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CITY OF OAKLAND

# AGENDA REPORT

**TO:** DEANNA J. SANTANA  
CITY ADMINISTRATOR

**FROM:** LaWanna Preston

**SUBJECT:** Temporarily Waive Definition  
Of A Training Company

**DATE:** October 16, 2012

City Administrator  
Approval

Date

10/11/12

**COUNCIL DISTRICT:** City-Wide

## RECOMMENDATION

Staff recommends the Council approve a Resolution to implement the Letter of Understanding (LOU) which temporarily waives the definition of a Training Company. By establishing an exception to Article 4.9.2 - Training Company, the Oakland Fire Department (OFD) will be able to assign a sufficient number of qualified Level 3 Fire Fighter Paramedics to evaluate the mandatory field evaluation component for eleven (11) recently hired probationary Level 2 Fire Fighter Paramedics.

## OUTCOME

Approving the Resolution will waive the definition of a Training Company and temporarily increase the number of employees who will receive the Training Company premium pay.

## BACKGROUND/LEGISLATIVE HISTORY

As part of the Alameda County Quality Improvement Program, Advanced Life Support (ALS) service providers are responsible for assessing the current knowledge of their paramedics in local policies and procedures and for assessing their paramedics' skills competency. In order to ensure the completion of this requirement, each locally accredited paramedic must meet certain skill competency requirements as outlined in the Alameda County Emergency Medical Services (EMS) Policy 2000. This requirement is in addition to the State of California licensure requirement.

After a recent recruitment was conducted, eleven (11) lateral paramedics were selected to join the Oakland Fire Department (OFD) as Fire Fighter Paramedics effective July 1, 2012. These employees are currently certified as Level 2 paramedics but they will need to meet the Alameda County criteria for Level 3 paramedics before they can work independently. The majority of the

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training and evaluation required to obtain Level 3 paramedic certification was completed by the OFD EMS Division in the Fire Academy from July 9 through August 31, 2012.

In accordance with the Alameda County policy, however, certain demonstrations of skill/knowledge cannot be simulated in the classroom and must be performed in the field. City employees, qualified Level 3 Fire Fighter Paramedics, need to observe the probationary Level 2 Fire Fighter Paramedics to make certain that they are performing the medical tasks competently. Level 3 Fire Fighter Paramedics will also need to complete additional evaluator paperwork as part of these responsibilities.

### ANALYSIS

The MOU provision Article 2.9.7.2 provides a premium pay to staff the Fire Chief assigns to the Training Company:

#### 2.9.7.2

The Chief may assign a Training Company to perform special assignments at or for the EMS division during the 24 hour day. For all hours the bargaining unit member performs the special assignment, the bargaining unit member shall be paid two and one-half percent (2.5%) in addition to the bargaining unit member's regular base rate of pay.

The MOU further states that the Chief may assign "a Training Company" to perform these special assignments. The MOU Section 4.9 describes the Training Company:

#### 4.9.1

The Fire Chief may make an administrative assignment to establish a "Training Company." The Training Company may be assigned to the Training Center for up to eight hours per day, plus travel time to prepare for training, instructing, and evaluating. While at the Training Center, the Training Company will be under the supervision of the Director of Training. The Fire Chief, after conferring with Chief Officers, shall designate the Director of Training and the Training Company, to further the training mission of the Fire Department. The Fire Chief or designee shall rotate the company quarterly.

#### 4.9.2

The Training Company will not be comprised of "details" from multiple companies, but assigned as a single company.

#### 4.9.3

Employees assigned to the Training Company shall be entitled to premium pay for hours worked in association with their training assignment, in accordance with section 2.9.7.2 of this MOU.

Article 4.9.2 states a Training Company cannot be comprised of details (individuals) from multiple companies. The Training Company is typically staffed with one (1) Level 3 Fire Fighter Paramedic. The mandatory field evaluations for eleven (11) Level 2 Fire Fighter Paramedics who will be assigned to different companies cannot be accomplished by deploying a single Training Company. Therefore, the parties have agreed the Fire Chief may make special training company assignments to accomplish EMS Advanced Placement Evaluation and Field Benchmarking.

OFD has determined these Level 2 Fire Fighter Paramedics will require field evaluation for approximately thirty (30) calendar days, equivalent to 10 twenty-four hour shifts. After this 30-day field evaluation period, the EMS Division will resume monitoring and evaluation via electronic patient care report review for approximately sixty (60) remaining calendar days.

