

From: [Dawn Zahnley](#)
To: [Michelle Skaff](#)
Cc: [Drew Baier](#); [Shona Campbell](#); [Lisa Ruden](#)
Subject: FY26 Improvement Requests & CIP Five Year Plan
Date: Wednesday, December 11, 2024 12:05:58 PM
Attachments: [FY26 Improvement Request-Operations Officers was Increase 3%.pdf](#)
[FY26 Improvement Request-PT Operational Officers .25 FTE.pdf](#)
[FY26 Improvement Request-Clerk II Reclassification to Clerk III.pdf](#)
[FY26 Improvement Request-Other New Rescue Truck.pdf](#)
[FY26 Improvement Request-Other Replace Front Approach.pdf](#)
[FY26 Improvement Request-Other Install Concrete Approach to Gym.pdf](#)
[FY26 CIP Capital Improvement Projects-5 Year Plan.pdf](#)
[image001.png](#)

Michelle,

We have attached the FY26 Budget Forms for Emergency Services.

We are aware the Fiscal Impacts and Budget Detail Information are still needed and will be completed once time allows you to provide.

FY26 Improvement Request

- Increase Full and Parttime Operations Officers wages by 3%
- Move Parttime Operations Officers Paramedics from .05 FTE to .25 FTE Positions
- Reclassify Dawn Zahnley from Clerk II to Clerk III

FY26 Improvement Request (Other)

- Purchase a New Rescue Truck
- Remove and Replace the Front Concrete Approach to the Main Building
- Install a New Concrete Approach on the East Side Gym Entrance

Continued Improvement Plan (CIP) Request Form-Five Year Plan

We appreciate you and your staff for all your help while preparing this budget year. If you have any questions, please let us know.

Thank you!

Dawn L. Zahnley

Clerk II/EMT

Woodbury County Emergency Services

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IMPROVEMENT REQUEST

Department/Division Title: Woodbury County Emergency Services, Drew Baier, Director

Request: This request is to move the parttime paramedics from 0.05 to the 0.25 FTE. Currently the FY 24/25 budget has two different FTEs percentages for the part time employees. The parttime Emergency Medical Technicians (EMT) are considered 0.25 (690 hr.) and the parttime Paramedics are considered 0.05 (139 hr.) employees.

Justification: This streamlines the ability to be financially responsible and keep cost down. This will aid in coverage for military leaves, sick or injuries, vacations, and FMLA.

Financial Impact:

Budget Account Detail

Account Number:	Description:	Amount:	Explanation:
Total:			

IMPROVEMENT REQUEST

Department/Division Title: Woodbury County Emergency Services, Drew Baier, Director

Request: Emergency Services request to reclassify Dawn Zahnley from a Clerk II Grade 5/Step 5 to a Clerk III Grade 5/Step 5.

Justification: Dawn Zahnley’s Clerk II position with Emergency Services has expanded from a Clerk II position to include additional administrative duties and responsibilities to support the Director.

A significant portion of the duties and responsibilities she performs on a daily basis are above that of a Clerk II. Her education, certifications in multiple modalities and years of experience make her a key talent and an effective leader in our department. Dawn has earned and maintained her Iowa EMT Certification for nearly 24 years, 20 of them with the Emergency Services department. This allows her to respond and assist throughout the county as needed. Dawn successfully performs at all levels by overseeing the state EMS inspections through Iowa Department of Public Health, Bureau of Emergency and Trauma Service and Iowa Board of Pharmacy. Additionally, she supports all levels of leadership with her deep knowledge of State of Iowa processes and procedures. Dawn plays an integral role by assisting the Director with budgets, interpreting medical guidelines on multiple levels, communicating with our Medical Director, Iowa Donor Network, Iowa Medical Examiner, scheduling trainings, and monitoring patient care documentation. She ensures deadlines are met for reports, and she manages personnel. Dawn is also a point of contact for rural fire and EMS department and state agencies.

Financial Impact:

Budget Account Detail

Account Number:	Description:	Amount:	Explanation:
Total:			

IMPROVEMENT REQUEST

Department/Division Title: Woodbury County Emergency Services, Drew Baier, Director

Request: The request is to raise full and part time staff wages by 3%.

Justification: This allows the county to provide competitive wages in efforts to retain staff, while competing with other paid agencies. With a national trend of declining resource pool of experienced emergency medical technicians/paramedics and competitive market, we need to be aggressive to keep the resources we have.

Financial Impact:

Budget Account Detail

Account Number:	Description:	Amount:	Explanation:
Total:			