

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20030650

1. REQUESTED MOTION:

ACTION REQUESTED: Approve the changes to Article 31 of the Collective Bargaining Agreement between Lee County and IAFF Local 1826 representing Emergency Medical Service employees.

WHY ACTION IS NECESSARY: Board of County Commissioners approval is required to ratify changes to collective bargaining agreements.

WHAT ACTION ACCOMPLISHES: Puts into place a new promotional program for Lee County EMS paramedics and EMTs that uses seasoned EMS personnel as mentors to pass along their knowledge to those wishing to advance their career in EMS.

**2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #:**

CTB

3. MEETING DATE:

06-10-2003

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:
(Specify)**

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER
- B. DEPARTMENT Independent
- C. DIVISION Public Safety
- BY: John D. Wilson, Director *JW*

BACKGROUND: The proposed changes implement a program designed to improve the training and development of new EMS employees as well as enhance the training, education and development of current employees. The changes were completed in May 2003 and sent to EMS employees for ratification. Those voting approved the proposed changes by a 38 to 17 margin.

Financial estimates indicate an additional \$27,000.00 would be needed to implement this program. Funds are available and will be in future budgets to account for this expense.

(in Account # KF5260100100.501210.67) *JLJ*

Attachment: Revised Article 31

8. MANAGEMENT RECOMMENDATIONS: Staff recommends ratification of proposed language.

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services			G County Manager
<i>N.W. Wilson</i> 5/29/03	N/A	<i>George A. Wallin</i> 5/29/03		<i>Arden Jester</i> 5/29/03	OM <i>[Signature]</i> 5/29/03	Risk <i>[Signature]</i> 5/29/03	GC <i>[Signature]</i> 5/29/03	<i>[Signature]</i>

10. COMMISSION ACTION:

- _____ APPROVED
- _____ DENIED
- _____ DEFERRED
- _____ OTHER

Rec. by CoAtty
Date: 5/29/03
Time: 9:20 am
Forwarded To:

RECORDED
 5/29/03
 BY CO. ATTY.
 9:15 AM
 CO. ATTY. 5/29/03
 FORWARDED TO:
Bushell

RECEIVED BY
 5/29/03
 HS
 2:00 PM
 COUNTY ADMIN. 03

ARTICLE 31

EMT To Paramedic Progression / Field Training Officer Program

Section 31.1

This first sections of this article defines the process for progression from EMT to Paramedic. The remaining sections define the Field Training Officer Program.

Section 31.2

Any Lee County EMS employee in an EMT position who meets minimum criteria and desires to progress to Paramedic must have completed all minimum job requirements as listed below:

The employee will send the application packet to the EMS Training Manager or designee, and the packet must include:

- Current County Employee Job Application Form
- Copies of necessary essential certifications (i.e., PM Cert., ACLS, BCLS.).

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Upon receipt of the completed application packet, the employee will be placed in the Field Training program at the next available time, regardless of any previous sector assignments. The Paramedic trainee will be given a training manual, which will be the structured training plan conducted by the FTO. Paramedic trainees shall adhere to all policies and procedures as outline in the Lee County Common Treatment Guidelines, SOG, and preceptor program manuals.

Section 31.3

If at any time the Paramedic trainee fails to progress as outlined in the training manual, a meeting will be held between the Paramedic trainee, FTO, Training and Shift officers. A two-week timeframe will be given for the Paramedic trainee to display progress in the identified areas. If the Paramedic trainee fails to progress by that two week time frame, the Paramedic trainee will be removed from the FTO program. Re-application shall be made at the recommendation of Operations Staff and Training Staff.

Section 31.4

A Upon successful completion of the Field Training Program, the Operations Manager, Training Manager, or their respective designees, and the Medical Director(s) will conduct an oral interview with the employee. This will be a pass/fail interview.

- The EMS Chief, or his designee, will determine the content of the operational questions developed for this interview.

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- The Medical Director(s) will determine the content of the clinical questions developed for this interview.
- The Medical Director(s) shall make the final recommendation for promotion of the employee to function as a Paramedic under his license.
- The oral interview shall be videotaped for further review, if necessary.

B. Upon successful completion of the oral interview, the Paramedic trainee shall be granted full privileges to function as a paramedic and pay as outlined in Article 20. Shift assignments will be made at the sole discretion of the County.

C. If the Paramedic trainee fails the oral interview, the employee will be allowed to interview again, unless this will exceed the 6-month timeframe to complete all program requirements (Field Training Manual and Oral Interview).

D. If the Paramedic trainee does not successfully complete all program requirements by 6 months, the employee will be removed from the program. Extension of the program for this trainee will be at the sole discretion of the County.

