

EMERGENCY MEDICAL SERVICES OVERVIEW

7201

(New October 2015)

PURPOSE

7201.1

(New October 2015)

The 7200 California Department of Forestry and Fire Protection (CAL FIRE) Emergency Medical Services (EMS) Handbook contains policy to provide CAL FIRE employees with standardized EMS policy and direction as determined by State law and regulation(s). The CAL FIRE EMS Program was developed as the result of increasing legislative mandates in the EMS field, specifically Assembly Bill 2917, known as EMT 2010.

CAL FIRE is committed to providing effective and efficient prehospital emergency medical care to Department personnel and safeguarding and serving the people of California. The CAL FIRE EMS Program exists to support this commitment.

This policy section provides an overview of the EMS Program and the roles and responsibilities for EMS related functions.

Other Emergency Medical Services Required Training

The EMS Program coordinates with other Programs to assist in the development and distribution of EMS related curricula to CAL FIRE personnel. The EMS Program does not have oversight of all EMS related training.

The EMS related training listed below is required to maintain EMS training levels/certification and licensure or meet State laws, mandates, and/or regulations. The following is a list of other EMS required training and the handbook where the training resides .

- **Automated External Defibrillator** (4000 CAL FIRE Training Handbook)
- **Cardiopulmonary Resuscitation** (4000 CAL FIRE Training Handbook)
- **Child Abuse** (4000 CAL FIRE Training Handbook)
- **Elder Abuse** (4000 CAL FIRE Training Handbook)
- **Infectious Disease** (1800 CAL FIRE Health and Fitness Handbook)
- **Sudden Infant Death Syndrome** (4000 CAL FIRE Training Handbook)

AUTHORITY

7201.2

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- California Government Code, Divisions 3, 4, and 5
- California Health and Safety Code, Divisions, 2.0, 2.5 and 105
- California Penal Code, Part 4
- California Welfare and Institutions Code, Division 9
- California Code of Regulations, Title 22, Division 9
- American Heart Association

RELATED POLICIES

(New October 2015)

- 1000 CAL FIRE Personnel Procedures Handbook
- 1800 CAL FIRE Health and Fitness Handbook
- 4000 CAL FIRE Training Handbook
- 4300 CAL FIRE Fire Protection Training Handbook
- 7700 CAL FIRE Emergency Incident Management Handbook
- 8500 CAL FIRE Cooperative Fire Services Handbook

RESPONSIBILITIES

7201.3

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CAL FIRE Employee

- Ensures required EMS training requirements are met (refer to the appropriate CAL FIRE handbook)
- Ensures all training/certification/licensure requirements are met
- Notifies supervisor (employer) regarding any action that may affect EMS certification/licensure
- Notifies certifying entity of any address or employment change pursuant to the California Code of Regulations (CCR), Title 22, Division 9, Chapter 2

CAL FIRE Supervisor

- Ensures staff meets required EMS training requirements [refer to the appropriate CAL FIRE handbook(s)]
- Coordinates with Unit/Program EMS Coordinator or designee to ensure training/certification/license is maintained
- Notifies Unit/Program EMS Coordinator regarding any issue that may affect a CAL FIRE employee's EMS certification/licensure status
- Assists Unit/Program EMS Coordinator with EMS related issues as directed by management
- Coordinates with EMS Program as directed

Unit/Program EMS Coordinator

- Designated by Unit Chief/Program Manager, desirable qualifications for Unit/Program EMS Coordinator include: EMT certification level or higher and meets the instructor requirements as set forth by the CCR, Title 22
- Serves as Unit/Program EMS, Continuing Education (CE), Continuous Quality Improvement (CQI) and Automated External Defibrillator Service Provider (AEDSP) Coordinator, unless other CAL FIRE staff is designated by Unit Chief/Program Manager
- Reviews and verifies all EMS applications for completeness and accuracy
- Coordinates with EMS Program regarding EMS training and CE
- Coordinates with EMS Program for all EMS related Unit/Program issues
- Ensures Unit/Program Instructors are qualified
- Assists EMS Program with coordination of EMT certification actions
- Assists the Emergency Medical Services Authority (EMSA) and the Local Emergency Medical Services Agencies (LEMSAs) with paramedic licensure actions as requested

Unit/Program Training Officer

- Coordinates with Unit/Program EMS Coordinator and EMS Program staff to ensure delivery of any EMS training meets current CAL FIRE EMS policy and federal and/or state regulations
- Coordinates with Unit/Program EMS Coordinator and EMS Program staff regarding EMS training and CE
- Coordinates with Unit/Program EMS Coordinator to ensure Unit/Program EMS Instructors are qualified

Unit/Program Investigatory Staff

- Coordinates with the EMS Program in order to conduct an efficient certification action investigation
- Ensures all State laws, codes, statutes and regulations and CAL FIRE policies and procedures are followed
- Ensures all allegations of improper conduct are validated, if requested
- Coordinates with EMS Program staff and Unit administrative staff during certification action investigations and with appropriate LEMSA(s) as needed
- Assists with or conducts investigatory interviews in cooperation with EMS Program staff, if requested
- Ensures the Firefighters and/or Public Safety Officers Procedural Bill of Rights (FFBOR & POBR) are applied when conducting certification action investigations
- Ensures EMT is afforded representation, if requested
- Forwards all investigation documentation to the EMS Program within three working days of completion of certification action investigation, and may not forward the documentation to any other source without consultation or consent of the EMS Program staff.

