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DATE: November 20, 2023

TO: Honorable Mayor and Members of the City Council through City Manager

FROM: Jeff Schach, Fire Chief  
David Catalinotto, Senior Management Analyst  
Aman Kaur, Senior Human Resources Analyst

SUBJECT: Resolution Amending the Classification and Compensation Plan by Establishing the Classification and Pay Range of Limited-Term Emergency Medical Services Coordinator and Authorizing the Position Allocation of One Limited-Term Emergency Medical Services Coordinator

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### **RECOMMENDATION**

It is recommended that the City Council adopt the attached Resolution Amending the Classification and Compensation Plan by Establishing the Classification and Pay Range of Limited-Term Emergency Medical Services Coordinator and Authorizing the Position Allocation of One Limited-Term Emergency Medical Services Coordinator.

### **BACKGROUND**

The Fire Department is responsible for Emergency Medical Services (EMS) in Petaluma. The Department provides Advanced Life Support (ALS) medical first response and ALS and Basic Life Support (BLS) ambulance service within the City of Petaluma, areas outside of the City of Petaluma through service agreements in Southern Sonoma County, and a portion of Marin County, for a total ambulance service area of 184 square miles.

The Department operates three primary ALS ambulances 24 hours per day, 365 days a year, staffed with providers who are dual-role personnel, certified as EMS personnel and firefighters. In addition, the Department cross trained a BLS ambulance with part-time single-role EMS providers, who are not cross trained as firefighters.

Petaluma's EMS program is overseen by command staff with additional part-time support from a contracted Clinical Support Coordinator.

In late 2021, the City contracted with the Center for Public Safety Management LLC (CPSM) to complete operational and data analyses of the City's Police and Fire Departments. CPSM

submitted a final draft report in November 2022, which included 18 recommendations. Staff reviewed these recommendations and, in a series of internal discussions, developed an action plan with 22 action items to commence implementing CPSM's recommendations; of these, nine (9) are related to EMS operations and deployment.

After extensive analysis, the Department has determined that there is insufficient availability and expertise from existing staff to both: 1) keep up with increases in EMS oversight needs from continued increases in call volume; and 2) make reasonable progress on completing the EMS action items needed for improved and enhanced service to our community, which was also recommended in the CPSM study.

Considering the factors outlined above, the Fire Department believes it is necessary to dedicate a full-time employee to supporting and assisting the maintenance of EMS service quality and facilitating programmatic enhancements.

## **DISCUSSION**

The Limited-Term Emergency Medical Services Coordinator (LT EMS Coordinator) is a newly created classification designed to fill gaps in EMS program oversight arising from the lack of availability of existing staff and prepare for implementing EMS-related action items resulting from the Department's CPSM operational analysis.

After a review of both external and internal salary comparisons, the recommendation is to internally align the salary of LT EMS Coordinator to the Police Training Coordinator. LT EMS Coordinator has responsibility for assisting with the planning, coordination, and implementation of EMS program policies, activities, procedures, and goals as well as training and certification of staff. The training related duties and responsibilities of this position are most similar to the Police Training Coordinator; however, unlike the former, LT EMS Coordinator has additional responsibilities for EMS operational and program evaluation and oversight. Therefore, staff propose setting the salary of LT EMS Coordinator 4% above Police Training Coordinator.

The LT EMS Coordinator position will be represented by the Petaluma Professional and Mid-Managers Association (PPMMA), Unit 4 (Professional). PPMMA has reviewed the recommended classification specification and proposed salary and is supportive of the proposed actions.

## **PUBLIC OUTREACH**

This agenda item appeared on the City's tentative agenda document on November 6, 2023, which was a publicly noticed meeting.

## **COUNCIL GOAL ALIGNMENT**

The authorization of this recommendation aligns with the City Council Goal of "A City That Works for Everyone." This objective includes recruiting, hiring, retaining, and advancing a

workforce that is diverse, representative, skilled, talented, and prepared to meet the demands of a full-service City.

### **ENVIRONMENTAL REVIEW**

The proposed actions are exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines Section 15378(b)(4), in that, approving this action does not meet CEQA's definition of a “project,” because the action does not have the potential for resulting either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment, and because this is a personnel-related action that constitutes organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

### **FINANCIAL IMPACTS**

The recommended annual salary range for Limited-Term Emergency Medical Services Coordinator is \$95,097.60 - \$115,564.80. The total financial impact, including salary and benefits, ranges from approximately \$144,606- \$168,225 annually. For the one-year duration of the limited-term position (January-December 2024), this position will be funded from the General Fund, utilizing anticipated increases in revenues from federal reimbursement programs for ambulance transports of Medi-Cal patients.

If the countywide fire sales tax initiative scheduled for March 2024 is passed by voters, the Department intends to fund the Emergency Medical Services Coordinator position on an ongoing basis from county fire tax revenue beginning in January 2025.

### **ALTERNATIVES**

An alternative to this item would be for the City Council to wait to authorize the position until a permanent revenue stream is identified. If the proposed countywide fire sales tax is approved by voters in March 2024, the City would begin to collect revenues in January 2025, providing sufficient ongoing funding for an Emergency Medical Services Coordinator. However, the Fire Department would lose a critical year in addressing the need to maintain and improve its EMS program with funding that has currently been identified.

### **ATTACHMENTS**

1. Resolution
2. Exhibit A - Limited-Term Emergency Medical Services Coordinator Class Specification