Interoffice - Memorandum

To: Judith C. Boyko, Township Administrator

From: Anthony Goller, Fire Chief

Date: February 21, 2014

RE: **PERSONNEL ITEM: MOTION TO HIRE TROY BONFIELD AS CAPTAIN OF EMERGENCY MEDICAL SERVICES EFFECTIVE MARCH 10, 2014 AT THE ANNUAL SALARY OF $84,898.24 WITH A ONE (1) YEAR PROBATIONARY PERIOD AND CONTINGENT UPON SUCCESSFUL COMPLETION OF APPLICABLE TESTING AND PROCEDURES**

Request to hire a career Emergency Medical Services Captain to fill existing vacant position. This vacant position was created when Capt. Steve Kelly took the career position as Fire Chief for the Miami Township Fire Department in Clermont County, Ohio in October of 2013.

- Troy Bonfield
  Currently employed as a Career EMS Lieutenant with Clearcreek Township Fire Department
  Spent eleven (11) years with the Norwood Fire Department
  Associates Degree in Emergency Medical Services and Fire Science
  Pursuing Bachelors of Science in Fire and Emergency Management
  Holds many Fire and EMS certifications
  Navy Veteran
  Liberty Township resident

Mr. Bonfield is in compliance with the Township's nepotism policy.

We did an exhaustive nationwide search. The applicant hiring process included interviews with our Medical Advisor Dr. David Smile and West Chester Hospital President/CEO Dr. Kevin Joseph. We have recommended the best candidate for this position.

Recommend to hire Troy Bonfield as career Emergency Medical Services Captain effective March 10, 2014 at the salary of $84,898.24 and a one (1) year probationary period. Contingent upon successful completion of applicable testing and procedures.

West Chester Fire/Rescue

Memo

To: Chief Goller

From: Asst. Chief of Administration

Date: February 19, 2014

Re: Recommendation to Hire

As you know, we lost our EMS Captain, Steve Kelly back in October of last year to take a Fire Chief's position with a department in Clermont County.

The role of EMS Captain is a critical component in our day-to-day operations as well as our growth in our delivery of prevention and medical care to our citizens, businesses and visitors within our community. This person works closely with our Medical Advisor, Dr. David Smile as well as area committees and hospitals.

When Steve left, we did both an internal and external search to provide us with the best possible replacement we could find that would fit our current and future needs in EMS. We received forty-seven (48) applicants from across the country. We then began the following process;

- Review of qualifications based on the applicants application
- Initial interview on what we felt were the top six- (6) applicants
- Polygraph
- Psychometric Profile
- Internal and External Background Checks
- Second Interview

Our second interview consisted of our Medical Advisor; the CEO of West Chester Hospital, Dr. Joseph and Chief Steve Kelly, who was in the position for several years. This interview was conducted for the top three- (3) candidates.

I am pleased to announce that Troy Bonfield received the highest ranking in all of the categories listed above. Troy has an extensive EMS background and is currently the EMS Lieutenant for Clearcreek Fire District. Troy has been in the Fire Service since 2000 when he started off with the Norwood Fire Department. He has experience in the same ePCR reporting, FireRMS and billing company we currently work with. He has numerous certifications and qualifications that I have attached his resume for review. Troy resides in Liberty Township and is also a Navy veteran.

To replace our vacancy of EMS Captain, I request that Troy J. Bonfield is placed on the agenda for the next Trustees meeting. His start date of March 10, 2014 is contingent on his pre-employment physical and drug screen to come back that he is Fit-for-Duty. These results are expected to be received any day now.

Please advise should you have any questions.

APPLICATION FOR EMPLOYMENT

West Chester Township
9113 Cincinnati-Dayton Road
West Chester, OH 45069

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For: Fire Captain - Emergency Medical Services

Date of Application: 10/28/2013

How Did You Learn About Us?

