



# GLENDALE FIRE DEPARTMENT MEMORANDUM

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Date: September 20, 2023  
To: Mayor Jerry Weiers  
From: Fire Chief Ryan Freeburg  
Subject: REVIEW CURRENT NUMBER OF CERTIFIED PARAMEDICS

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This memorandum has been drafted to outline the scope of work for Mayor Jerry Weiers requested at the August 22, 2023, City Council Meeting to review if the current number of certified paramedics working for the City of Glendale Fire Department is appropriate to meet the current staffing model demands deployed by the Fire Department and review all options for meeting identified shortages without adding additional shortages to staffing.

## **Scoping Statement:**

The City of Glendale Fire Department is utilizing their off-duty paramedics on call back as overtime, sometimes mandatorily, to constantly staff our paramedic seat assignments.

## **Goals:**

Reduce the reliance on overtime; whether it be voluntarily working overtime, emergency services holdover, or mandatory overtime, for our incumbent workforce certified as paramedics.

## **Deliverables:**

1. Identify if there is a staffing gap in the current number of certified paramedics that creates a reliance on overtime to constantly staff paramedic seat assignments and identify why the staffing gap is occurring.
2. If there is a staffing gap, develop recommendations to address the gap and limiting the reoccurrence of the reason for the gap.

## **Timeline:**

The Fire Department is estimating between 8-16 hours of staff time to complete the analysis, validate assumptions, develop recommendations, review financial impact with Finance, and produce a final presentation for City Council.

## **Administration:**

Under the direction of the Office of the Fire Chief, the Training and Development Division within our Support Services Branch is responsible for our Emergency Medical Services certification, re-certification, and quality assurance. This division is, and will be, the ongoing point of contact for the recruitment and selection of current employees interested in attending paramedic school.