

ZACHARY J. POLVINO

*“AN ACTION-DRIVEN LEADER INSPIRING GROWTH
THROUGH BOLD VISION.”*

Professional Resume:

EMS Program Agency Coordinator – UB|MD EMS

Aug 2024 – March 2025

- Fostering prehospital coverage in Program Agency territory with various local, regional, and State agencies
- Collaborate with State Division of EMS staff in various meetings, including Program Agency-specific meetings, SEMSCO Subcommittee meetings, and quarterly meetings
 - Member of the SEMSCO Safety Subcommittee and Innovations Subcommittee
- Develops reporting and provides administrative support to the Big Lakes and Wyoming-Erie Regional EMS Councils
- Development of Recruitment and Retention tools and programs for the Big Lakes and Wyoming-Erie EMS Councils
- Enhancing existing EMS Leadership and Officer Guides for agencies to utilize as professional development material
- Promotes various training topics and opportunities across Regions and REMAC areas by updating the Agency website, social media, and email platform

Project Manager/Assistant Vice President – M&T Bank

Aug 2015 – July 2024

- Managed and assisted in managing various projects across the bank, including technical upgrades and process improvement projects worth various dollar amounts and team sizes
- Coordinated vendor management for the delivery of products and services related to various projects
- Developed and reported on project budgets and spending trends
- Developed various Employee Engagement activities, including professional development opportunities

Volunteer Agency Resume:

Member - Snyder Fire Department

2005 - 2013, 2015 - Present

- Currently serves as a Captain, previously served as Lieutenant
 - Operationally functions within the Department “Chain of Command”
- Department Training Officer and member of Department Training Committee
- Coordinates the Departments Personal Protective/Firefighting Equipment
- Assist in writing and reviewing the Department Standard Operating Guidelines
- Serves as the Senior Coordinator of the annual Fire Prevention Open House
- Member of the Department's Recruitment and Retention, Bylaw, and Publicity Committees
 - Crafted department policies, recruitment and retention programs, and external messaging and marketing

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Education, Training, and Skills:

Formal Education

- Regent's Diploma, Amherst Central High School, Amherst, NY (2007)
- Bachelor of Science, Individualized Studies, State University College at Buffalo (Buffalo State College), Buffalo, NY (2012)

Fire and Emergency Services Training Highlights

- NYS EMT Basic
- Nationally Certified Fire and Emergency Services Instructor 2
- Nationally Certified Fire and Life Safety Educator 1
- NYS Firefighter 1 & 2
- NYS Fire Officer 1
- National Fire Academy Incident Safety Officer
- Hazmat Incident Safety Officer
- Hazmat Incident Command
- ICS 100, 200, 300, 700, 800, 5, 240

Special Skills and Abilities

- Training presentation design and delivery
- Public Information Dissemination, including writing and producing visuals
- Analytical writing
- Digital Photography and photographic editing and production

Special Projects Publications and Awards:

- Snyder Fire Department Duty Shift Program (Recruitment and Retention)
 - Co-Author of the Article “*Reinventing Recruitment: How NY Department Stepped Up Its Game*” – Published FireRescue1.com November 2022
 - 2023 Recruitment Award - Firefighters Association of the State of New York (FASNY)
 - 2021 EMS Agency for Recruitment and Retention Innovation – New York State Department of Health
- Substack
 - Self-publish analytical and opinion-based writing focusing largely on topics relating to leadership and personal development

Portfolio:

- Examples of Incident Action Plans, Training Presentations, Program Outlines, Standard Operating Guidelines, and Newsletter articles are available upon request