

## CHAPTER 37

# AMBULANCE SERVICE

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**37.01 PURPOSE.** The purpose of this chapter is to provide for an Emergency Ambulance Service to preserve and protect the health, safety and welfare of the general public.

**37.02 AMBULANCE SERVICE ESTABLISHED.** There is hereby established an ambulance service owned by the City and known as the Wapello Community Ambulance Service. This service has the authority to equip and/or replace ambulances in the manner agreed upon with the Council.

**37.03 STAFFING.** Personnel of the ambulance service are volunteers who are certified emergency medical care providers and certified drivers and who attend and actively participate in regular or special training drills or programs, as required by law or directed by the Council.

**37.04 BYLAWS; RULES AND REGULATIONS.** The ambulance service shall submit to the Council for approval bylaws and/or rules and regulations for the operation of the service which are in accordance with the Council standards, rules, and regulations and all applicable State and Federal laws, rules, and regulations. The rules and regulations shall include and shall not be limited to provisions governing emergencies having priority over transfers and service being provided outside the City limits. The power, authority, and duties of the ambulance service, performed by the Director unless otherwise designated by the board with the approval of the Council, include:

1. Training. Designating personnel, with Council approval, to attend schools and courses concerned with ambulance service and all reasonably related subjects.
2. Purchase of Equipment. Recommending to the Council the purchase of such equipment as the ambulance service deems necessary for the proper operation of the service.
3. Maintenance of Equipment. Maintaining all vehicles and equipment.
4. Expenditures. Preparing a preliminary budget for the Council's consideration and administering the ambulance service's approved budget in a manner prescribed by the Council for all City departments.
5. Annual Report. Submitting to the Mayor and Council a comprehensive report of the operation of the service and the status of equipment, including a complete equipment inventory, in July of each year.
6. Other. Performing all other acts which are reasonably necessary to the operation of the ambulance service.

**37.05 COMPENSATION.** Operating personnel shall be compensated under the terms of a schedule of compensation to be established by resolution of the Council.

**37.06 AMBULANCE BOARD.** The Ambulance Board shall consist of three (3) members. Those three members shall be selected as follows:

1. Community Protection Committee selected by the Mayor, subject to Council approval, and,
2. All members of the Ambulance Board shall serve without compensation.

**37.07 POWERS AND DUTIES.** The Ambulance Board shall have the following powers and duties:

1. The board shall be responsible for the employment and discharge of ambulance personnel, including disciplinary measures. Employees of the ambulance service shall be covered by the general provisions of the City employment manual as to probationary periods, progressive discipline, grievances, and related matters. Appeals for matters affecting employment shall be directed to the City Council within the time limits set by the City employment policy.
2. The board shall oversee all decisions relating to the day-to-day operation of the ambulance service. Capital expenditures shall be permissible if previously approved by the Council as budgeted items.
3. The board is charged with the organization of the ambulance service, oversight in establishing schedules and insuring adequate staffing and equipment to operate the service. This organization shall include establishing and maintaining a comprehensive safety plan and practice for the ambulance service. Such practice shall include any mandated governmental requirements, any requirements of the City's insurance carriers and such other administrative and legislative requirements as may, from time to time, be instituted.
4. The board shall coordinate a billing practice and procedure for service with the City Clerk. The Clerk shall be responsible for submission of billings and recovering compensations. However, this shall not restrict the Council from delegating or employing outside third-party entities to perform these services.

**37.08 EMPLOYMENT STATUS.** Personnel providing ambulance service are considered to be employees of the City while in the performance of all duties and services reasonably connected with the operation of the service, for the purpose of the application of worker's compensation statutes and for the purpose of the application of liability insurance coverage.

**37.09 WORKER'S COMPENSATION AND LIABILITY INSURANCE.** The City shall purchase sufficient insurance to cover all personnel providing ambulance service under the worker's compensation statutes of the State and shall purchase sufficient insurance to protect the City against loss from damages or public liability resulting from the operation of the service.

**37.10 PROVIDING SERVICE OUTSIDE CITY LIMITS.** The ambulance service is authorized to respond to calls outside the corporate limits of the City and to transport patients to such locations as may be necessary in individual circumstances. The service shall establish policies, subject to Council approval, for response to calls outside the corporate limits, and for the routine transfer of patients.

**37.11 FEES ESTABLISHED.** The fees for service within or without the City shall be established by resolution of the Council at the recommendation of the Director.

**37.12 CALCULATION OF FEES.** The Clerk shall calculate and render bills for ambulance service and all reasonably related services rendered pursuant to the schedule of fees fixed by the Council.

**37.13 PAYMENT OF FEES.** All ambulance service fees and fees and charges for reasonably related emergency services shall be due and payable upon presentation of a statement for said fees and charges to the user and/or recipient of the service and shall be paid to the Clerk. Actions for collection of fees and charges shall be brought in the name of the City, after authorization of commencement of action by the Council in the same manner as other actions by law.

**37.14 DIRECTOR.** The service shall have a Director appointed by the Mayor and approved by the Council. Duties of Director. The Director shall:

1. Command all operations of the service and be responsible for the supervision, care, maintenance and control of all vehicles and equipment of the service.
2. Establish and maintain service rules to carry out the requirements of this chapter. Selection and dismissal of service members shall occur according to the City Personnel Policy.
3. Keep all records or logs necessary or as required by law, make all reports necessary or as required by law and be responsible for the efficient administration of the service.
4. Maintain or cause to be maintained a record of the names, ages, residences and telephone numbers of ambulance service members, and be responsible for training programs, supervision of the service members and scheduling of service members for time of duty or oversee of scheduling duties. Scheduling duties may be assigned to another employee as designated by the Council.
5. Maintain or cause to be maintained records of attendance at training sessions and investigate complaints brought to his or her attention concerning any phase of ambulance service.
6. Supervise the preparation of the ambulance service run report and submit them to the City Council at least once per month.

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