

Belleville, Exeter & Montrose Fire & EMS District

Chief of EMS

Reports to: Belleville, Exeter & Montrose Fire & EMS District Board

Directly supervises: All EMS Department staff

Salary status: Salaried, exempt

This job description does not constitute an employment agreement between the employer and the employee, and it is subject to change as the needs of the employer and requirements of the job evolve. The essential functions listed are intended only as examples of the various types of work that may be necessary. The omission of specific duties does not exclude them from the position if the work is similar, related, or a reasonable addition to the position.

Position Summary

The EMS Chief is responsible for day-to-day operations and administration of the EMS department. The Chief plans, organizes, coordinates and evaluates all functions of the department; coordinates and conducts training and supervision of personnel in order to ensure delivery of consistent high-quality care; develops written protocols, policies and procedures; represents the department at local and regional meetings; prepares and manages the budget; prepares and presents regular reports to the EMS District Board; has overall responsibility for clinical care, staffing, program planning, maintenance of vehicles, equipment and facilities. The Chief will regularly serve as ambulance crew leader or crew member in order to ensure delivery of consistent high-quality emergency medical services whenever requested.

Required Qualifications

1. Maintain current licensure in the State of Wisconsin at the Advanced EMT, or higher, level
2. Maintain current American Heart Association BLS Certification
3. Maintain a valid Wisconsin Drivers License, with a driving record acceptable to the Department's insurer
4. Maintain a local credentialing agreement with Belleville Area EMS
5. Maintain credentialing with the Department's Medical Director
6. Within one year of hire, obtain and maintain certification as an American Heart Association BLS Instructor
7. Within six months of hire, complete NIMS/ICS courses ICS-100, ICS-200, ICS-700, and ICS-800
8. Within 24 months of hire, complete NIMS/ICS courses ICS-300 and ICS-400
9. Maintain any additional required certifications and/or ongoing training; and comply with any additional requirements deemed necessary by the State of Wisconsin to maintain EMS licensure at the Advanced EMT, or higher, level
10. Maintain any additional required certifications and/or ongoing training; and comply with any additional requirements deemed necessary by the Department Medical Director to maintain credentialing at the Advanced EMT, or higher, level

Essential Functions

1. Act in accordance with relevant federal, state and local regulations, and physician-approved medical protocols. Ensure compliance with all rules, policies, and directives established by medical direction.
2. Prepare and ensure that the Department remains in compliance with the Operational Plan submitted to the Wisconsin Department of Health Services.
3. Oversee all staff issues and apply the appropriate discipline and coaching of staff.
4. Encourage continuing education and professional development of staff. Coordinate access to ongoing EMS training in compliance with expectations established by medical direction.
5. Ensure continuous quality improvement of patient care and EMS operations, including regular review of patient care reports.
6. Prepare, monitor, and work within the approved Department budget. Provide regular, detailed updates to the District Board on the Department's finances.
7. Oversee procedures for billing and receiving revenue from ambulance runs, ensuring all appropriate revenue is collected.
8. Recruit qualified staff to meet all Department needs and objectives. Schedule staff in a cost-effective way, ensuring that the Department's needs are met to a high standard.
9. Develop plans to ensure uninterrupted delivery of essential Department functions, should the Chief be unavailable.
10. Review the Department's risk management profile, and enact procedures to mitigate the Department's exposure to risk.
11. Make recommendations to the EMS District Board for major purchases or acquisition of ambulances and capital expenditures.
12. Maintain all required organizational documentation. Ensure all licenses, certifications, and other required documents are current for both the Department, and staff.
13. In collaboration with the District Board, establish short-, medium- and long-term plans for the Department. Provide regular updates to the District Board and other interested stakeholders on progress towards Department goals.
14. Represent the department at local, county, state, and other meetings.
15. Maintain positive working relationships with leaders of municipalities within the EMS district, the department medical director, area hospitals, law enforcement, public works, fire, and any other agency as deemed necessary.
16. Coordinate the maintenance of station facilities, grounds, ambulances, and equipment to allow the Department to meet established goals and objectives.

Duties and Responsibilities

Job duties and other responsibilities are subject to change to meet the operational needs of the department as determined by the District Board.

1. Oversee development of standard operating guidelines, procedures and policies of the Department, in accordance with regulations established by governing authorities, medical direction, and industry best-practices. Ensure consistent and fair application of all guidelines, policies and procedures.
2. Represent Belleville Area EMS, upon request, to other government bodies and institutions within the District.
3. Adhere to all safety regulations, train staff in safety regulations, and correct any known violations of safety regulations.

4. Be the primary liaison with EMS training organizations, facilitate enrollment of personnel in EMS training programs and coordinate preceptorships of outside students in the EMS Department.
5. Recruit, select and on-board new Department staff.
6. Manage inventory of needed EMS supplies and medications, and ensure that appropriate and economical supplies are sourced from vendors.
7. Work with medical billing vendors to resolve billing conflicts or concerns.
8. In collaboration with the District Treasurer, oversee procedures relating to employee payroll, and accounts payable and receivable.
9. Serve as an ambulance crew member or crew leader as necessary to ensure consistent ambulance availability within the District, and to monitor staff performance.
10. Investigate complaints made against the Department and Department staff, and ensure appropriate follow up action is taken.
11. Address as necessary, inquiries from the media, including social media. Ensure that the Department has a qualified and trained Public Information Officer.

Special Knowledge and Skills

1. Demonstrate initiative, critical thinking and problem-solving skills.
2. Demonstrate acceptable, appropriate and professional written and oral communication skills at all times.
3. Effectively use computer equipment and software programs necessary to the Department's function.
4. Demonstrate ability to drive constant improvements in oneself and staff.
5. Consistently demonstrate sound professional judgment in all situations.

Physical and Working Conditions

1. Ability to lift/carry and ambulate with the agency/organization's medical equipment, bags and supplies in an approved/recommended fashion.
2. Ability to frequently lift and/or move 25 pounds without assistance and occasionally lift and/or move up to 100 pounds with the assistance of an additional crew member.
3. Ability to operate patient movement equipment (cot/stretchers, stair chair, longboard/backboard, scoop stretcher, etc.) in an acceptable single-person or multiple-person scenario, according to manufacturer recommendations.
4. Must be able to safely and efficiently complete physical activity commonly encountered as an EMT. Examples include entering and exiting the ambulance, lifting/carrying equipment and patients over uneven terrain as well as up and down stairs, performing continuous chest compressions according to agency standards. A physical agility test will be required.
5. Ability to make decisions in high-stress, potentially life-threatening situations related to patient care.
6. Ability to operate in situations/environments involving biohazard fluids/substances, sick/ill/injured individuals, and/or otherwise hazardous environments requiring additional personal protective equipment (PPE) or body substance isolation (BSI).
7. Ability to function in all weather conditions.
8. Ability to work in smaller or cramped spaces, including (but not limited to) inside vehicles, small rooms, ambulances, or other semi-confined spaces.

Work Location and Hours

The Department Chief is a full-time, salaried position. The primary work location is the Belleville Area EMS station. The Chief will generally be expected to be available at the EMS Station

during standard business hours. Periodic travel to other locations may be required for meetings, or to support the operational needs of the Department. As is the norm with leadership positions within public safety agencies, work hours may vary from week to week based on the ongoing operational needs of the department, including nights, weekends and holidays.

Residency

Residency within 40 miles of the Belleville Area EMS station is required throughout employment.