

CITY of CASCADE LOCKS *AGENDA*

CITY COUNCIL SPECIAL MEETING, Monday, October 1, 2012, 5:00 PM, FIRE STATION

1. Action to Approve Position of Station Captain and Set Salary Range.
2. Action to Approve Position of Paramedic and Set Salary Range.
3. Adjournment.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for person with disabilities, should be made at least 48 hours in advance of the meeting by contacting the City of Cascade Locks office at 541-374-8484.



STAFF REPORT

Date Prepared: September 28, 2012

For City Council meeting on October 1, 2012

TO: Hon. Mayor and City Council

PREPARED BY: Paul Koch, Interim City Administrator



APPROVED BY: N/A

SUBJECT: Acting on recommendations for staffing the Emergency Services Department with a Station Captain and a full time Paramedic.

SYNOPSIS: On September 24, 2012 City Council discussed the various approaches to filling positions in the Emergency Services Department. Following extensive discussion City Council formally acted to direct the Interim City Administrator to proceed with two parallel tracks; **continued negotiations with Hood River City and preparing the City of Cascade Locks to advertise, screen and hire a Station Captain and a full time Paramedic.** The ICA was directed to look at the quickest way to accomplish this staffing and report back to City Council.

In order to move forward, it is necessary for the City Council to approve job descriptions for both positions as well as salary ranges. The City Council has two options regarding the filling of these positions and is being asked to determine what direction Council wants to proceed.

This matter comes before City Council for formal action at this time. There are two position descriptions involved in this proposed action.

CITY COUNCIL OPTIONS: City Council has the following options available at this time.

- A. Do nothing and seek other options.
- B. Adopt the position descriptions and salary ranges and authorize immediate filling of the two positions on a temporary basis in accordance with City Policy.
- C. Adopt the position descriptions and salary ranges and authorize immediate advertising, recruitment and selection to fill the positions.
- D. Other action desired by City Council.

RECOMMENDATION: That City Council, by motion approve the following actions.

- A. Approve the job description and salary range for Station Captain.
- B. Approve the job description and salary range for full time Firefighter/Paramedic.

- C. Determine whether Council desires to have the positions filled on 1) a temporary basis until the full time hiring process can be completed **OR** 2) whether the positions should not be filled immediately on a temporary basis while the permanent hiring process unfolds. The full time hiring process could take 30-45 days with a recommendation to hire coming to City Council around November 12, 2012 at the very latest.

Legal Review: There is no legal review or comment required at this time.

Financial Review: In the approved budget, there is \$118,189. set aside in Personnel Services (Fire Chief) in anticipation of this action.

If City Council opts for the temporary assignment approach then the estimated total costs from October through June would be \$83,918 for salaries and all fringe benefits. If City Council selects to go through the formal hiring process first and hiring is effective in November, the estimated total cost for salary and fringe benefits will be \$72,417. An analysis sheet is attached to this report for City Council information.

BACKGROUND INFORMATION:

1. A copy of the September 24, 2012 staff report is attached for City Council information.
2. The financial analysis is attached for City Council information.
3. In getting to this position, the City Council looked at a variety of options created by both City of Hood River and the Volunteer Firefighters.
4. As the City moves forward, the extended contract with City of Hood River will be modified in its work to provide for Chief Wells to play a mentoring and coaching role to help build the local leadership.
5. Whether the temporary process is used or the permanent process, all City policies will be followed. Assignment of individuals on temporary basis does not mean they will get the full time positions. There will be a formal application, screening and selection process. The issue is whether Council prefers to immediately fill the positions on temporary assignment, or wait 30-45 days to fill the positions.
6. Existing volunteers will be encouraged to apply for these positions.
7. Immediately upon hiring, the successful candidates will be involved with the ICA, Finance Director and Chief Wells to develop work plans, schedules and protocols necessary for the effective operation of the department.

STAFF REPORT

Date Prepared: September 19, 2012

For City Council meeting on September 24, 2012

TO: Hon. Mayor and City Council

PREPARED BY: Paul Koch, Interim City Administrator



APPROVED BY: N/A

SUBJECT: Acting on proposed strategies for staffing of the Emergency Services Department

SYNOPSIS: At the September 10, 2012 City Council meeting, Council directed Staff and City Attorney to proceed to negotiate a contract with the City of Hood River for provision of paramedic services based on two proposed options provided by the City of Hood River. In addition, City Council directed that Staff meet with the volunteers in the Department and share the two Hood River options and get feed back and suggestions from the Volunteers. That meeting with the Volunteers was held on September 17, 2012. As a result of the meeting with the Volunteers, the Mayor and Councilman Cramblett encouraged the Volunteers to prepare and file their own suggestion.

