



# MEMO

## Fire Department

To: Finance & Personnel Committee  
From: Chief Jake Carrel and HR Director Hodge  
Date: March 17, 2025  
Re: Creation of Firefighter/EMS position

### **Background information:**

Reference to: Creation of 'Firefighter/EMT' Job Title to Fill Existing Vacant Positions from Finance & Personnel Committee meeting from March 3, 2025.

Due to the current competitive state of available Paramedic candidates and the overall shortage of available candidates, it has become necessary to evaluate alternative approaches to hiring.

To address the shortage and challenge to fill vacant positions, it is proposed to create the Firefighter/EMT position for the Fire Department. This proposed approach and new position are supported by the Kaukauna Firefighters Union.

### **Strategic Plan:**

#### **People Management:** Targeted Recruiting Plan

The Firefighter/EMT job title expands our recruitment pipeline by engaging paramedic students earlier in their careers, creating both immediate staffing solutions and a sustainable talent development pathway that aligns with our high standards.

#### **Create a Community of Choice:** Maintain a safe and healthy community

This staffing approach ensures continuous, high-quality emergency response coverage while broadening our applicant pool. It enables us to maintain optimal staffing levels, meet response time standards, and select the most qualified candidates to serve our community effectively.

### **Budget:**

We are looking to fill vacant positions already funded and approved by Common Council at the new proposed title and to utilize funds not used in salary/wages to offset tuition support to a new hire finishing Paramedic school for books, tuition, and fees. The base salary for the

Firefighter/EMT positions is proposed to be at 80% of the base rate for the Firefighter/Paramedic.

**Staff Recommended Action:**

It is recommended to approve the creation of a new position with the title of Firefighter/EMT for the department and the authorization to fill vacant positions with the new title.