

## 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 August 12th, 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.*


A RESOLUTION AUTHORIZING AND DIRECTING THE ISSUANCE, SALE AND DELIVERY OF GENERAL OBLIGATION BONDS, SERIES 2021, OF THE ST. CHARLES COUNTY AMBULANCE DISTRICT; PROVIDING FOR THE LEVY AND COLLECTION OF AN ANNUAL TAX FOR THE PURPOSE OF PAYING THE PRINCIPAL OF AND INTEREST ON THE BONDS AS THEY BECOME DUE; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH.

### 7:00 P.M. –BOARD MEETING

- I CALL TO ORDER
- II PLEDGE OF ALLEGIANCE
- III PUBLIC COMMENTS
- IV AWARDS & ANNOUNCEMENTS
- V CONSENT AGENDA
  - A. August 12th Agenda Approval
  - B. July 22nd Approval of Meeting Minutes
- VI STAFF REPORTS
  - A. Call Volume & Revenue Report
- VII OLD BUSINESS
  - A. Sale of Bonds
  - B. Additional Remount Expenses
- VIII NEW BUSINESS
  - A. Collateral for Stop Loss Captive
  - B. Battalion Chief Job Description Revision (102-04)
  - C. Platoon Chief Job Description Revision (102-52)
- X SUSPEND PUBLIC PORTION -

Raymond Bauer  
Secretary of the Board of Directors

Date/Time Posted: 8.11.2021 @ 12 noon

By:   
By: Jammy Dixon

**NOTICE OF MEETING**

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- I CALL TO ORDER – PUBLIC PORTION
  
- II OLD BUSINESS
  - A. O’Fallon Chapter 100 Proposal
  
- II MOTION TO CLOSE MEETING – PUBLIC PORTION  
Pursuant to: Attorney Client Sec.610.021(1) RSMo (1986),
  
- III ADJOURNMENT - PUBLIC PORTION

Raymond Bauer  
Secretary of the Board of Directors

Date/Time Posted: 8.11.2021 @ 12 noon

By: 

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
BOARD MEETING MINUTES  
THURSDAY July 22nd, 2021**

**I. CALL TO ORDER**

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

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC COMMENTS**

Layne Bradford made public comment.

**IV. AWARDS AND ANNOUNCEMENTS**

**V. CONSENT AGENDA**

A. Agenda Approval

Teresa Reynolds moved to approve the agenda as amended with additional item under old business, Marco Copier Purchase Order for Thursday, July 22nd, 2021. Raymond Bauer seconded, the motion carried 6 to 0.

B. Meeting Minute Approval

Teresa Reynolds moved to approve the Board minutes from Thursday, July 8th, 2021. Raymond Bauer, the motion carried 6 to 0.

C. IT System Engineer III Revision #102-22a – (presented on 7/8)

Chief Lewis provided details at the 7/08/21 Work Session Board Meeting. Teresa Reynolds moved to approve the IT System Engineer III #102-22a, Raymond Bauer seconded, the motion carried 6 to 0.

D. Director of Technology Revision #102-52 – (presented on 7/8)

Chief Lewis provided details at the 7/08/21 Work Session Board Meeting. Teresa Reynolds moved to approve the Director of Technology #102-52, Raymond Bauer seconded, the motion carried 6 to 0.

**VI STAFF REPORTS**

A. June Financial Report

Rick Rognan from Rognan & Associates presented the June Financial Report.

B. Preliminary Draft of the 2021 Tax Rates

Rick Rognan presented 2021 proposed preliminary District Tax Rates. Tax rates may be adjusted slightly before we set the actual tax rates later this year.

**VII OLD BUSINESS**

A. Marco Copier Purchase order

Teresa Reynolds made the motion to approve the addition of two copiers. The original contract was awarded to Marco, under Missouri NASPO State Contract for \$41,200.20. However, two

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
BOARD MEETING MINUTES  
THURSDAY July 22nd, 2021**

additional copiers are needed which will be \$3,420. added to the original contract. The new proposed contract amount is \$44,620.20, Raymond Bauer seconded, the motion carried 6 to 0.

**VIII NEW BUSINESS**

A. Sikich 2020 Audit Findings

Victoria Dailey, Director from Sikich reported the 2020 Financial Audit.

Teresa Reynolds made the motion to approve the Sikich 2020 Fiscal Year Audit Findings, Raymond Bauer seconded, the motion carried 6 to 0.

