

# JEFFREY FRITZ

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## EDUCATION

### **Kutztown University, Kutztown PA**

Major in Public Administration with a Minor in Biology

Bachelor of Science Degree completed in May 1999

### **Pennsylvania State Police Southeaster Training Center**

Act 120 training completed in December 2001

### **Lehigh Valley Hospital, Allentown PA**

Paramedic Certification completed in 1993

## EXPERIENCE

### ***City of Bethlehem, Bureau of Emergency Services***

**Paramedic Supervisor      02/2007 – Present**

- Provide leadership oversight to 20 Full-Time staff paramedics and 30 Part-Time paramedics
- Manage employee discipline within City and Service Employees International Union guidelines
- Maintain, develop, and conduct bureau training, as bureau training officer
- Procure medical supplies and uniforms working within budget perimeters
- Interact with area hospitals to safeguard Bethlehem's continuous high standard of care
- Serve as medical component team leader for City's Emergency Response Team.
- On-call 6 months to handle employee call-offs, absences, illnesses, and major incidents
- Established a Quality Assurance (QA) program including steps to remediate staff in deficient areas
- Developed background screening process to supplement city Human Resources hiring guidelines
- Developed new employee orientation program including driver training package to familiarize individuals with city landmarks and local hospitals
- Studied long-standing staffing schedule producing enhanced coverage hours with zero budget impact
- Streamlined ambulance billing process reducing "trip to invoice" time.

### ***Northampton County Community College Public Safety Training***

**Adjunct Instructor      01/2018 - Present**

- Instruct Students in Emergency Medical Technician (EMT) Training Curriculum
- Demonstrate skills needed for practical and technical instruction
- Lecture on theory, techniques, and terminology

### ***Upper Nazareth Police Department***

**Patrolman      02/2007 – 12/2021**

- Protected life and property of the residents of Upper Nazareth
- Upheld laws and codes of the Commonwealth of Pennsylvania
- Trained Department in First Aid and CPR

## **Colonial Regional Police Department**

### **Patrolman**

**07/2001 – 02/2007**

- Served as Colonial Regional Police Association President in 2006
- Participated in monthly DUI programs
- Trained Department in First Aid and CPR

### **TECHNICAL SKILLS**

- Knowledgeable in Microsoft Office
- Windows Operating Systems
- Fisdap (Administrator)
- EmsCharts.com (Administrator)
- ePro scheduler(Administrator)

### **PROFESSIONAL CERTIFICATIONS**

- Certified National Registry of Emergency Medical Technician-Paramedic (EMT-P)
- National Incident Management System (NIMS)-EMS Command
- NIMS 100, 200, 300, 400, 700, 800
- National Academy Ambulance Coders (NAAC) Certified Ambulance Coder
- Instructor - American Heart Association Cardiopulmonary Resuscitation (CPR)
- Instructor - American Heart Association First Aid
- Pennsylvania Department of Health Emergency Medical Services (EMS) Instructor
- National Tactical Officers Association (NTOA) Active shooter certified
- Emergency Vehicle Operations (EVOC)
- Certified National Weather Service (NWS) Weather Spotter
- Certified NWS Advanced Weather Spotter
- Penn State Extension Master Watershed Trainee
- Bluebird Society of Pennsylvania - Northampton County Coordinator

### **LEADERSHIP COMPETENCIES AND CULTURE ATTRIBUTES**

- Understands all aspects of the position
- Ability to master technical side of the job
- Sought by others for assistance
- Emphasizes Results
- Think and works across Departments
- Respectful of the diversity of people and their ideas
- Decision maker
- Takes personal ownership to ensure responsibilities are achieved as expected