This report transmits the options as suggested by the fire Volunteers, the two options from the City of Hood River and seeks City Council action to precede.

CITY COUNCIL OPTIONS: City Council has the following options available at this time.

- A. Continue to move toward a contract with the City of Hood River around Hood River Option 1. Ensure that the Volunteers are involved in the review of any proposed contract and include the concept of further developing local community leadership within the department.
- B. Take action to adopt Hood River Option 2.
- C. Take action to adopt Volunteers Option 3.
- D. Take action to adopt Volunteers Option 4.
- E. Take action to direct staff to immediately begin to advertise and recruit for a City paramedic while continuing to pursue a contract with the City of Hood River for paramedic services.
- F. Other action as may be desired by City Council.

RECOMMENDATION: That City Council, by motion, direct staff to approach this issue on two parallel tracks. One being to prepare to advertise and recruit a paramedic and Station Captain while also pursuing a strategy to negotiate with the City of Hood River for a contract for paramedic staff assigned in Cascade Locks.

Benefits of this recommendation: By taking this action, the City will be able to go out on the market and determine if it can attract a Paramedic and/or Station Captain at the costs estimated. By linking this with ongoing negotiations with Hood River City, the City can continue to move forward toward providing paramedic staffing as quickly as possible. By pursuing a two tiered strategy, the City can position itself to make the best possible decision to serve the community.

Legal Review: There is no legal review or comment required at this time.

Financial Review: Option 1 from Hood River is estimated to cost \$140,000. Option 2 from Hood River is estimated to cost \$225,000. The Volunteers Option 3 is estimated to cost \$75,000 and Volunteer Options 4 is estimated at \$100,000. The City adopted budget allocates \$118,000 for personnel.

BACKGROUND INFORMATION:

1. **Hood River Option 1 (attached)** is estimated to cost \$140,000. Early negotiations have focused Option 1 around the concept of a 40 hour per week paramedic assigned to Cascade Locks and includes funding for a percentage of time from Chief Wells in a more visible role and mentoring local leadership, vacation and sick leave assignment “fill in” for the paramedic, a City donation to the Volunteer Association to pay a stipend to the volunteers to provide a second person to support the Paramedic and continuation of Hood River handling of the ambulance billing for the City of Cascade Locks. This contract would come with a City opt-out provision and would be for a one year period of time. The proposed contract is being drafted at the time of preparation of this report.
2. **Hood River Option 2 (attached)** is estimated to cost \$225,000. This full service option is not being pursued at this time.
3. **Volunteers Option 3 (attached) proposes** two EMT be hired by the City and is estimated to cost \$75,000.
4. **Volunteer Option 4 (attached) proposes** that one paramedic and one EMT be hired by the City and is estimated to cost \$100,000.
5. **The 5th Option** as outlined above in the recommendation would cost approximately \$75,000 plus benefits and would provide City employed Station Captain and paramedic personnel.

Estimated Personnel Cost
 Emergency Services Department
 9/28/2012

	<u>October-June</u>	<u>Nov. 12-June</u>
<u>Station Captain - \$38,000 Annually</u>		
WAGE	28,501.00	23,751.00
FICA	2,180.00	1,817.00
PERS	5,683.00	4,736.00
WC	1,974.00	1,645.00
UNEM	228.00	190.00
HEALTH INS	7,455.00	7,455.00
	<u>46,021.00</u>	<u>39,594.00</u>
<u>Firefighter/Paramedic - \$30,000 Annually</u>		
WAGE	22,495.00	18,746.00
FICA	1,721.00	1,434.00
PERS	4,486.00	3,738.00
WC	1,560.00	1,300.00
UNEM	180.00	150.00
HEALTH INS	7,455.00	7,455.00
	<u>37,897.00</u>	<u>32,823.00</u>
TOTAL	83,918.00	72,417.00

Cost of Health Ins. Is estimated on a single person.
 PERS is estimated on being a member when hired.



Position Authorized Date: _____

Exempt Position

Salary Range: \$38,000 to \$45,000 annually

**STATION CAPTAIN
CASCADE LOCKS EMERGENCY SERVICES DEPARTMENT**

GENERAL PURPOSE

Performs a variety of fire suppression, emergency medical services, and fire prevention to minimize the loss of life and property while supervising the daily operations of the Emergency Services Department.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator who assigns programs, goals and general policies and evaluates for effectiveness with Department policies and organizational goals. This position operates within the guidance established in City policy and procedure in all cases.

