

S.O.P. #: 600-02

SUBJECT: EMS DIRECTOR

DIVISION: EMERGENCY MEDICAL SERVICES

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Objective: To outline the duties and responsibilities of the EMS Director

Section 1: Duties and Responsibilities of the EMS Director

A. General Operating Procedures

1. Shall direct and carry out the duties and responsibilities of the Emergency Medical Services Division as designated by the Fire Chief.
2. Shall assist in the implementation of the Baltimore County Fire Department's Master Plan for Fire/EMS protection.
3. Supervises the EMS cadre and all Emergency Medical Services Officers as identified in the EMS organization structure.
4. Establishes and maintains a cadre that meets the necessary qualifications within their discipline as identified by their certification authority.
5. Monitors and evaluates concerns related to medical personnel performance.
6. Responds upon activation of the Department Disaster Plan and performs all necessary functions as identified.
7. Shall report to and staff the Emergency Operations Center when activated.
8. Shall, on an annual basis, evaluate those individuals under his/her command for efficiency.
9. Shall serve as an advisor/liaison on EMS training issues with the Fire-Rescue Academy.

B. Administrative Duties

1. Assist with the establishment and administering of all expenditures of the EMS portion of the Emergency Operations budget.
2. Shall prepare and monitor all EMS related Grants and Appropriations
3. Establishes and authorizes research projects, as necessary, for the improvement and advancement of the EMS Division.
4. Administers training programs, as required, to allow personnel to maintain certification and to advance the EMS program objectives.
5. Reports matters of concern to the Fire Chief through the Assistant Chief.
6. Determines new equipment to be evaluated and authorize purchasing of equipment.

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7. Advises the Chief of the Department and appropriate Assistant Chief on EMS matters, including any revocation or suspension of any EMS certification or license of departmental personnel.
8. Represents the EMS Division at departmental meetings.
9. Answers relevant correspondence for the EMS Division.
10. Sets goals and objectives to meet the priorities of the EMS Division.
11. Shall cause the EMS Division to be represented at the local, regional, and state level to insure the Baltimore County EMS Division is well informed.
12. May respond to incidents and perform other operational duties, as required.
13. Shall maintain all required certifications and licenses in good order.
14. Shall develop a working relationship with the volunteer EMS Chairperson.