

****All present are expected to conduct themselves in accordance with our City's Core Values****



OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal, Corporation, or Sub-unit thereof.

Meeting of the:	Human Resources Committee – Special Meeting
Date/Time:	Monday, December 9, 2024 at 4:45 PM
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor
Members:	Becky McElhaney (C), Terry Kilian (VC), Gary Gisselman, Michael Martens, Vicki Tierney

AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of November 11, 2024 Minutes.
- 2) Human Resources Report for November 2024.
- 3) Discussion and Possible Action to Approve the Proposal to Expand Wausau Fire Department Hiring Criteria to Include EMT-Basic Candidates and Implement an In-House Paramedic Apprenticeship Program.
- 4) **Closed Session** pursuant to 19/85 (1)(f) Considering financial, medical, social or personal histories of specific persons which, if discussed in public, would likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data for the purpose of considering leave of absence requests exceeding 30 days for one employee.
- 5) Reconvene into **Open Session**.
- 6) Discussion and Possible Action on Closed Session Item #4 Approving Leave of Absence Request.
- 7) Adjournment.

Becky McElhaney, Chairperson

Members of the public who do not wish to appear in person may view the meeting live over the internet on the City of Wausau's YouTube Channel <https://tinyurl.com/WausauCityCouncil>, or live by cable TV, Channel 981. Any person wishing to offer public comment who does not appear in person to do so, may e-mail james.henderson@wausauwi.gov with "Human Resources Committee public comment" in the subject line prior to the meeting start. All public comment, either by e-mail or in person, if agendized, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 12/03/2024 at 1:00 PM

Questions regarding this agenda may be directed to the Human Resources Office at (715) 261-6630.

It is anticipated that each item listed on the agenda may be discussed, referred, or acted upon unless it is noted in the specific agenda item that no action is contemplated. It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Wausau may be in attendance at the above-mentioned meeting to gather information. **No action will be taken by any such group at the above-mentioned meeting other than the committee specifically referred to in this notice.**

"In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call Human Resources at (715) 261-6630 or the City's ADA Coordinator at (715) 261-6620 or e-mail clerk@ci.wausau.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation."

Other Distribution: Alderpersons, Mayor, Department Heads, Union Presidents.

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: November 11, 2024, at 5:00 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney (C), Terry Kilian (VC), Gary Gisselman, Michael Martens,
Vicki Tierney
MEMBERS ABSENT:
Also Present:

The meeting of the Human Resources Committee was called to order by McElhaney.

Approval of October 14, 2024 Minutes.

Motion by Martens to approve the October 14, 2024 Human Resources Committee meeting minutes. Second by Kilian. All ayes. Motion passed 5-0.

Human Resources Report for October 2024.

Martens asked about the vacation accrual exceptions section on the report and said that this was supposed to be addressed a few months ago but is not sure that anything has been done. Henderson said that 3 of the 4 on the list are in a good position with vacation now and the other has a plan from the mayor to lower the amount over a period of time.

Gisselman asked if the cat bite reported by the Police Department was something significant, as he did not remember this type of injury being on the report before. Henderson said that he thought it was just a worker's compensation injury but did have anything other information to provide. Henderson said that he would find out more and get back to Gisselman about this.

Discussion and Possible Approval of 3% COLA for Non-Represented Employees.

Henderson said that a 3% cost of living increase is comparable to what others are doing in our area and recommends this for the city.

Kilian said that she understands people are struggling and is supportive of a 3% COLA to be competitive with wages.

Gisselman expressed concern over non-union employees possibly not getting as much of an increase as union employees and the uncertainty of the amount for Police and Fire union employees since their contracts are in process of being negotiated. Henderson said that non-union employees get the COLA and step increases (unless they are redlined), whereas the unions do not, therefore it is not a fair comparison.

Gisselman also mentioned that the DPI (discretionary performance incentive) item that was talked about earlier this year has not been brought back. McElhaney said she thought that

recommendations were supposed to be gathered to discuss. Henderson shared his understanding of what the committee would like for DPI's and said that it is being worked on but is taking one thing at a time. Tierney asked Henderson when he plans to bring that item back to the committee, as it was talked about several month ago. Henderson said he was told that DPI's would not be in the budget for 2025 since everyone was asked to decrease their budget by 2.5% and he does not know where the budget for DPI's will come from since everyone used vacancy savings in the past. Gisselman said that he takes issue with DPI's not being included in the budget and believes that it creates a healthy workforce.

