

TOWN OF ST. JOHN, LAKE COUNTY, INDIANA

ORDINANCE NO. 1238

BEING AN ORDINANCE ESTABLISHING REGULATIONS FOR AMBULANCE SERVICES PERFORMED BY THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA

WHEREAS, the Town of St. John, Lake County, Indiana ("Town") is authorized by state statute to implement an Emergency Medical Services ("EMS") Department for the benefit of its residents pursuant to I.C. 16-31-5-1; and

WHEREAS, the Town Council has determined that it is in the best interests of the citizens of the Town of St. John to create such an EMS Department and now finds that the general welfare and safety of the citizenry would be best served thereby; and

WHEREAS, the Town desires to operate an EMS Department with a Basic Life Support ambulance certified for transport to hospitals ("BLS Ambulance"), and certified Emergency Medical Technicians ("EMT"); and

WHEREAS, the Town has authorized the creation of employment positions for a full time Fire Chief, full and part-time EMTs and a Billing Clerk and has adopted salary and/or wage scales for those positions through Ordinance 1226 as it may be amended from time to time; and

WHEREAS, the Town has hired a full time Fire Chief to serve as the Department Head of the new EMS Department under the terms of its Personnel Policy Ordinance No. 1032 as it may be amended from time to time; and

WHEREAS, the Town has authorized the hiring of EMTs and a Billing Clerk to serve in the new EMS Department under the terms of its Personnel Policy Ordinance No. 1032 as it may be amended from time to time; and

WHEREAS, the Town has established a budget for both the annual operating expenses and the ongoing capital expenses ("EMS Costs"), for the effective and efficient operation of the EMS Department; and

WHEREAS, the Town has created a schedule of rates and fees to recover the costs of its EMS Department, all on a "Fee for Service" basis as is more fully established in that certain EMS Rate Ordinance, bearing Ordinance No. _____; and

WHEREAS, the Town finds that it is in the best interest of the citizens of the Town of St. John, Lake County, Indiana to adopt appropriate Rules and Regulations, Medical Protocols, EMS Operating Procedures, and EMS Operating Guidelines to govern and control the activities of its EMS Department.

NOW, THEREFORE BE IT ORDAINED by the Town Council of the Town of St. John, Lake County, Indiana, as follows:

SECTION 1. That for purposes of this Ordinance, the terms and definitions found in the EMS Rate Ordinance No. _____, as amended from time to time, shall apply hereto.

SECTION 2. That the Town hereby creates an EMS Department with the Fire Chief of the Town serving as Department Head. In addition, the EMS Department shall be staffed with one or more full and part-time EMTs and a Billing Clerk, all of which shall be Town employees. As Town

employees, each member of the EMS Department is employed pursuant to the terms of its Personnel Policy Ordinance No. 1032, as amended.

~~SECTION 3. That the EMS Department shall operate a BLS Ambulance and respond to 911 Emergency Calls and Medical Emergency Calls, all in conjunction with the terms of this Ordinance and those provisions incorporated by reference herein.~~

SECTION 4. That a copy of the Certificate of the Ambulance Service Provider Certification as approved by the Indiana State Emergency Management Agency will be posted at all times on a bulletin board inside the St. John Fire Station.

SECTION 5. That if at any time the Town BLS Ambulance is unavailable to respond to a 911 Emergency Call or a Medical Emergency Call, the EMS Department shall implement its backup procedures for the dispatch of an ambulance from another entity, whether public or private, for the stated medical emergency. In this case, such entity will assume responsibility for care of the patient/injured.

SECTION 6. That in governing the activities of the EMS Department, the document titled "Indiana EMS Statute Rules and Regulations", dated July 31, 2000 and published by the Indiana State Emergency Management Agency, is hereby incorporated by reference, and is adopted by the St. John EMS Department. All revisions and replacements to this document shall be automatically incorporated by reference, and adopted by the St. John EMS Department when they are formally promulgated by the Indiana State Emergency Management Agency.

SECTION 7. That in further governing the activities of the EMS Department, the document titled "Basic Life Support Treatment Protocol", dated as effective November 1, 1999 and approved by the St. Anthony Medical Center of Crown Point, Indiana, is hereby incorporated by reference, and is adopted by the St. John EMS Department. All revisions and replacements to this document shall be automatically incorporated by reference, and adopted by the St. John EMS Department when they are formally promulgated by the St. Anthony Medical Center.

