**Documentation of Vision, Scope, Staffing, and Budget Meeting held on 07/20/22.**

# Future Vision

* Authority owns equipment required to support Fire/EMS services for our area
* Authority pays personnel directly
* Contracting with Fire/EMS agencies would only be short-term until Authority is going
* Personnel will consist of cross-trained Fire/EMS personnel and those who are only Fire or EMT
* Long-term, we would like full-time staff 24x7 at multiple locations, combined with additional personnel available for multiple calls at the same time and/or large scenes.
* Short-Term: due to budget constraints, we will need to find the right blend of staffing to best serve the needs of our community.

# Scope - Services

* FIRE PROTECTION (EXTINGUISH STRUCTURE AND GRASS/BRUSH FIRES)
* FIRE INVESTIGATION/FIRE PREVENTION
* BASIC AMBULANCE TRANSPORT SERVICE
* MOTOR VEHICLE ACCIDENTS / VEHICLE EXTRICATION
* INDUSTRIAL INCIDENT RESPONSE (GAS/OIL FACILITIES, POWER LINE ISSUES)
* WATER/ICE RESCUE
* HAZ MAT
* COMMUNITY CPR TRAINING
* LOCATIONS:
  + MESICK/SPRINGVILLE
  + BUCKLEY

# Scope – Service Area

* Immediate – Antioch, Hanover, Springville, and Wexford
  + Obtain approval from Medical Control
  + EMS Note: Mesick Rescue current coverage area includes Slagle and Harrietta (they are charged a base of $850 plus services rendered and mileage per run)
  + FIRE Note: Buckley is providing fire services to Grant and Mayfield
* Future:
  + Traverse County – Grant and Mayfield still interested in contracting with the Authority for Fire/EMS coverage
  + Other Wexford Townships – Slagle and others

# Staffing/Command Structure

### Thought Starters:

* Think what would be the ideal staffing?
* Think about what is right for our community – how much do we need for our volume?
* Don’t limit to current funding - other opportunities may be available:
* Other Townships – Grant, Mayfield, Slagle are interested in contracting for NWEA services
* Grants – primarily for equipment so our other funds could be for personnel
* State Funding – Governor recently approved funding for Fire/EMS support
* Property Tax – with inflation, property taxes will increase, but so will wages…☹

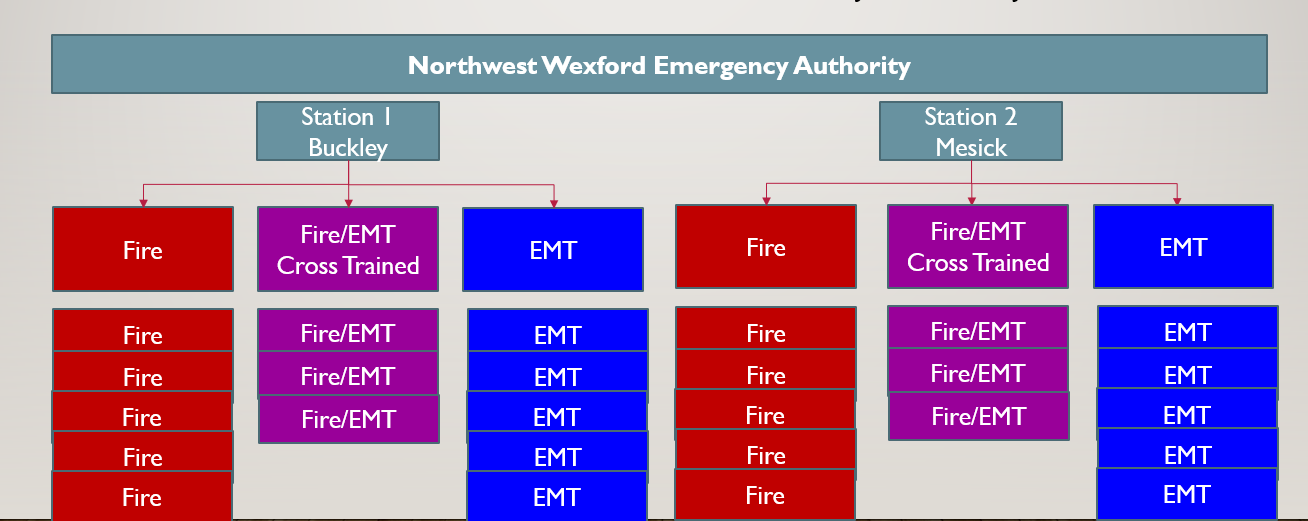
### Thought Starters: Previous Proposal and Email of Job Descriptions:

|  |  |
| --- | --- |
|  | Descriptions Emailed 7/18/22:   * + Director   + EMS Chief   + Fire Chief   + Captains   + Duty Crews   + Paid On Call   + Training Instructor (Fire and EMS)   + Training Coordinator (EMS)   + Fire Investigator   + Health and Safety Officer |

