



**Board of Riley County
Commissioners
Regular Meeting
Agenda
March 27, 2025**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

[District 2 – Greg McKinley, Chair](#)

[District 3 – Kathryn Focke, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Bid Recommendation for Hydraulic Dovetail Trailer

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Mar 24, 2025 8:30 AM

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM

John Ellermann, Public Works Director/County Engineer

7. KDOT Cost-Share Program Application - Spring 2025
8. Building Maintenance Tech II

9:15 AM

Bryant Parker, Counselor/Director of Administrative Services

9. Administrative Work Session

9:35 AM

David Adams, EMS/Ambulance Director

10. Request To Fill Open Position

9:40 AM

Elizabeth Ward, Human Resources Director

11. Executive session to discuss a performance matter involving non-elected personnel

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



PUBLIC WORKS
Recommendations

John Ellermann
Public Works Director/County
Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: Andrea Rose Administrative Assistant II.

MEETING: March 27, 2025

SUBJECT: Bid Recommendation for Hydraulic Dovetail Trailer

PRESENTER: Alvin Perez, Operations Manager

Riley County Public Works staff has reviewed the bids submitted for the purchase of one (1) Hydraulic Dovetail Trailer.
Hoyt Trailer Center provided the best bid in the amount of \$41,600.00.
Staff recommends awarding the contract to Hoyt Trailer Center of Topeka, KS in the amount of 41,600.00

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to table for further discussion

Enclosures:

- Bid Tab Trailer (XLSX)

One (1) - Hydraulic Dovetail Trailer				
Bid Opening 3.20.25 9:50am				
Company	Hydraulic Dovetail Trailer	Total	Est. Delivery Date	Notes
Phoenix Contracting 9915 Smarty Jones Dr Ruskin Fl 33573	\$69,295.00	\$69,295.00	12 weeks ARO	
Hoyt's Trailer Center 2613 NW Stina Crt Topeka, KS 66618	\$41,600.00	\$41,600.00	3 months from approval date	(Low Bid) PW Staff Recommends

Attachment: Bid Tab Trailer (15580 : Bid Recommendation - Hydraulic Dovetail Trailer)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 31, 2025**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

[District 2 – Greg McKinley, Chair](#)

[District 3 – Kathryn Focke, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Highway Use Permit

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Bryant Parker, Counselor/Director of Administrative Services

2. Administrative Work Session

9:30 AM

Press Conference

3. Presentation of KAC Awards - Greg McKinley (15 minutes)

9:45 AM

Bob Isaac, Planner

4. Public hearing for a rezone from D-2 to AG

10:00 AM

Amanda Webb, Planning/Special Projects Director

5. Comprehensive Plan update

10:20 AM

Cory Meyer, IT/GIS Director

6. IT/GIS update

Adjournment

Attachment: 03-31-25 tentative agenda (15464 : Tentative Agenda)

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 03, 2025**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

[District 2 – Greg McKinley, Chair](#)

[District 3 – Kathryn Focke, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss County Official Luncheon
2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Elizabeth Ward, Human Resources Director

3. Human Resources update

9:15 AM

Michael Boller, Noxious Weed/HHW Director

4. Staff update

9:30 AM

Anna Burson, Appraiser

5. Staff update

10:00 AM

Amanda Webb, Planning/Special Projects Director

6. Staff update

10:15 AM

Bryant Parker, Counselor/Director of Administrative Services

7. Administrative Work Session

Adjournment

Attachment: 04-03-25 tentative agenda (15464 : Tentative Agenda)

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



PUBLIC WORKS
Presentation

John Ellermann
Public Works Director/County
Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II.

MEETING: March 27, 2025

SUBJECT: KDOT Cost-Share Program Application - Spring 2025

PRESENTER: John Ellermann, P.E., Public Works Director/County Engineer

BACKGROUND

The Kansas Department of Transportation's Cost Share Program provides financial assistance to local entities for transportation projects which improve transportation systems and safety, support job retention and growth, or improve access or mobility within the community. The Spring 2025 program has allocated up to \$6 million to local entities throughout Kansas. This program reimburses a maximum of 85% of construction costs for the project, with the remaining costs to be covered through a local match.

