

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
REGULAR BOARD MEETING OVERVIEW  
JUNE 23th, 2022**

**I. CALL TO ORDER** - The meeting will be held at District Headquarters and is scheduled to begin at 7:00 p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC COMMENTS**

**IV. AWARDS & ANNOUNCEMENTS**

**V. CONSENT AGENDA**

A. Agenda Approval

Enclosed marked **#1** in your packet is the proposed agenda for Thursday, June 23<sup>rd</sup>, 2022 for Board approval. Management is requesting the following; move to approve the agenda as presented for Thursday, June 23<sup>rd</sup>, 2022.

B. Approval of Minutes

Enclosed marked **#2** for Board approval is the minutes from Thursday, June 9<sup>th</sup>, 2022. Management is requesting the following; move to approve the Board Minutes from June 9<sup>th</sup>, 2022.

**VI. STAFF REPORTS**

A. May Financial Review

Enclosed marked **#3** for Board review is the May Financial Review, presented by Rick Rognan.

**VII. OLD BUSINESS**

A. Construction Contingency Committee

Enclosed marked **#4** for Board review and consideration is updated language regarding the Construction Committee.

**VIII. NEW BUSINESS**

A. Unmanned Aerial System (UAS) Job Description #109-10

Enclosed marked **#5** for Board review and consideration is Job Description 109-10 regarding Unmanned Aerial System (USA).

B. Primary Instructor Job Description #109-09

Enclosed marked **#6** for Board review and consideration is the Primary Instructor Job Description.

C. Board Member Healthcare

This item is in reference to adding spousal coverage to our current Board Member Health Insurance program.

**IX. ADJOURNMENT**

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
SECOND BOARD MEETING/CLOSED MEETING**

**I. CALL TO ORDER – PUBLIC PORTION**

The meeting will be held at District Headquarters and is scheduled to begin after the regularly scheduled Board Meeting.

**II. MOTION TO ADJOURN MEETING – PUBLIC PORTION**

**III. ADJOURNMENT – PUBLIC PORTION**

**NOTICE OF MEETING**

*Public notice is hereby given that a public meeting of the Board of Directors of the St. Charles County Ambulance District will be held at the District's UHQ Office, 2000 Salt River Road in St. Peters, Missouri, on Thursday June 23rd, 2022 at 7:00 p.m., to consider and act upon the matters on the following tentative agenda and such other matters as may be presented at the meeting and determined to be appropriate for discussion at that time.*

**7:00 P.M. –BOARD MEETING**

- I CALL TO ORDER
- II PLEDGE OF ALLEGIANCE
- III PUBLIC COMMENTS
- IV AWARDS & ANNOUNCEMENTS
- V CONSENT AGENDA
  - A. Thursday, June 23rd Agenda Approval
  - B. Thursday, June 9th Minutes Approval
- VI STAFF REPORTS
  - A. May Financial Review
- VII OLD BUSINESS
  - A. Construction Contingency Committee
- VIII NEW BUSINESS
  - A. Unmanned Aerial System (UAS) Team
  - B. Primary Instructor Job Description
  - C. Board Member Healthcare
- IX ADJOURNMENT

Raymond Bauer  
Secretary of the Board of Directors

Date/Time Posted: 6.22.2022 @ 12 noon

By:



**NOTICE OF MEETING**

*Public notice is hereby given that a public meeting of the Board of Directors of the St. Charles County Ambulance District will be held at the District's UHQ Office, 2000 Salt River Road in St. Peters, Missouri, on Thursday June 23rd 2022 at 7:00 p.m., to consider and act upon the matters on the following tentative agenda and such other matters as may be presented at the meeting and determined to be appropriate for discussion at that time.*

- I** CALL TO ORDER – PUBLIC PORTION
- II** MOTION TO SUSPEND MEETING – PUBLIC PORTION AND GO TO CLOSED SESSION Pursuant to: A. Attorney Client Sec.610.021 (1,)RSMo (1986) B. Personnel Sec. 610.021(3&13) RSMo(1986)
- III** ADJOURNMENT - PUBLIC PORTION

Raymond Bauer  
Secretary of the Board of Directors

Date/Time Posted: 6.22.2022 @ 12 noon

By: 

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
BOARD MEETING MINUTES  
THURSDAY June 9th, 2022**

#2

**I. CALL TO ORDER**

Ronald Reguly called the meeting to order at headquarters at 7:00 p.m. In attendance were Ronald Reguly, Raymond Bauer (via video), John Whitworth, Kenny Biermann and Teresa Reynolds.

