

ANNA RESCUE UNIT, INC. DBA ANNA RESCUE SQUAD, INC.
BY-LAWS
(Effective December 17, 2018)

Article I. Mission

The mission of the Anna Rescue Unit, Inc. dba Anna Rescue Squad, Inc. shall be the administration of emergency medical services to victims of trauma and medical illness; rescue of persons in peril; the promotion of illness and injury prevention; and the aiding of civil authorities in case of fire, flood, or other disaster, natural or man-made.

Article II. Organization

This organization shall be known as the Anna Rescue Unit, Inc. dba Anna Rescue Squad, Inc., hereinafter called the "SQUAD." The SQUAD shall be incorporated under the laws of the State of Ohio. The Squad shall consist of administrative staff and members as noted under Article III of these By-Laws. All staff and members shall obey all federal, state, local, and departmental regulations, procedures, and laws at all times. Furthermore, all staff and members shall accept and abide by the following Emergency Medical Technician Oath:

Be it pledged as an Emergency Medical Technician, I will honor the physical and judicial laws of God and man. I will follow the regimen which, according to my ability and Judgment I will consider for the benefit of patients and abstain from whatever is deleterious and mischievous nor shall I suggest any such counsel. Into whatever homes I enter, I will go into them for the benefit of only the sick and injured, never revealing what I see or hear in the lives of man unless required by law.

I shall also share my medical knowledge with those who may benefit from what I have learned. I will serve unselfishly and continuously in order to help make a better world for all mankind. While I continue to keep this oath inviolate, may it be granted to me to enjoy life and practice of the art, respected by all men, in all times. Should I trespass or violate this oath, may the reverse be my lot. So help me God.

Article III. Administration & Membership

The SQUAD shall consist of both paid staff and membership positions.

A. Administrative Structure (Appendix. Table 1, Organizational flow chart)

1. Membership

The members of the SQUAD shall be any persons approved for membership by the Board of Trustees, hereinafter called the "Board." in accordance with the Standard Operating Procedures.

2. Board of Trustees

- a. Members of the Board, shall approve and/or establish the policies and procedures of the SQUAD, and approve new members and staff, and approve and sign all binding contracts. The Board shall oversee and monitor the

operations of the Squad. The Board will have final say should an appeal be filed. The Board will have routine (administrative) meetings that will be digitally recorded & maintained by the Records Manger/Secretary (or designee).

- b. The Board shall consist of three Trustees currently holding membership with the SQUAD. Each term shall be three years, with one term expiring each year to ensure management continuity. Terms commence January 1 of each year.
 1. In the event of a vacated Trustee position, in a special meeting, the remaining Trustees (and if needed) Chief/President shall make a qualified interim appointment by majority vote.
 - i. As soon as is practically possible, a new Trustee nomination will be presented to the membership for a majority vote for permanent appointment to complete the vacated Trustee's term. *Please see Voting in Article VII*
 2. When a Trustee's term is due to expire, the Board will present nominations to the membership.
- c. Members of the Board shall be certified EMT, AEMT, or Paramedic.

B. Chief/President

1. Appointed by the Board for an open ended term; can only be removed from office through resignation, impeachment, and/or suspension by the Board and subsequently a majority vote from membership.
2. Shall be certified EMT, AEMT, or Paramedic;
3. Oversees and monitors the overall day-to-day business* & operations of the Squad; supervises over the competency and performance of clinical operations of the Squad; imposes the executive committee's disciplinary actions; enforces the policies and directives needed to carry out the mission of the Squad as determined by Board, membership vote, or in accordance with state/local law;
** Business is defined as: personnel, financial aspects with accompaniment of Administrator or Treasurer.*
4. Oversees and monitors all clinical QI;
5. Recommends staff for hire and new members to the Board;
6. Responsible for nominating Assistant Chief, Secretary, and Treasurer positions for consideration by the Board;
7. Reports to and serves at the directive of the Board;
8. Shall be compensated as determined by the Board;
9. Shall have other responsibilities and duties as assigned by the Board.

C. Vice President/Assistant Chief

1. Nominated by the Chief/President and appointed by the Board for an open ended term;
2. Shall be a certified EMT, AEMT, or Paramedic;
3. Reports to the Chief/President and serves at the directive of the Board;

4. Responsible for managing and overseeing night-time volunteer operations of the SQUAD to fulfill the mission of the SQUAD;
5. Responsible for ensuring nighttime volunteer staffing including scheduling so that staffing is compliant with department SOP and state law;
6. Conducts annual performance reviews of volunteer staff;
7. Participates in the QI process as an alternate in the absence of the Chief/President;
8. Aids in the maintenance of personnel files and ensures staff competency for volunteers;
9. Compensation shall be determined by the Board;
10. Other responsibilities and duties as assigned by the Chief/President or Trustees.

