

TO: Honorable Mayor and City Council

FROM: Tim Malchow, EMS Chief

SUBJECT: Hire Part-Time Employee

DATE: December 16, 2025

BACKGROUND

The Cannon Falls Ambulance Service relies on a combination of full-time and unscheduled 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. These individuals have expressed a desire to serve our community.

We are bringing these candidates forward for City Council approval as a part-time employees.

REQUESTED COUNCIL ACTION

Request a motion to approve the hiring of Livia Holien, Reece Johnson, Alexandra Berns, and Nathaniel Conroy as unscheduled part-time employees for the ambulance service, contingent on the successful background check, psychological evaluation, and physical exam.