**II. PLEDGE OF ALLEGIANCE**

**ROLL CALL WAS TAKEN**

Ronald Reguly-yea, Raymond Bauer-yea, Kenny Biermann-yea, John Whitworth-yea, and Teresa Reynolds-yea

**III. PUBLIC COMMENTS**

**IV. AWARDS AND ANNOUNCEMENTS**

**V. CONSENT AGENDA**

A. Agenda Approval

Teresa Reynolds moved to approve the agenda as amended to switch item A and B under new business for Thursday, June 9th, 2022, James Cooke seconded, the motion carried 5 to 0.

B. Meeting Minute Approval

Teresa Reynolds moved to approve the Board Meeting Minutes from Thursday, May 26th, 2022, James Cooke seconded, the motion carried 5 to 0.

**VI. STAFF REPORTS**

A. Call Volume & Revenue Report

Assistant Chief, Dave Lewis provided the monthly call volume and revenue reports. No Board action.

**VII. OLD BUSINESS**

A. Base Station 22 & 23 Update

Collette Hermann with Navigate Building Solutions provided a construction update regarding new base 22 and 23. No Board action.

B. Change Order Committee Members

Chief Cope discussed that we are in the process of revising the language of a previous motion made by the Board describing the Construction Contingency Committee and its Members. No board action.

**VIII. NEW BUSINESS**

A. Swearing in of New Board Member

Board Chairman, Ronald Reguly swore in new Board Member recently appointed at the May 26, 2022 Board Meeting, John Whitworth who will replace Abby Drezek in the 5<sup>th</sup> District. No Board action.

B. Change Order Committee Meeting

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
BOARD MEETING MINUTES  
THURSDAY June 9th, 2022**

On May 19, 2022 the SCCAD Change Order Committee met to review a Change Order Request from LCS, LLC, the General Contractor for Base Station No. 22. The Change Order Committee was utilized in lieu of requesting approval at a Board Meeting due to the time critical nature of the Change Order Request. The design team issued Proposal Request No. 07 to revise the site sanitary sewer design from a gravity flow system to a force main system. Per the approval of the Change Order Committee, a Construction Change Directive (CCD) has been issued to LCS, LLC directing them to proceed on a Time and Material basis, not to exceed \$30,731.00. No Board action.

**C. Stop Loss Renewal**

Director of HR provided information regarding our stop loss renewal. The stop loss deductible will remain the same at \$85,000 and annual premium increase of \$42,383.

Teresa Reynolds made the motion to approve the stop loss renewal at 85,000 with stop loss collateral of \$113,880.58 including a premium increase of \$42,383 effective July 1, 2022 through June 30, 2023, James Cooke approved, the motion carried 5 to 0.

**D. DC Vehicle Up-Fit Packages**

Management is requesting the purchase of 2 – Up-fit packages for 2-2023 Chevrolet Suburban's from Defender Product Solutions, LLC based off the specification and quote from invitation for bid 1348 for \$21,565. each and a total amount of \$43,130.

Teresa Reynolds made the motion to approve the purchase of 2 – Up-fit packages from Defender Product Solutions, LLC based off the specification and quote from IFB 1348 for \$21,565. each and a total amount of \$43,130.; Defending Product Solutions was the lowest conforming bid, James Cooke seconded, the motion carried 5 to 0.

**ADJOURN – PUBLIC PORTION**

Teresa Reynolds moved to adjourn the Board Meeting, Kenny Biermann Cooke seconded, roll call vote was taken; Ronald Reguly-yea, Raymond Bauer-yea, Teresa Reynolds-yea, Kenny Biermann-yea John Whitworth-yea, the motion carried 6 to 0.

*Next Regular Board Meeting  
June 23rd 2022*

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Ronald Reguly, Chair

Submitted by Tammy Dixon

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Raymond Bauer, Secretary/Treasurer

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
SECOND BOARD MEETING MINUTES  
THURSDAY JUNE 9, 2022**

#2

**I. CALL TO ORDER – PUBLIC PORTION**

Ronald Reguly called to order the Public Portion. In attendance were Teresa Reynolds, James Cooke, Kenny Biermann, John Whitworth, Ronald Reguly and Raymond Bauer.