D. Records Manager/Secretary

1. Nominated by the Chief/President and appointed by the Board for an open ended term;
2. Must be a certified EMR, EMT, AEMT, or Paramedic.
3. Reports to the Chief/President and serves at the directive of the Board;
4. Responsible for ensuring systems are in place for accurate, safe, and secure record keeping of patient care records and operational policies and directives;
5. Records and maintains all membership/officer meeting minutes;
6. Compensation shall be determined by the Board;
7. Other responsibilities and duties as assigned by the Chief/President or Trustees.

E. Treasurer

1. Nominated by the Chief/President and appointed by the Board for an open ended term;
2. Must be a certified EMR, EMT, AEMT, or Paramedic.
3. Reports to the Chief/President and serves at the directive of the Board;
4. Conducts administrative audits of reports compiled by Administrator monthly or as deemed necessary by the Chief/President; Will assist Administrator in preparing annual budget; Able to assist with maintaining financial records, preparing monthly and annual profit and loss statements, and handle all bank accounts and financial matters as assigned by the Chief/President in the absence of the Administrator;
5. Compensation shall be determined by the Board;
6. Other responsibilities and duties as assigned by the Chief/President or Trustees.

F. Administrator

1. Applied position that is interviewed, and recommended as paid staff by the Chief/President and hired by the Board for an open ended term
2. Recommended to be a certified EMR, EMT, AEMT, or Paramedic. Those without certification but with appropriate credentials and history of EMS will be considered
3. Reports to the Chief/President and serves at the directive of the Board;
4. Job duties and qualification requirements as described in Administrator job description (refer to employee handbook)
Job duties and qualification requirements as described in Administrator contract;
5. Pay scale shall be determined by the Board and approved by membership;

6. Work shifts shall not exceed contracted time every two weeks unless approved by the Chief/Board to meet the needs of the business;
7. Possesses authority to maintain day to day operations of the SQUAD including chore enforcement, enforcement of drug/alcohol policies, and schedule changes as needed to fit department staffing needs

G. Personnel

1. Responsible for execution and delivery of emergency medical service (EMS), as requested, and within the scope of practice set forth by the State of Ohio, Regional Physicians Advisory Board (RPAB), and the Department's Medical Director to fulfill the mission of the SQUAD;
2. Responsible for the execution and delivery of non-clinical productivity;
3. Responsible for reading, understanding, and abiding by the By-Laws, Standard Operating Procedures, Medical Protocol, and all other policies/directives;
4. There are 2 categories of personnel:
 - a. Part-time paid staff are those that provide daytime EMS coverage as determined by the Administrator
 - i. Applied position that is interviewed and recommended as paid staff by the Chief/President and hired by the Board
 - ii. Hourly compensation shall be determined by the Board
 - iii. Must be a member of Anna Rescue and maintain 30 on call hours per month with the SQUAD to be eligible, unless a leave of absence has previously been authorized by the Administrator
 - iv. Work shifts shall not exceed 79 hours every two weeks unless extraordinary circumstances arise;
 - v. Work shifts shall not exceed 36 hours weekly unless necessary to meet the needs of the business;
 - vi. Job duties and qualification requirements as described in Anna Rescue Bylaw/SOP and local/state/national law
 - vii. Report to the Administrator.
 - b. Clinical Volunteers who provide EMS coverage as determined by the Assistant Chief
 - i. Applied position that is interviewed and recommended as volunteer staff by the Chief/President and appointed by the Board;
 - ii. The part-time paid staff and clinical volunteers when added together may not exceed 49;
 - iii. Honorarium compensation shall be determined by the Board;
 - iv. Required to provide 24 hours of on call hours to the SQUAD per month, unless a leave of absence has previously been authorized by the Assistant Chief;
 - v. Report to the Assistant Chief/Vice President.