McElhaney said that the committee needs to focus on the benefits package for employees as a whole and believes that a 3% COLA with no increase to other benefits is outstanding. Tierney agreed that the benefits package, including the retirement plan, is excellent for employees.

McElhaney asked if they had the financial impact for the COLA. Henderson said that he did not have the number, but Groat has the information and seems comfortable with it. Henderson said that the figure last year was \$400,000 and he believes it is similar. Martens said he thought the number was already in the 2025 budget.

Motion by Martens to approve the 3% COLA for non-represented employees. Second by Tierney. All ayes. Motion passed 5-0.

Closed Session pursuant to 19.85 (1)(f) Considering financial, medical, social or personal histories of specific persons which, if discussed in public, would likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data for the purpose of considering leave of absence requests exceeding 30 days for one employee.

Motion by Martens to go into closed session pursuant to 19.85 (1)(f) Considering financial, medical, social or personal histories of specific persons which, if discussed in public, would likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data for the purpose of considering leave of absence requests exceeding 30 days for one employee. Second by Tierney. McElhaney took rollcall of members present. The committee entered closed session.

Reconvene into Open Session.

McElhaney indicated that the committee was back in open session.

Discussion and Possible Action on Closed Session Item #3 Approving Leave of Absence Request.

Motion by Martens to approve the leave of absence request. Second by Kilian. All ayes. Motion passed 5-0.

Adjournment.

Motion to adjourn by Kilian. Second by Tierney. The meeting adjourned.

Rebecca McElhaney
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=2fcxYlvOvsw> and
<https://www.youtube.com/watch?v=8YyjfhCSA1g>

**HR PERFORMANCE REPORT****Core Services*****Classification & Compensation*****Open Reclassification Requests**

Current Job Position	Current Salary Range	Requested Job Position	Requested Salary Range	Request Date

Completed Reclassification Requests

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Request Date	Council Approval Date

Employee Benefits**Family Medical Leave (YTD)**

Requests Received	Approved	Pending	Denied/Canceled
102	79	5	18

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
9	2	2	5

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
21	6	15

Recordable (YTD)

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Police	Knee injury	Medical	Closed	01/03/24
DPW	Shoulder injury	Medical	Closed	02/08/24
Police	Knee injury	Medical	Closed	03/12/24

**HR PERFORMANCE REPORT**

Fire	Back	Indemnity	Open	03/16/24
Fire	Feet	Indemnity	Open	03/19/24
Police	Knee Injury	Medical	Closed	03/26/24
DPW	Ankle	Medical	Closed	05/18/24
DPW	Finger	Medical	Closed	05/25/24
Police	Privacy Case	Medical	Closed	06/06/24
DPW	Eye	Medical	Closed	06/19/24
Police	Foot	Medical	Closed	07/05/24
Fire	Shoulder	Medical	Closed	08/01/24
Fire	Finger	Medical	Closed	08/06/24
Metro	Leg	Medical	Closed	08/15/24
Police	Privacy Case	Medical	Closed	08/23/24
Fire	Foot	Indemnity	Open	09/06/24
Police	Knee	Medical	Closed	09/10/24
Fire	Finger	Indemnity	Closed	09/18/24
Police	Knees	Medical	Open	09/18/24
Police	Hand/arm	Indemnity	Closed	10/23/24
Water	Eye	Medical	Open	10/22/24
Police	Back	Indemnity	Open	11/07/24
Police	Neck/back	Medical	Open	11/19/24

Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Police	Knee injury	Indemnity	Open	05/14/23
Police	Wrist	Medical	Reopened	05/03/23
Police	Hand/Shoulder	Indemnity	Open	01/17/23
Metro	Knees	Indemnity	Reopened	09/01/17

Employee and Labor Relations

Grievances (YTD)