**II. MOTION TO SUSPEND PUBLIC PORTION AND GO INTO CLOSED MEETING–**

Ronald Reguly made the motion to suspend public portion of the Meeting and go into Closed Session pursuant to: Attorney Client Sec.610.021 (1)RSMo (1986), Personnel Sec.610.021(3) RSMo(1986) Raymond Bauer seconded; roll call vote was taken. Raymond Bauer-yea, Kenny Biermann-yea, James Cooke-yea, Teresa Reynolds-yea and Ron Reguly-yea, John Whitworth-yea, the motion carried 6 to 0.

**III. MOTION TO RE-OPEN PUBLIC SESSION**

Teresa Reynolds made the motion to re-open public session, Raymond Bauer seconded, the motion carried 5 to 0. Roll call vote was taken; Teresa Reynolds-yea, James Cooke-yea, Kenny Biermann-yea, Raymond Bauer-yea, John Whitworth-yea and Ron Reguly-yea, motion carried 6 to 0.

**IV. OLD BUSINESS**

**A. COVID Work Comp**

The Board previously approved a motion on November 18, 2021 which changed our sick-leave policy for workers compensation from 18 months to 24 months for all COVID related leaves. However, now that we appear to be on the back-end of the pandemic, the District would like the Board to consider rescinding the previous motion made on November 18, 2021 and go back to the “original” policy of providing the employee up to 18 months of workers compensation related leave.

In addition, the Board previously approved a motion on April 23, 2020 which stated an employee shall receive supplemental compensation of up to 100% of their gross pay which they would have received but for the related absence thus supplementing the workers compensation benefits. The recommendation is for the District to rescind the previous motion made on April 23, 2020 and go back to “original” policy by no longer supplementing the workers compensation benefit.

Teresa Reynolds made the motion to rescind November 18, 2021 motion and go back to the “original” policy of offering District employees 18 months of workers compensation; in addition, the Board to rescind the April 23, 2020 motion and go back to original workers compensation benefit plan of 66 2/3 pay for District employees on leave; this motion to take effect from today moving forward and will not affect employees currently on COVID workers compensation, James Cooke seconded, the motion carried 5 to 0.

**B. Board Member Healthcare**

**V. ADJOURN - ADJOURN PUBLIC PORTION**

Teresa Reynolds moved to adjourn the Board Meeting, Raymond Bauer seconded, the motion carried 5 to 0.



## Construction Contingency Committee

*This Committee Meeting is concerning the contingency amount of \$\_\_\_\_\_ being a portion of the \$\_\_\_\_\_ Total Program Budget option as approved by the Board, that a Construction Contingency Committee hereby authorized by the Board for purchases which exceed the authorized individuals amount as stated in Purchasing Policy #801-3 and consisting of Board Chairman, Chief Executive Officer, Assistant Chief of Operations, Facilities Director, a Union Executive Steward, a Representative of Construction Management and District Legal Council or designee of the forgoing (to the extent participation by legal council is prudent concerning any legal issues concerning a given expenditure), to the extent through their best efforts that such members shall be available, have reviewed and considered a given expenditure and reached an unanimous agreement among those present and voting as to the same but said committee's authority is limited to expenditures within said \$\_\_\_\_\_ total budget which is further necessary to maintain mission critical construction time requirements and further cannot await the next scheduled board meeting because of such mission critical status and provided finally that said committee report is presented to the Board at the next meeting thereafter occurring, containing a full accounting report concerning the needed contingency expenditure and the basis therefor.*

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
POLICY AND PROCEDURE MANUAL**

**#5**

|                    |                                   |
|--------------------|-----------------------------------|
| <u>CHAPTER 100</u> | Personnel Policies & Procedures   |
| <u>SECTION 09</u>  | Special Assignments               |
| <u>TITLE</u>       | Unmanned Aerial System (UAS) Team |
| <u>NUMBER</u>      | 109-10                            |

DISTRIBUTION

All Employees.

