

**Resolution Number 07-18-2011**

**Option 4 – EMS Director Hired, Fired & Supervised by Mayor, CLB Hiring Confirmation**

**Resolution to Establish Ambulance Service Operations**  
**Including Operational Policies, Procedures, Standard, Rules and Regulations**  
**Within Campbell County, Tennessee**  
**As Provided By Tennessee Code Annotated 7- 61- 101 et seq.**

**WHEREAS**, Tennessee Code Annotated 7-61-101 defines Ambulance Service as the use of any privately or publicly owned motor vehicle for the transportation of injured or infirm persons on an emergency or nonemergency basis, and;

**WHEREAS**, Tennessee Code Annotated 7-61-102 authorizes a County Legislative Body to provide, maintain and do all things necessary to provide ambulance service as a public service, and;

**WHEREAS**, Tennessee Code Annotated 7-61-103 authorizes a County Legislative Body to adopt and enforce reasonable regulations to control the provision of private or nonprofit ambulance service for the protection of the public health and welfare, and;

**WHEREAS**, The Campbell County Legislative Body began to provide ambulance service as a public service in 1972 with the intent to regulate the provision of ambulance service by both private and nonprofit providers, including but not limited to, private services that may wish to operate in the County, and;

**WHEREAS**, The Campbell County Legislative Body desires to formally establish policies, procedures, standards, rules and regulations to insure the quality, competency, integrity and level of Ambulance Services/Emergency Medical Services provided within Campbell County, and;

**WHEREAS**, The Campbell County Legislative Body assembled in regular session the 25<sup>th</sup> day of January, 1999, established regulations for the operation of patient transportation services for ambulance, convalescent, and invalid vehicles operating in Campbell County, and;

**WHEREAS**, The Campbell County Legislative Body assembled in regular session the 17<sup>th</sup> day of August, 2009, approved a first amendment to the established regulations for the operation of patient transportation services for ambulance, convalescent, and invalid vehicles operating in Campbell County, and;

**WHEREAS,** The Campbell County Legislative Body assembled in regular session the 21<sup>st</sup> day of September, 2009, approved a second amendment to the established regulations for the operation of patient transportation services for ambulance, convalescent, and invalid vehicles operating in Campbell County, and;

**WHEREAS,** The Campbell County Legislative Body assembled in regular recessed session the 30<sup>th</sup> day of June, 2011, approved a third amendment to the established regulations for the operation of patient transportation services for ambulance, convalescent, and invalid vehicles operating in Campbell County, and;

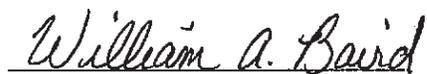
**NOW, THEREFORE, BE IT RESOLVED,** That the Campbell County Legislative Body assembled in regular session this 18<sup>th</sup> day of July, 2011, hereby establishes the Campbell County Ambulance Service/EMS Department and adopts the attached policies, procedures, standards, rules and regulations for the provision of Ambulance Services/Emergency Medical Services within Campbell County, including but not limited to, the operation of patient transportation services for ambulance, convalescent, and invalid vehicles operating in Campbell County.

**BE IT FURTHER RESOLVED,** That any portions of any previous Resolutions in conflict with this Resolution are hereby amended insofar as such conflict exists; specifically Section 8 of Resolution 4-12-10 adopted by the Campbell County Legislative Body on December 20, 2010 relating to the hiring, firing, supervision, powers and duties of the Campbell County Ambulance Service/EMS Director, but all such Resolutions otherwise unchanged remain in full force and effect.

**BE IT FURTHER RESOLVED,** That should any of the terms and provisions of this resolution be determined or declared unenforceable, the remaining terms and provisions shall remain enforceable to the full extent allowable by law.

**BE IT FURTHER RESOLVED,** That this Resolution shall become effective immediately upon its passage, the public welfare requiring it.

**APPROVED:**



William Baird

County Commission Chairman

Attest:

Debbie Wilson  
Debbie Wilson  
County Court Clerk



## Ambulance Service/EMS Policies, Procedures, Standards, Rules and Regulations

### AMBULANCE SERVICE/EMS DIRECTOR

1. The position of Campbell County Ambulance Service/EMS Director is hereby established to oversee the day to day operations of the Campbell County Ambulance Service/EMS Department in a manner compliant with all applicable policies, procedures, standards, rules and regulations established by the Campbell County Legislative Body as presently exists and as may be amended from time to time hereafter, and in a manner compliant with all applicable policies, procedures, standards, rules and regulations established by the Tennessee Department of Health, Division of Emergency Medical Services as presently exists and as may be amended from time to time hereafter.
2. The position of Campbell County Ambulance Service/EMS Director will be an at-will full time administrative employee and shall be subject to all applicable provisions of the Campbell County Personnel Policies and the Fair Labor Standards Act.
3. The Campbell County Ambulance Service/EMS Director will be hired and fired by the Campbell County Mayor as authorized by the TCA 5-6-106(c). The hiring of the Campbell County Ambulance Service/EMS Director will be subject to the confirmation of the Campbell County Legislative Body as authorized by TCA 5-6-106 (c) with an annual salary amount established by the Campbell County Legislative Body. The Campbell County EMS Committee may make advisory recommendations regarding the employment status of the Campbell County Ambulance Service/EMS Director.
4. The Campbell County Ambulance Service/EMS Director will be supervised by the Campbell County Mayor as authorized by TCA 5-6-106(a).
5. The Campbell County Ambulance Service/EMS Director shall work in cooperation with the Campbell County Mayor and the Campbell County EMS Committee, an advisory committee of the Campbell County Legislative Body, as well as with the Campbell County Legislative Body as a whole. The Campbell County EMS Committee shall make regular and special advisory reports to the Campbell County Legislative Body relative to the Campbell County Ambulance Service/EMS Director and the Campbell County Ambulance Service/EMS Department operations for such consideration and actions thereon that the Campbell County Legislative Body deems appropriate, if any.
6. The Campbell County Ambulance Service/EMS Director shall have the authority to hire, fire and establish the compensation level of the personnel for the Campbell County Ambulance Service/EMS Department, provided that such positions are funded in the annual budget, and that the personnel to be hired in such positions meet the minimum standards/criteria established by the Tennessee Department of Health, Division of Emergency Medical Services for those positions so regulated.

7. The Campbell County Ambulance Service/EMS Director shall have the authority to establish the employee job titles, duties and work schedules to be performed by the various employees of the Campbell County Ambulance Service/EMS Department to insure the best quality of service is provided in the timeliest manner.
8. The Campbell County Ambulance Service/EMS Director shall have the duty to determine the goods and/or services to be acquired to facilitate the efficient and effective operation of the Campbell County Ambulance Service/EMS Department and will issue purchase requisitions for the acquisition of these items in a manner compliant with all purchasing laws, regulations, policies and procedures subject to the annual budgetary limitations established by the Campbell County Legislative Body.
9. The Campbell County Ambulance Service/EMS Director shall recommend for approval by the Campbell County Legislative Body a person employed in the Campbell County Ambulance Service/EMS Department to serve as the Deputy Director. The Deputy Director shall be fully authorized to perform such duties and responsibilities as assigned by the Director and in the absence of the Director, the Deputy Director shall be fully authorized to and shall perform the duties of the Director as may be necessary, incidental to, or convenient for the continued operation of the Campbell County Ambulance Service/EMS Department.
10. The Campbell County Ambulance Service/EMS Director shall review the operations of any and all private and nonprofit parties performing patient transportation services for ambulance, convalescent, and invalid vehicles operating in Campbell County, and shall report to the Campbell County Mayor, Campbell County EMS Committee, and the Campbell County Legislative Body any and all instances of non-compliance with the policies, procedures, standards, rules and regulations established by the Campbell County Legislative Body relating to the provision of ambulance service within Campbell County, and shall make recommendations to the Campbell County Mayor and the Campbell County Legislative Body as to necessary action to correct such areas of non-compliance.
11. The Campbell County Ambulance Service/EMS Director shall perform such other emergency services duties that may be assigned by the Campbell County Legislative Body and/or the Campbell County Mayor.

## **PERSONNEL**

1. Each unit shall be staffed with at least two personnel. Basic Life Support units shall consist of no less than two EMTs. Advanced Life Support units shall consist of no less than one Paramedic and one EMT. All personnel on any unit shall be currently certified with the State of Tennessee and in good standing.
2. Personnel must be physically fit to perform the duties and each service shall keep on file verification of an annual physical exam of each employee.

3. All personnel must be neat and clean in appearance and shall dress in exact uniforms with the name of the personnel and the level of certification (EMT, EMT-IV or EMT-P) easily visible on the uniform. The uniform shirt shall have some type of insignia patch on it displaying the name of the service.
4. All employees of the Campbell County Ambulance Service/EMS Department are at-will employees.

### **VEHICLES AND EQUIPMENT**

1. All light duty vehicles shall be no more than 15 years old from the date of new sale or have no more than 380,000 miles on the odometer, whichever may occur first.
2. All medium duty vehicles shall be no more than 15 years old from the date of new sale or have no more than 580,000 miles on the odometer, whichever may occur first.
3. Maintenance Records shall be kept current on all vehicles and available for inspection at all times.
4. All vehicles must conform to the rules and regulations of the Tennessee Department of Health concerning specifications and equipment.
5. Each vehicle must be equipped with a two-way radio system that will communicate with LaFollette Medical Center or Jellico Community Hospital. Vehicle wattage must be at least 65 watts and base wattage must be at least 100 watts.
6. Each unit shall contain all equipment and supplies necessary to be a Class A unit and shall contain all of the equipment and supplies listed on the attached ambulance supplies inventory sheet.

### **SEVERABILITY**

If any subsection, sentence, clause, phrase, or portion of these regulations is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

### **INSURANCE**

All services operating in Campbell County shall maintain with insurance companies authorized to do business in the State of Tennessee liability coverage on all vehicles and professional liability coverage on its employees not less than \$1,000,000.00 per occurrence.

