
Director of Emergency Medical Services

Department: East Montpelier Fire Department

Reports To: Fire Chief / Board of Directors

Status: Full Time

Salary Range: [To be determined based on qualifications and experience]

Position Summary:

The Director of Emergency Medical Services (EMS) for the East Montpelier Volunteer Fire Department is responsible for overseeing and leading all EMS operations, training, compliance, and clinical performance within the department, as well as coordinating with outside agencies and authorities.

This position involves highly responsible administrative and management work and plays a key role in maintaining the department's commitment to high-quality, responsive, and community-focused prehospital care. This is a full time Firefighter/Paramedic position who reports to the East Montpelier Fire Department Fire Chief.

Key Responsibilities:

Leadership & Strategic Planning

- Provide day-to-day and long-term strategic leadership of EMS operations for the East Montpelier Fire Department.
- Serve as a key advisor to the Fire Chief on all matters related to emergency medical services.
- Develop and implement EMS policies, protocols, and procedures in collaboration with the District Medical Advisor and Fire Chief.

EMS Operations & Quality Assurance

- Oversee the deployment, staffing, and operational readiness of the EMS program.
- Monitor EMS responses, patient care reports, and clinical outcomes to ensure high standards of service.
- Lead the department's continuous quality improvement (CQI) program for EMS.

Compliance & Administration

- Ensure compliance with Vermont EMS regulations, as well as applicable federal and local laws (e.g., HIPAA, OSHA).
- Maintain accurate and timely EMS documentation and reporting for state and local agencies.
- Assist the Fire Chief in the preparation and management of the EMS portion of the department's budget, including procurement of medical equipment and supplies.

Training & Personnel Development

- Develop and oversee EMS education, training, and certification programs in accordance with Vermont Department of Health EMS Office and Vermont EMS District 6 standards.
- Coordinate EMS drills, continuing education, and medical skills assessments.
- Mentor and supervise EMS personnel, assisting with recruitment, performance evaluations, and professional growth.

Community & Interagency Coordination

- Act as the department's EMS liaison with Central Vermont Hospital, Capital Dispatch, mutual aid partners, and public health agencies.
- Participate in community outreach, education, and emergency preparedness activities related to EMS.

Qualifications:

- **Required:**
 - Current National Registry of Emergency Medical Technicians certification as a Paramedic, with the ability to attain Vermont licensure within 6 months of hire (AEMTs will be considered, paramedics preferred).
 - ProBoard Firefighter 1, meeting the requirements of the National Fire Protection Association 1001: *Standard For Fire Fighter Professional Qualifications*

- Minimum of 5 years of EMS experience, with at least 1 year in a leadership or supervisory role.
 - Strong working knowledge of EMS operations, incident command, and emergency medical protocols.
 - Excellent leadership, organizational, and interpersonal communication skills.
 - Valid Vermont driver's license with clean driving record.
- **Preferred:**
 - Bachelor's degree in Emergency Medical Services, Fire Science, Public Administration, or related field.
 - Experience in a combination fire/EMS agency.
 - Familiarity with Vermont EMS protocols and the SIREN reporting system.
 - ProBoard Firefighter 2, meeting the requirements of the National Fire Protection Association 1001: *Standard For Fire Fighter Professional Qualifications*.
 - ProBoard Fire & Emergency Services Instructor 1, meeting the requirements of the National Fire Protection Association 1041: *Standard For Fire Service Instructor Professional Qualifications*.

Working Conditions:

- This is a full-time leadership position requiring occasional evening, weekend, and holiday work.
- Duties will include, but are not limited to fire suppression, emergency medical services, hazardous materials operations, motor vehicle crashes, technical rescue, providing department training, fire prevention activities, and administrative duties to support the day-to-day operation of the department.
- Must be able to operate under high-stress emergency situations.