Riley County Public Works is close to finalizing design for the Winkler Mills Bridge Replacement, and would like to apply for KDOT's Spring 2025 round of the Cost Share Program. Applications are due by the end of the day, March 27th, 2025.

Grant funding is typically awarded in late May, and contracts completed within 3-6 months thereafter.

DISCUSSION

To Public Works staff's knowledge, this is Riley County's second application for KDOT's Cost Share Program. If the County were to be selected for the funding, sales tax monies saved would be used to improve other structures within the County that are needing repair.

Public Works staff is requesting a letter of support from the Riley County Board of County

Commissioners for the application. Attached is a draft letter of recommendation, if you should choose to use it.

FISCAL IMPACT

The total cost of the construction is expected to be approximately \$1.3 million, not including construction engineering and inspection. Since this program is very popular among other Kansas County's, staff recommends providing a local match ranging from 45-60 percent of the construction cost in efforts to stay competitive.

RECOMMENDATION(S)

Recommend moving forward with the Cost-Share Program application, with the letter of support from Riley County.

Recommend saving this opportunity for another structure in the future.

POSSIBLE MOTION(S)

Move to approve.

Move to deny.

Move to modify.

Move to table.

Enclosures:

- Letter of Support Winkler Mills Bridge- RC Commissioners (DOCX)
- Seeking Letter of Support (PDF)

March 26, 2025

Riley County Kansas Commissioners
 Courthouse Plaza East Building
 115 N 4th St
 Manhattan, KS 66502

Michelle Needham
 Kansas Department of Transportation Eisenhower Office Building
 700 SW Harrison
 Topeka, KS 66603

**RE: KDOT Cost Share Grant Application for Replacement Bridge at Winkler Mills Rd. –
 Project No. H.0-5.9**

Dear Michelle Needham,

I am writing in support of Riley County's application for funding to replace the bridge located on Winkler Mills Road. This major collector is a critical road providing access to US77 for residents and serves as a main travelled road during snow events. Winkler Mills also serves as a bus route for USD384 and provides agricultural access to Dreith Farm Partnership and K Bar Ranch LLC.

The bridge has deteriorated to a point where it can no longer be safely repaired, with considerable section loss and exposed rebar in several spans. While attempts at repair have been made in the past, the need for a full replacement has become evident. The residents of Center Township depend on this bridge for access to US77, Green Randolph Road, and several farming and ranching operations. Additionally, large vehicles, including school buses and emergency vehicles, routinely cross the bridge as they travel this route.

The safety of our students, local residents, and visitors is paramount, and this bridge's replacement is essential to maintaining safe travel in the area.

Thank you for your serious consideration of Riley County's grant application. We strongly support this request and look forward to a favorable response.

Sincerely,

Greg McKinley, Chair

Katharine Focke, Vice Chair

John Ford, Member



PUBLIC WORKS

6215 Tuttle Creek Blvd
 Manhattan, Kansas 66503
 Phone: 785-537-6330
 Fax: 785-565-6286

March 20, 2025

Evan McMillan
 Assistant Director Public Works /County Engineer
 785-537-6330
 emcmillan@rileycountyks.gov

Riley County Commissioners
 Courthouse Plaza East Building
 115N 4th St
 Manhattan, KS 66502

Dear Riley County Commissioners,

I hope this letter finds you well. I am writing to respectfully request your support for the replacement of **Winkler Mills Rd. Bridge Project No. H.0-5.9**, located in Center Township, Riley County, KS.

As part of the application process for the Kansas Department of Transportation (KDOT) Cost Share Grant Program, Riley County Public Works is encouraged to submit a letter of support. Your endorsement of this project would greatly strengthen the application and demonstrate the community's commitment to improving infrastructure in our area.

For your convenience, I have attached a sample letter of support that outlines the key points for your reference. If you require any additional information or if there are any details you would like to discuss, please do not hesitate to contact me.

The deadline for submitting the letter of support is **March 26th**. Your consideration and support of this application is crucial to its success.