NATURE OF WORK

This is a senior-level supervisor responsible for overseeing and directing the Emergency Services Department day-to-day activities. Responds to emergencies and performs fire suppression activities, rescue, damage control and property conservation/ preservation, ESD activities, fire prevention and public education activities. Supervises the activities of personnel as required or assigned. This position is expected to perform his/her duties with limited supervision, through ESD policies, Standard Operation Procedures, and established protocols and directives. The Station Captain is responsible for maintaining a state of operational readiness of facilities and equipment through scheduled inspection, testing and maintenance programs. The Station Captain promotes the health and safety of the Emergency Services Department and the community through training, education and pre-planning programs. The Station Captain prepares and manages the departmental budget and coordinates and partners with the volunteer force to ensure maximum levels of service to the community. Work is reviewed through observation, conferences and written reports for adherence to established policies and procedures. Performs related work and duties as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

Commands fire and ESD personnel en-route and on the scene of a fire or other emergency determining type of fire, mode of combat, source and amount of suppressant, and how and when a burning structure will be entered, and providing supervision, coordination and quality control.

Ensures equipment and apparatus is properly maintained, directs and participates in periodic equipment and

facility inspections, and directs and assists in grounds and station house maintenance.

Provide input regarding the purchase of fire suppression, rescue, ESD apparatus and equipment

Prepares and reviews a variety of records and reports; prepares paperwork for training, emergency response, performance appraisals, leave requests, purchase orders and budget requests; delegates special assignments to company level personnel. Ensures that medical billing reports are filed in a timely manner and in the correct format and that the City remains current and up to date with regard to billing.

Given a budget, monitors expenditures within budget limits.

Assigns and schedules duties for subordinates in the station; monitors radio communications.

Assisting in conducting drills and in-service training classes to help maintain high levels of performance,

Plan, schedule, assign and participate in equipment and station maintenance, company drills and training, pre-fire planning, physical fitness, and other operational and administrative functions;

Evaluates the performance and skills of subordinates, and investigates any infractions of protocol, rules and regulations.

Provides input to the appointment, promotion and suspension of subordinate personnel. Initiate disciplinary action of subordinate personnel as required.

Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports Fire Department's policies and procedures, labor laws and MOU provisions.

Maintains discipline and develops documentation pertaining to employee performance; provides performance feedback and prepares performance reviews for assigned staff; counsels assigned staff regarding performance, training and personal development needs.

Provide input into and/or conduct the evaluation of personnel, including volunteers, related to areas of supervision and make appropriate recommendations with regard to assignment, transfer, discipline or reward.

Maintain physical and mental fitness required to perform the duties of the position.

Completes incident and daily drill reports and other forms.

Assisting in maintaining data and records regarding fire inspection or prevention activities and preparing a variety of reports regarding fire inspection or prevention as required.

Conducts meetings and informs subordinates ,including volunteers, of new information, regulations and procedures.

Assists in comprehensive fire prevention and public education programs.

Prepares and reviews rescue field, hazardous materials and incident reports.

Maintains liaisons with hospitals, outside agencies and other divisions in order to provide the highest quality service, as required.

Manning the station in the event of an emergency as needed.

Responding to complaints regarding fire hazards/violations, as required.

Performing the duties of command personnel as needed and fulfilling obligations during duty shifts.

Ensures timely review and issuance of fire permit requests.

Serving as a member of various employee committees.

Develop and maintain good relationships and coordination with the volunteers.

Other duties as may be assigned.

QUALIFICATIONS AND EXPERIENCE

Graduation from high school or GED, supplemented by an Associated Degree in Fire Protection or other college level courses is preferred.

Experience in a volunteer agency with supervisory and/or administrative duties or a satisfactory combination of experience and education that demonstrates the required knowledge, skills, and ability.

Must possess Oregon EMT-B Certification.

KNOWLEDGE SKILLS AND ABILITIES

Has considerable knowledge of modern principles, methods and equipment for an efficient, effective Fire and Emergency Medical Services.

Has considerable knowledge of the development, management and practices of Fire and EMS Administration.

Has considerable knowledge of the laws, statutes, ordinances, codes, standards, rules and regulations pertaining to fire prevention and investigation and the operation of a Fire Department.

