



City of Grass Valley
City Council
Agenda Action Sheet

Title: Administrative EMS Coordinator

CEQA: Not a project

Recommendation: That Council approve an updated job description for Administrative EMS Coordinator

Prepared by: Mark Buttron, Fire Chief

Council Meeting Date: 11/12/2024

Date Prepared: 11/1/2024

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 a new EMS 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.

The Council approved the job description, salary range, and incentives for the EMS Coordinator on September 10, 2024. An administrative error was noted requiring minor corrections to the positions exempt status and updated pay scale, which have been corrected and finalized.

The EMS Coordinator will be part of Unit 1-Management/Supervisory Professional & Confidential Employees Group. The ALS program and the new EMS Coordinator position are both focused on improving emergency medical care in our community. We're confident that these efforts will strengthen our ability to provide responsive, high-quality medical support to our residents.

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

Fiscal Impact: Budget Position in FY 23.24

Funds Available: Yes **Account #:** 200-203 **Reviewed by:** Tim Kiser, City Manager

Attachments: 1)Job Description & 2)Salary Range and Certificate / Educational Incentive Pays