



City of Grass Valley
City Council
Agenda Action Sheet

Title: Administrative EMS Coordinator

CEQA: Not a project

Recommendation: That Council 1) approves the job description for Administrative EMS Coordinator, and 2) approves the associated salary schedule and Certificate and Educational Incentive pays for the Administrative EMS Coordinator position.

Prepared by: Mark Buttron, Fire Chief

Council Meeting Date: 09/10/2024

Date Prepared: 09/5/2024

Agenda: Consent

Background Information: In August 2023, the Fire Department launched an Advanced Life Support (ALS) program aimed at enhancing community service by placing paramedics on fire engines. This initiative is designed to improve emergency response capabilities and provide more immediate and specialized medical care during emergencies.

As part of this program, the Fire Department is preparing to fill a critical role due to the upcoming retirement of the current EMS Supervisor. The department has identified the need for a new EMS Supervisor or Coordinator, who will be responsible for overseeing program requirements, reporting, skills evaluations, and other essential functions. This role also serves as an additional resource within the ALS system.

To ensure a smooth transition and continued service to the community, the department plans to run parallel recruitments for both a public safety EMS Supervisor and a non-public safety EMS Coordinator. This dual recruitment strategy is intended to ensure that a qualified candidate is in place before the current supervisor's retirement in November.

This proposed new position would be placed in Unit 1- Management/Supervisory Professional & Confidential Employees group. The salary range and certificate/educational incentive pays for the Administrative EMS Coordinator position are attached for City Council's consideration. Also, attached is the Job Description for City Council's information.

Council Goals/Objectives: Strategic Goal #1 Exceptional Public Safety

Fiscal Impact: None

Funds Available: Yes

Account #: 200-203

Reviewed by: Tim Kiser, City Manager

Attachments:

- 1) Job Description
- 2) Salary Range and Certificate / Educational Incentive Pays