

APPLETON AMBULANCE SERVICE
By-Laws
last updated 1/25/18
approved by Appleton City Council XX/XX/XX

Responsibilities

1. The Appleton Ambulance Service (AAS) is an emergency medical service that shall provide emergency medical care and transport from an incident scene to an appropriate medical facility.
2. AAS shall provide emergency and non-emergency transportation to and from the Appleton Hospital and other designated medical facilities.
3. AAS shall provide a standard of medical care consistent with that of emergency medical protocols established by the Minnesota Department of Health.
4. AAS shall transport all patients who are requesting medical treatment, to an appropriate medical facility in a safe manner, using due care not to inflict further injury.
5. AAS shall provide emergency medical care and transportation for the residents of its primary service area to an appropriate medical facility. Included in this primary service area are the cities of Appleton, Holloway, Milan, and Correll, and surrounding areas including parts of Swift, Chippewa, Lac qui Parle, and Big Stone counties. The Appleton Ambulance shall also respond to calls for mutual aid from other ambulance services.

Membership Requirements

The Appleton Ambulance Service shall be made up of qualified volunteers who have met the Minnesota Department of Health requirements for EMT-B or higher certification, are 18 years of age or older, who have completed a city application for employment, driver's license check, and have been accepted by the city council.

1. All members of the ambulance service shall have a valid Minnesota class D driver's license at all times while a member of the Appleton Ambulance Service.
 - a. If an ambulance member has their license revoked, suspended, canceled, or lets their license expire, the member will immediately notify an administrator.
 - b. An ambulance member shall not be allowed to take call shifts unless previous arrangements are made with approval of an administrator or until their license becomes valid and so states on the state computer files which are accessible through the Appleton Police Department.
2. All members of the ambulance service shall have a valid CPR Healthcare Provider card. A member may not take call while their CPR card is lapsed.
3. All driving records shall be reviewed annually by the administrator(s).

4. There is no residency requirement, although service members who are on call shall remain within 2 miles of the Appleton Fire Hall.
5. A member wishing to resign from the service shall give written notice a minimum of two weeks prior their resignation.

Organization

1. The Appleton Ambulance Service shall have a president. The president shall be the ceremonial head of the ambulance service, responsible for conducting meetings.
2. The Appleton Ambulance Service shall have a vice president. The vice president shall fulfill the duties of the president in his/her absence. The vice president shall assume the president's position after 1 year.
3. The Appleton Ambulance Service shall have a secretary. The secretary shall be responsible for recording the minutes of each meeting and keep records of past meeting minutes. The secretary shall be responsible for preparing thank-you notes and special occasion notifications.
4. The Appleton Ambulance Service shall have an administrator or co-administrators.
 - a. The administrator shall be elected annually by a majority of a quorum of the AAS.
 - b. The administrator position may be divided between two members who shall share the responsibilities and duties of the position.
 - c. The administrator(s) shall be approved by the Appleton City Council.
 - d. The outgoing administrator(s) shall assist the new administrator(s) for up to 2 months or until such time that the new administrator(s) feel comfortable in performing the administrator requirements.
5. The administrator(s) shall be responsible for:
 - a. filling out and submitting bills for ambulance calls and transfers to the city clerk's office. Each bill is to be submitted within 2 weeks of the service date.
 - b. maintenance and documentation of maintenance of the ambulance vehicles and equipment.
 - c. preparing a capital expenditures list each year for the city council.
 - d. meeting with inspectors for the biennial inspection by the Minnesota Department of Health.
 - e. being the "Designated Officer" to field calls from EMTs regarding exposures to communicable diseases and obtaining the disease status of the source patients in those exposures from the medical facility providing treatment to that patient (in accordance with the Ryan White Care Act)

