

Council Meeting of
September 25, 2007

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California
Members of the Council:

SUBJECT: Adoption of an amendment to the Resolution for Certain Full Time Salaried and Hourly Employees to set the salary range for the newly created position of Emergency Medical Services Nurse.

RECOMMENDATION

The City Manager recommends adoption of an amendment to the Resolution for Certain Full Time Salaried and Hourly Employees to set the salary range for the newly created position of Emergency Medical Services Nurse.

Funding

Funding is available in the Fire Department contract budget.

BACKGROUND AND ANALYSIS

Your honorable body approved the creation of the Emergency Medical Services (EMS) Nurse position as part of the 2007-2008 budget program modifications (Attachment A). The Fire Department has been contracting for the EMS Medical Services Program since 2002. The total contract amount was increased to \$104,000 due to an expansion of the scope of work related to federal and state mandates (Attachment B).

The creation of the EMS Nurse position will enable the Fire Department to recruit from a pool of qualified registered nurses and minimize the potential of turnover of contractors in the position. The EMS Nurse will be responsible for planning and evaluating the delivery of pre-hospital medical care by Emergency Medical Technicians and Paramedics. The EMS Nurse will also organize and implement a Quality Improvement Program for Paramedic and EMT-1 training. These efforts will enhance and maintain the operational effectiveness of the Torrance Fire Department and ensure compliance with state and federal mandates.

Staff recommends inclusion of the position as part of the Certain Full Time Salaried and Hourly Employees Resolution due to the sensitive and confidential nature of the EMS

Nurse position. This placement will allow the EMS Nurse the ability to function independently and implement any necessary changes to existing operational guidelines and practices. The EMS Nurse will be responsible for monitoring and revising EMT related training based on field observation of personnel.

Respectfully submitted,

LeROY J. JACKSON
CITY MANAGER

By 
Aram Chaparyan
Assistant to the City Manager

CONCUR:


LeRoy J. Jackson
City Manager

- Attachments:
- A. Excerpt from Item 12B from May 22, 2007 (General Fund Budget Program Modifications for 2007-2008)
 - B. Approved Program Revision for Fiscal Year 2007-08
 - C. Emergency Medical Services Nurse Job Specification
 - D. Certain Full Time Salaried and Hourly Employees Resolution

WHEREAS, the complete budget book is on file with the City Clerk's Office;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TORRANCE does hereby resolve the following:

SECTION 1

That the City Manager's proposed budget for the 2007-08 fiscal year shall be adopted, inclusive of the following items and adjustments:

I. GENERAL FUND BUDGET PROGRAM MODIFICATIONS FOR 2007-08:

A. City Treasurer	<ul style="list-style-type: none"> • Add 1.0 FTE Account Clerk position Annual computer replacement cost (See revenue offset below) 	\$ 67,600 400 <hr/> 68,000
	<ul style="list-style-type: none"> One-time computer, furniture, receipt validation machine One-time use of professional services from 2006-07 FY 	7,000 <7,000> <hr/> 0
B. Comm. & Info. Tech.	<ul style="list-style-type: none"> • Add 1.0 FTE Information Technology Analyst position to support the Police Department's in-car video system (FEAP 566) 	125,600
C. Comm. & Info. Tech.	<ul style="list-style-type: none"> • Add 1.0 FTE Information Technology Analyst position to provide on-going software application support 	125,600
D. Comm. & Info. Tech.	<ul style="list-style-type: none"> • Add 1.0 FTE Systems Analyst (Networks) to maintain City's network services (WAN, LAN, switching & routing etc.) 	139,900
E. Community Services	<ul style="list-style-type: none"> • Additional library operating hours which could include adding Sunday hours of service at Katy Geissert Civic Center Library 	97,000
F. Community Services	<ul style="list-style-type: none"> • Increase budget for concerts/movies in the park 	22,110
G. Community Services	<ul style="list-style-type: none"> • One-time funding to digitize local historical newspapers and directories 	20,000
H. Fire	<ul style="list-style-type: none"> • Add Continuous Quality Improvement (CQI) Coordinator Nurse position Offset by current contract budget 	104,000 <104,000> <hr/> 0
I. Fire	<ul style="list-style-type: none"> • Placement of peak staffing paramedic rescue unit into service On-going paramedic unit costs including 1 Firefighter position One-time paramedic unit costs One-time paramedic rescue unit offset (FEAP 513) 	365,500 150,600 <145,142> <hr/> 5,458
J. General Services	<ul style="list-style-type: none"> • Add 0.5 FTE Graphics Designer position 	38,800

