

NEEDHAM FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES & POLICIES

Firefighter/EMS Administrator

Duties: Under the direction of the Fire Chief, perform any and all functions related to maintaining the continuity of the Needham Fire Department's Emergency Medical System and ensure that system meets all applicable protocols, regulations and standards set forth by the Commonwealth of Massachusetts and/or the Federal government.

Review all ambulance records to insure an appropriate level of quality control of reporting by EMT's and request corrective actions when required. Forward records, trip sheets and any other appropriate information to the department's billing vendor on a timely basis each month and reconcile any discrepancies that may arise with that vendor.

Create and schedule monthly and annual training agendas, rounds, classes and refresher courses. Request and obtain OEMS certification numbers for all continuing educational training classes. Obtain and maintain training rosters and distribute these rosters to all attendees upon request. Aid and assist in the re-certification process for all Needham Fire Department personnel. Maintain all training records in both electronic and paper formats, so that they may be readily available to all.

Develop and implement community EMS outreach education and training classes in first aid, CPR and other EMS related topics. Recommend and assist in the development of best practice protocols and procedures to ensure the safety and wellbeing of both Needham Fire personnel, as well as the general public at any incident the department responds to.

Assist in the development of the annual EMS budget in conjunction with other fire administration personnel. Order and maintain all supplies, equipment and materials needed for the proper functioning of the Needham Fire Department's EMS system. Ensure that all ambulances and fire apparatus are equipped with needed supplies and equipment to facilitate effective emergency medical responses. Maintain all records, data and statistics relevant to the Needham Fire Department EMS system.

Various other duties as related the EMS or firefighting as determined by the Fire Chief including, but not limited to occasionally aiding the Fire Prevention Bureau in school fire drills, residential smoke and carbon monoxide detector inspections and responding to working fires or other significant incidents as needed when on regularly scheduled work days.

Basic Knowledge: Duties require thorough knowledge of emergency medical services, firefighting, computer skills and organizational management.

Experience: Position requires a minimum of five years of EMS/firefighting experience at the EMT-P level or equivalent.