

THE CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW NO. 2001-13

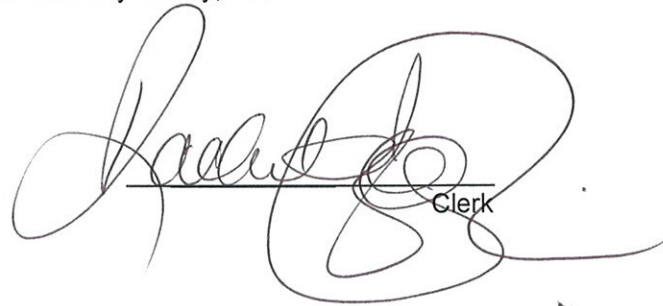
Being a by-law to authorize execution by the Reeve and Administrator of a Service Contract between the municipality and the District of Sault Ste. Marie Social Services Administration Board for provision of First Response Services

THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PRINCE HEREBY ENACTS AS FOLLOWS:

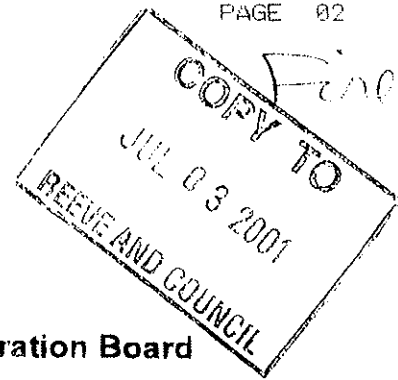
1. THAT the Reeve and Administrator be and they are hereby authorized to execute and affix the Corporate Seal to an Agreement between the municipality and the District of Sault Ste. Marie Social Services Administration Board for provision of First Response Services, which Agreement is attached hereto as Schedule "A".
2. SCHEDULE "A"
Schedule "A" forms part of this by-law.

READ THREE TIMES AND PASSED in open Council this 10th day of July, 2001.


Reeve


Clerk

SCHEDULE "A"
TO BY-LAW 2001-13



Draft

Agreement Between

**The District of Sault Ste. Marie Social Services Administration Board
(here in referred to as the DSSAB)**

And

(here in referred to as the Volunteer Fire Service)

Whereas the District of Sault Ste. Marie Social Services Administration Board is the Designated Delivery Agent for Land Ambulance Services under the Ambulance Act for the geographic jurisdiction of the City of Sault Ste. Marie, Prince Township and the 31 unincorporated townships in the Sault North Planning Board area.

And Whereas the District of Sault Ste. Marie Social Services Administration Board recognizes and supports First Response Teams (herein referred to as FRT) as an important component in providing pre-hospital care in the Emergency Health Services system.

A First Response Team is a DSSAB approved, organized group of volunteers who respond to medical emergencies to assess and manage signs and symptoms of the sick and injured until Emergency Medical Services personnel arrive on the scene.

Now therefore the _____ and the DSSAB agree as follows:

Qualifications and Certification

1. FRTs will not be certified ambulance services but will work in conjunction with the District of Sault Ste. Marie Emergency Medical Services (DSSMEMS) as operated by the Sault Area Hospitals.
2. The FRT members will
 - a) Be trained in the Ministry of Health and Long Term Care (MOHLTC) approved Emergency First Responder Training program.
 - b) Hold current certificates in Emergency First Response, Cardio pulmonary resuscitation (CPR) and First Aid.
 - c) Must be 18 years of age
 - d) Must hold a class G drivers license
 - e) Must have or be prepared to obtain a radio operators license

Supplies and Equipment

3. The FRT will be eligible for training, supplies and a first response vehicle (when available) to support their activities.
4. The FRT will be eligible for Communication Equipment from the Central Ambulance Communication Centre (CACC) operated by the Ministry of Health and Long Term Care.
5. FRT will be eligible to obtain standard patient care equipment and supplies through the DSSMEMS. The use and maintenance of such equipment is subject to inspection by the DSSMEMS and the Sault Ste. Marie Provincial Base Hospital program as necessary.

Administrative Vehicles

6. Any assigned First Response Vehicles will be used for calls dispatched or approved by CACC.
7. The First Response Vehicles will only be used to transport the members of the FRT and the equipment to the site of the call.
8. The First Response Vehicles will not transport patients.
9. Maintenance Expenses for the First Response vehicles are to be routed through the DSSMEMS
10. The FRT is responsible for ensuring the vehicle is kept in an appropriate location and must designate one person to be responsible for it's maintenance. The name of that person is to be given to the Manager of the DSSMEMS
11. Vehicles provided to FRTs are part of the DSSAB Ambulance fleet and are subject to inspection by the DSSAB, DSSMEMS or the MOHLTC.
12. Any unauthorized use of the FRT vehicle will result in a review of this agreement and possibly the removal of the vehicle from the FRT.