**PUBLIC OUTREACH/INTEREST**

This item does not require any additional public outreach other than the required posting on the City's website.

**COORDINATION**

Coordination will occur between the Oakland Fire Department, Employee Relations, Budget, and Central Payroll.

**COST SUMMARY/IMPLICATIONS**

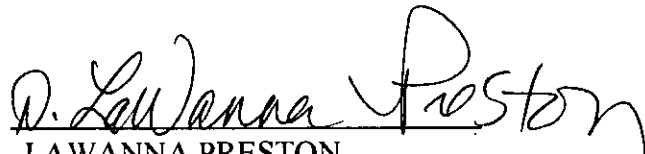
The additional premium pay costs for Level 3 Fire Fighter Paramedics to conduct mandatory field evaluations of the probationary Level 2 Fire Fighter Paramedics are estimated at \$4,775. These funds are available in the Measure N Fund (ALS voter-approved fund).

**SUSTAINABLE OPPORTUNITIES (Mandatory)**

There are no economic, environmental, or social equity opportunities resulting from this action.

For questions regarding this report, please contact LAWANNA PRESTON, EMPLOYEE RELATIONS DIRECTOR at 238-6466.

Respectfully submitted,



LAWANNA PRESTON  
Employee Relations Director

Prepared by:  
Trinette Gist Skinner, Principal HR Analyst  
Employee Relations

Attachment: Letter of Understanding - Regarding a  
Special Assignment for the Training Division

Item: \_\_\_\_\_  
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Letter of Understanding  
between  
City of Oakland  
and

\_\_\_\_\_  
City Attorney

International Association of Firefighters, Local 55

Regarding a Special Assignment for the Training Division

The City of Oakland, ("City") and the International Association of Firefighters, Local 55, ("Union") execute this Letter of Understanding ("LOU") on this 22 day of August, 2012 regarding a Special Assignment pursuant to Article 4.9 of the current Memorandum of Understanding ("MOU").

The City and the Union agree:

1. The Alameda County Quality Improvement Program requires that ALS Providers assess paramedic skills competency of Level 2 Firefighter Paramedics.
2. Certain Benchmark Criteria Skills (ALS Team leader/report writer and Medication Administration) cannot be simulated nor can these field evaluations be accomplished by deploying a single Training Company.
3. The parties agree the Fire Chief may make additional administrative assignments of a maximum of four (4) qualified Firefighter Paramedics per shift assigned as Firefighter Paramedic/Evaluators to perform EMS Advanced Placement Evaluation and Paramedic Field Benchmarking of Level 2 Firefighter Paramedics for the Training Company.
4. Every reasonable effort will be made to assign probationary Level 2 Firefighter Paramedics to open positions in the department rather than displace incumbent Firefighters.
5. In accordance with the attached Policy, each assigned Firefighter Paramedic/Evaluator will share his/her knowledge and experience with Level 2 Firefighter Paramedics. The Firefighter Paramedic/Evaluator will directly supervise patient care provided by the Level 2 Firefighter Paramedic at all times and will share responsibility for the Level 2 Firefighter Paramedic's patient care acts or omissions.
6. Firefighter Paramedic/Evaluators will be entitled to Premium Pay in accordance with Article 2.9.7.2 - Staff Assignments and Special Assignments.
7. This LOU, an exception to Article 4.9.2, shall expire June 30, 2014.
8. This LOU shall be non-precedent setting.

Dated: August 22, 2012

  
Charles Gardia, President  
IAFF LOCAL 55

Dated: August 22, 2012

  
Deanna Santana, City Administrator  
CITY OF OAKLAND



## OAKLAND FIRE DEPARTMENT POLICY AND PROCEDURE



APPROVED:

NUMBER: 800.21

EFFECTIVE:

REVISED:

REFERENCE: ALCO Policy 2000

\_\_\_\_\_  
Fire Chief

### ADVANCED PLACEMENT EVALUATION

#### PURPOSE:

The purpose of this policy is to ensure compliance with ALCO EMS Policy #2000 (Policy and Skills Competency Requirements) Section # 7 (Advanced Placement Evaluation)

#### POLICY:

The Oakland Fire Department (OFD) EMS Advanced Placement Evaluation and Paramedic Field Bench Marking process has been established to provide a clinical paramedic assessment, field evaluation and training for newly hired Firefighter Paramedics. Qualified OFD personnel will share their knowledge and experience with Probationary Firefighter Paramedic employees as their assigned Firefighter Paramedic/Evaluator. It is the intent of the program to provide an optimal learning environment through the collaborative expertise of all members of OFD.