B. Bond Sale/WM Financial Strategies

Joy Howard from WM Financial presented information to the Board for consideration supporting the sale of bonds this summer.

Joy announced we received AAA Moody Financial Rating, the highest available.

Teresa Reynolds made the motion to approve the Sale of the Bonds *Resolution 21-04*, Raymond Bauer seconded, the motion carried 6 to 0.

C. Community Relations Coordinator Job Description

Chief Dave Lewis presented the Community Relations Coordinator Job Description for Board consideration.

Teresa Reynolds made the motion to approve the Community Relations Coordinator Job Description as presented, Raymond Bauer seconded, the motion carried 6 to 0.

**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, Kenny Biermann-yea, Teresa Reynolds-yea, Abigail Drezek-yea, the motion carried 6 to 0.

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
BOARD MEETING MINUTES  
THURSDAY July 22nd, 2021**

**I. CALL TO ORDER – PUBLIC PORTION**

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

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

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

**III. ADJOURNMENT - PUBLIC PORTION**

Teresa Reynolds moved to adjourn the Board Meeting. Raymond Bauer seconded, the motion carried 6 to 0.

*Next Regular Board Meeting  
August 12th, 2021*

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Ronald Reguly, Chair

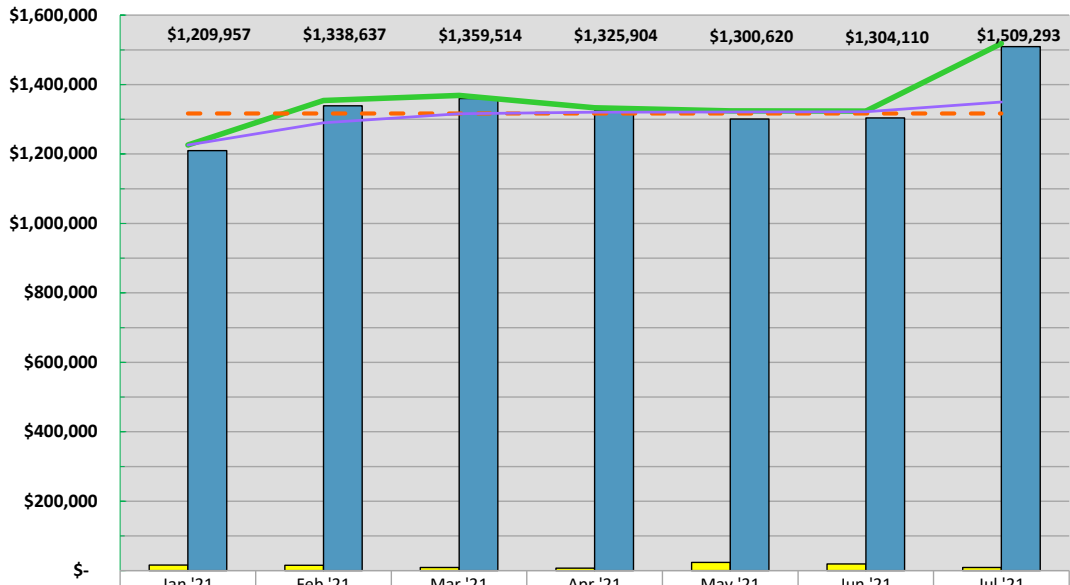
Submitted by Tammy Dixon

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Raymond Bauer, Secretary/Treasurer

### 2021 Ambulance Fees - Combined Net Revenue

■ SCCAD   
 ■ EMSMC   
 — Total Revenue   
 - - - Budgeted Revenue   
 — Monthly Average



	Jan '21	Feb '21	Mar '21	Apr '21	May '21	Jun '21	Jul '21
<span style="color: yellow;">■</span> SCCAD	\$15,970	\$15,451	\$8,978	\$7,358	\$23,696	\$19,220	\$8,962
<span style="color: blue;">■</span> EMSMC	\$1,209,957	\$1,338,637	\$1,359,514	\$1,325,904	\$1,300,620	\$1,304,110	\$1,509,293
<span style="color: green;">—</span> Total Revenue	\$1,225,927	\$1,354,087	\$1,368,492	\$1,333,262	\$1,324,316	\$1,323,330	\$1,518,255
<span style="color: orange;">- - -</span> Budgeted Revenue	1,316,667	1,316,667	1,316,667	1,316,667	1,316,667	1,316,667	1,316,667
<span style="color: purple;">—</span> Monthly Average	1,225,927	1,290,007	1,316,169	1,320,442	1,321,217	1,321,569	1,349,667

# Memo

To: Kelly Cope, Chief and Dave Lewis, Assistant Chief  
From: Jeremy Hollrah, Deputy Chief  
Date: 8/9/2021  
Re: Additional Remount Expenses

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At the May 27<sup>th</sup> Board Meeting, the purchase of 2 chassis and remount services with the addition of liquid spring suspension was approved from Osage Ambulance/Emergency Services Supply for the total amount of \$268,160.00. During the remount process it was found that additional items were needed to complete the process.

