

VILLAGE OF ELM GROVE
ADMINISTRATIVE AND PERSONNEL COMMITTEE
December 8, 2022 * 8:30 am

Present: Chairperson Stuckert, President Palmer, Trustees Schindler, Michalski and Sayas

Also Present: Village Manager David De Angelis, Finance Director Monica Hughes, Sandee Policello, Katherine Gehl, and Dr. Jon Robinson.

1. Call to Order

Chairman Stuckert called the meeting to order at 8:30 a.m.

2. Minutes

President Palmer and Trustee Schindler moved and seconded to approve the October 13, 2022 minutes. Motion carried 5-0.

3. Review and possible action on request for increased on call pay for EMS and Fire

Due to challenges in staffing our current fire and EMS departments- during the budget season both directors recommend changes to the current paid on call structure to encourage more time commitments of current employees and to encourage new members. The 2023 budget was approved including the additional estimated dollars needed. At the time of budget review EMS was still evaluating the best structure and the board recommended bringing it to the committee when it was defined. EMS Director, Dr. Robinson, has developed a structure he is recommending that will pay employees to commit to a crew for 12 hour shifts both during the day and the night. Previously the Village only paid for night crew commitments. Dr. Robinson's proposal was described in his memo to the committee and the actual pay structure summarized on the last page. Dr. Robinson explained the challenges the department has faced noting that the daytime hours have been staffed by about 7 core members who are expressing a desire to cut back and get additional support.

The pay structure is being recommended with the idea that it may need to evolve as the Village evaluates its needs. The structure also includes per call pay for times when a crew is not available, but this pay per call will be reduced from the current amount. Administrative pay for a number of positions is also recommended to facilitate the department operations. President Palmer and Trustee Schindler moved and seconded to recommend the proposed structure to the Village Board. Motion carried 5-0. Recommended pay structure below.

4. Moved to closed session

Chairman Stuckert moved and Trustee Michalski seconded to move into closed session for consideration of non-represented salaries for 2023. Motion carried by roll call vote.

5. Other Business

The committee returned from closed session- there was no other business.

6. Adjourn

Trustee Michalski and Trustee Schindler moved and seconded to adjourn at 8:50 am. Motion carried 5-0.

Respectfully submitted,

Monica Hughes
Finance Director

**Village of Elm Grove
EMS Paid on Call Proposed 2023**

Budget for Paid on Call 2023 \$311,000

Proposed: add 12 hour shifts for daytime crew coverage 6 am- 6 pm

Current: 12 hour shifts paid for night crew coverage 6pm-6am

Ideal crew shift would be 2 person- 1 paramedic(ALS) level and one BLS level

proposed crew shift rates

<u>Level</u>	<u>Day</u>	<u>Night</u>
ALS	\$ 228	\$ 180
BLS	\$ 168	\$ 132

There would be no additional call pay for calls covered during the 12 hour period

Estimated Costs- full coverage 365 days per year

Daytime 6am- 6pm				
		<u># Days</u>	<u>Rate</u>	<u>total</u>
Staffed with one ALS and 1 BLS	ALS	365	\$ 228	\$ 83,220
	BLS	365	\$ 168	\$ 61,320
			\$ 396	\$ 144,540
Staffed with 2 ALS (most costly)	ALS	365	\$ 228	\$ 83,220
	ALS	365	\$ 228	\$ 83,220
			\$ 456	\$ 166,440

Nighttime 6pm-6am				
		<u># Days</u>	<u>Rate</u>	<u>total</u>
Staffed with one ALS and 1 BLS	ALS	365	\$ 180	\$ 65,700
	BLS	365	\$ 132	\$ 48,180
			\$ 312	\$ 113,880
Staffed with 2 ALS (most costly)	ALS	365	\$ 180	\$ 65,700
	ALS	365	\$ 180	\$ 65,700
			\$ 360	\$ 131,400

Administrative Pay/Stipends

Medical Director	\$ 5,000
Chief	\$ 5,000
Asst Chief	\$ 3,000
Scheduling	\$ 3,000
Logistics/supplies	\$ 1,000
Reports/IT	\$ 2,000
Training	\$ 2,000
Personnel	\$ 500
Social	\$ 500
TEMS	\$ 1,000
Public Relations	\$ 800
	\$ 23,800

Training time paid at \$10 per hour 2.5 hours per month

25 members x 2.5hrs x 12 months x \$10	\$ 7,500
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Total Annual Estimate with all Crew shifts covered

	<u>ALS/BLS</u>	<u>BLS/BLS</u>	<u>Budget</u>
Daytime	\$ 144,540	\$ 166,440	
Nighttime	\$ 113,880	\$ 131,400	
Administrative	\$ 23,800	\$ 23,800	
Training	\$ 7,500	\$ 7,500	
	\$ 289,720	\$ 329,140	\$ 311,000

Paid On Call Rates Proposes			
12 Hour Crew Pay by Position			
ALS	Day 6am-6pm	\$ 228.00	per 12 hr shift
ALS	Night 6pm-6am	\$ 180.00	per 12 hr shift
BLS	Day 6am-6pm	\$ 168.00	per 12 hr shift
BLS	Night 6pm-6am	\$ 132.00	per 12 hr shift
If no Crew on shift- will be paid per call (all available)			
ALS	Day 6am-6pm	\$ 19.00	per call
ALS	Night 6pm-6am	\$ 15.00	per call
BLS	Day 6am-6pm	\$ 14.00	per call
BLS	Night 6pm-6am	\$ 11.00	per call
Training			
All employees		\$10	per hour
Adminstrative Pay/Stipends			
Medical Director		\$ 5,000	annual
Chief		\$ 5,000	annual
Asst Chief		\$ 3,000	annual
Scheduling		\$ 3,000	annual
Logistics/supplies		\$ 1,000	annual
Reports/IT		\$ 2,000	annual
Training		\$ 2,000	annual
Personnel		\$ 500	annual
Social		\$ 500	annual
TEMS		\$ 1,000	annual
Public Relations		\$ 800	annual