

Addition 7C

Creating an Ambulance Commission

7C.01 Establishment

An Ambulance Commission for the City of Wabasha is hereby created, to be composed of five (5) voting members, one of which shall be from the medical profession, one shall be a Council Member, one shall be a current Ambulance Service member. The Ambulance Service member shall be elected by the Ambulance Service Members. The term of office of each commission member shall be three (3) years, except that the first commission members shall be appointed for terms expiring the third Tuesday of April of the years 1985, 1986 and 1987, respectively. Thereafter the term shall be three (3) years each. The Mayor shall appoint the Ambulance Commission members, confirmed by a majority vote of the City Council. The Ambulance Commission shall be staffed by the current Ambulance Director or in their absence, the Assistant Ambulance Director, or the City Administrator.

The current Medical Director for the Ambulance Service or designee will serve as a liaison member of the Ambulance Commission.

7C.02 Qualifications and Duties

All Ambulance Commission members shall be residents and qualified electors of the City of Wabasha or qualified electors of townships in the Wabasha Ambulance Service Area whose townships financially contribute to the Wabasha Ambulance Service. One Commission member shall be a medical professional (MD, DO, DC, RN, LPN, Paramedic, EMT). One Commission member shall be a City of Wabasha Council Member.

7C.03 Vacancies

In case the office of any member shall become vacant during the member's term, the Mayor shall appoint a person of like qualifications, confirmed by a majority vote of the City Council, as soon as practical thereafter, to fill such vacancy during such unexpired term.

7C.04 Quorum

A majority of 3 members constitutes a quorum for the conduct of business of the Ambulance Commission.

7C.05 Powers, Duties and Responsibilities

The Ambulance Commission is to advise the City Council and Ambulance Director regarding the operations of the City's ambulance service. The Ambulance Commission shall have the following responsibilities:

1. To make recommendations to the City Council and Ambulance Director with respect to the construction, maintenance, repair and management of the City's ambulance facilities, vehicles and equipment purchases;
2. To make recommendations to the City Council on the purchase of any budgeted items exceeding \$5000 or any unbudgeted items of more than \$500, in accordance with the City of Wabasha Purchasing Policy or as amended;
3. To advise the City Council and Ambulance Director regarding the operation of the City's ambulance service and facilities;
4. To make recommendations to the City Council and Ambulance Director with respect to rates to be charged for ambulance services;
5. To make recommendations to the City Council and Ambulance Director regarding ambulance service specific policies and operating procedures; and
6. To make recommendations to the City Council and Ambulance director regarding opportunities for mutual aid agreements, regional cooperation, level of service, business and financial analysis of the service; and
7. Assist or provide input at the request of the City Council and/or Ambulance Director regarding the hiring of Ambulance personnel in accordance with the City's Staff Hiring Policy
8. Review ambulance service quarterly or annual reports on expenditures and revenues and provide recommendations.
9. Ambulance funds. All amounts charged by the City and collected for ambulance services are to be deposited in the ambulance department of the general fund. No indebtedness is to be incurred by the City with respect to the ambulance service except as is necessary and incidental to the carrying on of the ambulance service and has been authorized in advance by the City Council. No alterations, repairs or improvements shall be made to any ambulance service facilities, vehicles or equipment unless authorized by the City Council.

7C.06 Meetings

Regular meetings will be established **at least monthly** for the Ambulance Commission and Commission members shall have a duty and obligation to regularly attend meetings and be prepared for discussion.

7C.07 Retention of Powers

The City of Wabasha shall have, maintain and retain title to the property, including real estate and personal property used for, incident of or in connection with the Ambulance Commission and shall retain unto itself the obligation, power and authority to establish, enforce, order, codify, amend and repeal all ordinances, rules and regulations for the governing of the Ambulance Commission, whether herein created and established or otherwise defined.

7C.08 Personnel

The City of Wabasha hiring policy will govern the hiring, compensation, and retention of all Ambulance Service Personnel.

The Ambulance Director shall be responsible for day-to-day operations of the service. The Ambulance Director reports directly to the City Administrator. All grievances against personnel will be handled in accordance with the City of Wabasha Employment policies.