

# Supervisory Staff Proposal

## Background

JCESA currently employs 26 EMS Providers (16 full time and 10 part time) all of whom report to the Deputy Director.

- This ratio of 1:26 is too large, especially for EMS and the fire service, and will become even more disproportionate with the addition of new providers funded by the ambulance fee.
  - Front-line supervisors are an essential component to an efficient and effective emergency service agency.
  - We are hard pressed to think of a fire and/or EMS agency outside our jurisdiction that does not employ front-line supervisors.
  - Within our county, agencies in similar disciplines benefit from supervisory staff
    - The ECC employs supervisors
    - The Sheriff's department includes lieutenants, sergeants, and corporals in their chain of command.
  
- . Examples of these essential functions include:
  - Overseeing operations
  - Managing urgent staffing exceptions,
  - Coordinating incident response in complex situations
  - System status management
    - This will become even more complex when JCESA engages in fire suppression activities
  
- Several JCESA employees voluntarily accept additional non-emergent responsibilities and collateral duties without increased compensation or any official authority. Examples of these responsibilities include:
  - Quality assurance reviews
  - Training coordination
  - Medical supply procurement
  - CAD integration
  - Response reporting and analysis
  
- Some supervisory functions within the agency are either delinquent or being executed without the time and attention they deserve due to the overwhelming demand on the directors. By nature these functions cannot be delegated to non-supervisory personnel.
  - Employee performance appraisals are months behind schedule
  - Unannounced visits to the outlying work sites are not occurring with ideal frequency
    - These visits ensure employee compliance with unit readiness standards and allow face-time between management and staff.

## Solution

Create a front-line supervisor position within the agency and promote four paramedics to this position.

- This position would enhance the responsibility and authority for four of our current employees, NOT create 4 additional positions.
- Supervisors would continue to function as providers, but would have the official responsibility and authority to perform supervisory functions as well.
- No new shifts would be created and no additional hours incurred.

## Benefits

- The supervisor to employee ration is reduced by as much as 75%
  - Creates a much more manageable span of control
    - Improves efficiency and safety
- Instead of an employee being the de facto supervisor by virtue of their station assignment, an official supervisor with the appropriate authority and title would be in that position as a result of a fair and equitable promotion process.
- Vague and questionable supervisory authority is now official and well-defined.
- Collateral duties are now assigned to a supervisor
  - Eliminates the appearance of assignments made arbitrarily or with bias
  - Supervisors can delegate portions of collateral duties downstream to evenly distribute workload and improve efficiency.
- Responsibilities that previously could not be delegated can now be assumed by supervisors
  - Meaningful employee performance appraisals will be conducted on-time by supervisors who work closely on a day-to-day basis with front-line employees
  - Supervisors will make station visits to ensure employee compliance and address issues proactively and with greater frequency than the directors are able
  - Oversight of a Health & Safety program, including the Designated Infection Control Officer as required by Public Law 101-381 and in accordance with NFPA 1581.

## Cost

The average pay increase per step in the grades affected is approximately \$0.63 per hour. The JCESA board will determine the number of step increases awarded with the promotion.

- If the promotion included a one-step increase the approximate annual cost would be \$5,824 ( $\$0.63/\text{hr} + \$0.07/\text{hr ESRS} \times 2080 \text{ hours} \times 4 \text{ positions}$ )
- If the promotion included a two-step increase the approximate annual cost would be \$11,564 ( $\$1.26/\text{hr} + \$0.13/\text{hr ESRS} \times 2080 \text{ hours} \times 4 \text{ positions}$ )
- If the promotion included a three-step increase the approximate annual cost would be \$17,389 ( $\$1.89/\text{hr} + \$0.20/\text{hr ESRS} \times 2080 \text{ hours} \times 4 \text{ positions}$ )

**Training**

Driver Pump Operator	40 hours per employee		
JCESA	FT	16	
	PT	10	
Amb Emp	FT	6	
	PT	0.5	
		32.5	
Total Hours		1,300	
Estimate		35,100	

**Equipment**

Helmet	Boots		
Coat	Gloves	32.50	
Pants	Hood		
Gear Bag	Goggles	\$2,500 per person	81,250

## 2014-2016 Funding Required by Ambulance Fee Funding

Phase 1	313,224
Phase 2	449,126

-To adequately staff volunteer stations at necessary levels

Supervisory Personnel	11,564
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### Implementation of Fire Fighting mission

-Training	35,100
-Fire Fighting Equipment	81,250

<b>Total Ambulance Fee</b>	<b>441,138</b>
	<b>577,040</b>

## 2015-2016 Funding Required by JCESA

Restoration of Overtime and Part-time cuts to base	147,000
-To adequately staff volunteer stations at necessary levels	
Cost Increases in insurance	18,175
-Rate increases are uncontrollable and fairly certain	
Step Increase	28,550
-JCESA employees, like the County, received no increase in the previous FY. If an increase for County employees is entertained, JCESA employees should be included	
Mortgage	81,000
-Per County Commission commitment in 2008. Decision from contractor on CIP funding pending	
CIP Funding	492,000
<b>Total JCESA Regular Funding</b>	<b>766,725</b>

**CIP Funding**

Item	Cost per Unit	<u>Total</u>
Two Lucas CPR Device	@ \$16,000	\$ 32,000
Four LifePak 15 Cardiac Monitors	@ \$35,000	\$140,000
Two Ambulances	@ \$160,000	\$320,000

**Grand Total of Request** \$492,000