



**CITY OF THORNE BAY
ORDINANCE 20-06-02-02**

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF THORNE BAY, ALASKA, - AMENDING TITLE 2-ADMINISTRATION AND PERSONNEL; SECTION 2.38-EMERGENCY SERVICES DEPARTMENT; RENUMBERING OF SECTIONS 2.38.010 – 2.38.050; AND ADDING THE POSITION OF AN EMERGENCY SERVICES COORDINATOR

BE IT ENACTED BY THE CITY COUNCIL FOR THE CITY OF THORNE BAY, ALASKA

Section 1. Classification. This ordinance is of a general and permanent nature, the chapter and section hereby amended shall be added to the Thorne Bay Municipal Code.

Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstances is held invalid, the circumstances shall not be affected thereby.

Section 3. Amendment of Section. The title and chapters of Title 2 – Administration and Personnel, Chapter 2.38 Emergency Services Department, Renumbering of Sections 2.38.010 – 2.38.050; and adding the position of Emergency Services Coordinator; are hereby amended and added to the Thorne Bay Municipal Code.

Section 4. Effective Date. This ordinance shall become effective upon adoption.

PASSED AND APPROVED June 2, 2020


6-3-20
Lee Q. Burger, Mayor

ATTEST:


Teri Feibel, CMC

[Introduction: May 26, 2019]

[Public Hearing: June 2, 2020]

CHAPTER 2.38 - EMERGENCY MEDICAL SERVICES DEPARTMENT

2.38.010 DEPARTMENT ESTABLISHED.

~~2.38.015 STIPEND.~~

2.38.015 EMS COORDINATOR-APPOINTMENT AND ACCOUNTABILITY
SUBSECTIONS A & B

~~2.38.020 EMS MEMBERS--APPOINTMENT/DISCHARGE.~~

2.38.020 DUTIES OF THE EMS COORDINATOR.

2.38.025 EMS MEMBERS--APPOINTMENT/DISCHARGE.

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CHAPTER 2.38 - EMERGENCY MEDICAL SERVICES DEPARTMENT

2.38.010 DEPARTMENT ESTABLISHED.

There shall be an emergency medical services department (hereinafter EMS) for the city. AN EMS COORDINATOR ~~rescue captain~~ shall be department head and administer the EMS. The Chief Administrator shall supervise the department.

(Ord. 91-19 §4(part), 1991; Ord. 90-02 §5(part), 1990)

~~2.38.015 STIPEND.~~

~~The rescue captain shall receive a monthly stipend for department administrative tasks. The rescue captain shall receive a monthly stipend to be determined by the council.~~

~~(Ord. 04-02-05-03 §4, 2004)~~

2.38.015 EMS COORDINATOR APPOINTMENT AND ACCOUNTABILITY.

- A. THE EMS COORDINATOR SHALL BE APPOINTED BY THE MAYOR AND SUBJECT TO CONFIRMATION BY THE CITY COUNCIL. THE EMS COORDINATOR SHALL BE TECHNICALLY QUALIFIED BY TRAINING AND EXPERIENCE AND SHALL HAVE ABILITY TO COMMAND THE SQUAD AND HOLD THEIR RESPECT AND CONFIDENCE. THE COORDINATOR IS AN AT-WILL POSITION AND MAY BE REMOVED AT ANY TIME BY THE COUNCIL. THE COORDINATOR SHALL REPORT TO AND TAKE DIRECTION FROM THE CITY ADMINISTRATOR.
- B. THE EMS COORDINATOR SHALL BE HELD ACCOUNTABLE FOR THE THORNE BAY EMS SQUAD ONLY AND SHALL MAKE WRITTEN AND VERBAL REPORTS AS THE COUNCIL MAY REQUIRE. ALL EMS VOLUNTEERS AND OR PERSONNEL SHALL BE ACCOUNTABLE TO THE EMS COORDINATOR ONLY, AND SUBJECT TO REMOVAL BY THE COORDINATOR.

~~2.38.050 EMS RESPONSIBILITIES.~~ 2.38.020 DUTIES OF EMS COORDINATOR.

