



BOISE COUNTY

RESOLUTION #2016-04

A BOISE COUNTY RESOLUTION ESTABLISHING AN OPERATION PLAN FOR EAST BOISE COUNTY AMBULANCE DISTRICT

WHEREAS, the Board of Boise County Commissioners, in their capacity as the Governing Board of the East Boise County Ambulance District (EBCAD), has determined it necessary to amend the Operation Plan for its ambulance service; and

WHEREAS, the Advisory Board, and each individual East Boise County Ambulance District Unit, have had an opportunity to be heard and to suggest inclusion or deletion of certain proposed structure, policies and procedures; and

WHEREAS, the Board of Commissioners recognizes that an amended policy and procedure plan for EBCAD serves to provide direction for the ambulance program in East Boise County, by defining the role of the various participants and establishing the expectations of the Governing Board and Operating Board for the ambulance program and its members, and to clarify members' individual roles in the program; and

WHEREAS, the Board of Commissioners, in their capacity as the Governing Board of EBCAD, intends to rescind and replace the Standard Operating Procedures, pages 1 through 16, as adopted by Resolution #2013-39;

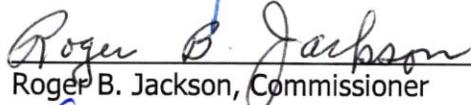
NOW THEREFORE, BE IT HEREBY RESOLVED that the East Boise County Ambulance District Operation Plan is hereby adopted as the governing document for the operation of the volunteer ambulance program within Boise County, to the extent there are conflicting provisions, the Operation Plan shall take precedence over any other existing EBCAD policies, rules or procedures;

APPROVED and ADOPTED by the Board of County Commissioners at their regular meeting on this 8th, day of December, 2015.

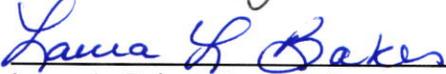
BOARD OF COUNTY COMMISSIONERS



Alan D. Ward, Chairman

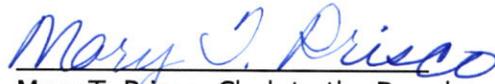


Roger B. Jackson, Commissioner



Laura L. Baker, Commissioner

Attest:



Mary T. Prisco, Clerk to the Board



EAST BOISE COUNTY AMBULANCE DISTRICT

OPERATION PLAN

The Operation Plan (“Op’s Plan”) is intended to help East Boise County Ambulance District (“EBCAD”) operate in a uniform manner. This Plan shall be developed by the EBCAD Director of Operations with input of the EBCAD Governing Board, the EBCAD Operating Board and from the EBCAD ambulance units. The final version and any amendments thereto shall, by resolution, be adopted by the EBCAD Governing Board. To the extent there are conflicting provisions, this Plan shall take precedence over any other policies, rules or procedures adopted by EBCAD or its operating units. Unit policies may be more restrictive but shall not inhibit member participation or restrict ambulance operations that are otherwise allowed by State law, this Plan, or EBCAD rules.

1. **NAME:** The name of the organization shall be East Boise County Ambulance District (EBCAD), as formed under Title 31, Chapter 39 of the Idaho Code.
2. **MISSION STATEMENT:** East Boise County Ambulance District will enhance the quality of life in the communities it serves by providing the highest quality of pre-hospital care, transportation, rescue and extrication for the sick and injured, thus improving medical outcomes. This mission will be accomplished through the cooperation and collaboration of individual providers, their units, the EBCAD Medical Director, the EBCAD Operating Board, The EBCAD Director of Operations and the EBCAD Governing Board in an environment that focuses on the safety and professional competency of all members in pursuit of efficient utilization of available resources.
3. **EAST BOISE COUNTY AMBULANCE DISTRICT BOUNDARY:** The service area shall include the East Boise County Ambulance District^{1,2}, any federal or state owned lands and roads adjacent to EBCAD, other ambulance service areas in Boise County needing assistance, and any area in another county covered by a Mutual Aid Agreement as authorized by the EBCAD Governing Board.
4. **PURPOSE:** The purpose of the organization shall be as follows:
 - A. To provide professional, competent and timely ambulance service to citizens and visitors of East Boise County.
 - B. To promote rural Emergency Medical Service (“EMS”) in the East Boise County Ambulance District, in the State of Idaho, and to educate the public concerning this service.

¹ Legal description available through Boise County Clerk’s Office or EBCAD secretary.