H. Non-Clinical Volunteers

1. Provide services that support the operations and mission of the SQUAD;

2. Role and appointment shall be by the Chief/President and approved by the Board;
3. Honorarium compensation shall be determined by the Board;
4. Reports to the Chief/President

I. Advisory Board

An Advisory Board may be created with the approval of the Board. Such Advisory Board shall consist of not less than three members and no more than twenty (20) members. The Advisory Board shall be comprised of individuals who serve as elected officials of the governing body of which Anna Rescue is in contract with (i.e. Township Trustee/Clerk, Village Council/Clerk/Administrator.) No family/household member of current staff and/or member of the SQUAD shall not serve in an elected official's role on the Advisory Board. Likewise, current staff and members of the SQUAD shall serve on the Advisory Board. There shall be at least one member of the Board (or officer designee) in attendance at all Advisory Board meetings. The Advisory Board shall meet at least two times each calendar year. The function and purpose of the Advisory Board is to provide advice, fundraising, levy negotiation/promotion, and services to the SQUAD in any manner able, as requested by the SQUAD, that will further the mission of the SQUAD.

Article IV. Resignation and Termination

- A. Resignations from any paid staff or member should be submitted to the appropriate manager. Resignation from daytime paid employment should be submitted to the Administrator and the Chief/President and Volunteer member resignations shall be submitted to the Assistant Chief and Chief/President. Resignations should be in the form of a written letter, verified email, or via documented method in EMS Charts and must include the date of the correspondence and the resignation effective date. The written letter must have a formal signature.
- B. Any officer who resigns from office during their current term must submit notice to the Chief/President as well as the Board. Resignations should be in the form of a written letter, verified email, or via documented method in EMS Charts and must include the date of the correspondence and the resignation effective date. The written letter must have a formal signature. Any member resigning from office will be ineligible to hold any position of office for a minimum of one (1) calendar year following their resignation date.
- C. Termination of members may occur for just cause or pursuant to the SOP.

Article V. Finance and Capital

- A. The fiscal year shall commence on January 1 and end on December 31 of each year.
- B. Any expenditure equal to or less than \$2500.00 shall be approved by the Chief/President along with one Trustee or the Administrator/Treasurer along

with one Trustee. Any expense over \$2500.00 shall be considered a capital expense and must be presented to the Board for approval before the purchase can be made.

- C. Any single expense exceeding \$10,000.00 collectively will require a majority vote of the full executive board prior to expense payout.
- D. Any single expense exceeding \$40,000.00 shall be presented to membership for majority vote of approval prior to expense payout.
See Article VII for voting eligibility requirements
- E. Disposal or reallocation of any (capital) items must be reviewed by the Chief/President and approved by the Board for final disposition.
- F. Access and review of any non P.I.I. (Personal Identification Information) financial records can be granted to any member of the Squad so long as they are accompanied by the Administrator, or, the Treasurer. In the event of the absence of these positions, coordination through the Board should be completed.
- G. The SQUAD shall enlist the services, as appropriately determined by the Board, of a certified public accountant or finance professional as needed for any tax or financial related matter.
- H. No two members of the same family or household are permitted to endorse a check for any purchase without being accompanied by a third signature endorsing the purchase (i.e. husband/wife, cousins, parent/child, roommate, etc.) Likewise, no officer of authority will be permitted to endorse a contract for family/household members.

Article VI. Legal

The SQUAD shall enlist the services of a licensed attorney as necessary and as determined by the Board.

Article VII. Voting

- A. All members having completed a successful six month probationary period have a right to vote on issues requiring membership approval if eligibility requirements are met.
- B. For any situation requiring a vote during a Board meeting, a majority vote prevails. Each Trustee's vote will be recorded via digital recording. This recorder will remain property of Anna Rescue and shall be stored at the 140 station in the Trustee box. The Chief/President may vote solely for the purpose of breaking any ties.
- C. For situations requiring membership voting (i.e. Trustee term), the Records Manager/Secretary will secure votes at the meeting and vote outcome shall be made part of the official meeting minutes. A majority vote prevails.
- D. Voting privileges shall be given to members who have attended or were excused from at least 50% of the 12 month rolling calendar year's regular membership

meetings. No probationary member shall be permitted to vote until a successful probationary period of a minimum of six months has been completed

E. Absentee Voting

1. The member must have been in attendance or excused from at least fifty (50) percent of the 12 month rolling calendar year's regular membership meetings to submit an absentee vote. The vote must be in a sealed envelope bearing the name and signature of the member voting and placed in the Secretary's box. In extreme situations where a member cannot submit an absentee ballot in person (i.e. military deployment, jury duty, court subpoena, outside employment, and *other absences within reason at the directive of the Chief*), ballots emailed to the secretary will be accepted with prior approval from the executive committee.
2. In situations involving special meetings (a meeting where no prior discussion has taken place), absentee voting will be provided to eligible members up to 48 hours after the meeting to listen to the meeting's recording and submit their vote with the same process as outlined in Section E.1 above.

