

**ST. CHARLES COUNTY AMBULANCE DISTRICT
REGULAR BOARD MEETING OVERVIEW
June 24, 2021**

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 **ITEM A** in your packet is the proposed open meeting agenda for Thursday, June 24th, 2021 for Board approval. Management is requesting the following; move to approve the agenda for Thursday, June 24th, 2021.

B. Approval of Minutes

Enclosed marked **ITEM B** for Board approval is the minutes from Thursday, June 10th, 2021. Management is requesting; move to approve the Board Minutes from June 10th, 2021.

C. Employee Education Incentive Program #103-22 – ITEM C (presented on 6/10)
Chief Lewis presented detailed at the 6/10/21 Work Session Board Meeting.

VI. STAFF REPORTS

A. May Financial Review

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

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. Stop Loss Renewal

Enclosed marked **ITEM E** for Board consideration Management is requesting the stop loss renewal with Marsh & McLennan which will increase our rates by approximately \$3,000 a month. The renewal period is effective July 1 2021 through June 30 2022.

B. Workers Compensation Renewal

Enclosed marked **ITEM F** is the Workers Compensation Renewal information.

C. Deputy Chief of Operations Job Description #102-12

Enclosed marked **ITEM G** for board consideration is the Deputy Chief of Operation Job Description #102-12.

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 CLOSE MEETING – PUBLIC PORTION

III. ADJOURNMENT – PUBLIC PORTION

ITEM A

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 Offices, 2000 Salt River Road in St. Peters, Missouri, on Thursday June 24th, 2021 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 24th Agenda Approval
 - B. Thursday, June 10 Meeting Minutes Approval
 - C. Employee Education Incentive Program #103-22
- VI STAFF REPORTS
 - A. May Financial Review
- VII OLD BUSINESS
- VIII NEW BUSINESS
 - A. Stop Loss Renewal
 - B. Workers Compensation Renewal
 - C. Deputy Chief of Operations Job Description #102-12
- IX ADJOURNMENT

Raymond Bauer
Secretary of the Board of Directors

Date/Time Posted: 6.23.2021 @ 12 noon

By:



ITEM A

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 Offices, 2000 Salt River Road in St. Peters, Missouri, on Thursday June 24th 2021 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 CLOSE MEETING – PUBLIC PORTION
Pursuant to: A. Attorney Client Sec.610.021 (1)RSMo (1986)

- III ADJOURNMENT - PUBLIC PORTION

Raymond Bauer
Secretary of the Board of Directors

Date/Time Posted: 6.23.2021 @ 12 noon

By: 

**ST. CHARLES COUNTY AMBULANCE DISTRICT
BOARD MEETING MINUTES
THURSDAY JUNE 10th, 2021**

ITEM B

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, Abigail Drezek, Ronald Reguly, James Cooke (via video), Kenny Biermann and Teresa Reynolds.

ROLL CALL WAS TAKEN

Ronald Reguly-yea, Raymond Bauer-yea, James Cooke-yea, Abigail Drezek-yea, Teresa Reynolds-yea and Kenny Biermann-yea

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENTS

IV. AWARDS AND ANNOUNCEMENTS

Chief Cope announced the move to the new Campus beginning next week and the resignation of Deputy Chief, Craig Boschert.

V. CONSENT AGENDA

A. Agenda Approval

Teresa Reynolds moved to approve the agenda as presented for June 10th, 2021, Raymond Bauer seconded, the motion carried 6 to 0.

B. Meeting Minute Approval

Teresa Reynolds moved to approve the Board Meeting Minutes from Thursday, May 27th 2021, Raymond Bauer seconded, the motion carried 6 to 0.

VI. STAFF REPORTS

A. Revenue & Call Volume Report

Chief Lewis and Angie Dollens provided the monthly call volume and revenue report.

VII. OLD BUSINESS

A. HQ Campus Update

Collette Herman provided the Board and Leadership Team with a status report regarding the new Campus facility. Collette announced that we received substantial completion as of Wednesday, June 9, 2021.