Thank you for your time, and I look forward to hearing from you.

Sincerely,

Evan McMillan
 Assistant Director RCPW/ County Engineer

Attachment: Seeking Letter of Support (15577 : KDOT Cost-Share Program Application-Spring 2025)



PUBLIC WORKS
Personnel

John Ellermann
Public Works Director/County
Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Public Wroks Director

MEETING: March 27, 2025

SUBJECT: Building Maintenance Tech II

PRESENTER: John Ellermann

BACKGROUND

As you're aware, we've faced ongoing challenges in filling the Building Maintenance Technician position. Since the position was posted in July 2024, we've struggled with a lack of qualified applicants, some candidates not passing background checks, and concerns about pay.

In December, we decided to reevaluate and revise the job description, ultimately creating a dual-level posting for Building Maintenance Technician I and II. We relaunched the advertisement toward the end of February, and since then, we've interviewed several promising candidates.

We now have one candidate we'd like to extend a formal offer to. This individual brings over 20 years of experience in construction and facility maintenance, holds an HVAC certification, and has a strong background in plumbing and electrical work.

DISCUSSION

Per Riley County pay policy, based on the candidate's qualifications and extensive experience, they are eligible for a pay rate of \$28.49 per hour according to our external pay scale. This rate is already included in the approved 2025 budget. The candidate has conditionally accepted this rate, pending the results of a drug test, background check, and Board of County Commissioners' approval of the proposed pay rate.

FISCAL IMPACT

The proposed rate falls within the amount currently budgeted for 2025.

RECOMMENDATION(S)

Staff recommend the Board approve of the rate of pay and hiring of this candidate.

POSSIBLE MOTION(S)

Move to approve the pay rate of \$28.49 for the Building Maintenance Tech II candidate.

Move to deny the pay rate of \$28.49 for the Building Maintenance Tech II candidate.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



EMS/AMBULANCE
Personnel

David Adams
EMS/Ambulance Director
2011 Claflin Rd
Manhattan, KS 66502
Phone: 785-539-3535

COMMISSION AGENDA REPORT

FROM: David Adams, EMS/Ambulance Director

MEETING: March 27, 2025

SUBJECT: Request To Fill Open Position

PRESENTER: David Adams, EMS/Ambulance Director

BACKGROUND

This is a request to fill an open full time Paramedic position within the EMS/Ambulance Department.

DISCUSSION

This request is to fill a budgeted full time Paramedic position as well as 2 PRN Paramedic positions which were all recently vacated. This Full time Paramedic position was filled with an EMT when it was last open as we had not received any qualified Paramedics at that time. The position will be posted for a Paramedic, AEMT, or EMT which will allow us to streamline the process and evaluate multiple candidates at once.

Filling the 2 PRN Paramedic positions that are open now would allow us to conduct the hiring process at the same time.

These positions provide direct patient care and is assigned to an ambulance and is also responsible for working event standbys.

The PRN positions supplement our staffing on duty as well as the event standbys.

FISCAL IMPACT

These are budgeted positions with no adverse effects to our budget. Failure to fill the positions will result in increased overtime costs as the full time position must be staffed when assigned to a shift.

RECOMMENDATION(S)

Staff recommend approval to fill these positions.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- EMS Paramedic Position Description (PDF)
- EMS -EMT Position Description (PDF)
- AEMT Position Description (PDF)
- RCEMS Staffing March 2025 (DOCX)
- 2025-03 EMS Ambulance Paramedic PAF (DOCX)

RILEY COUNTY, KANSAS POSITION DESCRIPTION

Job Title:	Paramedic – Full Time	
Department:	EMS/Ambulance Services	
Reports To:	EMS Station Captain	
Pay Range:	Paramedic	Status: Full Time
FLSA Status:	Non-Exempt	

POSITION SUMMARY: The Paramedic will lead and provide direct patient care within their scope of practice independently and in support of their partner in the pre-hospital, and inter-facility transfer settings. The employee will participate in the care and maintenance of facilities, equipment, and ambulances. The employee must be able to work independently, prioritize multiple tasks and maintain a high level of patient/customer satisfaction. EMS works 12/24/36 hour shift structures.