Article VIII. Amendments

Amendments to the By-Laws may be proposed during any meeting held by the Board, or as appropriate by law, to promote the greater organizational good of the SQUAD and to adhere to local, regional, state, and federal laws, guidelines, or regulations. The proposed amendments shall be presented to the members at a regularly scheduled membership meeting. Discussion of the change and revisions of the proposed amendment will be discussed and collective proposals will be sent out in the monthly meeting minutes. Discussions of the changes and a final revision to the proposed amendment shall be finalized and a vote taken at the following membership meeting. The voting procedure outlined in VII will be followed. Upon approval of any amendment, such amendment shall take effect on the date of approval, or, if practical, the date specified in such amendment.

Article IX. Grievances

- A. Every member has the right to file a grievance. The Chief/President is the only authority that can temporarily suspend any member for suspicion of misconduct or an SOP/Bylaw violation until the Executive committee can investigate and render a ruling on the complaint. The Board has the sole authority to temporarily suspend the Chief for suspicion of misconduct or a Bylaw/Contract/SOP violation

until a special membership meeting can be held by the Board to inform membership of the findings so that they can render an informed ruling. If an officer files a grievance, or, if the grievance is filed against a family member/significant other/household member of an officer or the officer themselves, that officer may attend any meetings but is required to remove themselves from any discussion of the grievance review process as well as any voting that may be involved .

- B. If a member feels they have a valid grievance requiring action, they will be required to fill out the appropriate form. In addition to the member's signature, two non-officer signatures must be obtained from members who are in agreement with the allegation. The form is then placed in the Chief/President's mailbox at the 140 station. The filing member is then required to notify the Chief/President via email that there is a grievance needing addressed. The Chief/President will have an appropriate amount of time (typically 7 days) to acknowledge the initiator of the grievance. The Chief/President will then notify the Officers of the executive committee and will oversee the progress of a ruling. The executive committee shall have an appropriate time frame (typically 30 days) to investigate and render a ruling. Should any non-officer continue to contact the Chief/President regarding issues pertaining to the grievance during the allotted time frame, that member can be held to disciplinary action up to and including termination.
- C. Rulings may be found in favor of/not in favor of the sender of the grievance. If it is found that the initiator of the grievance knowingly made false claims or filed the grievance with malicious intent due to a personal conflict, the executive committee has the authority to discipline all members who signed the initial grievance.

Article X. Appeals

Should any initiator of a grievance feel that their case was not given the appropriate ruling, they may appeal their case to the Board in writing within 7 days. Likewise, the member that the grievance has been ruled against is afforded the same rights. The Board is then allowed a period (not to exceed 30 days) to make change to, enforcement of, repeal the ruling of, or introduce further discipline to, the appealing member.

Article XI. Impeachment

All officers hold impeachable positions. Members have the right to submit an impeachment form should they feel that this process is warranted and hold significant evidence to support their claim. This form requires the signature of a total of 3 Anna Rescue members to initiate the investigation. Once this form is

