



Station Duties – Volunteer Stations

Board Approval:

R M Kelly Chairman

Date: 4/26/16

Duties of JCESA staff assigned to volunteer stations

The purpose of this document is to establish clear expectations of the duties and activities to be performed by JCESA staff assigned to volunteer stations. These expectations apply universally to part time and full time employees assigned to any volunteer station whether for one shift or indefinitely. The spirit of these expectations is to 1) ensure unit readiness, 2) maintain a clean and presentable environment, 3) take ownership, in partnership with the volunteer company, of the work environment, 4) take every opportunity to engage with the community we serve, and 5) make productive and beneficial use of downtime.

Daily Duties:

- Daily Unit Inspection of ambulance(s) and chase car
 - Verify that that the unit and contents are present and properly functioning as indicated on the compartment labels. Document in the EMS eSchedule *Daily Unit Inspection* form
 - EMS equipment and supplies are to remain with and will be returned to the assigned location per department standards. Changes to equipment or supply locations must be approved by an EMS officer of the department.
 - Damaged and/or missing equipment and supplies not available for restocking shall be reported to an EMS officer at the appropriate department. Additionally, the officer on duty should be notified any time a unit cannot be fully restocked by an employee due to malfunctioning equipment or unavailable supplies.
- Wash exterior of ambulance(s) and chase car as needed
 - In inclement weather, if washing is impractical, rinse exterior of unit after each call
- Sweep/mop patient compartment of first due unit as needed
- Empty trash in day room and bay, as needed
- Wipe down table and counters in common kitchen area
- Wash & put away any dishes used
- Sweep/mop/vacuum day room, as needed
- Sweep/mop/vacuum bunk room, as needed
- Sweep/mop and remove trash from EMS supply room, as needed
- Engage in a self-study educational activity relevant to your role, such as; an online course through BoundTree University or FEMA, a relevant YouTube video, a textbook, journal article, etc.
- Clean up after yourself. Pick up any bedding and/or personal items prior to the end of the shift.



Weekly Duties:

- **MONDAY:** Check EMS bags on fire apparatus
 - Verify contents are present (in accordance with provided inventory list) and in good order
- **TUESDAY:** Road-test second due ambulance
 - In inclement weather, if road testing is impractical, start and allow unit to run for a period of time.
- **WEDNESDAY:** Clean restroom of corresponding gender, as needed.
- Follow station specific schedule for emptying refrigerator

Monthly Duties:

- **1st day of the month:** ALS drug bag Inspections
- **2nd day of the month:** Break all seals on sealed bags (except ALS drug bags) and verify contents are present (in accordance with the provided inventory list) and in good order

Variable Duties (Those which may not occur on a regular recurring basis):

- Attend Public Education events conducted by the assigned volunteer company. If volunteers take fire apparatus to a Pub Ed event, take the ambulance
- Participate in EMS training held at the assigned volunteer station and/or Station 11
- Attend Fire training held at the assigned station (provide uncommitted EMS standby for participating members)
- Assist with ambulance driver training
- Assist 3rd persons with unit, equipment, and EMS familiarization
- Assist volunteer company with pre-plans
- Assist volunteer company with fire extinguisher training
- Work on special projects or collateral duties assigned by JCESA officer or Director
- Complete any miscellaneous tasks assigned by JCESA officer or Director