## OPERATING BASE

1. Each service shall maintain a dispatcher 24 hours a day for the purpose of communications with the public, each vehicle, and the LaFollette Medical Center or Jellico Community Hospital.
2. Each unit shall be housed inside or kept in an environment as to keep the temperature inside the unit between 40 degrees and 90 degrees. Cleaning facilities shall be available for employees to keep the vehicles and equipment clean.
3. No service shall display or advertise a seven digit number for emergencies. All services shall include the "911" number in any advertising and shall display only the emergency "911" number on each side of all vehicles. All services shall include the "911" number in any advertising or other document that includes a seven digit phone number. No service shall run emergency traffic or respond to an emergency in Campbell County without the consent of the Campbell County Emergency Communication District. If any emergency calls are received by the service, its personnel shall notify the Campbell County Emergency Communication District.
4. No unit or service shall cause or permit any vehicle to be dispatched on the basis of information obtained by monitoring a radio frequency assigned to law enforcement, ambulance service, rescue squad, or other public agency except by special request of or prior arrangement with the coordinating agency responsible for dispatching ambulances.

## NAME

1. No service, company, or vehicle other than a duly constituted government service shall use the words Campbell County as a part of its name.
2. The unit shall display boldly the company name and the unit ID number where it is easily visible from all four sides of the vehicle for the public to see.

## REVENUE

1. Each vehicle or service must be Medicare enrolled and currently approved with a current provider number plainly posted at the billing office. Each service shall accept assignment on all Medicare claims.
2. All services shall be equipped to do electronic billing with Medicare and shall be able to provide computer billings to the patient upon request.
3. Each service shall provide a billing office in Campbell County where the general public could go to pay a bill, etc. A billing person or secretary or someone other than a dispatcher shall be there to provide service to the public. The office shall be open at least 40 hours a week and during normal daytime business hours.

## **GENERAL**

1. All services and units shall meet the requirements of the State of Tennessee Department of Health, Division of EMS and shall be licensed as a Class A service. All units transporting patients under this license shall conform to the regulations applying to Class A services.
2. All services shall have a Physician Medical Director who will be a practicing physician in Campbell County.

## **CERTIFICATE**

Each service shall certify annually on or before May 31<sup>st</sup>, except for the year 2011 when such certification must be filed by July 31<sup>st</sup>, that each such service meets all the requirements herein set out by filing an affidavit with the Campbell County Mayor's Office. Each service shall specify with particularity any areas and/or items of non-compliance with any portion of these policies, procedures, standards, rules and regulations and specifically acknowledge when such areas and/or items of non-compliance will be corrected. In addition to the requirement to file an annual affidavit certifying compliance with these policies, procedures, standards, rules and regulations, each service shall promptly and within 15 days notify the Campbell County Mayor's Office of any and all occurrences of non-compliance with any portion of these policies, procedures, standards, rules and regulations and specifically acknowledge when such areas and/or items of non-compliance will be corrected.

## **ENFORCEMENT**

1. All vehicles, equipment, and response reports shall be available at all times for inspection by the Campbell County Ambulance Service/EMS Director, and/or the Tennessee Department of Health Regional EMS Director, and/or the duly authorized representative(s) of the Campbell County Legislative Body.
2. The Campbell County Ambulance Service/EMS Director, and/or the Tennessee Department of Health Regional EMS Director, and/or the duly authorized representative(s) of the Campbell County Legislative Body shall investigate allegations of violations of these policies, procedures, standards, rules and regulations, and shall report instances of non-compliance with these policies, procedures, standards, rules and regulations and patient care issues to the Campbell County Mayor, the Campbell County EMS Committee, and the Campbell County Legislative Body for information and input and shall recommend an appropriate corrective action to the Campbell County Mayor and the Campbell County Legislative Body.

3. Failure to comply, obey and/or operate in accordance with these policies, procedures, standards, rules and regulations may result in legal action and/or loss of certification to provide patient transportation services for ambulance, convalescent, and invalid vehicles operating in Campbell County.
4. Should any of the foregoing policies, procedures, standards, rules and regulations be determined or declared unenforceable, the remaining terms and provisions shall remain enforceable to the full extent allowable by law.

JULY 18, 2011 cont.

**RESOLUTION NO. 07-18-2011**  
**OPTION 4 – EMS DIRECTOR HIRED,**  
**FIRED & SUPERVISED**  
**BY MAYOR, CLB HIRING CONFIRMATION**

A motion was made by Commissioner Evans and seconded by Commissioner White to approve resolution No. 07-18-2011 option 4 – EMS Director hired, fired and supervised by Mayor, County Legislative Body hiring confirmation. This resolution establishes ambulance service operations including operational policies, procedures, standard rules and regulations within Campbell County, Tennessee as provided by Tennessee Code Annotated 7-61-101 et seq. Whereupon a roll call vote was had: Ayers Aye, Baird Aye, Boshears Aye, Bruce Aye, Davis Aye, Evans Aye, Hall Aye, Hatmaker Aye, Nance Aye, Orick Aye, Rutherford Aye, Singley Aye and White Aye. This motion was adopted with 13 Aye and 2 absent.