Number of Grievances	Open Grievances	Closed Grievances	ATU (Metro) Grievances	WPPA (Police) Grievances	WFA (Fire) Grievances
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**HR PERFORMANCE REPORT**

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Open Grievances

Employee Name	Union	Issue	Date Filed	Status

Closed Grievances

Employee Name	Union	Issue	Date Filed	Status

Recruitment & Selection**New Hires**

Employee Name	Department	Job Title	Hire Date	Separation Date
Justin Pluess	Fire	Deputy Fire Chief	1/08	
Gwendolyn Bertram	Police	Administrative Assistant II	1/08	
Robert Horstmeyer	Police	Police Officer	1/17	
Garrett Johnson	Police	Police Officer	1/17	
Joseph Vacek	Police	Police Officer	1/17	
Season Welle	Finance	Assistant Finance Director	1/22	
Jeffery Wagner	Assessment	Deputy City Assessor	1/22	
Frank Ortegon-Ramirez	Metro Ride	Bus Operator I	2/12	
Cade Maple	Fire	Firefighter/Paramedic	2/19	
Brennan Schneider	Fire	Firefighter/Paramedic	2/20	
Arran Hersey	Metro Ride	Transit Director	3/04	
Kamryn Batt	Public Works	Street Maintainer	3/04	
Donald Solomon	Public Works	Street Maintainer	3/11	
Kenneth Foreman	Metro Ride	Utility Worker – Transit	3/11	
Cheslea Pontzloff	Public Works	Administrative Assistant II	3/18	
Thomas Plaisance	Metro Ride	Bus Operator I	3/18	
Samuel Mingo	Water	Water Plant Operator	3/18	
Tanner Szakacs	Metro Ride	Utility Worker – Transit	3/18	7/10
Zachary Schroeder	Public Works	Street Maintainer	3/18	
Noel Kelzenberg	Police/Fire	Administrative Assistant II	4/01	

**HR PERFORMANCE REPORT**

Employee Name	Department	Job Title	Hire Date	Separation Date
Boone Lorenz	Fire	Firefighter/Paramedic	4/29	
Austin Uttech	Wastewater	Wastewater Plant Operations Technician	4/29	
Brooke Mueller	Community Development	Administrative Assistant II	5/13	
Chase Paul	Water	Water Plant Operations Technician	7/08	
Scott Krueger	Assessment	Property Appraiser	8/05	
Jean Block	Customer Service	Administrative Assistant III	8/05	
Payton Wright	Police	Police Officer	8/05	
Jacob Ausel	Water	Water Distribution Maintainer	8/05	
Samuel Radtke	Water	Water Distribution Maintainer	8/19	
Cody Swearingen	Police	Police Officer	9/16	
Melani Lemanski	Assessment	Assessment Office Technician	9/30	
Megan Waller	Mayor's Office	Executive Assistant	9/30	
Matthew Kozloski	Fire	Community Care Paramedic	9/30	
Andrew Saxer	Fire	Firefighter/Paramedic	9/30	
Thomas Bauer	Metro Ride	Transit Operations Supervisor	10/14	
Alexander King	Maintenance	Building Maintenance Technician – DPW	11/11	

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
42	24	13	5

Separations by Department for 2024 YTD

Clerk/Finance – 2	Public Works – 4	Maintenance - 1	Attorney's - 2
Metro Ride – 8	Water - 4	Assessment - 2	Mayor's - 1
Police -6	Fire - 10	Community Dev - 1	Wastewater - 1

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Jacob Albee	Police Officer	Patrol Lieutenant	Michael Felder	1/07
Peter Fish	Police Officer	Patrol Lieutenant	Jennifer Holz	1/07

