

# STANDARD OPERATING GUIDELINES

DELTA-CARDIFF  
VOLUNTEER  
FIRE COMPANY

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S.O.G. E57-24      Revision: 1

SUBJECT: Duties of Ambulance Officers

DIVISION: Ambulance

INITIAL DATE: 29 November 1993

EFFECTIVE DATE: 26 February 2002

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PURPOSE: To outline the specific duties and responsibilities of each DCVFC Ambulance Division officer.

APPLICABLE TO: All Ambulance Division Officers

AUTHORITY: DCVFC Ambulance Committee

1. The Ambulance Captain shall:
  - A. Be responsible for daily operations of the Ambulance Division.
  - B. Function as the liaison with Fire Suppression.
  - D. Maintain all personnel, training, and medical records.
  - D. Complete all State-mandated reports promptly.
  - E. Coordinate all initial certification and continuing education training.
  - F. Prepare a monthly duty roster.
  - G. Function as the liaison with local, state, and federal agencies.
  - H. Administer disciplinary action as necessary.
  - I. Supervise other Ambulance Division officers and personnel.
  - J. Authorize emergency purchases.
  - K. Perform the duties of the Ambulance Committee Chair in his/her absence.
  - L. Maintain State licensure requirements.
  - M. Provide for maintenance and upkeep of the ambulances and their contents.
  - N. Provide a monthly report to the Company at its regular meeting.
  - O. Attend Ambulance Committee meetings and other meetings as necessary.
  - P. Turn over all Company property at completion of his/her term.
  - Q. Perform other duties as necessary.
  - R. Report directly to the Ambulance Committee Chairman.
2. The Ambulance Lieutenants shall:
  - A. Be responsible for maintenance, upkeep, cleanliness, and repair of their assigned unit and its contents as well as stations.
  - B. Notify the Ambulance Captain of any problems with their respective unit/equipment.

- C. Ensures that the units are kept in-service with minimum down time.
  - D. Responds to emergency medical incidents
  - E. Provide assistance to the Ambulance Captain in the performance of his/her duties and perform those duties in his/her absence (see chain of command SOP).
  - F. Responsible for Recruitment and Retention efforts
  - G. Coordinate public safety awareness
  - H. Attend drills and training at the station
  - I. Attend Ambulance Committee meetings and other meetings as necessary.
  - J. Turn over all Company property at completion of his/her term.
  - K. Perform other duties as assigned.
  - L. Report directly to the Ambulance Captain.
3. The Ambulance Secretary shall:
- A. Receive and properly disperse all Ambulance Division correspondence.
  - B. Compose correspondence as directed by the Ambulance Committee/Captain.
  - C. Receive and file all Patient Care Reports (PCR) and forward copies to the receiving hospital, ALS coordinator, and billing service, as required.
  - D. Provide information required by the Company's billing service.
  - E. Keep an accurate account of ambulance membership.
  - F. Compile Ambulance Division statistics, including personnel responses.
  - G. Attend and record the minutes of the Ambulance Committee meetings and attend other meetings as necessary.
  - H. Coordinate the Ambulance fund drive
  - I. Be bonded at the expense of the Ambulance Division.
  - J. Turn over all Company property at completion of his/her term.
  - K. Perform other duties as assigned.
  - L. Report directly to the Ambulance Committee Chairman.
4. The Ambulance Treasurer shall:
- A. Receive all monies from membership fees, contributions, or other sources of revenue for the Ambulance Division.
  - B. Make deposits in an appropriate Ambulance Division account.
  - C. Assists in the development of the Divisions annual budget.
  - D. Invest monies as directed by the Company/Ambulance Division.
  - E. Keep an accurate financial ledger.
  - F. Pay all bills of the Ambulance Division on approval by the Ambulance Captain.
  - G. Submit a monthly and annual expense/revenue summary report to the Ambulance Committee.
  - H. Report to the Company at its regular meeting on the financial status of the Ambulance Division.
  - I. Prepare all accounts and ledgers for an annual audit in accordance with Company bylaws/SOP's.
  - J. Attend Ambulance Committee meetings and other meetings as necessary.
  - K. Be bonded at the expense of the Ambulance Division.
  - L. Turn over all Company property at completion of his/her term.
  - M. Perform other duties as assigned.

N. Report directly to the Ambulance Committee Chairman.

5. The Ambulance Committee Chair shall:

- A. Call to order and conduct all Ambulance Committee meetings.
- B. Maintain accurate, up to date standard operating guidelines.
- C. Ensure that all ambulance officers are performing their duties in a timely manner.
- D. Serve as liaison to the Company Board of Directors.
- E. Assist ambulance officers in the performance of their duties.
- F. Turn over all Company property at completion of his/her term.
- G. Perform other duties as assigned.
- H. Report directly to the Company Board of Directors.

Approved: /s/ C. Glenn Feveryear  
Vice-President