



**RESOLUTION #2006-41  
A BOISE COUNTY RESOLUTION ESTABLISHING  
STANDARD OPERATING PROCEDURES FOR  
EAST BOISE COUNTY AMBULANCE UNITS  
RESCINDING RESOLUTION #2004-01**

**WHEREAS**, the Board of Boise County Commissioners has determined it necessary to adopt Standard Operating Procedures (SOP's) for its voluntary ambulance service; and

**WHEREAS**, each individual East Boise County Ambulance District unit has had an opportunity to be heard and, through its advisory board representative, to suggest inclusion or deletion of certain proposed procedures; and

**WHEREAS**, the Board of Commissioners recognizes that a comprehensive policy and procedure manual for its volunteer EMT's and drivers serves to provide direction for the ambulance program in Boise County, establish the expectations of the board for the volunteer ambulance program and its members, and to clarify members' individual roles in the program; and

**WHEREAS**, the Board of Commissioners has worked with the East Boise County Ambulance Advisory Committee and revisions have been made to the Standard Operating Procedures as adopted by Resolution #2004-01.

**NOW THEREFORE, BE IT HEREBY RESOLVED** that the East Boise County Ambulance District Proposed Standard Operating Procedures Revision shall be and are hereby adopted as the governing document for the operation of the volunteer ambulance program within Boise County, as Revised.

**APPROVED and ADOPTED** by the BOARD OF BOISE COUNTY COMMISSIONERS at its REGULAR MEETING on this 26<sup>th</sup> day of June 2006.

**BOARD OF COUNTY COMMISSIONERS**

*Roger B. Jackson*  
\_\_\_\_\_  
Roger B. Jackson, Chairman

*Fred H. Lawson*  
\_\_\_\_\_  
Fred H. Lawson, Commissioner

*Paul A. Stutzman*  
\_\_\_\_\_  
Paul A. Stutzman, Commissioner

Attest:

*Rora A. Canody*  
\_\_\_\_\_  
Rora A. Canody, Clerk to the Board



# **STANDARD OPERATIONAL PROCEDURES FOR EAST BOISE COUNTY AMBULANCE DISTRICT**

**NAME:** The name of the organization shall be East Boise County Ambulance District, an organization staffed with volunteers.

## **STANDARD OPERATING PROCEDURES**

The SOPs are a collection of written protocols to help EBCAD operate in a uniform manner. They shall be developed by the EBCAD Advisory Board and approved by the Boise County Board of Commissioners. In the event of a conflict, SOPs of the EBCAD will take precedence over individual unit SOPs.

## **LOCAL UNITS**

The individual ambulance units shall be defined as follows: Idaho City Ambulance, Lowman Ambulance, Mores Creek Ambulance, and Placerville Ambulance.

## **MISSION STATEMENT**

The mission of East Boise County Ambulance District is to provide the best possible patient care, transportation, rescue, and extrication to the sick and injured who request our services. Total quality management will be practiced while continuing to promote the individual growth of our members and the community.

## **I. PURPOSE**

- A. The purpose of the organization shall be as follows:
  - 1. To provide adequate and competent ambulance service to the citizens and visitors of East Boise County.
  - 2. To promote Emergency Medical Service (EMS) in the State of Idaho and the County of Boise and educate the public concerning this service.
  - 3. To promote good relations and cooperation between local and State EMS and the medical community.

## **II. EAST BOISE COUNTY AMBULANCE DISTRICT BOUNDARY.**

- A. The Service Area shall include:
  - 1. Boise County, Northern portion of Elmore County, Southern portion of Valley County and the Western portion of Custer County as directed by Boise County Commissioners.

### III MEDICAL DIRECTOR

- A. A licensed medical physician will serve as Medical Director for EBCAD.
- B. The Medical Director(s) will serve according to Idaho state guidelines.

### IV. EMS MEMBERSHIP

- A. Application and Pre-screening
  - 1. EMS volunteers will complete a volunteer application. All EMS volunteers will serve six (6) month probation.
  - 2. Each unit will conduct a pre-screening interview with each EMS volunteer applicant (see attached exhibit C), which may, from time to time, be revised with approval of the Board of County Commissioners.
  - 3. Prospective volunteer drivers must complete a volunteer application and units will submit drivers' names, drivers' license numbers, and dates of birth to the EBCA Billing Clerk for submission to the Idaho Transportation Department for a record search. Based on the record, the County Risk Manager will determine eligibility into the volunteer program.
  - 4. EMS volunteers must follow standard operating procedures, protocols, written standing orders, and other documents to meet the objective of the EMS.
  - 5. EMS volunteers must respond to all ambulance calls received during his/her shift, or arrange proper coverage prior to such calls. The driver must not precede the EMT at the scene.
  - 6. EMS volunteers must attend one meeting per quarter.
  - 7. EMS volunteers must maintain professionalism while on call or representing their units.
  - 8. EMS volunteers must drive the emergency vehicle safely according to statutes, rules, and regulations of the State of Idaho and the standards of this SOP manual.
  - 9. EMS volunteers must follow direct orders of their lead EMT.
  - 10. EMS volunteers will be subject to for-cause drug testing.
- B. EMT Duties
  - 1. EMTs serve to provide basic life support and patient care as defined by the State of Idaho.
  - 2. EMTs provide patient care at the scene of an emergency and during transport to medical facilities based on his/her level of training, level of agency licensure, agency protocols, the Medical Director, and the procedures listed in the SOP manual.
  - 3. EMTs give complete verbal and written (PCR) reports to the emergency department nurse or physician regarding the condition of the patient upon arrival to that facility. (A verbal report maybe given prior to arrival.)
  - 4. EMTs restock the ambulance and jump kit with needed supplies and ensure the ambulance is ready to respond to another call at the completion of each call.