PURPOSE

1. This policy establishes the authorized use and operational guidelines for Unmanned Aircraft Systems (UAS) for the St. Charles County Ambulance District.
2. This policy is designed to minimize risk to people, property, and aircraft during the operation of UAS while safeguarding the right to privacy of all persons. It is further intended to keep the District and its personnel from being subject to the civil and criminal penalties for misuse of UAS and remain in compliance with the strict legislative reporting requirements.
3. This policy is created to ensure that District employees who operate and deploy UAS are Remote Pilots in Command (RPIC) as defined in the Federal Aviation Administration (FAA), have received training on the proper and safe operation of UAS.
4. This policy will define the training and certifications necessary to operate and deploy unmanned aircraft and establish guidelines and best practices for RPICs to follow to deploy UAS assets safely.
5. The District and its personnel shall comply with 14 CFR Parts 107 and/or Certificate of Authorization, plus applicable portions of CFR 14 Parts 61 and 91.

DEFINITIONS

1. **Unmanned Aircraft System (UAS) or Small Unmanned Aircraft System (sUAS):** is the unmanned aircraft system and all associated support equipment, control station, data links, telemetry, communications, navigation equipment, etc., necessary to operate the unmanned aircraft. The aircraft's flight is controlled either autonomously by hardware within the UAS or under the remote control of a Remote Pilot on the ground or in another ground vehicle. For purposes of this program, the 14 CFR Part 107 compliant UAS shall weigh less than 55 pounds fully loaded. Maximum ground speed is limited to 100 mph (87 knots).
2. **Certificate of Authorization (COA) or waiver (COW):** The terms "certificate of authorization" or "certificate of waiver" means a Federal Aviation Administration (FAA) grant of approval for a specific flight operation. COA is an authorization issued by the Air Traffic Organization to a public operator for a particular Unmanned Aircraft activity.
3. **First Person View (FPV):** The Remote Pilot is observing the flight solely through the UAS camera
4. **Visual Line of Sight (VLOS):** The Remote Pilot and/or the Visual Observer can see, unaided, the UAS under their control during flight.
5. **Aircraft Registration:** All UAS operated by District personnel must be registered in accordance with current FAA 14 CFR Part 107 regulations. Registration requirements apply to UAS owned and operated by this agency as well as UAS on loan or UAS owned by outside agencies when operated by an agency RPIC.
6. **Crew Resource Management (CRM):** The effective use of all available resources, including human, hardware, and information resources, and coordination in using those resources by the RPIC, Remote Pilot, and Visual Observer.

## ST. CHARLES COUNTY AMBULANCE DISTRICT POLICY AND PROCEDURE MANUAL

7. **Night Flight:** Flight of a UAS that occurs between the hours of one-half hour after sunset and one-half hour before sunrise. The National Oceanic and Atmospheric Administration (NOAA) determines the time of sunset and sunrise, but 14 CFR Part 107 will allow small UAS operations to be conducted during civil twilight if the small, unmanned aircraft has lighted anti-collision lighting visible for at least three statute miles. The nighttime-operations prohibition in this rule is waivable through the FAA for Part 107.29 or as an addendum to the approved certificate of waiver to the COA.
  - a. 107.29 Operation at night
    - i. Except as provided in paragraph (d) of this section, no person may operate a small, unmanned aircraft system at night unless -
    - ii. The remote pilot in command of the small, unmanned aircraft has completed an initial knowledge test or training, as applicable, under § 107.65 after April 6, 2021; and
    - iii. The small, unmanned aircraft has lighted anti-collision lighting visible for at least three statute miles with a flash rate sufficient to avoid a collision. The remote pilot in command may reduce the intensity of, but may not extinguish, the anti-collision lighting if they determine that, because of operating conditions, it would be in the interest of safety to do so
8. **Remote Pilot:** The individual exercising pilot at the controls over the UAS during flight. The Remote Pilot need not be 14 CFR 107 certified if the pilot is under the supervision of an RPIC in direct communication and in a position to take control of the UAS, regardless of certification.
9. **Remote Pilot in Command (RPIC):** The mission commander with on-site authority for the UAS. The individual is solely responsible for the overall flight operations for a specific mission. They may also act as either a Remote Pilot or Visual Observer. Regardless, They may not delegate their responsibility. An RPIC may only operate one UAS at a time. Each UAS in use shall have its own RPIC assigned.
10. **Observer:** The individuals trained to maintain the line-of-sight and 360-degree hazard awareness around the UAS and assist the RPIC in carrying out all duties required for the safe operation of the UAS. Under 14 CFR Part 107, Visual Observers are not crewmembers and have no responsibility or authority over the UAS operation. Visual Observers may be formally trained and certified for special operations (formal training is required for night operations), or they may be chosen ad hoc and adequately briefed by the RPIC (day operations only)
11. **Tactical Flight Officer (TFO):** The UAS Tactical Flight Officer role is recommended for all Law Enforcement associated calls. The TFO will monitor and respond to all relevant related traffic and coordinate communications for the RPIC. During missions that involve calls for service or surveillance locations, the TFO will identify and maintain visual contact with the specified location and/or suspect(s). The TFO will relay real-time, critical tactical information across the designed radio channels and work closely with the RPIC to coordinate ground resources related to the UAS operations to achieve mission objectives.  
TFO team members may require additional training and requirements.
12. **Crewmember:** A person assigned to perform duty while an aircraft is operating.
13. **Pilot at the controls:** A person operating a small UAS must either hold a remote pilot airman certificate and be acting as RPIC or be under the direct supervision of the RPIC, who is in a position to take immediate control of the aircraft.
14. **TFR** – The FAA defines a Temporary Flight Restriction (TFR) as “a regulatory action issued via the U.S. Notice to Airmen (NOTAM) system to restrict certain aircraft from operating within a defined area, temporarily, to protect persons or property in the air or on the ground.” There are different types of TFRs, and they are listed in the Federal Aviation Regulations (FARs). For remote pilots, Part 107.47 requires them to comply with all the TFRs located in Part 91 and 99.

