

Yamhill Fire Protection District

Standard Operating Guidelines

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

PERSONNEL

PER – 784

EMS Coordinator

Page 1 of 9

Issued: March 14, 2017

GENERAL PURPOSE

Primary duties include the protection of life and property by performing EMS, and fire prevention duties. Maintains EMS equipment, apparatus, and facilities. Provides, as a collateral assignment, will be to plan and participate in the training of District personnel.

SUPERVISION RECEIVED

Performs work under the General Supervision of the Deputy Fire Chief or may be assigned to report to another officer in the District.

SUPERVISION EXERCISED

At times this position will direct the activities of Firefighters, EMT's and other subordinate positions as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

- Will plan, direct and participate in the training and instruction of District personnel in the methods of EMS, and other emergencies. Will maintain readiness and proficiency level as required by District Policy, Procedures, and SOG's.
- Performs activities including driving District apparatus.
- Performs emergency aid activities, including administering first aid and providing Emergency Medical Services (EMS) care to the Emergency Medical Technician level (EMT).
- Completes & submits appropriate incident reports.
- Participates in EMS and Fire Drills.

Yamhill Fire Protection District

Standard Operating Guidelines

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

PERSONNEL

PER – 784

EMS Coordinator

Page 2 of 9

Issued: March 14, 2017

- Attends classes in emergency medical, hazardous materials, and related subjects, along with conferences and meetings (as District Budget will allow) to keep abreast of current trends in the field' represents the District in a variety of local, county, state and other meetings.
- Receives relays and responds to emergency calls and alarms. Operates radio and other communication equipment.
- Routinely observe operations at emergency incidents and training operations of the District to ensure that safety regulations are being followed.
- Maintains EMS equipment, apparatus and facilities. Performs minor repairs to District equipment.
- Performs general maintenance work in the upkeep of Fire/EMS facilities and equipment.
- Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, hazardous materials, and emergency aid activities.
- Presents programs to the community on safety, medical, and fire prevention topics.
- Assists in training and mentoring new employees as assigned.
- Responds to Fire (as support, and Rehab), EMS and other emergency incidents, evaluates fire and other emergency situations and makes appropriate decisions, calls additional resources, determines method of attack, assigns incoming companies and directs the work of all personnel on the scene until relieved by a Higher Ranking, Officer.
- Provides input into new programs and equipment that will add to the District's preparedness.

Yamhill Fire Protection District

Standard Operating Guidelines

MISSION

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District Policies

PERSONNEL

PER – 784

EMS Coordinator

Page 3 of 9

Issued: March 14, 2017

- Performs work in accordance with Federal, State, and local laws as well as District Policy, Procedures and SOG Manual.
- In the event of exposure, injury, or illness to Fire/EMS personnel, it is the responsibility of the EMS Coordinator or Safety Officer if on scene, to communicate this to the Incident Commander, and the Fire Chief, as well as ensure that proper medical care is provided.
- Performs the duties of subordinate personnel as needed and fulfills obligations during duty work periods.
- The EMS Coordinator shall be involved in the process of post incident critiques, in order, to review the staff training and safety factors involved in emergency and training incidents.
- The EMS Coordinator shall ensure that all Fire District personnel comply with the provisions of the Personal Protective Equipment and all other District Standard Operating Guidelines at all emergency incidents and training activities.

PERIPHERAL DUTIES

- Prepares a variety of reports.
- Performs the duties of primary duty assignment in addition to this collateral assignment.
- Attends conferences and meetings (as District Budget will allow) to keep abreast of current trends in the field' represents the District in a variety of local, county, state and other meetings.

Yamhill Fire Protection District

Standard Operating Guidelines

MISSION

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District Policies

PERSONNEL

PER – 784

EMS Coordinator

Page 4 of 9

Issued: March 14, 2017

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- A. Graduation from High School or GED equivalent.
- B. At least five (3) years of prior work experience as a volunteer firefighter.
- C. Have a general knowledge of the geography, of the District.
- D. Previous supervisory experience and / or management training in a civilian occupation.
- E. Experience and ability to communicate, create reports and maintain records via computer preferably with MS Office Word and Excel.
- F. Completed NIMIS 100, 200, 700 and 800.
- G. Completed NIMIS 300, and 400 (Desired)
- H. Certified as an Emergency Medical Technician (EMT).
- I. Certified as an Advanced Emergency Medical Technician (Desired)
- J. Certified as and Fire Instructor I.
- M. Certified as a Driver

Yamhill Fire Protection District

Standard Operating Guidelines

MISSION

*Yamhill Fire Protection District is dedicated to
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District Policies