SECTION 8. That in further governing the activities of the EMS Department, the document titled "Agreement Between St. Anthony Medical Center, Inc. as Sponsoring Hospital and St. John Volunteer Fire Department", dated June 13, 1998 is hereby incorporated by reference and is adopted by the St. John EMS Department. Any revisions or replacements to this document shall require an amendment to this Ordinance in order to be incorporated herein by reference.

SECTION 9. That in further governing the activities of the EMS Department, the document titled "St. John EMS Operating Procedures", as may be amended, and attached hereto, is incorporated herein by reference and is adopted by the St. John EMS Department. The Fire Chief of the St. John EMS Department shall review and update these "Operating Procedures" periodically to ensure that the EMS Department will function in an effective and efficient manner. Any revisions or replacements to this document shall require an amendment to this Ordinance in order to be incorporated herein by reference. Any separate provision contained in the "Operating Procedures" that is in conflict with Indiana statutes shall not apply. In all cases, in the event of a conflict, the Indiana statutes shall apply.

SECTION 10. That in further governing the activities of the EMS Department, the attached document titled "St. John EMS Operating Guidelines", as may be amended, and attached hereto is incorporated herein by reference and is adopted by the St. John EMS Department. The Fire Chief

of the St. John EMS Department shall review and update these "Operating Guidelines" periodically to ensure that the EMS Department will function in an effective and efficient manner. Any revisions or replacements to this document shall require an amendment to this Ordinance in order to be incorporated herein by reference. Any separate provision contained in the "Operating Guidelines" that is in conflict with Indiana statutes shall not apply. In all cases, in the event of a conflict, the Indiana statutes shall apply.

SECTION 11. That the Fire Chief of the Town of St. John is hereby authorized to issue and implement various orders ("EMS Directives") necessary for the daily functioning of the EMS Department in an effective and efficient manner, provided, however, that no such EMS Directives shall modify the provisions of this ordinance. In the event of a conflict, this ordinance shall control.

BE IT FURTHER ORDAINED that all existing ordinances, or parts thereof, in conflict with the provisions of this ordinance, are hereby deemed null, void, and of no legal affect, and are specifically repealed.

BE IT FURTHER ORDAINED that if any section, clause, provision, or portion of this ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect any other section, clause, provision, or portion of this ordinance.

BE IT FURTHER ORDAINED that the Town Council declares an emergency and this ordinance shall take effect and be in full force and effect, from and after its passage by the Town Council of the Town of St. John, Lake County, Indiana, pursuant to law.

PASSED AND ADOPTED by the Town Council of the Town of St. John, Lake County, Indiana, this 24th day of January, 2002.

Aye 5 Nay 0

TOWN COUNCIL, TOWN OF ST. JOHN,
LAKE COUNTY, INDIANA

Kathleen J. Willman
KATHLEEN J. WILLMAN

Kristie L. Aldridge
KRISTIE L. ALDRIDGE

William M. Winterhaler
WILLIAM M. WINTERHALER

Michael S. Forbes
MICHAEL S. FORBES

Jerome J. Rudy
JEROME J. RUDY

ATTEST: Judith L. Companik
JUDITH L. COMPANIK
Clerk-Treasurer

ATTACHMENT 1 TO ORDINANCE NO. _____, EMS REGULATIONS
ST. JOHN EMS OPERATING PROCEDURES
Dated _____

The following shall be known as the "St. John EMS Operating Procedures" and shall apply to all activities of the St. John EMS Department:

1. All full- and part-time Emergency Medical Technicians (EMT) must wear uniforms authorized by the Fire Chief while performing their duties as EMTs.
2. An updated roster of personnel authorized to drive the ambulance shall be available and posted in the St. John Fire Station at all times. Authorized personnel include only the following: Full- and part-time EMTs, St. John Volunteer Fire Department (SJVFD) members, or any person authorized by the SJVFD Incident Commander.
3. EMTs will transport to the nearest available hospital.
4. The ambulance may never be used for personal use, but only for public purposes authorized by the Fire Chief.
5. Accurate records shall be kept of all Emergency Medical Services (EMS) calls and all First Response calls. At a minimum, records shall include:
 - a. Name, address and telephone number of patient/injured;
 - b. Reason for requesting EMS service;
 - c. Miles traveled;
 - d. Time of day for the following: Receipt of 911 or non-emergency call, unit dispatched to scene (and location from which dispatched), arrival at scene, administration of service (and description of service rendered), travel to and arrival at hospital, leave hospital for station (or next EMS call), arrival at station.

