

City of Gardiner Code

CHAPTER 11

Ambulance Service Advisory Board

SECTION

1430 Advisory Board

1431 Purpose

1432 Appointments, Term Renewal, Vacancy

1433 Meetings

1434 Officers

1435 Duties of Officers

1436 Elections

1437 Duties of Members

1438 Amendments

1439 Gifts and Donations

1440 Duties and Responsibilities of the Gardiner Ambulance Service Advisory Board

1441 Conflicts of Interest

Section 1430 Advisory Board

The City of Gardiner hereby establishes the Gardiner Ambulance Service Advisory Board.

Section 1431. Purpose

The purpose of the Gardiner Ambulance Service Advisory board is to represent the citizens served by the ambulance as an advisory board to the Gardiner city council, city manager, and ambulance director regarding the administration and polices of the ambulance service. The function of the ambulance service is to provide the highest quality emergency medical services for sick or injured persons in a timely and efficient manner.

Section 1432. Appointments, Term Renewal, Vacancy

(A) The Gardiner representatives to the board shall be three members with voting privileges and three alternate members appointed by the mayor, with the advice and consent of the city council. These members shall be residents of the city.

a. The following shall apply to representatives from the City of Gardiner:

- b. The term of office will be for three years on a staggered basis. The terms of the originally appointed members will be as follows:
 - i. One member for a one-year term, one member for a two-year term, and one member for a three-year term. All terms shall start July 1st.
 - ii. Each year thereafter, in the month of June, the mayor, with the advice and consent of the city council, shall meet and appoint a new member or re-appoint a current member for the term of three years, to succeed the outgoing member.
 - (B) Towns paying their 100% fair share for use of the ambulance service shall be entitled to one voting member and one alternate member to the Ambulance Service Advisory Board. Such person(s) shall be appointed by the select persons of the respective towns and service for a one-year term.
- ***Primary members will have the authority to vote on items for their community. In the event that the primary member is not present the alternate members may vote on items***
- (C) In the event of the resignation of any member, death of a member, inability to serve, or absence without acceptable reason from three or more regular meetings, the seat may be declared vacant. The governing body of the members' community, may appoint a member to finish any unexpired term that might remain.
 - (D) The mayor shall serve as an ex-officio member with no voting rights.

Section 1433. Meetings

- (A) Regular meetings shall be held on a quarterly basis unless otherwise ordered by the board. Meetings will be on the second Monday of the months of February, May, August and November at 6:00pm. The meeting date and/or time may be changed if a scheduling conflict arises.
- (B) Special meetings shall be called by the chairperson or upon the written request of at least two members or the ambulance director.
- (C) All regular meetings are to be held at Gardiner City Hall unless otherwise directed by the chairperson.
- (D) The regular meeting held in August of each year may be known as the organizational meeting. The purpose of this meeting shall be the election of officers, namely the chairperson and secretary; and other business that may need to come before the board.
- (E) The meeting held in the fourth quarter of each year shall be to review the proposed budget for the coming fiscal year and other business that may need to come before the board.
- (F) After review, copies of the budget must be submitted by the ambulance director to the city manager for submission to the Gardiner city council.
- (G) Four members of the board constitutes a quorum at any regular or special meeting.
- (H) All meetings are open to the public. Executive sessions may be held in accordance with Maine Revised Statutes Annotated, but all votes must be public.

Section 1434. Officers

The Advisory Board shall consist of the following officers. The officers shall be a chairperson and a secretary who shall be elected at the organizational meeting in August to serve for a one-year term or until a successor shall be elected and qualified.

Section 1435. Duties of Officers

The duties of the officers shall be as follows:

- (A) The chairperson shall preside at all meetings of the board, appoint all committees, represent the board at appropriate public affairs, and shall maintain the dignity and efficiency of the board in all possible ways.
- (B) The secretary shall keep a record of the proceedings of the board, and distribute copies to the participating municipalities. The secretary shall read all official communications to the board, write correspondence as directed, keep on file all records and important correspondence.

Section 1436. Elections

All officers shall be elected by nominations made from the floor. A majority vote of those present shall constitute an election. No elections shall be held unless four board members are present.

Section 1437. Duties of Members

- (A) It shall be the duty of each member of the board to take an active part in the direction of the ambulance services program and to act in whatever capacity they may be called, to be loyal in thought and deed to the welfare of the ambulance service and to the communities which it serves.
- (B) All members shall serve without remuneration.
- (C) Any member is privileged to make an inspection of the ambulance service and equipment at any time and bring a report to the board.
- (D) The ambulance director shall act as an advisor to the board, providing information and recommendations on the operations and financial aspects of the ambulance service at regular meetings and as requested by board members.

Section 1438. Amendments

This constitution may be amended at any regular or special meeting of the city council by a majority vote of those present and voting, provided notice of the proposed amendment has been given in writing to all board members at least two weeks prior to said meeting.

Section 1439. Gifts and Donations

The board shall have authority to accept gifts and donations to the ambulance service provided the same is deposited with the Gardiner city treasurer.

Section 1440. Duties and responsibilities of the Gardiner Ambulance Service Advisory Board

- (A) To know and understand why the service exists and review these reasons.

- (B) To be responsive to the needs of the community and be progressive and practical in meeting those needs.
- (C) To understand and support the State and regional emergency medical services laws and rules that govern operation of the ambulance service.
- (D) To work with the professional staff as partners; expect the director to recommend plans of operation, financing, supervision and control.
- (E) To participate actively in the meetings of the board.
- (F) To make it a point to discuss the work of the ambulance service with citizens and community groups. Get reaction from the public about the service and establish support from the community for the program.
- (G) To be acquainted with the tax resources of the community and secure adequate funding for the ambulance service.
- (H) In accepting the appointment to this board, the only defensible motive a citizen may have is that of service to the community.
- (I) To recommend to the city manager a person or persons to be director when a vacancy occurs.
- (J) Members shall familiarize themselves with Roberts's Rules of Order and parliamentary law. Meetings shall be conducted and policies enacted within this framework.
- (K) To develop long-range goals and to advise the mayor and council of all possible avenues of Federal and State grants and aid programs available to emergency medical services units.
- (L) To report regularly to the governing officials and the general public.

Section 1441. Conflicts of Interest

- (A) Any person with direct financial or other benefit from the ambulance service shall not be allowed to serve on the board until one full year following the cessation of such benefit.
 - a. An employee of the ambulance service may be a member or an alternate to the board. However, employees of the ambulance service cannot vote on items that have a direct financial benefit to them.
- (B) Any member of the board with indirect benefit from the ambulance service shall declare such benefit prior to any vote on a matter and shall abstain from voting. A positive vote from the majority of members present and voting may allow that member to vote on said matter if the members believe such a vote would not be suspect to conflict of interest claims.