- A. The EMS shall have broad responsibilities for emergency medical response.
- B. The responsibilities of the ~~rescue captain~~ EMS COORDINATOR shall include, but are not limited to, the following:

~~1. Rescue Operations: Department personnel shall respond and assist when such need arises.~~

~~2. Miscellaneous City Emergencies: Department Personnel may be requested to volunteer to respond and assist in coping with any emergency situation.~~

1. ~~3.~~ Determine the organization of the EMS AND BE RESPONSIBLE FOR:
 - i. FACILITATING EMERGENCY SERVICES FOR THE CITY OF THORNE BAY,
 - ii. RECRUIT, AND MAINTAIN READINESS OF EMERGENCY SERVICES PERSONNEL AND EQUIPMENT;

- iii. CREATE AND MANAGE SCHEDULES FOR ON-CALL EMERGENCY MEDICAL RESPONDERS, AMBULANCE DRIVERS AND DISPATCHERS.
 - iv. PLAN, DEVELOP, DIRECT, AND EVALUATE EMERGENCY SERVICES AND EMERGENCY RESPONSES PROGRAMS.
 2. ~~4.~~ Make monthly ~~oral~~-reports to the council at a regular council meeting THE FOLLOWING:
 - i. THE CONDITION OF THE APPARATUS AND EQUIPMENT;
 - ii. THE NUMBER OF EMS CALLS DURING THE MONTH,
 - iii. THE NUMBER AND PURPOSE OF ALL OTHER RUNS MADE; AND
 - iv. THE NUMBER OF MEMBERS RESPONDING TO EACH MEDICAL EMERGENCY OR OTHER RUN; AND
 - v. ANY CHANGES IN MEMBERSHIP.
3. ~~5.~~ Establish, abide by, maintain and enforce standard operating procedures (SOPs) that are specifically for the effective and successful operation of the EMS:
 - i. SOPs may cover such items as training, drills, discipline, rules and regulations that are particularly characteristic of the EMS and its functions.
 - ii. SOPs shall not conflict with city ordinances and regulations. If a SOP conflicts with an administrative publication the subject matter shall be submitted to the council for solution of the conflict.
 - iii. New SOPs and proposed changes to current SOPs shall be discussed by the ~~rescue captain~~ EMS COORDINATOR with the department staff. After the discussion the ~~rescue captain~~ EMS COORDINATOR shall make the final decision on the text of the new or changed SOP.
 - iv. SOPs shall be kept current. As part of the ~~rescue captain~~ EMS COORDINATOR's regular monthly report to the council new SOPs or changes to existing SOPs shall be orally recited.
 - v. Copies of SOPs and all changes to them shall be filed with the city administration. A file of SOPs shall be maintained in city hall for reference.
4. CONDUCT, AT LEAST ONCE A MONTH:
 - i. SUITABLE DRILLS OR INSTRUCTION IN THE OPERATION AND HANDLING OF
 - a) EQUIPMENT,
 - b) FIRST AID AND RESCUE WORK, AND
 - c) ALL OTHER MATTERS GENERALLY CONSIDERED ESSENTIAL TO GOOD EMERGENCY SERVICES PRACTICES AND SAFETY OF LIFE AND PROPERTY.
5. COORDINATE CONTINUING EDUCATION PROGRAMS FOR PUBLIC SAFETY OFFICIALS, INCLUDING FIRE, EMERGENCY SERVICES, AND SUMMER SEASONAL PERSONNEL.
6. PREPARE APPROPRIATE GRANT APPLICATIONS AND ADMINISTER GRANTS FOR THE EMERGENCY SERVICES DEPARTMENT;