**HR PERFORMANCE REPORT**

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Nicholas Bradfish	Street Maintainer	Equipment Operator	Dan Cook	1/07
Joseph Toboyek	Street Maintainer	Equipment Operator	John Conger	1/07
Jason Schill	WW Plant Operations Technician	Wastewater Lab Technician	Tyler Wagner	1/07
Jennifer Holz	Patrol Lieutenant	Detective Lieutenant	William Kolb	1/21
Kevin Fletz	Bus Operator I	Bus Operator II	Thomas Rice	1/21
Chuck Saukam	Utility Worker – Transit	Bus Operator II	Kelly Melanson	2/05
Kristy Stoerzer	Administrative Assistant I – DPW	Administrative Assistant II – DPW	Sheila Mabry	2/18
Floyd Smith	Water Plant Operations Tech	Senior Water Plant Operations Tech	Kevin Behnke	4/14
Zachary Kempf	Equipment Operator	Senior Equipment Operator	Jon Raduechel	5/12
Ronald Schuenke	Transit Operations Supervisor	Transit Maintenance Supervisor	Andrew Klaschus	5/26
Raymond Younger	Water Distribution Maintainer	Senior Water Distribution Maintainer	Rick Dorn	8/04
William Zick	Firefighter/Paramedic	Engineer	Robert Buss	9/01
Zachary Schroeder	Street Maintainer	Equipment Operator	Zachary Kempf	10/20
Jacob Will	Bus Operator I	Bus Operator II	Gary Steffen	11/10

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Accountant – Revenue	1	12/20	Closes 12/17
Assistant City Attorney	1	11/13	In Process
City Surveyor	1	1/7/25	Closes 12/08
Collection System Technician	1	10/22	In Process
Community Development Director	1	7/05	In Process
Deputy Transit Director	1	10/25	In Process
Firefighter/Paramedic	10	3/25, 3/28, 6/02, 6/25, 7/05, 7/16, 8/01, 9/01, 10/25, 11/04	In Process; Closes 12/11 for add'l candidates.
Police Officer	2	10/25, 11/29	In Process
Utility Worker – Transit	1	7/10	In Process
Wastewater Plant Operations Tech	1	New Position (approved by Council)	In Process

**HR PERFORMANCE REPORT****Vacant Positions (Not Being Recruited at this time)**

Job Title	Number of Vacancies	Date Vacant	Status
Assistant City Attorney	1	7/19	Awaiting approval from City Attorney to repost.
Water Distribution Maintainer	1	8/09	Superintendent would like to wait to post.

Vacation Accrual Exceptions

Employee Name	Current Accrual Maximum Cap	Cap Waived Until (Date)	Reason for Waiver
MaryAnne Groat		Worked out a plan with mayor to get under cap within 3 years	ERP project needs
Peggy Steinke		12/31/24	ERP project needs
Jennifer Norton		12/31/24	ERP project needs
Jennifer Kannenberg		12/31/24	ERP project needs
Anne Keenan		12/31/24	ERP Project needs
Rick Rubow		Worked out a plan with the mayor	Staffing Issues

Handbook Modifications

Section Modified	Modification	Date
5.03	Adjusted language to include electronic timekeeping	
5.21	Reimbursing city for CDL's if employee does not stay 3 years	
4.08	Requiring employees that take advantage of the city CDL training to reimburse city if they do not stay 3 years	
7.08	Clean up language on HSA	
1.07	Added a Whistleblower Policy to employee handbook	



As of November 30, 2024

HR PERFORMANCE REPORT

8.07	Modified FMLA calculation from calendar year to rolling year going forward. As of Jan 1, 2025	
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Human Resource Committee Packet

December 2024

Agenda Item
Discussion and possible action to approve changes in the hiring process and minimum requirements for applicants of the Wausau Fire Department.
Background
The Wausau Fire Department is currently facing a severe shortage of staff, with the department struggling to find qualified applicants who meet the current minimum requirements for both firefighter and paramedic positions. As a result, the department is experiencing high levels of overtime, which is placing a strain on our existing staff and negatively impacting the department's operational effectiveness and employee morale. Currently, the minimum requirements for applicants include both fire academy certification and paramedic licensure. However, the pool of candidates who meet these qualifications is limited, and recruitment efforts have not yielded enough qualified applicants to fill open positions. Given these challenges, the Fire Department is proposing a shift in the hiring process that would allow us to hire individuals based on their character, work ethic, and potential, with the understanding that we would provide the necessary training and certification in-house. This change would allow us to expand the applicant pool and give us the flexibility to hire candidates who demonstrate the right qualities and a commitment to serving the community.
Fiscal Impact
Not determined
Staff Recommendation
Discuss and possible action on approving changes to the Wausau Fire Department minimum requirements and hiring process.
Staff contact: James Henderson (715-261-6634)