PERSONNEL

PER – 784

EMS Coordinator

Page 5 of 9

Issued: March 14, 2017

Necessary Knowledge, Skills and Abilities

- A. Working knowledge of modern emergency medical services principles, procedures, techniques, and equipment; Working knowledge of First Aid and resuscitation techniques' Working knowledge of applicable laws, ordinances, District standard operating guidelines and regulations.
- B. First Aid and resuscitation techniques and their application as demonstrated through Oregon State Emergency Medical Technician Certification.
- C. Applicable laws, ordinances, district standard operating guidelines, procedures, and regulations.
- D. Working knowledge of Yamhill County EMS Protocols.
- E. The Incident Command System (ICS) and National Incident Management System (NIMS) ICS-100, 200, 300, 400, 700, and 800.
- F. NFPA industry standards knowledge & application.
- G. Skill in the operation of listed tools and equipment.
- H. Analyze emergency incidents, direct and implement crew response creating effective response and resolution to the specific incident.
- I. Ability to perform work requiring good physical condition;
- J. Ability to communicate effectively orally and in writing;
- K. Ability to exercise sound judgment in evaluating situations and in making decisions;
- L. Ability to effectively give and receive verbal and written instructions;
- M. Initiate leadership in developing and maintain a working environment that is characterized by efficiency, cooperation, and positive interpersonal, working relationships with other District volunteers, supervisors, and the public;

Yamhill Fire Protection District

Standard Operating Guidelines

MISSION

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District Policies

PERSONNEL

PER – 784

EMS Coordinator

Page 6 of 9

Issued: March 14, 2017

- N. Ability to meet the special requirements listed below.
- O. Ability to comply, write and submit required reports concerning EMS equipment and procedures, volunteer personnel, and including but not limited to Alarm Reports, Patient Care, Inspection Reports, Non-Fire and Fire Forms.
- P. Support and promote the District's mission, vision, and core values in all aspects of job performance.
- Q. Resolve complex problems and mediate or facilitate cooperation among conflicting parties.
- R. Communicate complex ideas to a variety of audiences in a clear, comprehensive, effective, and professional manner, both orally and in writing.
- S. Manage the diverse work activities of numerous highly skilled subordinates in a manner conducive to proficient performance, high morale, and District effectiveness.
- T. Calmly communicate with upset and/or angry citizens, to explain District policies and problem resolution.
- U. Model and initiate a quality customer service attitude throughout the District.
- V. Be able, to establish command until relieved by a higher-ranking officer.

SPECIAL REQUIREMENTS

- A. Must have a minimum of 5 years of experience at time of appointment;
- B. Must possess, or be able, to obtain by time of appointment, a valid Oregon Driver's License without record of suspension or revocation in any state and be insurable by the District insurance.
- C. No felony convictions or disqualifying criminal histories.
- D. Ability to read, write, and speak the English Language; and

Yamhill Fire Protection District

Standard Operating Guidelines

MISSION

*Yamhill Fire Protection District is dedicated to
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District Policies

PERSONNEL

PER – 784

EMS Coordinator

Page 7 of 9

Issued: March 14, 2017

- E. Ability to meet Yamhill Fire Protection District physical standards.
- F. Must reside within YFPD.
- G. A minimum of 75% attendance at Yamhill Fire Protection District EMS Drill's and meetings.
- H. Any appointment to a EMS Coordinator will go thru a 6-month, probation Period. There will be evaluations every 3 months. At the six months performance evaluation it will be determined to extend the probation period by 3 months, move off, of probation status, or be demoted from the position. Total probation time will not exceed 9 months.
- I. Persons in this position will be required to follow all the District Policy's, SOG's and Procedures. Persons in this position will be disciplined as stated in District Policy 749.

TOOLS AND EQUIPMENT USED

- Basic Life Support (BLS) equipment but not limited to: first aid and airway kits, immobilization equipment, oxygen therapy, AED, and gurney.
- Communication equipment not limited to: mobile and portable radios, pagers, cell phone, office telephone, and personal computer. Should be familiar with the Windows platform and Microsoft Word, Excel, and Power Point and industry specific software.

Yamhill Fire Protection District

Standard Operating Guidelines

MISSION

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District Policies

PERSONNEL

PER – 784

EMS Coordinator

Page 8 of 9

Issued: March 14, 2017

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is performed primarily in: citizen's homes, fire station bays, vehicles, outdoor settings, in all types of weather conditions, during day and night hours and occasionally in an office setting. Work is often performed in emergency and stressful situations.

The EMS Coordinator is exposed to the hazards associated with fire suppression, motor vehicle crashes, hazardous materials, and EMS including but not limited to: contagious and infectious diseases, smoke, noxious odors, wet and/or humid conditions, moving mechanical parts, high precarious places, fumes or airborne particles, risk of electrical shock, vibration, toxic or caustic chemicals, solvents, oils, and biological hazards.

The physical demands described here are representative of those that must be met by a EMS Coordinator to successfully perform the essential duties required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the EMS Coordinator is frequently required to sit, talk or hear, stand, walk; use hands and fingers to handle, or operate objects, tools, or controls; and reach with hands and arms. The EMS Coordinator is occasionally required to climb or balance, stoop, kneel, crouch or crawl, and taste or smell.

The EMS Coordinator must frequently lift and/or move up to 100 pounds and occasionally lift and/or move up to 300+ pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually quiet in the office setting, and loud at an emergency scene.

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

Yamhill Fire Protection District

Standard Operating Guidelines

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

PERSONNEL

PER – 784

EMS Coordinator

Page 9 of 9

Issued: March 14, 2017

SELECTION GUIDELINES

Selection will be done by the Deputy Fire Chief and Fire Chief after reviewing education and experience.

GENERAL INFORMATION

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

The job description does not constitute an employment agreement between the Yamhill Fire Protection District and the Volunteer and is subject to change by the Yamhill Fire Protection District as the needs of the District and requirements of the job change.