



# OPERATIONS MANUAL STRATFORD EMERGENCY MEDICAL SERVICE

900 Longbrook Avenue • Stratford, CT 06614 • (203) 385-4060  
<http://www.townofstratford.com/ems>

SECTION:	<b>10-1: DEPARTMENT EXPLORER POST</b>	DATE ISSUED OR REVISED:	<b>01-NOV-2004</b>
PURPOSE:	<b><i>To define the purposes and general operations of the Department Explorer Post</i></b>		

## 10-1.0 DEPARTMENT EXPLORER POST

10-1.1 Explorer Post 4911, sponsored by the Department, shall observe the following guidelines

10-1.1.1 Encourage and promote EMS among youth participants.

10-1.1.2 Membership is open to all qualifying youth.

10-1.1.3 There are no residency requirements.

10-1.1.4 Adult advisory positions include:

- 1 Post Advisor
- 2 Associate Advisor for Administration
- 3 Associate Advisor for Programs
- 4 Scouting coordinator
- 5 Post Committee chairperson
- 6 Post Committee members

10-1.1.5 All positions are appointed by the Chief, with candidates drawn from among currently active members of the Department, parents, and interested members of the community, upon the recommendation of Post Committee members and advisors.

10-1.1.6 Report directly to a division Lieutenant.

10-1.1.7 Explorers are bound by the Department standard operating procedures at all times.

- 1 Department procedures supersede Post procedures.



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SECTION:	<b>10-2: DEPARTMENT HONOR GUARD</b>	DATE ISSUED OR REVISED:	<b>01-NOV-2004</b>
PURPOSE:	<b><i>To define the roles and responsibilities of the Department Honor Guard.</i></b>		

## 10-2.0 DEPARTMENT HONOR GUARD

- 10-2.1 Membership in the Department Honor Guard is open to all currently active Members of the Department who have met the specific requirements of the unit.
- 10-2.2 The Department Honor Guard serves as the official representative of the Department at functions such as funerals, parades, special events, and others as determined by the availability and guidelines of the membership of the unit.
- 10-2.3 All functions shall have prior authorization from EMS Administration.
- 10-2.4 Members are approved by the Administration upon review by and receipt of a recommendation from the existing Honor Guard members.
- 10-2.5 The Department Honor Guard shall report directly to a Lieutenant.



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SECTION:	<b>10-3: TOWN EMS FUNDING COMMITTEE</b>	DATE ISSUED OR REVISED:	<b>01-NOV-2004</b>
PURPOSE:	<b><i>To describe the Town's EMS Funding Committee and the Departmental representation</i></b>		

## 10-3.0 **TOWN EMS FUNDING COMMITTEE**

- 10-3.1 The Town EMS Funding Committee is established by ordinance of the Town and is a committee of the Town Council.
  - 10-3.1.1 This committee is comprised of nine members and is authorized to recommend, to the Town Council for approval and adoption, specific expenditures from the EMS Enterprise Fund.
  - 10-3.1.2 Five Members of the Department are appointed to this committee by the Town Council upon recommendation by the majority vote of all active members of the Department.
  - 10-3.1.3 Member's terms run concurrent with the Town Council.
- 10-3.2 The EMS Enterprise Fund is established by this same ordinance, and is created to receive all revenue derived from EMS billing.
- 10-3.3 Public Donations received by the Town are maintained in a separate account. These funds are requested through a petition process.
  - 10-3.3.1 Members shall submit petitions directly to the EMS Office for committee action to expend funds from this account.
  - 10-3.3.2 All petitions require a minimum of twenty five active Members endorsement to be considered.
  - 10-3.3.3 Petitions may be obtained from the EMS Office.
- 10-3.4 The Town EMS Funding Committee has the following general responsibilities as established by ordinance:
  - 10-3.4.1 To develop and activate a long-term capital improvement/capital equipment plan that will satisfy the needs of providing emergency medical services for the Town
  - 10-3.4.2 To develop, in conjunction with the Town administration, an EMS department operating budget for recommendation to the Town Council
  - 10-3.4.3 To annually review the emergency medical transport fee structure in conjunction with the State statutes pertaining to ambulance fees, for recommending changes to the fee structure to the Town Council
  - 10-3.4.4 To review requests for funding that were not included in the adopted budget and refer requests to the Town Council with a recommended action.
  - 10-3.4.5 Assumption over the responsibilities of reviewing requests from the public donations account and making a recommendation to the Town Council for approval.
- 10-3.5 Further information regarding the EMS Funding Committee may be obtained via the enabling Town ordinance.