TOLEDO FIRE & RESCUE DEPARTMENT

Article VII - EMS Bureau Deputy Chief

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Section 1 - Authority

A. The Emergency Medical Services Bureau shall be under the direction and control of a Deputy Chief and shall be composed of such Department personnel as may be assigned thereto by the Fire Chief. They shall have the authority to perform the duties and responsibilities as outlined in Section 2 below.

B. Subject to the approval of the Fire Chief, the Deputy Chief in charge of the Emergency Medical Services Bureau shall establish and regulate the working hours of all personnel assigned to the Emergency Medical Services Bureau consistent with statutory requirements or agreements.

C. The Deputy Chief in charge of the Emergency Medical Services Bureau shall report to the Fire Chief. Section

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2 - Duties and Responsibilities

The Deputy Chief of Emergency Medical Services Bureau shall have the following duties and responsibilities:

A. The Deputy Chief shall be responsible for planning, organizing, directing, controlling and evaluating programs for the furtherance and improvement of the Emergency Medical Services delivery system to the public.

B. The Deputy Chief shall cause records to be kept and submit such reports as needed to properly inform the Fire Chief and other concerned authorities of the progress of all activities carried out by the Emergency Medical Services Bureau.

C. The Deputy Chief, or their designee, shall attend meetings as required by the Chief of the department that pertains to the Emergency Medical Services Bureau; including interaction with outside agencies and/or the city administration.

D. The Deputy Chief shall hold regular staff meetings with the Emergency Medical Services Staff for the

purpose of planning operations, implementing the directives of the Fire Chief and addressing any problems or requests of the line.

E. The Deputy Chief shall be responsible for monitoring the application of current emergency medical services protocol as performed by members of the Department.

F. The Deputy Chief shall be responsible for submitting an annual report, which shall include the goals and objectives for the following year. The report should be consistent with department policy.

G. The Deputy Chief shall cause investigations to proceed on complaints concerning members under their direction. A written report shall be forwarded to a higher authority.

H. The Deputy Chief shall be responsible to maintain:

- **1.** A system to procure the supplies to adequately equip the line. This will enable them to provide accepted basic life support.
- **2.** An educational system to provide basic EMT-B instruction for the first responders.
- **3.** All records relevant to the certification and continuing education of both EMT-B and EMT-P personnel.

I. The Deputy Chief shall be responsible for procuring equipment, supplies, texts, and technical data as needed to enable the Emergency Medical Services Bureau delivery system to adequately function.

J. The Deputy shall perform such other duties as required by higher authority.

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