

**TO:** Honorable Mayor and City Council

**FROM:** Tim Malchow, EMS Chief

**SUBJECT:** Hire Part-Time Employee

**DATE:** November 18, 2025

**BACKGROUND**

The Cannon Falls Ambulance Service relies on a combination of full-time and part-time employees to ensure adequate staffing and timely emergency responses for our community. Each year, we continue to experience an increase in call volume, which has placed additional demands on our current personnel. To maintain our level of service and meet the needs of our community, we must continue to add qualified staff.

We have ongoing recruitment and advertising efforts to fill these positions and recently completed an interview with a candidate interested in joining our team. The individual has expressed a desire to serve our community.

We are bringing this candidate forward for City Council approval as a part-time paramedic employee.

**REQUESTED COUNCIL ACTION**

Request a motion to approve the hiring of Tristen Mortel as a part-time paramedic employee at pay grade 5, step 6, for the ambulance service, contingent on the successful background check, psychological evaluation, and physical exam.