



**MEMO TO:** Members of the City Council

**FROM:** Mayor Angela Birney

**DATE:** June 2, 2020

**SUBJECT: Approval of a New Full Time Equivalent (FTE) Position in the Fire Department**

**I. RECOMMENDED ACTION**

Approve a request for a new Full Time Equivalent (FTE) position in the Fire Department, fully funded by King County Medic One through the King County Emergency Medical Services (EMS) levy. The position will be classified as a Medical Services Officer (MSO) and provides coordination and support for all aspects of Redmond's Medic One program and EMS.

**II. DEPARTMENT CONTACTS**

Cathryn Laird, Human Resources Director	425-556-2125
Don Horton, Acting Fire Chief	425-556-2208

**III. DESCRIPTION/BACKGROUND**

The Fire Department has three shifts in which the crews work 48 hours on and 96 hours off (48/96 work schedule). There are three current MSO employees assigned to a shift and their focus is primarily on their specific shift. However, medical events and situations do not fall neatly within a 48/96 work schedule and it has been determined there is a need for an additional MSO position to provide holistic communication and process consistency.

Therefore, this fourth MSO position will be designated as "Administrative," which means it will work days (Monday through Friday) to cover the gaps in communication and consistency between all three shifts as well as regional fire departments. Specifically, this position will monitor and handle daily internal EMS operations, consistent communication between the shift MSOs and Fire Department EMS functions. This position will also provide oversight for Mobile Integrated Health, and quality assurance of EMS training and responses for all Northeast King County Consortium partners.

**IV. PREVIOUS DISCUSSIONS HELD**

Committee of the Whole Finance, Administration and Communications May 26, 2020.

**V. IMPACT**

**A. Service/Delivery:**

This position is critical in order to support the community and to allow the Fire Department to provide consistent services in the Medic One program.

**B. Fiscal Note:**

This position is fully funded by the King County EMS Levy and there is no impact to the general fund.

**VI. ALTERNATIVES TO STAFF RECOMMENDATION**

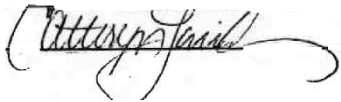
The Council could not approve this request for an additional FTE.

**VII. TIME CONSTRAINTS**

The HR and Fire Departments recommend an effective date of June 3, 2020 for the addition of this FTE.

**VIII. LIST OF ATTACHMENTS**

None



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**Cathryn Laird, Human Resources Director**



Approved for Agenda \_\_\_\_\_  
**Angela Birney, Mayor**