VIII. NEW BUSINESS

A. Employee Education Incentive Program #103-22

Chief Lewis introduced the Employee Incentive Program for non-IAFF employees. No Board action

**ST. CHARLES COUNTY AMBULANCE DISTRICT
BOARD MEETING MINUTES
THURSDAY June 10th, 2021**

ADJOURNMENT – PUBLIC PORTION

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

NOTICE OF MEETING

I CALL TO ORDER – PUBLIC PORTION

Ronald Reguly called to order the Public Portion. In attendance were Ronald Reguly, Teresa Reynolds, Kenny Biermann, James Cooke (via video), Abigail Drezek and Raymond Bauer.

II MOTION TO CLOSE MEETING – PUBLIC PORTION

Teresa Reynolds moved to suspend the open meeting and go into Closed Meeting-Public Portion pursuant to Attorney Client Sec.610.021(1)RSMo(1986), Raymond Bauer seconded; roll call vote was taken. Ronald Reguly- yea, James Cooke-yea, Teresa Reynolds-yea, Abigail Drezek-yea, Kenny Biermann-yea, Raymond Bauer-yea, the motion carried 6 to 0.

III ADJOURNMENT - PUBLIC PORTION

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

*Next Regular Board Meeting
June 24th, 2021*

Ronald Reguly, Chair

Submitted by Tammy Dixon

Raymond Bauer, Secretary/Treasurer

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

CHAPTER 100 Personnel Policies & Procedures
SECTION 03 Benefits
TITLE **EMPLOYEE EDUCATION INCENTIVE**
PROGRAM (EEIP)
NUMBER 103-22

ITEM C

DISTRIBUTION

All personnel.

PURPOSE

The purpose of this policy is to establish District regulation and procedure related to educational incentive pay awarded to employees who continue their education and training by attaining degrees and job-related certificates. This provision is intended to encourage and reward employees for professional development, as well as attract professional, qualified applicants.

POLICY

1. All full-time, non-probationary employees shall be eligible for the annual Education / Certification Incentive.
2. Employees covered by a collective bargaining agreement (CBA) should refer to the applicable section in their agreement.
3. The Education Incentive is based upon the highest degree completed below in Table 1.

TABLE 1

| Degree | Incentive |
|------------------------------------|------------------|
| EMT-P License (28-32 Credit Hours) | \$1000.00 |
| Associates Degree | \$2000.00 |
| Bachelor's Degree | \$3000.00 |
| Master's Degree | \$4000.00 |
| Doctoral Degree | \$5000.00 |

4. An employee will be eligible for the Education Incentive following submission of his/her official transcript evidencing completion of degree requirements at a regionally accredited college or university.
5. All coursework must be completed and/or certificate or degree obtained by June 1 of the current year in order for the degree or certificate to be considered for the incentive.
6. Employees not covered under a specific CBA may be deemed eligible for department specific Certification Incentive of \$1500.00. Courses and specific parameters are determined by the Department Manager and listed in Appendix A.
7. Certifications must be active to be eligible for this incentive. To remain eligible, non-expiring certificates must be renewed every three years.

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

TITLE **EMPLOYEE EDUCATIONAL INCENTIVE PROGRAM (EEIP))**
NUMBER 103-22

POLICY (Continued)

8. The Human Resources Representative (in consultation with the Chief Executive Officer as necessary) will make the final determination whether to grant payment for any incentive submission.

PROCEDURE

1. Employees initially requesting the incentive should submit the Education / Certification Request Form, along with the supporting documentation (certificates, transcripts) no later than June 15 by close of business.
2. Employees should contact their conferring school and request official transcripts be sent directly to SCCAD.

Via Mail:
St. Charles County Ambulance District
2000 Salt River Road
St. Peters, Missouri 63376

Via Email: BSynder@sccad.com

Via Facsimile: 636-344-7520

3. Once forms and transcripts are received and verified to meet criteria, future submission of forms and education transcripts are not required unless a higher level of education is achieved or new certifications are obtained. Active certifications do not need forms and certificates resubmitted.