- f. representing AAS in communications with the city council and city staff.
 - g. supervising the work of the assistants.
6. Five assistant positions will be assigned by the administrator. They will report directly to the administrator and report their time hourly within a special column on the payroll sheet marked "Office."
- a. Supply & Rig Check Assistant shall oversee supplies, including ordering, and making sure monthly rig checks and post-run rig checks are completed. This assistant will also create the schedule for members to conduct the monthly rig checks in which both ambulances are cleaned by the 10th of each month.
 - b. Schedule & Payroll Assistant shall be responsible for submitting the payroll to the city clerk's office for each pay period and will watch over the monthly schedule for accountability of hours. This assistant will be responsible for keeping a record of the pay slips submitted by each member. This assistant will also conduct the calendar scheduling at the end of each monthly meeting.
 - c. Run Report Assistant shall be responsible for run reports and entering them on the MnStar Internet site in a timely manner. This assistant will be responsible for any other reporting as appropriated by the members. This assistant will also be the AAS HIPAA officer.
 - d. Training Officer(s) shall arrange and plan continuing education opportunities for the ambulance service. They shall also keep training records of the training that each service member participates in to fulfill the continuing education requirements established by the Minnesota Department of Health and National Registry of Emergency Medical Technicians. They shall also keep service members apprised of their continuing education requirements.
 - e. ALS Assistant shall be responsible for the part-time ALS day-to-day operations, including liaison with the EMSRB, license requirements and documentation, overseeing appropriate ALS scheduling, and management of ALS supplies.
7. There are no term limits for officers and assistants of AAS, excepting that the vice president shall become the president after one year's service.
- a. The annual election of officers shall take place in December.
 - b. The officers shall be voted for by a majority of the service members present at the scheduled meeting. Voting shall be anonymous. If there are more than two nominees for a position, and none receives a majority, there shall be an instant run-off of the two highest vote getters. All newly elected officers must be approved by the city council.
 - c. The term of the elected officers will begin on Jan. 1 and end on Dec. 31.

8. Any officer or administrator may be removed by majority vote of members present, at a legal meeting. In the event of removal or resignation of an officer, a replacement shall be elected at the next regular meeting of members. At least 51% of the membership must be present in order to conduct an election or removal.
9. For the purpose of holding a legal meeting to conduct business, at least 50% of the membership must be present to reach a quorum.

Scheduling

1. Each monthly meeting shall be held on the 4th Thursday of the month, except when it falls on a holiday. In the case of a holiday, the meeting shall be rescheduled at the preceding month's meeting. All meetings are open to the public.
 - a. The purpose of this meeting shall be to conduct routine business of AAS, and to assign call time for the next month.
 - b. All members are required to attend all monthly scheduled meetings and other service functions or notify the president or administrator(s) prior to the meeting. Failure to do so three times in a calendar year is grounds for dismissal at the discretion of the administrator(s), subject to approval by a majority of AAS members.
 - c. Members who are not eligible to take call must still attend the monthly meetings.
 - d. A shift is 12 hrs in length, going from 0700 hours to 1900 hours or from 1900 hours to 0700 hours. Each shift shall have two EMTs assigned to it.
 - e. Each ambulance service member is required to take one holiday shift per year. Holidays will be assigned by random drawings, from two boxes. The names of members in one, and holidays in the other. Any names not drawn will be carried into the next year's drawing. Drawings for holiday shifts will be held at the December monthly meeting. Each member is responsible for the holiday they draw. Should they be unable to fulfill their obligation, the member shall be responsible to find a replacement for the shift.
 - f. See "Timesheet Guidelines for Appleton Ambulance Service" for designation of pay rates, holidays, and other requirements of scheduling.

Amendments

1. Proposed amendments to the by-laws will be submitted in writing to the secretary for dissemination to the members. The secretary shall distribute proposed amendment changes at the next regularly scheduled meeting. At the next meeting after distribution the membership may vote on the proposed change.
2. These by-laws may be altered, amended, repealed, or added to by an affirmative vote of not less than two-thirds (66%) of the members in attendance at a regular meeting.