Accurate records shall be kept of all miles traveled by the ambulance and maintenance performed thereon. Accurate time sheet records shall be kept for all EMS personnel, whether full-time or part-time. Note that other information may be necessary to properly manage EMS operations, measure service performance and establish appropriate rates for services.

6. A Quarterly Report of EMS Operations shall be published no more than two weeks following each quarter. At a minimum, the Report shall include the:
 - a. Number of EMS calls itemized by the following categories: EMS Minimum Assist calls, EMS Assist calls, EMS Transport calls, EMS False Alarm calls, and EMS Prank Calls;
 - b. Total number of billings rendered all itemized by the categories listed in (a.), above, and the total dollar value of those billings in each category;
 - c. Total dollar amount billed and total dollar amount received, all itemized by the categories listed in (a.), above;
 - d. Total number and dollar value of billings rendered more than 30 days late from payment due date;
 - e. Minimum, average and maximum times for: elapsed time for the ambulance to arrive on scene following receipt of 911 or telephone call, elapsed time to transport to hospital from scene (list by hospital), elapsed time from receipt of 911 or telephone call to return to station;
 - f. List of every incident where an ambulance was dispatched but no billing was rendered, no payment was received within the 30-day limit, or the billing was waived by the Town Council.

7. A schedule of assigned work hours will be established and posted at the St. John Fire Station wherein at least one EMT, whether full-time or part-time, will be available for duty at all times (24 hours times 7 days). Care will be taken to establish a work schedule wherein at least one EMT will be present in the St. John Fire Station between 5:00 AM and 11:00 PM on all days, excepting the times when the EMT is engaged on an EMS call.

ATTACHMENT 2 TO ORDINANCE NO. _____, EMS REGULATIONS
ST. JOHN EMS OPERATING GUIDELINES RELATING TO BILLING
Dated _____

The following shall be known as the "St. John EMS Operating Guidelines" and shall apply to all activities of the St. John EMS Department:

The following cases shall be known as the St. John EMS Operating Guidelines and are intended to be example cases and not a comprehensive list of all possible circumstances which may be encountered. If a conflict occurs between any of these Operating Guidelines and the EMS Regulations Ordinance or the EMS Rate Ordinance, the terms of those Ordinances shall control. If a conflict occurs between any of these Operating Guidelines and the Basic Life Support Treatment Protocol, the terms of the Protocol shall control.

Case 1: A 911 call is made by a patient/injured declaring a medical emergency, an ambulance is dispatched, but the patient/injured refuses service at the scene.

Action: Since 911 was called and the patient requested an ambulance, an ambulance will be dispatched and the patient will be billed in accordance with the EMS Rate Ordinance.

Case 2: A 911 call is made requesting an ambulance, an ambulance is dispatched, the EMT determines that transport is necessary, but the patient refuses transport.

Action: The EMT will honor the patient's request to waive transport. Refer to the EMS Medical Director Treatment Protocol for additional information and exception conditions. The patient will be billed in accordance with the EMS Rate Ordinance.

Case 3: A 911 call is made for medical assistance with the report that an elderly person fell and needs assistance getting up.

Action: Refer to the provisions in the EMS Rate Ordinance concerning EMS Minimum Assist, EMS Assist, and EMS Transport.

Case 4: Either a 911 call or a non-emergency call is made for an ambulance to transport someone to their doctor's office.

Action: The person must make their own arrangements for transport to their doctor's office.

An ambulance will be dispatched for 911 calls but not for non-emergency calls. Any call made as an emergency will result in the dispatch of an ambulance, and EMS Transport, if requested, will be made to the nearest hospital emergency room.

Case 5: A 911 call is made for medical assistance with the report that a person requests an insulin injection.

Action: Because a 911 call was made, an ambulance will be dispatched. However, the EMT will not administer injections. Billing will occur in accordance with the EMS Rate Ordinance.

Case 6: During an EMS Assist, the patient requests transport to a hospital other than the nearest available hospital.

Action: The patient will be transported to the nearest available hospital.

Case 7: A 911 call is made requesting an EMS unit. Upon arrival, the EMT determines that no medical emergency exists.

Action: Refer to the provisions in the EMS Rate Ordinance concerning EMS Assist, EMS False Alarm and EMS Prank Call.

Case 8: A 911 call is made on behalf of a patient requesting an EMS unit.

Action: An ambulance will be dispatched because 911 was called. Any patient that refuses medical assistance at the scene will not receive those services. Each patient that receives medical assistance or is transported to a hospital will be billed in accordance with the EMS Rate Ordinance.