² County Profile and Map: <http://www.healthandwelfare.idaho.gov/Portals/0/Medical/EMS/Boise.pdf>



C. To promote good relations and cooperation between local and State EMS and the medical community.

5. **ORGANIZATION:** East Boise County Ambulance District is composed of the EBCAD Governing Board, the EBCAD Director of Operations, the EBCAD Operating Board, the EBCAD Medical Director, and the Drivers and EMT's assigned to the EBCAD units.

6. **THE EBCAD GOVERNING BOARD:**

A. Composition: The EBCAD Governing Board ("Governing Board") shall be comprised of the three Boise County Commissioners as required by I.C. 31-3908(3).

B. Duties: The Governing Board shall have the following duties and responsibilities:

(1) **Annual EBCAD Budget:** The Governing Board shall have final approval authority over the annual EBCAD budget. The Governing Board shall review, amend and approve the proposed annual budget as submitted by the EBCAD Director of Operations.

(2) **Annual EBCAD Budget Hearing and Approval:** Notice of the EBCAD budget hearing meeting shall be posted at least ten (10) full days prior to the date of said meeting, in at least one (1) conspicuous place within the East Boise County Ambulance District; a copy of such notice shall also be published in a daily or weekly newspaper published within the ambulance district, in one (1) issue thereof, during such ten (10) day period. The place, hour and day of such budget hearing shall be specified in said notice, as well as the place where such budget may be examined prior to such hearing. A full and complete copy of such proposed budget shall be published with, and as a part of, the publication of such notice of hearing.

The proposed budget shall be available for public inspection from and after the date of the posting of notices of hearing as in this section provided, at such place and during such business hours as the Governing Board may direct.

(3) **EBCAD Budget Hearing Attendance:** The EBCAD Director of Operations shall attend the budget hearing and explain the proposed budget and hear any and all objections thereto.



- (4) **EBCAD Fiscal Year:** The EBCAD fiscal year shall commence on the first day of October of each calendar year and end on the last day of September of the following year.

- (5) **Personnel Matters:** The Governing Board shall only act as the final administrative authority for any personnel decisions by the DOO and the Operating Board appealed by an employee for reconsideration. No such employee appeal shall be heard by the Governing Board unless the matter has first been decided upon by the DOO.

- (6) **Litigation Decisions:** The Governing Board shall have final authority over any decisions related to the commencement or resolution of litigation involving EBCAD.

- (7) **Authority:** Per Idaho Code 31-3903, the Governing Board has ultimate authority over EBCAD. Including, but not limited to, the purchase or lease of real property and the construction of buildings necessary in connection with said service, to acquire necessary equipment for the operation and maintenance of said service, and to pay necessary salaries. Accordingly, any authority or responsibility not specifically cited herein shall vest with the Governing Board unless specifically delegated.

- 7. **The EBCAD MEDICAL DIRECTOR:** A physician, licensed in the State of Idaho, shall serve as Medical Director for EBCAD. The Medical Director shall serve under a written agreement with the Governing Board consistent with Idaho State EMS Guidelines and EMS Physician Commission Standards. The Medical Director shall provide and approve all standards of care, medical protocols and the medical supervision plan for EBCAD. The medical supervision authority granted to the Medical Director shall include the authority to make final decisions regarding medical policy and retention of volunteers based upon medical competency.

- 8. **The EBCAD DIRECTOR of OPERATIONS:** An EMT, licensed by the state of Idaho, shall serve as the EBCAD Director of Operations “DOO”. The DOO shall be hired by the Governing Board with input from the EBCAD Operating Board and the Medical Director.

The primary function of the DOO is to manage and implement the daily and long-term direction of EBCAD.