7. ~~6.~~ Administer the care and maintenance of EMS property and keep the required inventory record of such property.
8. **MAINTAIN EMERGENCY SERVICES DEPARTMENT RECORDS, INCLUDING PERSONNEL RECORDS, CERTIFICATIONS, PATIENT CARE REPORTS, AMBULANCE BILLING RECORDS, AND EQUIPMENT INVENTORIES.**
9. **ENSURE THAT COMPLETE RECORDS ARE KEPT OF ALL CALLS, INSPECTIONS, APPARATUS AND MINOR EQUIPMENT, PERSONNEL, TRAINING, AND OTHER INFORMATION ABOUT THE WORK OF THE DEPARTMENT. RECORDS CONTAINING PATIENT INFORMATION SHALL BE STORED AND SECURED IN COMPLIANCE WITH STATE AND FEDERAL LAW.**
10. ~~7.~~ Annually, when requested by the chief administrator, submit a proposed EMS budget for the next fiscal year. The ~~rescue captain~~ **EMS COORDINATOR** shall be consulted about any changes to be made to his proposed budget before it is finalized by the chief administrator.
11. ~~8.~~ Ensure that the EMS meets all pertinent state and federal regulations and laws.
(Ord. 91-19 § 4(part), 1991: Ord. 90-02 § 5(part), 1990)

2.38.025 ~~(2.38.020)~~ EMS MEMBERS--APPOINTMENT/DISCHARGE.

- ~~A. The rescue captain shall be appointed by the Chief Administrator subject to approval by the council. His term of office is unlimited as long as his performance of duties and his conduct are satisfactory as judged by the chief administrator. For just cause and upon the recommendation of the chief administrator, the council may remove him from the position of rescue captain or may discharge him from the EMS.~~
- A.** Staff members shall be recommended by the **EMS COORDINATOR** ~~rescue captain~~ and approved by the chief administrator. For just cause any staff member may be discharged by the chief administrator. The rescue captain shall be consulted prior to the discharge of any staff member.
- B.** If the city is financially unable to staff the EMS with the necessary salaried employees, volunteers shall be utilized. Whether the EMS is composed of salaried employees, non-salaried volunteers or a combination of salaried employees and non-salaried volunteers, it shall be administered by the **EMS COORDINATOR** ~~rescue captain~~ under the supervision of the chief administrator.
- C.** Within the EMS the **EMS COORDINATOR** ~~rescue captain~~ may establish staff responsibilities and titles and make promotions but such actions that involve a salaried employee or regular compensated volunteer shall require prior approval of the chief administrator. All EMS salaried or volunteers shall be considered "project employees" pursuant to Chapter 2.24.030 of the Thorne Bay Municipal Code.

(Ord. 91-19 §4(part), 1991: Ord. 90-02 §5(part), 1990)

2.38.030 VOLUNTEER ASSOCIATION.

- A. IN THE ABSENCE OF AN EMS COORDINATOR, THERE MAY BE ESTABLISHED A VOLUNTEER ASSOCIATION OF THE EMS. Volunteer EMS staff members may organize into a volunteer association elect their own association officers and establish their own association by-laws. However, all association activities pertaining to city duties shall be administered by the **EMS COORDINATOR** ~~rescue captain~~ and shall comply with the terms of this chapter.
- B. The volunteer association may purchase with its own fund's items of personal property and the use of such property shall be controlled by the association but shall not conflict in use or purpose with EMS property of the city nor with any established regulations or procedures of the city. (**ORDINANCE 20-06-02-02, Prior** -Ord. 91-19 §4(part), 1991: Ord. 90-02 §5(part), 1990)

~~2.38.042~~ 2.38.040 SERVICE FEES.

Service fees to be charged for emergency medical services and supplies, shall be as set forth in the most current EMS fee schedule adopted and approved by resolution of the city council and incorporated herein by reference.

(Ord. 96-09 § 4, 1996)

~~2.38.040~~ 2.38.050 COMPENSATION.

Upon the recommendation of the Chief Administrator the council may approve compensation to reimburse volunteers who, while on emergency medical duty, training assignments or other required EMS activities, if personally purchased disposable medical supplies are damaged in use, compensation may be allowed if the use was pre-approved by the **EMS COORDINATOR** ~~rescue captain~~.

(Ord. 91-19 § 4(part), 1991: Ord. 90-02 § 5 (part), 1990)