- ☐ Advertisement
- ☐ Relative
- ☐ Inquiry
- ☐ Employment Agency
- ☑ Friend
- ☐ Other _____

Last Name: Bonfield

First Name: Troy

Middle Name: Joseph

Address *Number* *Street* *City* *State* *Zip Code*

[redacted]

Telephone Number(s): [redacted]

Social Security Number: [redacted]

Best time to contact you at home is: 6 : 00 AM ○ PM ◉

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☑ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☑ No

If Yes, give date _____

RECEIVED OCT 30 2013 BY:

Have you ever been employed with us before? ☐ Yes ☑ No

If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? ☑ Yes ☐ No

Are you currently employed? ☑ Yes ☐ No

May we contact your present employer? ☑ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status
Proof of citizenship or immigration status will be required upon employment. ☐ Yes ☑ No

Date available for work ASAP / / What is your desired salary range? Negotiable

Are you available to work:

- ☑ Full-Time (please indicate 1 2 3 shift)
- ☐ Part-Time (please indicate Mornings Afternoon Evenings)
- ☐ Temporary (please indicate dates available __/__/__ - __/__/__)

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☑ No

Can you travel if a job requires it? ☑ Yes ☐ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School	Taylor Elementary 140 Gibson Dr. Brooksville, Ky 41004	General Studies	8	General
High School	Bracken County H.S. 350 W. Miami St. Brooksville, Ky 41004	General Studies	4	General
Undergraduate College	Sinclair Comm. College 444 W. Third St Dayton, Oh 45402	Associates of Applied Science - EMS/Fire Science	2	Associates Degree
Graduate Professional				
Other (Specify)	Kaplan University (online)	Fire and Emergency Management	<1 year (currently attending)	Bachelors Degree

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

- Associates of Applied Science - EMS/Fire Science
- National Registry Certified Paramedic
- EMS and Fire Instructor
- Designated Infection Control Officer
- Trained to manage Zoll RescueNet electronic reporting software
- Work with FireRMS reporting software
- Blue Card Incident Management
- ACLS and BLS Provider/Instructor
- Incident Safety Officer
- Fire Officer 1
- NIMS IS100,200,700 and 800
- NIMS ICS 300 and 400
- Ohio Task Force One - Medical Specialist
- Hazmat Technician
- Rescue Technician

Describe any job-related training received in the United States military.

- Damage Controlman (Shipboard Firefighting)
- Work Center Supervisor
- Gas Free Engineering

** Please reference the attached resume for further information on additional training.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

	Employer	Address	Telephone Number(s)	Job Title	Supervisor	Reason for Leaving	Dates Employed From	Dates Employed To	Hourly Rate/Salary Starting	Hourly Rate/Salary Final	Work Performed
1.	Clearcreek Fire District	925 S. Main Street, Springboro, Ohio 45066	937-748-2766	EMS Lieutenant	Captain Tom Kaeff	For promotional opportunities	05/04/11	Present	62,687	64,255	- Serve as division head for emergency medical services within the fire district. - Manage the EMS budget for the Fire District - Manage Zoll ePCR and FireRMS systems ** Please see attached resume
2.	Norwood Fire Department	4725 Montgomery Rd, Norwood, Ohio 45212	513-458-4550	Firefighter/Paramedic	Captain Brett Cartuyvelle	For promotional opportunities	01/03/00	05/04/11	35,000	67,000	Responded to fire and EMS emergencies Managed EMS training and inventory ** Please see attached resume
3.	Krauss Awning Company	1019 Towne Dr. Wilder, Kentucky 41076	859-442-8000	Production Manager	Dave Nelson	Accepted employment with Norwood Fire Dep	09/01/99	01/03/00	25,000	25,000	Completed mechanical drawings and supervised production personnel ** Please see attached resume
4.	Stop Fire Company Inc.	155 Castleberry Ct., Milford, Ohio 45150	513-707-6060	Service Technician	Walt Garrett	Accepted employment with Norwood Fire Dep	11/01/98	09/01/99	20,000	22,000	Conducted installation, service and maintenance of fire suppresion systems ** Please see attached resume

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.
You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Not Applicable - I have not held any professional, trade, business or civic activity offices.

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

** Please see attached resume and certificates of training

SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

		Production/Mobile Machinery (list)	Other (list)
☐ Terminal	☑ Spreadsheet		
☑ PC/MAC	☑ Word Processing		
☐ Typewriter	☐ Shorthand		
WPM ___	WPM ___		

State any additional information you feel may be helpful to us in considering your application.

