of the concepts of safe effective lifting techniques.
- Understanding and use of sanitizing, disinfecting and general cleaning procedures for all equipment and vehicles.
- Understand the purpose of and demonstrated use of required patient documentation, communications and confidentiality relating to patient care.
- Perform duties of a mentor for new members, volunteer or paid on call, through orientation and coaching.
- General janitorial station duties including but not limited to: sweeping, mopping, dusting, garbage removal, maintaining facility cleanliness, and when necessary laundry.
- Perform ambulance checklists as required, rectifying issues and alerting administration to deficiencies.
- Ability to understand, comprehend and follow all policies and procedures outlined by the SAEMS Bylaws, Standard Operating Guidelines (SOGs) and Rules and Regulations.
- Perform all job-related tasks with a high degree of skill, good judgment, integrity and confidentiality.

- **REQUIREMENTS, EDUCATION, EXPERIENCE AND TRAINING**

- Must be 19 years of age or older (requirement to operate a SAEMS ambulance).
- Must hold a valid State of Wisconsin Drivers License and meet insurability requirements; successful background, driving record and criminal background checks prior to conditional offer of employment with SAEMS.
- Ability to quickly ascertain knowledge of the district and understand hazards within the Stoughton Area EMS service area.
- Legible writing and documentation skills, comprehensive reading ability.
- Current unconditional State of Wisconsin A - EMT license.
- Minimum of two years of experience as an A-EMT.
- Current BLS Provider CPR certification by the American Heart Association or equivalent.
- Must be able to perform general physical activities such as walking, running, lifting (75 pounds minimum), pulling, pushing and retrieving.

WORKING CONDITIONS

Exposure to hazards encountered in emergency medical services include but are not limited to: accident scenes, biohazard waste, body fluids, crime scenes, inclement weather, infectious patients, hazardous materials, unstable or violent patients, small enclosed work areas (back of ambulance). Subject to page at any time when on call.