

Human Resources Committee
December 9, 2021

The **Human Resources Committee** met Thursday, December 9, 2021 at 4:15 p.m. in the City Hall Conference Room. Present were Committee Members Kathy Wilcox, Stacy Broell, Rick Huber and Dwayne Andrews. Also present were: Fire Chief Branden Stevens, Fire Captain Jake Richards, Fire Lieutenant Casey Miller, and Human Resources Officer/Recorder Linda Wilkins.

Chairperson Wilcox called the meeting to order.

1. Request of Citizens
None
2. Committee Member Comments
None
3. Discuss & recommend next steps: Interfacility Transfer Crew concept

Chief Stevens presented a report to the committee and explained due to the current ambulance call volume an additional 5 to 6 full-time employees (FTE) would be required, he is asking for three (3) FTE's. He would like to create two new position descriptions for an Interfacility Transfer Crew to help with the current ambulance call volume. He sees the process as follows: 1) Create the position descriptions, 2) Present the idea to the Public Safety Committee for approval, 3) Meet with the Finance Committee regarding budgetary considerations and 3) Present to Public Safety the final package for approval and recommendation to City Council. He further commented that it has been difficult for staff to complete station tasks, there have been ambulance call delays; which leads to frustration by individuals, waiting for ambulances, and staff members. Chairperson Wilcox asked if there have been any deaths. Chief Stevens stated in his opinion, yes and that we are walking a slippery slope. Chairperson Wilcox thought it was important to let the public know the consequences of ambulance delays. Chief Stevens stated that every ambulance service can experience delays, but last Thursday there were 5 ambulance calls with only 3 staff members on duty. He thought acquiring data from the community on what they found acceptable in regard to ambulance call delays. Currently, transfers are taken by staff who are off duty. His vision is to have a transfer crew on duty 7:00 a.m. – 5:00 p.m., Monday – Thursday, add an Assistant Chief / Fire Marshal to assist with administrative tasks. Chairperson requested comments from the committee. Member Broell commented it was worth the time to carry the idea forward to see if it was a viable option. Member Huber thought we need to start somewhere and move forward. Member Andrews said it made perfect sense, if we can afford it and was concerned about the wear and tear on the ambulance vehicles.


***Committee Member Andrews moved to create position descriptions for the Interfacility Transfer Crew and the Assistant Chief / Fire Marshal, seconded by Committee Member Broell. On roll call, the motion passed unanimously 4-0.*

4. Next Meeting – The next committee meeting was scheduled for January 18, 2022 at 4:15 p.m.
5. Adjournment

***Committee Member Broell moved to adjourn, seconded by Committee Member Huber. The motion passed unanimously 4-0.*

The meeting was adjourned at 4:49 p.m.

Respectfully submitted,



Chairperson Kathy Wilcox



Recorder Linda Wilkins