Wausau Fire Department

2024- Recruitment Initiative

Proposal to Expand Wausau Fire Department Hiring Criteria to Include EMT-Basic Candidates and Implement an In-House Paramedic Apprenticeship Program

Background: The Need for Change in Wausau Fire Department's Hiring Process

The Wausau Fire Department (WFD) is facing an urgent staffing shortage, with ten current vacancies out of 66 line staff positions. Additionally, two more retirements are anticipated by the end of 2025, further exacerbating our staffing needs. Despite multiple recruitment processes conducted since April 2024, we have only successfully hired one firefighter-paramedic. This limited success rate highlights the challenges of meeting the department's essential staffing levels under the current hiring requirements.

Current Hiring Requirements

Presently, the WFD's minimum hiring requirements include several certifications and qualifications that prospective candidates must meet before applying, which has constrained the hiring pool. Currently, WFD firefighter candidates must meet the following minimum requirements:

- Be 18 years of age or older
- Possess a high school diploma, GED, or HSED
- Hold a valid, unrestricted driver's license
- State of Wisconsin Firefighter I Certification (or IFSAC Accredited equivalent)
- State of Wisconsin or National Registry EMT-Basic License and be enrolled in an accredited Wisconsin Technical College paramedic training program
- NIMS ICS 700 and 100 Certifications
- Hazardous Materials Operations Certificate
- CPAT Certification obtained within the last 12 months

Challenges with Current Requirements

The WFD's commitment to maintaining high standards and ensuring a high level of emergency care remains unwavering. However, the current hiring prerequisites have proven to be a significant barrier to recruitment, limiting the number of potential applicants who can apply for firefighter positions. Our staffing model requires fully qualified firefighter-paramedics to

respond effectively to emergency situations. However, the lengthy and costly process of obtaining multiple certifications before employment discourages many potential candidates from pursuing a career with WFD.

Proposed Solution: Adjusted Hiring Process

To address this pressing recruitment issue, we propose to expand the hiring pool by adjusting our hiring criteria. This modification will allow candidates with EMT-Basic licenses to apply and join the WFD, with the commitment that each firefighter will complete paramedic certification as part of their professional development with the department. This approach will allow the WFD to attract a broader applicant base while maintaining our commitment to high-level paramedic care.

Our proposed change will not lower the quality of care delivered by WFD but will simply adjust the prerequisites to accommodate candidates who will be trained to the paramedic level as part of their career progression within the department. This adjustment in our recruitment strategy is essential to fill vacancies and maintain critical emergency services for the Wausau community.

Proposed Change to Hiring Requirements

Presently, the WFD's minimum hiring requirements include several certifications and qualifications that prospective candidates must meet before applying. The following is what is being proposed in order to attract quality candidates:

- Be 18 years of age or older
- Possess a high school diploma, GED, or HSED
- Hold a valid, unrestricted driver's license
- State of Wisconsin Firefighter I Certification (or IFSAC Accredited equivalent)
- State of Wisconsin or National Registry EMT-Basic License
- CPAT Certification obtained within the last 12 months

Objective

To expand the hiring pool for firefighter positions at the Wausau Fire Department (WFD) by allowing applications from candidates with an EMT-Basic license, in addition to paramedic-certified applicants. This change would enable WFD to increase its recruitment capabilities in a competitive job market. EMT-Basic hires, or "Apprentices," will be enrolled in an in-house paramedic program supported by Northcentral Technical College and led by WFD personnel, thus facilitating their development into fully licensed and national registered paramedics.

Proposal Summary

The Wausau Fire Department currently restricts firefighter hiring to applicants with paramedic licensure. However, with the competitive job market and recruitment challenges, there is a critical need to broaden the hiring base. This proposal outlines a strategic change to permit hiring EMT-Basic candidates, who will subsequently train for paramedic certification through an internal apprenticeship program. This initiative is designed to attract additional candidates, offer an accessible pathway for professional development, and meet the community's emergency response needs.