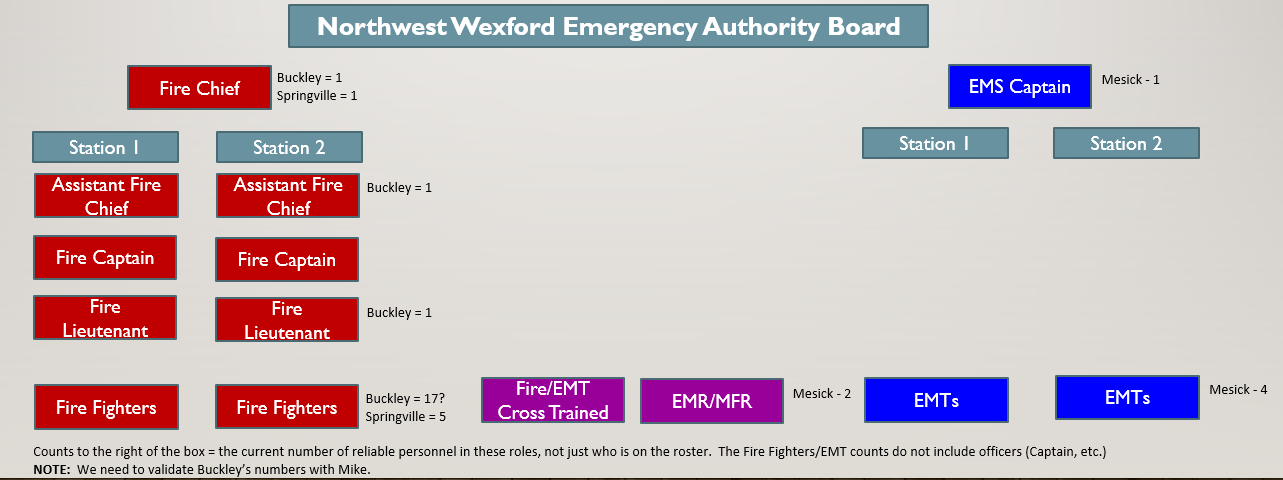
# Staffing/Command Structure

### Future Staffing Goals: (Agreed to)

* Long-Term Goal: 24x7 staffing in 2 locations (Buckley and Springville/Mesick area)
  + Minimum of 2 trained personnel staffed full-time at each station with enough back-up to mobilize back-up units for larger scenes
  + Provide our personnel with a sustainable pay to make a professional career, including benefits
* Make it easy to be “on-call”, sign-up, etc. (electronic scheduling, tablets for billing, etc.)
* We want/need a blend of those who are willing to be Fire/EMT cross-trained and those who just want to be Firefighters or those who just want to be EMT.



### Future Command Structure: (Agreed to)



* The command structure was defined without regard to budget, but rather what would be a good command structure for the size/scope of our townships in the Authority
* Generally, a Fire Officer manages approximately 5-7 firefighters
* Each location really needs an Assistant Fire Chief. However, as we start up, the Fire Chief may act as the Assistant Fire Chief for one of the locations.
* For EMS, the Captain and/or the most senior person at the location is in charge.
* We want to be sure that the teams cross-staff and train together so we operate as “one Authority”, not two separate departments within the Authority.

# Staffing/Command Structure

### Roles Out of Scope: (Agreed To)

At this time, the team does not currently see the need for the following roles. However, as we grow, the need for additional roles may change over time.

* Fire/EMS Director – we could talk to Eric Somsel (Blair) or Darryl Case (Green Lake) to ask when they determined the need for this position; typically found in larger organizations
* EMS Chief – just need Captain
* Training Instructor – currently the Fire Chief/EMS Captain and other officers do this or it can be contracted as required
* Training Coordinator – combination of Chief/Captain and personal responsibility
* Fire Investigator
* Health and Safety Officer

### Immediate Roles Needed: (Agreed To)

* Roles: Fire Captain (with Firefighters) and EMS Captain (with EMT personnel)
* Medical Control Recommendations – if we have staffing in Mesick, then we should at a minimum have first responders in the Buckley area

### Current Staffing – EMS:

* Mesick Rescue is currently 24x7
  + 12 hours at the station during the day 7am-7pm
  + 12 hours at home or at the station at night
  + When a second crew is needed (first ambulance is out), they are paid hourly for each call with a minimum of 2 hours pay
  + Note: a second crew is needed about 2x/week lately
* Buckley Area
  + We at least need first responders, but ideally staff at the station 2 people during the day
  + Issue: first responders don’t want to use their personal vehicle – leasing a vehicle would alleviate this concern. A crash truck could be a first response unit – the license determines if a vehicle is a first response or a transport vehicle (ambulance).
  + Buckley used to staff on-call during the day 9am-9pm; evenings were dependent on who responded
  + On-call (2 people) would receive $5/hr