

River Falls Area Ambulance Service CONSTITUTION

WHEREAS, in all regulated organizations, certain rules and regulations are necessary for the governance thereof. Therefore, we, the members of the River Falls Area Ambulance Service, City of River Falls, Wisconsin, will support the following Constitution:

DEFINITIONS

1. Proxy vote – A written vote cast by a member that will be absent for a business meeting.
2. An EMT-Trainee is defined as someone who is currently enrolled in an EMT-Basic class and has received a provisional license to ride in an ambulance. (See EMT Trainee Bylaws)
3. Probationary member is defined as someone who has provided the Director with proof of successfully completing the National Registry exams and has received or holds a current Wisconsin license. (See Probationary Member Bylaws)
4. Active membership is defined as those members licensed as a Wisconsin EMT under River Falls Ambulance and have successfully completed the six month probationary period. (See Active Member Bylaws)
5. Inactive membership is defined as those members on leave of absence, suspended, or who cannot serve in an active capacity due to medical or disciplinary reasons.

ORGANIZATIONAL NAME

River Falls Area Ambulance Service is operated as a department of the City of River Falls. The Service shall be known and designated by the name of:

“River Falls Area Ambulance Service”

MEETINGS

Regular membership meetings are held the first Wednesday of each month unless postponed for one week by an official holiday or bad weather. Trainings are held the first through third Wednesdays of each month unless postponed by official holiday, bad weather or service discretion.

Officer meetings are held prior to each Wednesday meeting or training session of each month or on dates agreed on by the officers.

Any meeting date, time, and location may be changed or cancelled by any officer. A two hour notice prior to the original meeting time shall be given to the membership for any cancellation or change.

Special meetings may be called by any officer. Notification of special meetings shall be 48 hours prior to the meeting.

An agenda shall be prepared by the Director or his/her designee and distributed or posted for membership viewing. The agenda and past meeting minutes shall be distributed or posted a minimum of 48 hours prior to the scheduled meeting.

Urgent items may be added to the agenda as “Agenda Changes” during the meeting by simple majority vote.

To encourage membership participation at meetings, an agenda item “Open Discussion” shall be placed on each agenda. Under this item, a member is welcome to offer input, express concerns and ask any questions. The time frame for this item will be determined by the director. Any items discussed can not be acted on, however the item(s) can be placed on the next business agenda for action.

A simple majority vote of the active members present shall be necessary to pass actions of any agenda items at the regular business meetings. A minimum of 9 active members must be present at the meeting. Note: A proxy vote from an active member is considered valid as a present active member for the purpose of the agenda item that the proxy vote was submitted for. The proxy vote must be signed and submitted to an officer prior to the start of the meeting.

Committee meetings and Subcommittee meetings will be held as needed at the discretion of the respective Committee or Subcommittee Chairperson.

POSITIONS

The officers of this service shall consist of a Director, Operations Supervisor, Assistant Training Officer and Vehicle/Equipment Officer.

The Director and Operations Supervisor positions are full time employees of the City of River Falls. The assistants are to be selected based on appropriate qualifications to two-year terms in December with the term of office for the Vehicle/Equipment Officer to begin on January 1st of even years and the term of office for the Assistant Training Officer to begin on January 1st of odd years. Each member running for a position shall submit a cover letter outlining why they would like the position and their qualifications. The letter must be turned into the Director by the first week of November of the year prior to the position starting. The internal hiring committee with the addition of one or two ambulance commission members will make the final selection after a formal interview of the candidates.

If there is a vacancy of any selected position during their respective terms, the position shall be filled as soon as possible. The Director may appoint a replacement after reviewing qualifications of each interested candidate. The term of the replacement would be valid until the end of the original term unless changed by the Director.

The rank of the Operations Supervisor will be 1st Assistant Director. The rank of the two selected assistants from second and third assistants for the department will be determined

first by officer seniority of the selected officers. The selected officer with the most officer seniority with River Falls Ambulance will become 2nd Assistant, the next lower officer seniority will become 3rd Assistant. If there is a combination of selected officers with past officer experience and without experience, the rank would then be determined by officer seniority first then by seniority with the service in general. In the event that all selected positions have no officer seniority, the rank will be determined by seniority with the service. The Director of River Falls Ambulance will have the final determination, if needed, to avoid any discrepancies of rank.

The EMT's of the service shall be consisted of Nationally Registered and/or WI licensed EMT-Basics, EMT-Intermediates, or EMT-Paramedics at one of the following service classifications: Trainee, Probationary or Active. All volunteers hired onto the service will be classified as "at will" employees, which means either the ambulance service or an individual EMT is free at any time, with or without cause, to terminate the working relationship.

No person shall be hired into this service under the age of eighteen.

PROFESSIONALISM

River Falls Area Ambulance takes great pride in providing a high quality professional emergency medical service to the residents in which we serve. In order to maintain this status, all members shall conduct themselves in a professional manner either while on call, responding to calls, or off duty either identified as a member of River Falls Ambulance or not.

No member shall conduct themselves in any way harmful to the department while identified as a River Falls EMS member.

Members shall use good judgment, follow the National EMT Code of Ethics, and maintain the EMT Standard of Care, set forth by the state of WI or National Registry, at all times.

Any member that deviates from any of the above requirements shall be disciplined as outlined in disciplinary procedures for the service.

EXECUTIVE COMMITTEE

The Director, Operations Supervisor and those selected will be known as the Executive Committee.

The positions of any Executive Committee Assistants, and the two Hiring Committee members will be appointed by the Executive Committee and approved by the membership.

If a vacancy should occur among any appointed position, it shall be filled at the next regular meeting. The term of the replacement would be valid until the end of the original term.

COMMITTEES

The following committees shall be formed to assist with the operations of the service: Hiring, Injury Prevention & Workplace Safety, Quality Assurance and Run Review, Public Relations, New Products, Organizational Policies, and Emergency Response Trailer.

Special subcommittees shall be appointed by the appropriate committee chair and approved by the executive committee. The subcommittee shall exist for a period of no more than six months, unless approved by the executive committee. These committees shall serve at the discretion of the appropriate committee regarding their activities upon request.

The Hiring committee will consist of the Director, Operations Supervisor, those elected and 2 appointed active members. The Executive Committee will appoint the members and gain approval from membership at the next regular business meeting.

If a vacancy should occur among any appointed committee position, it shall be filled at the next regular meeting. The term of the replacement would be valid until the end of the original term.

MEMBER AWARDS/REWARDS

Active Members of the service shall be eligible for the City of River Falls ICMA deferred compensation plan. Each member, if they so choose, could place a percentage of their annual earnings into the plan. The service does not match any funds for the plan. Retirement may be automatic at any time a member's health is deemed in jeopardy by a physician.

Members shall be entitled to Certificates of Honor if they belong to the service fifteen years or longer; serve as an officer; or if after ten years, because of medical reasons certified by a physician, can no longer serve as an active member. The Certificate of honor can be granted in other circumstances by a 2/3 vote of the active membership.

CONSTITUTIONAL REVISIONS

Proposed Constitutional revisions shall be available to the membership in written form at the meeting at which they are introduced. Voting on the Constitutional revision shall be at the next meeting and a 2/3 majority vote of the active members shall be necessary for adoption. A member excused from that meeting may present the Executive Committee with a written opinion or submit a proxy vote on the amendment.