

BOROUGH OF CRESSKILL

ORDINANCE NO. 13-01-1444

AMEND CHAPTER 15 CRESSKILL VOLUNTEER
AMBULANCE & EMERGENCY SERVICES COMPANY

BE IT ORDAINED by the Mayor and Council of the Borough of Cresskill in the County of Bergen and State of New Jersey, as follows:

SECTION I **§15-8.** Composition.

The day-to-day operation of the Cresskill Volunteer Ambulance & Emergency Services Company (CVAES) of the Borough of Cresskill shall be managed by the following officers:

Captain: The Captain shall be appointed by the Mayor and Council, and shall be a regular full-time employee of the Borough of Cresskill. The Captain will be compensated at a rate of pay established by the Mayor and Council.

The Captain shall be the head of Cresskill Volunteer Ambulance & Emergency Services Company for the Borough and shall be directly responsible to the appropriate authority for the efficiency and day-to-day operations of Cresskill Ambulance Corps. The Captain shall:

- A. Be a certified emergency medical technician by the State of New Jersey
- B. Possess a valid American Heart Association BLS for Healthcare Provider or equivalent CPR certification card;
- C. Possess a valid American Heart Association BLS Instructor Certification;
- D. Have completed ICS 400 and Nims 700;
- E. Administer and enforce the rules and regulations of the Corps and any special emergency directives for the disposition and discipline of the Corps and its members or officers;
- F. Have, exercise and discharge the functions, powers and duties of the Corps;
- G. Develop and implement policies and procedures necessary to govern the direct day-to-day operations of the Corps;
- H. Prescribe the duties and assignment of all members ensuring all shifts are fully staffed;

- I. Delegate authority as may be deemed necessary for the efficient operation of the Corps;
- J. Report at least monthly to the appropriate authority on such form as shall be prescribed on the operation of the Corps during the preceding month and make such other reports as may be requested by the appropriate authority;
- K. To allocate funds within the budget which are appropriated by the governing body;
- L. Ensure all members have and maintain current required certifications and licenses;
- M. Act as the Medicare Officer for the Borough of Cresskill;
- N. Ensure the Corps meets all requirements necessary to maintain NJ Basic Life Support Licensure;
- O. Collect, review and forward all time sheets;
- P. Ensures vehicles and equipment maintenance is performed and maintain a safe working environment in accordance with applicable state law;
- Q. Interface with hospital staff and third-party payment contractors to maximize efficient billing and collection procedures and practices;
- R. Organize, control and maintain all property and resources of the Corps;
- S. Maintain a constructive relationship with the public, community organizations and other agencies;
- T. Coordinates with Medical Director to ensure current, safe and efficient procedures and practices are implemented;
- U. Provides in-service training on equipment, vehicles and policy and procedures;
- V. Coordinate training with other Borough Departments for medically based training;
- W. Review and provide feedback on Patient Care Reports.

Administrative Lieutenant: The Administrative Lieutenant shall be appointed by the Mayor and Council, and is a regular full-time employee of the Borough of Cresskill. The

Administrative Lieutenant will be compensated at a rate of pay established by the Mayor and Council.

The Administrative Lieutenant shall be directly responsible to the Captain. The Administrative Lieutenant shall:

- A. Be a certified emergency medical technician by the State of New Jersey
- B. Possess a valid American Heart Association BLS for Healthcare Provider or equivalent CPR certification card;
- C. Have completed ICS 400 and Nims 700;
- D. Administer and enforce the rules and regulations of the Corps;
- E. Be able and available to manage absences and other problems involving shift schedules, logistics and general supervisory duties including working open shifts to maintain required staffing;
- F. Delegate authority as may be deemed necessary for the efficient operation of the Corps;
- G. Keep an accurate log of maintenance and repairs of vehicles and equipment and report at least monthly to the Captain on such form as shall be prescribed;
- H. Ensure all members have and maintain current required certifications and licenses;
- I. Ensure the Corps meets all requirements necessary to maintain NJ Basic Life Support Licensure;
- J. Ensures vehicles and equipment maintenance is performed and maintain a safe working environment in accordance with applicable state law;
- K. Organize, control and maintain all property and resources of the Corps;
- L. Maintain a constructive relationship with the public, community organizations and other agencies;
- M. Submit monthly activity report to the Captain;
- N. Perform other duties as needed to ensure efficient operations of the Corps.

- O. Will, in the Captain's temporary absence, oversee day-to-day operations with the Operations and Training Lieutenants.

SECTION II § 15.9 The following positions shall be appointed by the Mayor and Council to fulfill the following duties. Such appointments shall not be regular full-time employees of the Borough of Cresskill:

Operations Lieutenant: The Operations Lieutenant will assist with the day-to-day operations of CVAES. The Operations Lieutenant shall:

- A. Assist the Captain in preparing members and equipment for drills and events.
- B. The Operations Lieutenant must have a current EMT certification.
- C. The Operations Lieutenant will assist in reviewing Patient Care Reports for quality assurance.
- D. In the Captain's temporary absence, the Operations Lieutenant will assist in overseeing day-to-day operations.

Training Lieutenant: The Training Lieutenant will assist with the day-to-day operations of CVAES. The Training Lieutenant shall:

- A. The Training Lieutenant must have a current EMT certification and at minimum an American Heart Association Basic Life Support Instructor's Card.
- B. The Training Lieutenant will assist in the review of all Patient Care Reports for quality assurance and in the absence of the Captain will be in charge of quality assurance.
- C. The Training Lieutenant will assist the Captain in the creation of and administration of a training program for new members. And will assist in the creation of and administration of a training program for all members.
- D. The Training Lieutenant will be responsible for training on all new equipment prior to equipment going into service.
- E. The Training Lieutenant will be the computer administrator for CVAES.
- F. In the Captain's temporary absence, the Training Lieutenant will assist in overseeing day-to-day operations.

SECTION III § 15.10 The following positions are hereby established to supervise the day-to-day operation of the Emergency Medical Services of the Borough of Cresskill:

Commissioner: The Commissioner shall be a supervisor from the Cresskill Police Department appointed to oversee all activities of CVAES. The Commissioner will prepare a budget to be

presented to the Mayor and Council of the Borough of Cresskill. The Commissioner will oversee all financial business and disciplinary matters and will oversee the Captain on day-to-day operations. The Commissioner does not have to be a certified EMT.

Deputy Commissioner: The Deputy Commissioner shall be a supervisor from the Cresskill Police Department appointed to oversee all activities of CVAES. In the absence of the Commissioner, the Deputy Commissioner will perform all duties assigned to the Commissioner. The Deputy Commissioner will take part in all disciplinary matters and will oversee the Captain on day-to-day operations. The Deputy Commissioner does not have to be a certified EMT.

RENUMBER §15.8. TO §15.11.

SECTION IV

All other Ordinances of the Borough, or parts thereof, which are in conflict with this Ordinance, are hereby repealed to the extent of such conflict.

SECTION V

If any section, subsection, paragraph, subdivision, or sentence of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, such decision shall apply only to the section, subsection, paragraph, subdivision, sentence, clause, phrase or provision so adjudged, and the remainder of this Ordinance shall be deemed valid and effective.

SECTION VI

This Ordinance shall take effect immediately upon final passage and publication according to law.