

## **Active Member Bylaws**

*Active member definition:* Someone who has successfully completed the probationary period, and holds a current Wisconsin license. Active members shall participate in training exercises and fulfill the minimum monthly and yearly requirements.

### **Prerequisites**

1. The active member shall hold a valid driver's license.
2. The active member shall have a clear WI Caregiver Background Check.
3. The active member shall have successfully completed the probationary period procedures.

### **Meetings, Trainings and Duties**

1. It is the duty of each active member to attend meetings/trainings and follow department policies.
2. The active member shall receive or have access to an agenda of all meetings and training. Regular trainings are held the first, second and third Wednesdays of each month with the business meeting held the first Wednesday of the month unless postponed for one week by an official holiday or bad weather.
3. In the case of a known absence, an official excuse form shall be completed by the member and given to an officer at least 12 hours prior to the meeting. Failure to do so will result in an unexcused absence. No more than three unexcused absences will be allowed in a 12 month period.
4. The active member holds voting rights during service meetings.
5. The active member must attempt to attend additional training sessions offered by the department.
6. Any training completed with an agency other than the River Falls Ambulance Service, must be the responsibility of the individual to submit for renewal of the National Registry and state licensure.
7. All active members are responsible to assist EMS ride-along, trainee, and probationary members successfully complete their levels/skills. Active members are considered mentors to these personnel.

### **Responsibilities for Taking Call Time or Responding on Calls**

1. The active member shall participate in all runs they respond to, following all department policies. Patients, bystanders and fellow EMT's shall be treated courteously and professionally at all times. River Falls Ambulance Service will not tolerate un-professionalism from any employee.
2. All active members are required to be available or scheduled a minimum of 60 hours per month, of which 24 of the 60 hours shall be on weekends. Weekends are defined as Friday 6pm to Sunday 6pm. Active members shall also take call time for a minimum of one 12 hour shift on a holiday per year. Official holidays are determined by the service. Members failing to follow these minimum requirements results in:
  - i. 1<sup>st</sup> Offense = Documented Verbal Warning

- ii. 2<sup>nd</sup> Offense = Verbal & Written Reprimand with counseling from Director or Operations Supervisor
  - iii. 3<sup>rd</sup> Offense = Written reprimand with review of status  
*\* If all offenses occur in a 12 month period, member is ineligible for sponsorship for refreshers or certification courses until minimum hour requirements are maintained. EMT contract, if applicable, will be enforced per contract stipulations.*
  - iv. A member can request, in writing, an excusal from the minimum monthly hour requirements. This request needs to be approved by the Director or Operations Supervisor. If approved, the inability to meet the minimum hour requirements is not considered an infraction and will not apply to disciplinary actions as noted above.
3. Preferably, there shall be at least one active member in attendance on each ambulance. A minimum of one Paramedic is required to respond with the primary crew for 911 emergency calls at all times.
  4. The active member shall follow the direction of the lead EMT and be prepared to assume the Lead position as needed or instructed.
  5. Any active member who interferes with the lead EMT, disobeys/neglects orders, attempts to give counter-orders, or quarrels with other members provides sufficient grounds for disciplinary actions.
  6. The active member shall always hold a valid driver's license. Any member with a revoked license will not be allowed to take call time or respond to any calls until the license has been reinstated.
  7. The active member shall place in writing any problems or concerns with other members and submit them to the Director in a timely manner after the incident occurred.
  8. The active member shall report any deficiency in patient care or equipment to an officer as soon as possible.
  9. Upon the completion of a call, the active member shall remain in the ambulance bay until the ambulance is restocked and inventoried. The member(s) shall be released from the call by the lead EMT.
  10. Active members may drive the ambulance after successfully completing an emergency vehicle operations course. (EVOC) or (CEVO II)
  11. All active members shall be drug and alcohol free when on call and responding to runs. *Any* deviation will result in immediate dismissal from the service.
  12. The active member shall help to ensure that one Paramedic is on call 24 hours a day.
  13. The active member shall ensure that our EMS area is continuously covered either by our service or mutual aid.

### **Miscellaneous**

1. The active member shall conduct him/herself in a professional manner either while on call, responding to calls, or off duty when the person is identified or identifies themselves in any way with River Falls Ambulance. Any member showing misconduct or un-professionalism while identified as River Falls Ambulance shall be grounds for immediate disciplinary actions.

## 2.4.0

2. The active member shall keep all information about calls, patients and items discussed at meetings confidential. Any infraction will result in immediate disciplinary actions.
3. No active member shall contract any debt in the name of the service without written permission from the Director.
4. All clothing (jumpsuit, jacket, and uniform shirts), equipment, and supplies issued to the active member remain the property of River Falls Area Ambulance Service.
5. The active member may apply for a leave of absence for personal reasons by following the Leave of Absence procedure.
6. The active member shall follow all appropriate policies set forth by the City of River Falls in addition to the department policies. Ie: respectful workplace, etc.