FRT Medical Responsibilities

13. The FRT will respond to medical emergencies when dispatched and or approved by the CACC.

- 14. FRT members will provide first aid and carry out only those medical activities they have been trained in through EFA, CPR or EFR until a dispatched ambulance (air or land) arrives.
- 15. FRT members will not transport patients from the scene of the medical emergency.
- 16. FRT members who are under the influence of alcohol or drugs **will not** respond to emergency calls. (This may include certain prescription medication)
- 17. FRT members will complete an Ambulance Call Report summarizing the care they administered to the patient. These reports will be forwarded to the Manager of the DSSMEMS.

Termination

- 18. This agreement may be terminated provided that 30 days written notice of intent to terminate shall be given to the other party.
- 19. Upon termination, any vehicle, equipment and supplies provided to the _____ will be returned to the DSSMEMS.
- 20. The DSSAB may terminate this agreement without notice or without any liability in the event of:
 - a) Serious professional misconduct by the _____ in the opinion of the DSSAB, DSSMEMS or the MOHLTC.
 - b) Neglect, failure or refusal to proceed promptly with the agreement as proposed.
 - c) Or failure to comply with any of the terms and conditions of this agreement.
- 21. Notice of Termination will be delivered to:

Chairperson
 District of SSM Social Services Administration Board
 540 Albert St. E.
 Sault Ste. Marie Ontario P6A 7A7
 Phone: 705 541 7300
 Fax: 705 541 7316

Or

Term of the Agreement

22. This agreement shall be in effect from _____ to _____ and shall be subject to renewal on an annual basis.

23. Any terms of this agreement may be altered by written amendment and with the mutual consent of the DSSAB and the _____.

In Witness whereof the parties have signed this agreement by their duly authorized officers

Dated at _____, Ontario this _____ day of _____ 2001

Signed, Sealed and Delivered

Representative from DSSAB

Representative from VFD

Witness

Witness

Copied to District of Sault Ste. Marie Emergency Medical Services

District of Sault Ste. Marie Social Services Administration Board

First Response Team Guidelines

1.0 Policy:

- 1.1 The District of Sault Ste. Marie Social Services Administration Board (DSSAB) is the Designated Delivery Agent for Emergency Medical Services (EMS) for the geographic jurisdiction of the City of Sault Ste. Marie, Prince Township and the 31 unincorporated townships in the Sault North Planning Board.
- 1.2 The DSSAB recognizes and supports First Response Teams as an important component of the EMS System.

2.0 Definitions:

- 2.1 First Response Team (FRT): is an, DSSAB approved, organized groups of volunteers, who respond to medical emergencies to assess and manage signs & symptoms of the sick and injured until EMS personnel arrives.
- 2.2 First Responder: is a, DSSAB approved, trained individual, in first aid and cardiopulmonary resuscitation (CPR) and an DSSAB approved Emergency First Responder (EFR) course.
- 2.3 First Response Vehicle (when and if available): is a DSSAB approved administrative vehicle for the transportation of FRT members and equipment to and from emergency responses and/or approved training exercises. It should in no way be identified or recognized as an ambulance and shall not be equipped with emergency lights as describe in the Highway Traffic Act.
- 2.4 Remote: is a community with less than a population of 5,000 and/or has less than one traffic control device i.e Traffic Light

3.0 Parameters:

- 3.1 FRTs will not be certified ambulance services, but will work in conjunction with an identified local EMS.
- 3.2 The establishment and or support of a FRT will be under the direction and approval of the DSSAB and the bonding EMS.
- 3.3 The approved FRT will be eligible for training, supplies, communication equipment and possible an administrative vehicle, when and if available, to support their activities and to ensure an adequate and consistent standard of patient care.

- 3.4 The FRT will be affiliated with approved Volunteer Fire Departments in the Unorganized Territories and by municipal councils in smaller organized communities.
- 3.5 A FRT may also be affiliated with a recognized Search and Rescue Association.

4.0 **Criteria for establishment and maintenance of a FRT:**

- 4.1 The following is the criteria for the establishment and maintenance of a FRT
- a) interest and commitment in establishing a FRT has been demonstrated by a community.
 - b) the community is remote from other emergency medical services.
 - c) annual ambulance calls to the community are approximately ≥ 20 .
 - d) a roster of ≥ 8 to 12 interested persons, eligible for training, can be established.
 - e) The DSSAB will identify the bonding EMS (local land ambulance service) to work in conjunction with each DSSAB approved FRT
- 4.2 The Ministry of Health and Long Term Care are responsible for any FRT on any First Nation within the geographic jurisdiction of the DSSMSSAB.

5.0 **FRT Operations:**

- 5.1 FRTs will work in conjunction with the identified EMS (local land ambulance service) to obtain patient care training, advice, supplies and equipment.