**CITY OF TORRANCE
PROPOSED PROGRAM REVISION**

Department: Fire

Fiscal Year 2007-08

Program Name/Number	Proposed Change	Amount
Operations Division – Emergency Medical Services Enterprise Fund	Addition of 1 Continuous Quality Improvement (CQI) Coordinator Nurse Position Current contract budget Net cost	\$104,000 <\$104,000> \$0
Has this program change been submitted before?		
	No <u>X</u> Yes	Year(s)
Degree of impact in meeting City and Department Goals, Objectives and priorities:		
	High <u>X</u> Medium	Low

Impact Statement

(Must include the following information: 1) space allocation for additional personnel, 2) time frame for hiring additional personnel (coordinate with Civil Service, 3) effect on other departments (such as increased custodial services or increased vehicle maintenance; coordinate with impacted department)

The Fire Department has been contracting for provision of Quality Improvement (QI) services to the Emergency Medical Services Program since 2002. The total contract amount was increased to \$104,000 as part of the proposed modifications for the second year of the 2005-07 two-year budget and approved by the City Council in May 2006. An expansion of the scope of work of the CQI Coordinator was needed to meet the mandates from Department of Health Services adopting the Department of Transportation's EMT-1 Program. The adopted program requires EMT-1 services to be reviewed and a CQI element in the new EMT-1 re-certification course.

The new Consulting Services Agreement was approved by the City Council on January 23, 2007.

It is difficult to retain and keep nurses on a contract basis. Until the end of 2006, the contract funds were split between two nurses. The 2007 Consulting Services Agreement is with one of the nurses who has been providing QI services to the Fire Department Emergency Medical Services Program since 2002. The new contract was advertised in October 2006 in the Daily Breeze, LA Times, on Monster.com, on TFD web site, LA County DHS, Hospitals in LA County, and Fire Departments in Southern California. Only two candidates showed interest, one of whom was not qualified.

The proposed full-time CQI Coordinator Nurse position will enable the department to recruit from a pool of qualified registered nurses that would be with the department much longer than the contract positions currently available. The \$104,000 budget for contract for these services would be used to fund, to the extent possible, a Coordinator Nurse position. An informal salary survey conducted of six agencies: Beverly Hills, Burbank, Long Beach, Santa Monica, LA City, and LA County listed hourly step rates range from \$31.38 to \$45.44, on or about 104,000 a year including benefits.

The QI Coordinator advises the Torrance Fire Department in planning and evaluating the delivery of pre-hospital medical care by EMT-1s and Paramedics; organizes and implements a Quality Improvement Program for Paramedic and EMT-1 training. The Fire Department is mandated by State regulations to implement a Quality Improvement Program for its emergency medical services (EMS) program. The purpose of this program is to maintain adherence of Torrance Fire Department (TFD) personnel to medical policies, procedures, and protocols of the Los Angeles County EMS Agency.

Other Alternatives Considered

Continue to contract for CQI Coordinator Nurse professional services.

Impact of Non-approval

May not be able to retain and keep consultant.

EMERGENCY MEDICAL SERVICES NURSE

Position Summary

Under direction, the Emergency Medical Services (EMS) Nurse develops implements and evaluates the effectiveness of the EMS activities of Public Safety Personnel within the Fire Department. Monitors the prehospital patient care reporting system in compliance with county state and federal requirements; and performs related work as required.

Reporting Relationships

Receives direction from the Paramedic Coordinator (Fire Captain) or a Fire Battalion Chief.

Job Duties

- Assists department staff in interpreting and ensuring compliance with EMS policies, procedures and protocols.
- Develops criteria on which to evaluate personnel needs and operational effectiveness.
- Monitors EMS program operations and personnel for compliance with legal requirements.
- Determines training requirements for emergency programs.
- Provides and coordinates training to department employees on EMS related topics, and reviews, monitors and revises EMS-related training programs to ensure that personnel meet required clinical standards.
- Gathers data, conducts trend analysis, identifies problems, and reports on the findings.
- Develops objectives and recommendations, implements policies, procedures and identifies operating standards related to emergency medical services and quality improvement findings.
- Monitors program operation and personnel to ensure compliance with local, state, and federal regulations.
- Conducts periodic needs assessments of the EMS program to assist in curriculum planning and development for EMS training and continuing education for Emergency Medical Technicians (EMT's) and paramedics.
- Coordinates skills maintenance program and identifies advanced life support and basic life support training needs by evaluating personnel in the classroom, clinical and field settings; and reviews EMS reports and provides feedback to EMS personnel.
- Evaluates paramedic and EMT medical care through direct observation and review of medical reports and tapes.
- Conducts studies and analysis of emergency medical performance quality improvement and emergency medical dispatch issues.
- Coordinates the evaluation of patient care with the base and receiving hospitals and acts as a liaison between the receiving facilities and the Fire Department.
- Serves as a liaison between the fire department and hospitals, designated medical director and other outside agencies, regarding EMS activities, procedures, policies and mandates.
- Functions as the continuous quality improvement coordinator (CQI) and reviews and assists in the resolution of emergency medical performance issues.
- Conduct trend analysis and problem identification for CQI and prepare related audit reports and correspondence pursuant to department requirements.
- Conducts studies and analysis of Emergency Medical Dispatch (EMD) Quality Improvement Program.
- Evaluates reports, tapes documentation of Pre-arrival Medical Instructions for Emergency Medical Dispatch (EMD) Program
- Identify training and educational needs for Emergency Medical Dispatch program.

