

Date: May 5, 2026

To: Common Council

From: Rachelle Blitch, Director of Financial and Administrative Services

Re: Recruitment and Advancement Incentive Program – Fire/EMS Department

The purpose of this memo is to provide an overview of the Fire/EMS Recruitment and Advancement Incentive Program. This program is designed to strengthen our ability to attract qualified paramedics while also supporting and rewarding current employees who obtain key certifications and licenses essential to department operations.

The program includes structured, multi-year incentive payments for three categories: Outside Paramedic Hires, Internal Paramedic Licensing, and Motor Pump Operator (MPO) Certification. Incentives are paid out over a three-year period to support retention and ensure long-term staffing stability.

1. Outside Paramedic Hire Incentive

Total incentive: **\$3,000**

- **\$500** at 6 months
- **\$500** at 1 year
- **\$1,000** at 2 years
- **\$1,000** at 3 years

2. Paramedic Licensing Incentive (Internal Candidates)

Total incentive: **\$3,000**

- **\$500** once fully licensed and operating independently on shift
- **\$500** at 1 year
- **\$1,000** at 2 years
- **\$1,000** at 3 years

3. MPO Certification Incentive (Internal Candidates)

Total incentive: **\$1,500**

- **\$250** once certified and operating independently on shift
- **\$250** at 1 year
- **\$500** at 2 years

- **\$500** at 3 years

Program Purpose and Benefits

This incentive structure is intended to:

- Enhance recruitment competitiveness for paramedic positions
- Support internal career development and professional advancement
- Improve retention by distributing incentives over multiple years
- Strengthen operational readiness by encouraging key certifications

Repayment Provision

To ensure the program supports long-term retention, the incentive structure includes a repayment clause for employees who separate from the department before completing three years of service from the date of their first incentive payment. Repayment obligations are prorated based on length of service completed. Employees who leave within 1–12 months are required to repay 100% of incentive funds received. Those who leave within 13–24 months must repay 50%, and those who leave within 25–36 months must repay 25%. This provision helps protect the City's investment in recruitment and professional development while maintaining fairness for employees who remain with the department for the full incentive period.

We believe this incentive structure will strengthen both our recruitment efforts and internal career development pipeline, helping ensure the Fire/EMS Department remains fully staffed and well-prepared to meet community needs.