5.2 **Membership Criteria for FRT members must :**

- a) Be at least 18 years of age.
- b) Have a current Standard First Aid and CPR (Basic Rescuer) certification.
- c) Have a current (DSSMSSAB approved) Emergency First Response (EFR) certificate.
- d) Hold a class G drivers license.
- e) Have or be prepared to obtain a current restricted radio operators (RRO) license.

5.3 **FRT Responsibilities:**

- a) FRT members will respond to medical emergencies only when dispatched or approved by the Central Ambulance Communication Centre (CACC).
- b) DSSAB approved First Response Vehicles will be used only for EMS calls dispatched or approved by the CACC to move the team and equipment to and from the site of the call and/or prearranged/approved training.
- c) FRT members will provide assessment and management of the signs & symptoms of the sick and injured until EMS personnel arrives.
- d) FRT members will not transport patients from the scene to a medical facility.

- e) FRT members will complete a report, in the prescribed manner, (as designated by the bonded EMS) with respect to each emergency call they are dispatched to. Reports will be forwarded to the Manager of the bonding EMS.
- f) FRT members who are under the influence of alcohol or drugs (blood alcohol level of .08) shall NOT respond to calls. This may include prescription medication.

5.4 Training for DSSAB approved FRTs:

- a) Members are eligible for training required to obtain an EFR Certificate as provided by the Ministry of Health and Long Term Care(MOHLTC) and or another DSSAB approved training agency.
- b) Members are eligible for additional training in the use and maintenance of special and/or newly implemented equipment.
- c) Whenever possible, training will be provided locally by DSSMEMS and MOHLTC EHS Branch or approved training agencies. Out of pocket expenses will be reimbursed.
- d) Re-certification training will be provided on a scheduled basis every three years.
- e) Requests for training are to be routed through the DSSMEMS for coordination.

5.5 FRT Coordinator

- a) The FRT will designate one person to be the Coordinator.
- b) The Coordinator will be the primary contact person for the DSSMEMS and for the designated EMS (land ambulance service).
- c) The FRT Coordinator will keep a current list of all qualified and active FRT members. This list will be provided to the designated EMS and the DSSAB annually.
- d) The FRT Coordinator is responsible for communicating changes to the list of FRT members to the DSSAB and the designated EMS.
- e) The FRT Coordinator will be responsible for ensuring all FRT members meet their ongoing training requirements
- f) The FRT Coordinator will be responsible for the equipment and supplies provided to the FRT.
- g) The FRT Coordinator will be responsible for the First Response Vehicle where this is provided.

6.0 Equipment Provision to First Response Teams

Vehicles

- 6.1 First Response Vehicle (when and if available) is a DSSAB approved administrative vehicle for the transportation of FRT members and equipment to and from emergency responses and/or approved training exercises. It should in no way be identified or recognized as an ambulance and shall not be equipped

will emergency lights as describe in the Highway Traffic Act. (Under no circumstances is this vehicle authorized for the movement of a patient.)

- 6.2 Vehicles provided to the FRTs are part of the DSSAB Ambulance fleet and are subject to inspection.
- 6.3 Each FRT is responsible for ensuring that the vehicle is kept in an appropriate location and must designate one person to be responsible for its maintenance.
- 6.4 Requests for vehicles and maintenance expenses are to be routed through the designated Land Ambulance Service.
- 6.5 Any unauthorized use of the FRT vehicle will result in a review of the Agreement between the DSSAB and the FRT. The vehicle may be returned to the bonding EMS.

Supplies

- 6.6 FRTs are eligible to obtain standard patient care supplies as listed in Appendix 1 through the bonded EMS.
- 6.7 The use and maintenance of such equipment is subject to inspection by the bonding EMS, MOHLTC or the DSSAB.

Radio Communications

- 6.8 FRTs are eligible to obtain basic radio communications equipment to support their team activities.
- 6.9 Requests for such equipment are to be routed through the Land Ambulance Service and the local CACC
- 6.10 The use and maintenance of such equipment is subject to inspection.

7.0 First Response Team Agreements:

- 7.1 Each approved Volunteer Fire Department or Search and Rescue Organization who meet the criteria to deliver first response care will be expected to sign an agreement with the DSSAB. This Agreement will outline the general expectations of the FRT which will be based on the policies and procedures outlined in this document.
- 7.2 This Agreement will be reviewed annually with the FRT by the DSSAB and/or the designated bonding EMS.
- 7.3 The Agreement may be reviewed at any time during the course of the year if there is a serious professional misconduct by the FRT in the opinion of the DSSAB, DSSMEMS or MOHLTC. Also if there is failure to comply with the terms and

conditions of the agreement or neglect, failure or refusal to proceed promptly with the agreement as proposed.

- 7.4 The Agreement may be terminated provided that 30 days written notice of intent to terminate shall be given to the other party
- 7.5 Upon termination, any vehicle, equipment and supplies provided to the FRT will be returned to the designated EMS.
- 7.6 Any terms of the agreement may be altered by written amendment with the mutual consent of the DSSAB and the FRT