Adopted by the Board of Directors on
Revised:



MARSH & McLENNAN
AGENCY

St. Charles County Ambulance District

July 1, 2021 Stop Loss Renewal

ITEM E

COUNT ON US!



It's our business
to be there for you in the

**MOMENTS
THAT
MATTER.**

WORLD CLASS. LOCAL TOUCH.

| Includes T.B. | Current | | Renewal | | Renewal Option | |
|----------------------------------------------|-----------------------------------------------------|----------------|------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------|
| | 12 month period 7/1/20-6/30/21 Stop Loss: HCC | | 12 month period 7/1/21-6/30/22 Stop Loss: HCC | | 12 month period 7/1/21-6/30/22 Stop Loss: HCC | |
| Total Participants | 233 | | | | | |
| Stop-Loss Coverage | | | | | | |
| Specific Deductible | | \$85,000 | \$85,000 | \$95,000 | | |
| Claim Basis (Contract) | | 24/12 | 24/12 | 24/12 | | |
| Specific Premium | | Monthly | Annual | Monthly | Annual | Monthly |
| Employee | 233 | \$280.84 | \$785,229 | \$294.83 | \$824,345 | \$274.52 |
| | | | - | | - | |
| Specific Premium | | | \$785,229 | | \$824,345 | |
| | | | | | | \$767,558 |
| Aggregate Premium | 233 | \$13.72 | \$38,361 | \$14.82 | \$41,437 | \$14.93 |
| | | | | | | \$41,744 |
| Total Annual Stop Loss Premium | | | \$823,590 | | \$865,781 | |
| % Change from current | | | | 5% | | -1.7% |
| Maximum Claims | | | | | | |
| Aggregate Attachment Point | | | | | | |
| Employee | 233 | \$1,874.29 | \$5,240,515 | \$2,101.80 | \$5,876,633 | \$2,128.38 |
| | | | | | | \$5,950,950 |
| % Change from Current | | | | 12% | | 13.6% |
| Expected Claims | | | | | | |
| Total Expected Claims | | | \$4,192,412 | \$4,701,306 | | \$4,760,760 |
| Total Fixed Costs and Expected Claims | | | | | | |
| Does not include Laser Liability | | | | | | |
| Total Fixed Costs and Expected Claims | | | \$5,016,002 | \$5,567,088 | | \$5,570,063 |
| Percentage change from current | | | | 11% | | 11% |
| Total Fixed Costs and Maximum Claims | | | | | | |
| Includes Laser Liability | | | | | | |
| Total Fixed Costs and Maximum Claims | | | \$7,124,105 | \$6,887,414 | | \$6,885,253 |
| Percentage change from current | | | | -3% | | -3% |
| Lasers | | | TB: 185K SH: 130K AK: 1 Million Total Laser Liability = \$1,060,000 | TB: \$185,000 SH: 130K Total Laser Liability = \$145,000 | | TB: \$185,000 SH: 130K Total Laser Liability = \$125,000 |

7-1-2021 Renewal for St Charles County Ambulance District

Current plan; 7/1/18-7/1/21 Amerisure “Retro Loss Sensitive” Plan

A loss sensitive Workers Compensation program where the Insured shares the underwriting risk with the Insurance Co. *A retrospective adjustment will be calculated using incurred losses valued 54 months from the policy effective month. Any return or additional premium due for the loss fund will be adjusted at that time. Adjustments thereafter will be done annually.

(A maximum cost to SCCAD of \$200,000 any one claim, and a maximum annual program cost of \$569,225 are guaranteed stop loss exposure limits)

Amerisure Renewal Premium Factors:

2021-22 overall rates +1% increase

2021 Payroll Increases over prior year +4.24% (\$716,000)

Experience Modification -1% lower .67 (Fantastic!)

Scheduled Rating (underwriting discretionary credit -11% lower

Overall rate structure -10% lower

| Policy year | Total # claims | Total Incurred Pd. | *Est Premium Cost |
|--------------|--------------------|--------------------|-------------------|
| 7/18 to 7/19 | 24 | \$187,776 | \$387,155 |
| 7/19 to 7/20 | 55 | \$149,390 | \$361,978 |
| 7/20 to 7/21 | 74 | \$205,795 | \$446,185 |
| | (49) Covid Related | \$155,416 | |

(25) Non Covid \$50,379 Great!

