

OPERATIONAL POLICIES

OF THE

“ _____ ” DISTRICT AMBULANCE SERVICE

(First DRAFT 8/2023)

I. CREATION

1. CREATION. Pursuant to Section 66.0301 Wis. Stats. (Intergovernmental cooperation), and effective September 1, 2023, there is hereby created the _____ District Ambulance Service.

2. MEMBERS. The Members of the _____ District Ambulance Service include the following Townships:

- A. The Township of Boulder Junction
- B. The Township of Manitowish Waters
- C. The Township of Presque Isle
- D. The Township of Winchester

II. AMBULANCE COMMISSION

1. COMPOSITION. The _____ District Ambulance Commission shall consist of four (4) voting Commissioners. One Commissioner shall be appointed by each of the Township Members. The vote of each voting member shall be counted as one vote.

2. APPOINTMENT. Members shall make appointments of Commissioners in writing received by the Commission prior to the first day of January of the year in which the Commissioner's term begins.

3. TERM. The term for each appointed Commissioner shall be two years. The term of office shall begin at the first meeting of the Commission in January.

4. VACANCIES. Upon the expiration of the term of a Commissioner, the appointing entity shall have the right to designate a successor as Commissioner.

5. VACANCIES PRIOR TO EXPIRATION OF TERM. In the event of the death, resignation, or removal of a Commissioner, the successor to such Commissioner shall be selected by the Member entitled to designate and appoint that representative to fill the unexpired term of the retiring Commissioner. Three consecutive absences from scheduled Commission meetings shall constitute a vacancy under this section.

6. COMPENSATION. Commissioners shall receive \$_____ for each regular and each called special meeting attended. This sum may be adjusted from time to time at the annual meeting. All payments of compensation to Commissioners shall be charged against the budget of the Commission.

III. OFFICERS

1. ELECTIONS. The Commission shall organize and elect from its Members, a President, a Vice President, and a Secretary. The Commission shall also elect a Treasurer. The Treasurer may be--but need not be--a Member of the Commission. Officers shall hold office for a one-year term. New elections shall be held annually at the January Commission meeting.

2. RESIGNATION AND REMOVAL. Any officer may be removed from office with or without cause by the Commission. Any officer may resign at any time by giving written notice to the Commission. Such resignation shall take effect on the first Commission meeting following

receipt of such notice. Any vacancy in office may be filled by appointment by the Commission. The officer appointed shall serve for the remainder of the term of the officer replaced.

3. DUTIES. The duties of the officers are as follows:

(a) **President.** The President shall: *Alternate*

- ~preside at all meetings of the Commission;
- ~see that the orders and resolutions of the Commission are carried out;
- ~sign all leases, mortgages, deeds, promissory notes and other written instruments;
- ~review and approve all checks and payments.

(b) **Vice President.** The Vice President shall act in the place and stead of the President in the event of his or her absence, inability or refusal to act and shall exercise and perform such other duties as may be directed by the Commission.

(c) **Secretary.** The Secretary shall:

- ~oversee the recording of Commission votes;
- ~keep minutes for all meetings and proceedings of the Commission and Members;
- ~verify that Commission meeting notices are served on all Members;
- ~ensure that records of the District Members and current addresses are maintained;
- ~perform such other duties as may be directed by the Commission.

(d) **Treasurer.** The Commission Treasurer shall:

- ~oversee collection and investment of Service funds;
- ~prepare reports and accountings with the assistance of EMS management;

- ~monitor compliance with year to date budget requirements;
- ~perform such other duties as may be directed by the Commission.

IV. POWERS AND DUTIES OF COMMISSION

- 1. LIMITATION.** The powers of the Commission are limited to those powers expressly granted by these Operational Policies.
- 2. OPERATIONAL POLICIES.** The Commission shall carry out the provisions of these Operational Policies. Consistent with the provisions of these Operational Policies, the Commission shall adopt such rules and regulations as are necessary to carry out its responsibilities.
- 3. EQUIPMENT.** The Commission shall be responsible for the expenses related to the maintenance, replacement, and upgrading of all ambulance equipment.
- 4. RECORDS.** The Commission shall see to it that complete and accurate records are kept and maintained of all income and expenditures arising from the operation of the District Ambulance Service, to see to an annual audit of the service accounts by hiring a reputable certified public accounting firm experienced in conducting municipal audits, and to prepare an annual report of ambulance operations for the annual meeting.
- 5. FEES.** The Commission shall set the Billing fees for the Service.
- 6. BUDGET.** The Commission shall adopt a budget prior to October 1st of each year showing estimated income and expenditures of the service and setting proposed assessments for ratification by the participating Townships.
- 7. SALARIES.** The Commission shall approve District personnel salaries, hourly wage rates, or any other employee benefits.

8. CONTRACTS. The Commission shall prepare any necessary contracts for communities participating in the Service and enter into such other contracts as are necessary to carry out Commission duties and responsibilities.

