

Cedarville Township Volunteer Fire Department
Scheduled EMS Night / Weekend Staffing
2017

Objective: to provide a level of effectiveness in scheduling minimum EMS staffing for one ambulance/medic at night and on the weekends.

Details:

- Scheduled coverage time will extend from 2200 hours until 0600 hours the following day and 3 equal time frames on Saturday and Sunday, 0600 until 1400, 1400 until 2200 and 2200 until 0600.
- All qualified members with current certification as an EMT, EMTA, or Paramedic will be scheduled for an equal number of coverage nights, determined by the number of qualified members and number of nights in the trial period.
- Qualified probationary members (EMS medic-riders, with up-to-date standing orders, who have completed enough requirements to make calls) will be scheduled for an identical number of coverage nights as the non-probationary members, but will be scheduled as a third member of their crew.
- The officers will be scheduled for equal numbers of coverage nights, to ensure adequate experience and command presence is available on calls, if needed. Whether or not the on-duty chief officer is needed on a particular call will be determined by crew request and the chief officer's own professional judgement, based upon crew experience, nature of the call, and all other relevant factors.
- Each crew will be scheduled to include two EMTs (or higher EMS certification), as required by law, and possibly one probationary member, as explained above. In addition, in order to meet CTVFD protocols, each 2 or 3 member crew must include one driver and one department member between the crew members present. The only exception being if the on-duty chief officer, for the night, willingly agrees to act as the driver and/or department member for the crew; this determination is up to the professional judgement of that officer.
- Members are welcome to trade coverage nights in order to better fit their schedule. However, they must notify the Fire Chief, their partners, and the officer who are scheduled to work both the originally scheduled night and newly scheduled coverage night. The Fire Chief will ensure that the proposed changes will not affect the staffing requirements for a checked off driver and department member. The Fire Chief has the authority to veto any proposed schedule changes for any reason he deems valid.
- The aim of this program is to ensure that a minimum of one ambulance/medic can respond, no matter how few members are available on a given night.
- Members not scheduled on a particular night are still welcome, and strongly encouraged, to respond for all calls.

- If an adequate crew is at the station and ready to respond in the ambulance, before the on-duty crew has arrived at the station, they may do so without hesitation. However, the on-duty crew must continue their response to the station and remain on standby until directed to respond, take a second call, or secure the station.
- If a call is dispatched for multiple apparatus, and the ambulance/medic would not be the prudent vehicle to arrive first on scene (e.g. a structure fire), the crew may respond on the first-out vehicle instead (provided they are certified and trained, according to existing CTVFD standards). They are not required to ignore the other, more pertinent apparatus (e.g. a fire engine) and take the medic simply because they are the on-duty EMS crew. However, if they are not suitably trained on fire apparatus, they should not hesitate to respond as soon as they are able, even if an engine or other apparatus has not yet been manned.
- All department and association members must maintain situational awareness of all nighttime calls in order to provide additional staffing whenever needed; provide ALS staffing when needed; cover overlapping EMS calls; and cover all calls which may require additional vehicles, beyond one medic/ambulance.
- Whenever they feel uncomfortable managing a call with their existing staffing and resources, the responding members may request additional response, including personnel, apparatus, mutual aid, and/or any other resources they deem necessary.
- All members of the scheduled crew are required to remain within the CTVFD's jurisdiction throughout the duration of their scheduled night.
- In the event of substantial circumstances barring an on-call member from remaining available, the scheduled member must make every effort to inform the on-duty officer and find a replacement. The on-duty officer has final authority and will determine whether or not the existing circumstances justify the member absenting their post.

Approved:

Date: _____

Kyle E. Miller
 Fire Chief
 Cedarville Township Volunteer Fire Department

Original 07-14-2015
 Revised 01-12-2017