ESSENTIAL FUNCTIONS:

- Proficiently performs skills within the scope of practice of a Paramedic in a compassionate and caring manner.
- Proficiently performs ALS skills including advanced airway management, IV/IO insertion, medication administration, 4-Lead and 12-lead EKG placement and interpretation, defibrillation and pacing, chest decompression. This list is not all inclusive.
- Leads, anticipates, and reacts to partner's needs in support of patient care
- Works independently, multi-tasks and manages a multi-casualty scene
- Maintains professional image and promotes professional relationships among EMS, health care and other public service personnel and encourages communication at all levels.
- Documents accurately and timely the electronic medical record
- Participates in routine shift duties (daily, weekly, and monthly activities)
- Is available for event standby time per guidelines.

SECONDARY FUNCTIONS:

- Maintains positive and professional relationship with local emergency service providers, hospital staff, physicians, and other community shareholders.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: High School diploma or equivalent required

Certificate(s)/License(s):

- Kansas Certified Paramedic required.
- Advanced Cardiac Life Support credentialed from the American Heart Association within 6 Months of hire.
- BLS Provider credentialed from the American Heart Association, or Riley County EMS credentialed within 6 months upon hire.
- Valid Kansas Driver's License History of minimal violations. Satisfactory Motor Vehicle Record and insurability also required.

Updated Jan 2023

Attachment: EMS Paramedic Position Description (15582 : Request To Fill Open Position)

One or more of the following:

- Pediatric Advanced Life Support or Emergency Pediatric Care within 6 months of hire date or closest offered date of hire date.
- Advanced Medical Life Support required within 6 months of hire Successfully completed RCEMS credentialing program.

Skills: Ability to appraise emergency medical services and making appropriate decisions that could affect the population of the county. Ability to understand complex oral and written instruction, ability to speak and write effectively, and ability to give clear, concise instruction orally and in writing. Must demonstrate compassion and professionalism and have the ability to inspire and motivate others along with the emotional intelligence to provide care during emotionally stressful situations. Must be able to assess patient needs and possess quality psychomotor skills.

Supervisory Controls: Duties are performed regularly exercising discretion and independent judgment. Uses initiative in carrying out recurring assignments based on policy and Standard Operating Guidelines as defined by the director. EMS Officers review regular work assignments and give direction for task completion EMS Director/Assistant Director provide general direction and review progress towards goal completion.

Supervisory Responsibility: None

Guidelines: Federal, State, and County laws and regulations are the basic written guidelines. Established principles of emergency medical services and written emergency plans are guiding documents. EMS/Ambulance Director (or designee) provides guidelines and general direction. Guidelines may be provided orally or in writing. Other guides are available but the use of these require extensive training, previous experience, and good judgment to interpret and adapt to a variety of specific situations.

Complexity: This position makes decisions which involve the assessment of unusual circumstances, variations in approach, the use of incomplete and/or conflicting data. This position requires the employee to routinely exercise independent judgement and make careful interpretations of more technical and complicated guidelines. Meeting and dealing with many individuals of varying interests and levels of responsibility creates complexities of a high degree. These encounters often involve concepts, theories, or programs with undefined issues and elements.

Scope and Effect of Work: This position is responsible for making sound decisions that limit the County's liability exposure, improve public relations and enhance the County's professional image. If errors are made, the County's image is affected, accountability is lost, operations and projects are slowed or failed, services are not well provided and people's life's are affected and/or threatened.

Personal Contacts: Many contacts are involved. These include local, state and federal officials both within the emergency medical/ambulance services and in other agencies, volunteers, emergency medical victims, news media, contractors, and private citizens. Contacts may be initiated by the EMS/Ambulance Director, by other officials, or by members of the public. They may be groups or

Updated Jan 2023

individuals and may be scheduled in advance or impromptu at the workplace, other offices, the homes of citizens, or other locations throughout the County or State.

Purpose of Contacts: To exchange information; to receive instructions and to coordinate work scheduling; to receive requests for service; to instruct or train others; and to ensure the effective performance of tasks by others.

