

Fire – General Job Duties

- Fire suppression responses
 - Residential
 - Commercial
 - Vehicles/transportation
 - Brush/wildland
- Duty Officer responses
- Vehicle extrication
- EMS / PD Assists
- Traffic control /Accident scenes
- Technical Rescue: Rope, Trench, Confined Space, Structural Collapse
- Hazmat mitigation
- Ice / Water rescue
- Animal rescue
- BLS CPR/AED certification
- Missing person search
- Helicopter landing zone
- Natural gas leaks
- Storm damage
- Wires down / Electrical
- Flooding
- Odor investigations
- CO & Smoke detector alarms
- Vehicle maintenance (Fire & EMS units)
- Special events
- Any call dispatch doesn't know what to do with
- Training and CE to keep up state credentials and HFD requirements
- State reporting
- National reporting
- County reporting
- Grant applications
- Data Collection
- Vehicle / Apparatus design and replacement
- Daily customer service
- Driver training

EMS – General Job Duties

- Direct patient care
- Vehicle, equipment, and supply checks
- Provide guidance and supervision of crew members
- Policy development/review
- Protocol knowledge and updates
- Controlled substance and drug security
- Maintain all certifications and licenses through continuing education
- CPR and first aid training
- Two EMT classes instructed per year
- QA/QI of ePCR
- Ambulance billing
- ePCR completion
- Precepting and training of new members
- Vehicle maintenance and cleaning
- Station maintenance and cleaning
- Driver training
- ePCR maintenance and development
- Scheduling personnel/maintain minimum staffing levels
- Ordering of equipment and supplies
- Equipment repairs
- Monthly drug checks
- Special event staffing
- Customer service
- Maintenance of the City AEDs (City Hall, parks, etc.)
- Station tours
- Safety Town assistance
- Ambulance tours and talks at the schools
- Provide required certification classes (ACLS, PALS, ITLS, EMPACT)
- 7 EMS instructors, plus multiple medics certified as instructors providing trainings
- Ambulance design and replacement
- State inspections
- State reporting
- Grant applications
- National reporting (C.A.R.E.S)
- Data collection