\$200.00 – Arm Rest Replacement

\$615.00 – Seat Cushion Replacement

\$405.00 – Replace 3 Windows

\$300.00 – Relocate Rear Dump Switch and Re-Laminate Door

\$460.00 – Replace Exterior Rub Rails

\$1,980.00 – Total Additional Project

This will place the project over budget for the specific category and will be absorbed into the overall Vehicles Capital Budget.

Budget Line:

Vehicles – Capital: 20-9020 – \$260,000.00

**Emergency Services Supply**  
2637 Drew Perry Rd  
Jefferson City, MO 65109 US  
jkehoe@osageind.com

# INVOICE

**BILL TO**  
St. Charles County Ambulance  
District  
2000 Salt River Road  
St. Peters, MO 63376

**SHIP TO**  
St. Charles County  
Ambulance District  
2000 Salt River Road  
St. Peters, MO 63376

**INVOICE #** 16819  
**DATE** 07/28/2021  
**DUE DATE** 07/28/2021  
**TERMS** COD

**TRACKING NO.**  
P.O. 32735

DATE	ACTIVITY	QTY	RATE	AMOUNT
	<b>AMBULANCE SALES</b> 2021 Type I Ambulance Remount	1	134,080.00	134,080.00
	<b>PARTS</b> ITEMS ADDED NOT INCLUDED IN BID PRICE:	1		
	<b>AMBULANCE SALES</b> Havis Arm Rests	1	200.00	200.00
	<b>AMBULANCE SALES</b> Replace EVS Seat Cushions and Arm Rests	1	615.00	615.00
	<b>AMBULANCE SALES</b> Replace (3) Windows	1	405.00	405.00
	<b>AMBULANCE SALES</b> Relocate Rear Dump Switch and Re- laminiate Door	1	300.00	300.00
	<b>AMBULANCE SALES</b> Replace Exterior Rub Rails Osage # 6116 R809 VIN: 1FDUF5HT0MDA02840	1	460.00	460.00

BALANCE DUE

**\$136,060.00**



ST. CHARLES COUNTY AMBULANCE DISTRICT  
POLICY AND PROCEDURE MANUAL

CHAPTER 100 Personnel Policies & Procedures  
SECTION 02 Job Descriptions  
TITLE **Battalion Chief – Emergency Division**  
NUMBER 102-4

DISTRIBUTION  
All personnel.

PURPOSE  
Oversee quality assurance by enforcing policies and procedures, maintaining operational readiness and ensuring personnel’s job knowledge and skills.

DESCRIPTION  
A full-time, non-exempt, hourly employee who reports directly to the Platoon Chief - Emergency Division. Responsible for the coordination of assigned EMS crews on a day-to-day basis and maintaining the Districts’ operational readiness.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Operations:
  - a. Responds to EMS calls and assists with coordination of patient care and manages on scene EMS operations. Observes the performance of EMS personnel and keeps the Platoon Chief - Emergency Division appraised of all concerns regarding quality improvement and patient care. Responsible for documenting and addressing any areas of concern or in need of improvement with the individual as needed. Ensures that District polices and standards are adhered to at all time while embodying to the Districts’ Mission, Vision and Values.
  - b. Continually evaluates EMS operational readiness, effectiveness of service, as well as overall outcomes, keeping the Platoon Chief - Emergency Division appraised of important developments or recommendations for improvement. Participates in regular staff meetings and provides input relative to EMS Operations.
  - c. Monitors radio traffic and field activity during the shift and provides coordination as indicated.
  - d. Inspects assigned bases, crews and vehicles on a frequent basis and assigns work in areas needing improvement to ensure operational readiness.
  - e. Generates and analyzes various reports to enhance operational effectiveness and efficiency.
  - f. Communicates with crews and other officers to keep all abreast of any changes. Communicates with interdepartmental agencies and provides feedback to employees through regular coaching and yearly performance evaluations.
  - f. ↓
  - g. Review District forms for completion and ensures recovery of equipment left at hospitals or on the scene of a call. On a periodic basis checks for damaged and missing equipment.