Physical Demand/Effort: The physical demands described are representative of those required met to successfully perform the essential functions of this job.

Occasionally required to sit in a stationary position. Frequently heavy physical demands when working the clinical area. The employee occasionally lifts/pushes/pulls 50+lbs, frequently lifts up of 25-50lbs and constant lift of up to 25lbs. Frequently performs activities that require stooping, bending, and reaching, squatting, balancing, and trunk twisting throughout the shift. Frequently communicate verbally and in written form. Required to have good visual, auditory and color determination. Will include high stress situations and several activities simultaneously

Work Environment/Conditions: The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to blood, body fluids, fumes, or airborne particles, and sharp objects potentially contaminated with blood borne pathogens or other infectious agents. The noise level in the work environment is usually moderate. Working environment may quickly change from an office setting to an indoor acute care clinical setting or to an uncontrolled, unpredictable pre-hospital setting. May be exposed to extreme heat or cold environment, wet or slippery surfaces. May be exposed to patients with communicable diseases. Wears personal protective equipment as needed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	Emergency Medical Technician (EMT) – Full Time and Part Time		
Department:	EMS/Ambulance Services		
Reports To:	EMS/Ambulance Station Captain		
Pay Grade:	EMT	Status:	Full Time/Part Time
FLSA Status:	Non-Exempt		

POSITION SUMMARY: The EMT will provide direct patient care within their scope of practice independently and in support of their partner in pre-hospital and inter-facility transfer settings. The EMT will participate in maintenance of facilities, equipment and ambulances. EMT's must work independently prioritize multiple tasks and maintain a high level of patient/customer satisfaction. EMT's work 12/24/36 hour shift structures.

ESSENTIAL FUNCTIONS:

- Proficiently performs skills within the scope of practice of an EMT in a compassionate caring manner
- Proficiently performs BLS skills: basic airway management, statutorily allowed medication administration, three and 12-lead EKG placement. This list is not all inclusive.
- Ability to lead, anticipate and react to partners needs in support of patient care
- Ability to work independently, multi-task and manage a multi-casualty scene
- Maintains professional image and promotes harmonious relationships among EMS, health care and other public service personnel and encourages communication at all levels
- Accurate and timely documentation of the electronic medical record
- Shows initiative participating in routine shift duties (daily, weekly and monthly activities)
- Is available for event standby time per guidelines.

SECONDARY FUNCTIONS:

- Maintains positive and professional relationship with local emergency service providers, hospital staff, physicians, and other community shareholders.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: High School diploma or equivalent required. Successful completion of EMT training program required.

Certificate(s)/License(s):

- Department specific CPR credentialing within 180 days of hire.
- Valid Kansas Driver's License History of minimal violations. Satisfactory Motor Vehicle Record and insurability also required.
- Certified by the Kansas Board of Emergency Medical Services (KSBEMS) as an Emergency Medical Technician (EMT) obtained prior to hire date or job transfer date.

Skills:

Ability to appraise emergency medical services and making appropriate decisions that could affect the

Updated Jan 2023

Attachment: EMS -EMT Position Description (15582 : Request To Fill Open Position)

population of the county. Ability to understand complex oral and written instruction, ability to speak and write effectively, and ability to give clear, concise instruction orally and in writing. Must demonstrate compassion and professionalism and have the ability to inspire and motivate others along with the emotional intelligence to provide care during emotionally stressful situations. Must be able to assess patient needs and possess quality psychomotor skills.

Supervisory Controls: The EMS/Ambulance Director/Assistant Director set overall goals and objectives develop the projects, deadlines and work assignments.

Supervisory Responsibility: None.

Guidelines: Federal, State, and County laws and regulations are the basic written guidelines. Established principles of emergency medical services and written emergency plans are guiding documents. EMS/Ambulance Director (or designee) provides guidelines and general direction. Guidelines may be provided orally or in writing. Other guides are available but the use of these require extensive training, previous experience and good judgment to interpret and adapt to a variety of specific situations.