5. EMTs ensure that all paper work and reports are complete and precise for state reporting and local billing purposes. (Drivers may complete reports for the Rescue Units.)
6. EMTs maintain state certification and continuing education requirements of the State of Idaho for applicable certification levels, including EMT-B, First Responder, and CPR. When an EMT receives national-registry certification, the unit president will submit a copy, along with the EMS provider form (see Attachment D), to State EMS. This will result in state certification.
7. When a victim is deceased an EMT must remain with the body until the coroner or law enforcement officer arrives. In no circumstance should the EMT move the body. In a situation of limited personnel, additional ambulance staff should be called to stay with the body while the ambulance transports the injured patient.
8. When an EMT terminates, the unit president is responsible for notifying State EMS.

## **V. ADVISORY BOARD**

### **A. EBCAD Advisory Board Members**

1. The EBCAD Advisory Board shall consist of one Boise County Commissioner, the Disaster Coordinator, the Medical Director(s), a citizen representative, and one representative from each unit. All members except the County Commissioner and citizen representative will have a designated alternate. All representatives and alternates will be selected by their units or employers and approved by the Boise County Board of Commissioners.
2. Advisory Board Meetings shall be governed under the Open Meeting Laws of the State of Idaho.
3. The Boise County Commissioner shall be designated Chairman of the Advisory Board.
4. The EBCAD Vice Chairman shall be elected by the Advisory Board.
5. The EBCAD Advisory Board shall meet the first Thursday of each month, unless otherwise notified.
6. The EBCAD Advisory Board shall be responsible for preparing the proposed annual budget and submitting the budget to the County Clerk.
7. The EBCAD Advisory Board will review the expense and income reports on a monthly basis.
8. Decisions of the EBCAD Advisory Board are not considered final until confirmed by the Boise County Board of Commissioners
9. Only approved Advisory Board members will have voting privileges and participate in executive sessions. The Medical Director(s) has/have one vote in total.

## **VI. EBCA INDIVIDUAL UNIT STRUCTURE:**

### **A. Officers**

1. Each Ambulance unit shall elect three (3) to five (5) officers who shall

serve a term of one (1) year and whose duties are hereby described as:

2. President - shall supervise all business affairs of his/her respective unit and shall preside at unit meetings. The president shall be chief spokesperson for the unit.
3. Vice President - shall serve as President Pro-tem when the president is absent, shall be responsible for membership and recruiting, and shall be the liaison between the executive and various committees of his/her respective unit.
4. Secretary - shall be the custodian of the unit records and keep minutes of the unit meetings and the Executive Board. The secretary is also responsible for the unit's correspondence.
5. Treasurer - is responsible for the unit's funds, keeping accounts of all income and expenditures in books belonging to the organization. All unit funds shall be deposited in accounts designated by each unit Executive Board; funds shall be dispersed with vouchers signed by two ambulance unit personnel. . Monthly financial statements shall be prepared for distribution at each individual ambulance unit meeting and forwarded to the Boise County Clerk. An annual statement shall be prepared at the end of the unit's fiscal year and the books given to the Boise County Clerk for audit. Units having 501C3 status are exempt from treasury reports and audit.
6. Advisory Board Member - shall be the day-to-day liaison between the Unit and Boise County and will sit on the EBCA Advisory Board, serving as an advocate of the general membership at meetings of the EBCA Board.

B. Coordinators

1. Training Coordinator: Each unit may select a training coordinator who shall be responsible for organizing and scheduling training sessions for the unit.
2. Infection Control Coordinator: Each unit may select an infection control coordinator who shall be responsible for implementing and adhering to an infection control program and coordinating training for all member volunteers. (See attached Infection Control Program Exhibit A)
3. Unit Scheduler: Each unit will appoint an ambulance scheduler. The scheduler will keep track of the monthly schedules for EMTs on call and provide a copy of schedules for all members by the last day of each month for the new month. The scheduler will notify all affected units, State Communication, and the Disaster Services Coordinator of any out-of-service dates.

- C. MEETINGS:
  - 1. Unit meetings shall be held at a time that will be determined by each unit. Each unit must hold at least one meeting per month.
- D. MEMBERSHIP:
  - 1. Members in good standing will be defined as those who take 24 hours of call per month or provide significant support to the unit. Persons on leave of absence (LOA) have no voting privileges.

