



## Legislation Details (With Text)

**File #:** 21-0348      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 2/25/2021      **In control:** Board of Supervisors

**On agenda:** 4/6/2021      **Final action:** 4/6/2021

**Title:** Chief Administrative Office, Emergency Medical Services and Emergency Preparedness and Response Division, recommending the Board adopt and authorize the Chair to sign Resolution 020-2021 amending the current Authorized Personnel Allocation to add 0.25 FTE Emergency Medical Services Specialist to the Chief Administrative Office.

**FUNDING:** Ambulance Fees, Special Taxes.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Draft EMS Resolution April 2021, 2. B - Blue Route-EMS Reso April 2020, 3. Executed Resolution 020-2021

Date	Ver.	Action By	Action	Result
4/6/2021	1	Board of Supervisors	Approved	Pass

Chief Administrative Office, Emergency Medical Services and Emergency Preparedness and Response Division, recommending the Board adopt and authorize the Chair to sign Resolution **020-2021** amending the current Authorized Personnel Allocation to add 0.25 FTE Emergency Medical Services Specialist to the Chief Administrative Office.

**FUNDING:** Ambulance Fees, Special Taxes.

**DISCUSSION / BACKGROUND**

The Chief Administrative Office's Personnel Allocation currently includes a 0.75 FTE Emergency Medical Services Specialist, which is assigned to the Emergency Medical Services and Emergency Preparedness and Response Division and is currently vacant. The Division is recommending to increase this allocation to 1.00 FTE, allowing for the recruitment of a full time employee. The Division has seen an increase in the workload over a number of years in relation to its role supporting the County's EMS System. As an example, the implementation and administration of the electronic patient care record software that is used by seven transporting agencies has proven to take much more time than had been anticipated. Additionally, reporting requirements to the State Emergency Medical Services Agency have increased in recent years and legislative regulatory changes have resulting in additional program requirements and policy development. Due in part to the position being part-time, the EMSA has at times been behind in updating various plan documents and providing reports that are required by the State. A review of the classification was recently completed with Human Resources, resulting in the classification specification being revised and renamed, allowing additional responsibilities to be assigned to the position.

**ALTERNATIVES**

The Board could deny the request and direct the Division to recruit for a part time employee.

**PRIOR BOARD ACTION**

On March 16, 2021, the Board approved a classification title change and classification specification update for the Emergency Medical Services Specialist, which was previously titled Quality Improvement Coordinator (Legistar #21-0332).

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Human Resources, County Counsel

**CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

**FINANCIAL IMPACT**

The Emergency Medical Services program, to which this position is assigned, is fully funded by County Service Areas #3 and #7, which are funded primarily by property taxes, special taxes, ambulance fee revenue. There is no General Fund impact to the recommendation. The annual cost of this recommendation is approximately \$18,000. The additional current fiscal year cost can be funded by salary savings within the program due to vacancies.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

Clerk to obtain Chair's signature on Resolution xxx-2021 and forward to Human Resources.

**STRATEGIC PLAN COMPONENT**

Public Safety

**CONTACT**

Sue Hennike, Deputy Chief Administrative Officer