Complexity: This position makes decisions which involve the assessment of unusual circumstances, variations in approach, the use of incomplete and/or conflicting data. This position requires the employee to routinely exercise independent judgement and make careful interpretations of more technical and complicated guidelines. Meeting and dealing with many individuals of varying interests and levels of responsibility creates complexities of a high degree. These encounters often involve concepts, theories, or programs with undefined issues and elements.

Scope and Effect of Work: This position is responsible for making sound decisions that limit the County's liability exposure, improve public relations and enhance the County's professional image. If errors are made, the County's image is affected, accountability is lost, operations and projects are slowed or failed, services are not well provided and people's life's are affected and/or threatened.

Personal Contacts: Many contacts are involved. These include local, state and federal officials both within the emergency medical/ambulance services and in other agencies, volunteers, emergency medical victims, news media, contractors, and private citizens. Contacts may be initiated by the EMS/Ambulance Director, by other officials, or by members of the public. They may be groups or individuals and may be scheduled in advance or impromptu at the workplace, other offices, the homes of citizens, or other locations throughout the County or State.

Purpose of Contacts: To exchange information; to receive instructions and to coordinate work scheduling; to receive requests for service; to instruct or train others; and to ensure the effective performance of tasks by others.

Physical Demand/Effort: The physical demands described are representative of those required met to successfully perform the essential functions of this job.

Occasionally required to sit in a stationary position. Frequently heavy physical demands when working the clinical area. The employee occasionally lifts/pushes/pulls 50+lbs, frequently lifts up to 25-50lbs and constant lift of up to 25lbs. Frequently performs activities that require stooping, bending and reaching, squatting, balancing, and trunk twisting throughout the shift. Frequently communicate verbally and in written form. Required to have good visual, auditory and color determination. Will include high stress situations and several activities simultaneously.

Work Environment/Conditions: The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to blood, body fluids, fumes, or airborne particles, and sharp objects potentially contaminated with blood borne pathogens or other infectious agents. The noise level in the work environment is usually moderate. Working environment may quickly change from an office setting, to an indoor acute care clinical setting or to an uncontrolled, unpredictable pre-hospital setting. May be exposed to extreme heat or cold environment, wet or slippery surfaces. May be exposed to patients with communicable diseases. Wears personal protective equipment as needed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	Advanced Emergency Medical Technician (AEMT) – Full Time and Part Time		
Department:	EMS/Ambulance Services		
Reports To:	EMS/Ambulance Captain		
Pay Range:	AEMT	Status:	Full Time/Part Time
FLSA Status:	Non-Exempt		

POSITION SUMMARY: The AEMT will lead and provide direct patient care within their scope of practice independently and in support of their partner in the pre-hospital, emergency department, tertiary and inter-facility transfer settings. The employee will participate in the care and maintenance of facilities, equipment, and ambulances. The employee must be able to work independently, prioritize multiple tasks and maintain a high level of patient/customer satisfaction.

ESSENTIAL FUNCTIONS:

- Proficiently perform within the scope of practice of an AEMT in a compassionate caring manner.
- Proficiently perform BLS: including basic airway management, statutorily allowed medication administration, 3 and 12-lead EKG placement, and defibrillation.
- Lead, anticipate and react to partners needs in support of patient care
- Work independently, multi-task and manage a multi-casualty scene
- Maintain professional image and promote harmonious relationships among EMS, health care and other public service personnel and encourages communication at all levels
- Document the electronic medical record accurately and timely
- Participate in routine shift duties (daily, weekly, and monthly activities)
- Take on-call and event standby time per guidelines of the different agencies
- Perform other duties as assigned or requested

SECONDARY FUNCTIONS:

- Maintain positive and professional relationship with local emergency service providers, hospital staff, physicians, and other community shareholders.

POSITION REQUIREMENTS:

Education: High School diploma or equivalent required. Successful completion of an AEMT training program required.

Certificate(s)/License(s):

- ACLS and BLS Provider credentialed from the American Heart Association (AHA) obtained within 1.5 months (45 days) of hire.
- Valid Driver's License. Satisfactory Motor Vehicle Record and insurability required.
- Certified by the Kansas Board of Emergency Medical Services (KSBEMS) as an Advanced Emergency Medical Technician (AEMT) obtained prior to hire.