The EMS Advanced Placement Evaluation and Paramedic Field Bench Marking programs will be used to comply with the "Policy and Skills Competency Requirements", established by OFD and the Alameda County EMS Agency.

This critical phase of Paramedic training and evaluation prepares the new employee to directly apply their knowledge and skills in the field setting. In addition, this program will be used by currently licensed Paramedics working to advance to a Level 3 Paramedic status (ability to practice independently). The field evaluation is designed to allow the new Firefighter Paramedic or Emergency Medical Technician Firefighter an opportunity to actively participate in all aspects of pre-hospital care.

In an effort to promote consistency and the highest possible standards, the following EMS evaluation processes have been developed. It is designed to facilitate the best possible learning environment for every new employee; as well, provide structure and support for the assigned Firefighter Paramedic/Evaluator:

As part of the Alameda County Quality Improvement Program, Advanced Life Support (ALS) Service Providers are responsible for assessing the current knowledge of their paramedics on local policies and procedures such as Use of Personal Protective Equipment (PPE), Review of Alameda County EMS

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Agency (ALCO EMSA) policies and patient care protocols and use of ePCR and assessing their paramedics' skills competency.

The Probationary Firefighter Paramedic will be hired as a Level 2 Paramedic, as designated by ALCO EMSA and may work with any other Level 3 Paramedic meeting the designated minimum qualifications identified below in section 1a – e.

## PROCEDURES:

### ADVANCED PLACEMENT EVALUATION

1. The applicant for paramedic accreditation will be contacted by a designated EMS Coordinator and a flexible schedule for completing the process will be set. Meetings to complete this process will be tied to the availability of the EMS Coordinator on the Firefighter's shift and the operational needs of the department. It is understood that the amount of time required to complete this process will vary between applicants based on scheduling and the individual needs of the applicants in the process. Once the Probationary Firefighter Paramedic begins the Paramedic Field Benchmarking process, they will remain in this phase for a minimum of 90 days or until they obtain Alameda County EMS Agency Level 3 Paramedic Status, whichever is longer.
2. Prior to or concurrent with application to the Alameda County EMS Agency Medical Director for exemption, a quality improvement assessment will be provided to the paramedic firefighter candidate consisting of the following components:
  - a. Basic Life Support (BLS) - management of emergency childbirth, spinal immobilization, adult and pediatric CPR, trauma and trauma assessment.
  - b. Paramedic Equipment Skills Assessment - this assessment includes the operation and location of all ALS equipment. The new or inexperienced paramedic should explain the operation of each piece of equipment in the airway bag and drug box as well as suction apparatus and the cardiac monitor. The operation of all of this equipment including needle less systems and radio equipment should also be described and discussed. Replacement procedures including supply, restock, broken equipment, and narcotic restock should also be described.
  - c. Alameda County Protocols - new or inexperienced paramedics should discuss and describe at least the following ALCO protocols: AMA, authorization, scene CTP, management, crime scene, field death, grief support, aircraft transport, MCI, and base contact.
  - d. Dysrhythmias - new or inexperienced paramedics should demonstrate, using a rhythm generator, the typical ACLS rhythms. These include, but are not limited to, sinus, atrial fibrillation, atrial flutter, SVT, junctional, idioventricular, ventricular tachycardia, ventricular fibrillation, first degree block, second degree block type one, second degree block-type two, and third degree block.
  - e. Procedures - new and inexperienced paramedics should demonstrate either in a clinical setting or a simulated all of the infrequent medical skills outlined by the ALCO EMS Agency policies and/or procedures.
  - f. Physical Assessment - new or inexperienced paramedics should demonstrate a thorough physical assessment on at least one trauma and one medical patient, either clinical or simulated.

- g. Medication Knowledge - new or inexperienced paramedics should demonstrate knowledge of medications, including dosage, indications, contra indications, and side effects for all medications currently used in the Alameda County paramedic scope of practice.
- h. Scenario Testing - new or inexperienced paramedics should demonstrate competency in scenario-based testing on the following commonly encountered paramedic scenarios:
  - i. Trauma,
  - ii. Cardiac arrest
  - iii. Shortness of breath
  - iv. Dysrhythmia recognition
  - v. Pediatrics. Additional scenarios may be added as needed (e.g. environmental, obstetrical, etc.).
- i. All components will be overseen by the EMS Coordinator and/or the Department's Medical director.