For the past two years I have been effectively managing the EMS division for the Clearcreek Fire District. Many of the daily duties for my current position are the same as what is required by the West Chester Fire Department. For example, one responsibility is to manage and use the same reporting software such as Zoll ePCR and FireRMS. West Chester Fire is also currently in the process of instituting a fall prevention program that was developed by myself and Atrium hospital. Finally, I have dedicated my career to become the best at what I do and I continually strive to better myself and those around me.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. ☑ YES ☐ NO

REFERENCES

1. Steve Kelly (513) 260-2279
   (Name) Phone #
   1042 Seneca Drive, Mason, Ohio 45040
   (Address)
2. Eric Niehaus (513) 284-8407
   (Name) Phone #
   7297 Susan Springs Drive, West Chester, Ohio 45069
   (Address)
3. Steve Agenbroad (937) 554-9475
   (Name) Phone #
   268 Laurel Glen Drive, Springboro, Ohio 45066
   (Address)

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an *"at will"* nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this *"at will"* employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant _____ Date 10/28/13

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☒ Yes ☐ No

Remarks Job/offer contingent on passing physical, stress test & drug screen offered on 1/30/14 and accepted. _____ INTERVIEWER DATE

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/ Salary _____ Department _____

By _____ NAME AND TITLE DATE

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Position(s) Applied For Is Open: ☐ Yes ☐ No

Position(s) Considered For: _____

_____

Date _____

NAME: _____ POSITION: _____ DATE: ____ / ____ / ____

Troy J. Bonfield

Summary: The following information is to substantiate my application for the position of Fire Captain – Emergency Medical Services

Experience:

Clearcreek Fire District – EMS Lieutenant **May 11 to Present**

- Division leader over all emergency medical service operations
- Departments Exposure Control Officer
- Received the Dr. Scott Swope; EMS Excellence Award for the development and implementation of the fire district EMS quality improvement program
- Manage Zoll ePCR and FireRMS programs
- Prepare and maintain an annual budget of approximately $3 million for Emergency Medical Operations
- Work diligently with EMS personnel and billing companies ensuring an annual return of $550,000. This is a 60% return on billed EMS incidents.
- Perform the operational duties of Station Lieutenant to cover staffing vacancies
- Respond as a Supervisor for Advanced Life Support incidents
- Maintain EMS inventory for department, including ordering, research of new equipment, repair and maintenance of existing equipment
- Create, manage and oversee the delivery the annual EMS continuing education schedule
- Manage and instruct CPR programs for local healthcare providers
- Developed and implemented a Fall Prevention program for local elderly citizens
- Warren County's representative for the region Greater Miami Valley EMS Council (GMVEMSC)
- Serve on Education, Standing Orders and Quality Improvement Committees for GMVEMSC
- Prepare and deliver EMS and Fire related training to Fire District personnel
- Medical Specialist for FEMA Ohio Task Force One
- Terrorist Liaison Officer for Ohio Region 6

Norwood Fire Department – Firefighter/Paramedic **Jan 00 to May 11**

- Created and maintained the yearly schedule for EMS continuing education
- CPR instructor for local healthcare providers.
- Maintained EMS inventory for department, including ordering, research of new equipment, repair and maintenance of existing equipment
- Served as the departments EMS representative for the Southwestern Ohio Prehospital Care Operations and Protocol committee
- Assisted with the EMS quality improvement program
- Medical Specialist for FEMA Ohio Task Force One
- Rescue Technician for the Hamilton County Urban Search and Rescue Team
- Tactical Paramedic for the Hamilton County SWAT Team

Ohio Fire Academy – Structural Collapse Instructor **Apr 10 to Present**

- Instructor for Technical Rescue and Structural Collapse classes

Sinclair Community College – EMS Faculty **Apr 08 to Present**

- Course coordinator conducting intensive skills labs for paramedic classes
- Instruct EMT basic and paramedic students and refresher courses

Butler Tech – EMS & Fire Instructor **Feb 06 to Present**

- Teach fire and EMS instructor course as an Instructor Trainer
- Lead instructor for paramedic academy
- Instruct members of fire academy
- Instruct EMT Courses