Apprenticeship Program Overview

1. Initial Firefighter Academy Training

- EMT-Basic hires, now termed "Apprentices," will complete a four-week internal academy, gaining foundational knowledge in WFD operations, department-specific protocols, and emergency response tactics. This ensures new hires are prepared for immediate field assignments.

2. Paramedic Training Program

- Following the academy, Apprentices will be enrolled in a paramedic program run by Northcentral Technical College, taught by experienced WFD personnel. The ten-month course will run three days a week, eight hours a day, allowing Apprentices to obtain paramedic licensure while actively working with the department and counting towards staffing.

3. Operational Experience

- When not in class, Apprentices will be integrated into daily department operations by riding third on both the engine and ambulance, supervised by experienced firefighters and paramedics. This arrangement provides them with on-the-job training, reinforcing their education and giving them exposure to real-life emergency responses.

4. Compensation and Employment Terms

- Apprentices will earn wages at an adjusted "apprentice" rate lower than new hires who already hold paramedic licensure. Upon achieving paramedic certification, their pay will be adjusted accordingly.
- Apprentices will sign a three-year employment contract. Those who leave before the three-year term or fail to obtain paramedic licensure within two years will be subject to termination and required to repay training costs incurred by the City of Wausau.

- WFD will cap the number of active Apprentices at maximum of nine at any given time to ensure effective management and quality training.
 - The apprentice will remain on probation for up to one year after obtaining paramedic licensure.
-

Anticipated Benefits

1. Enhanced Recruitment Capabilities

- By opening positions to EMT-Basic candidates, the WFD will be able to attract more applicants, addressing the current limitations in the hiring pool. This expansion allows the department to more effectively fill vacant positions, ensuring continued public safety.

2. Cost-Effective Development of Personnel

- The in-house paramedic program allows the WFD to develop EMT-Basic hires into paramedics in a controlled, cost-effective manner. The program leverages internal resources and expertise, allowing the department to maintain high standards without outsourcing the training process.

3. Workforce Retention and Stability

- The contractual agreement associated with the apprenticeship ensures a stable workforce, reducing turnover and securing a return on training investments. The three-year contract fosters long-term commitment, while financial repayment terms protect departmental resources if early departure occurs.

4. Improved Community Service and Response

- With expanded recruitment and a structured training program, the department can maintain optimal staffing levels, improving response times and service quality for the Wausau community. Apprentices will bring added value to operational readiness, contributing to a dependable and highly trained team.
-

Implementation Timeline

1. Approval and Policy Adjustment *(November 2024)*

- Pending approval of this proposal, WFD will update hiring policies to reflect EMT-Basic eligibility and publish revised job listings.

2. Recruitment and Outreach *(December 2024)*

- WFD will begin recruitment efforts targeting both EMT-Basic and paramedic-certified applicants. The department will highlight the paramedic training pathway and the opportunity for professional advancement within the program.
3. **First Academy Start Date** (*January 2025*)
 - A four-week internal academy will be scheduled for new EMT-Basic hires, immediately followed by the ten-month paramedic program.
 4. **In-House Paramedic Program** (*February- December 2025*)
 5. **Program Monitoring and Evaluation** (*December 2025*)
 - WFD will conduct quarterly reviews of the apprenticeship program to ensure training quality, operational effectiveness, and alignment with departmental goals. Adjustments will be made as necessary to maintain program standards.
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Conclusion

The proposed changes to the Wausau Fire Department's hiring process and the introduction of an EMT-Basic to paramedic apprenticeship program will enable WFD to expand its hiring pool, ensuring optimal staffing while providing a structured, cost-effective pathway for professional development. This approach will enhance recruitment, improve workforce retention, and elevate service delivery standards for the Wausau community.

By implementing this program, the Wausau Fire Department demonstrates its commitment to proactive and sustainable workforce planning, ensuring a reliable team capable of delivering essential emergency services to the community.

Human Resource Committee Packet

December 2024

Agenda Item
Discussion and possible approval of extension of leave for employee who has not been with the city long enough to qualify for FMLA
Background
Employee needs extension of unpaid leave. Approximately 2 weeks
Fiscal Impact
none
Staff Recommendation
Discuss and possible action on approving leave for employee that has not been with the city long enough for FMLA
Staff contact: James Henderson (715-261-6634)