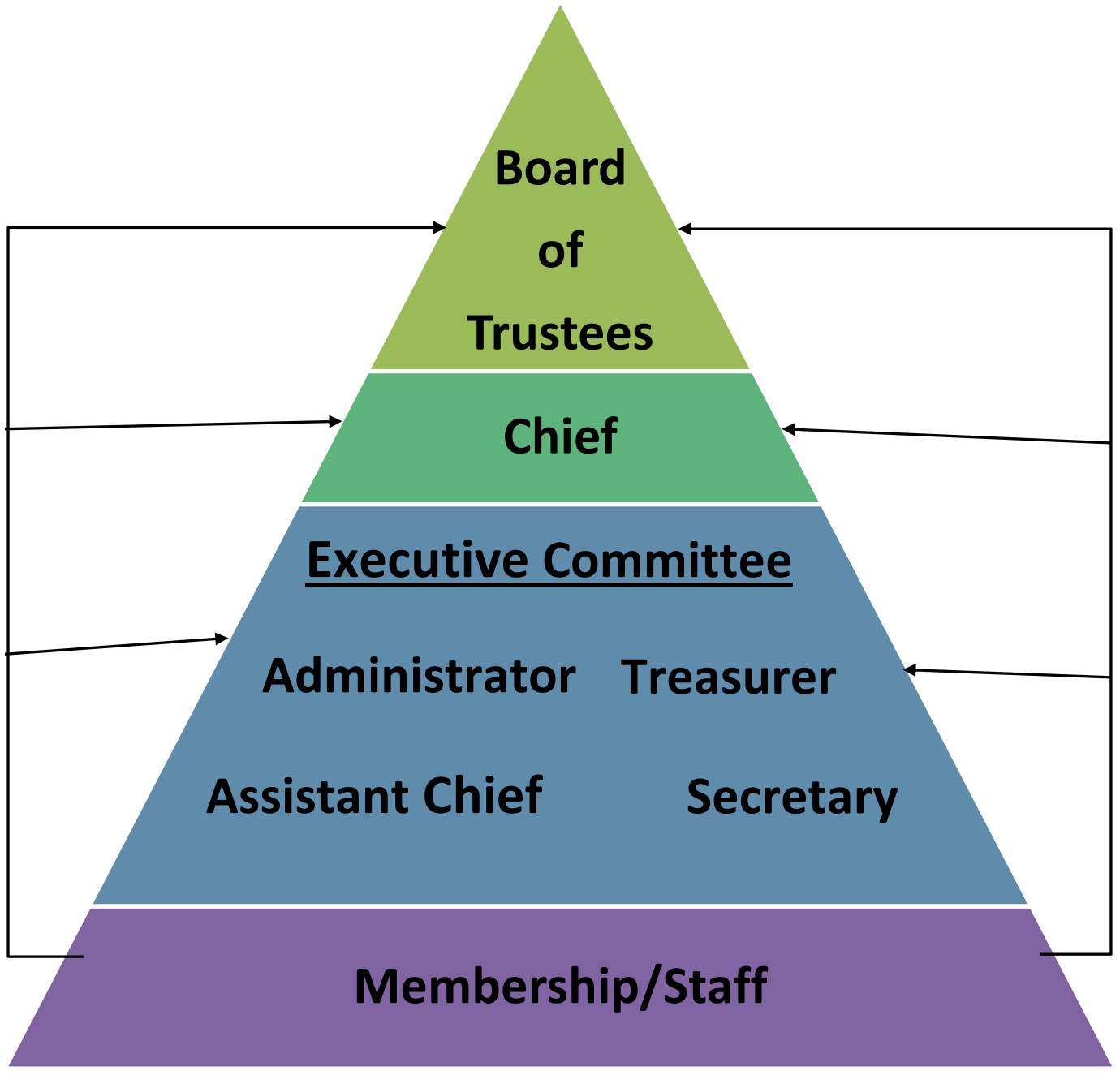
filled out it is to be placed in the appropriate mailbox at the 140 station. If an impeachment request is filed against the Chief, the form is placed in the Trustee mailbox and the filing member is then required to notify all 3 Board of Trustee members by email that the form has been filed. If the request is filed against a member of the Board, the form must be placed in the Chief's mailbox then required to notify the Chief/President via email that the form has been filed. At the next regularly scheduled membership meeting, the Chief/President will notify membership that an impeachment process has been invoked, or alternatively any member may provide such notification. If a regularly scheduled membership meeting is not to be held within the next ten days, the Board can schedule an Executive Session to be held for members. At that meeting, members with concerns can state their grievance and the party in question will be given a chance to speak if they so choose. At that time a vote can come before membership. All eligible voters are able to vote on the impeachment and majority vote rules.

Article XII. SOP Repeal

Any member can recommend an SOP change to the Board in writing. The Board will make a final vote for adoption of the new/updated SOP based off of the financial and organizational betterment of the SQUAD. A majority vote of the Board rules. If a new SOP shall be implemented, the Chief/President (or his/her designee) will distribute to all members. If 3 or more members are in agreement that the decision was not in the better judgement for the SQUAD as a whole, a repeal form can be filed. This form must contain a minimum of 3 signatures of members and placed in the Chief/President's box at the 140 station. Members are then required to notify the Chief/President via email. The Chief/President will present and notify membership of the repeal proposal at the next regularly scheduled membership meeting, allowing time for discussion. At that time, a vote will come before membership at the following monthly membership meeting. All eligible voters are able to vote on the SOP change at that time and a majority vote rules. If an SOP has been challenged in a repeal process, the initially adopted SOP will be placed inactive until a vote can be taken.

****End of core content****

Table 1. Anna Rescue Squad Organizational Flowchart



End of appendix content