9. LEGAL COUNSEL. The Commission may retain legal counsel to advise the Commission on all matters concerning the Commission and the operation of the District Ambulance Service.

10. INSURANCE. The Commission shall assure that adequate liability, hazard, and property insurance are on all property, vehicles, and equipment owned by the District Ambulance Service.

V. MEETINGS OF THE COMMISSION

1. REGULAR MEETINGS. The Commission should meet at least quarterly for the transaction of its normal business.

2. SPECIAL MEETINGS. Special meetings of the Commission may be called at any time by the President or by a majority vote of the Commission. Special meetings of the delegates may be called only by a majority vote of the Commission.

3. QUORUM. A majority of the voting Commissioners then serving shall constitute a quorum.

4. VOTES OF THE COMMISSION. The vote of each Commissioner shall be counted as one vote, for a total of four (4) votes. If a quorum of commissioners is present, then a majority of the votes represented at the meeting, counted as provided in this paragraph, shall be the act of the Commission.

VI. EXPENDITURES AND BUDGET

1. PREPARATION. Prior to the first day of October of each year the Commission shall submit to all Members a proposed budget for the following year. Such budget shall include an estimate

of income and expenses for the District Ambulance operations necessary for the ensuing year. The projected expenses shall then be deducted from the projected income, to determine the minimum projected deficit amount that shall be assessed to all Members.

2. ASSESSMENTS. Each Member shall be responsible for a proportionate share of the ratified budget amount based upon the equalized value of each Member. Each Member shall pay its proportionate share of the ratified ambulance budget by January 1st of each year.

VII. ASSETS AND LIABILITIES

1. OWNERSHIP. All equipment, vehicles, and other property held, acquired, or purchased by the ambulance service shall be the property of the District. Ownership of all such property shall be titled in the name of the District Ambulance Service.

2. CONTROL OF PROPERTY. The Commission shall have exclusive charge and custody of all property and equipment owned or leased by it.

3. ACCOUNTS. All monies of the District shall be kept segregated under the supervision of the Commission Treasurer appointed under section III.3.(d).

4. EXPENDITURES. The Commission shall have exclusive charge and control of the expenditure of any monies appropriated to the District.

VIII. NEW MEMBERS

1. ADMISSION. The Commission may by majority vote admit new municipalities to the District Ambulance Service. Such new Members are subject to all rules, regulations and Operational Policies of the District Ambulance Service.

2. PURCHASE REQUIREMENTS. Each new Member shall be liable for the purchase of an ownership share of the District Ambulance Service assets. Assets shall be valued by the Commission at their fair market value as of the date of new Member entry. The Commission, in its discretion, may defer payment of such amounts upon such terms and conditions as may be approved by the Commission.

IX. TERMINATION

1. VOLUNTARY. Any Member may terminate Membership in the District Ambulance Service effective at the end of any calendar year by giving written notice to the Secretary of the Commission not later than September 30th of that year. Such Member shall remain liable for its assessed share of operating costs for the remainder of that year but not thereafter.

2. EJECTMENT. Any Member that fails to pay its assessed share of the approved budget on or before the due date of any year shall be in default. Unless the default is cured by full payment of all amounts due within 30 days of mailing of notice thereof to the defaulting municipality, ambulance service to the defaulting Member shall cease 90 days after default. In the event of termination of ambulance service, the defaulting Member shall remain liable for its assessed share of operating costs for the entire year of termination together with interest at the annual rate of 12% until paid.

X. CONTRACTS FOR SERVICE

1. CONTRACTS FOR SERVICE. The Commission in its discretion may approve contracts for service with non-Member municipalities or other non-participating groups. Such contracting parties shall be known as Subscribers. Through such contracts the Service may provide

ambulance services to a subscriber for a set annual fee. A subscriber for service would hold no ownership interest in any assets of the Service, would have no voting rights at Annual Meetings, and would not be entitled to representation on the Commission. No contract for service may be entered if it would impair the ability of the Service to provide ambulance service to the District Members.

XI. SERVICE DIRECTOR

The Commission will appoint a Service Director to lead, oversee, supervise, manage, and bear overall responsibility for the day-to-day operations of the District Ambulance Service. The Job Description for the EMS Director shall be kept by the District Ambulance Service secretary and may be reviewed annually.

XII. AMENDMENT TO BYLAWS

Bylaws may be added, deleted, or modified only by a majority vote of the Members at a regular meeting or at a special meeting called for that purpose.

Proposed Formula to
Distribute Supplemental
Municipal Aid

	<u>Existing</u> <u>Municipal Aid</u>	<u>Supplemental</u> <u>Municipal Aid</u>	<u>Total</u> <u>Aid</u>
Town of Boulder Junction	\$22,315	\$48,062	\$70,377
Town of Manitowish Waters	\$9,804	\$40,554	\$50,358
Town of Presque Isle	\$13,082	\$43,578	\$56,660
Town of Winchester	\$5,860	\$38,908	\$44,768