2021 Amerisure Standard Premium Cost- \$453,763

2021 Amerisure ***Estimated Cost- \$403,464** (min retro premium + tax
+ incurred claims)

Optional Alternative Quote:

7710 Benchmark (Guaranteed Cost Plan) - \$452,837

MO Employers Mutual (Guaranteed Cost Plan) - \$382,398

Includes dedicated SCCAD Claims and Loss Control service
representatives.

- Note a “Captive” (self-insured) plan was quoted and evaluated for consideration for the District on 2/11/21 but did not offer any cost savings for the increased risk & exposures.

3 yr. estimated current “Retro Loss Sensitive Plan” performance
comparison costs vs “Guaranteed Cost Plan” (GC).

| | 2018 | 2019 | 2020 |
|-----------------|----------------------|-----------------------|---------------------|
| Retro plan: | \$409,992 | \$395,490 | \$444,231 |
| GC: | \$467,856 | \$510,586 | \$490,294 |
| Savings: | < \$57,864 | < \$115,096 | <\$46,063 |

Past (3) Yr. Estimated Total Savings vs. Guaranteed Cost Plans-
\$219,023

ST. CHARLES COUNTY AMBULANCE DISTRICT
POLICY AND PROCEDURE MANUAL

CHAPTER 100 Personnel Policies & Procedures
SECTION 02 Job Descriptions
TITLE **DEPUTY CHIEF - OPERATIONS**
NUMBER 102-12

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DISTRIBUTION
All personnel.

PURPOSE
Oversee the daily operations of the District. Plans and develops goals, monitors and assists, and evaluates Administrative Operations personnel and EMS Platoon Personnel.

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DESCRIPTION
A full-time, exempt, salaried employee who reports directly to the Assistant Chief of Operations. Responsible for the daily coordination and performance of the Administrative Operation personnel, EMS Platoon and Battalion Chiefs, Lieutenants, and other EMS personnel. The Deputy Chief is charged with maintaining the Districts' operational readiness.

Deleted: District Chief Executive Officer

Deleted: assigned EMS crews
Deleted: Chiefs, and
Deleted: Acting Battalion Chiefs on a
Deleted: daily basis and for
Deleted: '
Deleted: Holds the rank of Deputy Chief and maintains full line authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Administrative
a. Assists with planning and development of goals and strategic objectives related to EMS operations, and recommends / constructs policies and procedures to ensure successful implementation. Actively participates in daily management decisions and works closely with administrative, supervisory and training staff to ensure a coordinated response to the needs of the District.

b. Oversees the employee work schedule, movement of personnel, assignment of overtime as needed to ensure adequate coverage of EMS units. Directs the completion and verification of EMS payroll records. Manages all customer and on shift complaints, coordinates investigations with Executive Leadership and the Human Resource representative, and takes corrective action.

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c. Serves as the District on-call duty officer on a rotating basis.

2. Personnel:
a. Monitors and evaluates the performance of the Administrative Operation Personnel, EMS Platoon, Chiefs daily, documenting and addressing areas of concern or in need of improvement with the individual as needed. Provides direction and support to ensure all job functions are completed on a consistent basis in accordance with policy and procedure and administers disciplinary action as prescribed.

Deleted: Battalion
Deleted: on a daily basis

b. Provides direction and support to ensure all EMS Platoon Chief job functions are completed on a consistent basis.

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Deleted: Battalion

c. Mentors and cultivates Administrative Operation personnel, EMS Platoon and Battalion Chiefs, and Lieutenants. Creates and preserves a homogenous environment for all EMS personnel and MIH staff.

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TITLE **DEPUTY CHIEF - OPERATIONS**

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

NUMBER 102-12

ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued)

d. Plans, manages, and implements new-hire orientation for Administrative Operation personnel, EMS Platoon and Battalion Chiefs, Lieutenants, and other EMS personnel. Participants in new-hire orientation for Transfer Division personnel and Critical Care Transport.

