**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT**

**SPECIAL BOARD OF DIRECTORS MEETING MINUTES**

**Highland Station – 317 South Lookout Mountain Road**

**April 6, 2022, 5:00pm**

**Chairman Robert Keating called the meeting to order at** 5:01pm.

**Directors present (via Zoom):** Rob Keating, John Zima, Patty Hall, Roxanne Lenny, Terry McCarthy

**Others present (via Zoom):** Chief Bob Fager, Asst Chief Alan Feldman, Cpt Abbey Travers, Hanako Wyles

**DISCUSSION OF NEW PARAMEDIC POSITIONS**

Current Training Officer/Paramedic Cpt. Abbey Travers will be leaving Highland Rescue Team end of May/beginning of June. Chief Fager, Asst. Chief Feldman and Cpt. Travers have been in discussion how best to fill Cpt. Travers position to encompass current District needs as well as visions for the future. This discussion resulted in two new positions being created:

Position 1: Training Coordinator and Paramedic

Position 2: Community Outreach Paramedic

Both positions are 40hrs/week with one 24hr ALS shift and 16hr flex time to cover team training needs, community outreach activities and development of a community paramedic program. The hope is to get these positions posted and filled as soon as possible especially the Training Coordinator job to have sufficient overlap with Cpt. Travers before her departure.

The restructuring of the positions from 48hr shifts to a 40hr work will eliminate 8hrs of built-in overtime per week plus give the new employees 16hrs daytime work hours for administrative work and/or to conduct training.

Overseeing scheduling and ensuring adequate district ALS/BLS coverage is currently a task Cpt. Travers manages. It is a task that requires daily attention and good rapport with the team. Since this is a 7-days a week continuous task, the thought is to move away from having just one person responsible and doing it on a rotation basis among the paid staff and/or the officer corps. Rotations could be weekly, bi-weekly, or monthly. Scheduling is best filled with a current department member.

Adding one paramedic position on top of backfilling Cpt. Travers position will effect the budget by adding cost for one staff member’s salary, benefits, and insurance coverage. A workstation will need to be added and office space created. Funds budgeted for the additional part-time paramedic position can now go towards covering part of the cost of the new fulltime paramedics plus salary rate for the new paramedics will be lower (eliminated built-in overtime and lower seniority).

Director Keating asked if worker’s comp coverage for the new paramedics, with part of their shift dedicated to administrative tasks, is calculated accordingly meaning part time at the ALS rate and part time at the clerical rate. Hanako Wyles will inquire with the insurance carrier.

Director McCarthy asked for clarification on the two position in particular how the job duties of the two position compare to Cpt. Travers current role. Chief Fager stated that the Training Coordinator position is essentially Cpt. Travers role with minor revisions to the task list. The Community Outreach Paramedic is a completely new position. The only overlap in duties is the 24hr ALS shift.

The Board of Directors all see the creation of the new positions as positive. Developing a community paramedic program is moving the district in the right direction. Director McCarthy appreciated that the positions were created with input by Cpt. Travers who held the training coordinator position for 3+ years and knows firsthand what the job entails and what is doable and not. All supported the elimination of overtime to help keep cost within budget.

The training coordinator position is already well defined by Cpt. Travers. The other position still needs to have their administrative tasks defined to avoid it becoming a dumping ground for all miscellaneous jobs that need taken care of.

When asked about potential replacements, Chief Fager pointed out we have one good internal candidate who is well liked by the team and would be great in either of the two positions, but the salary may be too low to entice them to leave their current employment.

Assistant Chief Feldman reiterated that developing the community paramedicine program is too much to put on a volunteer member. This needs to be managed by a paid staff.

Currently, Evergreen Fire Rescue does not charge for their community paramedicine program. Funds from their recent Mill Levy increase helps cover the cost. While the program is being built up, Highland Rescue Team does not plan to charge either. This will change once the program is established. A telemedicine program will see similar progression. Insurance companies will pick this up since it saves them money. Blue Shield currently covers telemedicine consults, other insurance companies will follow.

***Vote to approve the recommendation to revise the current Training Coordinator position and to add an additional Community Outreach Paramedic position. Motion made by Director Keating, seconded by Director Hall. Unanimously approved.***

**Meeting was adjourned 5:30pm**