- Assistant instructor for both rope rescue and confined space courses

Cincinnati Fire Division (CQI) – EMS Instructor **Oct 05 to Sept 07**
- Instructed EMT's and paramedics for recertification
- Developed an advanced scene size up course based on "When Violence Erupts" reference

Krauss Awning Co. – Production Manager/Design Drafter **Sep 99 to Jan 00**
- Managed 5-10 manufacturing and installation personnel
- Created detail drawings for awning design and building installation applications

Newtown Fire Department - Firefighter/ EMT-B **Nov 98 to Dec 99**
- Served as a volunteer/part-time firefighter/EMT

Stop Fire Company Inc. – Service Technician **Nov 98 to Sep 99**
- Conducted service, installation and training on both installed and portable fire extinguishing systems

United States Navy, USS Fletcher DD-992 - Damage Controlman (Shipboard Firefighter) **Nov 94 to Nov 98**
- Served as Repair Division work center supervisor
- Trained over 90 personnel on basic and advanced shipboard firefighting procedures
- Assisted training crew of approximately 350 members on proper firefighting, CBRN defense and mass casualty events
- Hand selected as a member of the Shipboard Damage Control Training Team
- Served as Shipboard Fire Marshal, conducting safety inspections, gas free engineering and daily fire response team training
- Worked with Helicopter Crash and Salvage Team
- Received two Navy/Marine Corp Achievement Medals for exemplary performance as fire team leader during two major certifications

Miscellaneous
- Assisted Bethesda North Paramedic Program with NREMT practice and testing sessions
- Served as Adjunct EMS faculty with University of Cincinnati EMS program
- Member of the National Association of Emergency Medical Technicians (NAEMT)

Education:
- **Associates of Emergency Medical Services and Fire Science** – Sinclair Community College
- **Bachelors of Science in Fire and Emergency Management** – Kaplan University (In progress)

Training and Certifications:
- **Fire and EMS Instructor** – State of Ohio
- **ACLS and BLS Instructor/ Provider** - American Heart Association
- **Basic Designated Infection Control Officer** – Infection Control Emerging Concepts Inc.
- **National Registry EMT – Paramedic** - University Of Cincinnati
- **Ohio State Firefighter 240 Certification** - Norwood Fire Department
- **Fire Safety Inspector** – State of Ohio
- **Fire Officer 1** – Butler Tech
- **NIMS ICS 100, 200, 300, 400, 700 & 800 Certification** - FEMA
- **Incident Safety Officer** - State of Ohio
- **HAZMAT Technician** - Cincinnati State
- **Medical Specialist** - FEMA/USAR Ohio Task Force 1
- **FEMA Medical Specialist Instructor** – FEMA/USAR Ohio Task Force 1
- **WMD Operations Train the Trainer** -Homeland Security
- **Rescue Technician** - Bowling Green University
- **RAT/RIT (Rapid Access/Intervention Team) Course** - Bowling Green State University
- **Terrorist Liaison Officer** – Department of Homeland Security
- **Tactical Paramedic** - University of Cincinnati/Hamilton County SWAT Team

Nepotism Policy

All personnel hired by West Chester are hired as a result of merit and ability to perform the duties of a specific position.

To avoid any actual or perceived conflict of interest the Township does not hire relatives or domestic partners of current employees.

Do you have a son, daughter, father, mother, spouse or domestic partner, grandson, or granddaughter or any individual residing in the same household as you currently employed at West Chester Township?

_____Yes ___X___No

If yes, please name and describe relationship

NAME	RELATIONSHIP

NAME	RELATIONSHIP

SIGNATURE

Troy Bonfield

PRINT NAME

West Chester Township

STATUS/PAYROLL CHANGE REPORT

Date: 2/28/2014 PLEASE NOTE THE FOLLOWING CHANGE(S):

Effective Date: 3/10/2014 Clock No.:

Employee: Troy J. Bonfield

Social Security No.: Department: FIRE

X	CHANGE(S)	FROM	TO
☐	Rate		
☐	Job		
☐	Department		
☐	Shift		
☐			
☐			

	REASON(S) FOR THE CHANGE(S)		
☒	Hired	☐	Re-Hired
☐	Probationary Period Ended	☐	Merit Increase
☐	Promotion	☐	Transfer
☐	Seniority Increase	☐	Contract Change
☐	Re-evaluation of Job	☐	Demotion
☐	Resignation	☐	Retirement
☐	Layoff	☐	Discharge
☐		☐	

Leave of Absence From:		**Until:**	
Reason:			
Authorized By:			
Approved By:	**Board of Trustees**	**Date:**	

Job Title:	Captain
Department:	Department of Fire & EMS
Bureau:	Emergency Medical Services
Reports to:	Chief Officers of the Fire Department
Pay Classification:	The Captain of Emergency Medical Services is a salaried, administrative management position within the Department and is not a member of a collective bargaining unit.

Summary: Under the general supervision of the chief officers of the Fire Department, perform a variety of technical, administrative and critical supervisory work in the direction, implementation and continuous monitoring of Emergency Medical Service operations of the department as a whole and on an individual basis to maintain an active, efficient and professional service. Develop and implement planning and organization of policies and procedures. Maintain a high standard of discipline and efficiency within command. Serve as WCFD Health Officer.

Serves as liaison for the department between the Department's Medical Advisor, area hospitals, educational institutions, and the community relating to medical issues.

Supervision Exercised:

- Supervise all personnel regarding Emergency Medical Services.
- Supervise all department employees in the enforcement, compliance and understanding of department policies, guidelines and procedures regarding fire and EMS operations.
- When appropriate, supervise fire department operations on emergency scenes in the absence of a chief officer.

Education/Work Experience:

- Prefer a minimum of five (5) years work experience as a Paramedic.
- Prefer a minimum of two (2) years supervisory experience with a combination fire department consisting of Paid-On-Call, Part-time and Career personnel.
- Must possess, or be able to obtain by time of hire, a valid State of Ohio Driver's License. Must maintain a valid Ohio Driver's license.

Required Certifications And Licenses:

- Requires current certification as a Paramedic in the State of Ohio or hold current National Registry and State certifications as a Paramedic in another state at time of appointment. Must possess and maintain certification as a Paramedic with the State of Ohio before conclusion of probationary period
- Must hold and maintain certification as a Healthcare Provider in Cardio-Pulmonary Resuscitation (CPR)
- Must hold and maintain certification as a Provider in Advanced Cardiac Life Support. Certification as an ACLS Instructor is preferred.
- Certification in Basic Trauma or Pre-Hospital Trauma Life Support and Pediatric Advanced Life Support is preferred.

- Must possess, or be able to obtain by time of hire, a valid State of Ohio Driver's License. Must maintain a valid Ohio Drivers license.

Knowledge, Skills & Abilities:

- Ability to make spontaneous, consistent, reasoned judgments concerning life and property under extremely stressful conditions, including situations of a life-threatening nature.
- Ability to work cooperatively with all employees and the public under extremely stressful conditions, including situations of a life-threatening nature.
- Capable of operating equipment and apparatus in a safe manner.
- The position requires a temperament compatible with leadership.
- Must accept responsibility, persuade and motivate employees and the public, and make judgments and decisions in accordance with laws, regulations and established policies.
- Ability to perform under the situational stress of conditions at emergency incidents and under the constant stress of managerial responsibility.
- Ability to read and comprehend written instructions, training and directives; and communicate both verbally and in writing in the English language.
- Ability to hear, understand and implement verbal instructions and commands.
- Ability to remain physically and mentally alert during prolonged periods of intense, sustained physical activity in difficult environments, including extreme heat and cold.
- Ability to abide by department code of ethics and standards of good conduct.
- Possess an advanced working knowledge of Hazardous Material and Special Rescue operations.
- Capable of operating radio and other communications equipment.
- Ability to maintain records, files and correspondence, and prepare reports.
- Ability to maintain confidentiality of materials and information.
- Advanced knowledge of office procedures and equipment including typing, computer skills (to maintain computer database), and math skills.
- Advanced organizational and time-management skills.
- Strong customer service skills including tact, courtesy and good phone manner.
- Ability to communicate effectively with customers, hospital emergency staff and private physicians concerning patient treatment and disposition.