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Commented [JM1]: Brandon, I am apprehensive of saying “Battalion” here. What do you think? Keep it as is (broad) or drill down and say “Battalion”

Commented [BJ2R1]: I like the idea of staying broad. This allows for veering off track when necessary to coordinate transfer division, training etc.

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Deleted: Deputy Chief – Operations

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ST. CHARLES COUNTY AMBULANCE DISTRICT  
POLICY AND PROCEDURE MANUAL

TITLE **Battalion Chief – Emergency Division**  
NUMBER 102-4

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operations: (Continued)

- h. Troubleshoots minor vehicle, radio and computer problems and reassigns vehicles as needed. Forward major repairs to the Deputy Chief - Special Operations for equipment repair or troubleshooting.
  - i. Gives thorough operations report at shift change to the on-coming **Battalion Chief – Emergency Division** or **the Lieutenant / Field Training Officer**.
  - j. Functions in a command role on scene as necessary. **Builds rapport with other agencies and responders and serves as a District Point of contact for outside organizations as well.**
  - k. Performs other duties as assigned by the **Platoon Chief – Emergency Division** or **Deputy Chiefs**.
  - l. **Collaborates with the Transfer Division Officer in Charge to ensure operational efficiency and proper care of high-acuity inter-facility transfers requiring Critical Care Paramedicine.**
  - m. **Performs other duties as assigned by the Platoon Chief – Emergency Division.**
  - n. **Perform QI functions as assigned.**
2. Personnel:
- a. Maintains the daily work schedule. Ensures District policies are adhered to regarding coverage and employee schedules.
  - b. Participates in call **reviews** with **applicable** crews and records individual participation, and delegates work assignments and ensures adequate completion.
  - c. ↓
  - d. **Serves as a role model and mentor along with an educational and operational resource for fellow employees.**
  - e. **Crafts, delivers, and implements corrective action as needed for performance and/or behavioral issues while following the Districts' Just Culture algorithm in conjunction with the Collective Bargaining Agreement.**
  - f. Creates, delivers and finalizes employee performance evaluations for applicable crews as necessary.

TITLE **Battalion Chief – Emergency Division**  
NUMBER 102-4

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty

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

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. Associate 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 an Associate degree within five (5) years of his / her promotion date.
- b. Previous experience in an EMS supervisory role preferred.
- c. One (1) year previous experience as a Lieutenant, or similar experience,
- d. Three (3) to five (5) years previous experience as a paramedic, at least three (3) of those years employed full-time by the District.

**2. Certificates, Licenses, Registrations:**

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

Provider certifications in BCLS, ACLS, PHTLS or BTLS, and PALS.

Instructor certifications in BLS, ACLS, PALS, PHTLS/ITLS are preferred.

- d. 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 36 months of promotion and maintain the certification while holding this position.
- e. NAEMSE Instructor Level I (40 hour) or equivalent preferred. The Battalion Chief selected, who does not meet this qualification must acquire this instructor certification within 12 months of promotion date.
- f. ICS100, ICS200, IS700, IS800, ICS300 and ICS400 are required. The individual selected for the position who does not meet this qualification, must acquire within twenty-four (24) months of promotion and maintain the certifications while holding this position.

**QUALIFICATIONS**

- 2. Certificates, Licenses, Registrations: (Continued)
  - d. Instructor certifications in BCLS, ACLS, PHTLS or BTLS, and PALS preferred.
- 3. Skills
  - 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.

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NUMBER - 102-4¶

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Commented [JM10]: Eventually, the goal is for every office to have Critical Care.

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NUMBER - 102-4¶

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
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Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

- 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.
- 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.
- 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. Computer Skills – Ability to operate windows-based applications.
- g. Other Skills – Ability to operate and drive ambulances and other emergency vehicles.

TITLE **Battalion Chief – Emergency Division**  
NUMBER 102-4

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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.

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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: 06/28/00  
Revised: 09/27/00; 10/26/04; 05/29/2014

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

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

<u>CHAPTER 100</u>	Personnel Policies & Procedures
<u>SECTION 02</u>	Job Descriptions
<u>TITLE</u>	<b>Platoon Chief</b>
<u>NUMBER</u>	102-52

DISTRIBUTION

All personnel.