Knowledge and Abilities

Knowledge of:

- County, State and Federal statutes and regulations pertaining to prehospital care, EMS and Quality Improvement programs.
- Pre-hospital care systems and emergency health care practices and procedures.
- EMS Continuing Education regulations and requirements.
- Current practices of EMS management and response procedures.
- Basic and advanced life support (BLS) (ALS).
- Principles and practices related to adult teaching, training and Continuous Quality Improvement.
- Public relations and customer service techniques.
- Emergency Medical Dispatch program, policies and procedures

Ability to:

- Develop and implement EMS policies and procedures.
- Develop, conduct and facilitate training related to EMS CQI findings/needs.
- Develop curriculum and effective instructional delivery strategies & materials.
- Develop, conduct, and facilitate training meetings.
- Analyze program needs and develop, recommend and implement policies and procedures to achieve effective program operation.
- Effectively evaluate the performance of Paramedics and EMT personnel in the area of emergency medical services.
- Handle stressful or sensitive situation with tact and diplomacy.
- Prepare and organize data for professional reports and/or presentations using various research resources and modern software applications such as MS Office including word processing, spreadsheet, presentation, and database.
- Collect data and conduct analysis, and compute, interpret and compile statistics.
- Research methodologies and resources, including Internet and report writing.
- Computer software applications related to data analysis and report preparation.
- Establish and maintain effective working relationships with City employees, other public agencies, physicians and other medical professionals, community representatives and the public.
- Communicate effectively both orally and in writing.
- Shift priorities as departmental workload demands require and meet deadlines.
- Maintain confidentiality and exercise sound judgment.

Education and Experience

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way of obtaining the necessary knowledge and abilities is:

Associate of Science degree (AS), or greater in Nursing and five (5) years of experience in the delivery of emergency medical care, prehospital care, or an equivalent combination of education.

Experience as a Mobile Intensive Care Nurse (MICN) and/or Prehospital Care Coordinator is highly desirable.

Licenses and Certification

Must possess a valid State of California driver's license of the appropriate class.

Must obtain and maintain the following certifications within one (1) year of hire:

- State of California Licensure as an RN.
- California State Fire Marshal Instructor 1A & 1B certification.
- BLS Certification.
- ACLS Certification.

Special Requirements:

Performance of the essential duties of this position includes the following physical demands and/or working conditions.

Work is performed in an office and/or classroom environment, and occasionally in outside weather conditions, with exposure to hazardous conditions. In the event of an emergency, may on occasion be exposed to blood and other body fluids and adverse conditions for an extended period of time. May be required to travel to a variety of off-site locations.

RESOLUTION 2007-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE AMENDING RESOLUTION NO. 2007-45 SETTING FORTH CHANGES REGARDING THE HOURS, WAGES, AND WORKING CONDITIONS FOR CERTAIN FULL TIME SALARIED AND HOURLY EMPLOYEES.

The City Council of the City of Torrance does hereby resolve as follows:

SECTION I

That Resolution No. 2007-45 is hereby amended as follows:

SECTION II

Effective September 25, 2007

ARTICLE 1 – COMPENSATION**SECTION 1.1 PAY RANGES AND CLASS TITLES**

A) The pay grades described below are hereby assigned to the classifications of the following Certain Full Time Salaried and Hourly Employees.

Effective September 25, 2007

Monthly Rates:	1	2	3	4	5
Emergency Medical Services Nurse	5,812	6,103	6,408	6,729	7,065

Effective February 3, 2008

Monthly Rates:	1	2	3	4	5
Emergency Medical Services Nurse	6,015	6,316	6,632	6,964	7,312

Effective February 1, 2009

Monthly Rates:	1	2	3	4	5
Emergency Medical Services Nurse	6,226	6,537	6,864	7,207	7,567

SECTION III SEVERABILITY

If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction such decision shall not affect the validity of the remaining portions of the Resolution. The City Council hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

INTRODUCED, APPROVED, AND ADOPTED this _____ day of September, 2007.

Mayor Frank Scotto

APPROVED AS TO FORM:
JOHN FELLOWS III, City Attorney

ATTEST:

By _____
Ronald T. Pohl, Assistant City Attorney

Sue Herbers, City Clerk