Attendance:

The functions of the Career EMS Captain are performed generally in the office setting Monday through Friday during office hours; however, on occasion there will be details and other department activities that will require hours past normally scheduled office hours.

I. **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following; other duties may be assigned.

- Affirmative duty to report any violation or possible violation of department policy or procedure.
- Serve as liaison between department personnel and chief officers to address any concerns or issues that may arise.
- Assist Employer in collective bargaining and attend meetings exclusively attended by management personnel to discuss and plan the collective bargaining and labor relations functions of the Department.
- Authority to effectively recommend hire, discipline, and termination of employees subject to Chief's approval.

- Evaluate personnel under their supervision and take appropriate action based upon these evaluations and reviews.
- Review and approve all evaluations completed by company Lieutenants.
- Counsel and discipline as deemed appropriate. Document and file actions taken in the handling of problems or concerns relating to department matters and keep the appropriate chief officers advised on such matters.
- Develop short and long-range goals, project future needs, standard operating procedures, budgets, and justify purchases on supplies, equipment and vehicles.
- Investigate all accidents and injuries and provide reports and recommendations to chief officers for appropriate action.
- Assign personnel and equipment to duties, as the service requires maintaining a high level of service within the community.
- Coordinate all bureau activities with all officers of the department.
- Attend scheduled EMS and departmental staff meetings. Notify a chief officer in advance of any meetings unable to attend.
- Satisfactorily complete a minimum of eighteen (18) hours each year of approved officer leadership/management courses.
- Attend training as required.
- Monitor and evaluate the knowledge and skills of personnel needed to deliver the accepted standard level of service within the department.
- Coordinate the development, implementation and updating of all Standard Operating Procedures and Policies relating to the department, and ensure their compliance.
- Maintain effective working relationships with employees, other agencies and the general public.
- Represent the department at all times with pride and display a professional image and attitude when dealing with employees and the public.
- Must be prepared to respond to emergency and non-emergency service calls, taking appropriate action to ensure life safety and property conservation.
- Routinely attend meetings and represent the department at functions outside of normal working hours.
- Carry out duties in conformance with federal, state, county and township laws and resolutions.
- Oversee maintenance of equipment and facilities assigned to the bureau.
- Act as liaison between elected and appointed officials, other fire/EMS officials, community and business representatives, county and state officials, and the public on department activities as specified by the Fire Chief.
- Provide verbal and written reports as required by chief officers.
- Develop methods, techniques and program improvements.
- Research and pursue grants and write grant proposals.
- Meet with elected and appointed officials, other fire/EMS officials, community and business representatives, county and state officials, and the public on department activities as specified by the Fire Chief.
- Maintain records, correspondence and prepare reports.
- Assist in the development and delivery of public education and awareness programs for civic, business and educational groups as assigned.
- See that awareness and safety programs for citizens, businesses and organizations within the community are provided.

- Develop and monitor vehicle and equipment check sheets, records and inventory.
- Develop and implement the department's Infectious Control Plan and ensure compliance.
- Prepare and maintain roster and duty assignments of EMS personnel.
- Keep the Assistant Chief of Administration apprised of local and regional issues concerning EMS.
- Maintain and prepare all records and licensing requirements for the State Drug License.
- Coordinate with the Training Division on ensuring the proper records and documentations for all certification and re-certification requirements of EMS personnel are maintained.
- Monitor emergency response equipment, apparatus and facilities to see that they are maintained. Take equipment or apparatus out-of-service if a safety issue exists and notify appropriate personnel of such actions.
- Ensure Emergency Medical units are staffed and kept in a state-of-readiness at all times. Develop and monitor vehicle and equipment check sheets, records and inventory.
- Maintain employee medical, vaccination and exposure records. Follow-up on all exposure incidents with appropriate parties.
- Keep abreast of regional, state and federal mandates concerning infectious and communicable diseases as related to department operations.
- On emergency scenes, coordinate medical operations as needed.
- Monitor department personnel in the out-of-hospital setting to maintain quality service to customers served.
- Promote and evaluate recruitment, orientation and training of EMS personnel.
- Oversee the Quality Improvement Committee. Provide the Assistant Chief of Administration a report of QI committee meetings. Ensure that concerns of QI committee are addressed with personnel to improve quality of service.
- Work with the Training Division and Department Medical Advisor towards accomplishing the training needs of personnel.
- Responsible for other duties as assigned.