Skills: Ability to exercise good judgment in emergency medical services and making appropriate decisions that could dramatically affect most of the population of the county. Ability to understand complex oral and written instruction, ability to speak and write effectively, and ability to give clear, concise instruction orally and in writing. Astute patient assessment skills. Quality psychomotor skills.

Physical Demand/Effort: The physical demands described represent those required to successfully perform the essential functions of this job.

Occasionally required to sit in a stationary position. Frequently heavy physical demands when working the clinical area. Frequently required to lift over 50 pounds. Frequently performs activities that require stooping, bending, and reaching, squatting, balancing, and trunk twisting throughout the shift. Frequently communicate verbally and in written form. Required to have good visual, auditory and color determination. Will include high stress situations and several activities simultaneously

Work Environment/Conditions: The work environment characteristics represent those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to blood, body fluids, fumes, or airborne particles, and sharp objects potentially contaminated with blood borne pathogens or other infectious agents. The noise level in the work environment is usually moderate. Working environment may quickly change from an office setting to an indoor acute care clinical setting or to an uncontrolled, unpredictable pre-hospital setting. May be exposed to extreme heat or cold environment, wet or slippery surfaces. May be exposed to patients with communicable diseases. Wears personal protective equipment as needed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



EMERGENCY MEDICAL SERVICES

Headquarters
2011 Claflin Road
Manhattan, KS 66502
Phone: 785-539-3535

		A SHIFT CURRENT	B SHIFT CURRENT	C SHIFT CURRENT		ALS PRN CURRENT		BLS PRN CURRENT
M10	Captain	Dustin Cassel	Sherry Reinhardt	John Talley	1	Sara Thielenhaus	6	Barbara Hoyt
M11	Lt.	Sam Spillman	Mike Fry	Nathan Dixon	2	Brieaun Baier	7	Kayla Bizek
M11	Paramedic 1	Rose Saeman	OPEN	Abby Linderman	3	Jamie Dierking	8	Kodi Smith
					4	OPEN	9	Abby Rounbehler
					5	OPEN	10	*AEMT Jairus Kelley
M12	Paramedic 2	James Marstall	Scott Ten Eyck	Aaron Broxterman				
M12	EMT 1	Blake Martin	Tim Innes	*AEMT Brandi Castro				
M21	Paramedic 3	Caitlin Vinson	Hannah Coates	Phillip Valentine				
M21	EMT 2	Kennedy Sedler	Kerry Kolzow	Sydney Tracy				
M31	Paramedic 4	Wes Proctor	Dawson Beffa	Bill Dunn				
M31	EMT 3	James Watiti	*AEMT Mia Coley	Corina Hammon				
M41	Paramedic 5	Courtney Seimers	Ethan Eastes	Alex Knox				
M41	EMT 4	John Candido	Chris Albanese	Anna King				
M51	Paramedic 6	Maria Palmeri	Alex Snyder	Ryan Brock				
M51	EMT 5	*AEMT Josh Hettenbach	Drew Buchanan	Jack Schrader				

Attachment: RCEMS Staffing March 2025 (15582 : Request To Fill Open Position)

Requisition Approval Process

- Submitted by David Adams on 03/19/2025 at 09:49 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company

Riley County, KS

Job ID

3134721

Pay Grade

Paramedic [Paramedic]

Cost Center 1

County General [1]

1 Job Slot

EMS/AMB-1

Position Template

EMS/Ambulance Paramedic [EMSPAR]

Salary

\$21.78 - \$23.67

EEO Class

Technicians [3]

Cost Center 2

EMS/Ambulance [20]

Work Location

Health Department/EMS

Supervisor Position

No

Workers Compensation

7705 [7705]

Cost Center 3

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Supervisor: Josh Gering

Department Head: David Adams

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours: 3160

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$87,368.40

Budget for Benefits: \$35,510.52

Total proposed annual budget: \$121,878.92

Additional Position Comments: _____1 full time, 2 PRN paramedic positions _____

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Original document stored in Human Resources

Revised 2023-01