- A. **Reporting:** The DOO works under the direct supervision of the Governing Board and the Medical Director, with significant leeway granted for the exercise of independent judgment and initiative.
- B. **Duties and Responsibilities:** In conjunction with activities spelled out in the EBCAD Director of Operations Job Description, The DOO shall be responsible for the following key activities;
- (1) **Annual EBCAD Budget:** The DOO shall prepare the annual EBCAD budget. Significant input from the EBCAD Operating Board shall be included. The budget shall be finalized and submitted to the Governing Board on or before the 3rd Monday in May of each fiscal year.
 - (2) **Personnel Matters:** The DOO, in consultation with the EBCAD Operating Board and Medical Director, shall act as the administrative authority over all employee decisions. This shall include, but not be limited to; hiring, compensation, benefits, termination, grievance or other personnel decisions. The EBCAD Operating Board shall give guidance to the DOO. Grievances shall be heard by the DOO, with significant input of the Operating Board, prior to being appealed to the Governing Board. The DOO, in consultation with the EBCAD Operating Board, shall act upon personnel issues involving unit volunteers that cannot be resolved at the unit level. Notwithstanding the right of individual units to make personnel decisions or policies as provided in Section 11(E) of this Plan, the EBCAD Operating Board shall provide input to the DOO over volunteer qualifications and fitness for service.
 - (3) **Hiring of EBCAD Officers:** The DOO, in consultation with the EBCAD Operating board and the EBCAD Medical Director, shall act as the administrative authority over all hiring of EBCAD Officers. A Personnel Officer, and Logistics Officer shall be hired through a general application process and approval of the EBCAD Operating Board. The hiring of the DOO will be conducted by the Governing Board with significant input from the EBCAD Operating Board and the Medical Director.
 - (4) **Policy Definition:** The DOO, in consultation with the EBCAD Operating Board and the Medical Director, shall have final authority over all policy definitions. Such policies and procedures shall include, but not be limited to; medical standards,



patient handling, personnel, scheduling, Emergency Medical Technician (“EMT”) training, transportation, communications and technology.

- (5) **Financial Management:** The DOO, in consultation with the EBCAD Operating Board, shall be responsible for receiving, managing and expending annual budget funds for the operation of EBCAD. The DOO shall be authorized to spend up to \$2,500 without approval on necessary operational expenditures. Any proposed expenditures outside of the approved annual budget must be submitted to the Governing Board for approval.
- (6) **Business Management:** With the exception of EBCAD purchases or leases of real property and the construction of buildings, the DOO, in consultation with the EBCAD Operating Board, shall be responsible for managing the business affairs of EBCAD within the approved budget. This responsibility may include, but not be limited to:
 - (a) Appointing a Purchasing Agent to buy supplies for EBCAD and sign vouchers;
 - (b) Appointing or contracting with an Accounts Payable Agent to oversee bill submission and payment for units and members;
 - (c) Arranging for ambulance and medical billing services;
 - (d) Arranging for administrative duties;
 - (e) Recommending an EBCAD fee schedule for services to be approved by the Governing Board;
 - (f) Recommending an EBCAD fee schedule, to be approved by the Governing Board, for ambulance response outside Boise County when a patient is not transported;
 - (g) Approving all expenditures per EBCAD purchasing policy;
 - (h) Overseeing grant applications and awards;
 - (i) Appointing any temporary EBCAD committee to address specific issues;
 - (j) Adopting rules and regulations necessary to implement the operating duties of EBCAD;



- (k) Adopt and amend forms, standards or policy documents necessary for the operation of EBCAD, including but not limited to a/an; drug policy, infection control plan, training reimbursement contract, volunteer interview record, rider observer procedure, under age release form and fee schedules, subject to any applicable statutory notice or hearing requirements;
- (l) The DOO shall reasonably ensure 24/7 coverage of the EBCAD District, specifically focused on the Boise Basin.

- (7) **Compliance:** The DOO, in consultation with the Medical Director, shall be responsible for overseeing the compliance of EBCAD with all governmental and industry training standards, licensure and certification for EBCAD, EBCAD staff and unit volunteers.
- (8) **Unit Management:** The DOO shall be responsible for coordinating and maintaining the working relationship with the EBCAD units, their supporting non-profit corporations and individual volunteers presently located in Lowman, Idaho City, Placerville and Mores Creek.
- (9) **Continuity of Service:** The DOO, in consultation with the EBCAD Operating Board, shall be responsible for managing and assuring that ambulance service and medical emergency response occurs with continuity within the EBCAD jurisdiction. This responsibility shall include coordinating with Boise County Dispatch, State Communications and any other emergency service system.

9. THE EBCAD OPERATING BOARD:

- A. **Composition:** The EBCAD Operating Board "Operating Board" shall be comprised of the Clinical Operations Officer ("COO") from each EBCAD unit and the Medical Director. The DOO, County Emergency Management Coordinator, a citizen-at-large and a Boise County Commissioner may meet with the Operating Board to serve in non-voting, advisory capacities. In the event a Unit COO is unable to attend a meeting, the unit's Personnel Compliance Officer "PCO" shall appear on behalf of the absent COO. The citizen-at-large shall be appointed by the Operating Board, in consultation with the DOO.



