



Baraboo District Ambulance Service (BDAS)

REQUEST FOR QUALIFICATIONS/PROPOSALS
INTERIM EMS DIRECTOR

SEALED PROPOSALS MUST BE MAILED TO:

Baraboo District Ambulance Service
Interim EMS Director Proposal
ATTN: Troy Snow
120 5th Street
P.O. Box 195
Baraboo, WI 53913

For inquires, contact:
Troy Snow
Phone: (608) 963-9436
Email: tsnow@barabooems.com

**PROPOSALS RECEIVED LATE OR VIA EMAIL WILL NOT BE
CONSIDERED.**

**PROPOSALS MUST BE RECEIVED NO LATER THAN:
March 30th, 2020 by 10:00 AM, CDT**

**TENTATIVE INTERVIEWS SCHEDULED FOR:
Week of April 6th, 2020**

REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQ/P) INTERIM EMS DIRECTOR

PURPOSE

The Baraboo District Ambulance Service (BDAS) is seeking a qualified person/firm to act in the position of Interim Emergency Medical Services Director. All interested parties are invited to submit qualifications and references. BDAS anticipates a minimum of 20 hours per week.

BDAS reserves the right to reject any or all proposals, any portion of a proposal or to accept the proposal considered most advantageous to BDAS following final negotiations, evaluations and review. The person/firm will provide services under a written agreement between BDAS and the person/firm.

BACKGROUND

Since 1993, BDAS has been a municipal ambulance district, which provides 911 emergency services and interfacility transports for 8 municipalities governed under an 11-member commission comprised of the City of Baraboo, Village of West Baraboo, and Townships of Baraboo, Greenfield, Fairfield, Freedom, and part of the townships of Excelsior and Sumpter. Total combined population is approximately 18,000. Website: www.barabooems.com

BDAS has approximately (40) employees, consisting of an Interim Chief, Captains, Acting Lieutenants, Financial Director, HR Director, Billing & Collection staff, paramedics and EMTs. The EMS Director/Chief position has been vacant since January 2020, with the Deputy Chief being named Interim Chief (reference the attached Organizational Chart).

BDAS is at a transition point in leadership. Prior to starting a recruitment for an EMS Director/Chief the BDAS Commission seeks a professional person/firm that can provide Interim EMS Director duties and provide a complete review of the management and operational structure. The person/firm selected as Interim EMS Director must have a paramedic background, proven leadership skills, knowledge of personnel practices, and current industry standards. It is expected the Interim position will be a month to month contract and is expected to assist BDAS in conducting an official recruitment for a permanent EMS Director/Chief.

EXPERIENCE, EDUCATION & QUALIFICATIONS

To qualify for this classification, the person/firm must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

- **Experience:**
 - A minimum of 5 years of experience working at the paramedic level, which must include at least three years of administering and managing an EMS Program.
- **Education:**
 - A degree in Business, Management and/or Governmental Administration or equivalent experience is preferred.
- **License or Certificate:**
 - Possession of National Registry of Emergency Medical Technicians-Paramedic; or equivalent state licensure as a Paramedic is preferred.
 - Valid Driver's license.

RESPONSIBILITIES INCLUDE (BUT NOT LIMITED TO)

- Conduct studies and analyze EMS issues to make recommendations; collect and disseminate information to support planning and evaluation of services.
- Work closely with the Management Staff (Interim Chief, Human Resource Director and Finance Director), Transition Committee, BDAS Commission and all other staff when necessary.
- Plan, direct, monitor and evaluate the effectiveness of BDAS EMS services and programs, including needs assessment, program design and planning, implementation, training, evaluation and regulatory enforcement, and the medical component of disaster preparedness. Provide recommendations for improvements and or changes.
- Recommend, develop, implement and evaluate goals, objectives, policies and procedures related to emergency medical services, and long-range program planning to meet future needs.
- Act as liaison between senior level management, advisory boards and commissions, regulatory bodies and program staff to ensure that all appropriate policies and guidelines are followed, and that programs are funded with adequate resources to maintain mandated and expected levels of service.
- Work with management staff in preparing, administering and monitoring the approved Emergency Medical Services program budget.
- Monitor and evaluate fiscal and legal liability, and informational technology.
- Maintain an effective working relationship with BDAS stakeholders.

- Establish standards, review and monitor education, training and certification requirements for BDAS personnel.
- Oversight of Patient Care Reporting Systems.
- Collect and analyze data and generate statistical reports related to the delivery of emergency medical services and contract compliance.
- Make recommendations to update the EMS policy manual.
- In conjunction with management staff, review complaints submitted to BDAS from patients, providers, employees, and others; gather information and interpret data for review; schedule necessary meetings and follow up on actions to be taken.
- Attend appropriate EMS related committee meetings; staff committees as assigned.
- When evaluation is completed and recommendations are implemented, assist BDAS Commission in a recruitment process for a new EMS Director/Chief.

RESUME/PROPOSAL FORMAT – Submit the following information:

- 1) Cover letter – The letter must be signed by an individual authorized to bind the person/firm in any contract with BDAS and notarized.
- 2) If submitting as a firm, list the names of three other agencies in which you successfully placed an interim or permanent individual. Provide as references: Agency name, address, contact name, phone number, and email.
- 3) Resumes of all individuals who will be involved.
- 4) Itemized list of projected expenses and fees for services.