3.10.01 **Position Summary:**

TMFDFR requires skills in performing emergency medical care to patients with the primary concern being personal safety for all parties involved. Care rendered meets First Responder Roles and Responsibilities requirements as outlined by the State of Wisconsin Department of Health and Human Services Division. In addition, those skills and requirements of the department’s Medical Director.

The position involves extensive training in accessing patients; determining what the patient's emergency; and providing appropriate emergency care per emergency medical system (EMS) protocols.

3.10.02 **Characteristic Work of the Position:**

A. **Definition:** This work is performed at a professional level in the field of EMS at the First Responder level.

B. **Nature:** At the First Responder level, the Emergency Care deals with both injuries and illnesses. Emotional support or basic life support measures are the general responsibilities of the First Responders. Exposures to blood-borne and air-borne pathogens are a risk that should be minimized with proper protective clothing, training and available vaccinations.

3.10.03 **Fundamental Duties and Ancillary Responsibilities:**

**Fundamental Job Duties:**

A. Attend training courses; read and study assigned materials; related to First Responder level emergency medical services.

B. Respond to medical and fire emergencies according to Department SOG’s.

C. Perform First Responder duties.

D. Maintain First Responder EMS kit, which includes restocking the kit, cleaning equipment, maintaining portable radios, batteries, and pagers; and other maintenance as needed.

**Ancillary Job Responsibilities:**

A. Perform assigned vehicle inspections regarding First Responder Kits.

B. Drive and operate personal or department vehicles according to all traffic laws in order to arrive on the emergency scene safely.
C. Learn new skills as necessary to perform First Responder care.

3.10.04 Qualifications:

**Essential Knowledge, Skills and Abilities:**

1. Ability to establish and maintain effective working relationship with other members of the Department, community officials, police, and the general public.

2. Extensive knowledge of the geography of the Town of Menasha, the location of streets, the nature and location of hazardous premises.

3. Knowledge and ability to apply SOG’s.

4. Considerable knowledge of the Incident Management System and the functions necessary for incident scene management.

5. Ability to express ideas clearly, concisely, orally, and in writing to groups and individuals.

6. Oral and written communication skills necessary for accurate documentation of various required reports; communicating with the Department, the community officials, and the general public.

**A. Special Requirements:**

1. Be an active paid-on-call member of TMFD. Active indicates fulfilling the requirements of the position you are assigned on the Department.


3. Maintain First Responder Level (or higher) Wisconsin certification (includes a current CPR card).

4. Attend 50% of assigned TMFDFR meetings/classes. If not able to attend, a video of the meeting/class may be available for attendance credit.

5. Must have either finished or started Hepatitis "B" series and tetanus vaccinations or signed a vaccination refusal form. Verification of vaccinations must be furnished to the department.

6. Must be up-to-date with Blood-borne and Air-Borne pathogen training requirements.
7. Shall have a HEPA mask which has been fit tested by a qualified tester.

B. **Annual Refresher Training Requirement:**

1. Twelve (12) hours of approved (EMS) training annually.

A. **Non-Discrimination:**

All positions and promotions within the rank of the Town of Menasha Fire Department will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin, or disability and under the guidelines set forth under the Town of Menasha Affirmative Action Plan.

3.10.05 **Patient Confidentiality:**

TMFDFR may have access or knowledge of specific patient confidentiality information and at no time are to release such information (this also includes First Responders not conveying confidential information to their own family members). All and any requests made to a fire department employee regarding actions at an EMS incident or patient information must be referred to the Fire Chief for proper and legal release of requested information.