## **VII. TRAINING REQUIREMENTS**

- A. EMTs and Drivers
  - 1. EMTs shall abide by the training requirements set forth by the Idaho State EMS Bureau.
  - 2. EMTs will complete a Training Contract Agreement with Boise County if applicable. (See attached Exhibit B.)
  - 3. EMTs and First Responders are responsible for keeping their own records of continuing education units.
  - 4. Training sessions may be conducted at monthly unit meetings for approximately one (1) hour in which all members present should participate and practice.
  - 5. EMTs and drivers will be encouraged to attend additional training conferences. Boise County may financially assist EMTs for training on a funds-available basis (budgetary constraints) for those who wish to attend additional training.

## **VIII. SERVICE HOURS**

- A. All active EMS volunteers shall be required to serve a minimum of 24 hours each month.
- B. A LOA may be granted to an individual only upon written request to the unit president of the service area. LOAs shall not normally be granted for a period exceeding six (6) months, except in extenuating circumstances deemed acceptable by the unit Executive Board (e.g., military duty, college, medical conditions or treatment, etc.).

## **IX. SCHEDULING**

- A. Responsibilities
  - 1. Each EMT and driver has the responsibility to notify his/her unit scheduler of call availability as required by the individual unit.
  - 2. Each member is responsible for covering all shifts that have been assigned with his/her concurrence. If they cannot cover a shift, it is their responsibility to arrange for a substitute and to advise the unit scheduler, and as defined by unit policy/protocol. In emergency circumstances beyond the member's control, he/she should call a person responsible for assuring coverage

## **X. MEDICAL TRANSFER**

- A. When the need for an out-of-county transfer is deemed necessary by a physician or EMT, State Com will page the assigned ambulance.
- B. 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 ambulance run sheet (PCR) will be required.
- C. If a patient requests transport to a hospital other than St. Lukes, Veterans, or St. Alphonsus hospitals, this service will be provided and statements reflecting this request and service will be logged on the run sheet. Services will be limited to medical facilities in Nampa, Caldwell, and Emmett.

## **XI. AMENDMENTS**

- A. Any unit may submit a proposed amendment to the SOPs to the EBCA Advisory Board.
- B. Proposed amendments must be distributed to all members of the unit at least four weeks prior to the general meeting at which they will be voted on. Sealed absentee ballots in sealed, signed envelopes will be accepted from members in good standing if they cannot be present for the vote.
- C. Proposed amendments to the EBCA SOPs must initially be approved by majority vote in an EBCA Advisory Board.
- D. The proposed change shall be voted on by the other three units and must be passed by three (3) of the four (4) units.
- E. It will become an amendment after approval by all units and submission and approval from the Board of Commissioners.
- F. Copies of the amended SOPs will be distributed to the president or EBCA member for distribution to units.

## **XII. ADOPTION**

The Standard Operational Procedures for East Boise County Ambulance District as set forth herewith shall be adopted by the Board of County Commissioners by Resolution in an open meeting.

# EAST BOISE COUNTY AMBULANCE RULES-REGULATIONS

## PROVIDER ISSUES

The organization may adopt such rules and regulations as necessary to regulate the conduct and operations of its members while on duty. All such rules and regulations must meet or exceed all Federal and State Laws. These rules and regulations shall be approved by a majority vote of the EBCAD Advisory Board and approved by the Boise County Board of Commissioners.

### I. OPERATIONS

All ambulance runs or transfers should have a minimum of one certified EMT-B on board in addition to a driver. Drivers shall not respond alone.

- A. A member shall wear such uniform or apparel so as to identify the member as having the authority to act or treat the patient.
- B. A member on duty, unit President and State Com shall be notified in advance if the ambulance is to operate in activities other than emergency calls.
- C. Smoking is not be permitted in any part of the emergency vehicle.
- D. EMS staff will use discretion when transporting children or pets that accompany an ambulance patient.
- E. Non-authorized personnel are not allowed in the emergency vehicle without the express written consent of the Boise County Board of Commissioners or in cases where a County Ride-A-Long Waiver Form (see attachment E) has been completed and submitted to the County.
- F. Volunteers under the age of 18 may be allowed to participate in the EBCA program upon completion of a release form (see attachment F).
- G. No children or pets are allowed in the ambulance quarters unless under circumstances deemed necessary by the individual units.
- H. Personal use of the emergency vehicle and/or equipment is prohibited except under extreme circumstances, which require prior written approval of the Boise County Board of Commissioners.
- I. A member in direct contact with patients is required to maintain current immunizations as prescribed in the Infection Control Plan (see attachment A).

### II. HOSPITAL

- A. Each member will follow the protocol for EMTs within the hospital, as it is presently set forth by the Hospital Administration. A verbal patient-care report must be transmitted 10 to 15 minutes prior to patient arrival at the hospital.
- B. It shall be standard County policy that patients may chose transport to either of the four (4) nearest medical facilities. The service area shall include Boise County, the northern portion of Elmore County, the southern portion of Valley County, the western portion of Custer County, or as directed by Boise County Commissioners.