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Section 31.5

Upon date of ratification, a list of employees in the Paramedic I classification will be determined. This list will take priority over the list as described in Section 31.6. Availability for FTO program vacancies from this list will be determined in chronological order. The first selected will be the employee who was reclassified from EMT to Paramedic I the longest from date of ratification. All personnel in a Paramedic I classification shall remain at current pay rate until completion of the FTO program. If the Paramedic I does not successfully complete all program requirements within six (6) months from beginning of the FTO program, the employee will be removed from the program and reclassified to EMT within a pay reduction as outlined in Article 20. Extension of the program for this trainee will be at the sole discretion of the County.

Section 31.6

The employee in the EMT classification, who possesses a valid Florida paramedic certificate and other necessary state / County requirements will, upon application be placed on a waiting list and permitted to attempt the FTO program from EMT to Paramedic as vacancies become available. Availability for FTO program vacancies from that waiting list will be determined in chronological order. The first selected will be the employee who was reclassified back to EMT the longest from date of ratification. Upon successful completion and promotion to Paramedic, the trainee will receive a one time lump sum payment of \$3,000 and have their wages increased according to Article 20, Section 20.6.

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Section 31.6a

Every employee in an EMT position, who meets the Field Training Program (FTP) entry requirements, once having elected to participate in the FTP to progress from EMT to Paramedic, must complete the program and become a Paramedic within four (4) years after making that election to enter the program.

Section 31.6b

Every successful FTP Paramedic awarded the one time lump sum payment of \$3,000 must remain in the employment of Lee County EMS for a period of one year after receipt of the bonus. Upon any early voluntary termination of employment, the Paramedic shall return to Lee County EMS the entire bonus paid including any taxes withheld or paid by the County at the time the bonus was paid. This amount may be withheld from any final paycheck(s) due the employee upon termination and the County may pursue any legal remedy to recover said bonus.

Section 31.6c

Employees who voluntarily demote from any Paramedic position upon election to participate in the FTP shall not be eligible for the one time lump sum bonus.

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Section 31.7

Personnel in an EMT position, who possess a valid Paramedic license, will be permitted by the Lee County EMS Medical Director(s) to perform ALS skills under the direct supervision of a Paramedic, and only after demonstrating proficiency consistent with Lee County EMS's protocol, policy and procedures. Direct supervision will mean that the employee (EMT as described earlier in this Section) will not attend an ALS patient during transport unless a Paramedic is also in attendance in the patient compartment of the unit.

Section 31.8 FIELD TRAINING OFFICER

The provisions of the sections of this article apply specifically to those Paramedics assigned to the EMS Field Training Officer (FTO) position, unless specifically stated otherwise. All other articles and sections of this collective bargaining agreement will pertain to employees assigned to the EMS FTO position, unless modified by this Article.

Section 31.9

The County reserves the right to change its FTO program at its sole discretion. This type of operational change includes all provisions set forth in Article Three, Management rights.

Section 31.10

While assigned to the FTO position, Paramedics shall continue to work the regularly scheduled work shift pattern of twenty-four (24) hours on duty followed by forty-eight (48) hours off duty. In addition, the Paramedics assigned to the FTO position

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will be required to attend meetings, seminars, classes, etc., as assigned by the EMS Training Manager or designee.

Section 31.11

While assigned to the FTO position, Paramedics will be paid \$250 per month.

This pay is in addition to their regular wages.

Section 31.12

Paramedics will be assigned or unassigned to the FTO position at the sole discretion of the County. The number of FTO positions, the number of FTO positions per shift, sector or district will be determined at the sole discretion of the County. Minimum FTO staffing will be 3 per shift. Every reasonable attempt will be made to keep FTO Paramedics in their annually bid for sector / district assignments. If an FTO Paramedic fails to perform as required during their assignment, they will be reassigned to a Paramedic position and shall have their pay reduced accordingly by the \$250 monthly payment.

Section 31.13

Minimum qualifications for the FTO position are as follows:

- 1) Two years experience as a lead paramedic with an ALS 9-1-1 provider;
- 2) At least one year as a Paramedic with Lee County EMS (released with full ALS privileges).
- 3) Current ACLS provider card, with ACLS Instructor certification*
- 4) Current BTLS provider card, with BTLS Instructor certification*
- 5) Current PALS provider card, with PALS Instructor certification*

*CHayman
4/4/03*

•With the exclusion of minimally required certifications, the applicant must obtain *A.V.*
provider / instructor level certification status at the next available offering.

Section 31.14

Application process for the FTO assignment will be as follows:

- 1) Paramedics interested in becoming a FTO will need to submit a resume that outlines experience and the reason(s) why the candidate desires the assignment. Included with this resume, the candidate must include copies of all required / preferred certifications.

- 2) The entire application package shall be forwarded to the EMS Training Coordinator on or before the advertised date.

Section 31.15

The selection process for the FTO position will be through an interview board consisting of a Medical Director, Operations and Training Supervisors, and a Paramedic appointed by the bargaining unit Divisional Vice President. The interview committee will make a recommendation to the EMS Chief at the completion of their process.