



Winsted Fire Department

Standard Operating Procedures

01/01/2026

SOP #I-109

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Fire Department (FD) Emergency Medical Service (EMS) Officer

PURPOSE

The purpose of this policy is to establish the role, responsibilities, and authority of the EMS Officer within the Winsted Fire Department. This ensures effective oversight of Emergency Medical Services (EMS) operations within the Fire Department, compliance with applicable regulations, and the delivery of high-quality patient care.

POLICY

The Winsted Fire Department shall appoint a qualified FD EMS Officer to provide leadership, oversight, and administration of all EMS functions. The EMS Officer shall ensure the department maintains compliance with all state and federal EMS regulations, supports the professional development of EMS personnel, and maintains operational readiness for all medical emergencies.

POSITION SUMMARY

The FD EMS Officer is responsible for overseeing all Emergency Medical Services (EMS) operations within the fire department. This role ensures compliance with local, state, and federal EMS regulations, develops training programs for EMS personnel, maintains equipment readiness, and supports emergency medical responses. The FD EMS Officer acts as a liaison between the department, local EMS providers, local hospitals, and regulatory agencies, promoting high-quality patient care and safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operational Oversight:

- Coordinate Fire Department EMS responses and ensure adherence to established protocols.
- Support EMS personnel during emergency operations as needed.
- Maintain accurate records of all Fire Department EMS incidents and reports.

Training and Professional Development

- Develop, implement, and oversee Fire Department's EMS training programs.
- Ensure all Fire Department EMS personnel maintain current certifications and complete required continuing education.
- Conduct skills assessments and refresher training at regular intervals.

Equipment and Supplies Management

- Ensure Fire Department's EMS equipment and medical supplies are maintained, inspected, and ready for use.
- Coordinate the acquisition and replacement of Fire Department EMS equipment within budgetary limits.



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Regulatory Compliance

- Maintain compliance with all state and federal EMS laws and regulations.
- Ensure accurate documentation is available for audits, inspections, and reporting requirements.

Community and Interagency Relations

- Serve as the department liaison with local EMS providers, local hospitals, and public health organizations.
- Participate in public education and community outreach programs related to EMS and health safety.

QUALIFICATIONS

Current state-certified EMT-Basic or higher.

Minimum of 2 years of active EMS experience preferred.

Demonstrated leadership, organizational, and communication skills.

Knowledge of EMS protocols, patient care standards, and documentation requirements.

AUTHORITY

The FD EMS Officer is authorized to:

- Assist IC in directing EMS operations during emergency responses.
- Recommend EMS training and procedural updates to the Fire Chief.
- Maintain and enforce departmental EMS standards.

TIME COMMITMENT

- Attend department meetings, training sessions, and scheduled emergency responses.
- Actively participate in supporting the EMS mission of the department.
- Uphold the values and professional standards of the Winsted Volunteer Fire Department.