PURPOSE

Oversee the daily field operations of the District. Plans and develops District goals with Deputy Chiefs, monitors, assists and evaluates EMS Battalion Chiefs, Lieutenants, and EMS Crews.

DESCRIPTION

A full-time, non-exempt, hourly employee who reports directly to the Deputy Chief - Operations. Responsible for the coordination of assigned Battalion Chiefs, Lieutenants, and EMS crews on a day-to-day basis and maintaining the District's operational readiness.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Administrative
  - a. Assists with planning and development of goals and objectives related to EMS operations, and recommends 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. Receives, investigates and resolves complaints related to services provided by the District. Oversees all internal investigations, documents and reports findings to the Deputy Chief-Operations. Coordinates investigations with other administrative and human resources personnel and takes corrective action when necessary.
  - c. Maintaining the employee work schedule, movement of personnel, assignment of overtime as needed to ensure adequate coverage of EMS units. Completion and verification of EMS payroll records. Investigates all customer and on shift complaints, coordinates investigations with Human Resource Manager and takes corrective action.

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

TITLE                    **Platoon Chief**  
NUMBER                102-52

ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued)

2. Personnel:

- a. Monitors and evaluates the performance of the EMS Battalion Chiefs on a daily basis, 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.
- b. Provides direction and support to ensure all EMS Battalion Chief job functions are completed on a consistent basis.
- c. Maintains the daily work schedule. Ensures District policies are adhered to regarding coverage and employee schedules.
- d. Participates in call critiques with subordinate crews and records individual participation, and delegates work assignments and ensures adequate completion.
- e. Instructs or monitors on-duty in-service training on a daily basis and assists the Training Officers with coordination of class material and logistics. Also, assists with the orientation of new personnel.

3. Operations:

- a. Responding 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 Battalion Chiefs and the Training Division.
- b. Routes paperwork to proper locations and reviews all paperwork to ensure proper completion. Follows up with crews on inadequate documentation and QI issues and monitors radio activity and field activity.
- c. Continually evaluates EMS operational readiness, effectiveness of service, as well as overall outcomes, keeping the Deputy Chief - Operations apprised of important developments or recommendations for improvement. Participates in regular staff meetings and provides input relative to EMS Operations.

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

**TITLE**                    **Platoon Chief**  
**NUMBER**                102-52

ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued)

- d. Monitors radio traffic and field activity during the shift and provides coordination as indicated.
- e. Inspects assigned bases, crews and vehicles on a frequent basis and assigns work in areas needing improvement to ensure operational readiness.
- f. Communicates with crews and other officers to keep all abreast of any changes. Communicates with interdepartmental agencies and provides feedback to employees through regular coaching and performance evaluations.
- g. Establishes procedures in order to meet District policies. Administers discipline and/or positive reinforcement as needed. Advises employees of performance problems and provides coaching, training and counseling.
- h. Troubleshoots minor vehicle, radio and computer problems and reassigns vehicles as needed. Forward major repairs to the Deputy Chief - Special Operations and Logistics for equipment repair or troubleshooting. Assures proper documentation is completed.
- i. Gives thorough operations report at shift change to the on-coming Platoon Chief.
- j. Functions in a command role on scene as necessary
- k. Responsible for maintaining day to day operational readiness.
- l. Performs other duties as assigned by the District Chief Executive Officer, Assistant Chief or Deputy Chief.



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

**TITLE**            **Platoon Chief**  
**NUMBER**        **102-52**

**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. ~~Associate 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 an Associate degree within five (5) years of his / her promotion date.~~

- b. Three (3) years experience as an EMS Battalion Chief is preferred.
- c. Eight (8) years previous experience as a paramedic, at least five (5) of those years employed full-time by the District.

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. ~~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 48 months of promotion and maintain the certification while holding this position,~~
- d. Other District required courses.
- e. Valid driver's license.
- f. Valid Missouri EMT-Paramedic license

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.

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**Commented [JM1]:** Eventually, the goal is for every officer to have Critical Care.

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

**TITLE**            **Platoon Chief**  
**NUMBER**        **102-52**

**QUALIFICATIONS (Continued)**

- 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.

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

**TITLE**            **Platoon Chief**  
**NUMBER**        102-52

**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.

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: 2/2/19  
Revised:

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