B. Duties: The Operating Board shall have the following duties and responsibilities:

- (1) **Annual EBCAD Budget:** The Operating Board shall assist in preparing the annual EBCAD budget. The budget shall be finalized and submitted to the Governing Board on or before the 3rd Monday in May of each financial year.

- (2) **Personnel Matters:** The Operating Board, shall provide input about employee decisions to the DOO. This shall include, but not be limited to; hiring, compensation, benefits, termination, grievance or other personnel decisions. The Operating Board shall give guidance to the DOO. The Operating Board, in consultation with the EBCAD DOO, shall act upon personnel issues involving unit volunteers that cannot be resolved at the unit level. Notwithstanding the right of individual units to make personnel decisions or policies as provided in Section 11(E) of this Plan, the Operating Board shall provide input to the DOO over volunteer qualifications and fitness for service.

- (3) **Hiring of EBCAD Officers:** The Operating board will be involved and provide significant input to the DOO for the hiring of EBCAD Officers. A Personnel Officer, and a Logistics Officer shall be hired through a general application process and approval of the Operating Board. The Hiring of the EBCAD Director of Operations will be conducted by the Governing Board with significant input from the Operating Board and the Medical Director.

- (4) **Policy Definition:** The Operating Board shall provide significant input to the DOO on policies and policy definitions. Such policies and procedures shall include, but not be limited to; medical standards, patient handling, personnel, scheduling, Emergency Medical Technician (“EMT”) training, transportation, communications and technology.

- (5) **Financial Management:** The Operating Board shall be involved with the managing and expending of the annual budget funds for the operation of EBCAD. Any proposed expenditures outside of the approved annual budget must be submitted to the DOO.

- (6) **Business Management:** With the exception of EBCAD purchases or leases of real property and the construction of buildings, the Operating Board shall provide



input to the DOO for managing the business affairs of EBCAD within the approved budget. This may include, but not be limited to:

- a) Recommending a Purchasing Agent to buy supplies for EBCAD and sign vouchers;
- b) Recommending or contracting with an Accounts Payable Agent to oversee bill submission and payment for units and members;
- c) Recommending ambulance and medical billing services;
- d) Recommendations for administrative duties;
- e) Recommending an EBCAD fee schedule for services to be approved by the Governing Board;
- f) Recommending an EBCAD fee schedule, to be approved by the Governing Board, for ambulance response outside Boise County when a patient is not transported;
- g) Recommending expenditures per EBCAD purchasing policy;
- h) Recommending the appointment of any temporary EBCAD committee to address specific issues;
- i) Recommending the adoption of rules and regulations necessary to implement the operating duties of EBCAD;
- j) Recommend the adoption and amend forms, standards or policy documents necessary for the operation of EBCAD, including but not limited to a/an; drug policy, infection control plan, training reimbursement contract, volunteer interview record, rider observer procedure, under age release form and fee schedules, subject to any applicable statutory notice or hearing requirements.

(7) **Unit Management:** The Operating Board shall be responsible for assisting with coordinating and maintaining the working relationship with the EBCAD units, their supporting non-profit corporations and individual volunteers presently located in Lowman, Idaho City, Placerville and Mores Creek.

(8) **Continuity of Service:** The Operating Board shall be responsible for assisting and assuring that ambulance service and medical emergency response occurs with continuity within the EBCAD jurisdiction.

C. Operational Board Voting:



- (1) **Quorum:** A quorum of the Operating Board shall consist of a majority of the voting members.
- (2) **Chair:** The Operating Board shall annually elect an Operating Board member to serve as the Chair. A person elected to serve as Chair shall serve in such capacity for no more than two consecutive annual terms.
- (3) **Voting:** Each Operating Board member shall have one vote. In the event a unit COO is unable to attend a meeting and is being represented by the PCO from the same unit (as provided in section 8A above), the PCO shall have the authority to cast the respective COO's vote.

D. **Open Meetings:** The meetings of the Governing Board and the Operating Board shall be governed by the Idaho open meeting law³. Regular meetings of the Operating Board shall be held monthly at a regular day and time selected by the Operating Board.