# ST. CHARLES COUNTY AMBULANCE DISTRICT POLICY AND PROCEDURE MANUAL

## ORGANIZATIONAL DEFINITIONS

1. **UAS Chief Pilot:** Appointed by the Chief Executive Officer (CEO) of the District.
  - a. Responsibilities include:
    - i. Develop and maintain a flight standardization program to ensure proper training, qualifications, and compliance of all aircrew members and flight operations in accordance with company system policies and Federal Aviation Administration (FAA) regulations.
    - ii. Liaison with the FAA as needed
    - iii. Establish and maintains a review process to monitor program objectives, aircrew member performance, proficiency, and use of UAS.
    - iv. Conduct regular audits/assessments to ensure that all operations comply with SCCAD policies related to UAS operations.
    - v. Approve and remove aircrew members from flight status as needed. Any aircrew member may be temporarily removed from flight status at any time but the UAS Chief Pilot for reasons including, but not limited to, performance or proficiency.
    - vi. Develop inter-agency and interoperability relationships with County and Regional specialty teams
  
2. **Program Manager:** Appointed by the UAS Chief Pilot
  - a. Responsibilities include:
    - i. Ensuring that all authorized operators and required observers have completed all required FAA and District-approved training in the operation, applicable laws, policies, and procedures regarding the use of UAS.
    - ii. Developing an operational protocol governing the deployment and operation of a UAS, including, but not limited to, safety oversight, use of visual observers, the establishment of lost link procedures, and secure communication with air traffic control facilities.
    - iii. Developing a UAS inspection, maintenance, and record-keeping protocol to ensure the continuing airworthiness of a UAS, up to and including its overhaul or life limits:
    - iv. They ensure that established protocols are followed by monitoring and providing periodic reports on the program to the UAS Chief Pilot.
    - v. Develop and implement the required aircrew member training that all UAS unit team members must complete.
    - vi. Maintaining the training records for crew members and compliance with reporting requirements.
    - vii. Responsible for the condition, maintenance, and flight records of the UAS and its associated equipment within the data reporting software
    - viii. Responsible for registration and markings of all UAS owned and operated by their division in accordance with current FAA 14 CFR Part 107 regulations.
  
3. **Flight Team** - Any combination of the RPIC, Remote Pilot, or Visual Observer(s). ONLY the RPIC meets the FAA definition of a crewmember.

# ST. CHARLES COUNTY AMBULANCE DISTRICT POLICY AND PROCEDURE MANUAL

## POLICY

It shall be the policy of the St. Charles County Ambulance District to provide accountability and transparency to the District's UAS program. The St. Charles County Ambulance District shall comply with the legal requirements surrounding UAS operations, including all applicable FAA National Airspace System regulations, State and Federal laws, and State and Federal constitutional guarantees.

The leadership of this specialty team will coordinate all operational aspects through the office of the Deputy Chief of Special operations and logistics.

The mission of the UAS program is to provide aerial support and assistance to the St. Charles County Ambulance District, along with local and regional Public Safety departments in a multitude of situations including, but not limited to, surveying natural disasters, hazardous material scenes, locating lost or missing persons, tactical situations, flood events/storm damage assessments, accident scenes, emergency situations, and training.