#### Firefighter Paramedic/Evaluator

1. Assigned Firefighter Paramedic/Evaluator minimum qualifications to participate in the EMS Paramedic Field Benchmarking process are as follows:
  - a. Must currently possess all required registrations, licenses, certifications, accreditation and recognitions.
  - b. Must be an Alameda County, Level 3 Paramedic.
  - c. Must have three (3) years of field experience.
  - d. Must have no documented medical remedial education, counseling or disciplinary action within the last twelve (12) months.
  - e. Must be available to serve as the primary evaluator for Firefighter Paramedic Field Benchmarking for the Probationary Level 2 Firefighter Paramedic.
2. The Paramedic Field Benchmarking period will occur for a minimum of 90 days or until the Probationary Level 2 Firefighter Paramedic attains Alameda County EMS Agency Level 3 Paramedic Status, whichever is longer.
3. Each morning the Firefighter Paramedic/Evaluator will meet with the Probationary Level 2 Firefighter Paramedic to explain expectations. The Firefighter Paramedic/Evaluator is required to directly supervise patient care provided by the Probationary Level 2 Firefighter Paramedic at all times. When the Probationary Level 2 Firefighter Paramedic will perform the actual patient care, as defined by their scope of practice and within Alameda County EMS Policy and Protocol, the Firefighter Paramedic/Evaluator will share responsibility for the Probationary Level 2 Firefighter Paramedic's acts or omissions.
4. If OFD personnel are requested to provide care during patient transport, both the Probationary Level 2 Firefighter Paramedic and Firefighter Paramedic/Evaluator shall accompany the patient. The Firefighter Paramedic/Evaluator must be in the patient compartment of the ambulance with the Probationary Level 2 Firefighter Paramedic, supervising the patient care.

5. The Firefighter Paramedic/Evaluator is responsible for providing a constructive, positive learning environment and giving feedback to the Probationary Level 2 Firefighter Paramedic. The Firefighter Paramedic/Evaluator will act as a resource to clarify didactic information.
6. The Firefighter Paramedic/Evaluator shall complete and or insure the completion of any of the following applicable paperwork at the end of each shift: OFD Recruit Shift Observation Report, all PCR's (make copies for submission), any 538 – 8's, and the Probationary Firefighter assignment worksheet. The Firefighter Paramedic/Evaluator shall also complete a monthly evaluation report at the end of each month and submit all previously noted paperwork to the designated EMS Coordinator at mutually agreed upon timelines.
7. The Firefighter Paramedic/Evaluator shall provide timely notification of any performance deficiencies to the Company Officer, Battalion Chief, and EMS Division through the chain of command.
8. The EMS Division shall notify all employees when it has been determined the Probationary Level 2 Firefighter Paramedic has met the Level 3 requirements and their patient care no longer requires supervision.



*Cory L. Gardner* 9/4/12  
City Attorney

# OAKLAND CITY COUNCIL

RESOLUTION NO. \_\_\_\_\_ C.M.S.

**RESOLUTION AMENDING RESOLUTION NO. 83517 C.M.S., APPROVED JULY 26, 2012, WHICH EXTENDED THE JULY 2008-JUNE 2012 MEMORANDUM OF UNDERSTANDING WITH THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS (IAFF) LOCAL 55, TO TEMPORARILY WAIVE THE DEFINITION OF A TRAINING COMPANY IN ORDER TO ASSIGN SUFFICIENT FIRE FIGHTER PARAMEDICS TO CONDUCT MANDATORY FIELD EVALUATION OF PROBATIONARY FIRE FIGHTER PARAMEDICS**

**WHEREAS**, the Letter of Understanding to be entered into between the City of Oakland and the International Association of Firefighters, Local 55 has been presented to the City Council for determination pursuant to Section 3505.1 of the Government Code of the State of California; and

**WHEREAS**, the terms and conditions contained in said Letter of Understanding are in the best interests of the City, now, therefore; be it

**RESOLVED:** that said Agreement be, and is hereby approved; and be it

**FURTHER RESOLVED:** that said Agreement shall be effective September 1, 2012.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, BRUNNER, DE LA FUENTE, KAPLAN, KERNIGHAN, NADEL, SCHAAF, and PRESIDENT REID

NOES-

ABSENT-

ABSTENTION-

ATTEST: \_\_\_\_\_

LaTonda Simmons  
City Clerk and Clerk of the Council  
of the City of Oakland, California

DATE OF ATTESTATION: \_\_\_\_\_