10. EBCAD Operating Officers⁴:

- A. **Director of Operations ("DOO"):** The DOO is the EBCAD Officer responsible for all EBCAD operations and overseeing EBCAD units under the direction of the Governing Board and the Medical Director. The DOO shall serve as the designated operations point-of-contact for the Operating Board and the Governing Board. The DOO shall provide or present a monthly EBCAD operations report to the Governing Board at a public meeting of the Governing Board. At least once a quarter, the DOO shall include a financial report in the monthly presentation to the Governing Board.
- B. **Personnel Officer ("PO"):** The PO is the EBCAD officer responsible for all EBCAD scheduling and personnel matters under the direction of the DOO.
- E. **Logistics Officer ("LO"):** The LO is the EBCAD officer responsible for maintaining EBCAD vehicles, facilities, and equipment under the direction of the DOO.
- F. **Officer/Employee Status:** All EBCAD Officers, employees and volunteers are "at will" in their service capacity.

11. EBCAD UNITS:

- A. **Officers:** Each EBCAD unit shall annually elect the following officers whose positions and duties are hereby described as:

³ Idaho Statutes: Chapter 23, Title 67, Sections 67-2340 through 67-2345

⁴ See specific job descriptions attached.



- (1) **Clinical Operations Officer (“COO”)**: The officer designated or elected by each EBCAD unit as the point of contact and coordinator for clinical incident management; continuing quality assessment and improvement; coordination of training opportunities for unit members in coordination with the DOO; conduct unit meetings, infection control training/compliance and provide unit representation at EBCAD Board meetings. This position must be held by an active, state licensed EMT.
- (2) **Personnel Compliance Officer (“PCO”)**: The officer designated or elected by each EBCAD unit as the point of contact and responsible for personnel scheduling, member recruitment and shift coordination. The PCO may serve as alternate to the COO at Operating Board meetings. Specific duties of this position (such as scheduling) may be delegated to a designee who reports directly to the PCO.
- (3) **Logistics Officer (“LO”)**: The officer or driver, designated or elected by each EBCAD unit as the point of contact and coordinator for general equipment maintenance, including but not limited to: communications; routine ambulance upkeep and servicing; Idaho EMS Bureau Minimum Equipment List compliance; and EBCAD owned equipment assignment and inventory.

Additional unit positions may be designated or elected based on the unit’s individual needs. To the extent there are volunteers willing to serve or replace existing officers, unit officers shall be limited to no more than two consecutive annual terms in order to promote a rotation in EBCAD leadership.

- B. Meetings: EBCAD unit meetings shall be held at least monthly at a time determined by each unit.
- C. Membership: Unit Members, in good standing, shall be defined as volunteers who have taken 24 hours of call in each month for six consecutive months and should attend at least one unit meeting per quarter. Persons out of compliance and/or on leave of absence have no unit voting privileges. Participation or membership in EBCAD supporting corporations (i.e. 501(c) (3) organization) does not provide a person with membership in an EBCAD unit. Membership in EBCAD units is limited to those individuals meeting the service, training and certification requirements provided in this Plan.
- D. Notification: Within ten days of EBCAD unit officer elections, a list of all unit officers and any appointed coordinators shall be submitted to the EBCAD DOO.
- E. Personnel Management: Each unit shall manage its own volunteers for purposes of scheduling, training and general personnel management. All volunteer retention decisions, related to qualifications or fitness for service, shall be referred to the DOO, accompanied by a recommendation by the unit. All decisions related to volunteer



retention, based upon questions of medical competence, shall be referred to the Medical Director through the DOO.

F. Unit Supporting Organizations: EBCAD units are encouraged to maintain a positive relationship with historical organizations (i.e. pre-existing 501(c) (3) corporation) that pre-date EBCAD, as well as any supporting or auxiliary organizations later formed. Private, community support of the emergency services provided by EBCAD is vital to the continuation of available emergency service in East Boise County. Supporting organizations and their members are encouraged to raise funds, provide helpful services (e.g. maintain database of training hours or certification, assist with unit inventory, provide necessary ambulance equipment), or otherwise support the EBCAD unit. EBCAD has no control or governance over these private supporting organizations. It is recommended that a supporting relationship between EBCAD and a private corporation/organization should be memorialized in a written cooperative agreement. A record of all donations of equipment, funds, and/or supplies shall be documented and kept as records for 5 years.

12. EMS MEMBERSHIP

A. Administration: Only the EBCAD Director of Operations, Personnel Officer or Medical Director shall submit affiliation, status change, and/or termination documentation for EBCAD EMS volunteers to the Idaho State EMS Bureau.