Peripheral Duties:

- Perform emergency response activities including driving emergency response vehicles; provide medical care to sick or injured and implement appropriate treatment plans in accordance with established patient care protocols.
- Recommend and justify purchase of supplies and equipment.
- Assist the chief officers with budgets and departmental activities.
- When on emergency scenes, assume command and set-up Incident Command System (ICS) if no chief officer is present. Coordinate operations; determine severity and resources needed until relieved by a superior officer.
- Operate radio and other communication equipment. Communicate effectively with emergency personnel and citizens.
- Provide treatment and squad transportation to the appropriate medical facility when necessary. Provide other assistance as required.
- Serve on the department's Safety Committee, as well as other committees that may be formed.

- Be responsible for other duties as assigned.

II. TEAMWORK AND PARTICIPATION

- Create ideas that improve production, organizational performance, or result in cost or timesavings for the department.
- Become actively involved in decisions affecting work detail.
- Communicate in a positive and respectful manner with customers.
- Demonstrate flexibility and cooperative attitude when faced with change.
- Follow West Chester Township policies and procedures.
- Promotes and implements Township mission statement and core values when performing duties

III. TOOLS AND EQUIPMENT

Emergency medical supplies, equipment and apparatus, ladders, radios, phones, pagers, protective clothing; personal computer; internet; pagers; typewriter; printers; copiers; telephone; portable radio; fax machine; calculator; cameras; reference materials; and other related fire, medical, and office equipment/apparatus and general knowledge of on/off controls of self-contained breathing apparatus and fire hydrants for assistance as needed.

IV. PHYSICAL DEMANDS

The physical demands of the job are varied. While having to sit for long periods of time while performing both essential and peripheral duties, the Captain of Emergency Medical Services will on many occasions have to stand and/or walk for extended times.

The employee may be required to kneel; use hands to finger, handle, or operate objects, equipment, or controls; reach with hands and arms; talk and hear; lift and/or move more than 150 pounds; climb ladders; and drive automobiles, vans and medium-truck chassis. Occasionally the employee is required to climb or balance; stoop, crouch or crawl; and smell.

The Captain of Emergency Medical Services is required to remain physically and mentally alert during prolonged periods of intense, sustained physical activity in difficult environments, including extreme heat and cold.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

V. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The duties of this job are typically performed inside a climate-controlled office setting.

While performing the duties of this job, the employee will periodically work in outside weather conditions. The employee will occasionally work near moving mechanical parts and in precarious places and be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate, except during certain emergency activities when noise levels may be loud.

At times the employee will drive and operate vehicles in all weather conditions; at times will be required to work at extreme heights, on rooftops, below ground, in hazardous situations and around hazardous materials; at times employee will be required to perform treatment on sick or injured people who may have infectious or communicable diseases; be exposed to blood or bodily fluids and required to clean equipment, clothing, linen and apparatus following such exposures.

The employee is responsible for other duties as assigned.

VI. SAFETY AND HEALTH:

The Captain of Emergency Medical Services is responsible to report or resolve any unsafe and disorderly environment for personnel and visitors; promote employee health and safety; take a proactive stance regarding employee and public risk management; and monitor proper collection and disposal of biohazard waste generated at scenes.

The employee in this position shall immediately correct or notify the appropriate officer of any safety issues concerning personnel or property.

The employee will be responsible for all other duties as assigned.

II. SELECTION PROCESS

Applicants must submit cover letter, resume, and job application. References are checked. All applicants are administered a general proficiency exam which is used to establish an interview schedule. Selection is based on the most qualified applicant determined by one or more in-person interviews and may include psychometric testing.

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 the work is similar, related or a logical assignment to the position.

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

If applicant meets all requirements and characteristics as indicated in the job description, hiring may be contingent upon successful completion of drug and alcohol test and a driving record test pursuant to Township policy.