



# AGENDA REPORT

**Department:** Human Resources  
**Prepared by:** Alicia Hicks, Human Resources Director  
**Meeting Date:** Tuesday, December 2, 2025  
**Approved by:** Alejandro Hernandez, Acting City Manager

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## **SUBJECT:**

Approval of Creation of One (1) New Job Classification Titled Emergency Medical Services Coordinator, Amending the Management Salary Schedule, Adding 1.0 FTE to the Fire Department Authorized Position Count, and Authorizing a Related Budget Adjustment.

## **RECOMMENDATION:**

Adopt the Resolution entitled, "Resolution of the City Council of the City of National City, California, Creating a New Job Classification of Emergency Medical Services Coordinator, Amending the National City Management Positions Salary Schedule to Include the New Job Classification, Adding 1.0 FTE to the Fire Department's Authorized Position Count, and Authorizing an Increase of \$72,453 to the Fire Department's Fiscal Year 2025-2026 Personnel Budget."

## **BOARD/COMMISSION/COMMITTEE PRIOR ACTION:**

On November 12, 2025 the National City Civil Service Commission approved the new Emergency Medical Services Coordinator job classification (Exhibit A).

## **EXPLANATION:**

The Fire Department has requested the creation of a new classification due to the dissolution of the Regional Cooperative Care Program (RCCP), a long-standing partnership in which Heartland Fire Rescue, San Miguel Fire, and the National City Fire Department jointly funded EMS quality assurance and education services for more than twenty years. With the RCCP being disbanded, each participating agency will now be responsible for independently providing essential EMS functions.

This position will be non-sworn and non-safety and will be responsible for ensuring adherence to all applicable federal, state, and local EMS rules and regulations. The EMS Coordinator will perform a variety of technical and administrative duties, act as the department's subject-matter expert on EMS issues, and serve as a liaison to other divisions, departments, and outside agencies. The role is critical to sustaining the department's EMS quality assurance program and supporting ongoing professional education for personnel.

The EMS Coordinator position will be in the Management Group. Exhibit B shows the proposed salary range for the position.

## **FINANCIAL STATEMENT:**

The annualized cost for this position, including salaries and benefits, in the current fiscal year is \$173,900. General Fund appropriations of \$72,453 are requested to fund the position for the remainder of the FY 2026. This will be offset by \$300,000 received from the dissolution of the Regional Cooperative Care Program (RCCP). Potential funding for this position on an ongoing

basis may be generated through the implementation of the EMS transport system study. If approved, a budget adjustment will be made in the Fire Department's budget as follows:

Expenditures: 100-70-22-22100-6\*\*\*- (\*\*various personnel accounts) totaling \$72,453.

**RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:**

Not Applicable

**ENVIRONMENTAL REVIEW:**

This is not a project under CEQA, and is therefore, not subject to environmental review. CCR15378; PRC 21065.

**PUBLIC NOTIFICATION:**

The Agenda Report was posted at least 72 hours before the Regular Meeting date and time, and 24 hours before a Special Meeting in accordance with the Ralph M. Brown Act

**ORDINANCE:**

Not Applicable

**EXHIBITS:**

Exhibit A – Emergency Medical Coordinator Classification

Exhibit B – Proposed Salary Schedule

Exhibit C – Resolution