1. All Team members must remain current and compliant with their appropriate licensure specific to their role on the team.
2. All Team members must complete Basic Flight Operations Training.
3. All Pilots must complete and pass the Basic Flight Operations training curriculum for UAS as approved by the Chief Pilot.
4. All Pilots must undergo Mission training to increase specific core competencies in all UAS operations, systems, and roles while conducting a mission according to an approved Mission training curriculum. This training is in addition to Basic Flight Operations Training.
5. Failure to maintain/prove proficiency can result in removal from UAS operations.

## PROCEDURE

The UAS Team will exist and function as a subsidiary of the District's special teams organization and provide support to other special teams and District operations defined within the Mission sets. UAS Team membership is a voluntary, collateral assignment. Criteria for Team member membership include:

1. District employee in good standing; not on any form of probation or leave.
2. All Pilots in Command must take and successfully pass the FAA Part 107 Small UAS Recurrent Non-Part 61 Pilots (ALC-677) online course.
3. All Pilots in Command must maintain a current and active FAA Part 107 license.
4. All Visual observers are required to complete the Basic Flight Operations Training curriculum.
5. All team members will maintain the ability to respond on an on-call basis
6. All Pilots in Command must maintain pilot skill proficiencies at or above the performance threshold identified within the team operating procedures.
7. Attend three (3) out of the (4) quarterly regional training sessions each year
8. Attend 50% of the monthly training days within an annual period

Team operating procedures are maintained in a separate document and will be reviewed and updated regularly.

CHAPTER 100 Personnel Policies & Procedures

SECTION 02 Job Descriptions

TITLE **CAPTAIN--TRAINING OFFICER/PRIMARY PARAMEDIC  
INSTRUCTOR**

NUMBER 102-9

DISTRIBUTION

All personnel.

PURPOSE

To outline the job description for the position of Captain--Training Officer/Primary Paramedic Instructor.

DESCRIPTION

A full-time, non-exempt, hourly employee of the district who reports directly to the Division Chief of Education (Program Director). Duty hours may require some flexibility to ensure appropriate preparation and development of the Paramedic Program and to suit the needs of the Training Division. This position shall be non-disciplinary, but shall perform regular evaluations of students as assigned, and may make recommendations regarding performance based upon the results of such evaluations. The primary focus of this position will be the Paramedic Program, but the Training Officer/Primary Paramedic Instructor may be assigned other duties described in the Training Officer job description number 102-9 at the discretion of the Division Chief of Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. *Performs all the duties of a Training Officer as assigned by the Division Chief of Education as described in the Training Officer job description number 102-9.*
- B. *Teaching paramedic course and assisting in coordination of the didactic, lab, clinical and field education.*
  1. Providing leadership for course coordination.
  2. Supervising adjunct faculty/instructors for the program.
    - a. Collaborating with Training Assistant to assure adequate lab staffing.
  3. Assuming the role of lead instructor (phased in).
  4. Grading student assignments and entering grades into appropriate gradebook.
  5. Leading selected didactic sessions by lecturing, facilitating activities.
  6. Teaching lab stations as needed.
  7. Assessing student performance.
  8. Visiting students at clinical sites as needed.
  9. Coordinating lab equipment with the Training Clerk.
  10. Communicating equipment purchase needs with Program Director.
  11. Monitoring student progress.
  12. Counseling and coaching students.
  13. Communicating progress and problems to Program Director in a timely manner.

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14. Collaborates with the Paramedic Program Director and EMT Primary Instructor(s) to ensure EMT and Paramedic Program culture, policies and procedures, academic standards, and accreditation standards are met.
15. Collaborating with Clinical Instructor to manage student clinical needs and assess student progress.
16. Documenting activities related to the program.
17. Completing other duties as assigned by the Division Chief of Education (Program Director).