Has considerable knowledge of effective methods of planning, training, assigning and directing personnel and equipment for the most efficient use during small as well as large or complex and dangerous fires.

Has thorough knowledge of all EMS protocols.

Has considerable knowledge of effective supervisory principles and techniques.

Has considerable knowledge of report and record maintenance principles and practices.

Is skilled in the care and safe operation of a variety of emergency service equipment.

Is skilled in the operation of motorized vehicles under adverse conditions.

Is able to understand and follow oral and written instructions.

Is able to analyze situations quickly and objectively.

Is able to determine proper courses of action within the established framework of policies and procedures.

Is able to maintain composure under emergency situations.

Is able to work effectively under stressful conditions.

Is able to communicate effectively, orally and in writing.

Is able to assist in training subordinate personnel.

Is able to establish effective working relationships with employees, other agencies and the general public.

Is able to meet special requirements listed below.

SPECIAL REQUIREMENTS

Must be twenty-one (21) years of age or older at the time of hire.

Must possess, or be able to obtain by the time of hire, a valid Driver's License without record of suspension or revocation in any state.

No felony conviction or disqualifying criminal histories within the past seven (7) years.

Ability to read and write the English language.

Ability to meet department physical standards.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand or sit, walk, talk and hear, taste or smell, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform essential functions.

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day or night. Work is often performed in emergency and stressful situations. Individuals in this environment are exposed to hearing alarms and the hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, dry chemicals, liquid chemicals, solvents and oils, fall hazards, building collapses, traffic hazards, blood borne pathogens and infectious disease.

Is able to meet special requirements listed below.

An individual in this position occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

NOTE: Appointees will be subject to completion of a six month probationary period.

Individuals holding this position will work 40 hours per week and must request overtime in advance. Any overtime earned will be in compliance with City Personnel Policies and Procedures.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

POSITION AUTHORIZED DATE: _____
NON-EXEMPT POSITION
SALARY RANGE: \$30,000 TO \$38,000 ANNUALLY

FIREFIGHTER/PARAMEDIC

CASCADE LOCKS EMERGENCY SERVICES DEPARTMENT

GENERAL PURPOSE

Performs a variety of fire suppression, emergency medical services, and fire prevention to minimize the loss of life and property.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Station Captain.

DIRECTION EXERCISED

May assist in the instruction, and or direct the work of volunteer firefighters or other part-time department personnel, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the Officers while on assigned shift in the following:

Responding to all fire emergencies and performing fire suppression activities including but not limited to driving fire apparatus, operating fire pumps, and related equipment.

Responding to all emergency medical situations and rendering aid as per Paramedic standards.

Participating in the inspection of buildings, hydrants, and other structures in pre-fire planning programs.

Assisting in maintaining, testing, and upkeep of fire equipment, apparatus, and facilities.

Maintaining compliance with state and federal regulations as they pertain to fire and emergency medical services.

Performing other related duties as required in the routine and emergency operation of the Cascade Locks Emergency Services Department. .

Ability and effectiveness in working with volunteers.

PERIPHERAL DUTIES

Assist in serving as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS

High School diploma or GED equivalent.

Oregon or Washington Certification as an EMT -P.

A working knowledge of modern fire suppression, prevention and emergency medical services principles, procedures, techniques, and their application as demonstrated through State EMT certification.

Ability to act effectively in emergency and stressful situations.

Ability to follow verbal and written instructions.

Ability to communicate effectively orally and in writing.

Ability to establish effective working relationships with other employees, other agencies and the general public.

SPECIAL REQUIREMENTS

Must be twenty-one (21) years of age or older at time of hire.

Must possess, or be able to obtain by the time of hire, a valid Driver's License without record of suspension or revocation in any state.

No felony convictions or disqualifying criminal histories within the past seven (7) years.

Ability to read and write the English language.

Ability to meet departmental physical standards.

TOOLS AND EQUIPMENT USED

Emergency medical aid units, fire apparatus, fire pumps, hoses, and other firefighting equipment, ladders, first aid equipment, radios, pagers, personal computers, telephones.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand or sit, walk, talk and hear, taste or smell, use hands to fingers, handle or operate objects, tools, or controls, and reach with hands and arms.

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The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office setting, and loud at an emergency scene.

NOTE: Appointees will be subject to completion of a six month probationary period. Successful completion of the probationary period may qualify the employee for a 5% increase in base pay.

Individuals holding this position will work 40 hours per week and must request overtime in advance. This position must comply with City of Cascade Locks personnel policies and procedures.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