B. Member Status: All members, except as otherwise provided by this policy, or as required by law, or pursuant to a written contract approved by the Governing Board, are “at will” in their service capacity. This means that a members’ eligibility status can be revoked by the DOO or the Medical Director, in cases of medical competence, at any time for any reason.

C. Application and Pre-screening:

(1) EMS volunteers shall complete and submit an EBCAD volunteer application to the EBCAD Personnel Officer or the Unit COO. All EMS volunteers shall be on probationary status during the first 6 (six) months. Volunteers shall not be eligible for reimbursement of training fees during the six month probation period⁵. Training fees are identified as training fee’s to include CE’s obtained outside of the EBCAD system and uniform allowances. Excluded from this provision are meal reimbursements and training issues that would allow the volunteer to be an active participant in the EMS system such as CPR.

⁵ Refer to: East Boise County Ambulance District Medical Supervision Plan



- (2) The EBCAD Personnel Officer and/or Unit Personnel Compliance Officer shall conduct a pre-screening interview with each EMS volunteer applicant, which may from time to time, be revised by the DOO.
- (3) Prospective volunteer drivers must complete an EBCAD volunteer application. The PCO shall submit driver's names, driver's license numbers and dates of birth to the Idaho Transportation Department for a record review. Based on the record, the DOO shall determine eligibility into the program according to the written protocol. Prospective members shall also receive a background investigation through the Boise County Sheriffs' Office or Idaho State Police

D. EBCAD Specific EMS Standards:

- (1) EMS volunteers must follow standard operating procedures, protocols, written standing orders and other documents to meet the objectives of EBCAD.
- (2) EMS volunteers must respond to all ambulance calls received during his/her shift or arrange proper coverage prior to such calls. The volunteer driver must not precede the EMT to the scene with the ambulance.
- (3) EMS volunteers shall attend at least one unit meeting per quarter.
- (4) EMS volunteers (EMTs, Emergency Medical Responders/"EMRs" and Drivers) must maintain professionalism in dress and conduct while on call or representing their units.
- (5) EMS volunteers must drive the emergency vehicle(s) safely according to statutes, rules and regulations of the State of Idaho and the standards of this Operation Plan.
- (6) EMS volunteers must follow direct orders of the Lead EMT. The Lead EMT is the individual on call who assumes care of the patient.
- (7) EMS volunteers shall be subject to "for-cause" and "random" drug testing⁶.

E. Mandatory Call: All active EMS volunteers shall be required to serve a minimum of 24 hours of call each month. The ambulance unit must be in service for "on call" hours to be creditable.

F. Leave of Absence: A Leave Of Absence (LOA) may be granted to an individual only upon written request to the unit COO. LOA's shall not normally be granted for a

⁶ See EBCAD Medical Supervision Plan, Drug and Alcohol Policy Addendum



period exceeding six months, except in extenuating circumstances deemed acceptable by the DOO with input from the Operating Board (e.g. military duty, college, medical conditions or treatment, etc.). Unit COO's are responsible for notifying the PO of all member status changes. Any leave of absence greater than six (6) months must be reviewed by the appropriate COO and submitted to the DOO for approval. Approved LOA's shall be review at 6 months and every month thereafter for appropriateness and possible other determination and recommendation to the DOO.

G. EMT duties:

- (1) EMT's serve to provide basic life support and patient care as defined by the State of Idaho.
- (2) EMT's provide patient care based on their level of training, level of agency licensure, agency protocols, credentialing by the medical director as well as the procedures listed in this Operation Plan at the scene of an emergency as well as enroute to rendezvous or to a medical receiving facility.
- (3) The EMT shall give a complete verbal and written reports to the Emergency Department nurse, physician or advanced life support ambulance crew regarding the condition of the patient upon transfer of the patient. (A verbal status report may be given prior to arrival.)
- (4) EMT's direct restocking of the ambulance and jump kit with needed supplies, clean the ambulance, recharge batteries and ensure the ambulance is ready to respond to another call at the completion of each call. Ambulance preparedness includes fuel and an oil check. The EMT shall not leave the ambulance after the run is complete until said responsibilities are complete or a report to unit officer has been made of deficiencies and the EMT is released.
- (5) EMT's ensure that all paperwork and reports are complete and precise for state reporting and local billing purposes. All paperwork must be completed within 24 hours of call completion. All calls must have a chart generated.
- (6) EMT's maintain state certification and continuing education requirements of the State of Idaho for applicable licensure levels; including EMT, EMR and CPR. When a new EMT receives National Registry Certification, EBCAD shall proceed with state licensure and initial agency affiliation.