Unit/Program Administrative Officer

- Coordinates with EMS Program staff regarding EMT certification actions as directed
- Ensures certification action process is followed or designate responsibility as directed by Unit/Program Chief
- Notifies EMS Program staff of any alleged action that may result in an certification action investigation for all CAL FIRE EMT personnel and forward all EMS related documentation to EMS Program staff for development of a recommended certification action plan
- Notifies EMS Program staff of any alleged action that may result in an licensure action investigation for all CAL FIRE Paramedic personnel and forward all EMS related documentation to EMS Program staff for documentation

Unit Chief/Program Manager

- Coordinates with EMS Program staff regarding EMT certification actions as directed
- Coordinates with EMSA/LEMSAs regarding paramedic licensure issues as directed
- Notifies Region/Deputy Chief of all possible EMT certification action investigations
- Assigns investigator to assist the EMS Program with certification actions
- Ensures certification action process is followed or designate responsibility as needed
- Forwards all EMS related documentation to EMS Program

Region Chief/Deputy Director

- Coordinates with Unit Chief/Program Manager and EMS Program as needed for EMS issues and takes action if required
- Directs Units/Programs regarding EMS related certification action investigations

EMS Program Staff

- Develops and maintains EMS Program policy and procedures
- Coordinates EMT application review, acceptance, data entry, and certification issuance
- Assists Regions/Units/Programs with EMS related issues
- Assists Regions/Units/Programs with all EMT certification actions
- Notifies and coordinates with Regions/Units/Programs, LEMSAs, and EMSA for all EMS certification actions and other EMS issues
- Prepares recommendations and submits for EMT certification action plans
- Makes all required EMS related notification(s) in accordance with the CCR
- Acts as EMS Custodian of Records and Data Specialist for EMS CQI
- Reviews proposed EMS regulations and legislation as directed

EMS Program Investigatory Staff

- Coordinates with EMS Program and Unit/Program staff regarding EMS investigatory issues
- Ensures all allegations of improper conduct are validated [complaints/subsequent arrest notifications (SANs)]
- Ensures FFBOR/POBOR is applied when conducting certification action investigations
- Conducts all EMS certification action investigations in conjunction with Units/Programs
- Coordinates with Regions/Units/Programs, EMSA and LEMSAs, for all EMT certification actions

EMS Program Training Coordinator

- Maintains an EMT certification or higher level of training and meets the instructor requirements as set forth by the CCR, Title 22
- Develops EMS curricula
- Manages EMS CE training, instructor qualification reviews, EMS instructor applications and database
- Coordinates with Unit/Program EMS Coordinators in above stated areas
- Acts, if designated, as CE Provider Program Coordinator
- Coordinates with EMS Program Manager for training approval
- Reviews EMS regulations as directed by EMS Program Manager

EMS Clinical Coordinator

- Maintains Paramedic licensure or higher level of training
- Reviews all Patient Care Reports
- Coordinates CQI Program
- Acts as CE Provider Program Clinical Coordinator

The EMS Clinical Coordinator and Training Coordinator functions and responsibilities can be assigned as a secondary role to an existing, qualified, EMS Program staff if so directed by EMS Program Manager

EMS Physician

- Maintains minimum qualifications set forth by state code, regulations, and CAL FIRE policy
- Provides medical oversight for the CAL FIRE EMS Program and EMS Training
- Assists with the development, regulation and monitoring of a statewide CE and CQI Program
- Reviews and provides medical oversight for CAL FIRE EMS policy and procedures, curriculum, CE and prehospital care (eg. patient care reports and CQI) to ensure all meet current regulation and policy
- Coordinates with the EMSA and LEMSA Medical Directors regarding EMS related issues as directed
- Reviews all CAL FIRE EMS policies and practices to assist with producing a standardized and consistent approach to addressing the performance issues of departmental EMS personnel
- Assists CAL FIRE Regions/Units/Programs regarding EMS matters as directed
- Participates in departmental, regional, state and national EMS meetings, workshops, committees, conferences as directed
- Provides leadership in developing regional, state and national EMS partnerships as directed
- Analyzes EMS issues, including, but not limited to: proposed legislation, regulations, accident reviews, legal, reports and other issues as directed
- Serves as a Subject Matter Expert (SME) for EMS related investigations, accident reviews or other legal actions as directed
- Assists with the development of a statewide electronic data collection system that is National EMS Information System (NEMSIS), California EMS Information System (CEMSIS), Health Information Exchange (HIE), and CAL FIRE compliant

EMS Program Manager

- Supervises all EMS Program staff and EMS Medical Director
- Coordinates with EMS Chief on EMS Program matters
- Assigns staff tasks in accordance with their essential functions
- Provides oversight of daily operations of the EMS Program and assigns staff assignments in accordance with essential job functions and qualifications
- Ensures integrity of EMS documentation and storage
- Reviews all EMS policy, procedures, curricula and other EMS related deliverables
- Submits EMS curriculum to the EMSA for review and approval
- Coordinates with EMSA for all EMS related training program approval and certifying entity issues
- Approves Recommended Certification Action Disciplinary plans
- Coordinates with Unit Chiefs/Program Managers regarding EMS related issues as needed
- Assigns CE Program Clinical Coordinator and CE Program Coordinator
- Designates EMS Custodian of Records

EMS Chief

- Provides oversight of the EMS Program
- Consults with CAL FIRE management on critical EMS issues
- Coordinates with EMS Program Manager regarding EMS Program priorities
- Supervises EMS Program Manager

[\(see next section\)](#)

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