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### 1. Education and Experience:

- a. A Bachelor of Science degree is required. Degree and program of study are preferred from a regionally accredited institution, but will be accepted from any institution of higher learning accepted by the U.S. Department of Education for participation in the federal student aid program. The individual selected for the position who does not meet this qualification, must acquire a bachelor's degree within seven (7) years of promotion of his/her promotion date (see below for timeline to attain college credit.)
  - Earn 60 College Credit = 3 Years
  - Earn 90 College Credit = 5 Years
  - Earn 120 College Credit = 7 Years (The Bachelor's Degree Must be Completed by This Time)
- b. Three (3) years' experience teaching EMS education programs.
- c. Previous training in adult education methodology.
- d. Five (5) years field experience as a licensed paramedic.
- e. Personnel accepting this position who are not currently at the lieutenant rank, will be designated the rank of lieutenant. The rank of captain may be awarded upon consideration of the following eligibility requirements:
  1. Two (2) years of service at rank of lieutenant in the Training Division in good standing
  2. Bachelor of Science degree
  3. Candidate must identify, lead, and complete a district wide improvement initiative (macrosystem level) or an initiative that affects multiple departments (mesosystem level). The project/improvement process must be approved by the Division Chief of Education, Deputy Chief Medical Officer, and Medical Director prior to implementation.
  4. The promotion must be recommended and approved by the Division Chief of Education.

#### 2. Job Knowledge:

- a. Principles and practices of emergency medical care and EMS system operations.
- b. Familiarization with laws, regulations and requirements related to EMS.

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- c. Adult learning theories and common techniques and practices of adult education and skills training.
  - d. Objective based curriculum development.
  - e. Organizational techniques.
  - f. Computer operations and data analysis.
  - g. Response area of the district.
  - h. Thorough knowledge of all District policies and procedures.
3. Skills - The ability to:
- a. *Mathematical Skills* – Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
  - b. *Language and Interpersonal Communication Skills* – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Communicate effectively in a diverse range of audiences and settings. Must be able to communicate with a diverse participant population, while synergistically incorporating the concepts of diversity and inclusion into communication goals.
  - c. *Oral Communication Skills and Problem-Solving Skills* – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills and participates in meetings. Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations and uses reason even when dealing with emotional topics. Must be able to communicate effectively with a diverse student and faculty population.
  - d. *Reasoning Ability and Teamwork* – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Able to build morale and group commitments to goals and objectives; supports everyone’s efforts to succeed. Encourages and facilitates positive working relationships between fellow employees, other healthcare professionals, and the general public.
  - e. *Leadership and Professionalism* - Inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others and maintain a positive, self-motivated attitude as a team leader. Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions and follows through on commitments.
  - f. Effectively manage time to achieve desired results and minimize stress.
  - g. Independently plan, organize, schedule, deliver and coordinate assigned projects and make decisions and judgments relating to assigned projects and other responsibilities.
  - h. Ability to operate windows-based applications and instructional technologies.
  - i. Ability to operate and drive ambulances and other emergency vehicles.



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4. Licenses:

- a. Valid Missouri or Illinois driver's license.
- b. Valid Missouri EMT-Paramedic license.

|               |                         |
|---------------|-------------------------|
| <u>TITLE</u>  | <b>TRAINING OFFICER</b> |
| <u>NUMBER</u> | 102-9                   |

QUALIFICATIONS (continued)

5. Certifications:

- a. State of Missouri approved Instructor/Coordinator course required. Must achieve within twelve months if not present at hire.
- b. Must have, or within 24 months achieve instructor certifications in the following certification disciplines (or more as needed to meet department needs): BLS, ACLS, PHTLS, AMLS, and PALS.
- c. A formal critical care education program is required. The individual selected for the position who does not meet this qualification, must acquire a critical care paramedic certification within 36 months of promotion and maintain the certification while holding this position.
- d. NIMS 300 & 400 are required. Operational readiness and leadership are necessary for the success of this position. Personnel accepting this position must obtain this certification as schedule allows or as assigned by the Division Chief of Education.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch or crawl. This requirement includes, but is not limited to, an ability to perform the following: reaching above the shoulders and over 18", reaching below the shoulders and to the floor, pushing with maximum force of 37.5 pounds and pulling with a maximum force of 33.5 pounds. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 100 pounds and frequently lift and/or move more than 100 pounds. This requirement includes, but is not limited to, an ability to perform the following: lifting floor to knuckle of 90 pounds and 12" to knuckle of 98 pounds, carrying 98 pounds while ascending/descending six (6) stairs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While

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performing the duties of this job, the employee is frequently exposed to moving mechanical parts and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat and risk of radiation. The noise level in the work environment is usually moderate.

Adopted by Board of Directors: 1/21/93

Revised: 5/20/93; 07/28/99; 11/19/08; 3/25/09