

**READING FILE
COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS & BUDGET COMMITTEE**

June 2022

- EMS Duty Officer Description

EMS Duty Officer

The EMS Duty Officer is responsible for all operational and scheduling duties as well as tasks as may be required in the absence of the EMS Officer. This is intended to be a leadership position and a component of the EMS Officer succession plan.

The EMS Duty Officer responsibilities include but are not limited to:

1. Ensuring all Ambulance shifts are covered during their scheduled days.
2. Monitoring all EMS calls during their shifts and assist the EMS crew when and where needed.
3. Reporting to and/or coordinating with the Fire Duty Officer as needed.
4. Reporting to the EMS Officer via email or phone any issues that may have arisen or scheduling changes they are aware of during their duty shifts.
5. Being available by phone during their duty shifts to field questions or requests from the crew and/or the Fire Duty Officer as needed.
6. Interfacing with partner EMS agencies, such as MedStar, MedAir, AHUV or any other similar agency as needed.
7. Advise/status themselves with the AVFD Duty officer that they are the current EMS Duty Officer. All EMS Duty Officer actions that are under the AVFD Duty Officer's responsibilities will be run through up the chain through the AVFD Duty Officer.
8. Coordinating and ensuring secondary or tertiary EMS response when multiple incidents are happening in the district.
9. Attend regular officer's meetings

Qualification for the EMS Duty Officer are:

- a. EMT certified in California
- b. Has a minimum of one year experience in taking regular shift coverage with AVFD as a transport EMT
- c. Valid Ambulance Drivers License Certificate or is legally eligible to drive as FTE
- d. Certified in ICS 100 and IS 700
- e. Proficient with AVFD communications systems
- f. Company Officer Training

Note: The AVFD Duty Officer will answer all duty officer pages from ECC. EMS Duty Officer will be contacted by AVFD Duty Officer if the issue involves EMS.

(AVFD Emergency Responder Handbook)

AVFD Duty Officer

Designated Officer, Captain or above, responsible for operational command duties and such other task as may be required in the absence of the Fire Chief. The Duty Officer has the authority to act on any matters requiring immediate action including, but not limited to:

1. Assuming or assigning command of an incident.
2. Assigning apparatus and personnel in a limited response.
3. Assigning apparatus and personnel for District coverage during a response
4. Assigning apparatus and personnel for Mutual Aid or Strike Team assignments.
5. Requesting "Mutual Aid" for assistance with an incident, or District coverage.
6. Responding to "Duty Officer" pages from ECC.
7. Authorizing expenditures for any goods or services required on an immediate or emergency basis.
8. Authorizing medical care for Department personnel.
9. Coordinating Critical Incident Stress Debriefings (CISDs).
10. Confirm who is taking EMS Duty Officer shifts
11. Coordinate with the EMS Duty Officer all EMS related issues

Refer to the SOG for details of the Duty Officers responsibilities and authority.