3. Operations:

a. Responds to emergency calls when appropriate to support and assist with the coordination of patient care and the management of on-scene EMS operations. In addition, works as a patient care advocate. Coordinates on-going quality improvement with EMS Platoon Chiefs and the Training Division.

b. Participates in QI functions as needed.

c. Meets with the Assistant Chief of Administration, Deputy Chief – Medical Officer and the Deputy Chief – Special Operations to coordinate daily activities as needed.

d. Participates in crafting, managing, and applying Performance Improvement Plans.

e. Advocates for the District’s Critical Care Transport program. Collaborates regularly with the District’s Critical Care Transport manager and/or officers to ensure goals and objectives are met. Recommends strategies and tactics to maintain operational efficiency and enhance clinical performance. Makes regular contributions to exceeding internal and external stakeholder expectations.

f. Develops, coordinates, and implements incident action plans (IAP) in conjunction with other District Chief Officers as needed.

g. Activates the Emergency Operations Center (EOC) when necessary and coordinates activities.

h. Performs other duties as assigned by the Assistant Chief of Operations.

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NUMBER - 102-12
ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued)

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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.

TITLE DEPUTY CHIEF - OPERATIONS
NUMBER 102-12

ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued)

1. Education and Experience:

a. Bachelor’s 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

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

acquire a Bachelor's degree within seven years (7) 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 Program Must be Completed by This Time)

b. Current District Battalion Chief of higher rank is preferable; similar leadership experience will be considered.

b.

c. Ten (10) years previous experience as a paramedic, at least five (5) of those years employed full-time by the District preferred.

2. Certificates, Licenses, Registrations:

- a. Provider certifications in BCLS, ACLS, PHTLS or BTLS, and PALS.
- b. Instructor certifications in BCLS, ACLS, PHTLS or BTLS, and PALS preferred.
- c. Other District required courses.
- d. Valid driver's license.
- e. Valid Missouri EMT-Paramedic license
- f. A formal critical care education program is highly recommended. The individual selected for the position who does not meet this qualification, must acquire a critical care paramedic certification within 24 months of promotion and maintain the certification while holding this position.

g. Ambulance Service Manager (ASM) is preferred.

3. Skills

- a. Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- b. Language and Interpersonal Communication Skills – Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Focuses on solving conflict, not blaming; maintains confidentiality, listens to others without interrupting, keeps emotions under control and remains open to others' ideas and tries new things.

Deleted: Associates degree from accredited college or technical school, or five to nine years of job-related prior experience.

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TITLE
NUMBER

DEPUTY CHIEF - OPERATIONS
102-12

QUALIFICATIONS (Continued)

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

- 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; 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.
- 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. Balances team and individual responsibilities; exhibits objectivity and openness to other’s views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone’s efforts to succeed.
- 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. Managing Skills – Takes responsibility for subordinates’ activities; make self available to staff; provides regular performance feedback; develops subordinates’ skills and encourages growth; solicits and applies customer feedback (internal and external); fosters quality focus in others; improves processes, products and services; continually works to improve supervisory skills.
- g. Computer Skills – Ability to operate windows-based applications.
- h. Other Skills – Ability to operate specific medical equipment, mobile two-way radio equipment, and drive ambulances and other emergency vehicles. Ability to understand job related systems such as; dispatch, MCI’s, ICS, Hazmat and HF Radio System.

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 regularly required to talk or hear. The employee is frequently required to stand; walk; sit; 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 occasionally 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.

TITLE **DEPUTY CHIEF - OPERATIONS**
NUMBER 102-12

PHYSICAL DEMANDS (Continued)

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

The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move more than 100 pounds. This requirement includes, but is not limited to, an ability to occasionally 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 performing the duties of this job; the employee is frequently exposed to moving mechanical parts and outside weather conditions, the employee is occasionally exposed to fumes or airborne particles; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually loud.

Adopted by Board of Directors: 09/27/00
Revised: 10/26/04; 8/25/2010; 5/25/2011, 5/28/14

This policy/procedure supersedes any previous policy or memorandum on this topic.