

ANSONIA RESCUE & MEDICAL SERVICES

Statement of purpose; intent.

- A. The City is committed to meeting its responsibility for providing the best in Emergency Medical Services to its citizens and visitors 24 hours a day, 365 days a year. The Ansonia Rescue Medical Services (ARMS) is a municipal Department of the City established as the First Responder (R-1) and Basic Life Support Transporting Ambulance Service (R2) for the City of Ansonia. Ansonia Rescue Medical Services shall be recognized as the Primary Service Area Responder holder for the PSAR-1 and PSAR-2 licenses for the City of Ansonia. ARMS is located at 22 West Main St, Ansonia CT 06401 and maintains a secure Post Office Box #149 at the Ansonia Post Office.
- B. Furthermore, ARMS may provide additional services in supporting other Departments in emergencies through its Special Operations Division. The Department consists of State of Connecticut certified Emergency Medical Responders (EMR) and Emergency Medical Technicians (EMT). Non certified members shall be considered support members for the Special Operations unit.
- C. The Advanced Life Support (Paramedic Level) Primary Service Area Responder license (R5) is held by a regional intercept medic service. This license is currently held by the Valley Emergency Medical Services (VEMS). ARMS and the City of Ansonia each hold a seat on the VEMS Board of Directors. The ARMS seat shall be appointed annually by the Chief of ARMS in accordance with VEMS Bylaws. The City seat shall be appointed annually by the Mayor in accordance with the VEMS Bylaws. The City of Ansonia, by recommendation of the EMS Commission to the Board of Alderman, shall have a contract in place with the PSAR-5 provider at all times. Should VEMS elect to relinquish the PSAR-5 Advanced Level license, the EMS Commission shall be contacted immediately, provide a recommendation to the Board of Alderman for replacement and the Board of Alderman will make a recommendation to the State of Connecticut for the PSAR-5 license.
- D. All vehicles shall operate in accordance with the State of Connecticut, Department of Public Health, Office of Emergency Medical Services regulations. The Chief and EMS Commission, from time to time, determine the fleet requirements.
- E. The City intends to provide this service at the lowest possible cost to our taxpayers. That goal may only be realized by the implementation of a billing policy and procedure that will result in charging a fee for Emergency Medical Services provided through Ansonia Rescue & Medical Services (ARMS) or any other provider used under a Mutual Aid Agreement. The purpose underlying this article is to relieve the annual budget of the cost associated with the delivery of emergency medical services and to provide emergency medical services as required while continuing to preserve, support, and enhance the local EMS system.
- F. It is the intent of the City that the costs (expenses, including depreciation) of providing EMS services to the City of Ansonia users shall be recovered primarily through user charges.

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Operational Structure and Membership.

- A. The Department shall have a career Chief, volunteer Assistant Chief of EMS and volunteer Assistant Chief of Special Operations. The duties of the Chief and Assistant Chief's shall be specified in the Standard Operating Guidelines of the Department.
- B. The Operational Structure and Membership shall be dictated by the ARMS Standard Operating Guidelines and may be changed from time to time with the approval of the Chief.
- C. The EMS Commission, by recommendation to the Board of Alderman, will determine positions and staffing levels in the Department.

Authorization to charge fee; approvals; policies.

The City will charge a fee, as set by the State of Connecticut Office of E.M.S., for providing emergency medical transportation of patients to area hospitals in accordance with all applicable state and federal laws and regulations. The ARMS Chief/EMS Account Executive is authorized to secure all appropriate approvals from the State of Connecticut Office of E.M.S. The ARMS Commission is also authorized to implement the billing policies described herein as efficiently as possible. The ARMS Commission may be required to issue a request for proposals to solicit bids from appropriate billing service providers. Those proposals must be presented to the Board of Alderman for selection of a firm and authorization to enter into a contract.

Billing policy; collection.

- A. The ARMS Commission shall have a billing/collection policy in place at all times. The Commission shall review this policy annually.

EMS Commission.

A. Establishment / Term.

- 1. Member's terms shall be concurrent with the Board of Alderman and shall conduct all meetings in accordance with state law and Robert's Rules of Order amended.

B. Responsibilities.

- 1. To develop and activate a long-range capital improvement/capital equipment plan that will satisfy the needs of providing emergency medical services for the City.
- 2. To develop, in conjunction with the City administration, the ARMS operating budget for recommendation to the Board of Alderman.
- 3. To annually review the emergency medical transport fee structure in conjunction with the State of Connecticut statutes pertaining to ambulance fees, for recommending changes to the fee structure to the Board of Alderman.
- 4. To review requests for funding that were not included in the adopted budget and refer requests to the Board of Alderman with a recommended action.

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5. The commission shall direct and conduct all expenditures of funds, shall establish nonoperational administrative policy, and shall administer all ambulance services in the City.
6. The commission shall have control of all the property of said service, shall develop programs to increase the efficiency of said ambulance service and shall submit necessary quarterly and annual reports in regard to said service. The commission shall have such other and further powers as provided for by local and state laws.
7. The commission may employ a secretary or may designate one of its members to act as such. The secretary shall keep the minutes of the commission's proceedings, shall be custodian of all papers pertaining to the business of the commission and shall perform such other duties as the commission shall prescribe.

C. Membership.

1. Three Board of Alderman Members appointed by the Mayor, one of whom shall be designated as the Commission Chairman.
2. The ARMS Chief/EMS Account Executive, Assistant Chief of EMS and Assistant Chief of Special Operations.
3. The Mayor, or his/her designee, shall be a nonvoting ex-officio member.

Annual budget.

- A. The ARMS Commission shall present a budget of all proposed expenditures and estimated revenues to the Mayor in accordance with the normal budget calendar provided by the Mayor's office.
- B. The Commission shall allocate funds according to the following priorities:
 - a. EMS personnel, equipment, supplies, vehicles, training, volunteer benefits.
 - b. Capital equipment.
 - c. Capital improvement.
 - d. Appropriation, not to exceed \$15,000 annually, to the Ansonia Civil Defense & Rescue Association Inc.