- (7) When a patient is deceased, an EMT must remain with the body until the Coroner or law enforcement officer arrives and releases the EMT. The body should not be moved unless specifically instructed to do so by the Coroner. In situations of limited personnel, additional ambulance staff should be called to stay with the body while the ambulance transports any other patient.
- (8) When an EMT terminates affiliation, the unit COO is responsible for notifying the EBCAD Personnel Officer. A written resignation shall be requested of the member.

13. TRAINING REQUIREMENTS:

A. EMT's, EMR's and Drivers:

- (1) EMT's and EMR's shall abide by the training and continuing education requirements set forth by the Idaho EMS Bureau.
- (2) EMT's and EMR's shall complete a Training Contract Agreement with EBCAD if applicable⁷.
- (3) Training sessions shall be conducted at least monthly at the unit level.
- (4) Monthly, EBCAD, agency-wide trainings shall be coordinated through the unit COO in conjunction with the DOO.
- (5) EMT's, EMR's and drivers shall be encouraged to attend additional training conferences.
- (6) EBCAD shall provide adequate hours and venues for providers to maintain CE's for licensure renewal. If the provider does not use this training appropriately, he/she is responsible to get the hours outside EBCAD. EBCAD, depending on funds, may or may not be able to help support this with educational funding.

14. SCHEDULING:

- A. Unit Coverage: Each unit shall reasonably ensure 24/7 coverage of their primary service area. In the event that this is not possible, it is the responsibility of the unit PCO to designate that another unit can cover the call and notify the DOO.
- B. Availability: Each EMT, EMR and driver shall notify their unit scheduler of call availability as required by the individual unit.

⁷ See Training Contract.



- C. Member Coverage: Each member is responsible for covering all shifts that have been assigned with their concurrence. If a member cannot cover a shift, it is their responsibility to arrange for a substitute and to advise the unit scheduler and any other members assigned for that shift. In emergency situations beyond the member's control, the member shall contact the unit PCO or COO as available, to ensure coverage. Each of these events shall be reviewed by the COO for appropriateness and subsequent follow-up for repeat events. This shall be documented in individual personnel records.

15. MEDICAL TRANSFER:

- A. Transport: When the need for an out-of-county transfer is deemed necessary by a physician or EMT, Idaho State Communications shall page the assigned ambulance. When a patient has been transported to the nearest available facility and the physician deems it necessary to transport to a different facility, the original unit may transport, providing they have not departed. An additional PCR shall be required. If a patient requests transport to a hospital other than St. Luke's, Boise VA, or Saint Alphonsus hospitals, this service shall be provided and statements reflecting this request and service shall be entered in the Patient Care Report (PCR). Normal services shall be limited to medical facilities in Boise, Meridian, Nampa, Caldwell and Emmett.
- B. Emergency Transport: In case of emergency, patients shall be transported to the nearest emergency receiving facility capable of definitive patient care.

16. PLAN AMENDMENT PROCEDURE:

- A. Amendment Proposal to Operating Board: The Operating Board or any unit may submit a proposed amendment to the Operation Plan at an Operating Board meeting. Proposed amendments must be distributed to all members of the EBCAD Operating Board and the DOO at least two weeks prior to the meeting at which they shall be reviewed and voted on for consideration by the units.
- C. Amendment Consideration by Operating Board: Adoption of the amendment must be approved by the Operating Board. Any amendment approved by vote of the Operating Board shall be submitted to the DOO and then the Governing Board.
- D. Amendment Consideration by Governing Board: If the proposed amendment is approved by the DOO and the Operating Board, it shall be reported to the Governing Board; whose option it is to accept or reject the amendment by formal resolution. The Governing Board shall reserve the right to unilaterally amend the Operation Plan by formal resolution for matters related to legal or state medical standard compliance.



E. Availability: Copies of the amended Operation Plan shall be available electronically or through unit COO's for distribution to unit members.

17. ADOPTION: This EBCAD Operation Plan shall be adopted by the Governing Board by resolution in an open meeting. Upon such adoption, the Operation Plan shall be in full force and effect.