

**TO: Honorable Mayor and City Council**  
**FROM: Tim Malchow, Ambulance Director**  
**SUBJECT: Hire Unscheduled Part Time Employee**  
**DATE: April 4, 2017**

**BACKGROUND**

The Cannon Falls Ambulance Service is dependent on unscheduled part time employees to staff our ambulance service. With an increase in call volume we need to continue to add personnel to meet the demands of our community. We are seeing our first out ambulance busy with an emergency when additional emergency calls come in requiring a second or third ambulance to respond.

Our current personnel who live in town are often the ones to respond to the second or third ambulance calls. These individuals already put in many hours in addition to responding to backup ambulance calls. To prevent burnout and turnover we are going to add additional unscheduled part time employees.

Jennifer Warmka is an EMT who lives in town. She recently became certified as an EMT.

**REQUESTED COUNCIL ACTION**

Request a motion to approve the hiring of Jennifer Warmka for unscheduled part time for the ambulance service, contingent on successful background and physical exam.